

Frate

Grammar AND Writing Handbook



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Grammar

- 2 Sentences
- 3 Nouns
- 5 Verbs
- 9 Adjectives
- II More About Sentences

Handbook

I4 Pronouns

Mechanics and Usage

- I6 Sentence Punctuation and Capital Letters
- **18** Abbreviations
- I9 Apostrophes and Contractions
- 20 Letter Punctuation
- 21 Book Titles

Build Skills

- 22 Study Skills
- 23 Vocabulary
- 32 Spelling

Writing

36 Writing Forms

Troubleshooter

41 Troubleshooter

Dictionary

55 Dictionary

Grammar • Sentences

RULE 1

Sentences

Handbook

- A sentence is a group of words.
- A sentence tells a complete thought.
 The children play at the park.
- Every sentence begins with a capital letter.
- A statement is a sentence that tells something. The man has a book.
- A question is a sentence that asks something.
 Who is he?
- An exclamation is a sentence that shows strong feeling.

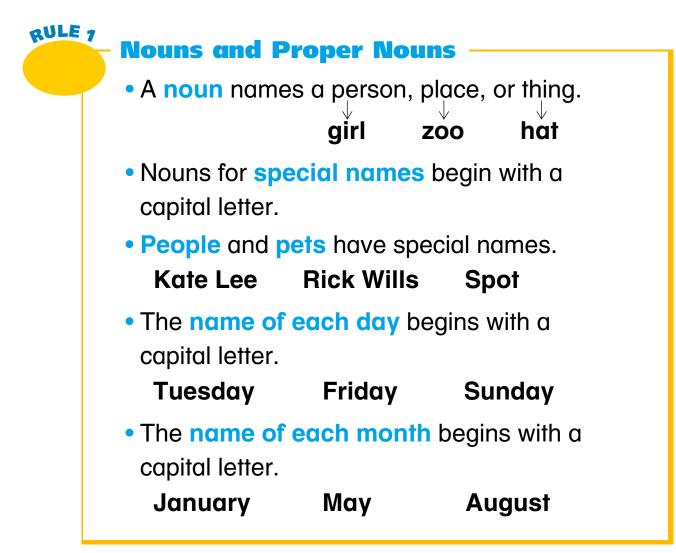
What a good story!

Practice

Write the correct end mark for each sentence.

- I. I love my pet ____
- 2. Will is a cat ____
- 3. Where is Will _?___
- **4.** He rests on the bed _____
- 5. Will is the best cat of all _!___

Grammar • Nouns



Practice

Draw a circle around each noun.

- I. This is my school.
- 2. Samis my pal.
- 3. The best month is June.
- 4. The week begins on Sunday.
- 5. This game is fun!

Handbook

Grammar • Nouns

Handbook

RULE 2 **Plural Nouns** Add s to some nouns to make them name more than one. spider + s = spiders web + s = webs • Add es to nouns that end with ss, sh, ch, s, and **x** to make them plural. bench + es = benches box + es = boxesglass + es = glass<mark>es</mark> wish + es = wishes Some nouns that name more than one do not end in s or es. foot \longrightarrow feet tooth \longrightarrow teeth child \longrightarrow children $\textbf{man} \longrightarrow \textbf{men}$ $\textbf{mouse} \rightarrow \textbf{mice}$ $goose \longrightarrow geese$

Practice

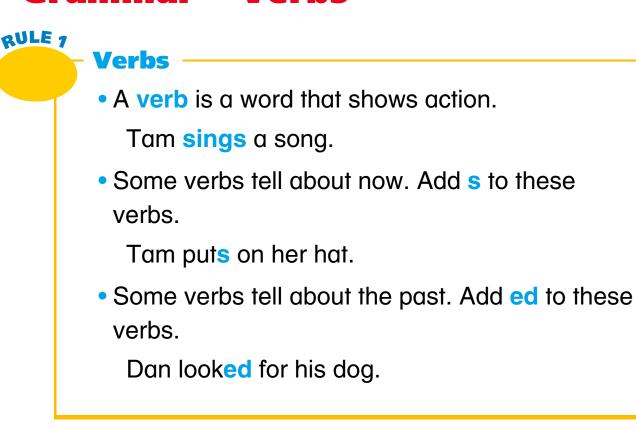
Write the plural form for each noun.

- I. mask masks
- 2. class classes
- 3. dish dishes
- 4. bus buses
- 5. woman women

McGraw-Hill School Division



Handbook



Practice

Draw a circle around each verb. Does it tell about now or the past?

- I. Rick bakes a cake. now
- 2. Meg picked the plates. past
- 3. Jill helped them, too. past
- 4. She takes the spoons out. now
- 5. We jump up and down. now

Grammar • Verbs

Handbook

RULE 2

Is and Are, Was and Were

- Use is to tell about one person or thing.
 The girl is happy.
- Use are to tell about more than one.
 The two girls are happy.
- Use was and were to tell about the past.
- Use was to tell about one person or thing.
 My cat was lost.
- Use were to tell about more than one.
 The birds were fed.

Practice

Write is, are, was or were to complete each sentence.

- I. Jim (is, are) with Nick. is
- 2. Mom and Dad (was, were) in the truck. were
- 3. Jan (was, were) on her way. was
- 4. My pals (is, are) late. are
- 5. We (is, are) happy. are

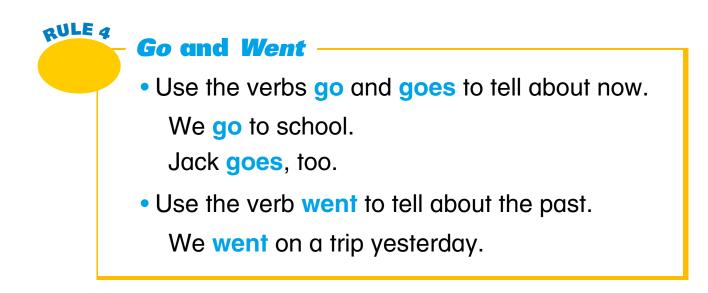


RULE 3 Has and Have

• The verbs has and have tell about now.

Handbook

- Use has to tell about one person or thing. Max has new boots.
- Use have to tell about more than one.
 We have new hats.



Practice

Choose a word from the box to complete each sentence.

has have go goes went	
-----------------------	--

- I. Sam <u>has</u> a fish.
- **2.** Kris <u>goes</u> to the pet shop today.
- **3.** The children <u>have</u> an ant farm.
- **4.** I <u>went</u> to the pet shop yesterday.

Grammar • Verbs

Handbook

RULE 5

Do, Did, See, Saw, Say, Said

 Use the verbs do, does, see and say to tell about now.

I do my work now. Tam does her work, too. Jas sees the moon. We say we will sleep.

 Use the verbs did, saw and said to tell about the past.

Yesterday we did our work well.

We **saw** the sun.

Dad said he would read to us.

Practice

Draw a circle around the correct verb.

- I. Meg (do, does) her work well.
- 2. She (do, did) work hard last week.
- **3.** I (see, saw) Meg yesterday.
- 4. Now we (see) saw) our pals.
- **5.** I (say, said) I am glad to see them now.

