



GRAMMAR, LANGUAGE, AND COMPOSITION

Digital Resource Sampler



Spelling Lists and Grammar Quizzes

Sentence Diagramming Workshops and Practice

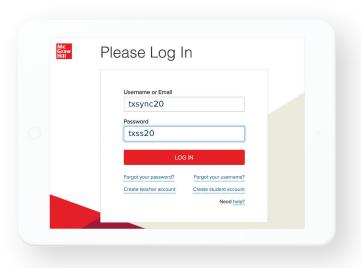


GRAMMAR AND LANGUAGE SKILLS

Digital grammar skill lessons follow the common lesson sequence of Vocabulary, Model, and Your Turn. The model section of each lesson uses authentic, grade-appropriate texts to show how grammar and language rules function to improve writing. In these lessons, students learn about a particular skill or concept, but they also see how great writers use those concepts to communicate effectively to their audiences.

Additional grammar skills can be found in the StudySync Skills Library.

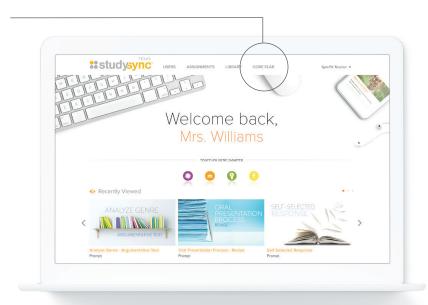
1 Visit my.mheducation.com to log in.
Use the username and password provided below.

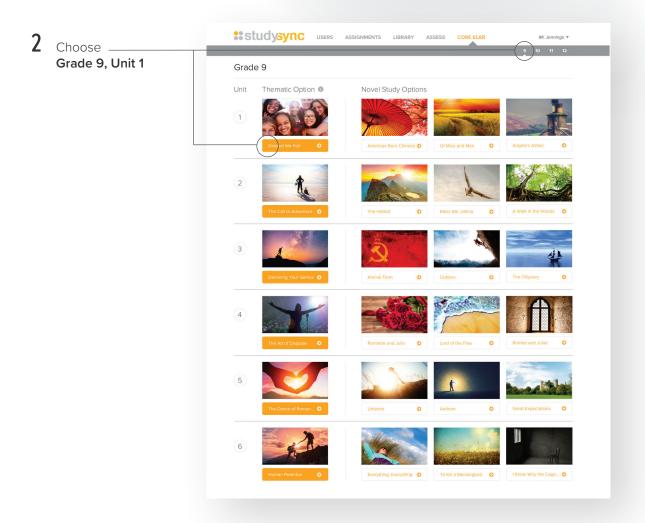


2 Select the TX StudySync Teacher Edition.



1 Click on **CORE ELAR** at the top navigation





Digital Access (continued)

