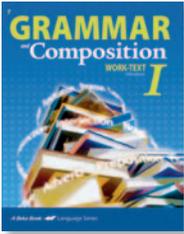


## Grammar & Composition Grade 7



*Grammar and Composition I* purposes: to emphasize the orderly structure of our language and train students to use the English language effectively. The Christian perspective of this textbook promotes standards of correct grammar and usage, equipping students with the tools they need to become effective communicators in both speaking and writing.

Students will learn to recognize the different parts of speech, fit these parts of speech together to form sentences, join sentences together to make paragraphs, and organize paragraphs into compositions. They will also learn to develop complete and orderly thoughts and to communicate those thoughts clearly and concisely, so that they can use God's gift of language effectively.

### Added Enrichment

- English teaching transparencies
- Review games
- Grammar Court procedures explained

### Evaluation

- Grammar quizzes (21)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam
- Compositions:
  - Summary (3)
  - Book reports: full (2), short (2), oral (1)
  - Description, research paper, friendly letter (1 each)
- Optional (graded at teacher discretion):
  - Original poems, character sketches
  - Narratives (imaginative and first person)
  - Patriotic pledge, full book report

➤ **RED** indicates **NEW MATERIAL**

### Grammar

- Capitalization:
  - Proper nouns and words formed from proper nouns:
    - Particular persons, places, things
    - Words referring to Deity and Holy Scripture
    - Words from proper nouns
    - Common noun or adjective when part of proper name
  - Titles of persons, titles of works
  - First word of every sentence
  - Pronoun *I* and interjection *O*
  - First word of every line of poetry
- Punctuation:
  - End marks:
    - Period for declarative sentences and abbreviations
    - Question mark for interrogative sentences
    - Exclamation point for exclamatory sentences
  - Commas:
    - Before a coordinating conjunction joining two independent clauses
    - To indicate:
      - Omissions or avoid possible misreading
      - Nonessential elements in a sentence:
        - Appositive and appositive phrase
        - Direct address
        - *Well, yes, no, or why*
        - Parenthetical expressions
    - **To set off introductory phrases or clauses**
    - In dates and addresses
    - After salutations and closings of letters
  - Semicolons:
    - Between independent clauses:
      - If not using coordinating conjunction

- Joined by:
  - **Transitional words**
  - Coordinating conjunction if clauses already contain commas
- Colons:
  - Before a list of items
- Between:
  - Chapter and verse of Bible reference
  - Hour and minute of time reference
  - After salutation of a business letter
- Italics: for titles of books, magazines, newspapers, plays, works of art, ships, trains, aircraft, and spacecraft
- Hyphens:
  - To divide a word at the end of line
  - In compound numbers
  - In fractions used as adjectives
- Quotation Marks:
  - In a direct quotation
  - To enclose titles of short poems, songs, chapters, articles, and other parts of books or magazines
- Apostrophes:
  - To form possessive case of nouns
  - To show omissions from words
  - With *s* to form plurals of letters, numbers, signs, and words used as words
- The sentence:
  - Definition of sentence
  - Kinds of sentences classified by purpose: declarative, imperative, interrogative, exclamatory
  - Recognizing subjects and verbs: complete subject, simple subject, complete predicate, simple predicate, and verb phrase
  - Overcoming problems locating subjects and verbs:
    - Finding:
      - Subject in an inverted sentence: interrogative sentence, sentence beginning with *there* or *here*

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- Subject of an imperative sentence
- Verb phrase that is interrupted by other words
- Diagraming subjects and verbs
- Recognizing and diagraming compound subjects and verbs
- Locating complements
- Correcting fragments and run-on sentences
- Sentence structure:
  - Defining dependent and independent clauses
  - Recognizing and diagraming:
    - Simple and compound sentences
    - Complex and compound-complex sentences
- Parts of speech:
  - Recognizing eight parts of speech
  - Verbs:
    - Recognizing action, linking, and helping verbs
    - Distinguishing verbs from verbals (participles)
    - Using principal parts of verbs
    - Regular verb endings
    - Irregular verbs
    - Using correct principal parts
    - Verb tense
    - Using consistent verb tense
    - Avoid incorrect verb forms
    - Use troublesome verbs correctly and avoid verb usage errors
    - Use exact and vivid verbs
  - Nouns:
    - Recognizing nouns: compound, common, and proper
    - Recognizing collective nouns
    - Keeping agreement of subject and verb
    - Recognizing nouns as predicate nominatives, direct objects, indirect objects, objects of prepositions, direct address
    - Diagraming nouns as predicate nominatives, direct objects, indirect objects, objects of prepositions
    - Recognizing and diagraming nouns as appositives
    - Using exact and vivid nouns
  - Pronouns:
    - Antecedents
    - Recognizing:
      - Personal, interrogative, demonstrative, indefinite, compound
      - Relative pronouns
    - Keeping agreement of verbs and indefinite pronoun subjects
    - Nominative case:
      - For subjects and predicate nominatives
      - For appositives of subjects and appositives of predicate nominatives
    - Objective case:
      - For direct objects, indirect objects, and objects of prepositions
      - For appositives of direct objects, indirect objects, objects of prepositions
    - Possessive case

- Adjectives:
  - Recognizing and diagraming:
    - Adjectives and proper adjectives
    - Participles
  - Distinguishing adjectives from nouns and pronouns
  - Recognizing and diagraming predicate adjectives
  - Using and diagraming:
    - Prepositional phrases as adjectives
    - Participial phrases as adjectives
    - Adjective clauses
  - Placing and punctuating adjective modifiers
  - Using adjectives in comparison
  - Avoiding double comparison and double negatives
  - Using exact and vivid adjectives
- Adverbs:
  - Recognizing and diagraming adverbs
  - Distinguishing adverbs from adjectives
  - Using and diagraming:
    - Prepositional phrases as adverbs
    - Adverb clauses
  - Correct placement of adverb modifiers
  - Using: adverbs in comparison, exact and vivid adverbs
- Prepositions:
  - Recognizing prepositions, prepositional phrases, and objects of prepositions
  - Distinguishing between prepositions and adverbs
  - Using prepositions correctly
- Conjunctions:
  - Recognizing:
    - Coordinating and correlative conjunctions
    - Subordinating conjunctions
  - Interjections

**Composition**

- Manuscript form: abbreviations, numbers
- Manuscript form: titles
- The library: Dewey Decimal System, Library of Congress Classification System, using the catalog and reference section
- Summaries (3)
- Outline (4):
  - Topical outline
  - Sentence outline
  - Format of outline
  - Parallelism in an outline
  - Steps to preparing an outline
- Book reports:
  - Preparing:
    - Written book reports including introduction, body, conclusion
    - Oral book reports: written preparation and oral presentation
- Introducing paragraphs:
  - Topic sentence
  - Summarizing sentence
  - Paragraph development with details

## Grammar & Composition cont.

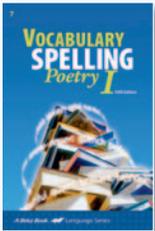
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### Composition cont.