Grammar • Adjectives

Adjectives

- An **adjective** is a word that tells about a person, place, or thing.
- Some adjectives tell how things smell, taste, look, sound, or feel.

Handbook

The water feels cold.

 Adjectives can tell about the weather, name a color, or tell about feelings.

It is a **sunny** day. She has a **green** dress. Kyle is **sad**.

• Some adjectives tell how many.

I ate one salad.

Ms. Li has three cats.

Practice

Draw a line under each adjective.

- I. Mimi climbs a tall tree.
- 2. The leaves blow on a windy day.
- 3. What a pretty sight!
- 4. The boy throws one ball.
- 5. The dog is happy.

Grammar • Adjectives

Handbook

RULE 2

Adjectives That Compare

 Add er to adjectives to compare two people, places, or things.

My dog is older than my cat.

 Add est to compare three or more people, places, or things.

My bird is the oldest of all the birds.

Practice

Write the correct adjective.

- I. That dress is (longer, longest) than this coat. longer
- 2. My coat is (lighter, lightest) than that one. lighter
- 3. Which hat is the (smaller, smallest) of all? smallest
- 4. The blue skirt is (prettier, prettiest) than the green skirt.
- 5. My pants are the (darker, darkest) of all the pants.

RULE 7

Grammar • More About Sentences

Handbook

Subjects

- The **naming part** of a sentence can also be called the subject.
- The subject tells who or what the sentence is about.

Mike reads a riddle. The riddle is funny.



Predicates

- The action part of a sentence can also be called the predicate.
- The predicate tells what the subject does.
 Myra helps her sister.

Practice

Draw a line under the subject of each sentence.

Draw a circle around the predicate of each sentence.

- I. Maria owns a flower shop.
- 2. The roses are beautiful.
- 3. <u>Plants</u> need water to live.
- 4. The flowers are red)
- 5. <u>Mike</u> works in the shop, too.

Grammar • More About Sentences

RULE 3

Handbook

Combining Subjects

- Sometimes two sentences have the same predicate but different subjects.
- Then you can join the two subjects. Use the word **and** between the two subjects to make a new sentence.

Lucia got flowers. Kathy got flowers.

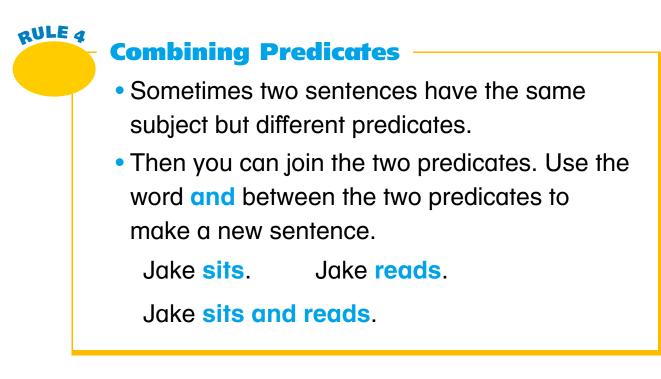
Lucia and Kathy got flowers.

Practice

Use **and** to combine the underlined parts. Tell the new sentence.

- I. <u>Boys</u> went to the shop. <u>Girls</u> went to the shop. Boys and girls went to the shop.
- 2. <u>Jess</u> saw vases. <u>Floyd</u> saw vases. Jess and Floyd saw vases.
- **3.** <u>Plants</u> are sold. <u>Flowers</u> are sold. Plants and flowers are sold.

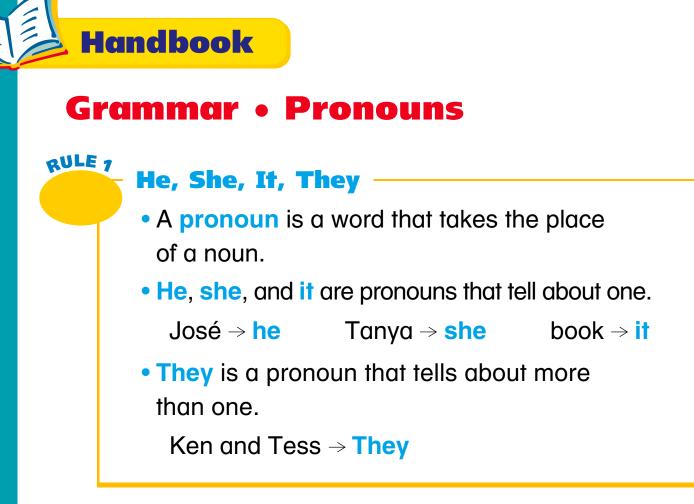
Grammar • More About Sentences



Practice

Use **and** to combine the underlined parts. Tell the new sentence.

- I. Mark <u>cuts</u>. Mark <u>folds</u>. Mark <u>cuts</u> and folds.
- 2. Pablo draws. Pablo paints. Pablo draws and paints.
- **3.** We <u>play the drums</u>. We <u>play the harp</u>. We play the drums and the harp.
- 4. Billy <u>runs</u>. Billy <u>jumps</u>. Billy runs and jumps.



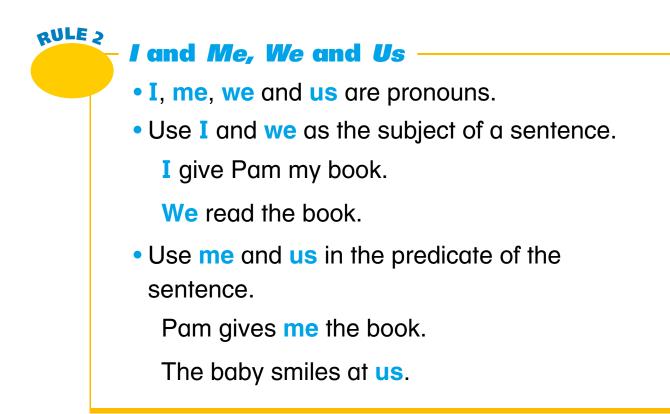
Practice

Look at the word or words in dark type. Tell a pronoun that can take its place.

- I. Tess has a jump rope. She
- 2. The jump rope is green. It
- 3. Ken lives next door. He
- **4.** Mom helps turn the rope. She
- 5. Matt and Jen want to play, too. They



Grammar • **Pronouns**



Practice

Draw a circle around the correct pronoun.



- 2. Can Nick play with ____ ? I me
- 3. ____ sing to Cara.
- 4. Then Cara reads to _____.we us
- 5. ____ pick a good book. We Us



Mechanics • Sentence Punctuation

Sentences

- Every sentence ends with an end mark.
- A statement is a sentence that tells something. It ends with a **period**.

I have a bird named Dot.

 A question is a sentence that asks something. It ends with a question mark.

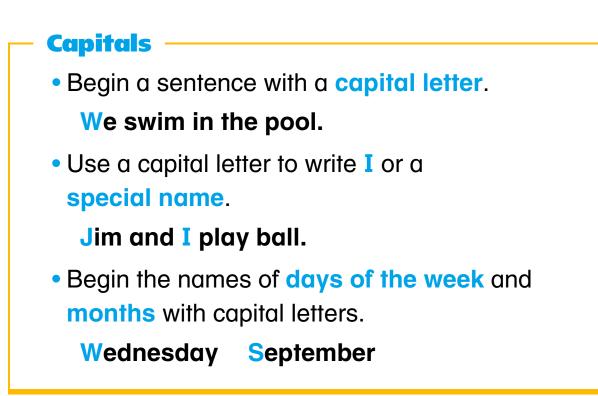
Do you like birds?