Click on
Extended Writing Project

Divided We Fall
Cont Make
Stock 9
30 Days
Instructional Path

Dualt

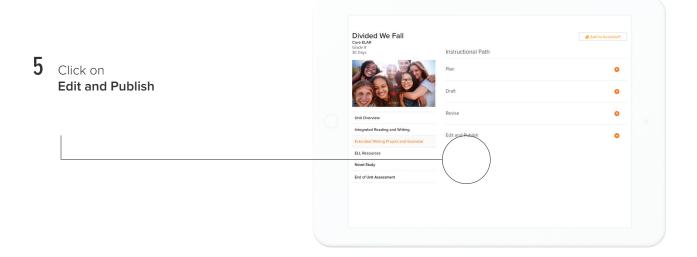
Dualt

Dualt

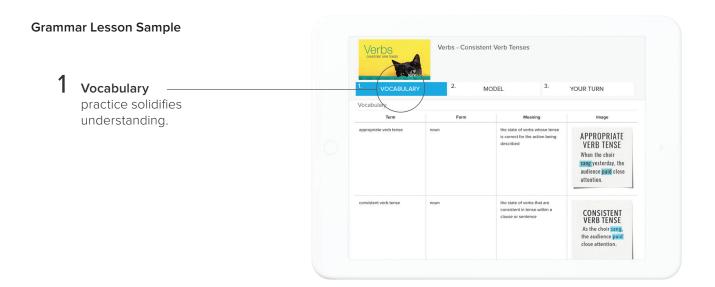
Dualt

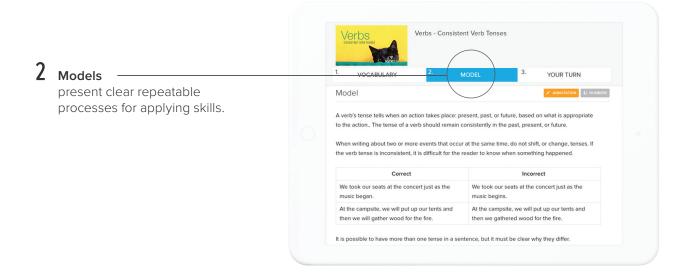
Edit and Publish

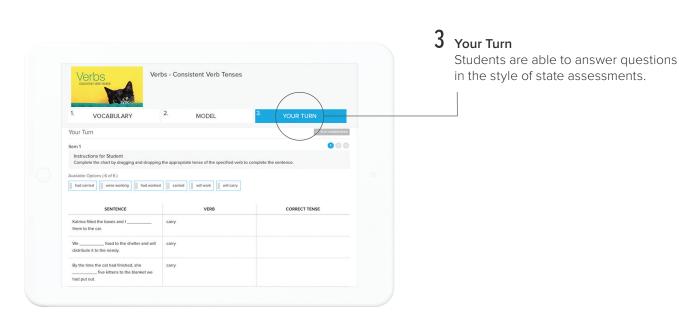
Fird of Ustr Assessment











Contents

	ook of Definitions and Rules <u>1</u>	4.30	Kinds of Sentences: Interrogative
Troubl	eshooter <u>21</u>		and Exclamatory <u>12</u>
_		4.31	Sentence Fragments <u>12</u>
	Grammar	4.32	Run-on Sentences <u>12</u>
	Parts of Speech		1 Review <u>12'</u>
1.1	Nouns: Singular, Plural, and Collective <u>47</u>	Cumu	ılative Review: Units 1–4 <u>12</u> 8
1.2	Nouns: Proper and Common;	Unit 5	5 Diagraming Sentences
4.0	Concrete and Abstract49	5.33	Diagraming Simple Sentences129
1.3	Pronouns: Personal and Possessive;	5.34	Diagraming Simple Sentences
4.4	Reflexive and Intensive <u>51</u>	0.01	with Phrases <u>13</u>
1.4	Pronouns: Interrogative and Relative;	5.35	Diagraming Sentences with Clauses133
1 5	Demonstrative and Indefinite53		5 Review133
1.5	Verbs: Action (Transitive/Intransitive) <u>55</u>		llative Review: Units 1–513
1.6	Verbs: Linking		
1.7	Verb Phrases <u>59</u>		6 Verb Tenses and Voice
1.8	Advorbe 61	6.36	Regular Verbs: Principal Parts <u>14</u>
1.9 1.10	Adverbs	6.37	Irregular Verbs: Principal Parts <u>14</u>
	Prepositions 69	6.38	Tense of Verbs: Present, Past,
1.11	Conjunctions: Coordinating, Correlative,		and Future <u>14</u>
I India 1	and Subordinating; Interjections <u>71</u>	6.39	Perfect Tenses: Present, Past,
	Review		and Future <u>14</u>
Cumui	ative Review: Unit 1 <u>74</u>	6.40	Tenses of Verbs <u>14</u>
Unit 2	Parts of the Sentence	6.41	Verbs: Progressive and Emphatic Forms <u>15</u>
2.12	Simple Subjects and Simple Predicates <u>75</u>	6.42	Verbs: Compatibility of Tenses <u>153</u>
2.13	Complete Subjects and	6.43	Voice of Verbs: Active and Passive <u>15</u>
	Complete Predicates <u>77</u>		6 Review <u>15</u>
2.14	Compound Subjects and	Cumu	ılative Review: Units 1–6 <u>15</u> 8
	Compound Predicates <u>79</u>	Unit 7	7 Subject-Verb Agreement
2.15	Order of Subject and Predicate81	7.44	Subject-Verb Agreement <u>16</u>
2.16	Complements: Direct and Indirect Objects83	7.45	Subject-Verb Agreement and
2.17	Subject Complements and Object		Intervening Prepositional Phrases <u>16</u>
	Complements <u>85</u>	7.46	Subject-Verb Agreement
Unit 2	Review <u>87</u>		and Linking Verbs <u>16</u>
	ative Review: Units 1–2 <u>88</u>	7.47	Subject-Verb Agreement in
			Inverted Sentences16
Unit 3	Phrases	7.48	Subject-Verb Agreement and
3.18	Prepositional Phrases <u>89</u>		Special Subjects <u>16</u>
3.19	Participles and Participial Phrases <u>91</u>	7.49	Subject-Verb Agreement and
3.20	Gerunds and Gerund Phrases;		Compound Subjects <u>17</u>
	Appositives and Appositive Phrases <u>93</u>	7.50	Subject-Verb Agreement and
3.21	Infinitives and Infinitive Phrases <u>95</u>		Intervening Expressions <u>173</u>
3.22	Distinguishing Participial, Gerund,	7.51	Subject-Verb Agreement and Indefinite
	and Infinitive Phrases <u>97</u>		Pronouns as Subjects <u>17</u>
	Review <u>99</u>	Unit 7	7 Review
Cumul	ative Review: Units 1–3 <u>100</u>		ılative Review: Units 1–7 <u>17</u>
I Init 4	Clauses and Sentence Structure	Unit 0	Using Propound Correctly
4.23	Main and Subordinate Clauses101	8.52	B Using Pronouns Correctly Personal Pronouns: Case18
4.23	Simple and Compound Sentences <u>101</u>	8.53	Personal Pronouns: Case
		0.55	
4.25	Complex and Compound-Complex Sentences105	8.54	After <i>Than</i> and <i>As</i> <u>183</u> <i>Who</i> and <i>Whom</i> in Questions and
1 26		0.04	
4.26 4.27	Adjective Clauses 107 Adverb Clauses 111	8.55	Subordinate Clauses
4.27	Noun Clauses	0.00	in Number and Gender18
4.20	Kinds of Sentences: Declarative	8.56	Pronoun-Antecedent Agreement
7.43	and Imperative 119	0.00	in Person 189

8.57	Pronoun-Antecedent Agreement with Indefinite Pronoun Antecedents <u>191</u>	12.88 12.89
8.58	Clear Pronoun Reference <u>193</u>	12.90
	Review <u>195</u>	12.91
Cumul	lative Review: Units 1–8 <u>196</u>	12.92 Unit 12
Unit 9	Using Modifiers Correctly	Cumula
9.59	Modifiers: Three Degrees	Cumura
	of Comparison <u>199</u>	Part 4 V
9.60	Modifiers: Irregular Comparisons201	Unit 13
9.61	Modifiers: Double and	13.93
	Incomplete Comparisons <u>203</u>	
9.62	Using Good or Well; Bad or Badly205	13.94
9.63	Double Negatives207	13.95
9.64	Misplaced and Dangling Modifiers209	10.00
	Review213	13.96
	lative Review: Units 1–9214	13.90
Guinu	lative Review: Offits 1–9 <u>214</u>	Review
Part 2	Usage <u>217</u>	
	0 Usage Glossary	Review
10.65	Usage: a to altogether219	Part 5
10.66	Usage: amount to would of221	Unit 14
	Usage: different from to regardless223	14.98
10.68	Usage: this kind to reason is because225	14.99
10.69	Usage: respectfully to where at227	14.100
	0 Review229	14.100
Cumu	lative Review: Units 1–10 <u>230</u>	14.102
Part 3	Mechanics <u>233</u>	14.103
	1 Capitalization	14.104
11.70	•	14.105
	Capitalization of Proper Nouns237	14.106
	Capitalization of Proper Adjectives239	14.107
	1 Review241	14.108
	lative Review: Units 1–11242	
		14.109
	2 Punctuation, Abbreviations, and Numbers	
12.73	,	Index
	Exclamation Point, and Question Mark 245	1114021 11
12.74	Colons <u>247</u>	
12.75	Semicolons <u>249</u>	
12.76	Commas and Compound Sentences <u>251</u>	
12.77	Commas in a Series and Between	
	Coordinate Adjectives253	
12.78	Commas and Nonessential Elements255	
12.79	Commas and Introductory Phrases257	
12.80	Commas and Adverb Clauses and	
12.00	Antithetical Phrases259	
12.81	Commas with Titles, Addresses, and	
12.01	Numbers261	
10.00		
12.82	Commas in Direct Address, Tag	
	Questions, and Letter Writing263	
12.83	Commas in Review	
12.84	Dashes to Signal Change and	
	to Emphasize <u>267</u>	
12.85	Parentheses <u>269</u>	
12.86	Quotation Marks for Direct Quotations <u>271</u>	
12.87	Quotation Marks with Titles of Short	
	Works. Unusual Expressions. and with	

12.88	Italics	<u>275</u>
12.89	The Apostrophe	<u>277</u>
12.90	The Hyphen	
12.91	Abbreviations	281
12.92	Numbers and Numerals	
Unit 12	2 Review	285
Cumul	ative Review: Units 1–12	<u>286</u>
	Vocabulary & Spelling	<u>289</u>
	3 Vocabulary and Spelling	
13.93	Building Vocabulary: Learning	
	from Context	
13.94	Building Vocabulary: Word Roots	<u>293</u>
13.95	Building Vocabulary:	
	Prefixes and Suffixes	
13.96	Basic Spelling Rules: I	<u>297</u>
13.97	Basic Spelling Rules: II	<u>299</u>
Review	r: Building Vocabulary	<u>301</u>
Review	7: Basic Spelling Rules	<u>303</u>
	Composition	. <u>305</u>
Unit 14	4 Composition	
Unit 1 4 14.98	4 Composition The Writing Process: Prewriting	307
Unit 1 4 14.98 14.99	4 Composition The Writing Process: Prewriting The Writing Process: Drafting	<u>307</u>
Unit 1 4 14.98 14.99 14.100	4 Composition The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising	<u>307</u> <u>311</u> <u>315</u>
Unit 1 4.98 14.99 14.100 14.101	4 Composition The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing	<u>307</u> <u>311</u> <u>315</u> 317
Unit 14.98 14.99 14.100 14.101 14.102	4 Composition The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Presenting	<u>307</u> <u>311</u> <u>315</u> <u>317</u>
Unit 14.14.98 14.99 14.100 14.101 14.102 14.103	4 Composition The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Presenting Outlining	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u>
Unit 14.14.98 14.99 14.100 14.101 14.102 14.103 14.104	4 Composition The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Presenting Outlining Writing Effective Sentences	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u> <u>321</u>
Unit 14 14.98 14.99 14.100 14.101 14.102 14.103 14.104 14.105	4 Composition The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Presenting Outlining Writing Effective Sentences Building Paragraphs	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u> <u>321</u> <u>323</u>
Unit 14.98 14.99 14.100 14.101 14.102 14.103 14.104 14.105 14.106	4 Composition The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Presenting Outlining Writing Effective Sentences Building Paragraphs Paragraph Ordering	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u> <u>321</u> <u>323</u> <u>327</u>
Unit 14.98 14.99 14.100 14.101 14.102 14.103 14.104 14.105 14.106 14.107	4 Composition The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Presenting Outlining Writing Effective Sentences Building Paragraphs Paragraph Ordering Personal Letters	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u> <u>321</u> <u>323</u> <u>327</u>
Unit 14.98 14.99 14.100 14.101 14.102 14.103 14.104 14.105 14.106 14.107	4 Composition The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Presenting Outlining Writing Effective Sentences Building Paragraphs Paragraph Ordering Personal Letters Business Letters: Letters of Request or	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u> <u>321</u> <u>323</u> <u>327</u> <u>331</u>
Unit 14 14.98 14.99 14.100 14.101 14.102 14.103 14.104 14.105 14.106 14.107	The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Presenting Outlining Writing Effective Sentences Building Paragraphs Paragraph Ordering Personal Letters Business Letters: Letters of Request or Complaint	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u> <u>321</u> <u>323</u> <u>327</u> <u>331</u>
Unit 14 14.98 14.99 14.100 14.101 14.102 14.103 14.104 14.105 14.106 14.107	The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Editing Outlining Writing Effective Sentences Building Paragraphs Paragraph Ordering Personal Letters Business Letters: Letters of Request or Complaint Business Letters: Résumés and	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u> <u>321</u> <u>323</u> <u>327</u> <u>331</u>
Unit 14 14.98 14.99 14.100 14.101 14.102 14.103 14.104 14.105 14.106 14.107	The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Presenting Outlining Writing Effective Sentences Building Paragraphs Paragraph Ordering Personal Letters Business Letters: Letters of Request or Complaint	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u> <u>321</u> <u>323</u> <u>327</u> <u>331</u>
Unit 14.14.98 14.199 14.100 14.101 14.102 14.103 14.104 14.105 14.106 14.107 14.108 14.109	The Writing Process: Prewriting The Writing Process: Drafting The Writing Process: Revising The Writing Process: Editing The Writing Process: Editing Outlining Writing Effective Sentences Building Paragraphs Paragraph Ordering Personal Letters Business Letters: Letters of Request or Complaint Business Letters: Résumés and	<u>307</u> <u>311</u> <u>315</u> <u>317</u> <u>319</u> <u>321</u> <u>323</u> <u>327</u> <u>331</u> <u>333</u>

