

GLENCOE LANGUAGE ARTS

Grammar and Language Workbook

GRADE 12



New York, New York Columbus, Ohio Woodland Hills, California Peoria, Illinois

Glencoe/McGraw-Hill

A Division of The McGraw-Hill Companies



Copyright © by The McGraw-Hill Companies, Inc. All rights reserved. Except as permitted under the United States Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or means, or stored in a database or retrieval system, without the prior written permission of the publisher.

Send all inquiries to:
Glencoe/McGraw-Hill
936 Eastwind Drive
Westerville, Ohio 43081

ISBN 0-02-818312-6

Printed in the United States of America

1 2 3 4 5 6 7 8 9 10 047 03 02 01 00 99

Contents

| | | | |
|--|-----|---|-----|
| Handbook of Definitions and Rules | 1 | Unit 5 Diagraming Sentences | |
| Troubleshooter | 21 | 5.32 Diagraming Simple Sentences | 119 |
| Part 1 Grammar | 45 | 5.33 Diagraming Simple Sentences with Phrases | 121 |
| Unit 1 Parts of Speech | | 5.34 Diagraming Sentences with Clauses..... | 123 |
| 1.1 Nouns: Singular, Plural, Possessive Concrete and Abstract..... | 47 | Unit 5 Review | 127 |
| 1.2 Nouns: Proper, Common, and Collective..... | 49 | Cumulative Review: Units 1–5..... | 128 |
| 1.3 Pronouns: Personal, Possessive, Reflexive, and Intensive..... | 51 | Unit 6 Verb Tenses, Voice, and Mood | |
| 1.4 Pronouns: Interrogative, Relative, Demonstrative and Indefinite | 53 | 6.35 Regular Verbs: Principal Parts | 131 |
| 1.5 Verbs: Action..... | 55 | 6.36 Irregular Verbs: Principal Parts | 133 |
| 1.6 Verbs: Linking | 57 | 6.37 Tense of Verbs: Present, Past, and Future | 135 |
| 1.7 Verb Phrases | 59 | 6.38 Perfect Tenses: Present, Past, and Future | 137 |
| 1.8 Adjectives | 61 | 6.39 Tense of Verbs | 139 |
| 1.9 Adverbs..... | 63 | 6.40 Verbs: Progressive and Emphatic Forms | 141 |
| 1.10 Prepositions..... | 65 | 6.41 Verbs: Compatibility of Tenses..... | 143 |
| 1.11 Conjunctions: Coordinating, Correlative, and Subordinating | 67 | 6.42 Voice of Verbs | 145 |
| 1.12 Conjunctive Adverbs and Interjections..... | 69 | 6.43 Mood of Verbs | 147 |
| Unit 1 Review | 71 | Unit 6 Review | 149 |
| Cumulative Review: Unit 1 | 72 | Cumulative Review: Units 1–6 | 150 |
| Unit 2 Parts of the Sentence | | Unit 7 Subject-Verb Agreement | |
| 2.13 Subjects and Predicates | 73 | 7.44 Subject-Verb Agreement | 153 |
| 2.14 Compound Subjects and Predicates | 75 | 7.45 Subject-Verb Agreement and Intervening Prepositional Phrases..... | 155 |
| 2.15 Order of Subject and Predicate..... | 77 | 7.46 Subject-Verb Agreement and Linking Verbs | 157 |
| 2.16 Direct and Indirect Objects | 79 | 7.47 Subject-Verb Agreement in Inverted Sentences | 159 |
| 2.17 Object and Subject Complements..... | 81 | 7.48 Subject-Verb Agreement with Special Subjects..... | 161 |
| Unit 2 Review | 83 | 7.49 Agreement with Compound Subjects..... | 163 |
| Cumulative Review: Units 1–2..... | 84 | 7.50 Intervening Expressions..... | 165 |
| Unit 3 Phrases | | 7.51 Indefinite Pronouns as Subjects | 167 |
| 3.18 Prepositional Phrases..... | 85 | 7.52 Agreement in Adjective Clauses..... | 169 |
| 3.19 Participles and Participial Phrases; Absolute Phrases | 87 | Unit 7 Review | 171 |
| 3.20 Gerunds and Gerund Phrases; Appositives and Appositive Phrases..... | 89 | Cumulative Review: Units 1–7..... | 172 |
| 3.21 Infinitives and Infinitive Phrases | 91 | Unit 8 Using Pronouns Correctly | |
| 3.22 Distinguishing Participial, Gerund, and Infinitive Phrases | 93 | 8.53 Case of Personal Pronouns | 175 |
| Unit 3 Review | 95 | 8.54 Pronouns with and as Appositives; After <i>Than</i> and <i>As</i> | 177 |
| Cumulative Review: Units 1–3..... | 96 | 8.55 Reflexive and Intensive Pronouns..... | 179 |
| Unit 4 Clauses and Sentence Structure | | 8.56 <i>Who</i> and <i>Whom</i> in Questions and Subordinate Clauses..... | 181 |
| 4.23 Main and Subordinate Clauses | 97 | 8.57 Agreement in Number and Gender and with Collective Nouns | 183 |
| 4.24 Simple and Compound Sentences | 99 | 8.58 Agreement in Person..... | 185 |
| 4.25 Complex and Compound-Complex Sentences | 101 | 8.59 Agreement with Indefinite Pronoun Antecedents..... | 187 |
| 4.26 Adjective Clauses | 103 | 8.60 Clear Pronoun Reference | 189 |
| 4.27 Adverb Clauses..... | 105 | Unit 8 Review | 191 |
| 4.28 Noun Clauses..... | 107 | Cumulative Review: Units 1–8..... | 192 |
| 4.29 Kinds of Sentences | 109 | | |
| 4.30 Sentence Fragments | 111 | | |
| 4.31 Run-on Sentences..... | 113 | | |
| Unit 4 Review | 115 | | |
| Cumulative Review: Units 1–4 | 116 | | |

