

MECHANICS

CAPITAL LETTERS

names and initials

- Begin each part of the name of a person with a capital letter.

Billy Haggerty Encyclopedia L. Brown

titles

- Begin a title of a person such as *Ms.*, *Mrs.*, *Mr.*, or *Dr.* with a capital letter.

Ms. Sally Kimball Dr. Vivian Wilson

- I ● Always capitalize the word *I*.

I know I have a dentist appointment today.

Practice

Write each sentence correctly. Add capital letters where they are needed.

1. leroy brown has an unusual nickname.
2. His nickname is encyclopedia.
3. Someone took sally s. kimball's roller skates.
4. charlie stewart collects teeth.
5. the only suspect is billy haggerty.
6. dr. Wilson does not have the roller skates.
7. dr. Stanton treated a boy the same morning.
8. mr. Brown is a police officer.
9. capt. Dawson is his partner.
10. mrs. Brown told Encyclopedia to ask his father for help.
11. Did you see where i left the roller skates?
12. i cannot believe that i lost them.
13. i am going to Bill Haggerty's house.
14. i know i left the skates in the waiting room.
15. How will i solve this mystery?

CAPITAL LETTERS

- Begin each important word in the names of towns, cities, states, and countries and their abbreviations with a capital letter.

places

Anchorage, Alaska—AK United States—U.S.

- Begin the names of streets and their abbreviations with a capital letter.

streets

**Fox Avenue—Ave. Mukluk Boulevard—Blvd.
Glacier Street—St. Caribou Drive—Dr.**

Practice

Write each sentence correctly. Add capital letters where they are needed.

1. Eeka is proud that alaska is the largest state.
2. alaska's eastern neighbor is canada.
3. The bering strait separates alaska from the u.s.s.r.
4. The state capital of alaska is juneau.
5. Eeka has visited mt. mckinley with her father.
6. She would like to visit the aleutian islands.
7. Her father tells stories about the copper mines at kennicott.
8. He once mined gold along the stikine river.
9. Eeka's father fishes along the yukon river.
10. He also likes to visit anchorage.
11. Eeka lives on nyac street.
12. The grocery store is at the corner of blizzard avenue.
13. The dogsled flies along husky boulevard.
14. Eeka's grandmother lives on harpoon lane.
15. elk circle is the location of Eeka's new school.

MECHANICS

CAPITAL LETTERS

- days** ● Begin the name of a day of the week or its abbreviation with a capital letter.

Sunday—Sun. Thursday—Thurs.

- months** ● Begin the name of a month or its abbreviation with a capital letter.

August—Aug. September—Sept.

- holidays** ● Begin each important word in the name of a holiday or special day with a capital letter.

Thanksgiving Fourth of July

Practice

Write each sentence correctly. Add capital letters where they are needed in these sentences.

1. Amos and Obie arrived in Philadelphia on a thursday.
2. friday morning they found their father.
3. All day saturday Amos and Obie slept.
4. They celebrated Obie's birthday on sunday.
5. Their journey started in july.
6. It was during august when they reached Philadelphia.
7. In september the boys started school.
8. They received a message from their mother october 2.
9. She would join them on halloween.
10. The entire family would be together on thanksgiving.
11. They would celebrate christmas together.
12. The boys planned to show their mother on new year's day that they could read.
13. By february the family would be completely settled.

CAPITAL LETTERS

- Use a capital letter to begin the first word of a sentence.

sentence

Today we solved some arithmetic problems.

- Use a capital letter to begin the first word, the last word, and all other important words in the title of a book, a story, a magazine article, a poem, a song, or a television show.

title

Millions of Cats (book)

“Numbers and You” (story)

Practice

- A.** Write each sentence correctly. Add capital letters where they are needed.

1. school started last week.
2. this year I have a new teacher.
3. her name is Ms. Adding.
4. she has given us some interesting arithmetic problems.
5. some of the problems were even funny.
6. we had to figure out some strange things.
7. the problems took a long time to solve.
8. our group was the first one finished.
9. the answers we got were really amazing.

- B.** Write each sentence correctly. Add capital letters where they are needed.

10. One of my favorite books is the amazing number machine.
11. My brother is reading the story “the math magician.”
12. My teacher read aloud the article “it all adds up.”
13. Have you ever read the poem “crazy eights”?