- Paragraph unity
- Paragraph coherence:
  - Chronological order, order of importance, and transitional expressions
  - Space order, pronoun reference, and repetition
- Writing descriptions about persons, places, and things (13):
  - Steps: point of view, careful selection of details, arrangement of details, use of exact nouns and verbs
- The Writing Process: plan, write, rewrite, edit
- Research paper:
  - Planning the paper: selecting subject, finding sources, writing bibliography cards, making a preliminary outline, taking notes, writing note cards, avoiding plagiarism
  - Writing the paper: introduction, body
  - Using parenthetical citations

- Rewriting the paper:
  - Check:
    - Organization, introduction, and conclusion
    - Unity, coherence, and citations
- Editing the paper: check each paragraph, sentence, word; capitalization and punctuation
- Preparing works cited page
- Typing the paper
- Documenting the research paper
- Improving writing style: correct a choppy or monotonous style
- Writing Letters:
  - Friendly: letter parts, thank-you note, bread-and-butter note
  - Business: letter parts, order letter, request letter

## Vocabulary, Spelling, Poetry Grade 7



*Vocabulary, Spelling, Poetry 1* emphasizes the application of spelling rules to lists of challenging words and the utilization of an expanded vocabulary. All of the spelling words are practical, and many are words that are frequently misspelled. A majority of the vocabulary words are taken from the stories in *Of People*. The goals of poetry recitation and memorization are an enjoyment and appreciation of poetic beauty and excellence.

### Added Enrichment

- Spelling and vocabulary:
  - Spelling and vocabulary lists (28) including review list at end of each 9 weeks:
    - Spelling words (480)
    - Vocabulary words (168)
  - Organized by spelling rules, suffixes, homonyms, compound words, and commonly misspelled words
  - Practice exercises (60)
- Review games
- Each vocabulary word includes:
  - Pronunciation, part of speech
  - Definition, sample sentence
- Pronunciation key
- Teacher resource: vocabulary mastery sentences
- Poetry: CD included to help with correct interpretation

### Evaluation

- Spelling and vocabulary quizzes:
  - Weekly (24)
  - Quarterly review (1 each 9 weeks; each counts as 2 quiz grades)
- Poetry quizzes:
  - Written (7)
  - Oral (1)

➤ RED indicates NEW MATERIAL

### Spelling & Vocabulary Skills Development

- Master spelling and vocabulary lists that include:
  - Vocabulary words and definitions
  - Words that follow the spelling rules
  - Sound-alike suffixes
  - Commonly misspelled words
  - Homonyms
- Use vocabulary words in sentences and in proper context
- Memorize vocabulary definitions
- Be able to identify commonly misspelled words

- Apply spelling and phonics concepts through daily teacher-directed oral practice and independent written practice
- Learn:
  - Antonyms and synonyms of vocabulary words
  - To distinguish between homophones
  - Practical spelling tips and suggestions by studying *Keys to Good Spelling*
- Spelling rules:
  - Use *i* before *e*, except after *c*, or when sounded like long *a*
  - Double a final consonant before adding a suffix beginning with a vowel

## Vocabulary, Spelling, Poetry cont.

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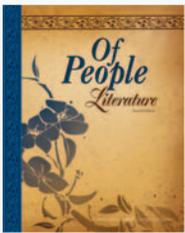
### Spelling & Vocabulary Skills Development cont.

- Change y to i when adding suffixes
- Drop the silent e before adding a suffix beginning with a vowel
- Learn exceptions to the spelling rules
- Creating a compound word doesn't change the spelling of the two parts
- Adding a prefix to a word doesn't change the word's spelling

### Poetry Skills Development

- Memorize 7 lyrical poems and 1 hymn
- Develop appreciation of poetry
- Lay foundation for future literature study
- Perform in front of an audience
- Recite in unison
- Use appropriate expression and volume
- Increase vocabulary
- Demonstrate comprehension of emotion and content
- Develop a mental visualization of the poem
- Discuss meaning and purpose of poems
- Use proper observation of punctuation

## Literature Grade 7



*Of People* features stories and poems that can help students increase their understanding of themselves and others. Students will gain exposure to people of different ages, nationalities, races, cultures, and economic levels to develop a better understanding of people's motives and feelings and to recognize the consequences of particular actions. Students will also become familiar with classics such as *A Christmas Carol*, *Robinson Crusoe*, *Don Quixote*, and *Of Plymouth Plantation*.

### Literary Value

- 93 authors, including well-known writers such as Louisa May Alcott, John Bunyan, Charles Dickens, Robert Frost, and Longfellow
- Prose selections (50), poems (63), plays (4)
- Character-building themes such as personal sacrifice, importance of family, admitting one's mistakes, and hard-work ethics

### Added Enrichment

- Footnotes define and explain unfamiliar words
- Comprehension and discussion questions after selections
- Character-building quotations and verses throughout
- Introductory paragraphs for interest and background information
- Review games

### Evaluation

- Speed and comprehension quizzes (15)
- Homework reading quizzes (8)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam

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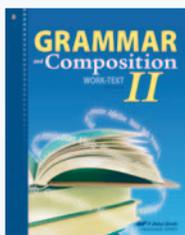
### Reading Skills Development

- Develop skills in reading speed and comprehension
- Further develop oral reading skills
- Be able to identify significant quotations and the selection in which they are featured
- Increase vocabulary

### Comprehension, Discussion, & Analysis Skills Development

- Develop proper discernment according to the truths of Scripture
- Answer factual, interpretive, and inferential comprehension and discussion questions
- Improve ability to use deductive reasoning, understand cause and effect, and draw conclusions
- Build appreciation for good literature and a love of reading

## Grammar & Composition Grade 8



Two vital abilities, the ability to express one's ideas creatively as well as correctly and the ability to comprehend and interpret the written word skillfully, are built upon the elements which are included in English 8. *Grammar and Composition II* builds upon the skills learned in earlier grammar studies providing foundational practice of proper grammar and developing the basic composition skills used in outlining, summarizing, describing, researching, and letter-writing. Students will also be introduced to new grammar rules and new editing techniques that will allow them to expand their writing skills.

