

■ **POWER BASICS®**

# Basic English

Robert Taggart

# Table of Contents

|                                         |     |
|-----------------------------------------|-----|
| <i>To the Student</i> .....             | v   |
| <b>Unit 1: Parts of Speech</b>          |     |
| Lesson 1: Nouns .....                   | 3   |
| Lesson 2: Pronouns .....                | 11  |
| Lesson 3: Adjectives .....              | 20  |
| Lesson 4: Verbs .....                   | 25  |
| Lesson 5: Adverbs .....                 | 58  |
| Lesson 6: Prepositions .....            | 68  |
| Lesson 7: Conjunctions .....            | 71  |
| Lesson 8: Interjections .....           | 73  |
| <b>Unit 2: Parts of Sentences</b>       |     |
| Lesson 9: Subjects and Predicates ..... | 81  |
| Lesson 10: Complements .....            | 96  |
| Lesson 11: Clauses .....                | 101 |
| <b>Unit 3: Usage</b>                    |     |
| Lesson 12: Agreement .....              | 109 |
| Lesson 13: Confusing Words .....        | 115 |
| <b>Unit 4: Mechanics</b>                |     |
| Lesson 14: Capitalization .....         | 131 |
| Lesson 15: Punctuation .....            | 135 |
| <i>Appendixes</i> .....                 | 149 |
| A. <i>The Verb To Be</i> .....          | 149 |
| B. <i>The Verb To Have</i> .....        | 149 |
| C. <i>Personal Pronouns</i> .....       | 149 |
| <i>Glossary</i> .....                   | 150 |
| <i>Index</i> .....                      | 159 |

# UNIT 4

## Mechanics



## LESSON 15: Punctuation

**GOAL:** To learn to punctuate sentences correctly

### WORDS TO KNOW

|                   |                   |                 |
|-------------------|-------------------|-----------------|
| apostrophe        | period            | question mark   |
| colon             | punctuate         | quotation marks |
| comma             | punctuation       | semicolon       |
| exclamation point | punctuation marks |                 |

### End Punctuation

When you **punctuate** a sentence, you add the correct punctuation marks. **Punctuation marks** are special marks that help make the meaning of written work clear.

End punctuation is the **punctuation** that appears at the end of a sentence. There are three end punctuation marks. Each gives information about the type of sentence it ends.

Use a **period** at the end of a declarative sentence (a statement).

He said that.

I could not believe it.

My brother agrees with him.

Use a period at the end of an imperative sentence (a command) if the command is a mild request.

Please shut the door.

Carry this bag for me.

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

He said that?

What did he mean?

Use an **exclamation point** at the end of an exclamatory sentence.

He said that!

I could not believe it!

Use an exclamation point at the end of an imperative sentence when the command shows strong feeling.

Shut the door now!

Don't get any closer to that bear!

## ■ PRACTICE 86: End Punctuation

Write the correct punctuation mark at the end of each sentence. (There may be more than one correct punctuation mark for some sentences.)

1. The boy went to bed early
2. It had been a long day
3. What happened
4. The boy saved a friend from a burning building
5. How did he do it
6. He called 9-1-1

7. Hooray
8. The boy is a hero
9. Will he get a medal
10. Yes, from the fire department

#### IN REAL LIFE



Punctuation marks can make a big difference in meaning. Imagine that a sales group received this memo from their boss:

Your group's sales figures last month did not meet our expectations.

The group might review figures, discuss ways to bring in more sales, and so on.

But what if they got this memo:

Your group's sales figures last month did not meet our expectations!

This memo communicates strong feeling. The salespeople might fear for their jobs. They would probably work on ways to increase sales fast!

## Commas

Use a **comma** to separate three or more words or phrases in a row.

I speak English, Spanish, and Hebrew.

The dog ran into the house, up the stairs, and under the bed.

Use a comma to separate two independent clauses joined with a conjunction.

I love chocolate, but I am allergic to it.

We were hungry, so we made a sandwich.

I am going to eat, and then I am going to work.

Use a comma to separate an introductory phrase from the rest of the sentence.

On our way to school, we saw a car accident.

Finally, the bus ride ended.

Although she was ill, she still had a good time.