| | |
|--|-----|
| Unit 9 Using Modifiers Correctly | |
| 9.61 Modifiers: Three Degrees of Comparison | 195 |
| 9.62 Modifiers: Irregular Comparisons..... | 197 |
| 9.63 Modifiers: Double and Incomplete Comparisons..... | 199 |
| 9.64 Using <i>Good</i> or <i>Well</i> ; <i>Bad</i> or <i>Badly</i> | 201 |
| 9.65 Double Negatives..... | 203 |
| 9.66 Misplaced and Dangling Modifiers | 207 |
| Unit 9 Review | 211 |
| Cumulative Review: Units 1–9..... | 212 |

Part 2 Usage215

Unit 10 Usage Glossary

| | |
|---|-----|
| 10.67 Usage: <i>a</i> to <i>altogether</i> | 217 |
| 10.68 Usage: <i>allusion</i> to <i>could of</i> | 219 |
| 10.69 Usage: <i>different from</i> to <i>irregardless</i> | 221 |
| 10.70 Usage: <i>this kind</i> to <i>reason is because</i> | 223 |
| 10.71 Usage: <i>respectfully</i> to <i>whom</i> | 225 |
| Unit 10 Review | 227 |
| Cumulative Review: Units 1–10 | 228 |

Part 3 Mechanics231

Unit 11 Capitalization

| | |
|--|-----|
| 11.72 Capitalization of Sentences and the Pronoun <i>I</i> | 233 |
| 11.73 Capitalization of Proper Nouns | 235 |
| 11.74 Capitalization of Proper Adjectives..... | 237 |
| Unit 11 Review | 239 |
| Cumulative Review: Units 1–11 | 240 |