### Added Enrichment

- English teaching transparencies
- Review games
- Grammar Court procedures explained

### Evaluation

- Grammar quizzes (22)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam
- Compositions:
  - Book reports: full (2), oral (1)
  - Paragraphs (2), description (1)
  - Research paper (1)
- Optional (graded at teacher discretion):
  - Comparison, descriptions
  - Narratives (true, descriptive)
  - Newspaper articles, original poems
  - Paragraph, limerick, missionary letter
  - Short book reports, characteristic essay
  - Character sketches, journal entries
  - Essay answer

➤ **RED** indicates **NEW MATERIAL**

### Grammar

- Capitalization:
  - Proper nouns and words formed from proper nouns:
    - Particular persons, places, things:
      - **Political and economic organizations and alliances**
    - Words referring to Deity and Holy Scripture
    - Words from proper nouns
    - Common noun or adjective when part of proper name
  - Titles of persons, titles of works
  - First word of every sentence
  - Pronoun *I* and interjection *O*
  - First word of every line of poetry
- Punctuation:
  - End marks:
    - Period for declarative sentences and abbreviations
    - Question mark for interrogative sentences
    - Exclamation point for exclamatory sentences
  - Commas:
    - Before a coordinating conjunction joining two independent clauses
    - To indicate:
      - Omissions or avoid possible misreading
      - Nonessential elements in a sentence:
        - Appositive and appositive phrase
          - **Participial phrase**
          - **Adjective and adverb clauses**
        - Direct address
        - *Well, yes, no, or why*
        - Parenthetical expressions
      - To set off introductory phrases or clauses
      - In dates and addresses
      - After salutations and closings of letters
  - Semicolons:
    - Between independent clauses:
      - If not using coordinating conjunction
      - Joined by:
        - Transitional words
        - Coordinating conjunction if clauses already contain commas
    - **Between items in a series if the items contain commas**
  - Colons:
    - Before a list of items
    - **To introduce a formally announced statement or quotation**
  - Between:
    - Chapter and verse of Bible reference
    - Hour and minute of time reference
  - After salutation of a business letter
- Italics:
  - For titles of books, magazines, newspapers, plays, works of art, ships, trains, aircraft, and spacecraft
  - **For words, letters, numbers referred to as such**
  - **For foreign words or phrases**
- Hyphens:
  - To divide a word at the end of line
  - In compound numbers
  - In fractions used as adjectives
  - **In prefixes before a proper noun or adjective**
  - **In compound adjectives before a noun**
- Quotation Marks:
  - In a direct quotation
  - To enclose:
    - Titles of short poems, songs, chapters, articles, and other parts of books or magazines
    - **A quoted passage of more than one paragraph: at the beginning of each paragraph and at the end of the last paragraph**

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- Apostrophes:
  - To form:
    - Possessive case of nouns
      - Individual possession within a group
      - Possessive case of indefinite pronouns
  - To show omissions from words
  - With *s* to form plurals of letters, numbers, signs, and words used as words
- Dashes:
  - After a series of words or phrases giving details about a statement that follows
  - To indicate an abrupt change or break in a sentence
  - To set off parenthetical elements or confidential comments
- Parentheses: to enclose parenthetical elements
- The sentence:
  - Definition of sentence
  - Kinds of sentences classified by purpose: declarative, imperative, interrogative, exclamatory
  - Recognizing subjects and verbs: complete subject, simple subject, complete predicate, simple predicate, and verb phrase
  - Overcoming problems locating subjects and verbs:
    - Finding:
      - Subject in an inverted sentence: interrogative sentence, sentence beginning with *there* or *here*
      - Subject of an imperative sentence
      - Verb phrase that is interrupted by other words
  - Diagraming subjects and verbs
  - Recognizing and diagraming compound subjects and verbs
  - Recognizing complements
  - Correcting fragments and run-on sentences
  - Sentence structure:
    - Defining dependent and independent clauses
    - Recognizing and diagraming simple, compound, complex, and compound-complex sentences
      - Recognizing noun clauses used as subjects of independent clauses
- Parts of speech:
  - Recognizing eight parts of speech
  - Verbs:
    - Recognizing action, linking, and helping verbs:
      - Action: transitive and intransitive verbs
    - Distinguishing verbs from verbals:
      - Participles
      - Gerunds and infinitives
  - Using:
    - Principal parts of verbs
    - Regular verb endings, irregular verbs
    - Correct principal parts
- Verb tenses:
  - Using progressive and emphatic forms
    - Using consistent verb tense
  - Using active and passive voice
- Avoid incorrect verb forms
- Use troublesome verbs correctly and avoid verb usage errors
- Use exact and vivid verbs:
  - Choosing exact verbs instead of verb-adverb combinations
- Nouns:
  - Recognizing nouns: compound, common, proper, and collective
  - Gerunds
    - Keeping agreement of subject and verb:
      - Words ending in *-ics* as subjects may be singular or plural
  - Recognizing nouns as predicate nominatives, direct objects, indirect objects, objects of prepositions, direct address, and appositives
  - Gerund phrases
    - Diagraming nouns as predicate nominatives, direct objects, indirect objects, objects of prepositions, and appositives:
      - Diagraming:
        - Compound verb with separate direct objects
        - Compound verb with same direct object
        - Nouns as direct address
        - Gerund phrases
  - Using exact and vivid nouns
- Pronouns:
  - Antecedents
  - Recognizing personal, interrogative, demonstrative, indefinite, compound, relative
  - Keeping agreement of verbs and indefinite pronoun subjects
  - Making pronouns agree with their antecedents in number and in gender
  - Nominative case:
    - For subjects, predicate nominatives, appositives of subjects, and appositives of predicate nominatives
    - For appositives to subjects and appositives to predicate nominatives
  - Objective case:
    - For direct objects, indirect objects, and objects of prepositions and for appositives of direct objects, indirect objects, objects of prepositions
    - For appositives to direct objects, indirect objects, objects of prepositions
  - Possessive case
    - Using correct case for *who*, *whom*, *whoever*, and *whom-ever* and in incomplete clauses beginning with *than* or *as*
    - Avoid pronoun usage problems: double subject, possessive case before a gerund