MECHANICS

PUNCTUATION (PERIOD)

- sentence** ● Use a **period** (.) at the end of a declarative or imperative sentence.

Arithmetic adds up to answers.

- abbreviation** ● Use a period after an abbreviation.

P.S.	U.S.	Tues.	Oct.
Dr.	A.M.	Mr.	Mrs.

- initial** ● Use a period after an initial.

Jason M. Dawson

- outline** ● Use a period after the numeral in a main topic and after the capital letter in a subtopic of an outline.

I. How to Master Multiplication
A. Learn multiplication tables
B. Practice doing multiplication problems

Practice

Write each item. Use periods correctly.

1. The new arithmetic books are red and yellow
2. Arithmetic is my first class every morning
3. Pages full of arithmetic problems are a challenge
4. Mr Washington is my arithmetic teacher this year
5. Class starts every day at 8:15 A M
6. Sometimes Dr Pritchett attends our class
7. Sally N Right is the smartest girl in my arithmetic class
8. T C Russell won an award at the arithmetic fair
9. I shared my book today with J D Kline
10. I Arithmetic Every Day
 - A In the classroom
 - B At home
 - C At the store

MECHANICS

PUNCTUATION (COMMA)

- Use a **comma** (,) in an address to separate the city and state or the city and country.

address

Anchorage, Alaska Toronto, Canada

- Use a comma between the day and the year.

date

January 19, 1988 August 7, 1988

- Use a comma after the greeting of a friendly letter and after the closing of any letter.

**greeting,
closing**

Dear Apah, Your granddaughter,

Practice

Write each item correctly. Add commas where they are needed.

1. 45 Harper Road
Icetown Alaska 99682
November 15 19—
2. 8260 Polar Lane
Winter Park Florida 32792
August 2 19—
3. 94 Klondike Circle
Juneau Alaska 99673
December 23 19—
4. 69 Tundra Avenue
Yonkers New York 10710
June 27 19—
5. Dear Aunt Rita
6. Sincerely yours
7. Dear Mother
8. Your friend
9. Dear Apah
10. Your sister
11. Dear Mika
12. Love

MECHANICS

PUNCTUATION (COMMA)

introductory words

- Use a **comma** (,) after the words *yes* and *no* when they begin a statement.

Yes, Amos and Obie should join their father.

time-order words

- Use a comma after time-order words such as *first*, *next*, *then*, and *last*.

First, the boys must have a plan.

series

- Use commas to separate three or more words in a series.

The boys ran quickly, silently, and anxiously.

combined sentences

- Use a comma before the word *and*, *but*, or *or* when two sentences are combined.

Obie felt tired, but he continued to run.

direct address

- Use a comma to separate a word used in direct address from a sentence.

Amos, I need to rest for a minute.

quotation

- Use a comma between a quotation and the rest of the sentence.

“We are almost there,” said Amos.

Practice

Write each sentence. Add commas where they are needed.

1. Yes Mr. and Mrs. Strauss helped the boys.
2. First he told them about the plan.
3. The boys studied letters words and maps.
4. Mr. Strauss talked about Searsville Richmond Washington and Philadelphia.
5. Mr. Strauss had a map but the boys could not read.
6. Mrs. Strauss pasted a label on a jar and she put candy in it.
7. Amos you must pretend that this is medicine.
8. “Travel by day” said Mr. Strauss.

PUNCTUATION (QUESTION MARK AND EXCLAMATION POINT)

- Use a **question mark (?)** at the end of an interrogative sentence. question mark

Who stole the roller skates?

- Use an **exclamation point (!)** at the end of an exclamatory sentence. exclamation point

I cannot imagine stealing from a detective!

Practice

Write each sentence with the correct end punctuation mark.

