

INTERACTIVE GRAMMAR NOTEBOOK

Hard & Fast Rules: Capitalization

Hard & Fast Rules for *Capitalization*

Rule	Examples	INB Page
1. Do capitalize the first letter of a proper noun—a name for a person, place, thing, or event.		
2. Do capitalize all significant words in titles of books, magazines, stories, movies, and other media. Always capitalize the first and last words. Do NOT capitalize articles (a, an, the), prepositions (as, at, of, on, for, in), or conjunctions (and, but, or) that contain fewer than four letters.		
3. Do capitalize the first letter of a sentence, even in a quotation.		
4. Do capitalize names of relatives that you use as the name you call that person by or that indicate family relationship when used with the person's name.		
5. Do capitalize a title that precedes a name, but do not capitalize a title that follows a name or is used as a general word. Do capitalize titles when addressing someone directly.		
6. Do capitalize countries, nationalities, and languages.		

Name _____

Date _____

Hard & Fast Rules: Capitalization

Each sentence contains mistakes. Use your "Hard & Fast Rules" sheet to identify the mistakes and correct them. Then, identify which rule(s) apply to the sentence.

1

On the way to visit my Aunt in california, we crossed the golden gate bridge.

2

From the backseat I heard dad shout, "wake up kids, and take in this view!"

3

Grandma Florence, whose other son is a Senator, started talking way too fast in french.

4

Then, I realized that this was the same bridge from the Theme Song to the television show San Francisco Spies.

5

My brother never looked up from the book he was reading, *the Triad Trials*.

6

my mother said, "what a beautiful sight!" and then she hugged dad.

INTERACTIVE GRAMMAR NOTEBOOK

Hard & Fast Rules: Using Commas

Hard & Fast Rules for Using *Commas*

Rule	Examples	INB Page
1. Do use commas to separate three or more items or elements in a series.		
2. Do use a comma between two adjectives only when the word <i>and</i> could be inserted in its place.		
3. Do use a comma before and after a word or phrase that renames a noun (appositives).		
4. Do use a comma when a sentence begins with an introductory word or phrase such as <i>well, yes, therefore, for example, or on the other hand</i> .		
5. Do use commas before and after a word used as an interrupter, such as <i>however</i> .		
6. Do use commas between a city and state (and after the state if the sentence continues).		
7. Do use commas to separate the day of the month from the year (and after the year if the sentence continues).		
8. Do use a comma when a sentence begins with a prepositional phrase, adverbial clause, or dependent clause.		
9. Do use a comma to introduce or interrupt direct quotations or after a direct question.		

Name _____

Date _____

Hard & Fast Rules: Using Commas

Each sentence contains mistakes. Use your "Hard & Fast Rules" sheet to identify the mistakes and correct them. Then, identify which rule(s) apply to the sentence.

1

During World War II the US and Allies fought against Germany Italy and Japan.

2

Adolf Hitler the leader of Nazi Germany was one of Europe's greatest enemies.

3

On the morning of December 7 1941 the Japanese attacked a naval base in Pearl Harbor Hawaii.

4

President Franklin D. Roosevelt said "The only thing we have to fear is fear itself."

5

World War II would become a treacherous bloody battle.

6

However peace was restored in Europe and in the Pacific.

INTERACTIVE GRAMMAR NOTEBOOK

Hard & Fast Rules: Using Apostrophes

Hard & Fast Rules for Using *Apostrophes*

Rule	Examples	INB Page
1. Do NOT use for numbers that are plural nouns.		
2. Do NOT use for capital letters that are plural nouns or abbreviations.		
3. Do use for contractions in the place of missing letters.		
4. Do use 's to show possession when something belongs to one person or thing.		
5. Do use after the plural s to show possession when something belongs to more than one person or thing. Make the noun plural first, and then add the apostrophe.		
6. Do use 's to show possession of a name that ends in s.		
7. <i>Its</i> and <i>it's</i> are special cases. <i>its</i> = something belongs to it <i>it's</i> = contraction for <i>it is</i> or <i>it has</i>		

Name _____

Date _____

Hard & Fast Rules: Using Apostrophes

Each sentence contains mistakes. Use your "Hard & Fast Rules" sheet to identify the mistakes and correct them. Then, identify which rule(s) apply to the sentence.

1

Jeremys brand new fishing pole is already broken.

2

Dont overuse the apostrophe!

3

The American Civil War was fought between the North and the South in the 1860's.

4

Its a good idea to avoid the lions habitat.

5

My cousins and I went to see James' new lab puppies.

6

There are several old VCR's just sitting in the attic.

INTERACTIVE GRAMMAR NOTEBOOK

Hard & Fast Rules: Using Quotation Marks

Hard & Fast Rules for Using *Quotation Marks*

Rule	Examples	INB Page
1. Quotation marks should only be used for direct quotes, not for indirect quotes.		
2. Use a comma after a direct quotation in a sentence. Commas always go inside quotation marks.		
3. Use a comma to introduce or interrupt direct quotations or after a direct quotation.		
4. When a question is asked inside quotation marks, use a question mark instead of a comma. In a statement, always use a comma in place of the period.		
5. Use quotation marks for the titles of publications that are parts of bigger publications. The bigger publication is underlined or written in italics.		
6. When a question ends with a title in quotations, place the question mark outside of the quotation marks. Question marks and exclamation points only go inside of quotation marks if they are part of the quoted matter.		