Use a comma before a quotation.

He said, "Hurry up!"

She asked, "What time is it?"

Use a comma after a quotation, if the quotation is a declarative sentence and the quotation does not end the sentence.

"I'll be there in a minute," she called.

Please come over here," he said

## ■ PRACTICE 87: Commas

The following sentences need commas. Rewrite each sentence with commas in the correct place.

1. My favorite months are June July and August.

---

2. He wrote a paper and his mother read it.

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# Basic English

## Teacher's Guide



# Table of Contents

|                                   |             |
|-----------------------------------|-------------|
| <i>To the Teacher</i> .....       | <i>vi</i>   |
| <i>Basic English</i> .....        | <i>viii</i> |
| <i>Classroom Management</i> ..... | <i>ix</i>   |
| <i>Use Chart</i> .....            | <i>x</i>    |

## Unit 1: Parts of Speech

|                            |   |
|----------------------------|---|
| Unit Overview .....        | 1 |
| Suggested Activities ..... | 4 |

## Unit 2: Parts of Sentences

|                            |   |
|----------------------------|---|
| Unit Overview .....        | 6 |
| Suggested Activities ..... | 8 |

## Unit 3: Usage

|                            |   |
|----------------------------|---|
| Unit Overview .....        | 9 |
| Suggested Activities ..... | 9 |

## Unit 4: Mechanics

|                            |    |
|----------------------------|----|
| Unit Overview .....        | 11 |
| Suggested Activities ..... | 12 |

|                                      |    |
|--------------------------------------|----|
| <i>Answer Key</i> .....              | 13 |
| <i>Student Book Appendixes</i> ..... | 21 |
| <i>Tables and Charts</i> .....       | 22 |
| <i>Student Book Glossary</i> .....   | 27 |

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# Unit 4: Mechanics

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Unit 4 concentrates on the conventions of writing. Students learn and practice the rules of capitalization. They learn to correctly use end punctuation, commas, quotation marks, colons, semicolons, and apostrophes. Each punctuation mark is studied individually. The conventions are applied in numerous practice activities.

## Lesson 14—Capitalization

Goal: To learn to capitalize correctly

### WORDS TO KNOW

---

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| <b>capitalization</b> | the rules of making words capital                                  |
| <b>capitalize</b>     | to make the first letter of a word a capital, or uppercase, letter |

## Lesson 15—Punctuation

Goal: To learn to punctuate sentences correctly

### WORDS TO KNOW

---

|                          |                                                                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>apostrophe</b>        | a punctuation mark that is used to show ownership, or to show that letters have been left out, as in a contraction                               |
| <b>colon</b>             | a punctuation mark that is used to introduce something that follows, such as a list, or used in expressions of time when numerals are used       |
| <b>comma</b>             | a punctuation mark that is used to separate words or groups of words in a sentence                                                               |
| <b>exclamation point</b> | a punctuation mark that is used at the end of an exclamatory sentence                                                                            |
| <b>period</b>            | a punctuation mark that is used at the end of a declarative sentence                                                                             |
| <b>punctuate</b>         | to add the correct punctuation marks to a sentence                                                                                               |
| <b>punctuation</b>       | marks that are used to make the meaning of written work clear                                                                                    |
| <b>punctuation marks</b> | marks, such as periods and commas, that are used to make the meaning of written work clear                                                       |
| <b>question mark</b>     | a punctuation mark that is used at the end of an interrogative sentence                                                                          |
| <b>quotation marks</b>   | punctuation marks that are used around the words someone says in a quotation, or around the titles of short stories, songs, articles, and essays |

**semicolon** punctuation mark that is used to join two independent clauses into one sentence

## Notes on Application Activity in Student Text

| Activity    | Skills Applied                                            | Product            |
|-------------|-----------------------------------------------------------|--------------------|
| Error Check | proofreading, analyzing information, applying information | correction tallies |

## Additional Activity Suggestions

- Have students look for punctuation errors in newspaper articles. Another source of errors is e-mails. Bring in or ask students to bring in e-mails they are willing to share. There will be plenty of errors to correct!
- Write sentences on the board, without the punctuation. Ask students to rewrite the sentences with correct punctuation.
- Divide students into small groups. Assign each group a punctuation mark. Have the members of each group work together to write a chapter of a punctuation handbook. Each group should provide clear examples of how the punctuation mark is used. You can photocopy the entries and staple them into booklets for reference.