Unit 12 Punctuation, Abbreviations, and Numbers

| | |
|--|-----|
| 12.75 End Punctuation: Period, Exclamation Point, and Question Mark..... | 243 |
| 12.76 Colons | 245 |
| 12.77 Semicolons | 247 |
| 12.78 Commas and Compound Sentences | 249 |
| 12.79 Commas in a Series and between Coordinate Adjectives..... | 251 |
| 12.80 Commas with Nonessential Elements, Interjections, Parenthetical Expressions, and Conjunctive Adverbs | 253 |
| 12.81 Commas and Introductory Phrases..... | 255 |
| 12.82 Commas and Adverb Clauses and Antithetical Phrases | 257 |
| 12.83 Commas with Titles, Addresses, and Numbers | 259 |
| 12.84 Commas with Direct Address, Tag Questions, and Letter Writing | 261 |
| 12.85 Misuse of Commas | 263 |
| 12.86 Commas in Review..... | 265 |
| 12.87 Dashes to Signal Change and to Emphasize | 267 |
| 12.88 Parentheses, Brackets, and Ellipsis Points | 269 |
| 12.89 Quotation Marks for Direct Quotations.... | 271 |
| 12.90 Quotation Marks: Other Uses | 273 |

| | |
|-------------------------------------|-----|
| 12.91 Italics (Underlining)..... | 275 |
| 12.92 The Apostrophe..... | 277 |
| 12.93 The Hyphen..... | 279 |
| 12.94 Abbreviations | 281 |
| 12.95 Numbers and Numerals | 283 |
| Unit 12 Review | 285 |
| Cumulative Review: Units 1–12 | 286 |

Part 4 Vocabulary and Spelling.....289

Unit 13 Vocabulary and Spelling

| | |
|---|-----|
| 13.96 Building Vocabulary: Learning Words from Context..... | 291 |
| 13.97 Building Vocabulary: Word Roots..... | 293 |
| 13.98 Building Vocabulary: Prefixes and Suffixes..... | 295 |
| 13.99 Basic Spelling Rules: I | 297 |
| 13.100 Basic Spelling Rules: II | 299 |
| Review: Building Vocabulary | 301 |
| Review: Basic Spelling Rules | 303 |

Part 5 Composition305

Unit 14 Composition

| | |
|--|-----|
| 14.101 The Writing Process: Prewriting | 307 |
| 14.102 The Writing Process: Drafting | 311 |
| 14.103 The Writing Process: Revising | 315 |
| 14.104 The Writing Process: Editing | 319 |
| 14.105 The Writing Process: Presenting | 321 |
| 14.106 Outlining | 323 |
| 14.107 Writing Effective Sentences | 325 |
| 14.108 Building Paragraphs | 329 |
| 14.109 Paragraph Ordering | 333 |
| 14.110 Personal Letters | 335 |
| 14.111 Business Letters: Letters of Request and Complaint..... | 339 |
| 14.112 Business Letters: Résumés and Cover Letters | 341 |
| Index | 343 |



Handbook of Definitions and Rules



PARTS OF SPEECH

Nouns

1. A **singular noun** is a word that names one person, place, thing, or idea: brother, classroom, piglet, and joy. A **plural noun** names more than one person, place, thing, or idea: brothers, classrooms, piglets, and joys.
2. To help you determine whether a word in a sentence is a noun, try adding it to the following sentences. Nouns will fit in at least one of these sentences:
I know something about _____. I know something about a(n) _____.
I know something about **brothers**. I know something about a **classroom**.
3. A **collective noun** names a group. When the collective noun refers to the group as a whole, it is singular. When it refers to the individual group members, the collective noun is plural.
The class meets two days a week. (singular)
The board of trustees come from all walks of life. (plural)
4. A **common noun** names a general class of people, places, things, or ideas: soldier, country, month, or theory. A **proper noun** specifies a particular person, place, thing, event, or idea. Proper nouns are always capitalized: **General Schwartzkopf, America, July, or Big Bang**.
5. A **concrete noun** names an object that occupies space or that can be recognized by any of the senses: tuba, music, potato, and aroma. An **abstract noun** names an idea, a quality, or a characteristic: courage, sanity, power, and memory.
6. A **possessive noun** shows possession, ownership, or the relationship between two nouns: Raul's house, the cat's fur, and the girls' soccer ball.

