

Text Structure

When you understand how the writer has organized information, you will understand and remember the text better. Writers organize text in several different ways.

Cause/Effect

The text shows that one event causes another thing to happen. Look for words like "because," "then," "since," and "as a result."

Example: It rained for the first few days of the camping trip. As a result, most of the campers were restless and wanted to go home.

Comparison/Contrast

The text shows how ideas or things are alike or different. Look for words like "best," "more," "better," "less," "worse," "easier," and "than."

Example: The best time to visit the Rocky Mountains is early fall. The weather is cooler in the fall than in the summer. You will see fewer people and more animals. The fall colors are more beautiful.

Description

When you want to paint a picture with words, use description to organize your ideas. To make the picture come alive in your reader's mind, use a lot of adjectives and describe what you would see, taste, smell, feel, or hear. Adjectives are words like "pretty," "sweet," "smooth," and "loud."

Example: The cellar was cold, damp, and dark. It smelled musty and old.

Problem/Solution

The text is split into two parts: One part presents a problem, and the other part gives the solution to the problem. Look for words like "problem," "solution," "solve," and "plan."

Example: The city of Taylor has fifteen public swimming pools. In the past, plenty of lifeguards have been available for staffing the pools throughout the summer. Most of the lifeguards were teenagers out of school for the summer. This year, however, not enough lifeguards have signed up to work. The city has started asking healthy, retired people to be lifeguards. They will be trained by the city for free if they will agree to work 10 hours per week at a city pool. They will be paid \$8 an hour for their work.

The problem: Taylor doesn't have enough lifeguards to staff its city swimming pools.

The solution: Encourage retired people to become certified lifeguards and work at the pools.

Question/Answer

The writer presents a question and then tries to answer it.

Example: Many schools are thinking about this question: Should students be made to wear uniforms? I believe they should not. First, clothing is a very important way that kids express themselves . . .

Sequence

The writer places events in the order in which they happen. Sequence is also known as chronological order. Look for words like "first," "then," "next," "finally," "a few minutes later," "before," "afterward," "meanwhile," and "last year."

Example: First, Rhett was late getting to school. Then, he lost his homework. A few minutes later, the teacher asked him to clean out his desk. Now, Rhett thinks it will be a bad day.

Classification

This type of structure can be very helpful when writing research reports. All of the information is organized by like groups.

Example: You are writing a paper about the food pyramid. One paragraph is devoted to the benefits of fruits and vegetables. One paragraph is devoted to the benefits of breads and carbohydrates, and so forth.

Definition

The text defines a difficult term or idea. The definition is stated and expanded with examples and restatements. Look for bold or italic words to emphasize new vocabulary.

Example: The pharaoh was the ruler of ancient Egypt. The pharaoh was believed to have been the human form taken by the gods. One of the best known pharaohs is Tutankhamun, who ruled during the 18th dynasty.

Logical Order

The text reaches a logical conclusion from known details. Logical order also can be ordering paragraphs into a larger whole with similar details grouped together.

Example: The door was cracked open and the kitchen was speckled with muddy paw prints, so we knew that Patches, the neighbors' dalmatian, had been in our house.

Order of Importance

When a writer organizes writing by order of importance, he or she progresses from least to most important idea or from most to least important idea. Look for words like "first of all," "most important," "least important," etc.

Example: According to Abraham Maslow, the most important things that a person needs are food, sleep, and good health. Without food, sleep, or good health, a person will find it difficult to focus on anything else. The next most important needs are shelter and safety. A sense of belonging and then self-esteem come next in importance. The least important need is achieving maximum individual potential.

Spatial Order

The writer presents items according to their location. Look for words like "over," "under," "beside," "next to," "behind," "left," "right," "above," "top," and "bottom."

Example: My mom told me to clean up my room, but I couldn't seem to get out of bed. My room didn't look so bad from the view on my bed. There were just a few of my soccer socks on the floor to my right. My muddy shoes lay next to them. In front of the bed, my backpack was open with some of my school papers scattered beside it. To my left, my desk was littered with stuff that I didn't know where to put. There was so much stuff that I don't think I could see the top of the desk. Really, my room wasn't too shabby.

Inductive Reasoning

This type of reasoning moves from the specific to the general. It is based on experiences and observations. Using induction, the prediction is based on what is known or observable. In this sense, it is a conclusion based on probability.

Example: Yesterday, we had to turn in an English assignment. Today, we also had to turn in another assignment. Tomorrow, I assume we'll have another assignment.

Deductive Reasoning

This type of reasoning begins with the general and ends with the specific. It is based on laws, rules, or other accepted principles. Using deductive reasoning, the old or accepted information is applied to a new context to form a conclusion. If the accepted information, the premises, is correct, the conclusion is also correct. In this sense, the conclusion leaves no room for probability.

Example: At the beginning of the year, Ms. Hall gave us a list of our assignments. The list says that I have an assignment due on April 30th. Therefore, I will have to turn in my assignment on April 30th.

Question 1 . Plastic Bags

Most of us do not realize the results of our everyday actions. For example, many do not think about how a simple thing like a plastic bag affects our environment. Indeed, they are cheaper and easier to carry than paper bags. Plastic bags are convenient, and they do save millions of trees. However, most plastic bags are never recycled. In fact, more than 500 million are used and thrown away each year. Millions of these bags end up in landfills. Most of these may take several hundred years to decompose. Recycling would help reduce the amount of plastic being piled up in landfills. Better yet, skip the paper and plastic bags and bring reusable bags to the store instead.

The passage is organized using the structure of

- A. compare/contrast.
- B. classification.
- C. definition.
- D. cause/effect.

Question 2 . Extinction of the Dinosaurs
by C. Vesely

For centuries, people have been puzzled over what caused dinosaurs to die off. Today, there are several theories about what caused the extinction of dinosaurs. There are two primary theories, and scientists who study these theories fall into two main categories—intrinsic gradualists and extrinsic catastrophists.

The intrinsic gradualists believe that increased volcanic activity at the end of the Cretaceous period led to the dinosaurs dying out. According to this theory, volcanoes all over the world were erupting at different intervals for a period of several million years. Soot and ash from these eruptions may have gradually accumulated in the atmosphere and blocked the sunlight causing the Earth's surface to cool. This climate change may have led to the extinction of dinosaurs. The volcanoes may have affected the Earth's surface as well. There is a layer of rock in the Earth's crust known as the Cretaceous-Tertiary (K-T) boundary. The layer is found worldwide, and it contains a high level of iridium, a type of metal. The K-T boundary marks the end of the Cretaceous period and the beginning of the Tertiary period. Some scientists believe the high level of iridium found in the K-T boundary may have come from molten rock that spewed from the volcanoes.

The extrinsic catastrophists believe that a giant comet or meteor crashed into Earth. The crash may have been the catalyst for the extinction of dinosaurs. The impact of such an object would have thrown large amounts of debris into the air all at once. The debris would have blocked out the sunlight and caused the planet to cool. The impact would also have caused earthquakes, tsunamis, and other natural disasters. Some scientists argue that the high level of iridium in the K-T boundary may have come from the meteor rather than from the volcanoes. Some of these scientists believe that several comets or meteors collided with Earth over a

relatively short period of time. These theorists think the extinction of dinosaurs resulted from the multiple impacts.

Although some evidence supports each theory, neither of the theories is conclusive. None of the theories explain why the dinosaurs went extinct while many mammals and small reptiles were able to survive. Also, fossil records found in some areas support a gradual decline while fossil records found in other areas support a sudden die out. For now, scientists must continue to search for answers about what caused the extinction of dinosaurs.

Read the following sentence from the fourth paragraph.

Also, fossil records found in some areas support a gradual decline while fossil records found in other areas support a sudden die out.

