

TEACHING GRAMMAR AND MECHANICS HIGH SCHOOL



**ASSESSMENT
AND PRACTICE**



**COMPREHENSIVE
GRAMMAR AND
MECHANICS
PROGRAM**



**PENNINGTON
PUBLISHING**

Aligned to Common Core Standards

Teaching Grammar and Mechanics

Thank you for your purchase of the *Teaching Grammar and Mechanics High School*.

What makes this Teaching Grammar and Mechanics program the best curriculum for you and your students?

- Rigorous assessment-based instruction. Each of the 64 lessons provides both teacher and student pages for a full year of grammar and mechanics instruction. A lesson takes about 30 minutes to complete and includes these instructional components:
 - ✓ 64 Cornell Notes Mechanics and Grammar Lessons
 - ✓ Practice and Sentence Dictations (formative assessments)
 - ✓ Simple Sentence Diagram
 - ✓ Mentor Text and Response
 - ✓ 3D Graphic Organizer
- Aligned to the Common Core Standards with built-in review
- Teacher Tips and Online Resources (including Purdue Online Writing Lab (OWL) lessons
- Biweekly 20-minute unit tests including definition, identification, and application
- Clear directions with the same instructional procedures for each lesson. Perfect for both the beginning teacher and expert grammarians
- Diagnostic Grammar, Usage, and Mechanics Assessments with 77 corresponding remedial worksheets... each with formative assessments, recording matrices for progress monitoring, and answers (of course)
- No prep and minimal correction. Students self-correct and edit.

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Mechanics and Grammar Lessons Instructional Sequence

Lesson	Mechanics	Grammar and Usage
1	The i before e Spelling Rule	Proper Nouns Review
2	The Final y Spelling Rule	Common Nouns Review
3	The Silent e Spelling Rule	Pronouns Review
4	The Double the Consonant Spelling Rule	Adjectives Review
Unit Test		
5	The Ending "an" or "en" Spelling Rule	Verbs Review
6	The "able" or "ible" Spelling Rule	Adverbs Review
7	The Ending "ion" Spelling Rule	Conjunctions Review
8	The Plurals Spelling Rule	Prepositions Review
Unit Test and Diagnostic Assessments		
9	Periods in Latin Expression	Proper and Common Nouns
10	Periods in Names, Abbreviations, and Acronyms	Personal Pronouns
11	Periods in Indirect Questions and Intentional Fragments	Subject Case Pronouns
12	Periods in Decimal Outlines	Object Case Pronouns
Unit Test		
13	Semicolons with Conjunctions	Possessive Pronouns
14	Apostrophes for Singular Possessive Nouns	Adjectives
15	Apostrophes for Plural Possessive Nouns	Transitive and Intransitive Verbs and *Subject-verb Agreement
16	Apostrophes in Compound Possessive Nouns	Adverbs
Unit Test		
17	Apostrophes in Contractions	Coordinating Conjunctions
18	Comma Misuse	Correlative Conjunctions
19	Commas for Dates	Subordinating Conjunctions
20	Commas for Letters	*Prepositional Phrases
Unit Test		
21	Commas in Addresses	Subjects and Predicates
22	Commas for Names	Direct and Indirect Objects
23	Commas for Geographical Places	Phrases and Clauses
24	Commas for Tag Questions	**Fragments and Run-ons
Unit Test		

* Denotes Language Progressive Skill.

Mechanics and Grammar Lessons Instructional Sequence

Lesson	Mechanics	Grammar and Usage
25	Commas for Direct Speech	Sentence Forms: Simple, Compound, Complex, and Compound-complex
26	Commas in a Series	Types of Sentences
27	Commas after Introductory Words and Phrases	*Noun Phrases
28	Commas after Introductory Clauses	*Noun Clauses
Unit Test		
29	Commas and Quotation Marks with Speaker Tags	Gerunds
30	Commas before Conjunctions in Compound Sentences	Gerund Phrases
31	Commas in Complex Sentences	Reflexive, Intensive, and Reciprocal Pronouns
32	Commas with Parenthetical Expressions	Indefinite Pronouns
Unit Test		
33	Commas with Coordinate Adjectives	*Pronoun Antecedents
34	Commas with Hierarchical Adjectives	*Pronoun Number and Person Shifts
35	Punctuation with Appositives	*Vague Pronoun References and Demonstrative Pronouns
36	Commas with Nonrestrictive Clauses	*Nonrestrictive Adjective Clauses and Relative Pronouns
Unit Test		
37	Punctuation in Restrictive Clauses	*Restrictive Adjective Clauses and Relative Pronouns
38	Dialogue and Direct Quotations	*Predicate Adjectives and Adjectival Phrases
39	Punctuation of Direct Quotations	Past Participles
40	Ellipsis	Past Participial Phrases
Unit Test		
41	Quotations within Quotations	*Present Participles
42	Punctuation of Non-standard Usage	Present Participial Phrases
43	In-text Citations and Indirect Quotations	Comparative Modifiers
44	MLA Works Cited Page	Superlative Modifiers
Unit Test		