## Grammar &amp; Composition cont.

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**Grammar cont.**

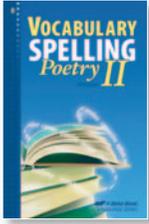
- Adjectives:
  - Recognizing and diagraming adjectives:
    - Participles and proper adjectives
    - Infinitives as adjectives
  - Distinguishing adjectives from nouns and pronouns
  - Recognizing and diagraming predicate adjectives:
    - Diagraming compound verbs with one predicate adjective and separate predicate adjectives
  - Using and diagraming:
    - Prepositional and participial phrases as adjectives
    - Infinitive phrases as adjectives
    - Adjective clauses
  - Placing and punctuating adjective modifiers
  - Using adjectives in comparison
  - Avoiding double comparison and double negatives:
    - Supplying necessary words in comparison
  - Using exact and vivid adjectives
- Adverbs:
  - Recognizing and diagraming adverbs
  - Infinitives as adverbs
  - Distinguishing adverbs from adjectives
  - Using and diagraming:
    - Prepositional phrases as adverbs
    - Infinitive phrases as adverbs
    - Adverb clauses:
      - Elliptical clauses
  - Correct placement of adverb modifiers
  - Distinguishing dependent clauses
  - Using adverbs in comparison
  - Using exact and vivid adverbs
- Prepositions:
  - Recognizing prepositions, prepositional phrases, and objects of prepositions
  - Distinguishing between prepositions and adverbs
  - Using prepositions correctly
- Conjunctions: recognizing coordinating, correlative, and subordinating conjunctions
- Interjections

**Composition**

- Manuscript form: abbreviations, numbers, titles
- The library: Dewey Decimal System, Library of Congress Classification System, using the catalog and reference section

- Summaries (3)
- Book reports:
  - Preparing:
    - Written book reports including introduction, body, conclusion
    - Oral book reports: written preparation and oral presentation
- Outline (5):
  - Topical and sentence outlines
  - Format of outline
  - Parallelism in an outline
  - Steps to preparing an outline
- Introducing paragraphs (11):
  - Topic sentence
  - Summarizing sentence
  - Paragraph development:
    - Development by examples, incidents, and reasons
  - Paragraph unity
  - Paragraph coherence: chronological order, order of importance, transitional expressions, space order, pronoun reference, and repetition
- Writing descriptions about persons, places, and things (14):
  - Steps: point of view, careful selection of details, arrangement of details, use of exact nouns and verbs
- The Writing Process: plan, write, rewrite, edit
- Research paper:
  - Planning the paper: selecting subject, finding sources, writing bibliography cards, making a preliminary outline, taking notes, writing note cards, avoiding plagiarism
  - Writing the paper: introduction, body
  - Using parenthetical citations
  - Rewriting the paper: check organization, introduction, conclusion, unity, coherence, and citations
  - Editing the paper: check each paragraph, sentence, word; capitalization and punctuation
  - Preparing works cited page
  - Typing the paper
  - Documentation for research paper
- Improving writing style
  - Correct a choppy or monotonous style:
    - Begin sentence with an adverb, adverb phrase, adverb clause, or participial phrase
    - Begin sentence with an adjective, participle, prepositional phrase, or infinitive phrase

## Vocabulary, Spelling, Poetry Grade 8



*Vocabulary, Spelling, Poetry II* emphasizes using an expanded vocabulary and applying spelling rules when analyzing challenging words. The goals of poetry memorization and recitation are an enjoyment and appreciation of poetic beauty and excellence.

### Added Enrichment

- Spelling and vocabulary:
  - Spelling and vocabulary lists (32) including review list at end of each 9 weeks:
    - Spelling words (560)
    - Vocabulary words (280)
  - Organized by spelling rules, suffixes, homonyms, compound words, and commonly misspelled words
  - Practice exercises (68) including crossword puzzles
- Review games
- Each vocabulary word includes:
  - Pronunciation, part of speech
  - Definition, sample sentence
- Pronunciation key
- CD includes a reading of the vocabulary words and definitions and sample sentences
- Teacher resource: vocabulary mastery sentences
- Poetry: CD included to help with interpretation

### Evaluation

- Spelling and vocabulary quizzes:
  - Weekly (24)
  - Quarterly review (1 each 9 weeks; each counts as 2 quiz grades)
- Poetry quizzes: written (7), oral (2)

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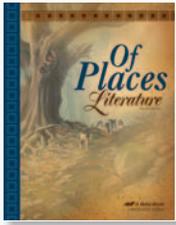
### Spelling & Vocabulary Skills Development

- Master spelling and vocabulary lists including:
  - Vocabulary words and definitions
  - Words that follow the spelling rules
  - Commonly misspelled words
  - Homonyms
- Use vocabulary words in sentences and in proper context
- Memorize vocabulary definitions
- Be able to identify commonly misspelled words
- Apply spelling and phonics concepts through daily teacher-directed oral practice and independent written practice
- Learn:
  - Antonyms and synonyms of vocabulary words
  - To distinguish between homophones
  - Practical spelling tips and suggestions by studying Keys to Good Spelling
  - Spelling rules:
    - Use *i* before *e*, except after *c*, or when sounded like long *a*
    - Double a final consonant before adding a suffix beginning with a vowel
    - Change *y* to *i* when adding suffixes
    - Drop the silent *e* before adding a suffix beginning with a vowel
    - Learn exceptions to the spelling rules
    - Creating a compound word doesn't change the spelling of the two parts
    - Adding a prefix to a word doesn't change the word's spelling

### Poetry Skills Development

- Memorize 9 lyrical poems
  - Develop appreciation of poetry
  - Lay foundation for future literature study
  - Perform in front of an audience
  - Recite in unison
  - Use appropriate expression and volume
  - Increase vocabulary
  - Demonstrate comprehension of emotion and content
  - Develop a mental visualization of the poem
  - Discuss meaning and purpose of poems
  - Use proper observation of punctuation

## Literature Grade 8



*Of Places* uses young people’s interest in other places to teach Christian character traits such as compassion, courage, and understanding. Not only will students gain exposure to people of different ages, nationalities, races, cultures, and economic levels through a variety of literary selections, but they will also learn to enjoy reading wholesome literature. Many of the selections in *Of Places* were written by famous authors and are well-known classics that are an important part of a student’s education. *Of Places* features excerpts from classics such as *Up from Slavery*, *The Jungle Book*, *Ben Hur*, and *The Legend of Sleepy Hollow*.

### Literary Value

- 83 authors, including well-known writers such as Emily Dickinson, L. M. Montgomery, Carl Sandburg, and Booker T. Washington
- Prose selections (46), poems (48), and play (1)
- Character-building themes such as personal sacrifice, importance of family, admitting one’s mistakes, and hard-work ethics

### Added Enrichment

- Footnotes define and explain unfamiliar words
- Comprehension and discussion questions after selections
- Character-building quotations and verses
- Introductory paragraphs for interest and background information
- Review games

### Evaluation

- Speed and comprehension quizzes (19)
- Homework reading quizzes (13)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam

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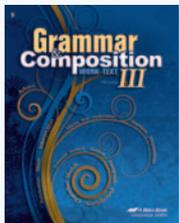
### Reading Skills Development

- Develop skills in reading speed and comprehension
- Further develop oral reading skills
- Be able to identify significant quotations and the selections in which they are featured
- Increase vocabulary
- Recognize the different settings in the selections

### Comprehension, Discussion, & Analysis Skills Development

- Develop proper discernment according to the truths of Scripture
- Answer factual, interpretive, and inferential comprehension and discussion questions
- Improve ability to use deductive reasoning, understand cause and effect, and draw conclusions
- Build appreciation for good literature and a love of reading

## Grammar & Composition Grade 9



Two vital abilities, the ability to express one’s ideas creatively as well as correctly and the ability to comprehend and interpret the written word skillfully, are built upon the elements studied in English 9. *Grammar and Composition III* provides foundational practice of proper grammar and develops the basic composition skills utilized in outlining, summarizing, researching, and writing a variety of expositions, letters, and essay answers.

