

FUNDAMENTALS OF GRAMMAR

COURSE MANUAL

ENG120_18A

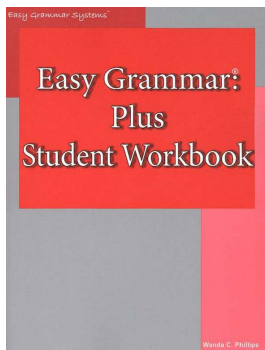


LESSON PLANS - TESTS - ANSWER KEYS - QUARTER REPORT FORMS

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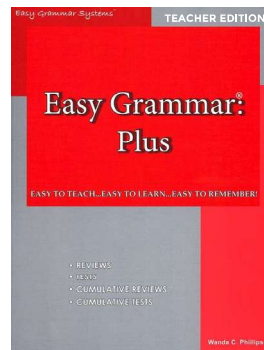
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STUDENT WORKBOOK

This course uses *Easy Grammar Plus Student Workbook* by Wanda C. Phillips. This book includes all of the workbook exercises assigned throughout this lesson plan.

This is the book used by **students** in this course.



TEACHER'S MANUAL

This course includes *Easy Grammar Plus Teacher Edition*. This book includes the workbook answer key and additional resources for those teaching the course.

This is the book used by **parents or teachers** in this course.

Page numbers assigned throughout this lesson plan use the page numbering of the Student Workbook.



FUNDAMENTALS OF GRAMMAR

INTRODUCTION

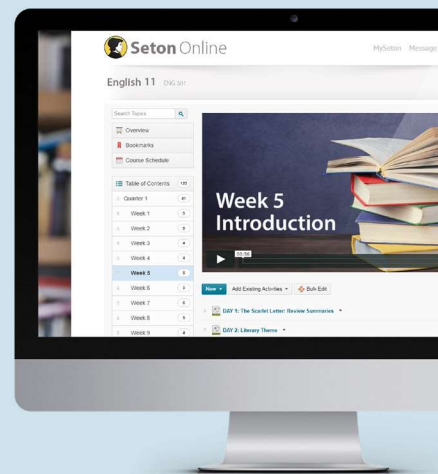


THIS COURSE IS INTEGRATED WITH

SetonOnline

This course is fully integrated with SetonOnline. All supplemental resources for this course, such as videos, interactive quizzes, and audio components are accessed using SetonOnline.

SetonOnline is a robust system from Seton that allows for this course to be completed as a flexible, self-paced online course. For those wishing to rely on the paper course manual rather than the online course, SetonOnline also allows for easy and intuitive retrieval of course resources.



Students may complete this course in three different ways.



Entirely Offline

If students prefer to complete the course without the benefit of the online resources or online course, they may do so.

Everything necessary to complete the course is contained in this manual.



Both Online & Paper

Students may freely alternate between the online course in SetonOnline and this printed course manual. The schedule and content is aligned to allow for a seamless student experience.

Course resources may also be obtained through SetonOnline, arranged both topically and according to the relevant week and day.



Entirely Online

The SetonOnline course contains all content found within this course manual, enriched with multimedia features.

If students prefer to complete the course entirely online, they may do so without use of this course manual.

If you don't already have a SetonOnline account, follow the instructions found at:
setonhome.org/online-account

INTRODUCTION

The great cathedrals of Europe would not still be standing if they had not been made from carefully chiseled, even stones. The greatest artists in the world could accomplish nothing without the simple tools of brushes, paints, and canvas. In a similar way, writing requires a solid grasp of the basic rules of grammar. The most brilliant insights and the greatest discoveries can only be communicated through the words and letters that we use every day. To be a great (or even a good) writer, you must learn to use the tools of the trade properly.

The ability to write is important no matter what you plan for the future. Even if you are not particularly interested in English, other subjects such as history, theology, and government all require you to write. Even scientists must be able to put together a written report. If you want to get a job in any field, you will need to write an email, cover letter, and resume to impress a potential employer. You do not want colleges and employers to overlook your skills and accomplishments simply because you cannot put them into writing. On the other hand, the ability to put together a well-written essay, letter, or email will make you stand out.

The purpose of this course is to make sure that you have the tools that you will need to succeed through high school, college, and beyond! Take advantage of the chance to build a strong foundation in English grammar. You will use the skills that you have learned in this course for the rest of your life.