Unit 6: Verb Tenses and Voice

Lesson 36

Regular Verbs: Principal Parts

Verbs have four main parts: a base form, a present participle, a simple past, and a past participle. A **regular verb** forms its past and past participle by adding **-ed** or **-d** to the base form. All verbs form the present participle by adding **-ing** to the base form. Both the present participle and past participle require a helping verb.

Grammar

Base Form: The sisters **talk** to each other every day.

Present Participle: The sisters **are talking** about their summer vacations.

Past Form: The sisters talked earlier this morning.

Past Participle: The sisters have talked often about their children.

Exercise 1	Comp	lete eacl	n sentence	by writing	the forn	n of the	verb i	ndicated	in parent	heses.
Crandma	haa	dis	scussed	bor obildl	and Ir	oot no	مامنمنح	/diaguag	١	

	ner childhood. (past participie/discuss)
1.	Clancy is for his hockey stick. (present participle/search)
2.	Yesterday he high and low but with no luck. (past/hunt)
3.	Clancy and his twin sister, June, have often what happened to their belongings. (past participle/wonder)
4.	Last week Clancy his softball and glove on the kitchen table before he went to his room to study. (past/place)
5.	When he came back, Clancy his ball and glove under the stove. (past/discover)
6.	Recently, June a muddy trail outside, where she found the dirty boots she had left in the hallway. (past/follow)
7.	Clancy and June are if they should hire a private detective to find the culprit. (present participle/wonder)
8.	Clancy and June have to leave one of their belongings in a certain place and then watch to see what happens. (past participle/decide)
9.	They a baseball glove in the kitchen. (base form/leave)
10.	However, their dogs to go for a walk. (base form/want)
11.	Fido and Spike, who to see them, jump up eagerly when they open the door. (base form/love)
12.	On their walk, Clancy and June see that the dogs have a spot under the

fence. (past participle/burrow)

13.	3. Curious, they hurry over to the hole the dogs have participle/excavate)	(past
14.	4. Looking into the hole, they	with laughter. (base form/howl)
15.	5. There in the hole are three of the gloves, and a knee pad. (present participle/rest)	eir missing items—a scarf, a pair of
16.	6. "We have the mystery," Clancy	laughs. (past participle/solve)
17.	7. "When you see us with a ball or a glove, you know wo June. (present participle/abandon)	e are you," adds
18.	3. "You that if we don't have c Clancy. (base form/reason)	our belongings, we can't leave you," says
19.	9. "Well," says June, "I think I	what to do." (base form/know)
20.	o. "From now on you can go with us andagree. (base form/watch)	from the sidelines," the twins
	Exercise 2 Write the three principal parts of each verbarticiple. coughcoughing, coughed, coughed	
1.	1. admit	
2.	2. study	
	3. hike	
	1. return	
	5. complete	
	6. refuse	
	7. plot	
	3. pitch	
	9. dance	
	0. elect	
	1. recycle	
	2. conserve	
	3. disappear	
	4. tape	
	5. practice	

Grammar

Irregular Verbs: Principal Parts

Irregular verbs form their past and past participle in ways different from the -ed and -d additions used for regular verbs. See the examples below for the verb to be.

Present Participle: I am being very patient with you.

Past Form: I was sixteen yesterday. You were at my party.

Past Participle: I have been happy today.

The principal parts of some common irregular verbs are shown below.

Base Form break	Present Participle (am, is, or are) breaking	Past Form broke	Past Participle (has, have, or had) broken
come	coming	came	come
do	doing	did	done
drive	driving	drove	driven
give	giving	gave	given
go	going	went	gone
have	having	had	had
know	knowing	knew	known
say	saying	said	said
see	seeing	saw	seen
sing	singing	sang	sung
speak	speaking	spoke	spoken
tell	telling	told	told
think	thinking	thought	thought
write	writing	wrote	written

Notice that these verbs, though irregular, still form their present participle form by adding -ing.

Exercise 1 Underline the word in parentheses that correctly completes each sentence. In the space provided, identify the form of the verb used as *base form*, *present participle*, *past form*, or *past participle*.

base form	_ My fish (<u>swim</u> , swimming) all day long.
	1. Howard (spoke, speaking) for one hour.
	2. How many miles have you (drive, driven) today?
	3. The chorus (sung, sang) the school song.
	4. I (know, known) how much Carla likes horses.
	5. I (think, thought) of the answer after the test.
	6. We are (giving, given) some money to the hunger center.

GRAMMAR AND LANGUAGE WORKBOOK SAMPLER

_	
7 .	Marsha has not (wrote, written) to me lately.
8.	The team has (gone, went) to the scrimmage early.
9.	I hope the birthday gift has (came, come) in time.
10.	She has (did, done) that assignment already.
11.	My pets often (break, broke) things while I am away.
12.	They (say, saying) we can borrow their video.
13.	Are you (tell, telling) me you have the flu?
14.	We (seen, saw) the lovely sunset yesterday.
15.	The neighbors are (having, have) a party tonight.
16.	What are you (doing, done) for Thanksgiving?
17.	The explorer has (spoke, spoken) to the group before.
18.	She has (gave, given) the problem much thought.
19.	Cara just (wrote, write) in her journal.
20.	I have (knew, known) Mr. Janus for years.
21.	That music is (driven, driving) me crazy!
22.	The club members (see, seen) a movie once a week.
23.	We have (thought, think) of a name for the baby.
24.	Deliveries (come, coming) early in our neighborhood.
25.	I'm (tell, telling) you I don't know!
26.	The climber (gone, went) to the top of the cliff.
27.	I have (break, broken) two glasses today.
28.	They have (say, said) they are sorry.
29.	I (gave, given) you a snack already!
30.	She has (driving, driven) that route many times.
31.	Who is (sang, singing) in the shower?
32.	I (told, tell) you I would think about it.
33.	We have (had, have) enough of this noise!
34.	Stan has (did, done) his good deed for today.
35.	I (known, knew) I had seen you before.
36.	With his new glasses, he is (seen, seeing) more clearly.

Grammar

Tense of Verbs: Present, Past, and Future

Verb tenses show time. They tell when events happen, happened, or will happen.

The present tense and the base form of a verb are the same, except for the third person singular (he, she, or it), which adds -s or -es. The verb be is also an exception to this rule.

The present tense may express an action that is repeated or ongoing. It can also express an action that is happening right now or a situation that is always true.

