

Structure for Communicating Effectively

Revised
Edition

Your word have I hidden in my heart,
that I might not sin against You.

Blessed are you, O LORD.

With my lips I have



TABLE OF CONTENTS

Introduction	vii
Unit 1 Using Words	1
LESSON 1: PARTS OF SPEECH	1
LESSON 2: MORE PARTS OF SPEECH	8
LESSON 3: DOUBLE-DUTY WORDS	11
LESSON 4: UNIT REVIEW	17
Unit 2 Using Phrases	19
LESSON 5: PHRASES CLASSIFIED ACCORDING TO USE	19
LESSON 6: PHRASES CLASSIFIED ACCORDING TO FORM	21
LESSON 7: RESTRICTIVE AND NON-RESTRICTIVE PHRASES	24
LESSON 8: SENTENCE FRAGMENTS	26
LESSON 9: UNIT REVIEW	29
Unit 3 Using Clauses	31
LESSON 10: INDEPENDENT CLAUSES	31
LESSON 11: DEPENDENT CLAUSES	34
LESSON 12: ADJECTIVE CLAUSES	36
LESSON 13: ADVERB CLAUSES	42
LESSON 14: NOUN CLAUSES	48
LESSON 15: UNIT REVIEW	50
Unit 4 Diagramming	53
LESSON 16: DIAGRAMMING KEY WORDS	53
LESSON 17: DIAGRAMMING SENTENCES WITH PHRASES	57
LESSON 18: DIAGRAMMING SENTENCES WITH CLAUSES	63
LESSON 19: UNIT REVIEW	70
Unit 5 Writing Sentences	77
LESSON 20: SENTENCE CLASSIFICATION BY CLAUSE	77
LESSON 21: SENTENCE CLASSIFICATION BY PURPOSE	82
LESSON 22: SENTENCE CLASSIFICATION BY EMPHASIS	86
LESSON 23: DIAGRAMMING COMPOUND-COMPLEX SENTENCES	89
LESSON 24: UNIT REVIEW	93
Unit 6 Building Vocabulary	95
LESSON 25: PREFIXES	95

LESSON 26: SUFFIXES	101
LESSON 27: TROUBLESOME CHOICES	104
LESSON 28: TRICKY DICTION	110
LESSON 29: EXPAND YOUR VOCABULARY	121
<hr/>	
Unit 7 Agreement in Sentences	125
LESSON 30: SINGULAR AND PLURAL (NUMBER)	125
LESSON 31: AGREEMENT IN NUMBER	129
LESSON 32: PERSON AND GENDER	138
LESSON 33: MORE PRONOUNS AND ANTECEDENTS	141
LESSON 34: UNIT REVIEW	146
<hr/>	
Unit 8 Conjugating Verbs	149
LESSON 35: THE PRINCIPAL PARTS OF VERBS	149
LESSON 36: TENSE AND VERB FORMS	154
LESSON 37: ACTIVE AND PASSIVE VOICE	160
LESSON 38: TRANSITIVE AND INTRANSITIVE VERBS	162
LESSON 39: TONE OF VERBS	163
LESSON 40: UNIT REVIEW	166
<hr/>	
Unit 9 Using Punctuation	167
LESSON 41: USING THE PERIOD AND THE ELLIPSIS	169
LESSON 42: USING QUESTION MARKS AND EXCLAMATION POINTS	172
LESSON 43: USING THE COMMA	175
LESSON 44: USING SEMICOLONS AND COLONS	186
LESSON 45: USING OTHER PUNCTUATION MARKS	191
LESSON 46: UNIT REVIEW	206
<hr/>	
Unit 10 Good Composition	209
LESSON 47: APPROPRIATENESS IN WRITING	209
LESSON 48: WRITE WITH CONCRETENESS	213
LESSON 49: WRITE WITH CONCISENESS	217
LESSON 50: WRITE WITH BRIGHTNESS	222
LESSON 51: PROPER WORD ARRANGEMENT	227
LESSON 52: SHIFTS IN POINT OF VIEW	234
LESSON 53: UNIT REVIEW	238
<hr/>	
Glossary	241
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Index	249



Unit 1

Using Words

LESSON 1: PARTS OF SPEECH

SPEECH is communication or expression of thoughts in spoken words.

PARTS OF SPEECH are the classifications of words, to one of which every word must belong.
[English has eight such classifications: noun, pronoun, verb, adjective, adverb, preposition, conjunction, interjection.]