Why does the author make the statement above?

- A. to dismiss the extrinsic catastrophists' theories
- B. to provide evidence to show dinosaurs existed
- C. to show that both scientific theories are flawed
- D. to give details about how the dinosaurs died

Question 3 .

Frogs are a type of animal in a group called amphibians. All of these animals have some features in common. Amphibians are animals that spend part of their lives in water and part on land. They are also cold-blooded, meaning their body temperature changes with their surroundings.

Frogs and toads have short, thick bodies and long back legs. Salamanders and newts have slender bodies and long tails. Caecilians are long, wormlike amphibians with no legs and sharp teeth. These amphibians can be spotted in a variety of colors and sizes. Sometimes they can hide from predators with skin that looks like their environment.

What method of organization is used in this passage?

- A. sequence
- B. cause/effect
- C. definition
- D. classification

Question 4 .

Back in the Old West, it could take over a month to get a letter from the east out to the west coast. People got tired of waiting. So two businessmen decided to set up the Pony Express, a kind of relay race on horseback from Missouri to California. With the Pony Express, the mail got all the way to California in only ten days!

The structure of the selection above can best be described as

- A. compare and contrast.
- B. sequence.

- C. cause and effect.
- D. definition.

Question 5 .

There were several countries involved in the Vietnam War. However, the level of military involvement varied from country to country. For example, while France was pulling troops out of Vietnam, American soldiers were landing in Saigon at an ever-increasing rate.

The paragraph organization, or structure, of the selection above is

- A. definition.
- B. cause and effect.
- C. sequence.
- D. compare and contrast.

Question 6 .

A string instrument or a stringed instrument is popular around the world. It uses vibrating strings to produce music. The strings may be of gut, metal, fiber, or plastic. These may be plucked, bowed, or struck.

Although there are many string instruments native to the cultures and tribes around the world, there are five common types used in the orchestra. These are the violin, viola, cello, double bass, and harp.

The violin family of stringed instruments includes the violin, viola, cello, and sometimes the double bass. These are supported by a neck and a bout and are played using a bow. Harps are instruments in which the strings are contained within a frame and are plucked.

Which of these is true about this passage?

- A. It shows the influence of string instruments on the orchestra.
- B. It shows how string instruments have various distinct features.
- C. It compares the metal strings to gut, plastic, and fiber strings.
- D. It explains the concept of tribal music around the world.

Question 7 has been deleted.**Question 8 .**

Although many people confuse yoga with Pilates, these are, in fact, very different practices. Pilates is a form of fitness program while yoga is more of a lifestyle. Popularly practiced physical exercises like asanas of yoga aim on creating a harmony between mind, body, and spirit. Yoga is a form of meditation that whole the body helps achieve through breathing, balance, and relaxation. Yogis of ancient India practiced yoga to unite and heal the mind and body. All one needs to practice yoga is a knowledgeable instructor and willingness. This ancient tradition is being practiced in various forms all over the world.

Pilates was also developed for healing purposes. Joseph Pilates, a German self-defense instructor, developed a system of exercise in early twentieth-century England. Joseph rigged

springs to hospital beds and enabled patients to exercise. To this day, Pilates makes a use of machines to develop abdominal strength, lengthen the spine, and improve balance. Many ballet dancers practiced Pilates when Joseph moved to America. Today, it is a very popular system of exercise.

Which of the following sentences best shows how the passage is organized?

- A. Many ballet dancers practiced Pilates when Joseph moved to America.
- B. All one needs to practice yoga is a knowledgeable instructor and willingness.
- C. Pilates is a form of fitness program while yoga is more of a lifestyle.
- D. Joseph rigged springs to hospital beds and enabled patients to exercise.

Question 9 .

Concrete poetry is poetry that visually conveys meaning. It uses graphic arrangement of letters, words, or symbols on the page to create meaning. It is also known as shape poetry or visual poetry. The words form a picture for the reader to see and read. The shape itself does not create meaning. However, it adds to the meaning of the poem.

Poets also believe that the space within the letters as created by shape poetry add to the meaning. Look at the following shape poem. The arrangement of letters and the space between them help the reader see the effect of wind on the poet.

Wind
 Pushes me
 Away
 From
 My self
 Wind
 S c a t t e r s
 My thoughts

The passage is organized using a structure of

- A. cause/effect.
- B. definition.
- C. classification.
- D. compare/contrast.

Question 10 .

Hypnosis makes a person go into a sleeplike condition. However, a person's mind is fully aware during the process. An artificial means brings about hypnosis. For example, someone's words or an object can cause a person to be hypnotized. Usually, someone else does the hypnotizing, but a person can do it to him or herself. The process makes a person become open to suggestions and directions. For example, during this state, a person can act or speak the way he or she is asked to. Like meditation, hypnosis usually has a relaxing effect on people.

The passage is organized using the structure of

- A. cause/effect.

- B. sequence.
- C. compare/contrast.
- D. classification.

Answers

1. D
2. C
3. D
4. C
5. D
6. B
7. --Deleted Question
8. C
9. B
10. A

Explanations

1. The passage shows why people started using plastic bags and how it affected our planet. The author also offers solutions to limit the problem of waste created by the overuse of plastic bags. Readers can find more than one organizational structure in many passages.
2. The author states that fossil records in different areas are inconsistent to show that both the intrinsic gradualists' theories and the extrinsic catastrophists' theories are flawed. This is a specific example that develops the idea that scientists do not know what caused the extinction of dinosaurs.
3. An essay or paragraph that is organized using classification typically takes a larger class or category and divides it into several smaller classes. In this passage, the author talks about a group of animals that frogs fall under. Then, the author lists the characteristics of animals in this group.
4. The difficulty in getting mail from east to west caused the effect of the creation of the Pony Express.
5. The key word however signals that the author is contrasting two things. "Pulling troops out" and "landing in" show the difference between what the two countries were doing.
6. This passage shows how string instruments have various string types, styles of playing, and shapes. Thus, it shows how string instruments have various distinct features.
7. Deleted Question
8. Identify the structure the author uses to organize information in this passage. The author provides information on yoga and Pilates while listing their similarities and differences. The sentence "Pilates is a form of fitness program while yoga is more of a lifestyle" shows how Pilates and yoga are different.
9. The organizational structure of the passage is definition. The entire passage is about the concept of concrete poetry. The passage defines and describes the idea of concrete poetry.
10. The passage shows what causes a person to be hypnotized and shows the effects of the process of hypnosis.

Context Clues

You can often determine the meaning of a new or unfamiliar word or phrase by studying its context. Context is all of the words and sentences that make up a piece of writing. Here are some specific context clues that you can look for when trying to figure out the meaning of an unfamiliar word.

Definitions The definition of the word is sometimes restated in the context.

Synonyms and Antonyms Sometimes, a synonym (similar meaning) or antonym (opposite meaning) is given for the unfamiliar word.

Examples Examples of the unknown word can sometimes help you decide its meaning

Cause and Effect The unfamiliar word might be the cause of something or might be the result of a cause.

Analogy You can sometimes figure out a new word by determining how it is related to other words in the context.

Example:

Read the following paragraph and decide what type of context clue helps you to understand the underlined word.

My grandmother and I are very close to each other despite our different personalities. My grandmother is a somber person. I would never call her cheerful.

The context clue provided for the word somber is the antonym cheerful. You know that cheerful is an antonym for somber because the author calls the grandmother somber but "would never call her cheerful." Therefore, the word somber must mean something like sad, serious, or gloomy.

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Question 1 .