Malachi plays the trumpet well. (repeated action, always true) I feel a cold draft. (right now)

The past tense expresses an action that has already occurred. In regular verbs, the past tense is formed by adding -ed or -d to the base form. In irregular verbs, the past tense takes a variety of forms. The verb be uses two past tense forms—was and were.

We **trounced** our archrivals last night. (regular) Jackie leapt for the branch and missed. (irregular)

The future tense expresses an action that will take place in the future. The future tense is formed by adding will to the base form.

I will reserve tickets on the morning flight. The students will debate the issues tomorrow.

Exercise 1 Complete each sentence by writing the form of the verb in parentheses.

	The football team a touchdown. (past tense/score)
1.	Cosmo for Europe Tuesday. (future tense/leave)
2.	The travel agent a fantastic trip for him. (past tense/plan)
3.	Michelle to hear all the details. (present tense/want)
4.	Cosmo to tell us at lunchtime. (present tense/promise)
5.	All our friends under the elm tree. (future tense/eat)
6.	We at noon. (future tense/meet)
7.	Because he had so many things to do, Cosmo late. (past tense/arrive)
8.	Michelle and our friends patient. (past tense/be)
9.	However, I around the tree. (past tense/pace)
10.	Cosmo us jovially and sat down to eat his lunch. (past tense/greet)
11.	"We to finish eating before you begin," I said. (future tense/try)
12.	"I you about my trip in a minute," Cosmo replied. (future tense/tell)

GRAMMAR AND LANGUAGE WORKBOOK SAMPLER

13.	George	toward the basketball court. (present tense/wander)
14.	He	_ if anyone is interested in a game. (present tense/ask)
15.	Cosmo	that he is ready to describe his trip. (present tense/announce)
16.	George	back just in time to hear about the journey. (past tense/come)
17.	Cosmo's first stop	Rome. (future tense/be)
18.	He	to visit relatives who live nearby. (present tense/plan)
19.	He also	to find the perfect plate of pasta. (present tense/hope)
20.	"What about the famous pla	ces?" Michelle (past tense/demand)
21.	Smiling, Cosmosights. (past tense/explain)	that he planned to see many of the well-known
22.	The Vittoriano united Italy. (present tense/	a monument to Victor Emmanuel II, the first king of pe)
23.	Romans the city. (past tense/constru	the Piazza del Popolo to serve as a ceremonial entrance to
24.		in architecture, us that the Spanish Steps sign. (present tense/inform)
25.	It	o wonder what other cities Cosmo would visit. (past tense/begin)
26.	He	he would also be going to Venice. (past tense/say)
27.	This Italian city	famous for its many canals. (past tense/become)
28.	In Venice, people often (present tense/travel)	in a <i>gondola,</i> a special kind of boat.
29.	Cosmo is certain he	in one. (future tense/ride)
30.	He	_ in Venice for the <i>Biennale</i> , an art festival. (future tense/stay)
31.	Then he	to Paris. (future tense/journey)
32.	Ι	_ about the capital of France in history class. (past tense/learn)
33.	The Seine River	through the city. (present tense/flow)
34.	Built for the International E unattractive to some people	xposition of 1889, the Eiffel Tower
35.	However, it(present tense/continue)	to be the most recognizable symbol of Paris.
36.	Cosmo	quick to encourage me to take a similar trip. (past tense/be)
37.	I	uefully and shook my head. (past tense/smile)
38.	Ι	until I have saved more money. (future tense/wait)

Grammar

Perfect Tenses: Present, Past, and Future

The **present perfect tense** is used to express an action that took place at some indefinite time in the past. The present perfect tense is formed with the past tense of the verb and the helping verb *has* or *have*. The present perfect tense can also be used to express an action that began in the past and continues now.

She has read that book.

I have tried several times to reach my grandmother.

The **past perfect tense** is used to show that one action in the past began and ended before another action in the past started. The past perfect tense is formed with the past participle of the verb and the helping verb *had*.

They had seen the movie before I rented it. (past perfect tense, past tense)

The **future perfect tense** is used to show that one action or condition in the future will begin and end before another event in the future starts. The future perfect tense is formed with the past participle of the verb and the construction *will have*.

By the time the school year ends, I will have completed ten book reports.

He had watched football all day long

Exercise 1 Draw two lines under each simple predicate in the main clause. Write the verb tense: present perfect, past perfect, or future perfect.

	The Mad Waterlean Toolsan an ady long.
	1. By Saturday, we will have finished our recycling project.
	2. My dog had stolen the cat's food.
;	3. The gymnast has never lost her confidence.
	1. The farm workers had generally gone before dawn.
	5. By Tuesday Tisha will have landed her plane for the first time.
	6. Raul has exhausted himself with his project.
	7. I had turned at the wrong corner.
	B. Before next week, Ms. Rashad will have corrected over one hundred themes.
	9. Mother has already found her lost ring.
1	O. By mid-afternoon the tide will have gone out.
1	1. She has always wanted a book on whales.
1	2. The explorers had hoped to reach the peak by nightfall.

GRAMMAR AND LANGUAGE WORKBOOK SAMPLER

past perfect

13.	My grandmother has taught me both knitting and quilting.
14.	They will have finished dinner before the performance.
15.	The flower pot had narrowly missed the bystanders.
16.	We have warned you about this before.
17.	The VCR has failed to record three times this week.
18.	The band will have played its program before the second half starts.
19.	I had snubbed her before she apologized.
20.	Before the speech ended, I had decided whom to vote for.
21.	By the time the sun rises, the icicles will have melted.
22.	Sue will have completed her morning exercises before her brothers get up.
23.	The dog has chewed her bone down to the nub.
24.	Trapeze artists have always fascinated me.
25.	The spy had switched off the light before the agents even reached the doorway.
26.	Kaoru has visited her brother in the hospital every day.
27.	By nightfall, I will have gotten very sick of the train.
28.	We have rehearsed this scene until it is perfect.
29.	The dogs had gone for hours without a walk when I came home.
30.	The movie had played for a half hour by the time we got there.
31.	Our team has won ten of its last eleven games.
32.	If we wait awhile, most of the crowd will have left.
33.	Rocco will have gotten his degree by the end of the term.
34.	Doug has struggled for months to learn Spanish.
35.	That volcano has already erupted twice this year.
36.	Kyra had rearranged the furniture since the last time I visited.
37.	I have repeatedly told you not to stand on that rickety ladder!
38.	You have never missed a rock concert!
39.	We will have fallen asleep before our parents arrive.
40.	The freighter had sunk before the rescue ship could reach it.

Grammar

Tenses of Verbs

The **present tense** expresses an action that is repeated, always true, or happening right now.

I watch for the early bus at Third Street. He watches for the early bus at Third Street. I am happy. You are happy. He, she, or it is happy. They are happy.

The **past tense** expresses an action that has already occurred.

I watched for the bus and caught it at First Avenue. (regular and irregular verbs) I was late, but the rest of the students were on time. (the verb be)

The future tense expresses an action that will take place in the future.

Shannon will connect the wires.

The present perfect tense expresses an action that took place sometime in the past.

I have searched everywhere for my telescope.

The **past perfect tense** shows that one action in the past began and ended before another action started.

I had already completed the puzzle when you came.

The **future perfect tense** shows that an action in the future will begin and end before another action starts.

I will have swum forty laps by the end of the hour.

► Exercise 1 Draw two lines under the simple predicate in each sentence. Then write the tense of the verb in the space provided.

<u>past tense</u>	Many citizens signed the petition.
	1. Historians have called the time from 1870 to 1890 the Gilded Age.
	2. This name comes from a novel by Charles Dudley Warner and Mark Twain.
	3. The novel described life in the United States at that time.
	4. Before writing the book, the authors had decided on a theme.
	5. They wanted to expose the corruption beneath the pretty, polished surface of
	their world.
	6. However, the Gilded Age has produced positive results as well.
	7. We will have seen these accomplishments by the end of the year.
	8. Victoria Woodhull was the first woman to attempt to run for president.