## Differentiation

- Use sentences from a book that students are reading for class as models for correct punctuation. Choose sentences that show different punctuation marks. Have students name the punctuation marks and tell what they do.
- Say several sentences aloud, with clear emotion. Ask students which end punctuation mark they would use at the end of the sentence if it was written.
- Do a dictation exercise. Read a variety of sentences aloud, with strong emotion and pauses. Have students write the sentences. Then write the sentences on the board and discuss discrepancies between your written sentences and those of students.
- Students who are interested in language and are detail-oriented may enjoy looking through popular reference books about grammar and punctuation. Ask students to choose a particular topic and read about it in different sources. They can then write a short paper telling their findings.
- English-language learners may be willing to share some sentences that show what punctuation marks are used in their first language and where the marks are placed.



# Basic English

# Table of Contents

To the Student .....vii

## Unit 1: Parts of Speech

**Activity 1**  
Proper Nouns ..... 1

**Activity 2**  
Map of Nouns ..... 2

**Activity 3**  
Possessive Nouns ..... 3

**Activity 4**  
Drawing on Possessive Nouns ..... 4

**Activity 5**  
Plural Nouns ..... 5

**Activity 6**  
Plural Circle ..... 6

**Activity 7**  
Possessive Pronoun Dialogue ..... 7

**Activity 8**  
A Question of Possession ..... 8

**Activity 9**  
Reflexive Pronouns ..... 9

**Activity 10**  
Interrogative Pronouns ..... 10

**Activity 11**  
Star Interrogation ..... 11

**Activity 12**  
Indefinite Pronouns ..... 12

**Activity 13**  
Indefinite Pronouns in Action ..... 13

**Activity 14**  
Demonstrative Pronouns ..... 14

**Activity 15**  
Demonstrate Your Pronouns ..... 15

**Activity 16**  
Demonstrate Your Point ..... 16

**Activity 17**  
Adjectives Times Two ..... 17

**Activity 18**  
Quick (or Slow) Change ..... 18

**Activity 19**  
Indefinite Articles ..... 19

**Activity 20**  
Action Verbs ..... 20

**Activity 21**  
Action Verbs in Print ..... 21

**Activity 22**  
Linking Verbs ..... 22

**Activity 23**  
Sports Action ..... 23

**Activity 24**  
Verbs in Action ..... 24

**Activity 25**  
A Day in the Life ..... 25

**Activity 26**  
The Verb *to Be* ..... 26

**Activity 27**  
Helping Verbs and Main Verbs ..... 27

**Activity 28**  
Simple Tenses ..... 28

**Activity 29**  
Present Tense ..... 29

**Activity 30**  
Life in Simple Tenses ..... 30

**Activity 31**  
To Be Correct ..... 31

**Activity 32**  
The Verb *to Have* ..... 32

**Activity 33**  
The Verb *to Be* in the Past Tense ..... 33

**Activity 34**  
Present Participles ..... 34

**Activity 35**  
Past Participles ..... 35

**Activity 36**  
Singing Participles ..... 36

# Table of Contents, *continued*

|                                              |                                              |
|----------------------------------------------|----------------------------------------------|
| <b>Activity 37</b>                           | <b>Activity 54</b>                           |
| The Present Tense of <i>to Have</i> ..... 37 | Sentence Types ..... 54                      |
| <b>Activity 38</b>                           | <b>Activity 55</b>                           |
| Irregular Verbs ..... 38                     | Compound Subjects and Compound               |
| <b>Activity 39</b>                           | Predicates ..... 55                          |
| Irregular Past Participles ..... 39          | <b>Activity 56</b>                           |
| <b>Activity 40</b>                           | Predicate Nominatives and                    |
| Adverb Addition ..... 40                     | Predicate Adjectives ..... 56                |
| <b>Activity 41</b>                           | <b>Activity 57</b>                           |
| Adverb Art ..... 41                          | Friendly Descriptions ..... 57               |
| <b>Activity 42</b>                           | <b>Activity 58</b>                           |
| Adverbs and Arrows ..... 42                  | Direct Objects and Indirect Objects ..... 58 |
| <b>Activity 43</b>                           | <b>Activity 59</b>                           |
| Comparative and Superlative Forms ..... 43   | Direct Objects ..... 59                      |
| <b>Activity 44</b>                           | <b>Activity 60</b>                           |
| Writing Comparative and                      | Independent Clauses ..... 60                 |
| Superlative Forms ..... 44                   | <b>Activity 61</b>                           |
| <b>Activity 45</b>                           | You Can Depend on It! ..... 61               |
| Irregular Modifiers ..... 45                 | <b>Activity 62</b>                           |
| <b>Activity 46</b>                           | Clauses in the Great Outdoors ..... 62       |
| Prepositions ..... 46                        | <b>Activity 63</b>                           |
| <b>Activity 47</b>                           | Simple, Compound, or Complex? ..... 63       |
| Coordinating Conjunctions ..... 47           | <b>Activity 64</b>                           |
| <b>Activity 48</b>                           | Simple + Simple = Compound ..... 64          |
| Correlative Conjunctions ..... 48            | <b>Activity 65</b>                           |
| <b>Activity 49</b>                           | Compound and Complex Sentences ..... 65      |
| Interject Some Humor ..... 49                |                                              |
| <b>Unit 2: Parts of Sentences</b>            |                                              |
| <b>Activity 50</b>                           | <b>Unit 3: Usage</b>                         |
| Sentence Fragments ..... 50                  | <b>Activity 66</b>                           |
| <b>Activity 51</b>                           | Subject-Verb Agreement ..... 66              |
| Complete Subjects ..... 51                   | <b>Activity 67</b>                           |