 An exclamation is a sentence that shows strong feeling. It ends with an exclamation mark.

What a fun bird she is!

Mechanics • Capital Letters

Handbook



Practice

Add the correct end mark to each sentence. Draw a circle around letters that should be capital letters.

- I. where is dot _?_
- 2. she rests in the sun ____
- 3. oh, look at her run _!_
- 4. dot is my pal ____
- 5. [i] have lots of fun with her _!___

Mechanics • **Abbreviations**

Abbreviations

Handbook

- An abbreviation is a short form of a word.
- Begin an abbreviation with a capital letter.
- End it with a period.

Dr. L	ong	Mr.	Bill	

Mrs. Lee Ms. Apple

Practice

Draw a circle around the abbreviation in each sentence. Then write each sentence correctly.

- I. (Ms) Wong has a sick pet. Ms. Wong has a sick pet.
- 2. (dr)bell is the vet. Dr. Bell is the vet.
- **3.** Will (mr) French help the vet? Will Mr. French help the vet?
- 4. The sick pet is called mrs Smith! The sick pet is called
- 5. (mr)Fox has a sick pet, too. Mr. Fox has a sick pet, too.

Mechanics • Contractions and Apostrophes

Contractions and Apostrophes

- A contraction is a short form of two words.
- Use an **apostrophe** ' to show where a letter or letters are missing.
 - is not = <mark>isn't</mark>

was not = wasn't

has not = hasn't

do not = don't

does not = doesn't

are not = aren't

were not = weren't

Handbook

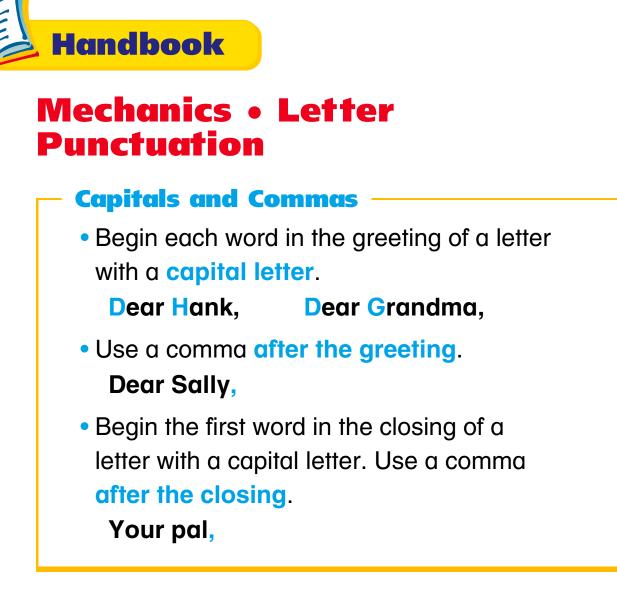
have not = haven't

did not = didn't

Practice

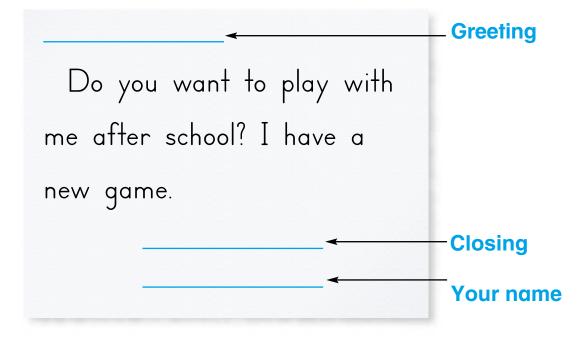
Use an apostrophe in place of the **o** in **not**. Write each contraction.

- I. have not haven't
- 2. did not didn't
- 3. is not isn't
- 4. are not aren't
- 5. do not don't
- 6. was not wasn't



Practice

Complete this letter to a friend. Add a greeting and a closing. Sign your name. Remember to use capitals and commas correctly.





Mechanics • Book Titles

Book Titles

- Begin the first word of a book title with a capital letter.
- Begin other important words in the title with a capital letter.

Caps for Sale

Practice

Write each title correctly.

- I. my dog's the best! My Dog's the Best!
- 2. sitting in my box Sitting in My Box
- 3. a day at the zoo A Day at the Zoo
- 4. where's the cat? Where's the Cat?
- 5. max in school Max in School
- 6. red fox Red Fox
- 7. goodnight moon Goodnight Moon
- 8. the little red hen The Little Red Hen



Library

DEFINITIONS AND FEATURES

- A library has books. A library has newspapers, magazines, tapes, and computers, too.
- Books that tell stories are called fiction. They are arranged in ABC order by the author's last name.
- Books that tell facts are called nonfiction. They are grouped by topic.
- A library has dictionaries and encyclopedias. They are kept in the **reference** section.

Practice

Draw a circle around the answer to each question.

- I. What kind of book tells a story about a talking hippo? fiction nonfiction
- 2. What kind of book gives facts about cats? fiction nonfiction
- 3. What kind of book would you find in the reference section?

fiction

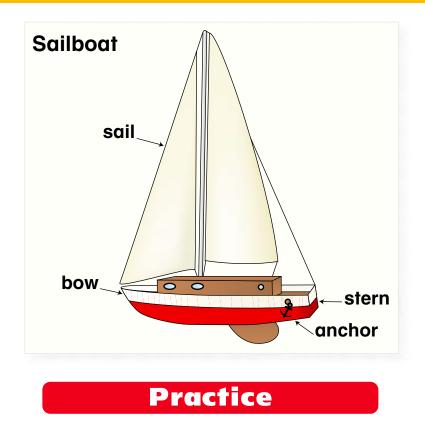
encyclopedia



Diagram

DEFINITIONS AND **FEATURES**

- A diagram is a special drawing. It shows the parts of something. It can show how something works.
- The title tells what the diagram is about.
- Labels name the parts of the diagram.



Use the diagram to answer the questions.

- I. What is the front of the boat called? <u>the bow</u>
- 2. What is the back of the boat called? <u>the stern</u>
- 3. What does the wind blow against? <u>the sail</u>
- 4. What could you use to keep the boat in one spot?



