CONTENTS

How to Use this Book  •  xv

Section One  Grammar  •  1

1. the noun
2. types of nouns
3. the pronoun
4. personal pronouns
5. Do you know your personal pronouns?
6. reflexive, demonstrative, and interrogative pronouns
7. singular and plural nouns and pronouns
8. the adjective
9. the noun-adjective-pronoun question
10. the verb
11. Is it an action, linking, or helping verb?
12. the adverb
13. the preposition
14. compound prepositions and the preposition-adverb question
15. the coordinating conjunction
16. the correlative conjunction
17. the subordinating conjunction
18. combining ideas with the subordinating conjunction
19. the interjection
20. parts-of-speech review (part one)
21. parts-of-speech review (part two)
22. parts-of-speech parade
23. filling in the parts of speech
24. What’s missing? (parts-of-speech review)
25. fun with literary titles (parts-of-speech review)
26. parts-of-speech matching
Section Two  Usage • 29

27. complete and simple subjects
28. complete and simple predicates
29. compound subject and compound predicate
30. the direct object
31. the indirect object
32. the object of the preposition objects and 8–7–5
33. subject complements—predicate nominatives and predicate adjectives
34. Predicate nominative, predicate adjective, or neither?
35. introducing phrases
36. the verb phrase
37. the prepositional phrase
38. the adjective phrase
39. the adverb phrase
40. adjective and adverb phrases review
41. prepositional phrases review
42. the appositive
43. Appositive, verb, or prepositional phrase?
44. the participle and participial phrase
45. Participial phrase or not?
46. the gerund and gerund phrase
47. Gerund or not?
48. the infinitive and infinitive phrase
49. the many uses of the infinitive phrase
50. verbal phrase review
51. matching the phrases in context
52. showing what you know about phrases
53. happy in ten different ways
54. writing with variety
55. phrases finale
56. introducing clauses
57. the adverb clause
58. nailing down the adverb clause
59. the adjective clause
60. recognizing adjective clauses
61. the noun clause
62. the many uses of the noun clause
63. adjective, adverb, and noun clauses
64. identifying phrases and clauses
65. Do you know your phrases and clauses?
105. working with irregular verbs from part two
106. irregular verbs in context
107. Correct or incorrect?
108. helping out with irregular verbs
109. the verb “be”
110. busy with the verb “be”
111. the nominative case
112. the objective case
113. the possessive case
114. the possessive case and pronouns
115. indefinite pronouns and the possessive case
116. using the possessive case
117. confusing usage words (part one)
118. confusing usage words (part two)
119. confusing usage words (part three)
120. confusing usage words (part four)
121. confusing usage words (part five)
122. confusing usage words (part six)
123. confusing usage words (part seven)
124. confusing usage words (part eight)
125. matching up the confusing words
126. Which is the correct word?
127. select the correct word
128. double negatives
129. misplaced and dangling modifiers
130. revising sentences that have misplaced and dangling modifiers
131. transitive and intransitive verbs
132. Do you know your transitive and intransitive verbs?
133. active and passive voices
134. sound-alike words (part one)
135. sound-alike words (part two)
136. sound-alike words (part three)
137. sound-alike words (part four)
138. making your mark with sound-alike words
139. regular comparison of adjectives and adverbs
140. irregular comparison of adjectives and adverbs

Section Three  Mechanics • 145

141. periods, question marks, and exclamation marks
142. working with periods, question marks, and exclamation marks
143. commas (part one)
144. commas (part two)
145. commas (part three)
146. commas (part four)
147. commas (part five)
148. commas in action
149. some more commas in action
150. comma matching contest
151. the apostrophe
152. more apostrophe situations
153. working with apostrophes
154. the colon
155. the semicolon
156. colons and semicolons in context
157. quotation marks (part one)
158. quotation marks (part two)
159. quotation marks (part three)
160. italics, hyphens, and brackets
161. parentheses, ellipsis marks, and dashes
162. all sorts of punctuation problems
163. All the punctuation is missing!
164. first capitalization list
165. second capitalization list
166. using capital letters
167. capitalize these (part one)
168. capitalize these (part two)
169. challenging spelling words
170. spell it right—and win the battle

Section Four Show What You Know  177

171. Where did all the letters go?
172. grammar and Twenty Thousand Leagues Under the Sea
173. grammar, mechanics, and Alice in Wonderland
174. phrases, clauses, and sentences found in “One Thousand Dollars”
175. find the mistake
176. five questions in five minutes (parts of speech, prepositional phrases, and clauses)
177. five questions in five minutes (sentences and usage)
178. five questions in five minutes (mechanics)
179. five questions in five minutes (verbals and subject complements)
180. five questions in five minutes (confusing and sound-alike words)

Answer Key  188