| <b>Activity 52</b>                           | Subjects and Verbs at Play ..... 67          |
| Predicate Wanted ..... 52                    | <b>Activity 68</b>                           |
| <b>Activity 53</b>                           | Pronoun Fill-In ..... 68                     |
| Sentence Interaction ..... 53                | <b>Activity 69</b>                           |
|                                              | Pronoun-Antecedent Agreement ..... 69        |
|                                              | <b>Activity 70</b>                           |
|                                              | Pronoun Choice ..... 70                      |

# Table of Contents, *continued*

|                                            |                                             |
|--------------------------------------------|---------------------------------------------|
| <b>Activity 71</b>                         | <b>Activity 87</b>                          |
| Pronoun Substitution ..... 71              | Lie, Lay ..... 87                           |
| <b>Activity 72</b>                         | <b>Activity 88</b>                          |
| Affect or Except? ..... 72                 | Raise, Rise ..... 88                        |
| <b>Activity 73</b>                         | <b>Activity 89</b>                          |
| Take Everything but That! ..... 73         | Sit, Set ..... 89                           |
| <b>Activity 74</b>                         |                                             |
| Affect or Effect? ..... 74                 |                                             |
| <b>Activity 75</b>                         |                                             |
| How the Effects Will Affect You ..... 75   |                                             |
| <b>Activity 76</b>                         |                                             |
| We're All Ready Already! ..... 76          |                                             |
| <b>Activity 77</b>                         |                                             |
| All Together, Altogether ..... 77          |                                             |
| <b>Activity 78</b>                         |                                             |
| Seeing It All ..... 78                     |                                             |
| <b>Activity 79</b>                         |                                             |
| Is It <i>Its</i> or <i>It's</i> ? ..... 79 |                                             |
| <b>Activity 80</b>                         |                                             |
| There, Their, They're ..... 80             |                                             |
| <b>Activity 81</b>                         |                                             |
| Amount, Number ..... 81                    |                                             |
| <b>Activity 82</b>                         |                                             |
| A Number of Amounts ..... 82               |                                             |
| <b>Activity 83</b>                         |                                             |
| Bad, Badly ..... 83                        |                                             |
| <b>Activity 84</b>                         |                                             |
| A Bad Choice? ..... 84                     |                                             |
| <b>Activity 85</b>                         |                                             |
| Can, May ..... 85                          |                                             |
| <b>Activity 86</b>                         |                                             |
| Fewer, Less ..... 86                       |                                             |
|                                            | <b>Unit 4: Mechanics</b>                    |
|                                            | <b>Activity 90</b>                          |
|                                            | Capitalization ..... 90                     |
|                                            | <b>Activity 91</b>                          |
|                                            | End Punctuation ..... 91                    |
|                                            | <b>Activity 92</b>                          |
|                                            | Commas in a Series ..... 92                 |
|                                            | <b>Activity 93</b>                          |
|                                            | Commas with Two Independent Clauses .... 93 |
|                                            | <b>Activity 94</b>                          |
|                                            | More Commas ..... 94                        |
|                                            | <b>Activity 95</b>                          |
|                                            | Birthday Survey ..... 95                    |
|                                            | <b>Activity 96</b>                          |
|                                            | Semicolons ..... 96                         |
|                                            | <b>Activity 97</b>                          |
|                                            | Apostrophes ..... 97                        |
|                                            | <b>Activity 98</b>                          |
|                                            | Direct and Indirect Quotations ..... 98     |
|                                            | <b>Activity 99</b>                          |
|                                            | Direct to Indirect ..... 99                 |
|                                            | <b>Activity 100</b>                         |
|                                            | Quote Me ..... 100                          |
|                                            | <b>Activity 101</b>                         |
|                                            | Colons ..... 101                            |