Jeff was shopping at the grocery store when he found a tub of yogurt he wanted to buy. He read the label and nutrition facts. The words "USE BY AUG 20" were printed on the lid, and today was the 23rd. Checking the other yogurt tubs, Jeff noticed several of them had the same expiration date. Realizing the potential risk that another shopper could pick these up without looking, he called for an employee to help

Which word is a synonym (has nearly the same meaning) of the word potential?

- A. unlikely
- B. possible
- C. unattainable
- D. positive

Question 2 .

The launch of the High Energy Solar Imager has been delayed indefinitely because of ongoing concerns about the satellite's launch vehicle—a Pegasus rocket. A NASA spokesperson said that the launch will still happen, but NASA is not sure when.

What is the meaning of the word indefinitely in the selection above?

- A. forever
- B. for an uncertain amount of time
- C. for the last time
- D. again

Question 3 .

Math Anxiety Saps Working Memory Needed To Do Math
by Julie Steenhuysen

Worrying about how you'll perform on a math test may actually contribute to a lower test score.

Feelings of dread and fear keep people away from math. The shunning of math can sap the brain's working capacity. This is what is used and needed to compute difficult math problems, said psychologist Mark Ashcroft of the University of Nevada Las Vegas.

"It turns out that math anxiety occupies a person's working memory," according to Ashcroft.

Ashcroft said while easy math tasks such as addition require only a small part of a person's working memory, strenuous calculations need much more.

Worrying about math takes up a large chunk of a person's working memory. This is a dire situation for the anxious student who is taking a high-stakes test.

Stress about how one does on tests like college entrance exams can make even good math students choke. "All of a sudden they start looking for the short cuts," said University of Chicago researcher Sian Beilock.

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Test preparation classes can help students beat this anxiety. However, they are limited to students whose families can afford them.

Ultimately, she said, "It may not be wise to rely completely on scores to figure out who will succeed."

While the causes of math anxiety are unknown, Ashcroft said people who manage to overcome math anxiety have completely normal math proficiency.

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The word shunning in paragraph 2 means

- A. avoiding.
- B. excitement.
- C. failing.
- D. calculating.

Question 4 .

Though skateboarding has become a very popular sport over the last ten years, few people believe that skateboarders are athletes. Like other athletes, skateboarders who want to perform well must be in good shape. The result is that the professional skaters have gone from being the rebels of the sports world to being as finely tuned as football and basketball players.

Which definition of the word tuned is used in this passage?

- A. in the best condition
- B. adjusted to the correct musical pitch
- C. on a certain channel or frequency
- D. brought into agreement

Question 5 .

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Stress about how one does on tests like college entrance exams can make even good math students choke. "All of a sudden they start looking for the short cuts," said University of Chicago researcher Sian Beilock.

Test preparation classes can help students beat this anxiety. However, they are limited to students whose families can afford them.

Ultimately, she said, "It may not be wise to rely completely on scores to figure out who will succeed."

While the causes of math anxiety are unknown, Ashcroft said people who manage to overcome math anxiety have completely normal math proficiency.

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The word choke in paragraph 6 means

- A. struggle with the test.
- B. pass with good grades.
- C. look for a short cut.
- D. study with motivation.

Question 6 .

Being a class monitor had put me in quite a quandary. While I had to report the students' unruly behavior to the authority, I did not want to jeopardize my friendship with my classmates. Luckily, most of my friends seemed to comprehend my problem quite well. However, there were always a few impudent classmates who had utter disregard for the rules. They insulted and disrespected me quite often. A particularly boisterous student was very hard to deal with. He would be rough and disorderly right after I had asked the class to maintain peace in the teacher's absence. While I agreed with his view that some of the obsolete rules of our historic school did not apply to the students today, I thought he needed to be more cooperative. Read this sentence from this passage.

While I agreed with his view that some of the obsolete rules of our historic school did not apply to the students today, I thought he needed to be more cooperative.

What does obsolete mean in this context?

- A. significant
- B. prejudiced
- C. outdated
- D. intricate

Question 7 .

Caring for your lawn sometimes involves dealing with unwanted plants. Crabgrass is a type of plant that invades many lawns in the U.S., and it can be difficult to find the best way to

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eliminate it. Crabgrass is very good at surviving without much water. Just ask a botanist. They are scientists who study plants. They will tell you that lawns need to be treated to remove things like crabgrass, or it can quickly take over the other grass. The process can be challenging, but there are smart ways to do it.

Just ask a botanist.

What type of context clue is used to help you define the word botanist?

- A. antonym
- B. synonym
- C. explanation
- D. example

Question 8 .

Paul Ancel, an important poet of the twentieth century, was born in Bukovina, Romania. He wrote under the pseudonym Paul Celan, an anagram of his last name. Celan was interned by the German government for 18 months before he could escape and join the Red Army. Following World War II, Celan wandered between borders when Bukovina was removed from the world map. He lived in Paris for a while. Although he was freed from captivity in 1944, his spirit never recuperated from the experiences. Celan's poetry exposed his need of healing. Which word from the paragraph helps the reader understand the meaning of the word recuperated?

- A. erased
- B. wandered
- C. escape
- D. healing

Question 9 .

Have you ever wondered who writes the Nancy Drew mysteries? Many fans of the series may be surprised to learn that there is no Carolyn Keene. Carolyn Keene is a pseudonym created by the series' father, Ed Stratemeyer, and it is shared by an unknown number of ghost writers. The first "Keene" was Mildred Wirt Benson, who fleshed out the outline Stratemeyer had developed for the titian-haired detective. Writing one book about every six weeks, Benson is credited with a majority of the first 30 Nancy Drew mysteries.

What is the definition of pseudonym as it is used in this paragraph?

- A. a character in a book
- B. a female author
- C. a made-up name
- D. a mystery novel

Question 10 .

Being a class monitor had put me in quite a quandary. While I had to report the students' unruly behavior to the authority, I did not want to jeopardize my friendship with my classmates.

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Luckily, most of my friends seemed to comprehend my problem quite well. However, there were always a few impudent classmates who had utter disregard for the rules. They insulted and disrespected me quite often. A particularly boisterous student was very hard to deal with. He would be rough and disorderly right after I had asked the class to maintain peace in the teacher's absence. While I agreed with his view that some of the obsolete rules of our historic school did not apply to the students today, I thought he needed to be more cooperative.

What does quandary most likely mean?

- A. predicament
- B. fortitude
- C. distortion
- D. runt

Question 11 .

After eight years together, Andre Agassi and Brad Gilbert have decided to end one of the most successful player and coach relationships in tennis history.

With Gilbert as his coach beginning in March, 1994, Agassi won six Grand Slam titles, a gold medal at the 1996 Olympics, and held the No. 1 ranking in the world at the end of 1999. Agassi is the only man to have won all four Grand Slam titles as well as an Olympic gold medal.

"Brad is clearly the greatest coach of all time," Agassi said in a joint statement. "I have been lucky to have him as my guiding force during the past eight years of my career. More importantly, I am lucky that I have been able to call him friend for eight years and that our friendship remains intact."

Which definition for intact is correct?

- A. whole; not broken or missing pieces
- B. very public
- C. in contact
- D. not well-thought-of

Question 12 .

Being a class monitor had put me in quite a quandary. While I had to report the students' unruly behavior to the authority, I did not want to jeopardize my friendship with my classmates. Luckily, most of my friends seemed to comprehend my problem quite well. However, there were always a few impudent classmates who had utter disregard for the rules. They insulted and disrespected me quite often. A particularly boisterous student was very hard to deal with. He would be rough and disorderly right after I had asked the class to maintain peace in the teacher's absence. While I agreed with his view that some of the obsolete rules of our historic school did not apply to the students today, I thought he needed to be more cooperative.

Which word would best replace impudent in the passage?