* Denotes Language Progressive Skill.

Mechanics and Grammar Lessons Instructional Sequence

Lesson	Mechanics	Grammar and Usage
45	Italics and Underlining: Book, Website, Newspaper, and Magazine Titles	*Misplaced Modifiers
46	Italics and Underlining: Play, Television Show, Movie, and Works of Art Titles	*Dangling Modifiers
47	Quotation Marks: Song, Poem, and Book Chapter Titles	Squinting Modifiers
48	Quotation Marks: Newspaper, Magazine, and Blog Article Titles	*Verb Phrases
Unit Test		
49	Quotation Marks: Short Story and Document Titles	*Shifts in Verb Tenses
50	Capitalization of Named People and Places	Progressive Verb Tense
51	Capitalization of Named Things and Products	Perfect Verb Tense
52	Capitalization of Holidays and Dates	*Infinitives
Unit Test		
53	Capitalization of Special Events and Historical Periods	Indicative Mood
54	Capitalization of Organizations and Businesses	Imperative Mood
55	Capitalization of Languages, Dialects and People Groups	Interrogative Mood
56	Question Marks	Conditional Mood
Unit Test		
57	Exclamation Points	*Subjunctive Mood
58	Colons to Introduce Block Quotations	*Verb Voice and Mood Shifts
59	Parentheses with Complete Sentences	Subordinating Conjunctions and Adverbial Clauses
60	*Dashes to Indicate Relationships	Relative Adverbs and Adverbial Clauses
Unit Test		
61	Brackets	Adverb Order
62	Hyphens: Compound Adverbs	Non-standard English Deletions
63	Slashes	Non-standard English Additions
64	Numbers	Non-standard Substitutions
Unit Test		

* Denotes Language Progressive Skill.

Grammar, Usage, and Mechanics Worksheets Content and Skills

Parts of Speech

- #1 Proper Nouns
- #2 Common Nouns
- #3 Pronouns
- #4 Adjectives
- #5 Verbs
- #6 Adverbs
- #7 Prepositional Phrases
- #8 Coordinating Conjunctions
- #9 Subordinating Conjunctions
- #10 Plural Nouns

Sentence Structure

- #11 Simple and Complete Subjects
- #12 Compound Subjects
- #13 Simple and Complete Predicates
- #14 Compound Predicates
- #15 Simple Sentences / Types of Sentences
- #16 Compound Sentences
- #17 Complex Sentences
- #18 Finding Fragments
- #19 Fixing Fragments
- #20 Finding Run-Ons
- #21 Fixing Run-Ons

Pronouns

- #22 Subject Case Pronouns
- #23 Object Case Pronouns
- #24 Pronoun–Antecedents
- #25 Who, Whose, Whom, That, Which
- #26 Indefinite People Pronouns
- #27 Indefinite Size or Amount Pronouns

Modifiers

- #28 Past Participles
- #29 Present Participles
- #30 Dangling / Misplaced Modifiers
- #31 Short Comparative Modifiers
- #32 Short Superlative Modifiers
- #33 Long and “_ly” Comparative Modifiers
- #34 Long and “_ly” Superlative Modifiers

Grammar, Usage, and Mechanics Worksheets Content and Skills

Verb Tenses and Forms

- #35 Linking and Helping Verbs
- #36 **Modals**
- #37 Past Tense Verbs
- #38 **Past Progressive Verbs**
- #39 Past Perfect Verbs
- #40 **Present Tense Verbs**
- #41 Present Progressive Verbs
- #42 **Present Perfect Verbs**
- #43 Future Tense Verbs
- #44 **Future Progressive Verbs**
- #45 Future Perfect Verbs

