

Step-by-Step  
Grammar  
Volume II:  
Basic Usage

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Summerbook Company  
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We wish to express our many thanks to Carol Johnson for her time  
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## How to Use This Book

**If you, the parent, need a review of English usage**, be certain to study the information found in the boxes in this book and in the lists at the back of the book.

**If your child's writing makes you cringe**, make certain he actually knows how to properly write each letter. Have your child write in pencil so that poorly written letters can be erased as often as necessary. Be firm and consistent as well as a good example.

**If you are using this book to teach your child English usage**, begin at the beginning. Do as many of each exercise as is necessary to thoroughly understand the concept being presented. Then do as many more as are necessary to produce proficiency. Remember, understanding and proficiency are NOT the same thing. Closely supervise your child's work. Repeated mistakes do NOT teach good writing habits.

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## **IMPORTANT!**

1. Students completing this book should have a **dictionary** and a **thesaurus** available to them. These two books are important tools for any writer, and students should become accustomed to using them. An optional tool for a student would be a **word book**. A word book is like a dictionary without all the definitions. It is a very convenient tool to use for spelling help.

2. Our language has adopted many words from other countries. The result is that almost all usage rules have exceptions. These exceptions can be very frustrating, especially to small children. The adult helping the child through the book should be as patient as possible.

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It is assumed that those using this book have completed *Step-by-Step Grammar Volume I: Basic Grammar* or a similar book and are familiar with the basics of English grammar.

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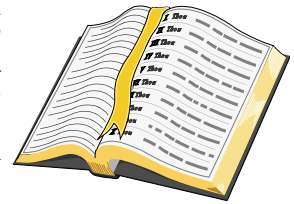
# The ***Most Important*** Thing You Can Ever Learn

## **What is the most important thing to know?**

Jesus said the most important thing to know is where you will be after you die. The Bible says, “It is appointed unto man once to die and, after this, the judgement” (Hebrews 9:27). When you stand before God and He passes judgement on you, will He send you to heaven or hell? The answer to that question is the most important thing you will ever learn.

## **How does God decide who goes to heaven?**

God says, “And there shall in no way enter into it anything that defileth, neither he that worketh abomination, or maketh a lie, but they who are written in the Lamb’s book of life” (Revelation 21:27). In other words, anyone who has ever broken *even one* of God’s laws cannot go to heaven. Every person has broken at least one of God’s laws. The Bible says, “For all have sinned and come short of the glory of God” (Romans 3:23).



## **Since everyone has broken God’s laws, is everyone going to hell?**

While it is true that every person *deserves* to go to hell, our loving God has made a way for us to get to heaven. In the Bible we are told, “For God so loved the world, that He gave His only begotten Son, that whosoever believeth in Him should not perish but have everlasting life” (John 3:16). Jesus came to this earth and lived a perfect life, keeping all of God’s laws. Then He died on the cross to take the punishment for your sins and mine.

## **How do I get to heaven?**

All you have to do is believe that Jesus took the punishment for your sins. God says, “For whosoever shall call upon the name of the Lord shall be saved” (Romans 10:13). Just talk to God and tell him that you know you have broken His laws which makes you a sinner. Tell Him you are sorry for your sin. Ask Him to come and take away your sin. God promised, “For whosoever shall call upon the name of the Lord *shall be saved.*” God has promised to hear your prayer when you ask Him to forgive you.

## **I still have more questions. Where can I find answers?**

God has put the answers to all your questions in the Bible. Many people begin reading the Bible at the beginning of the Gospel of John. If you do not have a Bible, you may call the Gideons and ask for a free Bible. They are listed in the white pages of your phone book. You can also look in the yellow pages for a church that has an AWANA club for boys and girls. They will help you learn about the Bible.

## Section One - The Dictionary

In *Step-by-Step Grammar Volume I: Basic Grammar* you learned about the different kinds of words that are put together to make sentences. You learned how to label those words and diagram the sentence. In other words, you learned how to *take apart* a sentence.

In this book you will learn how to *put together* a good sentence. When writing a good sentence, you will need to pay attention to details and to pay attention to each word. A **dictionary** is the authoritative book on words, and every writer should know how to use one.

### Dictionaries - Alphabetical Order

Dictionaries provide lots of information about words. They give us the definition, the pronunciation, the part of speech and other items, depending on the particular dictionary. Dictionaries list words in **alphabetical order**. When words begin with the same letter, **look at the next letter** to determine alphabetical order. If the second letter is the same, look at the third letter, etc.