1. Do you enjoy reading mysteries
2. They are so exciting to read
3. Which mystery writers are your favorites
4. Donald Sobol writes terrific mysteries
5. He really keeps you guessing
6. Have you ever solved a mystery
7. Once I solved a mystery before Encyclopedia Brown did
8. Have you ever read the mystery series about Amy Adams and Hawkeye Collins
9. What wonderful stories they are
10. Nancy Drew mysteries are the greatest
11. How does Nancy solve her mysteries so quickly
12. She is a natural sleuth
13. Would you like to be a detective
14. That is a great idea
15. What case would you like to solve first
16. How about a tough one
17. What a great way to start
18. What is the case
19. How about helping me find my keys
20. What a funny detective you are

MECHANICS

PUNCTUATION (QUOTATION MARKS AND UNDERLINES)

- direct quotation** ● Use **quotation marks** (“ ”) before and after a direct quotation.

Beth moaned, “I’ll never have a dog!”
“You’re allergic to them,” said Dr. Brenner.

- title** ● Use quotation marks before and after the title of a story or poem.

“An Allergy Is a Bothersome Thing” (story)
“Noses” (poem)

- underlines** ● Underline the title of a book or a television show.

All About Allergies (book)
It’s a Dog’s Life (television show)

Practice

- A.** Write the sentences correctly. Add quotation marks where they are needed.

1. Pa is bringing home a puppy today, Beth said.
2. What kind of puppy will he choose? asked Philip.
3. Beth said, I asked for a collie.
4. Where is my puppy? Beth asked.
5. Go into the kitchen, Beth, her mother replied.
6. Is it in the kitchen? Beth asked eagerly.
7. Beth said, I will name him Friendly.
8. Beth read Forever Friends, a story about dogs.
9. She also wrote a poem called My Trouble with Dogs.

- B.** Write the sentences. Add underlines where they are needed.

10. Beth read the book How to Be a Good Sister.
11. Then she watched the television show Lassie.
12. She read The Alphabet Book to her baby brother.
13. Next she will read Millions of Cats to him.

PUNCTUATION (APOSTROPHE AND COLON)

- Add an **apostrophe** (') and s to singular nouns to show possession.

possessive
noun

Eeka's parka Father's traps

- Add an apostrophe to a plural noun that ends in s to show possession.

seals' oil guests' laughter

- Add an apostrophe and s to plural nouns that do not end in s to show possession.

women's advice children's schoolwork

- Use an apostrophe to show that one or more letters have been left out of a contraction.

contraction

I will—I'll do not—don't

- Use a **colon** (:) between the hour and minute in the time of day.

time

10:30 A.M. 8:15 P.M.

Practice

Write each sentence correctly. Add apostrophes and colons where they are needed.

1. Eekas birthday was on a cold winter day.
2. The childrens faces lit up when they saw the snow.
3. The two girls walk home was difficult.
4. Her mothers voice greeted Eeka.
5. "We dont have everything for your party."
6. "Ill go with you to the store," Eeka replied.
7. "Wheres Father?" Eeka asked.
8. "Well look for your father on the way to the store."
9. She added, "Father left at 630 this morning."
10. "I left school at 115 this afternoon," said Eeka.

USAGE

TROUBLESOME WORDS

- to, too, two** ● Use *to* when you mean “in the direction of.” Use *too* when you mean “also” or “more than enough.” Use *two* when you mean “one more than one.”

Benjy went to the stand and bought two lemonades.
Charlie Fryhoffer bought a cup, too.

- your, you're** ● Use *your* when you mean “belonging to you.” Use *you're* when you mean “you are.” *You're* is a contraction for *you are*.

You're earning money.
You will get your mitt soon.

Practice

- A.** Write each sentence correctly. Choose the correct word in ().

1. (Your, You're) going to love these new running shoes.
2. No sneakers ever felt so good on (your, you're) feet.
3. (You're, Your) feet will feel great.
4. They will be so happy, (to, two, too).
5. Get (two, too, to) the store and buy a pair.
6. In fact, why don't you buy (two, to, too) pairs?
7. Buy a pair for your mother, (to, two, too).
8. We promise that (you're, your) not going to be sorry.
9. (Your, You're) feet will thank you.
10. (Your, You're) wallet will, (to, too, two).

- B.** The underlined word in each sentence is spelled incorrectly. Write each sentence with the correct word.

11. Do you feel to tired every morning?
12. Does you're life need more pep and zip?
13. If your going to say “yes,” try new Full o' Fun cereal.
14. It has all the good things you're body needs.
15. It has plenty of fiber, two.