Although there are many ways to communicate, such as through pictures, gestures, facial expressions, and physical objects, the primary means of communication is the word. Words may be spoken or written. Spoken words are sounds or combinations of sounds which represent ideas. Written words are symbols expressing the sounds of spoken words, and they also represent ideas. In either case, words are used in many different ways. In order that our ideas can be communicated in standard ways that everyone can understand, words have been classified according to their *function* in communication. In English, words fall into eight categories called the *parts of speech*. They are listed in the charts below. Learn the contents of these charts.

USE	EXPLANATION	EXAMPLES
1. NOUNS	Words that name a person, place, thing, idea, or quality	book, tree, lamp, sister, can, clock, James, Iowa, etc.
2. PRONOUNS	Words that are used in place of nouns	he, she, us, them, everyone, either, who, which, this, etc.
3. VERBS	Words that express action or a state of being or that help other verbs complete their meaning	run, eat, sleep, tell, be, see, smell, overcome, pray, etc.

USE	EXPLANATION	EXAMPLES
4. ADJECTIVES	Words that modify (describe or limit) nouns or pronouns	tall, easy, green, happy, scenic, improper, new, etc.
5. ADVERBS	Words that modify (describe or limit) verbs, adjectives, or other adverbs	closely, smoothly, easily, plainly, nicely, soon, etc.
6. PREPOSITIONS	Words used to show the relationship of a noun or pronoun to some other word in a sentence	under, around, above, to, for, of, in, near, over, etc.
7. CONJUNCTIONS	Words that connect words or groups of words	and, or, but, although, because, if, since, that, etc.
8. INTERJECTIONS	Words that exclaim or express strong feelings or surprise but have little or no grammatical connection with other words in a sentence	Oh!, Wow!, Phew!, Hey!, Alas!, Goodness!, etc.

NOUNS AND THEIR USE

Nouns are classified into two groups: *common* and *proper*. Proper nouns name a particular person, place, or thing. When written, they begin with a capital letter. Common nouns are general in nature, naming no particular person, place, or thing. Here are some examples:

Fred	grandfather	Mr. Robert Rodgers	teacher
England	country	Capitol	building
Nevada	state	Microsoft	business
Tulsa	city	John Adams	president
Mrs. Winslow	woman	Christianity	religion

Nouns are also classified according to their *use* in sentences. They may be used in six different ways. These are: *subjects*, *direct objects*, *indirect objects*, *objects of prepositions*, *predicate nominatives*, and *appositives*.

USE	EXPLANATION	EXAMPLES
SUBJECT	The <i>subject</i> of a sentence is the word or group of words about which the sentence makes a statement.	<i>The weather</i> has been pleasant lately.
DIRECT OBJECT	A <i>direct object</i> is a word or group of words that receives the action of a verb.	He hammered a <i>nail</i> into the plank.

2. Everyone loves a winner.
3. The horse in the corral is wild.
4. The baby awoke when the door slammed shut.
5. Mary said she had read that book before.
6. I must write a letter to my grandmother to thank her for the gift.
7. Check carefully to see that you are answering the questions correctly.
8. She was happy to see the card she received in the mail.
9. We must hold to the faith of our fathers.
10. "The doctor will be happy to see you now," the nurse said.



EXERCISE B Identify the use of the nouns in **dark print** by writing one of the following abbreviations above them: **S** (subject), **DO** (direct object), **IO** (indirect object), **OP** (object of a preposition), **PN** (predicate nominative), **A** (appositive).

S A OP DO

1. Mike, the **mechanic** at a nearby **shop**, repaired my **motorbike**.
2. The **telephone** in the kitchen is ringing.
3. Mr. Johnson offered the **boys** a **job** for the **summer**.
4. **Jesus** is the **Son of God**.
5. **Ronald Reagan**, the 40th **President**, was formerly the **governor** of **California**.

EXERCISE C Identify the pronouns in **dark print** by writing one of the following abbreviations above them: **P** (personal), **PP** (personal possessive), **I** (indefinite), **INT** (interrogative), **R** (reciprocal), or **C** (compound). (Consider two-word pronouns to be one word.)

P PP I

1. **He** is **my** father, as **everyone** knows.
2. **We** must love **each other** more.
3. **Everybody** thinks **you** are **her** sister.

In the *Applications of Grammar* series the student will learn the basics of English grammar, including the definition and usage of the various parts of speech: verbs, nouns, adjectives, and adverbs. In addition, the student will examine how these terms are used in phrases, clauses, sentences, paragraphs, and composition.

While some today would discard the need for grammar, this text affirms that the learning of grammatical rules and their proper usage is foundational to good communication. The distinctions between words, their relation to each other in a sentence, and the rules that govern language are the basic building blocks of writing well.

It is the prayer of the author, editors, and publishers that by this grammar workbook students will be more effective in their use of God's gift of language for His glory.



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