- A. academic
- B. delirious

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- C. insolent
- D. besieged

Answers

1. B
2. B
3. A
4. A
5. A
6. C
7. C
8. D
9. C
10. A
11. A
12. C

Explanations

1. The tubs of yogurt at the grocery store were expired, but they were still on the shelf. It is very possible that another shopper may buy the expired yogurt without realizing it. Possible and potential are synonyms.
2. If something is indefinite it is not definite.
3. Most people who fear and are anxious about math tend to avoid it. You can therefore tell from the context that "shunning" means "avoiding."
4. The context presents the example of professional skateboarders who train so that they can perform well. The author uses the phrase "finely tuned" to tell the reader that professional skateboards are in good shape, just like other athletes.
5. If you follow the course of the sixth paragraph (and how it fits into the scheme of the essay), you'll notice that it talks about how students who don't like math react to math tests. It alludes to the fact that even good students fail math tests when they panic. In this case, the anxiety makes the students struggle with the test. Even good students are intimidated by math tests and sometimes "choke" or struggle.
6. The passage states that some rules of the historic school do not apply to modern-day students. This helps the reader understand that obsolete means "outdated."
7. In the sentence following the use of the word botanist, it describes that it is a scientist who studies plants. This explains what kind of scientist a botanist is.
8. The paragraph shows that Celan never recuperated or recovered from the experiences in captivity. The last sentence of the paragraph gives a hint that "healing" is needed to recuperate.
9. Look at the context clues. The paragraph says, "Carolyn Keene is a pseudonym created by the series' father, Ed Stratemeyer, and it is shared by an unknown number of ghost writers." This tells the reader that Carolyn Keene is an example of a pseudonym, that a pseudonym is created, and that a pseudonym can be shared by ghost writers. A pseudonym is "a made-up name."

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10. The narrator is caught between reporting the students to the authority and maintaining friendship with his or her classmates. The narrator is in a quandary or a "predicament." Both words mean "unpleasantly difficult situation."

11. Agassi considers himself lucky that he and Gilbert have been friends for eight years. He considers himself lucky to still be friends with Gilbert and that their friendship is whole.

12. The passage shows that the "impudent" students insult the narrator. "Insolent" also means "rude or disrespectful." The passage gives a clue that impudent is the same thing as "insolent."

Read the following passages and answer the questions.

Asthma

Today, doctors are seeing more and more children who have asthma. Asthma is an illness that affects the lungs. People who have asthma sometimes have trouble breathing. When someone with asthma is having trouble breathing, the person is having an asthma attack. When someone suffers from an asthma attack, air is prohibited from flowing in and out of the lungs.

Different things can cause someone who suffers from asthma to have an asthma attack. An allergy to dust or to animal fur often triggers attacks. Surprisingly, a substantial number of athletes suffer from asthma. For these people, exercise can trigger an attack.

Recently, there has been a rapid increase in the prevalence of asthma in children living in our country's cities. In the South Bronx, in New York, the number of children with asthma is twice the national average. In Baltimore, so many children suffer from asthma that several elementary schools have their own asthma clinics, where children and their parents can be educated about the disease.

Many of these children, like other people with asthma, must use an inhaler. People who suffer from asthma often use inhalers to help them recover from an attack. An inhaler contains medicine to breathe in through the mouth. The medicine in the inhaler makes it easier for sufferers to breathe.

<ul style="list-style-type: none">• What is the best meaning of the word triggers in paragraph two?<ul style="list-style-type: none">• prevents• brings to an end• sets off; begins• makes better• You can tell that the word prevalence in paragraph three means<ul style="list-style-type: none">• obstacles• widespread occurrence• disappearance• kindness• Which detail would be most appropriate to include in paragraph 2?<ul style="list-style-type: none">• In Maryland the number of children with asthma is slightly less.• Doctors believe that the more educated students and parents become, the easier it will be to prevent asthma.• Pollen from the air can also cause people to have an asthma attack• The inhaler contains medicine that will clear the air passageways.	<ul style="list-style-type: none">• "Surprisingly, a substantial number of athletes suffer from asthma." The word substantial means<ul style="list-style-type: none">• small• large• decreasing• maximum• The word prohibited in paragraph one most likely means<ul style="list-style-type: none">• trapped• forced• less difficult• permitted• Where would you most likely see this article?<ul style="list-style-type: none">• Text book• Health magazine• Newspaper• Science Journal• The author probably wrote this article to<ul style="list-style-type: none">• provide a description of the causes of asthma• Provide problems caused by asthma followed by a solution• Inform the audience about the severity of asthma in young children• Inform asthma patients about how to control this disease.
--	--

Answer Key: Asthma

1. C
2. B
3. C
4. B
5. A
6. B
7. C

Answer Key: The Heart

1. B
2. D
3. A
4. D

The Heart

Inside the chest is a strong muscle called the heart, which is often compared to a pump. The heart circulates blood throughout the body. This circulation of blood is absolutely vital. Through the vessels, blood carries oxygen and nutrients to every organ and cell of the body, and carries waste away. Without oxygen, the brain cannot survive for more than ten minutes.

The heart has two sides. On the left side, blood flows into the heart, carrying oxygen from the lungs. The heart pumps the oxygen-rich blood through the arteries and smaller capillaries to the body; and the body uses the oxygen in the blood. On the right side, blood flows from the body (via the veins) into the heart. The heart pumps the oxygen-poor blood to the lungs. Both sides of the heart work together simultaneously.

The heart pumps involuntarily at a steady pace. The actual number of beats per minute, or pulse, is one way the health of the heart can be assessed. Doctors use this figure as a basic measurement of the heart's strength.

- What does the word **vital** mean in paragraph one?
 - unnecessary for life
 - essential to life
 - lifeless
 - lifelong
- The word **pulse** is in paragraph three. Which of these is the best meaning of the word pulse?
 - a steady heartbeat
 - a measurement of the heart's strength
 - a rapid pace
 - the number of heartbeats per minute

- **Arteries, capillaries, and veins** can best be described as
 - blood vessels
 - little pumps
 - tubes for liquid
 - tiny organs
- In the last paragraph, which phrase gives a clue to the meaning of the word **assessed**?
 - pumps involuntary
 - actual number of beats
 - at a steady pace
 - measurement of the heart's strength

Colons

Use the colon (:) to suggest that information or a list follows and to punctuate the salutation of a business letter.

One use of the colon is to follow the salutation (opening greeting) of a business letter even if it is to address someone by his/her first name. Never use a semicolon after a salutation. A comma is used after the salutation for personal letters.

examples:

Dear Mr. Phan:

Dear U.S. Secretary of Defense:

Dear Samantha Donnelly:

Dear Ronald:

Another use of the colon is to suggest that information follows.

example:

Allergen Statement: This product was packaged in a facility that processes peanuts, wheat, eggs, and milk.

The colon is also used to suggest that a list follows.

examples:

The following students are exempt from final exams: Paul Connell, Josie Martinez, Sondra Smith, Carrie Stengel, and Johnathan Wallace.

The North Texas Cat Rescue is collecting the following donations:

towels

cat food

cat litter

cleaning supplies

A colon can also be used in place of a period after a complete sentence or independent clause to introduce a quotation.

example:

The restaurant I own received a fantastic review: "The Main Street Bistro is the best new restaurant in town. It has great food and a great atmosphere."

Hyphens, Dashes, Brackets, & Semicolons

In addition to common forms of punctuation like the period, the comma, and the apostrophe, there are others that aren't used as often but that are no less important. These include hyphens, dashes, brackets, and semicolons.

Hyphens

Hyphens are used for compound words (a single word made up of two or more words). Some compound words include numbers, fractions, prefixes, and suffixes.

examples:

When you spell out the number 42, it should be written "forty-two."