TROUBLESOME WORDS

- Use *their* when you mean “belonging to them.”

**their, there,
they're**

Their trick is very clever.

- Use *there* when you mean “in that place.”

The scooter is over there.

- Use *they're* when you mean “they are.” *They're* is a contraction for *they are*.

They're going to fool Peter Frost.

Practice

A. Write each sentence. Choose the correct word in ().

1. The Moffats are fed up with (there, their) neighbor.
2. (They're, Their) going to play the greatest practical joke ever.
3. (Their, There) in the attic are all the things they need.
4. (They're, Their) going to use the scooter.
5. This time (they're, there) going to have the last laugh.
6. Even (their, there) cat will get into the act.
7. Peter will never want to go (their, there) again!
8. The Moffats will laugh at (their, there) successful joke.

B. Write each sentence correctly. Use *their*, *there*, or *they're* to complete each sentence.

9. _____ on the hill is a house.
10. Do people who lived _____ long ago still walk the halls at night?
11. They think it's still _____ house.
12. _____ not going to let anyone else live _____ peacefully!

USAGE

TROUBLESOME WORDS

good ● The word *good* is an adjective. It describes a noun.

Wilbur had a good life on the Zuckermans' farm.

well ● The word *well* is an adverb. It tells more about a verb.

Wilbur was treated well there.

Practice

A. Write each sentence with the correct word.

1. Wilbur had a (well, good) home, but he was bored.
2. He searched for some (good, well) food to eat.
3. He went hunting and found something (good, well).
4. The goose gave Wilbur a (well, good) idea.
5. Wilbur moved (well, good) and soon was free.
6. All the animals heard the (good, well) news.
7. Wilbur thought it would be a (good, well) feeling to be free.
8. Wilbur thought he did (good, well) to return to his pen.

B. Write each sentence correctly. Add *good* or *well*.
Then name the word in each sentence that *good* or *well* tells more about.

9. Wilbur was a ____ pig.
10. But sometimes things did not go ____ for him.
11. Some days he didn't have ____ thoughts about his life.
12. Wilbur pushed ____ and managed to squeeze through the fence.
13. He discovered that the outside world was a ____ place.
14. ____ things don't always last, though.
15. Events do not always turn out ____.
16. Wilbur's ____ time was soon over.
17. In the end, ____ food counted more than freedom.

TROUBLESOME WORDS

- The word *I* is always used in the subject part of the sentence.

I, me

I wanted a puppy. Pa and I drove to the country.

- The word *me* follows an action verb.

Pa took me to Mrs. Garner. She gave me a puppy.

Practice

A. Choose the word in () that best completes each sentence. Then write the sentence correctly.

1. (Me, I) was celebrating my seventh birthday.
2. My father and (I, me) rode in the car.
3. People had sent (I, me) many birthday cards.
4. (I, Me) brought them along on the trip.
5. Soon Pa and (me, I) arrived at a house in the country.
6. A lady there showed (I, me) her dog.
7. (I, Me) was so excited!
8. Oh, how (me, I) wanted a puppy for my very own!
9. One of the puppies wanted (me, I), too.
10. The golden one kept (me, I) company all the way home.

B. Write each sentence correctly. Use *I* or *me*.

11. A friend brought _____ a special birthday gift.
12. _____ had always wanted a pet parakeet.
13. At first _____ left him alone so he could get used to his new cage.
14. Before too long, my parakeet trusted _____.
15. My yellow bird loved _____.
16. He greeted _____ with cheerful chirping.
17. He allowed _____ to train him to do all kinds of tricks.
18. Taffy and _____ put on shows for the family.
19. My family and _____ laughed at Taffy.
20. _____ had never heard of a bird screeching when it heard football games on TV!

USAGE

TROUBLESOME WORDS

its, it's • Use *its* when you mean "belonging to it."

An armadillo uses its armor for protection.

• Use *it's* when you mean "it is." *It's* is a contraction for *it is*.

It's necessary for animals to defend themselves.