**UNIT 1 • ACTIVITY 1****Proper Nouns**

On each line, write a logical proper noun. Remember, proper nouns are always capitalized.

1. \_\_\_\_\_ is a great supermarket.
2. \_\_\_\_\_ is my favorite singer.
3. My dog, \_\_\_\_\_, plays fetch.
4. My favorite athlete is \_\_\_\_\_.
5. I would like to visit \_\_\_\_\_ someday.
6. I buy music at \_\_\_\_\_.
7. \_\_\_\_\_ was my first grade teacher.
8. \_\_\_\_\_ is a good place to study.
9. \_\_\_\_\_ is my dentist.
10. I rent videos at \_\_\_\_\_.
11. I like books by \_\_\_\_\_.
12. One monument I would like to visit is \_\_\_\_\_.

Replace each underlined common noun with a proper noun. Write the sentences with the proper noun on the line.

13. My teacher is at school by 7:30.

\_\_\_\_\_

14. The coach is the football coach.

\_\_\_\_\_

15. I read the local newspaper every day.

\_\_\_\_\_





**UNIT 4 • ACTIVITY 90****Capitalization**

Answer each question. Then write a sentence that shows the rule being applied.

1. Which word in a sentence is always capitalized? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What is the capitalization rule for titles of books, short stories, poems, plays, and songs?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What words are not capitalized in a title unless they are the first word? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What pronoun is always capitalized? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What is the capitalization rule for proper nouns and proper adjectives? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What is the capitalization rule for a title before a person's name? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Basic English

Test Pack

# Table of Contents

|                                                      |           |
|------------------------------------------------------|-----------|
| To the Teacher .....                                 | v         |
| Testing Students Who Do Not Test Well .....          | vi        |
| Test-Taking Strategies for <i>Power Basics</i> ..... | vii       |
| <b>Pretest .....</b>                                 | <b>1</b>  |
| <b>Unit 1 Test: Parts of Speech .....</b>            | <b>8</b>  |
| <b>Unit 2 Test: Parts of Sentences .....</b>         | <b>12</b> |
| <b>Unit 3 Test: Usage .....</b>                      | <b>17</b> |
| <b>Unit 4 Test: Mechanics .....</b>                  | <b>21</b> |
| <b>Posttest .....</b>                                | <b>25</b> |
| Answer Key .....                                     | 33        |
| Student Record-Keeping Form .....                    | 34        |
| Strategies for Standardized Testing .....            | 35        |



**BASIC ENGLISH • PRETEST**

---

Decide what part of speech each underlined word is. Circle the letter of the correct answer.