Name _____

Date _____

Hard & Fast Rules: Using Quotation Marks

Each sentence contains mistakes. Use your "Hard & Fast Rules" sheet to identify the mistakes and correct them. Then, identify which rule(s) apply to the sentence.

1

My teacher said that "it's important to follow grammar rules."

2

Have you read the poem, Annabel Lee?

3

Mark shouted, Call 911, before running back outside!

4

Thursday is fine, Mom said, for the birthday party.

5

In class we are reading "The Crucible."

6

Do we start school on Wednesday, asked Cara?

INTERACTIVE GRAMMAR NOTEBOOK

Hard & Fast Rules: Using Numbers

Hard & Fast Rules for Using ***Numbers***

Rule	Examples	INB Page
1. Spell out numbers less than 10. Use numerals for numbers 10 and above. The same rule also applies to ordinal numbers.		
2. Do not begin a sentence with a numeral. To avoid writing out long numbers, reword the sentence.		
3. Spell out centuries and decades. Use numerals for years.		
4. Do not abbreviate units of measurement. Write out the word <i>percent</i> .		
5. When two numbers are next to each other, write out one of them.		
6. Be consistent within the same sentence with the same types of numbers, even if you must break the first rule.		

Name _____

Date _____

Hard & Fast Rules: Using Numbers

Each sentence contains mistakes. Use your "Hard & Fast Rules" sheet to identify the mistakes and correct them. Then, identify which rule(s) apply to the sentence.

1

Many wars took place during the 20th century.

2

Last year, 8% of students were more than 6 ft. tall.

3

102 girls signed up for cheer camp.

4

Only ten students passed the test, while 41 students failed it.

5

There are 30 20-in. monitors in the computer lab.

6

I counted to see that I was the fifty-eighth person on the list.

INTERACTIVE GRAMMAR NOTEBOOK

Hard & Fast Rules: Using Plurals

Hard & Fast Rules for Making *Plural Nouns*

If a noun ends with...	Then...	Examples
1. s ch sh x z ss	add -es .	
2. consonant + y	change y to i and add -es .	
3. vowel + y	add -s .	
4. f or fe	add -s , or change f to v and add -es .	
5. consonant + o	add -es .	
6. us (for words of Latin origin)	change us to i .	

Some Common Irregular Plurals

Some Nouns Do Not Change

Name _____

Date _____

Hard & Fast Rules: Using Plurals

For each noun on the left, write its plural form. Then, use your "Hard & Fast Rules" sheet to identify which rule you used.

	Plural Form	Rule
1. kiss		
2. toy		
3. thesaurus		
4. library		
5. hoof		
6. embargo		
7. ash		
8. scarf		
9. convoy		
10. syllabus		
11. veto		
12. study		

INTERACTIVE GRAMMAR NOTEBOOK

Hard & Fast Rules: Using Commonly Confused Words

Hard & Fast Rules for Using *Commonly Confused Words*

Words & Meanings	Examples
accept – to receive except – with the exclusion of	
affect – to influence or change (verb) effect – result (noun)	
beside – close to or next to besides – except for; in addition	
capital – major city; synonym for <i>primary</i> capitol – a government building	
its – the possessive form of <i>it</i> it's – contraction for <i>it is</i> or <i>it has</i>	
principal – administrator of a school principle – moral conviction or basic truth	
sense – perception or understanding since – indication of past time; because	
than – compared to then – at that time; next	
their – possessive form of <i>they</i> there – in that place they're – contraction for <i>they are</i>	
whose – possessive form of <i>whom</i> who's – contraction for <i>who is</i>	
your – possessive form of <i>you</i> you're – contraction for <i>you are</i>	

Name _____

Date _____

Hard & Fast Rules: Using Commonly Confused Words

Read each sentence. Decide which of the commonly confused words following the sentence belong in each space. Rewrite the sentences with the correct words.

1

The accident did not _____ Sarah's decision to _____ the scholarship. (affect/effect, accept/except)

2

Ever _____ gym class, _____ shoes have been giving off an awful odor! (sense/since, your/you're)

3

The _____ asked, " _____ skipping class?" (principal/principle, Who's/Whose)

4

I put my glasses down _____ the book and now _____ gone! (beside/besides, their/there/they're)

5

We toured the legislative offices at the state _____ building. (capital/capitol)