GRAMMAR AND LANGUAGE WORKBOOK SAMPLER

	9. She had asked to be on the ballot in the election of 1872.
	10. However, she had not reached the age of thirty-five by the time of the election.
	11. In 1884, the newly formed National Equal Rights party nominated Belva
	Lockwood, a New York lawyer, for President.
	12. Some prominent women will be against her candidacy.
	13. Belva Lockwood received over four thousand votes.
	14. None of these votes will have come from women.
	15. Women had not received the right to vote yet.
	16. Women had achieved many distinctions and honors.
	17. Many, such as Mary Bonney and Amelia Quinton, work to improve the lives of
	Native Americans.
	18. Colleges have opened their doors to women.
	19. Writing is one way for women to earn money in the Gilded Age.
	20. I will have finished reading <i>Little Women</i> by Friday.
E	The submarine in the ocean. (present tense/submerge)
1.	John Philip Sousa a famous musician of the Gilded Age. (past tense/be)
2.	He music since the age of six. (past perfect tense/study)
3.	He an interest in band music. (present tense/develop)
4.	Believe it or not, he how to play every instrument used in military bands by the time he becomes leader of the United States Marine Corps band. (future perfect tense/learn)
5.	After twelve years, he the Marine Corps band to create a band of his own. (present tense/leave)
6.	He a composer as well as a band leader. (past tense/become)
7.	Sousa many famous marches, including "Washington Post March" and "Stars and Stripes Forever." (present perfect tense/compose)
8.	His marches crowds for more than a century. (present perfect tense/excite)
9.	When his music was still new, Sousa's band around the world. (past tense/travel)
10.	Admirers of his work him the March King. (future tense/name)

Grammar

Verbs: Progressive and Emphatic Forms

The **progressive form** of a verb tense expresses an action that is continuing at the time referred to in the sentence. The progressive form uses the present participle of the verb with the suitable tense of the verb *be*.

Present Progressive They are laughing.
Past Progressive They were laughing.
Future Progressive They will be laughing.
Present Perfect Progressive They have been laughing.
Future Perfect Progressive They will have been laughing.
They will have been laughing.

Exercise 1 Write the required form of each verb listed. Use the subject that heads each group as the subject of the verb.

	I; past progressive/eat
1.	future progressive/sail
2.	past perfect progressive/ask
3.	present progressive/arrive
4.	past progressive/wait
5.	present perfect progressive/move
	YOU
6.	future perfect progressive/swim
	present progressive/testify
	past perfect progressive/hope
	past progressive/play
	future progressive/go
	THEY
11.	present perfect progressive/wonder
12.	past progressive/follow
13.	past perfect progressive/challenge
	future perfect progressive/write

GRAMMAR AND LANGUAGE WORKBOOK SAMPLER

15.	5. present progressive/buy					
	SHE					
16.	future progressive/re	st				
17.	past perfect progress	ive/catch				
18.	present progressive/l	nide				
19.	future perfect progre	ssive/knit				
20.	present perfect progr	essive/collect				
	the verb with the ad	adds emphasis to the ve dition of <i>do, does,</i> or <i>di</i> I do mow the lawn ev				
	•	Carla does mow hers	twice each week.			
	Past Emphatic	Ralph did mow it whil	le we were gone.			
par	entheses. Regardless of the wo	eather, I <u>did vis</u>	g the emphatic verb form described in sit the amusement park.			
1.	Despite what you say	7, I	the car yesterday. (past emphatic/wash)			
2.	Although she hates t (present emphatic/co		her exercises each morning.			
3.	Even though you thin (present emphatic/un	•	your feelings.			
4.	Before I forget, Aunt	Cora	after you left. (past emphatic/call)			
5.	Apparently the mach	nine	on batteries. (present emphatic/work)			
6.	Laugh if you want to (present emphatic/kr		how to do a somersault.			
7.	When you pass the p (present emphatic/lo		at the new monument.			
8.	The electrician says (past emphatic/fix)	he	the outside wiring.			
9.	They hope the game		on time. (present emphatic/end)			
10.	Ι	the garbage! (past	emphatic/empty)			

Grammar

Verbs: Compatibility of Tenses

Sometimes one event occurs before or after another event in a sentence. In these cases, it is appropriate to shift tenses.

Incorrect: By the time the police arrived, the thief escaped.

This is incorrect because the verbs are both past tense forms and suggest that the two events took place at the same time.

Correct: By the time the police arrived, the thief had escaped.

Here the tense shifts from the past (arrived) to past perfect (had escaped) to show that the thief escaped before the police arrived.

When two or more events take place at the same time in a sentence, the verb tenses must remain the same.

Incorrect: When Paul registered for the summer class, he is filling out seven forms.

This is incorrect because the tense changes from past to present, even though the events in the sentence both took place in the past.

When Paul registered for the summer class, he filled out seven forms. **Correct:**

	Exercise 1	Complete each	h sentence with	the	appropriate to	ense of t	he ver	b in	parentl	1eses
--	------------	---------------	-----------------	-----	----------------	-----------	--------	------	---------	-------

had gone

	We went backstage to see the actor, but he	had gone home. (go)
1.	Taylor's family will plan their vacation before she	for school. (leave)
2.	If she waits until ten o'clock, she	out when they are leaving. (find)
3.	I had expected her to be late, but she	early. (arrive)
4.	Taylor says they are going to Hawaii, which	their original destination. (be
5.	By the time she left, Taylor(purchase)	several books about Hawaii.
6.	Last week she read about a luau, which	a Hawaiian banquet. (be)
7.	If you look up the word <i>luau</i> , you the leaves of the taro plant. (discover)	that it was originally the name for
8.	Luau had referred to dishes made with these leaves befine name of the feast itself. (become)	fore the word
9.	Taylor has waited several years, so she	attending a luau. (enjoy)
10.	If she remembers to bring her camera, she	photographs. (take)
11	She had honed for nice weather but a storm	(annear)

GRAMMAR AND LANGUAGE WORKBOOK SAMPLER

12.	She will visit her friend Niki, whose family the luau. (prepare)				
13.	If she watches carefully, she how to cook the meal. (learn)				
14.	The host a pig before the guests arrived. (roast)				
15.	Lau lau is a dish that of luau leaves and pork wrapped in a ti leaf. (consist)				
16.	By the time she reached the luau, the others the table. (decorate)				
17.	Niki's family had expected to serve twelve dishes, but their friends three more. (bring)				
18.	Ti leaves cover the table at which the guests later. (eat)				
19.	Before Taylor finished her poi, her host the pig. (serve)				
20.	The meal will not be over before the dancing (begin)				
1.	Elena built a bookcase in industrial arts class, and then she paints it. painted The first Hawaiians were of Polynesian origin and come from the Marquesas Islands				
	xercise 2 Draw two lines under the two verbs or verb phrases. In the blank, rewrite the ond verb or verb phrase to match the tense of the first.				
1					
	A group of immigrants left Tahiti and traveling to the Hawaiian Islands.				
	In 1778, Captain James Cook discovers the islands and will name them the Sandwich Islands.				
0.	in 1776, cuptum junios cook discovers the Islands and will hame them the bandwich Islands.				
4.	Kamehameha I will become monarch because he seemed to be the strongest leader				
5.	. The islands will begin to change but continuing to develop				
6.	Other nations recognized the kingdom's independence when the country adopts a constitution				
7.	While Great Britain and France were fighting each other for control of the islands,				
	Kamehameha III seeks protection from the United States.				
8.	President Cleveland is against annexation, but the United States had received permission to				
	build a naval base at Pearl Harbor				
9.	In 1959, Hawaii joins the Union, so flagmakers added a fiftieth star to the U.S. flag.				
10.	Many people consider Hawaii the most beautiful state, though each state will have its own				
	unique heauty				

Grammar

Voice of Verbs: Active and Passive

Action verbs can be used in two ways—in the active voice and in the passive voice. A sentence has a verb in the active voice when the subject performs the action. A sentence has a verb in the passive voice when the action is performed on the subject.

The catcher caught the ball. (active voice)

The ball was caught by the catcher. (passive voice)

The passive voice is formed by using the past participle of the verb with a form of the helping verb *be*.

