



LANGUAGE ARTS

STUDENT BOOK

▶ **7th Grade** | Unit 6

Language Arts 706

The Mechanics of English

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The Mechanics of English

Introduction

When God created you, He gave you the ability to learn how to *read*, to *write*, to *speak*, and to *listen*. The language arts LIFEPAcs you have used this year have helped you to develop these language skills. In this LIFEPAc® you will concentrate on your writing ability.

To improve your skills in the art of writing, you need to understand certain basic rules that will simplify the writing process. The memorization of rules, however, is meaningless without applying those rules in your day-to-day use of written language. Everyone wishes to be understood; and, to properly communicate ideas to others, one must draw from a reserve of grammatical and mechanical skills. By the time you have completed this LIFEPAc, you should feel more confident in your ability to express yourself clearly and precisely in writing.

You will first study the correct use of capitalization. Then you will study when and how to use internal punctuation such as the apostrophe, quotation marks, parentheses, hyphen, and the comma. You will also study about modifiers and how to use them when you write.

The use of coordination and subordination is not for beginners. At your level of study, you are ready to learn how to use these writing concepts. You will study them in the last section of this LIFEPAc. Do your best to master all areas of study because they are skills you will use for the rest of your life.

Objectives

Read these objectives. The objectives tell you what you will be able to do when you have successfully completed this LIFEPAc. When you have finished this LIFEPAc, you should be able to:

1. Capitalize words correctly.
2. Identify and correctly use the following internal punctuation: apostrophe, quotation marks, parentheses, and hyphen.
3. Explain the correct use of commas in introductory words and phrases, with coordinating conjunctions, with nonessential elements, and in series.
4. Define and correctly use subjects and predicates when writing.
5. Define and correctly use complements when writing.
6. Define and correctly use modifiers when writing.
7. Describe and correctly use coordination when writing.
8. Describe and correctly use subordination when writing.
9. Identify and correctly use relative clauses when writing.
10. Define words.
11. Spell new words.
12. Write clear sentences.

1. THE MECHANICS OF ENGLISH: PART I

In this section you will learn and review the correct usage of **capitalization**. Study this skill carefully. It will add much to your writing ability.

Spelling is also an important part of writing. Study the spelling lesson to increase your knowledge of spelling.

SECTION OBJECTIVES

Review these objectives. When you have completed this section, you should be able to:

1. Capitalize words correctly.
11. Spell new words.

VOCABULARY

Study these words to enhance your learning success in this section.

capitalize (kap' u tu līz). Write or print with a capital letter, especially the first letter of a word.

direct quotation (du rekt' kwō tā' shun). Telling what a person said by using her exact words.

document (dok' yu munt). Something written or printed that gives information or proves a fact.

modify (mod' u fi). Change; limit the meaning of; adjectives modify nouns.

proper noun (prop' ur noun). The name of a specific person, place, or thing; proper nouns are capitalized.

Note: All vocabulary words in this LIFEPAK appear in **boldface** print the first time they are used. If you are not sure of the meaning when you are reading, study the definitions given.

Pronunciation Key: hat, āge, cāre, fār; let, ēqual, tērm; it, īce; hot, ōpen, ōrder; oil; out; cup, pūt, rüle; child; long; thin; /ʒh/ for then; /zh/ for measure; /u/ represents /a/ in about, /e/ in taken, /i/ in pencil, /o/ in lemon, and /u/ in circus.

CAPITAL LETTERS

How well can you write? Is your writing ability good, average, or poor? Would you like to improve your writing? Good writers know when to use capital letters; consequently, they also know when *not* to use capital letters. As you study the information in this section, be sure you understand when to use capital letters.

To help you understand when to use capital letters, the following rules will be studied.

1. **Capitalize** the first word of a sentence.
Note: The word *capitalize* refers only to the first letter in a word.

Examples:

- The weather is nice today.
 - Do you like popcorn?
2. Capitalize the first word of a **direct quotation**.

Examples:

- And God said, "Let there be light"; and there was light.
- She answered, "Yes, I do."

3. Capitalize the first word of a line of poetry.

Examples:

- / wish I were a fish.
Swimming in the sea.
Don't you wish you were a bird
Looking from a tree?

4. Capitalize the names of people and products (**proper nouns**).

Examples:

- John, Mary Johnston, Clyde R. Ferguson
- Coca Cola, Ajax, General Electric

Do NOT capitalize: boy, girl, man, soda pop, cleanser, refrigerator

5. Capitalize words that refer to specific groups of people (proper adjectives).

Examples: Canadians, Christian, Baptist

Do NOT capitalize: people, religion, denomination

6. Capitalize geographical names (proper nouns).

Examples:

- Elm Avenue, Phoenix, Minnesota, France, Atlantic Ocean, Rockies, Lake Michigan

Do NOT capitalize: street, city, state, country, ocean, mountain, lake

7. Capitalize the names of schools, parks, buildings, organizations, and so forth (proper nouns).

Examples: Friendship Christian School, Lincoln Park, Congress, Prince of Peace Church, Boy Scouts

Do NOT capitalize: school, park, building, church, club



Capitalize all the words that need capitalizing by underlining the correct letter. Refer to Rules 1 through 7 if you have questions.