Commas

- #46 **Commas with Speaker Tags**
- #47 Commas with Appositives
- #48 **Commas within Series**
- #49 Commas with Introductions
- #50 **Commas with Geography**
- #51 Commas with Nouns of Direct Speech
- #52 **Commas with Conjunctions**
- #53 Commas in Letters
- #54 **Commas with Coordinate Adjectives**

Capitalization

- #55 Capitalization of People / Characters
- #56 **Capitalization of Places**
- #57 Capitalization of Things
- #58 **Capitalization of Holidays and Dates**
- #59 Capitalization of Organizations and Businesses
- #60 **Capitalization of Language and People Groups**
- #61 Capitalization of Events and Historical Periods

Quotation Marks / Underlining (Italics)

- #62 **Movie and Television Show Titles**
- #63 Book / Magazine / Newspaper / Website Titles
- #64 **Song / Poem Titles**
- #65 Play / Work of Art Titles
- #66 **Book Chapter Titles**
- #67 Article Titles
- #68 **Short Story / Document Titles**
- #69 Direct Quotations

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Resources	Mechanics Notes
<p>Copyright ©: This indicates that you are the owner of the written or artistic work.</p> <p>Registered ®: This indicates that others may not use your registered name, title, logo, expression, invention, etc. without your permission.</p>	<p>Capitalize named things and products. Don't capitalize articles, conjunctions, and prepositions in the middle of named things and products.</p> <p>Examples: Tilt a Whirl, Run for the Cure®</p>
Resources	Grammar and Usage Notes
<p>Check out this perfect verb tense poster at http://bit.ly/2rrs7Og.</p> <p>Check out this "Verb Tents (Tense)" poster, which includes all 12 verb tenses (including the past, present, and future perfect progressive verb forms) at http://bit.ly/2r4MDFe.</p>	<p>The past perfect verb tense is used for a physical or mental action or state of being that refers to something that has already been completed or something that happened before another action or a specific time in the past. The past perfect is formed with <i>had</i> + the past participle.</p> <p>The past perfect verb tense is formed with the past, present, or future tenses of the "to have" verb (<i>had, has or have, will have</i>) and a past participle (the base form of a verb and a verb ending in "<i>_ed,</i>" "<i>_d,</i>" "<i>_t,</i>" or "<i>_en</i>" for regular verbs).</p> <p>Example: They had waited 'til dawn.</p> <p>The present perfect refers to something that happened at an unnamed time before the present. The present perfect verb is formed with <i>has</i> or <i>have</i> + the past participle.</p> <p>Examples: She has waited since dawn. The women have waited every morning.</p> <p>The future perfect refers to something that will happen before another action in the future or something that will happen before a specific time in the future. The future perfect is formed with <i>will have</i> + the past participle.</p> <p>Example: He will have waited every morning.</p>
SUMMARY/REFLECTION	

Practice Answers

1. Re-write this sentence correctly: **The Liberty Bell is one of the popular historical attractions in the City of Brotherly Love.**

2. Re-write this sentence correctly: **Our family has taken our Two a Day Vitamins for the last ten years.**

3. Underline the verb formed with the past perfect verb tense in this sentence: **Timmy had practiced his trombone for two hours every day before his mother got home from work.**

4. Underline the verb formed with the present perfect verb tense in this sentence: **The principal has expected the fire department to issue a warning since 2012.**

5. Underline the verb formed with the future perfect verb tense in this sentence: **The town will have had more than its fair share of celebrity visitors by next summer.**

6. Underline the verbs formed with the perfect verb tense in this sentence: **Grandad has promised since I was a child that we would one day hike to the top of Mt. Snowden, and we will have climbed it by this time next year.**

Sentence Dictations

Mechanics– Write this sentence correctly:

The Empire State Building is located in New York City.

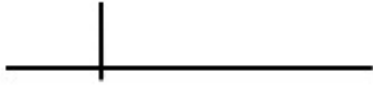
Grammar and Usage– Underline the perfect verb tenses in the following sentences.

They had started the process and I have continued. We will have completed it next year, if it goes as planned.

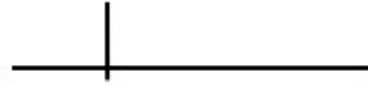
Simple Sentence Diagram

Revise this sentence into the progressive verb tenses to complete the sentence diagrams: "Jim will walk."