### Added Enrichment

- English teaching transparencies
- Review games

### Evaluation

- Grammar quizzes (29)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam
- Compositions:
  - Book reports: full (2), oral (1)
  - Paragraph, description (1 each)
  - Research paper (1)
- Optional (graded at teacher discretion):
  - Narratives (true), historic paragraph
  - Magazine preview, original poems, outline
  - Description, character sketches, summary
  - Play scene, short book reports, newspaper articles
  - Essays: short formal, full formal, comparison and contrast, personal
  - Definitions
  - Thank-you note, business letter, paragraph

➤ RED indicates NEW MATERIAL

### Grammar

- Capitalization:
  - Proper nouns and words formed from proper nouns:
    - Particular persons, places, things

- Political and economic organizations and alliances
- Words referring to Deity and Holy Scripture
- Words from proper nouns
- Common noun or adjective when part of proper name

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- Titles of persons, titles of works
- First word of every sentence
- Pronoun *I* and interjection *O*
- First word of every line of poetry
- Punctuation:
  - End marks:
    - Period:
      - For declarative sentences and abbreviations
      - For indirect question and polite request
    - Question mark for interrogative sentences
    - Exclamation point for exclamatory sentences
  - Commas:
    - Before a coordinating conjunction joining two independent clauses
    - To indicate:
      - Omissions or avoid possible misreading
      - Nonessential elements in a sentence:
        - Appositive and appositive phrase
        - Participial phrase
        - Adjective and adverb clauses
        - Direct address
        - *Well, yes, no, or why*
        - Parenthetical expressions
    - To set off introductory phrases or clauses
    - In dates and addresses
    - After salutations and closings of letters
  - Semicolons:
    - Between independent clauses:
      - If not using coordinating conjunction
      - Joined by:
        - Transitional words
        - Coordinating conjunction if clauses already contain commas
    - Between items in a series if the items contain commas
  - Colons:
    - Before a list of items
    - To introduce a formally announced statement or quotation
    - Between:
      - Chapter and verse of Bible reference
      - Hour and minute of time reference
    - After salutation of a business letter
  - Italics:
    - For titles of books, magazines, newspapers, plays, works of art, ships, trains, aircraft, and spacecraft
    - For words, letters, numbers referred to as such
    - For foreign words or phrases
  - Hyphens:
    - To divide a word at the end of line
    - In compound numbers
    - In fractions used as adjectives
    - In prefixes before a proper noun or adjective
    - In compound adjectives before a noun
  - Quotation marks:
    - In a direct quotation
- To enclose:
  - Titles of short poems, songs, chapters, articles, and other parts of books or magazines
  - A quoted passage of more than one paragraph: at the beginning of each paragraph and at the end of the last paragraph
- Apostrophes:
  - To form:
    - Possessive case of nouns
    - Individual possession within a group
    - Possessive case of indefinite pronouns
  - To show omissions from words
  - With *s* to form plurals of letters, numbers, signs, and words used as words
- Dashes:
  - After a series of words or phrases giving details about a statement that follows
  - To indicate an abrupt change or break in a sentence
  - To set off parenthetical elements or confidential comments
- Parentheses:
  - To enclose:
    - Parenthetical elements
    - Brief confirmatory information
- The sentence:
  - Definition of sentence
  - Kinds of sentences classified by purpose: declarative, imperative, interrogative, exclamatory
  - Recognizing subjects and verbs: complete subject, simple subject, complete predicate, simple predicate, and verb phrase
  - Overcoming problems locating subjects and verbs:
    - Finding:
      - Subject in an inverted sentence: interrogative sentence, sentence beginning with *there* or *here*
      - Subject of an imperative sentence
      - Verb phrase that is interrupted by other words
  - Diagraming subjects and verbs
  - Recognizing and diagraming compound subjects and verbs
  - Recognizing complements
  - Correcting fragments and run-on sentences:
    - Correcting run-ons by comma and coordinating conjunction
    - Correcting run-ons by semicolon or subordination
  - Sentence structure:
    - Defining dependent and independent clauses
    - Recognizing and diagraming simple, compound, complex, and compound-complex sentences
    - Recognizing noun clauses used as subjects of independent clauses
  - Sentence improvement:
    - Conciseness, subordination, active voice, parallelism, clear pronoun reference
    - Placement of modifiers
- Parts of speech:
  - Recognizing eight parts of speech
  - Verbs:
    - Recognizing action (transitive and intransitive), linking, and helping verbs
    - Distinguishing verbs from verbals: participles, gerunds, and infinitives
    - Using principal parts of verbs
    - Regular verb endings

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- Irregular verbs
- Using correct principal parts
- Verb tenses:
  - Progressive and emphatic forms
  - When to use the tenses
- Using consistent verb tense
- Active and passive voice
- Avoid incorrect verb forms
- Use troublesome verbs correctly and avoid verb usage errors
- Use exact and vivid verbs
- Nouns:
  - Recognizing nouns: compound, common, proper, and collective
  - Keeping agreement of subject and verb
  - Recognizing and diagramming nouns as predicate nominatives, direct objects, indirect objects, objects of prepositions, direct address, and appositives
  - Using parallelism
- Using exact and vivid nouns
- Pronouns:
  - Antecedents
  - Recognizing personal, interrogative, demonstrative, indefinite, compound, relative
  - Keeping agreement of verbs and indefinite pronoun subjects
  - Making pronouns agree with their antecedents in number and in gender:
    - Using expressions that agree with the object of the preposition such as *one of those who (which, that)*
- Nominative case:
  - For subjects, predicate nominatives
  - For appositives of subjects, appositives of predicate nominatives, appositives to subjects, and appositives to predicate nominatives
- Objective case:
  - For direct objects, indirect objects, objects of prepositions
  - For appositives of direct objects, indirect objects, objects of prepositions
  - For appositives to direct objects, indirect objects, objects of prepositions
- Possessive case
  - Using correct case for *who, whom, whoever, and whomever* and in incomplete clauses beginning with *than* or *as*
  - Avoid pronoun usage problems: double subject, possessive case before a gerund
- Adjectives:
  - Recognizing and diagramming adjectives: participles and proper adjectives and infinitives as adjectives
  - Distinguishing adjectives from nouns and pronouns
  - Recognizing and diagramming predicate adjectives
  - Using and diagramming:
    - Prepositional, participial, and infinitive phrases as adjectives
    - Adjective clauses
  - Placing and punctuating adjective modifiers