The ball **is caught** by the catcher. (present tense)
The ball **was caught** by the catcher. (past tense)
The ball **will be caught** by the catcher. (future tense)

The passive voice can give variety to your writing. In general, however, the active voice is more interesting, more direct, and makes for livelier writing.

Exercise 1 Draw two lines under the verb or verb phrase. Write A (active voice) or P (passive voice) over the verb to tell which voice it is.

P

Study hall was changed to second period.

- 1. The puppy chewed the bone.
- 2. Carla is known by everybody.
- 3. Ron fed the birds.

GRAMMAR AND LANGUAGE WORKBOOK SAMPLER

- 4. The kitten was found by Bev.
- 5. The baby will be fed by Dad.
- **6.** Curt showed the photographs.
- 7. The dog guards the house.
- **8.** The team won the trophy.
- 9. The car was washed by Sarah.
- 10. Mom will lock the door.
- 11. George took the medicine.

	13. Curly read the minutes.
	14. A meeting will be held by the committee.
	15. The vote was taken by our chairperson.
	16. The rescue planes dropped food.
	17. The flood destroyed three towns.
ımar	18. The mail was delivered by Jake.
Grammar	19. Our house will be painted by Marge.
	20. Dad bought groceries.
	Exercise 2 Write A over the verb if the verb is in the active voice and P if it is in the passive voice. Then rewrite each active voice sentence in the passive voice and each passive voice sentence in the active voice. A Raul planted tomatoes. Tomatoes were planted by Raul.
	1. Money was needed by the band.
	2. The group's budget had been depleted by inflation.
	3. The band members planned a fund-raiser
	4. The band members discussed several ideas.
	5. The trombone players suggested an instrument sale.
	6. A car wash was proposed by the clarinet players.
	7. Several of the drummers recommended a raffle
	8. That idea was liked by everyone.
	9. A new trumpet was donated by a local instrument seller, Mr. Majeske
	10. The band members sold raffle tickets after school.

12. The data were relayed by satellite.



Exercise Draw two lines under each verb or verb phrase. Then write the tense of each verb in the blank before the sentence. Some sentences have more than one verb.

past	We rode the roller coaster.
1.	Sheila will finish her homework before dinner.
2.	Our cooking class has watched three videos to learn how to
	prepare this dish.
3.	If you crouch very quietly, you will see the raccoon.
4.	The alligator had disappeared by the time we reached the edge
	of the swamp.
5.	The teacher is talking about Thomas Edison.
6.	Yesterday I toured the natural history museum.
7.	We have been laughing at Sara's joke for five minutes.
8.	The new train will have traveled two hundred miles by noon.
9.	The playwright was hoping for a positive review.
10.	Their team will be jogging around the Lincoln Memorial.
11.	Colleen did hear the speech by the Russian scientist.
12.	In December, she will have been knitting that scarf for six
	months.
13.	My dog, Juno, does like to jump over the fence.
14.	The Tates had been expecting fifty guests, but sixty people
	came to the banquet.
15.	Uncle Yuri sends his regards to the entire family.
16.	We had waited nearly an hour for the bus to arrive.
17.	The florist will arrange a lovely centerpiece for Cousin Darla's
	wedding.
18.	Claude sailed his boat across Lake Erie.
19.	We are watching a movie about space exploration.
20.	Rochelle has been studying medicine for three years.

GRAMMAR AND LANGUAGE WORKBOOK SAMPLER

Unit 5: Diagraming Sentences

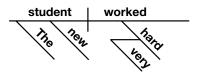
Lesson 33

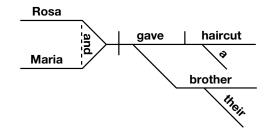
Grammar

Diagraming Simple Sentences

Write the simple subject and the verb on a horizontal line and then draw a vertical line between them. Draw a shorter vertical line between the verb and the direct object. If there is a predicate nominative or a predicate adjective instead of a direct object, slant the shorter line toward the subject. Place an indirect object on a horizontal line under the verb, and draw a slanted line from the horizontal line to the verb. The following examples show how to diagram simple sentences.

The new student worked very hard. Rosa and Maria gave their brother a haircut.

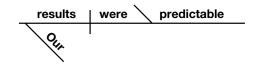




She sent me a letter.

She | sent | letter |

Our results were predictable.



Exercise 1 Diagram the following simple sentences.

1. Bruno finished his homework.

 ${\bf 3.}\,$ The tennis coach plays the mandolin.

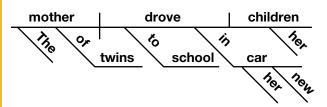
- 2. This recipe requires sugar and oil.
- **4.** Did Inez call anyone?

Diagraming Simple Sentences with Phrases

The following examples demonstrate how to diagram sentences with phrases.

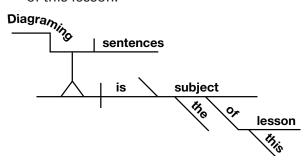
PREPOSITIONAL PHRASE

The mother of twins drove her children to school in her new car.



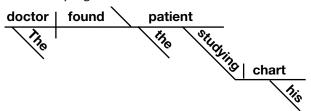
GERUND PHRASE

Diagraming sentences is the subject of this lesson.



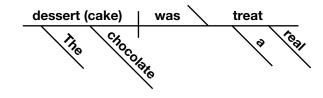
PARTICIPIAL PHRASE

The doctor found the patient studying his chart.



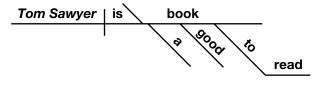
APPOSITIVE PHRASE

The dessert, chocolate cake, was a real treat.



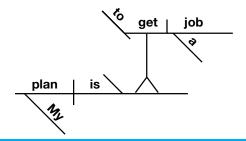
INFINITIVE PHRASE AS ADJECTIVE OR ADVERB

Tom Sawyer is a good book to read.



INFINITIVE PHRASE AS NOUN

My plan is to get a job.



Exercise 1 Diagram the following simple sentences with phrases.

- 1. We stayed at the mall until evening.
- **2.** Somebody sent this book to my mother by mistake.

GRAMMAR AND LANGUAGE WORKBOOK SAMPLER

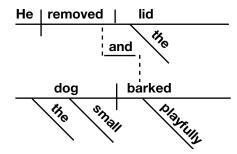
Grammar

Diagraming Sentences with Clauses

The following examples demonstrate how to diagram sentences with clauses.

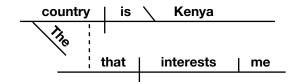
COMPOUND SENTENCES

He removed the lid, and the small dog barked playfully.



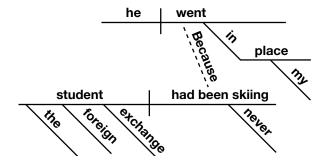
COMPLEX SENTENCES WITH ADJECTIVE CLAUSES

The country that interests me is Kenya.



COMPLEX SENTENCES WITH ADVERB CLAUSES

Because the foreign exchange student had never been skiing, he went in my place.



COMPLEX SENTENCES WITH NOUN CLAUSES

Elston believed that Echo was his friend.