Pronouns

1. A **pronoun** takes the place of a noun, a group of words acting as a noun, or another pronoun.
2. A **personal pronoun** refers to a specific person or thing. **First person** personal pronouns refer to the speaker, **second person** pronouns refer to the one spoken to, and **third person** pronouns refer to the one spoken about.

| | Nominative Case | Possessive Case | Objective Case |
|-------------------------|------------------------|------------------------|-----------------------|
| First Person, Singular | I | my, mine | me |
| First Person, Plural | we | our, ours | us |
| Second Person, Singular | you | your, yours | you |
| Second Person, Plural | you | your, yours | you |
| Third Person, Singular | he, she, it | his, her, hers, its | him, her, it |
| Third Person, Plural | they | their, theirs | them |

3. A **reflexive pronoun** refers to the subject of the sentence. An **intensive pronoun** adds emphasis to a noun or another pronoun. A **demonstrative pronoun** points out specific persons, places, things, or ideas.
Reflexive: **They** psyched **themselves** up for the football game.
Intensive: **Freddie himself** asked Julie out.
Demonstrative: **That** is a good idea! **Those** are my friends.
4. An **interrogative pronoun** is used to form questions. A **relative pronoun** is used to introduce a subordinate clause. An **indefinite pronoun** refers to persons, places, or things in a more general way than a noun does.
Interrogative: **Which** is your choice? With **whom** were you playing video games?

Relative: The cake **that** we baked was delicious.

Indefinite: **Everyone** has already voted. **No one** should enter without knocking.

5. The **antecedent** of a pronoun is the word or group of words referred to by the pronoun. **Ben** rode **his** bike to school. (*Ben* is the antecedent of *his*.)

Verbs

1. A **verb** is a word that expresses action or a state of being and is necessary to make a statement. Most verbs will fit one or more of these sentences:

We _____. We _____ loyal. We _____ it. It _____.
 We **sleep**. We **remain** loyal. We **love** it! It **snowed**.

2. An **action verb** tells what someone or something does. The two types of action verbs are transitive and intransitive. A **transitive verb** is followed by a word or words that answer the question *what?* or *whom?* An **intransitive verb** is not followed by a word that answers *what?* or *whom?*

Transitive: Children **trust** their parents.

The puppy **carried** the bone away.

Intransitive: The team **played** poorly.

The light **burned** brightly.

3. A **linking verb** links, or joins, the subject of a sentence with an adjective, a noun, or a pronoun.
 The concert **was** loud. (adjective) I **am** a good card player. (noun)

4. A **verb phrase** consists of a main verb and all its **auxiliary**, or helping, verbs.
 My stomach **has been growling** all morning. I **am waiting** for a letter.

5. Verbs have four **principal parts** or forms: base, past, present participle, and past participle.

Base: I **eat**. Present Participle: I am **eating**.

Past: I **ate**. Past Participle: I have **eaten**.

6. The principal parts are used to form six verb tenses. The **tense** of a verb expresses time.

Simple Tenses

Present Tense: She **eats**. (present or habitual action)

Past Tense: She **ate**. (action completed in the past)

Future Tense: She **will eat**. (action to be done in the future)

Perfect Tenses

Present Perfect Tense: She **has eaten**. (action done at some indefinite time or still in effect)

Past Perfect Tense: She **had eaten**. (action completed before some other past action)

Future Perfect Tense: She **will have eaten**. (action to be completed before some future time)

7. **Irregular verbs** form their past and past participle without adding *-ed* to the base form.