Schedule

DEFINITIONS AND FEATURES

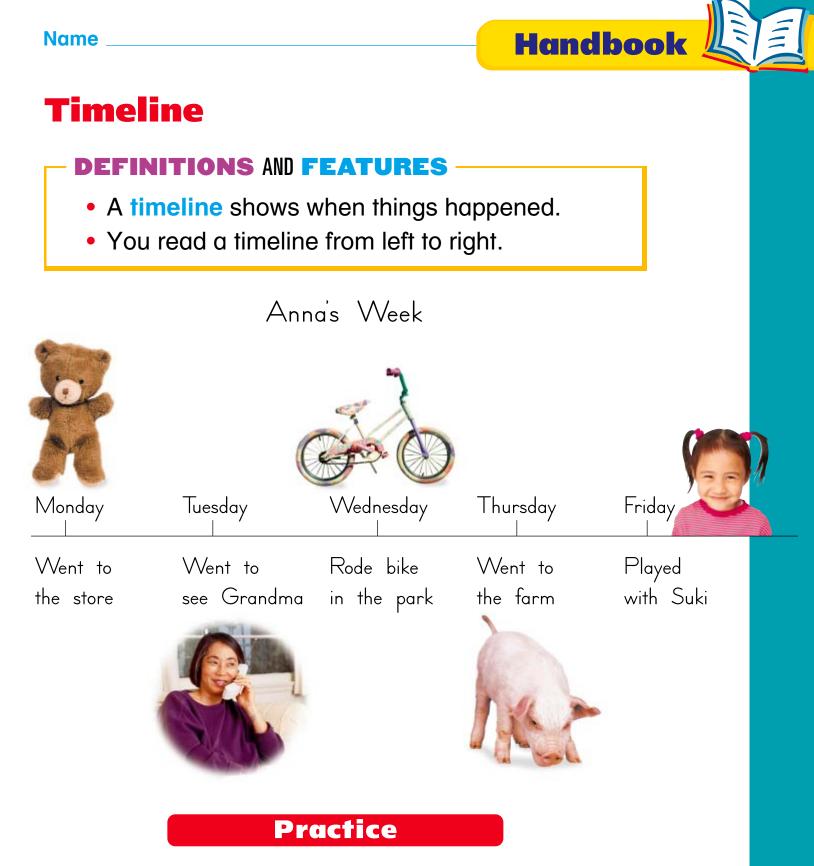
- A schedule is a kind of chart. It shows things that will happen in time order.
- A schedule can show the things someone will do in a day or a week.



Practice

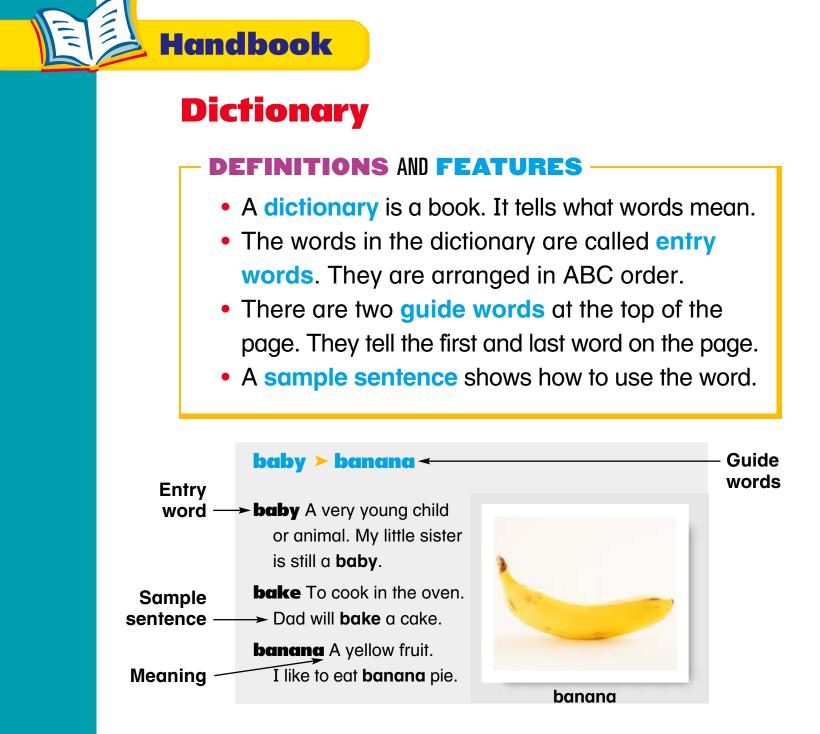
Use the schedule to answer the questions.

- I. What happens at 9:00? Show and Tell
- 2. What time does the class go to the library? 11:30
- 3. Which comes first, Reading or Writing? Reading
- 4. What does the class do just before lunch? go to the library



The timeline shows a part of Anna's week. Use it to answer the questions.

- I. What day did Anna visit Grandma? <u>Tuesday</u>
- 2. What did Anna do on Thursday? went to the farm
- 3. When did Anna ride her bike? <u>Wednesday</u>



Practice

Use the dictionary page to answer the questions.

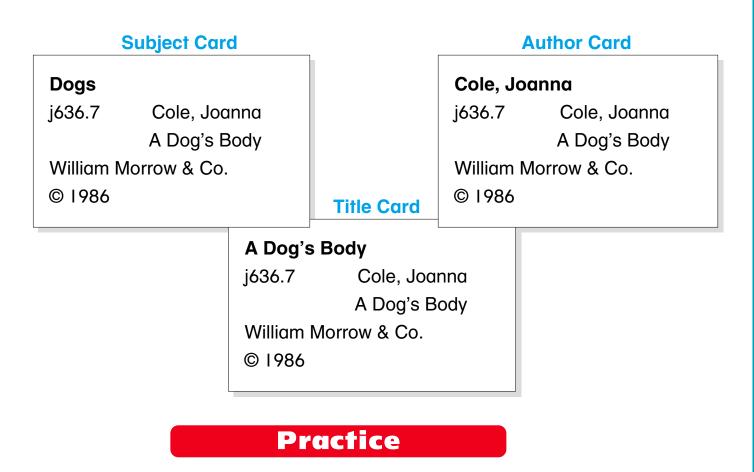
- I. What does a dictionary tell you? the meanings of words
- 2. Which word is the name of a fruit? banana
- 3. Read the entry words. How many are there? three
- 4. Read the sample sentence for **bake**. Dad will bake a cake.
- 5. What are the guide words for this page? baby, banana



Card Catalog

DEFINITIONS AND **FEATURES**

- The card catalog has information about all the books in the library. Some card catalogs are on computers.
- Each book has a title card, an author card, and a subject card.
- The call number can help you find the book.

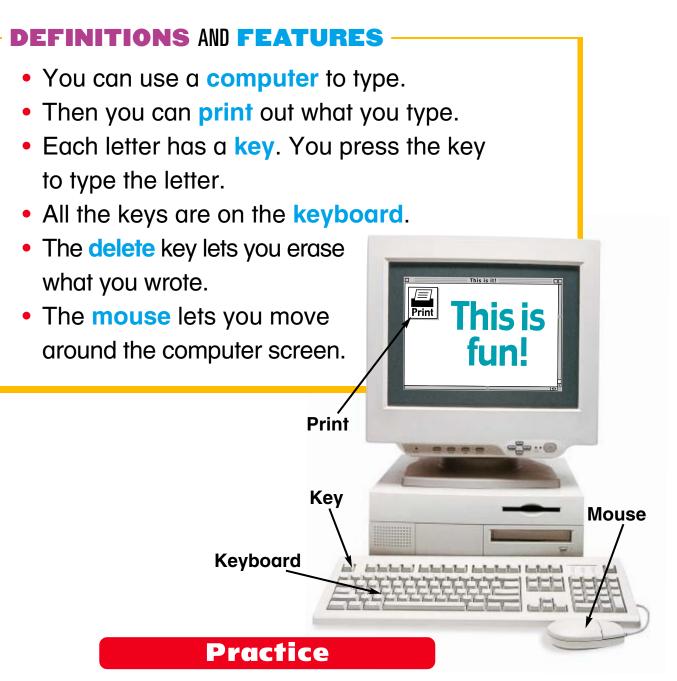


Use the cards above to answer these questions.