Examples: *Ant* is before *apple* because *n* comes before *p*.  
*Another* is before *ant* because *o* is before *t*.

*Color the circle that shows where the word would be found in the dictionary.*

- Example:    ant                    ●front                    ○middle                    ○back
- |               |         |          |        |
|---------------|---------|----------|--------|
| 1. prepared   | ○ front | ○ middle | ○ back |
| 2. years      | ○ front | ○ middle | ○ back |
| 3. might      | ○ front | ○ middle | ○ back |
| 4. door       | ○ front | ○ middle | ○ back |
| 5. understand | ○ front | ○ middle | ○ back |
| 6. arms       | ○ front | ○ middle | ○ back |
| 7. name       | ○ front | ○ middle | ○ back |
| 8. windmill   | ○ front | ○ middle | ○ back |
| 9. operate    | ○ front | ○ middle | ○ back |



Number the words in alphabetical order.

Example:       2   ant  
                3   apple  
                1   another



_____ Adam	_____ know	_____ create
_____ Abel	_____ knowledge	_____ creature
_____ Amnon	_____ knock	_____ creation
_____ Adonai	_____ knew	_____ cream



_____ hand	_____ Daniel	_____ plant
_____ tongue	_____ David	_____ leaf
_____ leg	_____ Cain	_____ tree
_____ head	_____ Dan	_____ petal
_____ lip	_____ Joseph	_____ branch
_____ arm	_____ Caleb	_____ root
_____ heart	_____ Jacob	_____ twig
_____ tummy	_____ Darius	_____ pistil
_____ tonsils	_____ Jairus	_____ bark

          Dictionaries - Guide Words          

**Guide words** are at the top of each dictionary page. The first guide word is the first word on the page, and the last guide word is the last word on the page. The words in between those guide words are in alphabetical order.

Examples: Open a dictionary and look at several pages.

Decide if the given word is before the page, on the page or after the page with the guide words.

Place a check mark in the correct box.

Word	Guide Words	Relation to the Page
1. wise	wisdom - wonder	<input type="checkbox"/> before <input checked="" type="checkbox"/> on <input type="checkbox"/> after
2. ransom	redeem - review	<input checked="" type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
3. mouth	Michigan - missed	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
4. bow	beau - breeze	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
5. exalt	esteem - everlasting	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
6. sword	skill - sorry	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
7. prudent	patient - peculiar	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
8. kind	keep - kitchen	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
9. gate	genteel - gentle	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
10. truth	tea - tulip	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
11. ox	obey - peculiar	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after
12. understand	umbrella - violin	<input type="checkbox"/> before <input type="checkbox"/> on <input type="checkbox"/> after

### Dictionaries - Other Help

In addition to helping you spell words correctly, dictionaries also help you to select the right word. **Homonyms** are words that sound alike but are spelled differently and have different meanings. It is important to use the right homonym in a sentence, or your sentence may not make any sense at all.

Word processors usually come with a dictionary and will prompt you if you type in something that is not a word. However, they cannot tell you if you have entered the wrong homonym or catch many other mistakes. **There is no substitute for a thinking mind.**

The following sentences have been *approved* by a spelling checker on a computer.

Eye no the write weigh too right. (I know the right way to write.)

The hoarse eight the hey form the manager. (The horse ate the hay from the manger.)

*Note:* Throughout the rest of this book, homonyms will be used in sentences. If an incorrect homonym is used, it should be corrected. A list of homonyms can be found on page 140.

Look up the meaning of each word in the dictionary. Write a definition on the line.

to \_\_\_\_\_

too \_\_\_\_\_

two \_\_\_\_\_

they're \_\_\_\_\_

there \_\_\_\_\_

their \_\_\_\_\_

Circle the correct word. Use a dictionary if you are not absolutely sure about a choice.

1. The (blew, blue) dress on the fancy (hanger, hangar) is for (sail, sale).
2. The timid (dear, deer) quietly (ate, eight) the green leaves.
3. Mom (kneads, needs) three cups of (flour, flower) to make the cookies.
4. Mr. Hearst (complemented, complimented) Mr. Pore on his (council, counsel).
5. The (knew, new) (team, teem) will be coached (buy, by, bye) Mike's dad.
6. Bible stories are (knot, not) fairy (tails, tales).

Using a dictionary to decide, circle all the compound nouns.

ice cube

key keeper

desk top

sea horse

acid rain

north side

lead foot

fly swatter

high priest

busy beaver

major league

tea time

patrol car

good boy

crossword puzzle

extra large

ranch hand

jumping jack

Number the words in alphabetical order from one to twelve.