Similarly, when you spell out the fraction $\frac{5}{8}$, it should be written as "five-eighths."

You should hyphenate a prefix attached to a capitalized word or number.

examples:

"Mid-October" and "pre-1989" are both hyphenated.

You hyphenate a suffix the same way.

examples:

"Twenty-odd" and "president-elect" show suffixes being hyphenated.

You should also hyphenate two or more words that work as a single modifier placed before a noun.

example:

"Twentieth-century novels" needs a hyphen, but "novels from the twentieth century" doesn't need one.

Also, you should be sure of what the meaning of the word is that you're trying to hyphenate. If you don't this can lead to confusion. For example, there is a big difference between the man-eating rabbit and the man eating rabbit. In the first phrase shows that the rabbit eats humans, but in the second phrase, the man is eating a rabbit.

Dashes

Dashes are used in a similar way as parentheses, to set off material in a sentence. The difference is that dashes call attention to the material.

example:

"He walked to work—past all the protestors—and never stopped to smile."

The emphasis is on the protestors that the man walks past.

Dashes look similar to hyphens, but they are usually two hyphen marks put together and look a little longer than a hyphen (- hyphen, — dash). Be sure not to overuse dashes because they're made for emphasis. The more dashes that are used, the weaker the emphasis can get.

Brackets

Brackets are generally used in quotations to help clarify a word or statement for readers or to provide important background information. To show that these are your words and not those of the person you're quoting, you should use brackets.

example:

Mike Hammond said, "After the ship comes back to shore, Captain Donald [the boat's owner] will have a lot of explaining to do."

You can also use brackets inside of parentheses, but you should limit their use in this situation because they can make your writing harder to read than it needs to be, and if they aren't used correctly, they can confuse your reader.

Semicolons

Semicolons can help to connect words, sentences, and groups of words differently. One way a semicolon works is by connecting two main/independent clauses that can stand on their own. It shows they are linked and makes the reader pause.

example:

I went to the store; I bought bread.

You can also use semicolons with transitional words such as however, moreover, therefore and transitional expressions such as in addition, for example, and since then.

example:

Last week, Mike returned from Germany; however, he forgot his luggage.

Finally, semicolons can also be used to split up a long, complex series of items. Without the semicolons, all the information would run together and get confusing.

example:

I went to the beach with Michael, my cousin; Jerry, my best friend; and Fred, my uncle.

Question 1 . I realize that Harry is a good friend of _____.

- A. your
- B. yours
- C. yours'
- D. you're

Question 2 . How should this title be written? Flour Power A Guide to the Modern Green Kitchen

- A. Flour Power, A Guide to the Modern Green Kitchen
- B. Flour Power; A Guide to the Modern Green Kitchen
- C. Flour Power: A Guide to the Modern Green Kitchen
- D. Flour Power: a guide to the modern green kitchen

Question 3 . Which sentence is punctuated correctly?

- A. There were only three questions left when the teacher said, "Okay, pencils down."
- B. There were only three questions left when the teacher said "Okay, pencils down."
- C. There were only three questions left when the teacher said "Okay pencils down"
- D. There were only three questions left when the teacher said, "Okay pencils down"

Question 4 . Juanita and Luis are friends, so Juanita borrowed _____ notes after class.

- A. Luises'
- B. Luis's
- C. Luises
- D. Lui's

Question 5 . Which sentence is punctuated correctly?

- A. The computer stopped working so I asked, if I could move to a different one.
- B. The computer stopped working, so I asked, if I could move to a different one.
- C. The computer stopped working so I asked if I could move to a different one.
- D. The computer stopped working, so I asked if I could move to a different one.

Question 6 . Which sentence is punctuated correctly?

- A. She, is a beautiful, creative, humble woman.
- B. She is a beautiful, creative, humble woman.
- C. She, is a beautiful creative humble woman.
- D. She is a beautiful creative humble woman.

Question 7 . From the following answer choices, choose the quotation with the right punctuation marks.

- A. Henrietta, asked "Do you want to go with me?"
- B. Henrietta asked, "Do you want to go with me?"
- C. Henrietta asked" ,Do you want to go with me?"
- D. Henrietta asked "Do you want to go with me?"

Question 8 . Which sentence is punctuated correctly?

- A. When the last bell for school rang, the students ran out of the door and into streets to meet the summer.
- B. When the last bell for school rang the students ran out of the door and into streets to meet the summer.
- C. When the last bell for school rang, the students ran out of the door, and into streets to meet the summer.
- D. When the last bell for school rang the students ran out of the door, and into streets to meet the summer.

Question 9 . Which sentence is punctuated correctly?

- A. At the age of 46, Bill Clinton was elected president for the first time.
- B. At the age of 46, Bill Clinton, was elected president, for the first time.
- C. At the age of 46, Bill Clinton was elected, president, for the first time.
- D. At, the age of 46, Bill Clinton, was elected president for the first time.

Question 10 . Which sentence is punctuated correctly?

- A. It rained heavily during the afternoon, but we managed to have our picnic anyway.
- B. It rained, heavily during the afternoon but we managed, to have our picnic anyway
- C. It rained heavily during the afternoon but we managed, to have our picnic anyway
- D. It rained heavily, during the afternoon but we managed to have our picnic anyway.

Question 11 . Which sentence is punctuated correctly?

- A. The three largest cities in the state of Texas are Dallas, Houston, and San Antonio.
- B. The three, largest cities, in the state of Texas are Dallas, Houston, and San Antonio
- C. The three largest cities, in the state of Texas, are Dallas, Houston and San Antonio
- D. The three, largest cities in the state of Texas are Dallas Houston, and San Antonio.

Question 12 . Write the plural possessive form of the word goose. _____**Question 13 . Which sentence is punctuated correctly?**

- A. Mike's car is in the shop, so he has to get a ride to school with Sarah.
- B. Mikes car is in the shop, so he has to get a ride to school with Sarah
- C. Mikes car is in the shop so he has to get a ride to school with Sarah.
- D. Mike's car is in the shop so he has to get a ride to school with Sarah

Question 14 . After the tornado, the trees in all the _____ yards were knocked down.

- A. houses'
- B. house'
- C. houses
- D. house's

Question 15 . Which sentence is punctuated correctly?

- A. When the last bell for school rang, the students ran out the door and into the streets to meet the summer.
- B. When the last bell for school rang the students ran out the door and into the streets to meet the summer
- C. When the last bell for school rang, the students' ran out the door, and into the streets to meet the summer
- D. When the last bell for school rang the students' ran out the door, and into the streets to meet the summer.

Question 16 . Which sentence is punctuated correctly?

- A. Nina realized she left her wallet at home, when she got to the store, she had to bike; all the way home to get it.
- B. Nina realized she left her wallet at home when she got to the store; she had to bike all the way home to get it.
- C. Nina realized she left her wallet; at home, when she got to the store, she had to bike all the way home to get it.
- D. Nina realized she left her wallet at home; when she got to the store she had to bike all the way home, to get it.

Question 17 . Which of the following sentences has the right punctuation?

- A. Have you read the assigned short story ", Flowering Judas?"
- B. "I will in a minute," she replied, "as soon as I finish this chapter."
- C. He, said "I may forget your name but I never remember a face."
- D. "We must try to find him" said the boy.

Question 18 . Write the contraction for would not : _____**Question 19 . Which sentence is punctuated correctly?**

- A. In, the long run, one bad haircut, doesn't seem so bad.
- B. In the long run, one bad haircut doesn't seem so bad.
- C. In the long run one, bad haircut doesn't seem so bad.
- D. In the long run one, bad haircut doesn't, seem so bad.

Question 20 . How should the following title be written?