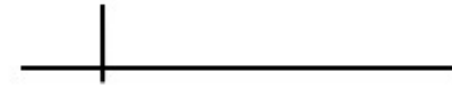
Past Perfect



Present Perfect



Future Perfect



Mentor Text and Response

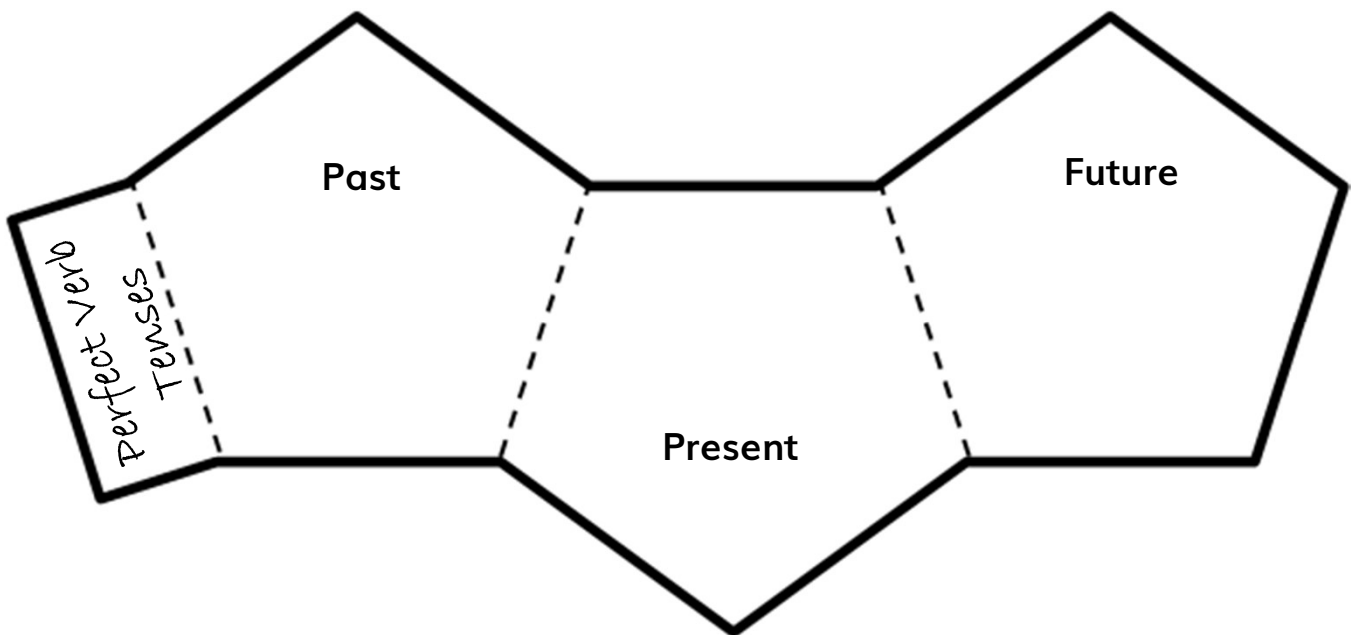
"When you have loved as she has loved, you grow old beautifully."

W. Somerset Maugham (British author) (1874–1965)

This quotation includes the perfect verb tense. Continue the narrative with an example of the perfect verb tense.

3D Graphic Organizer Directions

1. Color or highlight. 2. Cut at the solid lines, fold at the dotted lines, and glue or tape the tab.
3. Write examples of these perfect verb tenses on the back of each flap.



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Resources	Mechanics Notes
The U.S. recognizes 10 national holidays.	<p>Capitalize the names of holidays and dates. Don't capitalize articles, conjunctions, and prepositions in the middle of a holiday.</p> <p>Examples: Flag Day, The Fourth of July</p>
Resources	Grammar and Usage Notes
<p>Check out the Purdue OWL lesson on infinitives: https://owl.purdue.edu/owl/general_writing/mechanics/gerunds_participles_and_infinitives/infinitives.html</p> <p>"Split infinitives occur when additional words are included between the "to" and the verb, this is known as a <i>split infinitive</i>. Avoid splitting infinitives in formal writing.</p> <p>Examples</p> <p>Avoid: I like to on a summer day hike slowly through here.</p> <p>Revision for Formal Writing: On a summer day I like to hike slowly through here.</p> <p>Revision for Informal Writing: On a summer day I like to slowly hike through here.</p>	<p>The infinitive uses "to" + the base form of a verb.</p> <p>The present infinitive uses "to" + the base form of a verb.</p> <p>Example: To watch them might prove interesting.</p> <p>The past participle infinitive uses "to be" + the past participle.</p> <p>Example: To be watched by millions would be scary.</p> <p>The present perfect infinitive uses "to have" + the past participle.</p> <p>Example: To have watched her dance was pure magic.</p> <p>The past perfect participle uses "to have been" + the past participle.</p> <p>Example: It is a serious matter to have been watched.</p> <p>The continuous infinitive uses "to be" + the present participle.</p> <p>Example: To be watching a mother bird feed its babies is to see life in action.</p> <p>The perfect continuous infinitive uses "to have been" + the present participle.</p> <p>Example: To have been watching baseball for so many years has been the joy of my life.</p>
SUMMARY/REFLECTION	