1.1 whenever i hear the poem "the night before christmas," a special feeling comes over me. this year on december 23, my parents, john, cindy, and i are leaving for arizona to visit my grandparents. they live at 1655 north lincoln road in phoenix, arizona. on christmas eve we shall attend the special service at the first christian church. later, we shall return with my grandparents, mr. and mrs. simpson, to open gifts.

Underline all letters that should be capitalized, but are not capitalized. Circle all letters that should not be capitalized but are.

Example: we go to School near Ardmore park.

1.2 John said to ted, "please give me the wrench."

1.3 last summer we went to colorado and visited Denver, Vail, and two other Cities.

1.4 The scene I'd like to see

is an elephant in a tree.

He'd be looking for his kite

wouldn't that be a sight?

1.5 Mary and She drank pepsi as they watched the Football game.

- 1.6 do you like french fried potatoes?
- 1.7 Have you ever seen the Pacific ocean?
- 1.8 My Family is from farmington, west Virginia.
- 1.9 Washington school is located on Main street.
- 1.10 Many of the members of our Church Youth Group are also members of the Philadelphia youth band.
- 1.11 My family attends Trinity Lutheran church.
8. Capitalize days of the week, months, holidays, and holy days (proper nouns).
Examples: *Wednesday, April, Labor Day, Good Friday*
Do NOT capitalize: day, month, holiday
9. Capitalize historical periods, events, dates, and **documents** (proper nouns).
Examples: *Renaissance, Korean War, Summer of 1850, Declaration of Independence, July 4, 1776*
 ■ *Do NOT capitalize:* summer, winter, spring, fall when used alone.
10. Capitalize personal titles (proper nouns).
Examples: *Mister Jones, Uncle Fred, President Jefferson, Professor Higgins, Queen Victoria, Pastor Davis, Dr. Thomas, Mrs. Fields*
Do NOT capitalize: mother, father, uncle, aunt, doctor, or pastor when used in this way: I asked my mother . . . , I asked my doctor . . . , and so forth. Capitalize mother and father, when used as a name: I asked *Mother* . . . , I told *Father* . . . , and so on.
11. Capitalize the main words in titles.
Examples: *“Amazing Grace”, “Song of Solomon”, “Treasure Island”*
12. The pronoun I is always capitalized (proper pronoun).
Example: John and *I* are good friends.
13. Capitalize the Deity (God) and words which refer to God (proper nouns and personal pronouns).
Examples: God, Father, Son, Holy Spirit, He, Him, His
14. Capitalize the names of languages (proper nouns and adjectives).
Examples: *English, French, Spanish, Chinese, Latin*
15. Capitalize the names of school subjects with numbers after them (proper nouns).
Examples: *Algebra 1, Religion III, French, English*
Do NOT capitalize: mathematics, history, art



Underline all letters that should be capitalized, but are not. Circle all letters that should not be capitalized, but are.

- 1.12 The second friday in june is the last Day of school.
- 1.13 World war II was fought in the twentieth century.
- 1.14 The U.S. constitution is a blueprint of our Government.
- 1.15 I asked mother if my Father was home yet.
- 1.16 "The gift of the Magi" is my favorite short story.
- 1.17 Doreen and i frequently went swimming last Summer.
- 1.18 The holy trinity consists of God the father, the Son, and the Holy spirit.
- 1.19 Do You understand spanish?
- 1.20 My older brother is taking algebra 2, english, Wood Shop, History, Physical Education, and religion at his high school.
- 1.21 Christmas is both a Holiday and a holy day.

Use correct capitalization in these activities.

1.22 Write a sentence that uses a direct quotation. _____

1.23 Write a poem that has four lines.

1.24 Use the names of three people in a sentence. _____

1.25 Use the names of three brands of potato chips in a sentence. _____

1.26 Write a sentence that uses two words which refer to people (French, Christian, Roman, and so forth). _____

1.27 Write your full address, including street, city, state, and country.

1.28 Write the name of an ocean, a mountain range, a lake, and a river.

1.29 Write the full name of your school. _____

1.30 Write a sentence that uses a day of the week, a month, and the name of a holiday or holy day. _____

1.31 Write the names of an important document, historical period, and important event.

1.32 Write the titles and names of your pastor, principal, and teacher. _____

1.33 Write a sentence using the word *mother* or *father* as a proper noun.

1.34 Write the title of your favorite song. _____

1.35 Write a sentence that refers to God. _____

1.36 Write the names of three languages. _____



Use capital letters wherever necessary in the following paragraphs.

1.37 vacationing this summer in the state of virginia, my family and i saw the blue ridge mountains. dad drove our camper through miles of back roads to reach the peaks of otter, a spectacular campground.

“wait for me,” i shouted, as we raced for lake monroe.

