
Contents

UNIT I

Pretest—separate booklet

- Effective Sentences 3
- Kinds of Sentences 4
- The Complete Subject 5
- The Complete Predicate 6
- The Complete Sentence 7
- Recognizing Sentences 8
- The Simple Subject 9
- The Simple Predicate 10
- Kinds of Nouns 11
- Singular and Plural Nouns 12
- Common Abbreviations 13
- Capitalization 14
- Using Commas 15
- Choosing Proper Forms 16
- Writing Sentences 17
- Remembering What We Have Learned 18

Post Test—separate booklet

UNIT II

Pretest—separate booklet

- Writing Effective Sentences 19
- Recognizing Pronouns 20
- Pronouns as Subjects 21
- Pronouns for Nouns 22
- Proper Use of Pronouns 23
- Using *Who* and *Which* 24
- Choosing Proper Forms 25
- Capitalization 26
- Punctuation 27
- Using the Dictionary—Finding Words 28
- Using the Dictionary—Guide Words 29
- Word Division 30
- Recognizing Sentences in a Paragraph 31
- Making Outlines 32
- Writing Paragraphs 33
- Remembering What We Have Learned 34

Post Test—separate booklet

UNIT III

Pretest—separate booklet

- Writing Quotations 35
- Recognizing Verbs 36
- Verbs and Verb Phrases 37
- Principal Parts of Verbs 38
- Using *Break* and *Speak* 39
- Subjects and Verbs 40
- Hidden Subjects and Verbs 41
- Separated Verb Phrases 42
- Agreement of Verb With Subject 43
- Agreement of Verb With Subject 44
- Contractions 45
- Reviewing Sentences 46
- Reviewing Nouns and Pronouns 47
- Reviewing Verbs 48
- Reviewing Proper Forms 49
- Reviewing Capitalization and Punctuation 50
- Remembering What We Have Learned 51

Post Test—separate booklet

UNIT IV

Pretest—separate booklet

- Writing a Story 68
 - Recognizing Adjectives 69
 - Using Adjectives 70
 - Choosing Synonyms 71
 - Possessive Nouns and Pronouns 72
 - Using *A* and *An* 73
 - Adverbs That Modify Verbs 74
 - Recognizing Adverbs 75
 - More About Adverbs 76
 - Better Speech 77
 - Adverbs and Adjectives 78
 - Choosing Proper Forms 79
 - Word Division 80
 - Punctuation and Capitalization 81
 - Punctuating a Friendly Letter 82
-