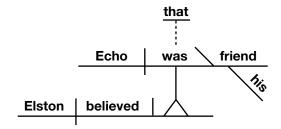


Table of Contents at a Glance

Part 1 K	eady Reference	<u>2</u>
Glossary of	Terms	4
Usage Gloss	sary	42
Abbreviatio	ons	82
Part 2 G	rammar, Usage, and Mechanics	
Chapter 1	Parts of Speech	
Chapter 2	Parts of the Sentence.	129
Chapter 3	Phrases	145
Chapter 4	Clauses and Sentence Structure	160
Chapter 5	Verb Tenses and Voice	184
Chapter 6	Subject-Verb Agreement	214
Chapter 7	Using Pronouns Correctly	<u> 231</u>
Chapter 8	Using Modifiers Correctly	<u> 254</u>
Chapter 9	Diagraming Sentences	<u> 273</u>
Chapter 10	Capitalizing	<u> 291</u>
Chapter 11	Punctuation, Abbreviations, and Numbers	312
	Sentence Combining	
_	Spelling and Vocabulary	
-		
	omposition	
Chapter 14	Argumentative Essay	132
Chapter 15	Response Essay	142
Chapter 16	Analytical Essay	<u> 451</u>
Chapter 17	Research Report	160
Chapter 18	Narrative Writing	173
Chapter 19	Graphic Organizers	183
Chanter 20	MLA Style Guide	196

Table of Contents

Part 4 Resources	<u>502</u>
Chapter 21 The Library or Media Center	<u>504</u>
Chapter 22 Using Print and Digital Resources	<u>508</u>
Chapter 23 Accessing Digital Resources	<u>545</u>
Common Core State Standards Correlation	<u>548</u>
Index	556

Copyright © McGraw-Hill Education. Permission is granted to reproduce for classroom use.

iv Table of Contents

Copyright © McGraw-Hill Education. Permission is granted to reproduce for classroom use.

Chapter 18

Narrative

18.1	Plan	474
18.2	Draft	477
18.3	Revise	479
18.4	Edit	480
18.5	Publish	482

A narrative is a story. Narrative writing can be personal, allowing the author to focus on important people or events from his or her life; historical, capturing a moment from the past and presenting it in a story format; or fictional, using imagination to produce a short story. Here are the basic elements of a narrative:

ELEMENT	DEFINITION
Plot	the sequence of events in a narrative
Conflict	a struggle between two opposing forces
Resolution	the ending or final outcome of a narrative
Characters (or Figures)	the individuals in a fictional (or real-life) narrative
Theme	the overall message of a narrative
Setting	the time and place in which the events of a narrative occur
Mood	the general feeling or emotion that a narrative creates

473

Copyright © McGraw-Hill Education. Permission is granted to reproduce for classroom

Most authors usually follow several steps before getting the first draft onto paper. These steps allow for planning and organization, as well as character or figure development and plot development.

The instruction on the pages that follow will guide you through the process for writing a narrative while meeting the Common Core State Standards for narrative writing. For a list of the writing and grammar Common Core State Standards, see pages 548–555.

18.1 PLAN

Graphic Organizers

During the planning stage, you will be gathering and organizing writing ideas. When you are planning your narrative, you may wish to use graphic organizers like the Story Map, Character Chart, and Setting and Mood Diagram on pages 491–493.

Identify Key Elements

Write down the names of your characters (or real-life figures if you're writing a personal narrative) and the topic of your narrative. The **topic** is the general subject you wish to write about. Examples of narrative topics are taking a trip or playing a sport.

Write a possible theme for your narrative. The **theme** is the central message that a writer wishes to convey. Theme can be expressed as a statement about life, such as "Winning isn't everything." Theme may be stated explicitly (directly); or it may be presented implicitly (revealed gradually and indirectly). If your narrative topic is playing a sport, your theme might be "It takes hard work and determination to achieve your goals."

Identify the **setting** of your narrative, or the time and place in which its events occur.

474 Composition

Clearly define your narrative's **point of view**, or the perspective from which it is told. There are two main points of view.

POINT OF VIEW	NARRATOR	USES
First-person	The narrator is a character or figure in the narrative and uses the word <i>I</i> .	Use first-person point of view if you want to reveal the action through the eyes of the main character or figure.
Third-person	The narrator is not a character or figure in the narrative but tells the story from outside the action, referring to others as he, she, or they.	Use third-person point of view if you want readers to see the action from outside the narrative.

Create Characters

Copyright © McGraw-Hill Education. Permission is granted to reproduce for classroom use.

Write the names of the characters (or real people) of your narrative. For each character or person, provide examples of

- how the individual looks
- what the individual thinks, feels, and says
- how the individual acts and interacts with others
- what the narrator or others think and say about the individual

You can list words or phrases that describe the individual and then think of details that illustrate each word or phrase. The details you choose should be related to the narrative and should help set up or advance the plot.

Chapter 18 Narrative 475

Map Out Conflict and Resolution

To develop your plot, identify the conflict and the resolution of your narrative and list the events in chronological order. A narrative is driven by a **conflict**, a struggle or a problem, that the main character or figure faces. The ending usually presents the **resolution**, or the final outcome of the narrative. The resolution suggests whether or not the conflict has been solved. The **events** of the narrative are the situations that show how the conflict unfolds.

Use Literary Devices to Enhance the Plot

Writers use various literary devices and narrative techniques to develop experiences, events, and characters. Some of these techniques are listed below.

DEVICE OR TECHNIQUE	DEFINITION	
Dialogue	the conversation between characters or figures in a literary work	
Pacing	the speed with which the action proceeds	
Description	a detailed portrayal of a person, place, or thing	
Reflection	the inclusion of the thoughts, opinions, or attitudes of the narrator or of others	
Multiple plot lines	Often exist in longer narrative works and involve various characters or figures. One plot line is often dominant while others are minor or subplots.	

Identify a literary device that you plan to use in your narrative, describe how you will use it, and explain how it will develop experiences, events, or characters (or real people).

476 Composition

Copyright © McGraw-Hill Education. Permission is granted to reproduce for classroom

Use Sensory Details to Define the Mood

Writers use **sensory details** to describe the **setting** in order to establish the **mood** of the story.

- Sensory details consist of descriptive language that appeals to one or more of the five senses of sight, hearing, touch, taste, and smell.
- **Setting** is the time and place in which the events of a narrative occur.
- Mood is the feeling or emotion that the details in a story create. The mood can be described with an adjective. For example, joyful or frightening may describe the mood of a narrative.

Setting often helps create the mood of a narrative. For example, a writer might describe a dark, rainy night with loud thunder to create a suspenseful mood.

Write the setting of your narrative and the mood you wish to establish. Then write sensory details that describe the setting. Make sure that your sensory details help create the mood.

18.2 DRAFT

opyright © McGraw-Hill Education. Permission is granted to reproduce for classroom use.

Write the Opening

Begin by writing the opening to your narrative. In the opening, you should introduce the main character (or real-life figure) and the conflict he or she faces.

Incorporate descriptive details about your character (or figure) from your planning notes so that your readers can visualize the person being described and can get a sense of his or her age and personality.



Writing Tip

If you are stuck, just start writing and keep in mind that your first attempt does not have to be perfect. After you have written the first draft of your opening, you can always rewrite it until you are satisfied.

Write Dialogue

Think of a place in your narrative where you can use dialogue. Dialogue can serve many purposes. For example, it can introduce the conflict and move along the plot. It is also used to develop characters (or figures) and events.

Identify the purpose of the dialogue and the language you will use to reflect the age and the personality as well as the thoughts and feelings of the individual speaking.



Writing Tip

Use **tag lines**, such as "said Charlie," to identify each speaker within a dialogue. Without tag lines, readers might be confused about who is speaking. However, too many tag lines can make your writing choppy. Avoid using "said" repeatedly in tag lines and instead use a variety of descriptive words.

Write the Body

Next, use your planning notes to write the body of your narrative. Remember the following steps:

- follow the sequence of events you mapped out
- include a literary device to enhance the plot of your narrative
- use descriptive details to develop the characters (or figures) of your narrative
- use sensory details to define the mood of your narrative

478 Composition

Write the Ending

Finally, write the ending of your narrative. Make sure that your ending presents the resolution to the conflict of the story. It should also reflect the theme of your narrative.

18.3 REVISE

Introduction to Revision

To revise your narrative, you will be focusing on the content or the message of your writing and possibly applying one or more of these four revision strategies:

- Add details and information to make the message clearer.
- Remove distracting or unnecessary words or ideas.
- **Replace** bland or overused language with more precise or stronger words.
- Rearrange phrases and sentences to be sure the message is logically presented.

The questions that follow will show you how to use these revision strategies and help you rethink how well issues of purpose, audience, and genre have been addressed.

Focus and Coherence

Ask yourself:

Copyright © McGraw-Hill Education. Permission is granted to reproduce for classroom use.