- Using adjectives in comparison
- Avoiding double comparison and double negatives
- Using exact and vivid adjectives
- Adverbs:
  - Recognizing and diagramming adverbs
  - Infinitives as adverbs
  - Distinguishing adverbs from adjectives
  - Using and diagramming:
    - Prepositional and infinitive phrases as adverbs
    - Adverb clauses
    - Correct placement of adverb modifiers
    - Distinguishing dependent clauses:
      - Advanced technique to determine dependent clauses as noun, adjective, or adverb
    - Using: adverbs in comparison, exact and vivid adverbs
- Prepositions:
  - Recognizing prepositions, prepositional phrases, and objects of prepositions
  - Distinguishing between prepositions and adverbs
  - Using prepositions correctly
- Conjunctions:
  - Recognizing coordinating, correlative, and subordinating conjunctions
  - Using parallel structure
- Interjections:
  - Definition
  - Punctuation with interjections
  - Other parts of speech used as interjections
  - Diagramming interjections

**Composition**

- Manuscript form: abbreviations, numbers, titles
- The library: Dewey Decimal System, Library of Congress Classification System, using the catalog and reference section
- Introducing paragraphs (11):
  - Topic sentence
  - Summarizing sentence
  - Paragraph development by examples, incidents, and reasons
  - Paragraph unity
  - Paragraph coherence: chronological order, order of importance, transitional expressions, space order, pronoun reference, and repetition
- Outline (3):
  - Topical and sentence outlines
  - Format of outline
  - Parallelism in an outline
  - Steps to preparing an outline
- Book reports:
  - Preparing:
    - Written book reports including introduction, body, conclusion
    - Oral book reports: written preparation and oral presentation
- Summaries
- Formal full-length essays (5):
  - Steps for writing
  - Comparison and contrast essay
  - Personal essay

## Grammar & Composition cont.

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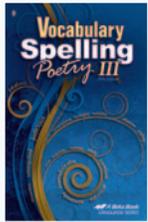
### Composition cont.

➤ Formal short essays:

- Writing descriptions about persons, places, and things (7):
  - Steps: point of view, careful selection of details, arrangement of details, use of exact nouns and verbs
- The Writing Process: plan, write, rewrite, edit
- Research paper:
  - Planning the paper: selecting subject, finding sources, writing bibliography cards, making a preliminary outline, taking notes, writing note cards, avoiding plagiarism
  - Writing the paper: introduction, body
  - Using parenthetical citations
  - Rewriting the paper: check organization, introduction, conclusion, unity, coherence, and citations

- Editing the paper: check each paragraph, sentence, word; capitalization and punctuation
- Preparing works cited page
- Typing the paper
- Documentation for research paper
- Writing Letters:
  - Friendly: letter parts, thank-you note, bread-and-butter note
  - Business:
    - Letter parts, order letter, and request letter
  - Complaint letter
  - Letter to a government official
- Improving writing style: correct a choppy or monotonous style
- Correct a stringy style

## Vocabulary, Spelling, Poetry Grade 9



The lists of challenging words in *Vocabulary, Spelling, Poetry III* emphasize the application of several spelling rules, the addition of specific suffixes, and the necessity of learning frequently misspelled words. To expand students' vocabulary, words and definitions are taken from *Themes in Literature*. The goals of poetry recitation and memorization are an enjoyment and appreciation of poetic beauty and excellence.

### Added Enrichment

- Spelling and vocabulary:
  - Spelling lists (32) including review list at end of each 9 weeks:
    - Spelling words (560)
    - Vocabulary words (280)
  - Organized by spelling rules, suffixes and prefixes, compound words, homophones, and commonly misspelled words
  - Practice exercises (68)
- Review games
- Each vocabulary word includes:
  - Pronunciation, part of speech
  - Definition, sample sentence
- Pronunciation key
- Teacher resource: vocabulary mastery sentences
- Poetry: footnotes define and explain unfamiliar words

### Evaluation

- Spelling and vocabulary quizzes:
  - Weekly (28)
  - Quarterly review (1 each 9 weeks; each counts as 2 quiz grades)
  - Poetry quizzes: written (8), oral (2)

➤ RED indicates NEW MATERIAL

### Spelling & Vocabulary Skills Development

- Master spelling lists including:
  - Vocabulary words and definitions
  - Words that follow the spelling rules
  - Sound-alike suffixes
  - Commonly misspelled words
  - Homonyms
- Use vocabulary words in proper context
- Memorize vocabulary definitions
- Be able to identify commonly misspelled words
- Apply spelling and phonics concepts through daily teacher-directed oral practice and independent written practice
- Learn:
  - Antonyms and synonyms of vocabulary words
  - To distinguish between homophones
  - Practical spelling tips and suggestions by studying *Keys to Good Spelling*
- Spelling rules:
  - Use *i* before *e*, except after *c*, or when sounded like long *a*

- Double final consonant before adding suffix beginning with vowel
- Change *y* to *i* when adding suffixes
- Drop the silent *e* before adding a suffix beginning with a vowel
- Learn exceptions to the spelling rules
- Creating a compound word doesn't change the spelling of the two parts
- Adding a prefix to a word doesn't change the word's spelling

### Poetry Skills Development

- Memorize 10 lyrical poems
- Develop appreciation of poetry
- Lay foundation for future literature study
- Perform in front of an audience
- Recite in unison
- Use appropriate expression and volume
- Increase vocabulary
- Demonstrate comprehension of emotion and content
- Develop a mental visualization of the poem
- Discuss meaning and purpose of poems
- Use proper observation of punctuation

### Literature Grade 9



*Themes in Literature* reflects these eleven themes: truth and wisdom, courage, humility, justice, temperance, joy and peace, beauty, faith and hope, love, Christmas, and time and eternity. As the student becomes familiar with classics such as *Wind in the Willows*, *Jane Eyre*, *Don Quixote*, and *The Adventures of Tom Sawyer*, he learns to appreciate a well-written presentation of a theme. This appreciation not only aids in increased enjoyment of literature but also provides the foundation needed to critically analyze it. This then can serve as a stimulus for corresponding creative essays.