PRINCIPAL PARTS OF IRREGULAR VERBS

| Base | Past | Past Participle | Base | Past | Past Participle |
|--------|-----------|----------------------|--------|--------|-----------------|
| be | was, were | been | catch | caught | caught |
| beat | beat | beaten | choose | chose | chosen |
| become | became | become | come | came | come |
| begin | began | begun | do | did | done |
| bite | bit | bitten <i>or</i> bit | draw | drew | drawn |
| blow | blew | blown | drink | drank | drunk |
| break | broke | broken | drive | drove | driven |
| bring | brought | brought | eat | ate | eaten |

| Base Form | Past Form | Past Participle | Base Form | Past Form | Past Participle |
|-----------|--------------------------|--------------------------|-----------|----------------------------|------------------------------|
| fall | fell | fallen | run | ran | run |
| feel | felt | felt | say | said | said |
| find | found | found | see | saw | seen |
| fly | flew | flown | set | set | set |
| freeze | froze | frozen | shrink | shrank <i>or</i> shrunk | shrunk <i>or</i> shrunken |
| get | got | got <i>or</i> gotten | sing | sang | sung |
| give | gave | given | sit | sat | sat |
| go | went | gone | speak | spoke | spoken |
| grow | grew | grown | spring | sprang <i>or</i> sprung | sprung |
| hang | hung <i>or</i> hanged | hung <i>or</i> hanged | steal | stole | stolen |
| have | had | had | swim | swam | swum |
| know | knew | known | take | took | taken |
| lay | laid | laid | tear | tore | torn |
| lead | led | led | tell | told | told |
| lend | lent | lent | think | thought | thought |
| lie | lay | lain | throw | threw | thrown |
| lose | lost | lost | wear | wore | worn |
| put | put | put | win | won | won |
| ride | rode | ridden | write | wrote | written |
| ring | rang | rung | | | |
| rise | rose | risen | | | |

8. **Progressive forms** of verbs, combined with a form of *be*, express a continuing action. **Emphatic forms**, combined with a form of *do*, add emphasis or form questions.

Kari **is scratching** the cat.

Loni **has been washing** the walls.

We **do support** our hometown heroes. (present) He **did want** that dinner. (past)

9. The **voice** of a verb shows whether the subject performs the action or receives the action of the verb. The **active voice** occurs when the subject performs the action. The **passive voice** occurs when the action of the verb is performed on the subject.

The owl **swooped** upon its prey. (active) The ice cream **was scooped** by the cashier. (passive)

10. A verb can express one of three moods. The **indicative mood** makes a statement or asks a question. The **imperative mood** expresses a command or request. The **subjunctive mood** indirectly expresses a demand, recommendation, suggestion, statement of necessity, or a condition contrary to fact.

I **am** overjoyed. (indicative) **Stop** the car. (imperative)

If I **were** angry, I would not have let you in. (subjunctive)

Adjectives

1. An **adjective** modifies a noun or pronoun by giving a descriptive or specific detail. Adjectives can usually show comparisons. (See Using Modifiers Correctly on pages 9 and 10.)

cold winter **colder** winter **coldest** winter

2. Most adjectives will fit this sentence:
The _____ one looks very _____.
The **dusty** one looks very **old**.

3. Articles are the adjectives *a*, *an*, and *the*. Articles do not meet the above test for adjectives.

- A **proper adjective** is formed from a proper noun and begins with a capital letter.
Marijka wore a **Ukrainian** costume. He was a **Danish** prince.
- An adjective used as an **object complement** follows and describes a direct object.
My aunt considers me **funny**.

Adverbs

- An **adverb** modifies a verb, an adjective, or another adverb. Most adverbs can show comparisons. (See Using Modifiers Correctly on pages 9 and 10.)
 - Adverbs that tell how, where, when, or to what degree modify verbs or verbals.
The band stepped **lively**. (how) Maria writes **frequently**. (when)
Put the piano **here**. (where) We were **thoroughly** entertained. (to what degree)
 - Adverbs of degree strengthen or weaken the adjectives or other adverbs that they modify.
A **very** happy fan cheered. (modifies adjective) She spoke **too** fast. (modifies adverb)
- Many adverbs fit these sentences:
She thinks _____. She thinks _____ fast. She _____ thinks fast.
She thinks **quickly**. She thinks **unusually** fast. She **seldom** thinks fast.