Practice

A. Write each sentence correctly. Use *its* or *it's*.

1. A turtle can pull ____ head, tail, and legs into a shell.
2. ____ a good thing the turtle can do this.
3. Otherwise ____ enemies might destroy it.
4. Many animals have learned that ____ unwise to try to attack a porcupine.
5. An animal called an ermine protects ____ life by changing to a white color in winter.
6. Because of this, ____ hard for the ermine's enemies to see it against a snowy background.
7. The chameleon can change color to match ____ background.
8. ____ amazing to watch this animal turn green.
9. I think ____ interesting to study animals.
10. Each kind of animal has ____ own enemies.

B. Find incorrect spellings of *its* and *it's* in the paragraph. Then rewrite the paragraph correctly.

Its a fact that animals do not kill each other for fun. For example, one animal might attack another in order to feed it's family. Because every animal has it's enemies, each one has it's own way to defend it's life, it's home, and it's young.

AGREEMENT

- A verb must agree with its subject in number. Use a singular verb when the subject of the sentence is singular. Use a plural verb when the subject of the sentence is plural.

subject-verb agreement

Signy searches near and narrow.

The wisest men search far and wide.

Practice

A. Write each sentence correctly. Choose the correct form of the verb in ().

1. Thick, cold fog (blow, blows) in from nowhere.
2. The prince (are, is) completely covered.
3. The king (promise, promises) half his kingdom as a reward.
4. Practically everyone in the kingdom (look, looks) for the prince.
5. Signy (discover, discovers) Prince Lini in a cave.
6. Two troll girls (put, puts) a spell on him.
7. They (say, says) a secret rhyme to their swans.
8. The swans (fly, flies) in and wake up the prince.
9. The prince (refuse, refuses) to marry one of the trolls.
10. Signy and the prince (escape, escapes) safely.

B. Write each sentence with the correct form of the verb in ().

11. Signy _____ half the kingdom. (earn)
12. She _____ she is a wise ruler. (prove)
13. She _____ Prince Lini. (marry)
14. They _____ many adventures together. (enjoy)
15. Signy and Lini _____ checkers with their children. (play)
16. The children _____ joy to their parents. (bring)

VOCABULARY

PREFIXES

prefix ● A **prefix** is a letter or group of letters added to the beginning of a base word. Adding a prefix to a word changes the word's meaning.

The prince said he liked being in the cave.

He disliked the way the kingdom was run.

base word ● A **base word** is a word to which other word parts may be added.

Prefix	Meaning	Example
dis	not	<u>dis</u> like
im	not	<u>im</u> possible
in	not	<u>in</u> active
mis	incorrectly	<u>mis</u> label
non	not	<u>non</u> stop
pre	before	<u>pre</u> pay
re	again	<u>re</u> read
re	back	<u>re</u> pay
un	not	<u>un</u> kind
un	opposite of	<u>un</u> button

Practice

Write each sentence. Add a prefix with the meaning in () to each underlined word. Use the list above to help you.

1. The trolls were fair to keep Prince Lini. (not)
2. They were patient with him. (not)
3. Signy and Prince Lini planned how they would discover where the trolls went. (before)
4. The trolls understood Prince Lini's interest in their activities. (incorrectly)
5. Signy did the trolls' spell. (opposite of)
6. Signy and Lini traced the trolls' path. (again)
7. At first the king trusted Signy. (not)
8. He thought she was capable of finding the prince. (not)
9. Does fiction include folk tales? (not)

SUFFIXES

- A **suffix** is a letter or group of letters added to the end of a base word. Adding a suffix to a word changes the word's meaning.

suffix

The tired hiker rested quietly.

Suffix	Meaning	Example
al	like, referring to	coastal
able, ible	able to be	breakable, flexible
er, or	one who	singer, sailor
ful	full of	helpful
less	without	homeless
y	what kind	snowy
ly	how	quickly
ist	one who does	artist

Practice

Choose a suffix from the list above. Add it to the word in (). Then write the complete sentence.

1. It was a dark, (storm) night.
2. A (visit) scratched at my door.
3. I opened the door and saw a golden cat that must have been (home).
4. "Please, may I stay until I'm warm?" the cat asked (polite).
5. The cat's (music) voice surprised me.
6. She told (wonder) stories by the fire.
7. They were (magic) stories, full of interesting characters.
8. One was about some (remark) creatures that could change from cats to people.
9. Next morning this (art) was gone.
10. In her place was a (delight) young woman with long blond hair.