#### Literary Value

- 99 authors, including well-known writers such as Ralph Waldo Emerson, Nathaniel Hawthorne, Helen Keller, William Shakespeare, and Leo Tolstoy
- Prose selections (59), poems (60), and plays (5)

#### Added Enrichment

- Footnotes define and explain unfamiliar words
- Comprehension and discussion questions after selections
- Character-building quotations and verses
- Introductory paragraphs for interest and background information
- Review games

#### Evaluation

- Speed and comprehension quizzes (20)
- Homework reading quizzes (13)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam

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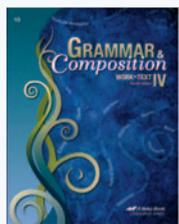
#### Reading Skills Development

- Develop skills in reading speed and comprehension
- Further develop oral reading skills
- Be able to identify significant quotations and the selections in which they are featured
- Increase vocabulary

#### Comprehension, Discussion, & Analysis Skills Development

- Develop proper discernment according to the truths of Scripture
- Answer factual, interpretive, and inferential comprehension and discussion questions
- Improve ability to use deductive reasoning, understand cause and effect, and draw conclusions
- Build appreciation for good literature and a love of reading
- **Recognize the character-building and life-enriching themes that divide units**

### Grammar & Composition Grade 10



*Grammar and Composition IV* builds upon the grammar foundation established in previous years and introduces new concepts to further enhance the students' knowledge of basic grammar. In addition, this text emphasizes explanatory writing by having students write essays, an extended definition, a process paper, a literary theme, critical book reviews, and a research paper.

#### Added Enrichment

- English teaching transparencies
- Review games

#### Evaluation

- Grammar quizzes (20)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam
- Compositions:
  - Book reviews: full (2), oral (1)
  - Essay answer, paragraph (1 each)
  - Theme paper on *Julius Caesar*
  - Research paper and author project (1 each)
- Optional (graded at teacher discretion):
  - Paragraphs, summaries, outline
  - Short reviews, limerick, haiku
  - Comparison and contrast
  - Character sketch

➤ **RED** indicates **NEW MATERIAL**

#### Grammar

- Capitalization:
  - Proper nouns and words formed from proper nouns:

- Particular persons, places, things:
  - Political and economic organizations and alliances
  - Words referring to Deity and Holy Scripture

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- Words from proper nouns
- Common noun or adjective when part of proper name
- Titles of persons, titles of works
- First word of every sentence
- Pronoun *I* and interjection *O*
- First word of every line of poetry
- Punctuation:
  - End marks:
    - Period for declarative sentences, abbreviations, indirect question, and polite request
    - Question mark for interrogative sentences
    - Exclamation point for exclamatory sentences
  - Commas:
    - Before a coordinating conjunction joining two independent clauses
    - To indicate:
      - Omissions or avoid possible misreading
      - Nonessential elements in a sentence:
        - Appositive and appositive phrase
        - Participial phrase
        - Adjective and adverb clauses
        - Direct address
        - *Well, yes, no, or why*
        - Parenthetical expressions
    - To set off introductory phrases or clauses
    - In dates and addresses
    - After salutations and closings of letters
  - Semicolons:
    - Between independent clauses:
      - If not using coordinating conjunction
      - Joined by:
        - Transitional words
        - Coordinating conjunction if clauses already contain commas
    - Between items in a series if the items contain commas
  - Colons:
    - Before a list of items
    - To introduce a formally announced statement or quotation
    - Between:
      - Independent clauses when second clause further explains first one
      - Chapter and verse of Bible reference
      - Hour and minute of time reference
      - After salutation of a business letter
  - Italics:
    - For titles of books, magazines, newspapers, plays, works of art, ships, trains, aircraft, and spacecraft
    - For words, letters, numbers referred to as such
    - For foreign words or phrases
  - Hyphens:
    - To divide a word at the end of line
    - In compound numbers
    - In fractions used as adjectives
    - In prefixes before a proper noun or adjective
    - In compound adjectives before a noun
- Quotation marks:
  - In a direct quotation
  - To enclose titles of short poems, songs, chapters, articles, and other parts of books or magazines
  - To enclose a quoted passage of more than one paragraph: at the beginning of each paragraph and at the end of the last paragraph
- Apostrophes:
  - To form:
    - Possessive case of nouns
    - Individual possession within a group
    - Possessive case of indefinite pronouns
  - To show omissions from words
  - With *s* to form plurals of letters, numbers, signs, and words used as words
- Dashes:
  - After a series of words or phrases giving details about a statement that follows
  - To indicate an abrupt change or break in a sentence
  - To set off parenthetical elements or confidential comments
- Parentheses:
  - To enclose:
    - Parenthetical elements
    - Brief confirmatory information
- The sentence:
  - Definition of sentence
  - Kinds of sentences classified by purpose: declarative, imperative, interrogative, exclamatory
  - Recognizing subjects and verbs: complete subject, simple subject, complete predicate, simple predicate, and verb phrase
  - Overcoming problems locating subjects and verbs:
    - Finding:
      - Subject in an inverted sentence: interrogative sentence, sentence beginning with *there* or *here*
      - Subject of an imperative sentence
      - Subject before its appositive
      - Verb phrase that is interrupted by other words
- Diagraming subjects and verbs
- Recognizing and diagraming compound subjects and verbs
- Recognizing complements
- Correcting fragments and run-on sentences:
- Sentence structure:
  - Defining dependent and independent clauses
  - Recognizing and diagraming simple, compound, complex, and compound-complex sentences
  - Recognizing noun clauses used as subjects of independent clauses
- Sentence improvement:
  - Conciseness, subordination, active voice, parallelism, clear pronoun reference
  - Placement of modifiers
  - Consistency of subject, tense, or voice
  - Clear and effective diction
- Parts of speech:
  - Recognizing eight parts of speech
- Verbs:
  - Recognizing action (transitive and intransitive), linking, and helping verbs