- ✓ Does my narrative have a clear focus?
- ✓ Do all the parts work together so that I achieve my purpose?
- ✓ Will readers be able to follow the story line?

Chapter 18 Narrative

479

OMPOSITIO

Organization

Ask yourself:

- ✓ Does the beginning introduce the main character or figure and the conflict?
- ✓ Does the middle present events in the order in which they happen?
- ✓ Does the end offer a clear resolution?

Development of Ideas

Ask yourself:

- ✓ Are the individuals fully developed?
- ✓ Are they presented in an interesting, believable, and meaningful way?

Voice–Word Choice

Ask yourself:

- ✓ Does my writing include lively and vivid words so that readers can visualize characters or real-life figures and events?
- ✓ Have I made effective language choices for meaning or style?

Voice—Sentence Fluency

Ask yourself:

- ✓ Do the sentences vary in length and structure?
- ✓ Does my writing flow smoothly?
- ✓ Have I emphasized important points?

18.4 EDIT

Correct Errors in Grammar

Editing involves correcting errors in grammar, usage, mechanics, and spelling.

480 Composition

Copyright ${ ilde {\Bbb O}}$ McGraw-Hill Education. Permission is granted to reproduce for classroom use

Begin the editing stage by taking a careful look at your sentences. Make sure that each sentence expresses a complete thought in a way that is grammatically correct. Use the checklist below to edit your sentences.

Sentence-Editing Checklist

- ✓ Have I avoided sentence fragments?
- ✓ Have I avoided run-on sentences?
- ✓ Do verbs agree with their subjects?
- ✓ Are pronouns used correctly?
- ✓ Are verbs used correctly?
- ✓ Have I avoided misplaced and dangling modifiers?

Correct Errors in Mechanics and Spelling

Next, check for and correct any errors in mechanics (punctuation and capitalization) and spelling.

Use the checklist below to edit your narrative.

You should also use a dictionary to check and confirm spellings.

Proofreading Checklist

Copyright © McGraw-Hill Education. Permission is granted to reproduce for classroom use.

- ✓ Are commas and other punctuation marks used as needed?
- ✓ Are possessives written correctly?
- ✓ Are all words spelled correctly?
- ✓ Are capital letters used as needed?

Peer and Teacher Review

In addition to revising and editing your own narrative you will be revising your work through peer review and teacher review. Peer review involves sharing your writing with a partner or classmates in a writing group and discussing how you can each improve your writing. Teacher review involves submitting your paper to your teacher, who will read it and make suggestions on how you can make your story better.

You can use the **Peer Review Guide** on page 494 to guide your response to your classmate's writing.

18.5 PUBLISH

After you have written and polished your narrative, you will want to publish and present it. You may wish to consider the following publishing and presenting options, some of which require collaboration with your classmates and the use of technology:

- enter your narrative into a writing contest
- create a class anthology
- perform your narrative as readers' theater
- publish a multimedia version of your story online with images and video clips

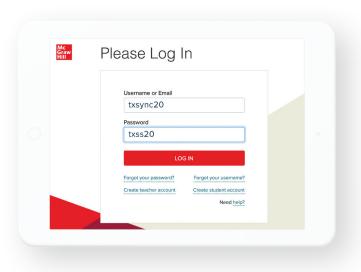
Reflecting on your own writing can help you improve your writing skills. You can use the **Reflection Guide** on page 495 to reflect on the writing you did in this workshop.

482 Composition

DON'T FORGET TO LOG IN

Grammar is integrated into the Texas StudySync curriculum. We also provide additional grammar resources for your range of classroom needs.

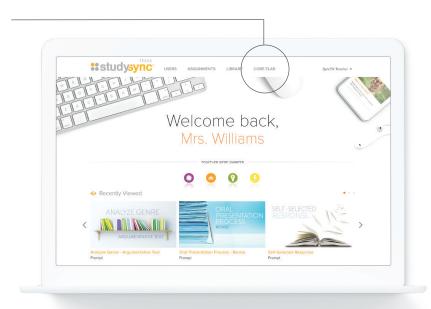
1 Visit my.mheducation.com to log in.
Use the username and password provided below.

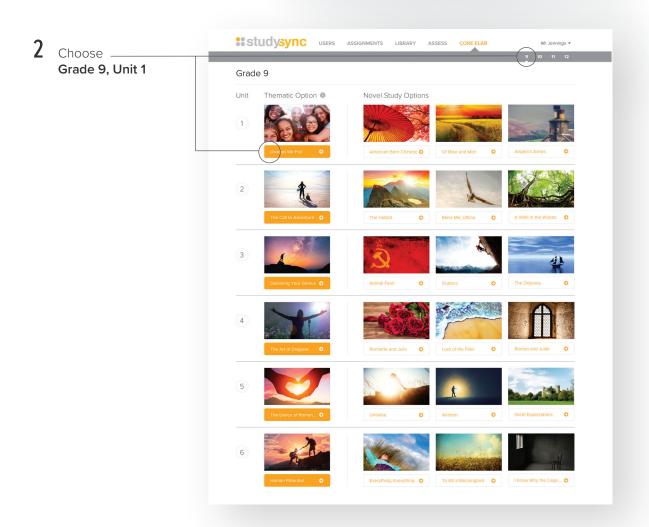


2 Select the TX StudySync Teacher Edition.



1 Click on **CORE ELAR** at the top navigation





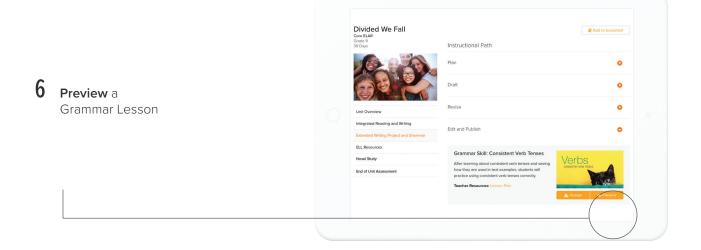
Digital Access (continued)

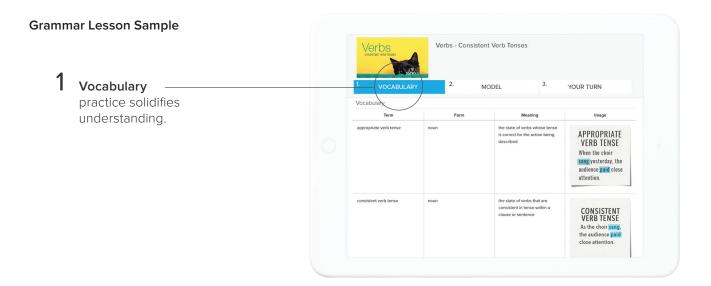
Click on
Extended Writing Project

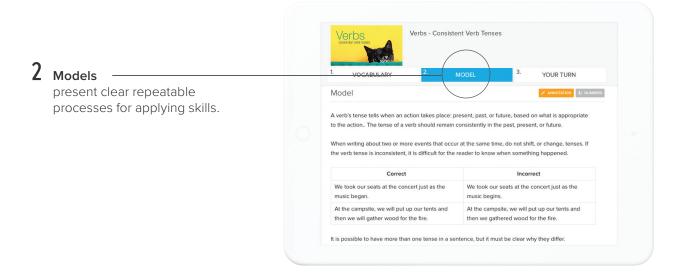
Divided We Fall
Core stand
30 Days
Instructional Path
Draft

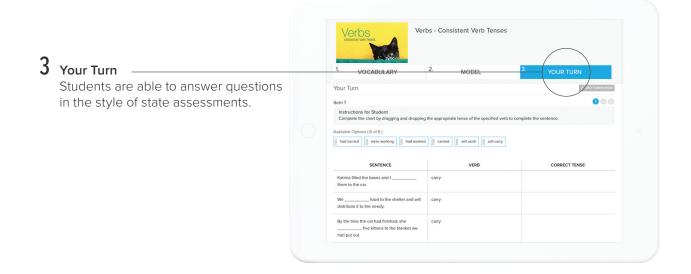
Draf













BRING LITERATURE TO LIFE