Prepositions, Conjunctions, and Interjections

- A **preposition** shows the relationship of a noun or a pronoun to some other word. A **compound preposition** is made up of more than one word.
The first group **of** students arrived. They skated **in spite of** the cold weather.
- Some common prepositions include these: *about, above, across, after, against, along, among, around, at, before, behind, below, beneath, beside, besides, between, beyond, but, by, concerning, down, during, except, for, from, into, like, near, of, off, on, out, outside, over, past, round, since, through, till, to, toward, under, underneath, until, up, upon, with, within, without.*
- A **conjunction** is a word that joins single words or groups of words. A **coordinating conjunction** joins words or groups of words that have equal grammatical weight. **Correlative conjunctions** work in pairs to join words and groups of words of equal weight. A **subordinating conjunction** joins two clauses in such a way as to make one grammatically dependent on the other.
Coordinating conjunction: He **and** I talked for hours.
Correlative conjunctions: Russ wants **either** a cat **or** a dog.
Subordinating conjunction: We ate lunch **when** it was ready.
- A **conjunctive adverb** clarifies a relationship.
He did not like cold weather; **nevertheless**, he shoveled the snow.
- An **interjection** is an unrelated word or phrase that expresses emotion or exclamation.
Wow, that was cool! **Aha!** You fell right into my trap!

PARTS OF THE SENTENCE

Subjects and Predicates

- The **simple subject** is the key noun or pronoun that tells what the sentence is about. A **compound subject** is made up of two or more simple subjects that are joined by a conjunction and have the same verb.
My **father** snores. My **mother and I** can't sleep.

- The **simple predicate** is the verb or verb phrase that expresses the essential thought about the subject of the sentence. A **compound predicate** is made up of two or more verbs or verb phrases that are joined by a conjunction and have the same subject.
The night **was** cold. The elves **sang and danced** in the flower garden.
- The **complete subject** consists of the simple subject and all the words that modify it.
The bright lights of the city burned intensely. **The warm, soothing fire** kept us warm.
- The **complete predicate** consists of the simple predicate and all the words that modify it or complete its meaning.
Dinosaurs **died out 65 million years ago**. The sun **provides heat for the earth**.
- Usually the subject comes before the predicate in a sentence. In inverted sentences, all or part of the predicate precedes the subject.
There **are** two **muffins** on the plate. Over the field **soared the glider**.

Complements

- A **complement** is a word or group of words that complete the meaning of the verb. There are four kinds of complements: direct objects, indirect objects, object complements, and subject complements.
- A **direct object** answers *what?* or *whom?* after an action verb.
Sammi ate the **turkey**. (Sammi ate what?)
Carlos watched his **sister** in the school play. (Carlos watched whom?)
- An **indirect object** receives what the direct object names.
Marie wrote **June** a letter. George Washington gave his **troops** orders.
- A **subject complement** follows a subject and a linking verb and identifies or describes the subject. A **predicate nominative** is a noun or pronoun that follows a linking verb and further identifies the subject. A **predicate adjective** follows a linking verb and further describes the subject.
Predicate Nominative: The best football player is **Jacob**.
Predicate Adjective: The people have been very **patient**.
- An **object complement** describes or renames a direct object.
Object Complement: Ami found the man **handsome**.
Object Complement: Carlo thought the woman a **genius**.

PHRASES

- A **phrase** is a group of words that acts in a sentence as a single part of speech.
- A **prepositional phrase** is a group of words that begins with a preposition and usually ends with a noun or pronoun called the **object of the preposition**. A prepositional phrase can modify a noun or a pronoun, a verb, an adjective, or an adverb.
One of my favorite meals is pigs **in a blanket**. (modifies the noun *pigs*)
The supersonic jet soared **into the sky**. (modifies the verb *soared*)
The love of a household pet can be valuable **for a family**. (modifies the adjective *valuable*)
The child reads well **for a six year old**. (modifies the adverb *well*)
- An **appositive** is a noun or a pronoun that is placed next to another noun or pronoun to identify it or give more information about it. An **appositive phrase** is an appositive plus its modifiers.
My grandfather **Géza** takes me fishing. C.S. Lewis, **my favorite author**, lived in England.