Practice Answers

1. Re-write this sentence correctly: **Groundhog Day is in February and May Day is on May 1.**

2. Re-write this sentence correctly: **Juneteenth is celebrated as African-American Emancipation Day on June 19.**

3. Underline the infinitive verb form in this sentence: **To be listed by the talent agency was quite an achievement.**

4. Underline the infinitive verb form in this sentence: **They were to have waited until we arrived before eating lunch.**

5. Underline the infinitive verb form in this sentence: **The songwriters' songs were to have been recorded by the jazz band.**

6. Underline the infinitive verb form in this sentence: **The masterpiece is believed to have been painted over several years.**

Sentence Dictations

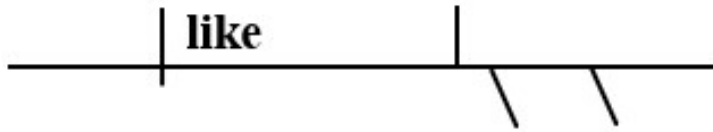
Mechanics– Write these sentences correctly:

On Christmas Eve, 2018, my dad pretended to be Santa Claus. He wore the suit until New Year's Day.

Grammar and Usage– Underline the infinitive verb phrase in this sentence: **To have listened to the song first would have been a good idea.**

Simple Sentence Diagram

When connected to verbs, infinitives are placed to the right of the subject after the main vertical line. Complete this sentence diagram: "I like to write my own letters."



Mentor Text and Response

"I think it's the duty of the comedian to find out where the line is drawn and to cross it deliberately."

George Carlin (American comedian) (1937–2008)

This quotation includes infinitive phrases to define a comedian's duty. Explain the author's point, using an infinitive phrase.

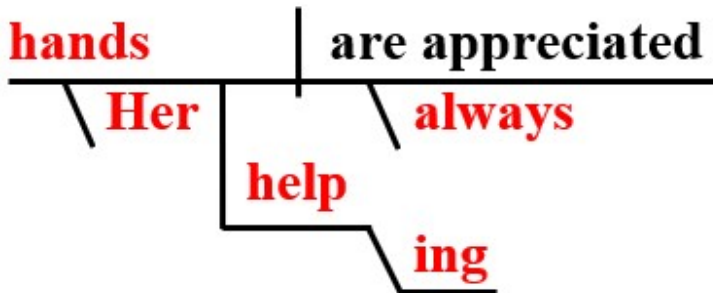
3D Graphic Organizer Directions

1. Color or highlight. 2. Cut at the solid lines, fold at the dotted lines, and glue or tape the tab.
3. Write examples for these infinitive forms on the back of each flap.

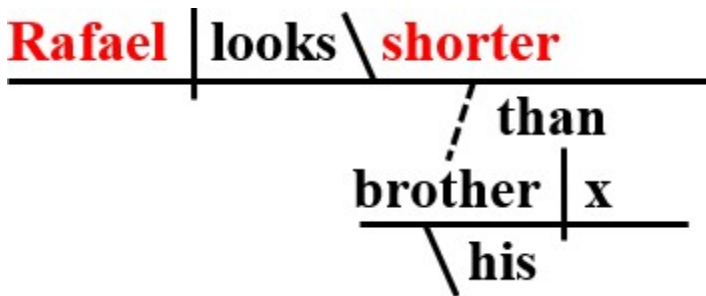
Infinitive Forms	to _____	to be _____ed	to have _____ed	to have been _____ed	to be _____ing	to have been _____ing
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Simple Sentence Diagram Answers