- I. What is the title of the book? A Dog's Body
- 2. What is the subject of this book? dogs
- 3. Who is the author of this book? Joanna Cole



Computer



Use the computer screen to answer the questions.

- I. What sentence is typed on the screen? "This is fun!"
- 2. What do you use to type letters on the screen? keyboard
- 3. What do you use to move around the computer screen?



Vocabulary

RULE 7	Question Words			
	These words are often used at the beginning of questions.			
	Who	What	Where	
	Why	When	How	

RULE 2	A noun names a person, place, or thing.				
	People	Places	Things		
	boy	school	ant		
	girl	house	tree		
	baby	park	book		



Vocabulary

Verbs

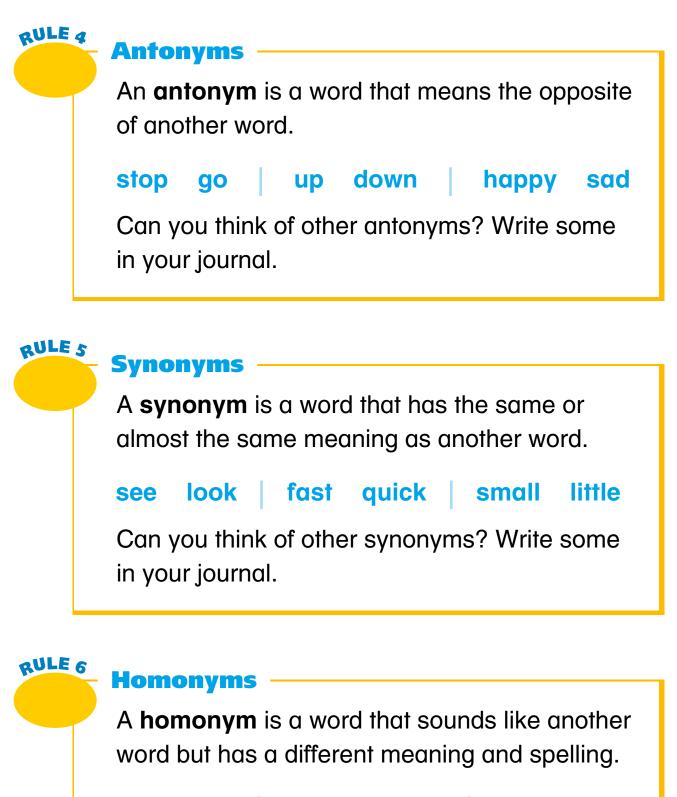
RULE 3

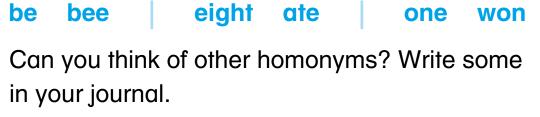
A verb is a word that shows action.

run	jump	play
sing	clip	look
kick	twist	eat
read	swim	paint
brush	clap	shout
throw	help	give
skip	go	carry



Vocabulary







Spelling

Difficult Words to Spell

Some words are difficult to spell. When you write, use this list to check your spelling.

again	close	myself	than
along	color	off	their
always	fine	our	tired
another	hear	please	together
any	hurt	pretty	toys
anything	letter	right	until
around	might	soon	which
because	money	started	while
been	morning	sure	white



Spelling

Words You Often Use

These are words that writers often use in their writing. How many of these words can you spell correctly?

a	did	him	no	then
about	do	his	not	there
after	don't	home	of	they
all	for	Ι	on	this
an	friend	if	one	time
and	from	in	out	to
are	fun	is	people	up
at	get	it	play	us
be	go	just	said	very
big	going	know	saw	was
but	got	like	see	we
by	had	little	she	went
came	has	lot	SO	were
can	have	make	some	with
could	he	me	the	you
day	her	my	their	your



Spelling

Rules

These rules can help you spell many words.

I. Add **s** to most words to tell about more than one.

hat \rightarrow hats bug \rightarrow bugs

 Add s to verbs used with he, she, or a person's name.

Rick hops. He hops.

 In a one-syllable word that has a vowel and an e separated by a consonant, the first vowel is long and the e is silent.

take rope

4. The letter **q** is always followed by **u**.

quit queen

5. No English words end in j, q, or v.



Spelling

Strategies

These tips can help you become a better speller.

- Remember to use the right homonym in your writing, such as I or eye.
- 2. Use the spell-check on a computer. Be careful! If you write a word that sounds like the word you need, spell-check will not catch the mistake.
- **3.** Rhyming words are often spelled alike. Use the word you know to spell a new word.

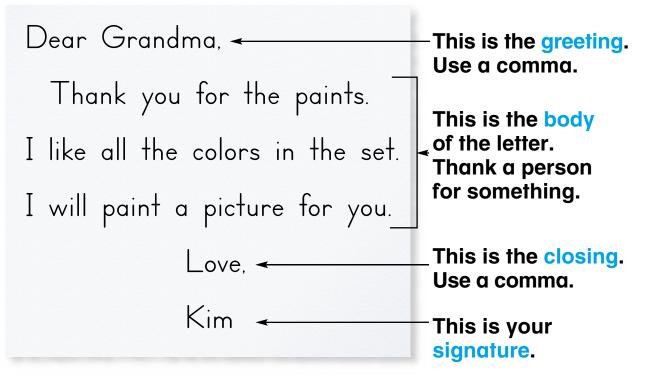
b + ug = bug r + ug = rug

- 4. Think of times when you have seen the word you want to write. Think of how it looked. Write the word in different ways to see which one looks correct.
- Use the dictionary to look up spellings of words.
- 6. Study words that do not match spelling patterns or rules.
- Keep a notebook. Write words you have trouble spelling.



Writing Forms Thank-You Letter

A **thank-you letter** is a special letter. Thank-you letters thank someone for a gift or for doing something special.



GUIDELINES FOR WRITING

A THANK-YOU LETTER

- Think of someone you want to thank.
- Remember to use a greeting and a closing.
- Write the words "Thank you" in your letter.
- Tell why you like your gift.

Practice

Think of someone who did something nice for you. Write a thank-you letter to that person. Make sure commas are in the right places.



Writing Forms Invitation

An **invitation** is a note or a short letter. It is used to invite someone to an event.

Please come to my tea party. - What is happening? It is on Saturday, July 10. - When? The party is at my house at - Where? 15 Garden Street. Your friend. Teri 🗕 –Who?

GUIDELINES FOR WRITING

AN INVITATION

- Tell about what kind of event it is.
- Tell when it is. Write the date.
- Tell where it is. Write the address.
- Tell the person if they need to bring something.
- Sign your name.

Practice

Pretend you are planning a party. Design and write an invitation.



Writing Forms Riddle

A **riddle** is a kind of puzzle. It gives clues. The reader uses the clues to answer a question.

It has six legs. It is small and black.

It makes a hill.

What is it?



