
Contents

UNIT I

Pretest—separate booklet

- Effective Sentences 3
- Kinds of Sentences 4
- Ending Sentences Correctly 5
- Using Capital Letters 6
- Punctuating Sentences 7
- Recognizing Sentences 8
- Recognizing Subjects of Sentences 9
- Recognizing Nouns 10
- Singular and Plural Nouns 11
- Possessive Forms of Nouns 12
- Recognizing Pronouns 13
- Using We and Us in Sentences 14
- Using Pronouns in Pairs 15
- Using Pronouns After *Is* and *Was* 16
- Using Proper Word Forms 17
- Remembering What We Have Learned 18

Post Test—separate booklet

UNIT II

Pretest—separate booklet

- Writing Sentences 19
- Recognizing Sentences in Paragraphs 20
- Recognizing Parts of Sentences 21
- Recognizing Verbs 22
- Principal Parts of Verbs 23
- Using Proper Verb Forms 24
- Using *Is*, *Are*, *Was*, and *Were* 25
- Using Proper Verb Forms 26
- Expressions to Be Avoided 27
- Writing Quotations 28
- Using Punctuation Marks 29
- Using Capital Letters 30
- Using Contractions 31
- Using *Sit* and *Set*,
Lie and *Lay* 32
- Using Proper Verb Forms 33

- Remembering What We Have Learned 34

Post Test—separate booklet

UNIT III

Pretest—separate booklet

- Writing Titles 35
- Outlining 36
- Topic Sentences 37
- Writing Topic Sentences 38
- Writing Paragraphs 39
- Writing Quotations 40
- Alphabetizing Words 41
- Using the Dictionary 42
- Dividing Words into Syllables 43
- Choosing Homophones 44
- Using Proper Verb Forms 45
- Reviewing Sentences 46
- Reviewing Capitalization and Punctuation 47
- Reviewing Proper Word Forms 48
- Reviewing Study of Words 49
- Reviewing the Paragraph 50
- Remembering What We Have Learned 51

Post Test—separate booklet

UNIT IV

Pretest—separate booklet

- Writing Quotations 70
 - Using Periods in Writing Abbreviations 71
 - Writing Titles of Courtesy 72
 - Parts of a Friendly Letter 73
 - Writing a Friendly Letter 74
 - Parts of a Business Letter 75
 - Writing a Business Letter 76
 - Addressing Envelopes 77
 - Capitalization and Punctuation 78
 - Recognizing and Using Pronouns 79
 - Using *I* or *Me* With Other Nouns and Pronouns 80
-