Course Instructions

For the most part, this course follows the workbook page by page. However, you will complete the punctuation section at the end of the book alongside the rest of the course. Each Monday you will turn to the back to learn a new punctuation skill, and you will spend a few minutes practicing it at the beginning of each day's lesson for the rest of the week.

A few of the punctuation rules in the book differ from modern grammar standards. For example, since the workbook is designed for handwritten answers, it teaches you to underline titles of books. However, it is important to know that when you type a document, modern style guides are unanimous that titles should be italicized. Each such exception will be noted and explained as you come to it. Since the answer key to the exercises comes with the workbook, you should follow the rules in the book whenever you are doing an exercise from the book. However, you should also be aware of the

Week One

Day 1 The Period

You can check off work as you complete it!



Reading: Read the five rules for using periods on pages 264–265 of *Easy Grammar Plus Student Workbook*.



If all the letters from a name are given in initials, you do not need to use periods.

Examples:

Richard D. Smith

R. D. Smith

RDS

Today's leading grammar style guides drop periods in abbreviations of two or more capital letters. Such abbreviations should be punctuated as follows:

Examples:

PhD

YMCA

US

NYC

The abbreviations “a.m.” and “p.m.” should be written in lowercase letters (unlike the example in rule 5.C).



Workbook Exercises: Using the information on pages 264–265 as a reference, complete the exercise on page 266. Omit questions 8–11.



Day 2 Prepositions



Punctuation Practice: Complete questions 4–6 of the exercise on page 267.



This first unit covers prepositions. It is important for you to learn about prepositions before attempting to master the other grammar concepts. If you are unable to identify prepositions and prepositional phrases, you will quickly become confused.

A preposition is a word that describes the relationship between a noun (person, place, or thing), and another element in the sentence. Prepositions often express relationships of place (example: the eggs are *in* the fridge) or time (example: he went to bed *at* 10 p.m.). However, they can also express a variety of other relationships.

Since prepositions can do so many different things, they can be difficult to recognize based on just a definition. In fact, they are difficult to define in a helpful way. For example, consider the following definition from Merriam Webster's dictionary: “*Preposition: a function word that typically combines with a noun phrase to form a phrase which usually expresses a modification or predication.*”



Helping Verb Practice: Which of the following is NOT a helping verb?

- | | | | | | |
|----|----------------------------------|--------------------------------|---------------------------------|--------------------------------|--------------------------------|
| 1. | <input type="checkbox"/> Do | <input type="checkbox"/> Will | <input type="checkbox"/> Taste | <input type="checkbox"/> May | <input type="checkbox"/> Be |
| 2. | <input type="checkbox"/> Is | <input type="checkbox"/> Must | <input type="checkbox"/> Should | <input type="checkbox"/> Ask | <input type="checkbox"/> Might |
| 3. | <input type="checkbox"/> Can | <input type="checkbox"/> Cold | <input type="checkbox"/> Could | <input type="checkbox"/> Does | <input type="checkbox"/> Were |
| 4. | <input type="checkbox"/> Has | <input type="checkbox"/> Help | <input type="checkbox"/> Had | <input type="checkbox"/> Were | <input type="checkbox"/> Been |
| 5. | <input type="checkbox"/> Are | <input type="checkbox"/> Being | <input type="checkbox"/> May | <input type="checkbox"/> Did | <input type="checkbox"/> Make |
| 6. | <input type="checkbox"/> Receive | <input type="checkbox"/> Have | <input type="checkbox"/> Been | <input type="checkbox"/> Might | <input type="checkbox"/> Must |



An interactive version
of this quiz is available on
SetonOnline

Day 4 Review



Review: Study the material we have covered to prepare for the unit test. You should review the following topics:

Main Course

Action and linking verbs

Contractions

Helping verbs and verb phrases

Past tense

Irregular verbs

Direct objects

Confusing verbs

Punctuation

Commas

Semicolons

Your test will be multiple choice and true-false. Be prepared to answer questions about punctuation (including the rules that you learned), and any of the grammar material covered in the main part of the course. You should have memorized all of the helping verbs on page 43 of your workbook.



Workbook Exercises: Complete the exercises on page 105 and exercise D on page 106. If you are struggling with any concept in these exercises, continue to review as needed. Be sure to review the list of helping verbs.

Day 5 Unit 2 Test



Take the Unit 2 Test. This test is graded by Seton.