

TABLE OF CONTENTS

Work with Vocabulary

Section Opener	5
1. Use a Similar Word: Synonyms	6
2. Use the Opposite Word: Antonyms	8
3. Choose the Correct Spelling: Homophones	9
4. Expand Your Vocabulary: Root Words	11
5. Understand Word Beginnings: Prefixes	12
6. Understand Word Endings: Suffixes	13
7. Combine Two Words: Contractions	14
8. Create a Tone: Denotation and Connotation	15
9. Use Concrete Nouns and Active Verbs	16
10. Avoid Clichés: Formal and Informal Language	18
11. Use Variety: Literary Devices	20
Section Review	22

Build Sentences

Section Opener	26
12. Use Variety: Types of Sentences	27
13. Use Variety: Varying Sentence Lengths	29
14. Combine Sentences: Compound Sentences	30
15. Use Prepositional Phrases: Adding Details	31
16. Edit Sentences: Run-On Sentences	33
17. Know Complete Subjects and Predicates	34
18. Identify Who or What: Simple Subjects	35
19. Identify the Action: Simple Predicates	36
20. Identify Who or What: Compound Subjects	37
21. Identify the Action: Compound Predicates	38
22. Combine Sentences: Compound Subjects and Predicates	39
23. Identify Sentence Parts: Direct and Indirect Objects	40

24. Recognize Independent and Subordinate Clauses	42
25. Combine Sentences: Complex Sentences	44
26. Recognize Clauses: Adjective Clauses	46
27. Recognize Clauses: Adverb Clauses	47
28. Edit Sentences: Sentence Fragments	48
29. Edit Sentences: Comma Splices	50
Section Review	52

Know Capitalization and Punctuation

Section Opener	56
30. Use Capitals: A Variety of Capitalization	57
31. Shorten Terms: Acronyms and Initialisms	58
32. Understand Revision Comments: Abbreviations	59
33. Use Commas Correctly	60
34. Punctuate Dialogue: Quotation Marks	62
35. Show Possession: Apostrophes	64
36. Join and Transition: Semicolons	65
37. Introduce a List or Quotation: Colons	67
38. Add Less Important Information: Parentheses	68
39. Guide Readers: A Variety of Punctuation	69
Section Review	71

Grasp Grammar and Usage

Section Opener	75
40. Name the Person, Place, or Thing: Nouns	76
41. Show Ownership: Singular Possessive Nouns	78
42. Show Group Ownership: Plural Possessive Nouns	79
43. Make Irregular Plural Nouns Possessive	80
44. Use Concrete and Abstract Nouns	81

45. Identify a Variety of Verbs	82
46. Provide More Information: Verb Phrases	84
47. Show When an Action Happens: Verb Tenses	86
48. Make the Past Tense: Irregular Verbs	88
49. Use Present Perfect and Past Perfect Tenses	89
50. Match the Numbers: Subject-Verb Agreement	91
51. Match the Subject: Linking Verbs	93
52. Understand Active and Passive Voice	94
53. Replace Subject Nouns: Subject Pronouns	96
54. Replace Object Nouns: Object Pronouns	97
55. Show Ownership: Possessive Pronouns	98
56. Use Indefinite Pronouns	99
57. A Variety of Pronouns	100
58. Make Pronouns and Antecedents Agree	102
59. Use a Variety of Pronouns and Antecedents	103
60. Write Descriptive Words: Adjectives	104
61. Make Comparisons with Adjectives	106
62. Describe Actions: Adverbs	107
63. Write Descriptively: Adjectives and Adverbs	108
64. Show Relationships: Prepositions	109
65. Describe a Noun: Prepositional Phrases	110
66. Describe a Noun: Participle Phrases	111
67. Be Clear: Misplaced Modifiers	112
68. Be Clear: Misplaced and Dangling Modifiers	113
69. Use Joining Words: Conjunctions	114
70. Express Emotions: Interjections	115
71. Avoid Double Negatives	116
Section Review	117

Craft and Compose

Section Opener	121
72. Formulate an Inquiry Question: Choosing a Topic	122

73. Choose Your Details: Purpose and Audience	124
74. Formulate a Thesis: Effective Theses	125
75. Create a Cause-and-Effect Diagram: Organizing Ideas	126
76. Lead with an Argument Summary: Strong Openings	127
77. Describe Emotions: Writing Details	129
78. Provide Proof: Supporting Details	131
79. Compare and Contrast: Arranging Details	133
80. Add Emotion and Realism: Writing Dialogue	134
81. Make Language Precise: Specific Terminology	136
82. Summarize Your Analysis: Strong Conclusions	138
83. Catch Your Readers' Attention: Effective Titles	140
84. Check Your Organization: Revising	141
85. Correct All Errors: Editing	143
Section Review	145

Develop Research Skills

Section Opener	149
86. Decide What to Research: Inquiry Questions	150
87. Improve Your Vocabulary: Researching Words	152
88. Conduct Online Research: Keywords	153
89. Perspective in Primary and Secondary Sources	155
90. Research Online: Evaluating Websites	156
91. Protect Your Information: Financial Information Online	157
92. Understand Copyright: Plagiarism	158
93. Citation Styles: Citing Research	159
94. Track Your Sources: Research Notes	160
95. Paraphrasing, Summarizing, and Quoting	162
Section Review	164
Index	168