“last one in washes the dishes,” teased my older brother timothy, as he dashed ahead.

soon, we met a family from evanston, illinois who quickly became our friends. dr. miller had come to charlottesville to serve on the faculty at the university of virginia. the millers planned to stay in virginia through june, july, and august. their daughters, mary and linda, taught me to water ski.

together we spent many pleasant hours exploring the shenandoah valley. we saw the natural bridge, president woodrow wilson’s home in staunton, and visited the campus of washington and lee in lexington. what impressed me most was general robert e. lee’s horse, traveler, whose skeletal remains were perfectly preserved and enclosed in a glass showcase.

TEACHER CHECK

_____ initials

_____ date

Work this puzzle.

1.38 Crostic puzzles are fun to do, and they help a person to improve his or her vocabulary. In this LIFE PAC you will have one Bible crostic puzzle.*

Follow these directions.

- a. Begin at letter A.
- b. From each definition decide what the word should be and write it in the blank spaces opposite the definition. Put one letter in each space.
- c. Each space has a number under it. Transfer the letter you wrote in each space to the corresponding box with the same number over it at the other part of the puzzle.
- d. When you finish, you will have a familiar Bible quotation in the boxes.

- A. God 18 43 20 21 3 16 19
- B. The place where God dwells 4 5 30 31 7 10
- C. Its square root is three or $3 \times 3 =$ _____ 11 9 13 23
- D. Four fingers and a thumb 26 35 33 17
- E. Under 6 27 2 32 42 25 28
- F. Not loose 38 12 15 45 22
- G. Short for Edward 41 37
- H. What you do with a shovel 24 1 14
- I. Receive 8 29 44
- J. Female chickens that lay eggs 39 40 36 34

***Devised by Geraldine Jaffe**

BIBLE CROSTIC PUZZLE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<input type="checkbox"/>																
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
<input type="checkbox"/>																
35	36	37	38	39	40	41	42	43	44	45						
<input type="checkbox"/>																

SPELLING

The spelling words in Spelling Words-1 are either adjectives or adverbs. Adjectives and adverbs are called modifiers. You will study modifiers later in this LIFE PAC. Some adverbs have endings that change the word from an adjective to an adverb.

Spelling Words-1		
quick*	finally**	quietly**
quickly**	slow*	backward***
careful*	slowly**	friendly***
carefully**	happy*	early***
extreme*	happier***	daily***
extremely**	happily**	somewhat**
angry*	quiet*	already**
final*	quieter***	fast***

The adjectives in Spelling Words-1 are followed by one asterisk, the adverbs by two. Those words with three asterisks can be used as either an adjective or an adverb.

Remember that in sentences, adjectives usually **modify** nouns (things), and adverbs modify verbs (actions).



Write each spelling word in its appropriate column.

1.39

Adjectives

Adverbs

Adjective or Adverb

Answer this question.

1.40 What endings are on the adverbs in Spelling Words-1?

a. _____ and b. _____

**Write sentences using words from Spelling Words-1.****1.41** Write three sentences using three different adjectives.

- a. _____
- b. _____
- c. _____

1.42 Write three sentences using three different adverbs.

- a. _____
- b. _____
- c. _____

1.43 Write three sentences using three different words that can be used as either adjectives or adverbs.

- a. _____
- b. _____
- c. _____

**Ask your teacher to give you a practice spelling test of Spelling Words-1.** Restudy the words you missed.**Review the material in this section in preparation for the Self Test.** The Self Test will check your mastery of this particular section. The items missed on this Self Test will indicate specific areas where restudy is needed for mastery.

SELF TEST 1

Write true or false (each answer, 2 points).

- 1.01** _____ Proper nouns are always capitalized.
- 1.02** _____ The first word of a direct quotation is never capitalized.
- 1.03** _____ Words which refer to the Deity are seldom capitalized.
- 1.04** _____ The words *mother* and *father* are always capitalized.
- 1.05** _____ Always capitalize geographical names.

Match these items (each answer, 3 points).

- 1.06 _____ first word of a sentence a. capitalized
1.07 _____ first word of a direct quotation b. not capitalized
1.08 _____ first word of a line of poetry
1.09 _____ all words in titles
1.010 _____ all pronouns

Match these items (each answer, 3 points).

- 1.011 _____ ajax, general electric a. capitalized
1.012 _____ mother, aunt, uncle b. not capitalized
1.013 _____ americans, methodists
1.014 _____ first national bank
1.015 _____ railroad park
1.016 _____ mediterranean sea
1.017 _____ denomination

Underline all words that should be capitalized but are not. Circle all words that should not be capitalized but are (each answer, 1 point).

- 1.018 Bill said, "today is friday."
1.019 Our Family enjoys german food.
1.020 The Midville library is located near the Park on Elm avenue.
1.021 This Winter, father is going to buy us a sled.
1.022 Next year i'm going to study latin.

45 57	SCORE _____	TEACHER _____	initials	date
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ABC Take your spelling test of Spelling Words-1.



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