6

_____ more important to study _____ it is to party. (It's/lts, than/then)

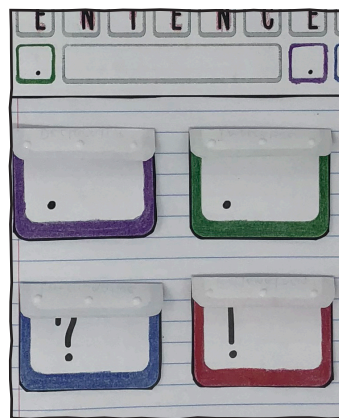
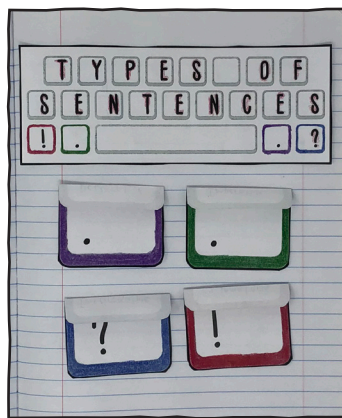
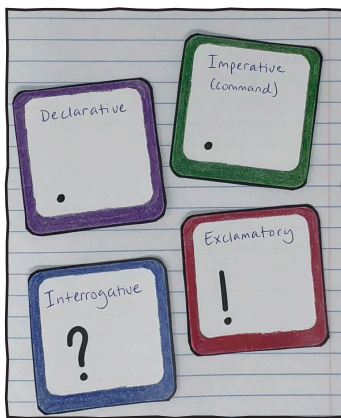
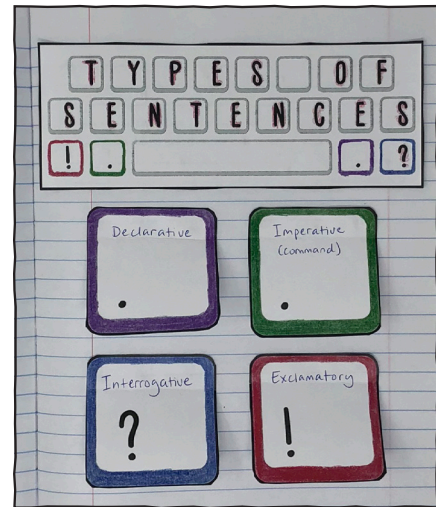
INTERACTIVE GRAMMAR NOTEBOOK

Lesson 2-1: Four Types of Sentences

Purpose: Identify the four types of sentences (declarative, imperative, interrogative, exclamatory) and the type of punctuation to use with each.

Procedures (Activity 1)

1. Label and outline the keys on the template. Write each type of sentence on the proper key. I like to use both forms of the types, so for imperative sentences, I also add (*command*) in parentheses. If you want to assign each type of sentence a color, do that now.
2. Cut out the template and glue the title on the top of the page.
3. Turn each of the punctuation mark keys into a tab by folding down about a 1/2-inch tab from the top.
4. Add glue dots to the backs of the tabs and glue them to the page.
5. Write information about each sentence type under the tabs. See the Notes for Template section.



Procedures (Activity 2)

This short paragraph is meant to provide students with a few examples. I do it with my students rather than as independent practice.

1. Assign each type of sentence a color. Have students color code each sentence using the key. Add the correct punctuation mark to each line.
2. Check students' work for accuracy before cutting it out and gluing it into the notebook. I like to glue these examples on the left side of the page, opposite the templates from Activity 1.

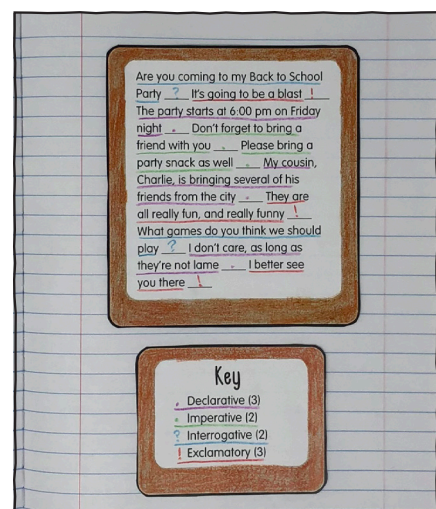
Notes for Template

declarative – makes a statement; punctuated with a period (ex. We take a spelling test on Friday.)

imperative – makes a command or polite request; punctuated with a period or exclamation mark (ex. Write your name at the top of the paper.)

exclamatory – expresses great emotion or excitement; punctuated with an exclamation mark (ex. I forgot to study last night!)

interrogative – asks a question; punctuated with a question mark (ex. What happens if I fail this test?)



INTERACTIVE GRAMMAR NOTEBOOK

Lesson 2-1: Four Types of Sentences

T	Y	P	E	S		O	F	
S	E	N	T	E	N	C	E	S
!	.					.	?	

!	?
.	.

INTERACTIVE GRAMMAR NOTEBOOK

Lesson 2-1: Four Types of Sentences

Are you coming to my Back to School Party ____ It's going to be a blast ____ The party starts at 6:00 pm on Friday night ____ Don't forget to bring a friend with you ____ Please bring a party snack as well ____ My cousin, Charlie, is bringing several of his friends from the city ____ They are all really fun, and really funny ____ What games do you think we should play ____ I don't care, as long as they're not lame ____ I better see you there ____

Key

Declarative (3)
Imperative (2)
Interrogative (2)
Exclamatory (3)