GUIDELINES FOR WRITING

A RIDDLE

- Think of an animal or a thing.
- Tell three things about it.
- Do not tell the name of the thing.
- End your riddle with "What is it?"

Practice

Make up a riddle.

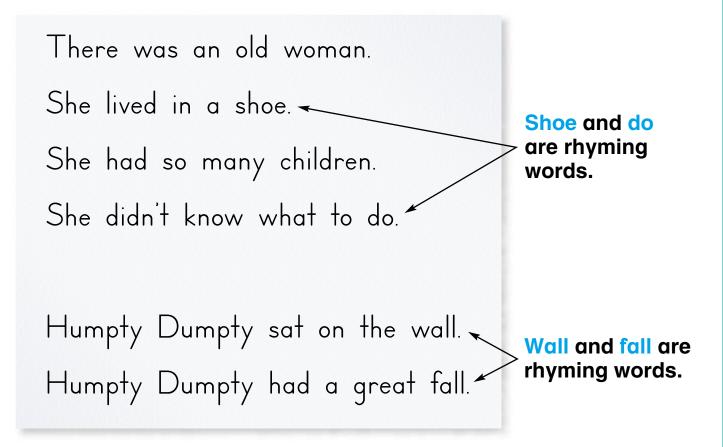
Think of something and write three clues about it.

Then ask a classmate to answer your riddle.



Writing Forms Rhyme

A **rhyme** is like a poem. Rhymes should have some lines that end with the same sound.



GUIDELINES FOR WRITING

A RHYME

- Think of words that sound the same.
- Think of a silly story.
- Write your rhyming words at the ends of the lines.

Practice

Write a rhyme. Then read your rhyme to a classmate.



Writing Forms Captions

A caption is a sentence or a group of words that helps explain a picture.



The bus helps children get to school.



Crossing Guard

These captions tell about the pictures.

GUIDELINES FOR WRITING -

CAPTIONS

- Tell something interesting about the picture.
- Use words to describe the picture.
- Use the correct end marks.

Practice

Paste a picture or a photo on a piece of paper. Write a caption for your picture. Share it with your class.

Troubleshooter

Table of Contents

- **42** Incomplete Sentences
- **45** Plural Nouns: *–s* and *–es*
- **47** Lack of Subject/ Verb Agreement
- 49 Irregular Past Tense

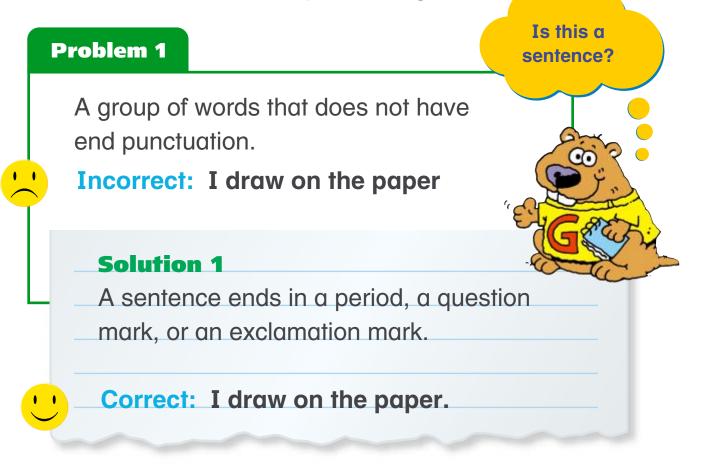
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- **51** Adjectives That Compare
- **53** Incorrect Use of Pronouns: *I* and *me*

Incomplete Sentences

READ TOGETHER

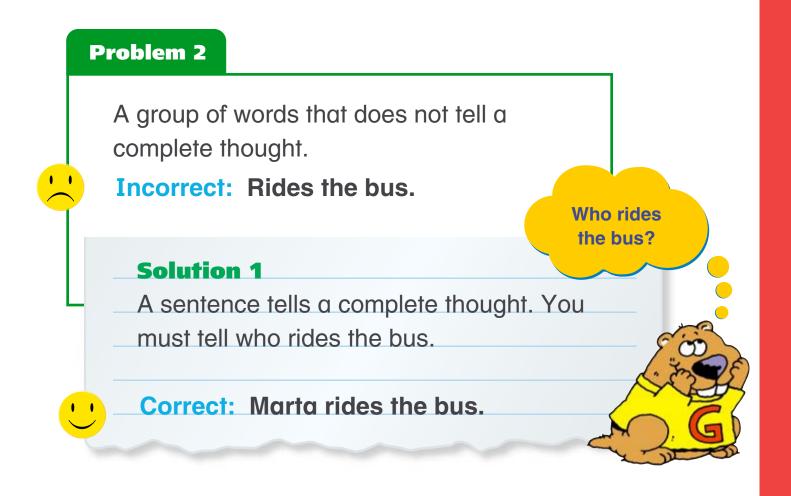
- A sentence is a group of words.
- A sentence has end punctuation.
- A sentence tells a complete thought.



Practice Draw a line under each sentence that is correct.

- I. I hang up my jacket.
- 2. I sit at the desk
- **3.** Scott hands me the paper.
- 4. Do you like to draw
- **5.** Art class is fun!

Troubleshooter



Practice Draw a line under each group of words that is a sentence.

- I. I sit with Tommy.
- 2. We sing on the bus.
- **3.** with Pam.
- **4.** I see the school.
- 5. Off the bus.



A group of words that does not tell a complete thought.

Incorrect: The bus.

Solution 3

A sentence tells a complete thought. You must add words to tell about the bus.

Correct: The bus stops here.

Practice Draw a circle around each group of words that is a sentence.

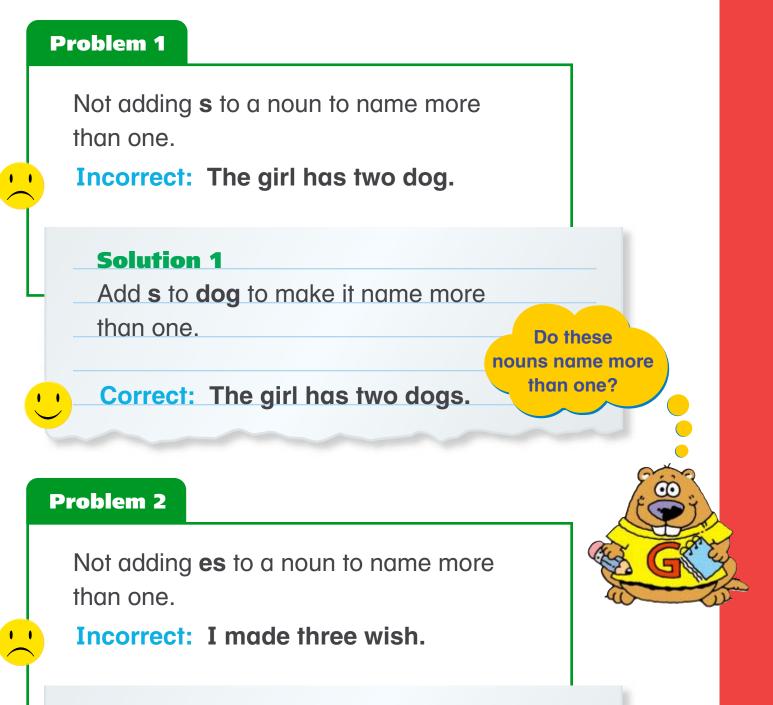
- I. The school bus.
- 2. My pal gets on the bus.
- 3. The teacher.
- 4. (Miss Ham helps us.)
- 5. We go to class.