\_\_\_ ticket

\_\_\_ race

\_\_\_ special

\_\_\_ rain

\_\_\_ run

\_\_\_ speed

\_\_\_ timid

\_\_\_ section

\_\_\_ seat

\_\_\_ time

\_\_\_ racket

\_\_\_ track



Circle the words that would be on the page with the guide words nineteenth and nonesuch.

nook    node    nice    ninth    nitrogen    normal    noble    nickel

Circle the correct word.

1. (There, They're) taking a trip next (weak, week).
2. Mr. Yacov saw (to, too, two) unusual butterflies  
(in, inn) his yard near some (read, red) flowers.
3. The store is having a (sail, sale) tomorrow.
4. The dog wants a snack (to, too, two).
5. (Dew, Do) you know (wear, where) the bandages are kept?
6. (Wood, Would) you please put that over (their, there)?
7. Every sentence should start with a (capital, capitol) letter.
8. In the last inning, the (forth, fourth) batter hit a (foul, fowl) ball.
9. The new airplane (hangar, hanger) has not been painted yet.
10. Jesus did (heal, heel) all ten lepers.



Number the words in each group in alphabetical order.

_____ courage	_____ thoughtfulness	_____ obedience
_____ bravery	_____ politeness	_____ gratefulness
_____ honesty	_____ attentiveness	_____ neatness
_____ diligence	_____ generosity	_____ friendliness

What is a homonym?

---

### Review Quiz One

Select the correct answer or answers. If you miss any of these, go back to the box or boxes that explain the concept and restudy the material. Do not continue until you can correctly answer all the questions.

1. - 9. Number the words in alphabetical order.

\_\_\_\_\_ turtle

\_\_\_\_\_ robin

\_\_\_\_\_ anteater

\_\_\_\_\_ clam

\_\_\_\_\_ yak

\_\_\_\_\_ termite

\_\_\_\_\_ ferret

\_\_\_\_\_ monkey

\_\_\_\_\_ octopus

10. - 14. Number the words in alphabetical order.

\_\_\_\_\_ rust

\_\_\_\_\_ restaurant

\_\_\_\_\_ random

\_\_\_\_\_ restless

\_\_\_\_\_ rain

true    false

15. The words at the top of a dictionary page are called *guide words*.

true    false

16. Homonyms are words that mean almost the same thing but are spelled differently.

Circle the correct word.

17. (Wood, Would) you stack the (wood, would) over (there, their), please?

18. Tamara (knew, new) the names of the (knew, new) neighbors.

19. The (dear, deer) went into Mrs. Smith's garden and (ate, eight) many plants.

20. He felt very sick and (weak, week) for several days last (weak, week).

21. The strong winds (blew, blue) a large branch onto the (blew, blue) van.

22. (Their, They're) very proud of (their, there) entry for the competition.

23. I (knead, need) (to, two) tickets, and I need some programs, (to, too).

## Section Two - Rules for Nouns and Verbs

### Nouns - Singular and Plural (Part One)

A noun that is **singular** refers to one thing. A noun that is **plural** refers to more than one thing.

**Most commonly**, nouns are made plural by adding *s*.

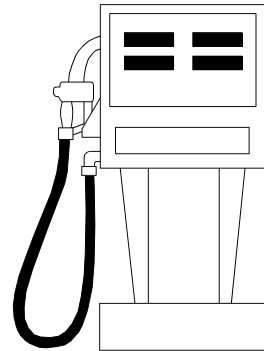
Examples: rake → rakes      desk → desks

Nouns **ending in *s, x, z, sh, and ch*** are made plural by adding *es*.

Examples: church → churches      box → boxes      dress → dresses

*Write S on the line if the noun is singular. Write P on the line if the noun is plural.*

- |                 |                |
|-----------------|----------------|
| 1. Bess _____   | 6. boys _____  |
| 2. sticks _____ | 7. bus _____   |
| 3. pears _____  | 8. pens _____  |
| 4. boss _____   | 9. gas _____   |
| 5. tapes _____  | 10. mess _____ |



*Write the plural form of each noun on the line.*

- |                |                 |
|----------------|-----------------|
| 1. beach _____ | 4. church _____ |
| 2. pen _____   | 5. tax _____    |
| 3. brush _____ | 6. recess _____ |

### Dictionaries

If a noun is not made plural by adding *s* a dictionary will give you the plural form. If you are ever in *any* doubt about the correct way to form a plural or how to spell a word, consult the dictionary. Do not be too lazy to look.