

**Teaching Grammar and Mechanics**  
**Sequence of Instruction**

Number	Mechanics	Spelling	Grammar
1	Commas with speaker tags	<i>i</i> before <i>e</i>	Simple Subjects Declarative Sentences
2	Commas to offset appositives	<i>i</i> before <i>e</i>	Compound Subjects/ Interrogative Sentences
3	Commas in a list	<i>/j/</i> sound	Simple Predicates/ Exclamatory Sentences
4	Commas with introductions	<i>/oy/</i> sound	Compound Predicates/ Imperative Sentences
5	Commas with dates/ geographical places	Change <i>y</i> to <i>i</i>	Compound Sentences
6	Commas with nouns of direct address	Change <i>y</i> to <i>i</i>	Complex Sentences
7	Commas to join	Starting <i>/k/</i> sound	Compound-complex Sentences
8	Commas in letters	Ending <i>/ch/</i> sound	Proper nouns
9	Capitalize special persons	Final silent <i>e</i>	Collective nouns
10	Capitalize special places	Final silent <i>e</i>	Direct objects
11	Capitalize special things	Double <i>l, f, s, z</i>	Indirect objects
12	Capitalize holidays and names of dates	<i>all, till, full</i> syllables	Complements
13	Capitalize titles	Consonant doubling	Gerunds
14	Capitalize organizations and businesses	Consonant doubling	Nominative case pronouns
15	Capitalize languages and peoples	Ending <i>/k/</i> sounds	Object case pronouns
16	Capitalize special events and historical periods	<u>ough</u>	Reflexive and intensive pronouns
17	Quotations within Quotations	“ance”, “ancy”, “ant”	First person point of view
18	Underline movie and television shows	“ance”, “ancy”, “ant”	Second person point of view
19	Underline book and magazine titles	“ance”, “ancy”, “ant”	Third person point of view
20	Quotations for song and poem titles	“ence”, “ency”, or “ent”	Gender pronouns
21	Underline plays and works of art titles	“able” or “ible” endings	Relative pronouns

22	Quotations for book chapter titles	“able” or “ible” endings	Indefinite pronouns
23	Quotations for magazine article titles	“able” or “ible” endings	Indefinite pronouns
24	Quotations for short stories or document titles	“able” or “ible” endings	<i>who</i> or <i>whom</i>
25	Contractions	<i>/ion/</i> sound	Pronoun antecedents
26	Semicolons	<i>/ion/</i> sound	Demonstrative pronouns and adjectives
27	Appositives	<i>/ion/</i> sound	Adjectives
28	Singular possessives	Plurals	Infinitives
29	Plural possessives	Plurals	Predicate adjectives
30	Colons	Plurals	Participles
31	Initials, abbreviations, and acronyms	Plurals	Participial phrases
32	Exclamation points	Plurals	Appositive phrases
33	Commas with speaker tags	<i>i</i> before <i>e</i>	Modifiers
34	Commas to offset appositives	<i>i</i> before <i>e</i>	Modifiers
35	Commas in a list	<i>/j/</i> sound	Modifiers
36	Commas with introductions	<i>/oy/</i> sound	Modifiers
37	Commas with dates/ geographical places	Change <i>y</i> to <i>i</i>	Helping verbs
38	Commas with nouns of direct address	Change <i>y</i> to <i>i</i>	Linking verbs
39	Commas to join	Starting <i>/k/</i> sound	Active voice
40	Commas in letters	Ending <i>/ch/</i> sound	Passive voice
41	Capitalize special persons	Final silent <i>e</i>	Transitive verbs
42	Capitalize special places	Final silent <i>e</i>	Past participles
43	Capitalize special things	Double <i>l, f, s, z</i>	Present verb tense
44	Capitalize holidays and names of dates	<i>all, till, full</i> syllables	Present progressive verb form
45	Capitalize titles	Consonant doubling	Present perfect verb tense
46	Capitalize organizations and businesses	Consonant doubling	Present perfect progressive verb forms
47	Capitalize languages and peoples	Ending <i>/k/</i> sounds	Past verb tense

48	Capitalize special events and historical periods	<u>ough</u>	Past progressive verb form
49	Quotations within Quotations	“ance”, “ancy”, “ant”	Past perfect verb tense
50	Underline movie and television shows	“ance”, “ancy”, “ant”	Past perfect progressive verb form
51	Underline book and magazine titles	“ance”, “ancy”, “ant”	Future verb tense
52	Quotations for song and poem titles	“ence”, “ency”, or “ent”	Future progressive verb form
53	Underline plays and works of art titles	“able” or “ible” endings	Future perfect verb tense
54	Quotations for book chapter titles	“able” or “ible” endings	Future perfect progressive form
55	Quotations for magazine article titles	“able” or “ible” endings	Adverbs
56	Quotations for short stories or document titles	“able” or “ible” endings	Adverbs
57	Contractions	<i>/ion/</i> sound	Adverbial phrases
58	Semicolons	<i>/ion/</i> sound	Adverbial phrases
59	Appositives	<i>/ion/</i> sound	Adverbial clauses/subordinating conjunctions
60	Singular possessives	Plurals	Adverbial clauses/subjunctive moods
61	Plural possessives	Plurals	Adverbial clauses/subjunctive moods
62	Colons	Plurals	Coordinating conjunctions
63	Initials, abbreviations, and acronyms	Plurals	Correlative conjunctions
64	Exclamation points	Plurals	Prepositional phrases