What about the bus?

READ TOGETHER

Plural Nouns: -s, -es

• Add s or es to make some nouns name more than one.



Solution 2

Add **es** to nouns that end with **s**, **ss**, **ch**, **sh**, and **x**.

Correct: I made three wishes.

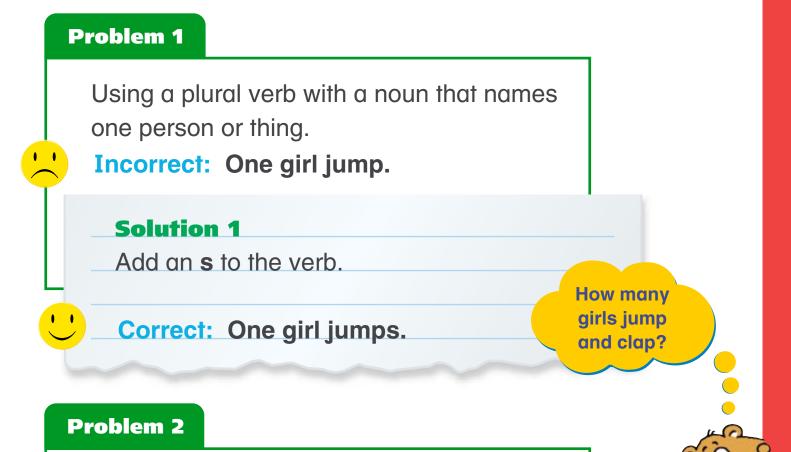
Practice Complete each sentence with the correct noun. Write the noun on the lines.

I. Jill wants a	pet	
	pet, pets	
2. She looks at two	ducks duck, ducks	
3. She sees three	cats cat, cats	
4. Jill picks a black	dog dog, dogs	
5. She buys two	dishes dishs, dishes	for it.

READ TOGETHER

Lack of Subject/Verb Agreement

- Add **s** to most verbs to tell what one person or thing does now.
- Verbs that tell what more than one person or thing does do not end in **s**.



Using a verb that tells about one person or thing with a plural noun.

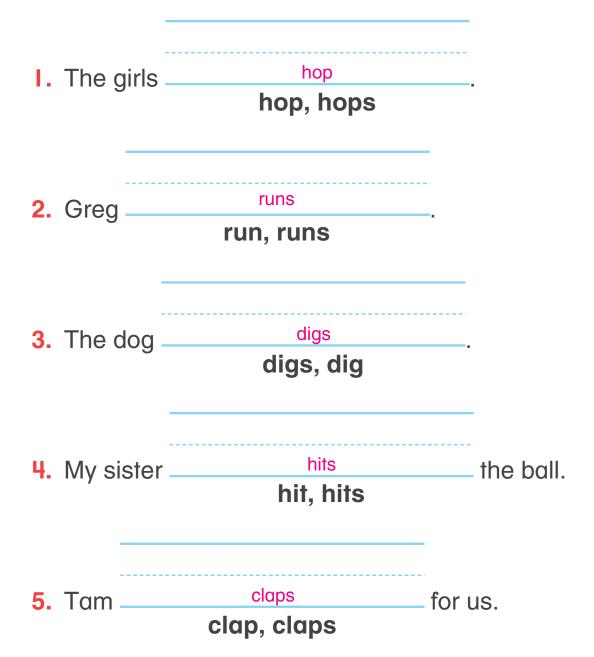
Incorrect: Two girls claps.

Solution 2

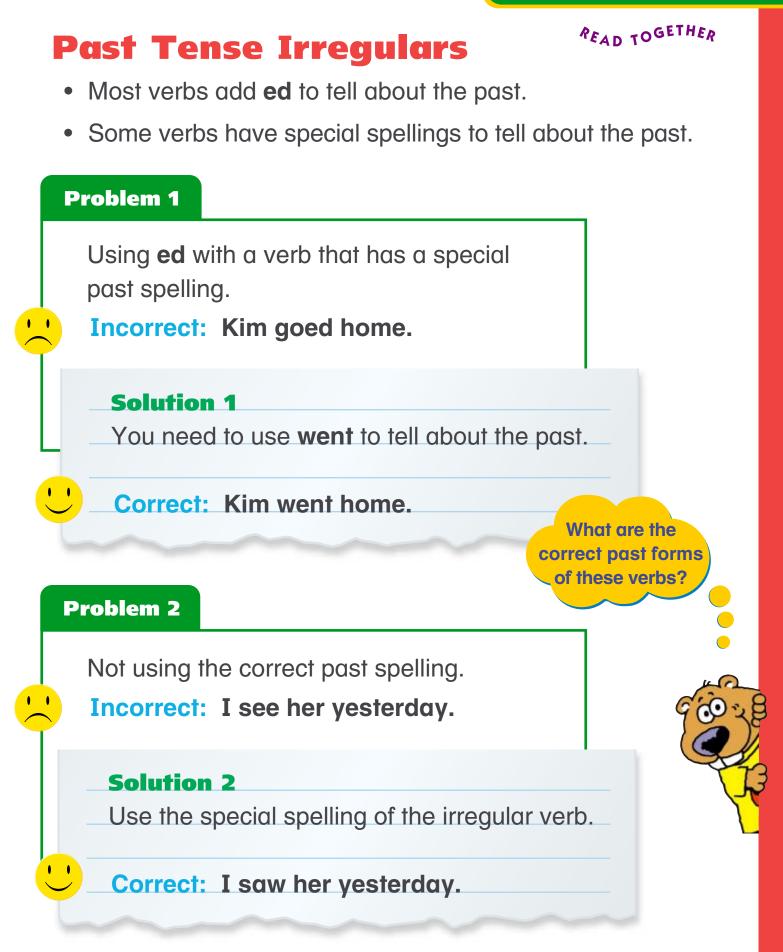
Do not add an s to the verb.

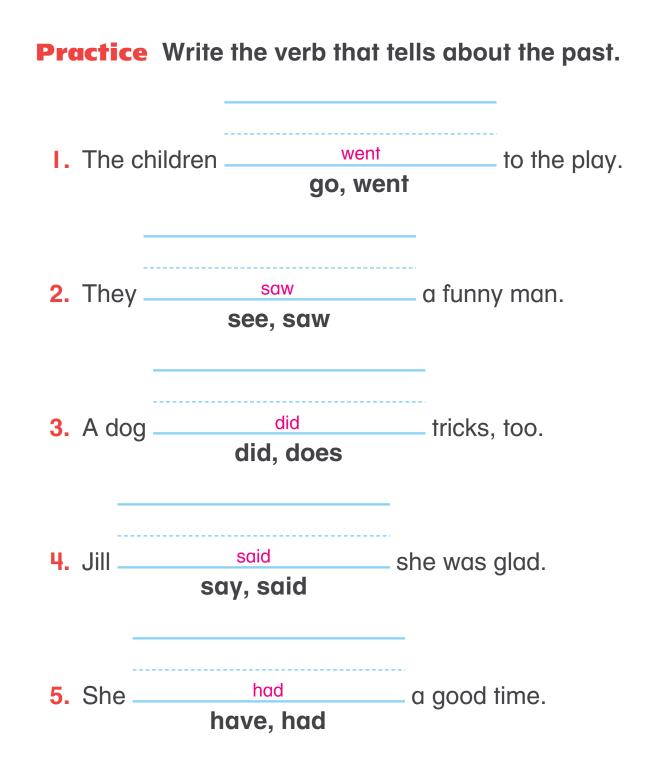
Correct: Two girls clap.