"Kids Today How to Survive as a Babysitter in Today's World"

- A. "Kids Today: How to Survive as a Babysitter in Today's World"
- B. "Kids Today How to Survive: As a Babysitter in Today's World"
- C. "Kids Today; How to Survive as a Babysitter in Today's World"
- D. "Kids Today: How to Survive as a Babysitter: in Today's World"

Answers

1. B
2. C
3. A
4. B
5. D
6. B
7. B
8. A
9. A
10. A
11. A
12. geese's
13. A
14. A
15. A
16. B
17. B
18. wouldn't
19. B
20. A

Explanations

1. Don't use apostrophes for possessive pronouns.
2. A colon should separate the main title from a subtitle. Subtitles should still appear in title case or upper case.
3. The correct answer should have quotation marks around what the teacher said. There should be a comma to introduce the quote and a comma after the introductory word inside of the quote ("okay"). Also, don't forget the period at the end of the sentence. It should go inside of the quotation marks.
4. In most cases, to form the singular possessive of a proper noun ending in -s, you can either add an apostrophe or add 's. Both ways are accepted.
5. Use a comma to separate two independent clauses joined by a conjunction. The correct answer has a comma before the coordinating conjunction "so." The coordinating conjunction joins two independent clauses: "The computer stopped working" and "I asked if I could move to a different one."
6. Use commas to separate two or more coordinate adjectives that modify a single noun. If you can place "and" between the adjectives, they need a comma. The correct answer should have commas separating only the adjectives that describe the woman.
7. Commas are used to set off the "he said/she said" clause. A comma should be used after "Henrietta asked" to show that a direct quote will follow.
8. Use commas to set off introductory dependent (subordinate) clauses. The correct sentence should have a comma after the introductory dependent clause "When the last bell for

school rang." The words "into streets to meet the summer" do not form an independent clause, so there should not be a comma before "and."

9. Use a comma to set off an introductory phrase. The correct sentence should have a comma after the introductory phrase "At the age of 46."
10. The correct answer has a comma before the coordinating conjunction "but" because it is joining two independent clauses. Also, don't forget the period at the end of the sentence.
11. With more than two items in a series, make sure that each item is separated by a comma. Also, don't forget the period at the end of the sentence.
12. To form the possessive, add 's to plural forms that do NOT end in s. If the plural form ends in s, you simply add ' to the end to form the possessive.
13. The correct answer has a comma before the coordinating conjunction "so" because it is joining two independent clauses. There should be an 's to show that the car belongs to Mike. Also, don't forget the period at the end of the sentence.
14. To show possession, add ' to the end of plural nouns that end in -s.
15. The correct sentence should have a comma after the introductory phrase "When the last bell for school rang" because it's a dependent clause joined to an independent clause. Also, don't forget the period at the end of the sentence.
16. One way a semicolon works is by connecting two main/independent clauses that can stand on their own. Both sentences can stand by themselves, but to join them as one, you either need a comma and a coordinating conjunction or a semicolon, which takes the place of using a comma and a coordinating conjunction.
17. Commas are used to set off the "he said/she said" clause. The comma always goes inside the ending quotation mark. In the correct answer choice ("I will in a minute," she replied, "as soon as I finish this chapter") commas are used to set off "she replied" from the rest of the sentence.
18. For contractions, add the apostrophe in the place where the letter or letters are omitted.
19. Use a comma to set off an introductory phrase. The correct sentence should have a comma after the introductory phrase "In the long run."
20. A colon should separate the main title from a subtitle.

Capitalization

There are several uses for capital letters listed here. If you have a question about a particular example you're still not sure about, try checking a dictionary to see if the word is capitalized there. Use capital letters in the following ways:

The first word of a sentence *example:* Yesterday, my cat completely ignored me.

The pronoun "I" *example:* My teacher told me that I should take an advanced class next year.

Proper nouns (the names of specific people, places, groups, and sometimes things)

examples:

- Campfire USA
- Brackets Incorporated
- Benjamin Franklin
- Death Valley National Park
- Mississippi River
- Joes' Diner

Family relationships

(when used as proper names)

examples: For Christmas, Aunt Velma will sew a new robe for Mother. George is my favorite uncle.

The names of God, specific deities, or religious figures, and holy books

(but not the non-specific use of the word "god")

examples:

- God the Father
- Moses
- the Virgin Mary
- Shiva

- the Bible
- Buddha

Titles preceding names, but not titles that follow names

examples: We are remodeling the office of Mayor Wilhelm. There is a news article about Susan Krause, mayor of Johnsonville, on the front page of today's paper.

Directions that are names

(North, South, East, and West when used as sections of the country, but not as compass directions)

example: My new neighbors are from the Pacific Northwest. One of them teaches at the elementary school that is located one mile east of Decatur.

The days of the week, the months of the year, and holidays

(but not the seasons used generally)

examples:

- April
- Wednesday
- summer
- Memorial Day
- Thanksgiving
- June

The names of countries, nationalities, and specific languages

examples:

- Austria
- Brazil
- Croatian
- Italian

The first word in a sentence that is a direct quote

example: Sarah told me, "I'm very tired of eating onions."

The major words in the titles of books, articles, and songs

(but not short prepositions or the articles "the," "a," or "an," if they are not the first word of the title)

example: I remember reading *The Wind in the Willows* one summer.

Members of national, political, racial, social, civic, and athletic groups

examples:

- San Antonio Spurs
- Green Party of the United States
- Libertarians
- Big Brothers Big Sisters
- National Kennel Club
- Atlanta Braves

Periods and events

(but not century numbers)

examples:

- The Roaring Twenties
- The Renaissance
- The Crimean War
- eighteenth century

Trademarks

examples:

- Marble Slab Creamery
- Firefox
- Burger King
- Wikipedia

Words for and abbreviations of specific names

(not things that came from proper nouns)

examples:

- CNN
- SOS
- HTML
- VCR

1. Which sentence below has correct capitalization?

- A. I am a proud employee of the Wilson sporting goods company.
- B. I am a proud employee of the wilson sporting goods company.
- C. I am a proud employee of the Wilson Sporting Goods Company.
- D. I am a Proud Employee of the Wilson sporting goods company.

2. (1) Dr. Edward Lu and Coast Guard lieutenant commander Daniel Burbank—two astronauts who helped build the International Space Station—discussed the excitement and the day-to-day routine of life in orbit. (2) "Space really is the most hostile environment humans have ever tried to live in," said Burbank. (3) "You depend on the station and the people on the ground for everything you need to survive. (4) It is complicated and everything has to work!" (5) It's a risky adventure with very little margin for error, but, said the astronauts, the thrill of being there is something that neither would give up.

In which word or words in the paragraph above is there a capitalization error?

- A. lieutenant commander
- B. International Space Station
- C. Coast Guard
- D. astronauts

3. (1) North America measures 3,300 miles at its widest point—from St. John's, Newfoundland, to the Pacific coast. (2) From Alaska to Mexico, the Continent extends 4,900 miles. (3) Unlike Europe, which is made up of many small nations, North America is composed of only three large nations: Canada, the United States, and Mexico.

Which sentence above contains a capitalization error?

- A. 2
- B. 3
- C. no error
- D. 1

4. Which sentence below has correct capitalization?

- A. I can't wait for fall to come because I love Halloween.
- B. I can't wait for fall to come because i love halloween.
- C. I can't wait for Fall to come because I love Halloween.
- D. I can't wait for Fall to come because I love halloween.

5. New Mexico has many attractions for visitors to the "Land of Enchantment." In the American southwest, you can see the Array Radio Astronomy Observatory—the world's largest radio-telescope array. If you travel to the north central region, you may visit the pueblos, where groups of Native Americans live today.