1. Malik felt tired after recess.

- a. pronoun
  - b. verb
  - c. adjective
- 

2. Sandra and Tim ate hurriedly and bolted out the door.

- a. pronoun
  - b. adverb
  - c. adjective
- 

3. Help! The cat is stuck in the tree!

- a. interjection
  - b. verb
  - c. preposition
- 

Circle the letter of the correct plural form that completes the sentence.

4. George's \_\_\_\_\_ got wet when he stepped in the puddle.

- a. foot
  - b. feet
- 

5. Some people say that cats have nine \_\_\_\_\_.

- a. lifes
  - b. lives
- 

Decide which type of pronoun is underlined. Circle the letter of your choice.

6. Lucie sharpened her pencil before the test.

- a. possessive pronoun
- b. demonstrative pronoun
- c. interrogative pronoun

---

**UNIT 2 TEST: PARTS OF SENTENCES**

---

Decide if each group of words is a complete sentence or a sentence fragment. Circle *a* for complete sentence. Circle *b* for sentence fragment.

1. The wind blew the leaves off the trees.
  - a. complete sentence
  - b. sentence fragment

---
2. After the storm had passed and the sky had cleared.
  - a. complete sentence
  - b. sentence fragment

---
3. There was not much damage from the storm.
  - a. complete sentence
  - b. sentence fragment

---

Decide what type of sentence each sentence is, classified by purpose. Circle the letter of your choice.

4. Did you see the yearbook?
  - a. declarative
  - b. interrogative
  - c. imperative
  - d. exclamatory

---
5. Laurie is not home right now.
  - a. declarative
  - b. interrogative
  - c. imperative
  - d. exclamatory

**UNIT 3 TEST: USAGE**

---

Circle the correct form of the verb to complete the sentence.

1. Eliza \_\_\_\_\_ piano lessons once a week.
  - a. take
  - b. takes

---
2. Sophie \_\_\_\_\_ she could play as well as her sisiter.
  - a. wish
  - b. wishes

---
3. Ricky and Simon \_\_\_\_\_ cousins.
  - a. is
  - b. are

---
4. They \_\_\_\_\_ an interest in birds.
  - a. share
  - b. shares

---
5. We sometimes \_\_\_\_\_ birds on the fire escape.
  - a. see
  - b. sees

---
6. The boys \_\_\_\_\_ the birds by their calls.
  - a. know
  - b. knows

---
7. Either Ricky or Simon \_\_\_\_\_ a pair of binoculars.
  - a. own
  - b. owns

---
8. I \_\_\_\_\_ them sometimes.
  - a. borrow
  - b. borrows

**BASIC ENGLISH • POSTTEST**

---

Decide what part of speech each underlined word is. Circle the letter of the correct answer.

1. The dogs chased the cow out of the barn.
- a. noun
  - b. pronoun
  - c. adjective
- 

2. The rangers searched for the lost hiker.
- a. interjection
  - b. pronoun
  - c. adjective
- 

3. The twins were sound asleep on the couch.
- a. verb
  - b. adverb
  - c. preposition
- 

4. Zack and Tim played together in a band.
- a. conjunction
  - b. adverb
  - c. preposition
- 

5. Oops, I spilled the milk.
- a. verb
  - b. interjection
  - c. preposition
- 

Circle the letter of the correct plural form that completes the sentence.

6. The farmer sharpened three \_\_\_\_.
- a. ax
  - b. axes

7. The \_\_\_\_\_ played ball after lunch.
- a. man
  - b. men
- 

8. The \_\_\_\_\_ have turned green.
- a. pennys
  - b. pennies
- 

Decide which type of pronoun is underlined. Circle the letter of your choice.

9. Her bike is red.
- a. possessive pronoun
  - b. demonstrative pronoun
  - c. interrogative pronoun
- 

10. Who said that?
- a. reflexive pronoun
  - b. demonstrative pronoun
  - c. interrogative pronoun
- 

Decide if the underlined verb is an action verb or a linking verb. Circle *a* for action verb. Circle *b* for linking verb.

11. Jonelle seemed upset after class.
- a. action verb
  - b. linking verb
- 

12. The dinner smelled delicious.
- a. action verb
  - b. linking verb
- 

Decide which tense the underlined verb is in. Circle the letter of your choice.

13. The Ellis School will open next fall.
- a. past
  - b. present
  - c. future