Practice Complete each sentence with the correct verb. Write the verb on the lines.



Troubleshooter

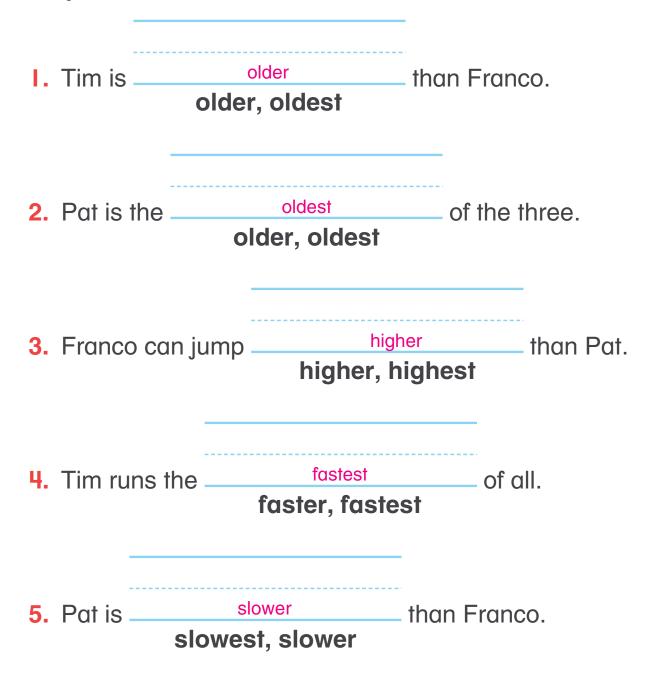




Troubleshooter

READ TOGETHER **Adjectives That Compare** • Add er to an adjective to compare two nouns. • Add est to an adjective to compare more than two nouns. **Problem 1** Using **est** when two nouns are compared. **Incorrect:** Bob is tall, but Juan is tallest. **Solution 1** Use er to compare two nouns. Correct: Bob is tall, but Juan is taller. How many are you **Problem 2** comparing? Using er when more than two nouns are compared. **Incorrect:** These green grapes are the sweeter of all the grapes. **Solution 2** Use **est** to compare more than two nouns. **Correct:** These green grapes are the sweetest of all the grapes.

Practice Draw a circle around the word that completes each sentence.



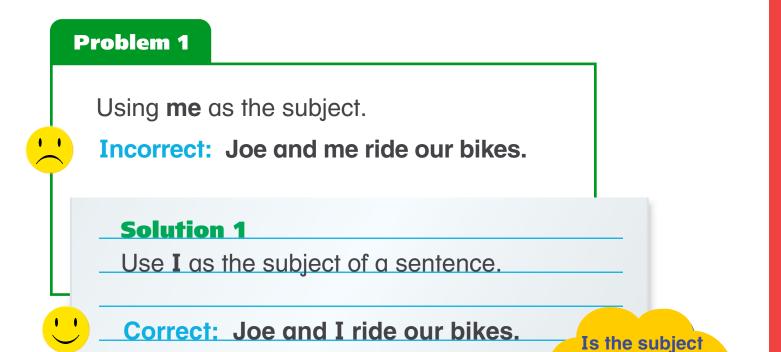
Troubleshooter

READ TOGETHER

me? Is the predicate I?

Incorrect Use of Pronouns: / and Me

- I is used as the subject of the sentence.
- Me is used in the predicate.



Problem 2

1 1

Using I in the predicate.

Incorrect: Tess saw Ben and I.

Solution 2

Use **me** in the predicate of a sentence.

Correct: Tess saw Ben and me.

Practice Complete each	sentence. Write I or me.
I. Mom and	go to the book shop. I
	. me
3.	will take it home. I
4. Mom helps	
5. Then	



animal > body

Aa

animal An **animal** is a living thing that is not a plant.

ant An ant is a small crawling insect that lives in a group.

Bb

bee A **bee** is a black and yellow insect with four wings.

boat A **boat** is something used to travel on water.



body A **body** is all of a person or an animal.



boy > city

- **boy** A **boy** is a male child.
- **bug** A **bug** is a kind of insect.







butterfly A **butterfly** is an insect with four large colorful wings.

Cc

- **cat** A **cat** is an animal with soft fur and a long tail.
- **city** A **city** is a place where many people live and work.





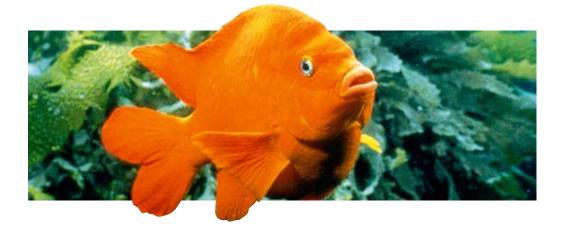
dog ≻ frog

Dd

- **dog** A **dog** is an animal that has four legs and barks.
- **duck** A **duck** is a bird with webbed feet that help it swim.

Ff

fish A **fish** is an animal with fins that lives in the water.



flower A **flower** is the colorful part of a plant that makes seeds.

frog A **frog** is a small animal that lives in or near water.



girl > lion

Gg

girl A girl is a female child.



hill A hill is a high area of land.



Jj

jump Jump means to go up in the air using your legs and feet.

ladybug A **ladybug** is a small black and red insect.

lion A **lion** is a large wild cat.



mask > pond

Mm

- **mask** A **mask** is something you wear over your face.
- **morning** The **morning** is the early part of the day.
- **mouse** A **mouse** is a very small animal with a long, thin tail.



Рр

- **pig** A **pig** is an animal with a fat body, short legs, and a curly tail.
- **play** Play means to do something for fun.

pond A **pond** is a small body of water with land all around it.





port > sheep

port A **port** is a place near an ocean or river where ships come in.



Rr

run To **run** is to move very quickly with your legs.

Ss

school A **school** is a place where people go to learn.

sheep A **sheep** is an animal that can be raised for its wool.





ship > wagon

- **ship** A **ship** is a large boat that travels on the ocean.
- **sister** A **sister** is a female who has the same parents as another person.
- **skit** A **skit** is a short play.
- **snake** A **snake** is a long, thin animal with no legs.



spider A **spider** is a small animal with eight legs that sometimes spins a web.

Ww

wagon A wagon is a low, fourwheeled cart used to carry things.





water > where

water Water is the part of the earth that is not land.



- **web** A **web** is something a spider makes to catch food.
- what What is a question word that asks to name a thing.
- wing A wing is a part that helps something fly.
- **who** Who is a question word that asks to name a person or group.
- where Where is a question word that asks to name a place.