In which word or words in the paragraph above is there a capitalization error?

- A. Land of Enchantment
- B. Native Americans
- C. American southwest
- D. Array Radio Astronomy Observatory

6. (1) Chase wants to invite his classmates to his birthday party. (2) The party will be at Ridgewood Bowling Alley. (3) Chase will be thirteen years old on tuesday, April 15. (4) He is sending invitations to all of his classmates and to his teacher, Mr. Franklin.

Which word in the paragraph above has a capitalization error?

- A. Mr. Franklin
- B. teacher
- C. tuesday
- D. Ridgewood Bowling Alley

7. Inga read many books about dinosaurs and found out that they lived during the Mesozoic Era. This time period was also known as the age of reptiles.

Which part of the sentences above has a capitalization error?

- A. time period
- B. age of reptiles
- C. Mesozoic Era
- D. dinosaurs

8. Which of the following book titles has a capitalization error?

- A. Welcome To The World, Baby Girl
- B. Standing in the Rainbow
- C. Daisy Fay and the Miracle Man
- D. Fried Green Tomatoes at the Whistle Stop Café

9. Lucy's astronomy teacher taught her that the galaxy in which Earth is located is called the Milky way.

Which part of the sentence above has a capitalization error?

- A. teacher
- B. the galaxy
- C. Lucy's astronomy
- D. Milky way

10. The American red cross reports that blood supplies are lower in the months of December, January, and February than at any other time of the year. People do not donate as much blood during the winter season.

Which part of the sentence above has a capitalization error?

- A. months
- B. winter
- C. American red cross
- D. December, January, and February

11. Which sentence uses correct capitalization?

- A. "Miguel de Cervantes," Juliana said, "wrote the first part of Don Quixote in 1605."
- B. "Miguel de cervantes," Juliana said, "Wrote the first part of don Quixote in 1605."
- C. "miguel De Cervantes," juliana said, "wrote the first part of don quixote in 1605."
- D. "Miguel De cervantes," juliana said, "Wrote the first part of Don quixote in 1605."

12. Which sentence below has correct capitalization?

- A. My Mom is not home because she is attending a Mothers Against Drunk Driving meeting.
- B. My mom is not home because she is attending a mothers against drunk driving meeting.
- C. My Mom is not home because she is attending a Mothers Against Drunk Driving Meeting.
- D. My mom is not home because she is attending a Mothers Against Drunk Driving meeting.

13. Which sentence below has correct capitalization?

- A. I sent a thank-you note to aunt Elaine, but not to my other Aunts.
- B. I sent a thank-you note to aunt Elaine, but not to my other aunts.
- C. I sent a thank-you note to Aunt Elaine, but not to my other Aunts.
- D. I sent a thank-you note to Aunt Elaine, but not to my other aunts.

14. The renaissance began in the 15th century in Europe and was a time of culture, art, and science.

Which part of the sentence above has a capitalization error?

- A. Europe
- B. renaissance
- C. century
- D. science

15. Which sentence uses correct capitalization?

- A. "Now which student," mrs. Cobbleston asked, "Can tell me when the first U.S. space shuttle Launched?"

B. "now which Student," Mrs. Cobbleston asked, "Can tell me when the first u.s. space Shuttle launched?"

C. "now which student," mrs. cobbleston asked, "can tell me when the first u.s. Space shuttle launched?"

D. "Now which student," Mrs. Cobbleston asked, "can tell me when the first U.S. space shuttle launched?"

16. (1) Katie has an unusually large family. (2) She has three siblings. (3) The siblings include one brother and two sisters. (4) She has six Aunts, five Uncles, and fifteen cousins. (5) Katie's grandmother lives with Katie's family, and Aunt Linda lives next door to Katie.

Which sentence has a capitalization error?

A. 5

B. 4

C. 2

D. 1

17. Which sentence below has correct capitalization?

A. The best-selling book of all time is the Bible.

B. The Best-selling book of all time is the Bible.

C. The best-selling book of all time is the bible.

D. The Best-Selling Book of all time is the Bible.

18. Which sentence below has correct capitalization?

A. I would have really enjoyed my trip to switzerland last summer if I could have spoken french.

B. I would have really enjoyed my trip to Switzerland last summer if I could have spoken French.

C. I would have really enjoyed my trip to Switzerland last summer if I could have spoken french.

D. I would have really enjoyed my trip to Switzerland last Summer if I could have spoken French.

19. (1) My school year started on August 28, at the end of last summer. (2) That summer, my mom made me spend every Monday afternoon reading books. (3) I read a book every week except the week I was at Camp Kern. (4) My favorite book that summer was Catcher In The Rye.

Which sentence contains a capitalization error?

- A. 2
- B. 1
- C. 3
- D. 4

20. (1) Alex has applied for a part-time job at wal-Mart. (2) She will work from 3:00 to 5:00 on Saturdays. (3) At first, she will work in the stock room unpacking merchandise. (4) In April, she will start working as a cashier.

Which sentence has a capitalization error?

- A. 4
 - B. 1
 - C. 3
 - D. 2
-

Answers

- 1. C
- 2. A

3. A
4. A
5. C
6. C
7. B
8. A
9. D
10. C
11. A
12. D
13. D
14. B
15. D
16. B
17. A
18. B
19. D
20. B
21. B
22. C
23. A
24. D
25. C

Explanations

1. Because "Wilson Sporting Goods Company" is a proper name, each word must be capitalized.
2. Coast Guard is the name of an organization and must be capitalized. International Space Station also must be capitalized because it is the name of a specific place. The word "astronaut" is not capitalized because it is not a proper name. Lieutenant Commander is used as a title and must be capitalized.
3. Continent should not be capitalized.
4. The names of holidays, like Halloween, should be capitalized.
5. The Array Radio Astronomy Observatory is a proper name. It is the name of a specific thing, an observatory, and must be capitalized. Land of Enchantment is the name that New Mexicans use to refer to their state. The name given to people who live in the pueblos is Native American. American Southwest must be capitalized because it is a proper name.
6. Ridgewood Bowling Alley is correct because it is the name of a specific place. The word "teacher" is correct because it is not the name or title of a specific person. Mr. is correct because titles that come before proper names must be capitalized. Franklin is correct because it is the name of a specific person. Tuesday is incorrect because days of the week must be capitalized.