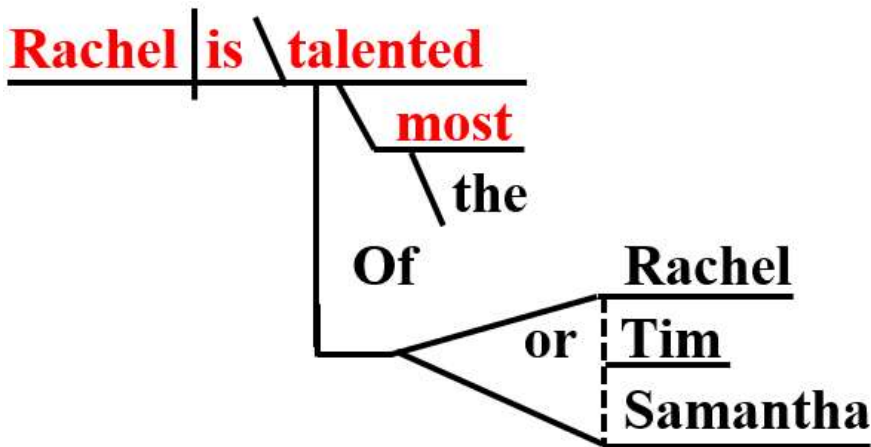
Lesson #42



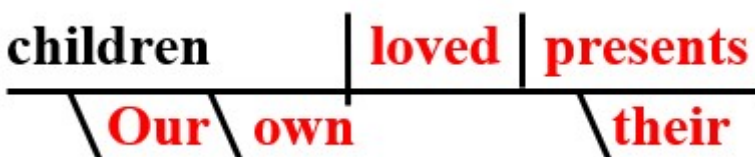
Lesson #43



Lesson #44



Lesson #45



Grammar, Usage, and Mechanics Worksheet #5

FOCUS Verbs

A **verb** completes three types of actions:

- A verb can mentally act. **Examples:** think, like, wonder, know
- A verb can physically act. **Examples:** run, talk, eat
- A verb can also link a noun or pronoun to another word or words in the sentence. These are known as *state of being* verbs.

Examples: is, am, are, was, were, be, being, been, appear, become, feel, grow, keep, look, remain, seem, smell, sound, seem, stay, taste

CONNECT TO WRITING

A verb can be singular or plural and must match the noun or pronoun it acts upon or modifies. Singular nouns often match verbs ending in *s*. Plural nouns often use verbs that don't end in *s*.

Examples: Amanda walks. They walk.

Some verbs add a helping verb in front of the verb. Helping verbs include the “to be” verbs: *is, am, are, was, were, be, being, been*; the “to do” verbs: *do, does, did*; the “to have” verbs: *has, have, had*; and the modals: *can, could, may, might, must, shall, should, will, and would*.

Examples: Tim was thinking. He did not need her help, but she had offered, and he might need assistance later.

PRACTICE

Identify each type of verb action in the parentheses following each verb (mental, physical, state of being). Then underline each of the helping verbs.

I know (_____) that he had run (_____)

a full mile before, but he might be (_____) too tired right now. He

did walk (_____) a mile yesterday.

WRITE

Compose three of your own sentences with the three types of verb actions. Include at least one singular and plural verb plus at least one helping verb.

Grammar, Usage, and Mechanics Worksheet #46

FOCUS Commas with Speaker Tags

Speaker tags are the words used to identify the speaker in dialogue and describe exactly how the speaker communicates that dialogue.

Example: Tom (the speaker) shouted (how communicated), “Watch out!”

CONNECT TO WRITING

In dialogue sentences, place commas 1. After a beginning speaker tag to the left of the quotation marks 2. Before and after a middle speaker tag to the left of both quotation marks 3. Before an ending speaker tag to the left of the quotation marks.

Examples:

Beginning	She said, “Leave home at once.”	Note capitalization of the sentence quotation in the middle of the sentence.
Middle	“Leave home,” she said, “at once.”	Note placement of the quotation marks outside of the punctuation.
End	“Leave home at once,” she said.	Note how speaker tag placement changes the meaning of the sentence.

Use a variety of speaker tags such as *said*, *replied*, *shouted*, and *explained* in dialogue to show the speaker’s exact meaning and tone of voice. Avoid over-using *said*.

When writing dialogue, begin a new paragraph each time you change speakers. Don’t start a new paragraph to continue dialogue by the same speaker.

PRACTICE

Re-write the following quotation sentences with proper punctuation:

1. She said I usually do chores after school
2. They left town I said in a shiny new car
3. I can’t believe it he exclaimed

WRITE

Write a three sentence dialogue with three different placements of speaker tags.