7. Mesozoic Era is a geological era, so it should be capitalized. Also, "Age of Reptiles" should be capitalized because it is also a geological era; it is another name for the Mesozoic Era. The other words—"dinosaurs" and "time period"—do not need to be capitalized.
8. The major words in the titles of books, articles, and songs are capitalized. Short prepositions or the articles "the," "a," or "an," are not capitalized unless they are the first word in the title.
9. Other than the word "Lucy's," the only other words that should be capitalized are in the phrase "Milky Way." Milky Way is a scientific term; it is the proper name of a galaxy. Scientific names like this are always capitalized.
10. The names of months of the year are written correctly in the paragraph. They must always be capitalized. Do not capitalize the word "month" or the name of a season like "winter," however. Each word in American Red Cross must be capitalized because the Red Cross is the name of a specific organization.
11. In this sentence, a quoted sentence is interrupted to identify the speaker of the sentence. When a quote is divided like this, the second part of the quote should not be capitalized unless it is a proper noun. The only words that should be capitalized in this sentence are "Miguel de Cervantes," "Juliana," and "Don Quixote."
12. The first letter of the sentence is capitalized. Common nouns are NOT capitalized. Family relationships are capitalized only when used as proper names. Because it reads "My mom," it is not capitalized. Had it just said "Mom," it would be capitalized. Proper nouns (the names of specific people, places, organizations, and sometimes things) are capitalized.
13. Capitalize family relationships when they are used as proper names. "Aunt Elaine" is the whole proper name, so "Aunt" is capitalized. In the phrase, "but not to my other aunts," aunts is not part of a proper name and is not capitalized.
14. The only word that is incorrectly capitalized in this sentence is the "renaissance." The Renaissance is an historical time period; historical time periods should be capitalized.
15. In this sentence, a quoted sentence is interrupted to identify the speaker of the sentence. When a quote is divided like this, the second part of the quote should not be capitalized unless it is a proper noun. The only words that should be capitalized in this sentence are "Now," "Mrs. Cobbleston," and "U.S."
16. Family members like mother, father, aunt, uncle, and grandmother should be capitalized if they are used as parts of proper names, for example, Aunt Emily, Uncle Ed, or if used as a title: "Mother said we could go to the store." If the word is not used as a title or as part of a proper name (for example, my aunt, my mother), it should not be capitalized.
17. The first letter of the sentence is capitalized. Common nouns are NOT capitalized. The major words in the titles of books, articles, and songs are capitalized.
18. Capitalize the names of specific languages, like French.
19. Capitalize the major words in book titles, but NOT the short prepositions or the articles "the", "a", or "an," unless they are the first word of the title. CATCHER IN THE RYE should be written Catcher in the Rye.
20. The names of specific people, places, organizations, and sometimes things must be capitalized. In sentence 1, both parts of Wal-Mart should be capitalized.

Punctuation: Part 1

Test Prep

Punctuation

All parts of punctuation:

1. End marks
2. Commas
3. Semicolons
4. Colons
5. Quotation Marks
6. Underlining
7. Italics
8. Hyphens
9. Apostrophes
10. Parentheses
11. Brackets
12. Ellipses and dashes

Today we will talk about:

1. End marks
2. Commas
3. Semicolons
4. Colons
5. Apostrophes

End Marks - Periods

- A period indicates the end of a sentence or an abbreviation.
 - Ends a declarative sentence (a statement of fact or opinion).
 - Example: *This is a beautiful painting.*
 - Ends most imperative sentences (directions or commands).
 - Example: *Finish doing your homework.*

End Marks - Periods

- Ends a sentence that contains an indirect question (restatement of a question and not in the speaker's exact words).
 - Example: *Mike asked me if I would go.*
- A period is use after abbreviations and initials.
 - Examples: *Mr., St., Sen., St., T.S. Eliot, John F. Kennedy*
 - Do not put a second period after an abbreviation if it is the last word in the sentence.

End Marks - Question Marks

- Use a question mark after an interrogative sentence (one that asks a direct question).
 - Examples:
 - Do reptiles hatch from eggs?
 - What time are you coming?
- Use a question mark after a word or phrase that asks a question.
 - Examples:
 - I will meet you before the show. Where?
 - Let's meet for brunch. What time?

End Marks- Exclamation Marks

- Use an exclamation mark to end a word, phrase, or sentence that shows strong emotion.
 - Example: I can't believe I forgot!
- Use an exclamation mark after an imperative sentence (a sentence that gives a forceful or urgent command) or exclamatory sentence.
 - Example: Watch out for that car!
- Use an exclamation mark after an interjection (a strong expression of emotion).
 - Examples:
 - Oh no! I lost my keys.
 - Ouch! That really hurts.

Commas

- Used before a coordinating conjunction to combine two independent clauses in a compound sentence
- A comma splice occurs when two or more sentences have been joined with only a comma.
 - These are bad!
 - Example: The sun was shining brightly, he forgot to bring his sunglasses.

Commas

- Use commas in a list
 - Example: Her directions sent us across the field, through the woods, and past the farmhouse.
- Use commas to separate adjectives of equal rank
 - Example: We walked on a long, twisting, scenic road.
- There are many more uses for commas like in dates, locations, numbers, letters, and introductory phrases.

Semicolons and Colons

- Semicolons combine two independent clauses that have related ideas.
 - Examples:
 - Dark clouds rolled in; the ocean became rough.
 - Bea wrote about insects; Nat wrote about spiders.

Semicolons and Colons

- A colon is used to introduce lists of items and in certain special situations and are typically used after an independent clause.
 - Example:
 - Manny's family is planning to visit the following cities: Dallas, Fort Worth, and Austin.
- A colon can introduce a long or formal quotation.
 - Example: The sign clearly states the law: "No motor vehicles allowed beyond this point at any time."

Apostrophes

- Apostrophes are used to show possession over an object or in contractions
 - Ex: The boy's baseball bat sat, lonely, on the side of the field.
 - Ex: can't, won't, couldn't, etc.
- Plurals do not show possession. They do not use apostrophes.

Practice with End Marks- Question mark, exclamation mark, or period?

1. Watch your step there _____
2. Boy, was she angry _____
3. I thought I would never finish _____
4. When will you return my video game _____
5. Please handle that DVD carefully _____
6. Keep your eye on the ball _____
7. Please close the door _____
8. Marci asked if I would go with her to the mall _____

Punctuation Review: Endmarks and Commas

Part A. End Punctuation

Place a C in the blank next to each sentence that has correct end punctuation. Place an I when it is incorrect. Correct the end punctuation of the incorrect sentences.

I 1. Many varieties of tomatoes are available that suit different purposes! (C)

C 2. Is the tomato a fruit or a vegetable?

C 3. The tomato is considered a fruit.

I 4. That simply cannot be true? (C) or (!)

C 5. Our family usually plants four kinds of tomatoes.

I 6. The Rutgers variety is best suited for producing lots of juice! (C)

I 7. Are these yellow ones good. (?)

C 8. Yes, they are very low in acid content.

C 9. They are wonderful for slicing and serving as a side dish.

I 10. Beefsteak tomatoes grow very large and have lots of firm flesh? (C)

C 11. Don't eat that one without washing it.

I 12. When he first saw these, all Mark could exclaim was, "Wow." (!)

I 13. May I take one of these. (?)

C 14. My mother will be astounded!

C 15. What are these tiny little ones?

Part B. Compound Sentences, Appositives, and Lists

Add commas where necessary. Use the delete symbol (/) to eliminate commas used incorrectly. If the sentence is correct, write C in the blank.

- I 1. Gem diamonds are a lasting investment and they grow more valuable with age.
- I 2. Ash, black cherry, oak, and sweet bun trees put on quite a show.
- I 3. Attracted by the breathtaking reds, yellows, and oranges of this tree, tourists begin taking in the sights around the middle of October.
- C 4. Yes, other trees also turn color in the fall.
- C 5. The General Electric Company was the first to make synthetic diamonds and to use such stones commercially.
- I 6. Impurities give a diamond off-color spots, or they cause a cloudy appearance.
- I 7. The red maple turns red, yellow, and orange in the autumn.
- C 8. The round, and dense, crown of sugar maple keeps buildings cool in hot weather.
- I 9. Therefore, inexpensive wood can be made to look like expensive wood.
- C 10. These impurities lessen a diamond's brilliance.
- C 11. One metric carat equals one fifth of a gram.
- I 12. These sides are called facets, and they enhance the gem's brilliance.

Part C. Revising

Read through the passage carefully. Add in punctuation where needed. There are 10 errors total.

Do you enjoy reading young adult novels? S.E. Hinton is an author best known for writing novels for young adults. That's why her fans were surprised in 1995 when she published her first book for young children. S.E. was born Susan Eloise Hinton in Tulsa, Oklahoma, on April 22, 1949. Her first book, *The Outsiders*, brought her sudden fame. About being a writer, Hinton once said, "A writer's life is not very exciting. Usually you are alone in a room with your tools -- paper, pen, and imagination."

Punctuation Review: Endmarks and Commas

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