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- Distinguishing verbs from verbals: participles, gerunds, and infinitives
- Using:
  - Principal parts of verbs
  - Regular verb endings, irregular verbs
- Using correct principal parts
- Verb tenses:
  - Using progressive and emphatic forms
  - When to use the tenses
- Using logical verb tense sequence between clauses and between verbals and independent clause
- Avoiding unnecessary shifts in sentences: in subjects, verb tense, voice of verbs
- Active and passive voice
- Mood: indicative, imperative, and subjunctive
- Avoid incorrect verb forms
- Use troublesome verbs correctly and avoid verb usage errors
- Use exact and vivid verbs
- Nouns:
  - Recognizing nouns:
    - Compound, common, proper, and collective
    - Concrete and abstract
  - Substantives
  - Keeping agreement of subject and verb
  - Recognizing and diagraming:
    - Nouns as predicate nominatives, direct objects, indirect objects, objects of prepositions, direct address
    - Nouns as appositives
  - Recognizing and diagraming objective complements
- Using:
  - Parallelism
  - Exact and vivid nouns
- Pronouns:
  - Antecedents
  - Recognizing personal, interrogative, demonstrative, indefinite, compound, relative
  - Keeping agreement of verbs and indefinite pronoun subjects
  - Making pronouns agree with their antecedents in number and in gender
  - Nominative case:
    - For subjects, predicate nominatives
    - For appositives of subjects, appositives of predicate nominatives, appositives to subjects, and appositives to predicate nominatives
  - Objective case:
    - For direct objects, indirect objects, objects of prepositions
    - For appositives of direct objects, indirect objects, objects of prepositions
    - For appositives to direct objects, indirect objects, objects of prepositions
  - Possessive case
  - Using correct case for *who*, *whom*, *whoever*, and *whomever* and in incomplete clauses beginning with *than* or *as*
  - Avoid pronoun usage problems: double subject, possessive case before a gerund
- Adjectives:
  - Recognizing and diagraming adjectives: participles and proper adjectives and infinitives as adjectives
  - Distinguishing adjectives from nouns and pronouns
  - Recognizing and diagraming predicate adjectives
  - Using and diagraming:
    - Prepositional and participial phrases as adjectives
    - Infinitive phrases as adjectives
    - Adjective clauses
  - Placing and punctuating adjective modifiers
  - Using adjectives in comparison
  - Avoiding double comparison and double negatives
  - Using exact and vivid adjectives
- Adverbs:
  - Recognizing and diagraming adverbs
  - Infinitives as adverbs
  - Distinguishing adverbs from adjectives
  - Using and diagraming:
    - Prepositional phrases as adverbs
    - Infinitive phrases as adverbs
    - Adverb clauses
  - Correct placement of adverb modifiers
  - Distinguishing dependent clauses:
    - Advanced technique to determine dependent clauses as noun, adjective, or adverb
  - Using: adverbs in comparison, exact and vivid adverbs
- Prepositions:
  - Recognizing prepositions, prepositional phrases, and objects of prepositions
  - Distinguishing between prepositions and adverbs
  - Using prepositions correctly
- Conjunctions:
  - Recognizing coordinating, correlative, and subordinating conjunctions
  - Using parallel structure
- Interjections:
  - Definition
  - Punctuation with interjections
  - Other parts of speech used as interjections
  - Diagraming interjections
- Word study:
  - Using the dictionary:
    - Kinds of dictionaries
    - Selecting a dictionary
  - Using the dictionary
  - Parts of the dictionary:
    - Variant spellings, pronunciation, parts of speech, inflected forms, cross reference, sample contexts, idiom, etymologies, run-on entries, usage notes
    - Capitalization, restrictive labels, scientific names, illustrations, synonyms and antonyms
  - Usage and diction:
    - Levels of usage
    - Using correct diction
    - Using clear and effective diction
    - Glossary of diction

## Grammar & Composition cont.

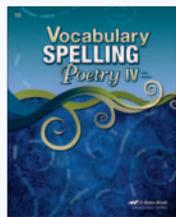
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### Composition

- Manuscript form: abbreviations, numbers, titles
- The library: Dewey Decimal System, Library of Congress Classification System, using the catalog and reference section
- Introducing paragraphs (12):
  - Topic sentence
  - Summarizing sentence
  - Paragraph development:
    - By examples, incidents, and reasons
    - By comparison and contrast and combination of methods
  - Paragraph unity
  - Paragraph coherence: chronological order, order of importance, transitional expressions, space order, pronoun reference, and repetition
- Outline (3):
  - Topical and sentence outlines
  - Format of outline
  - Parallelism in an outline
  - Steps to preparing an outline
- Critical book reviews:
  - Preparing:
    - Written book reviews including outline, introduction, body, conclusion
    - Oral book reviews: written preparation and oral presentation

- Formal short essay:
  - Writing descriptions about persons, places, and things (6):
    - Steps: point of view, careful selection of details, arrangement of details, use of exact nouns and verbs
- Formal full-length essay:
  - Informative essay
  - Personal essay
- Summaries
- The Writing Process: plan, write, rewrite, edit
- Research paper:
  - Planning the paper: selecting subject, finding sources, writing bibliography cards, making a preliminary outline, taking notes, writing note cards, avoiding plagiarism
  - Writing the paper: introduction, body
  - Using parenthetical citations
  - Rewriting the paper: check organization, introduction, conclusion, unity, coherence, and citations
  - Editing the paper: check each paragraph, sentence, word; capitalization and punctuation
  - Preparing works cited page
  - Typing the paper
  - Documentation for research paper
    - Author project
- Improving writing style: correct a choppy or monotonous style
- Extended definition
- Writing about a process

## Vocabulary, Spelling, Poetry Grade 10



Mastering the vocabulary and spelling words in *Vocabulary, Spelling, Poetry IV* will greatly help students in their writing, speaking, and reading comprehension. Students memorize ten poems over the course of the year. This memory work will not only help students lay a foundation for future literature studies, but will also enrich their personal lives. In addition, students will learn how to solve analogy questions and how to analyze word meanings based on their prefixes, roots, and suffixes.

### Added Enrichment

- Spelling and vocabulary:
  - Spelling words (480)
  - Vocabulary words (144)
- Spelling lists (24):
  - Organized by spelling rules, suffixes, homonyms, compound words, and commonly misspelled words
- Vocabulary lists:
  - Organized by word origin, prefixes and suffixes, and vivid and precise verbs
  - Each vocabulary word includes:
    - Pronunciation, etymology
    - Part of speech, definition
    - Sample sentence
    - Synonyms, antonyms
    - Related forms of the word
- Practice exercises (100), including:
  - Pretest over vocabulary words and their meanings
  - Cumulative review of vocabulary words and definitions
- Review games
- Vocabulary chart showing:
  - Prefixes (48), suffixes (48)
  - Greek and Latin roots and meanings (100)
- Guidelines for solving analogy questions
- Pronunciation key
- Poetry: footnotes define and explain unfamiliar words

► RED indicates NEW MATERIAL

### Evaluation

- Spelling and vocabulary quizzes:
  - Weekly (20)
  - Quarterly review (1 each 9 weeks; each counts as 2 quiz grades)
- Poetry quizzes; written (8), oral (2)

### Spelling & Vocabulary Skills Development

- Master spelling lists including:
  - Vocabulary words and definitions
  - Words that follow the spelling rules

- Sound-alike suffixes
- Commonly misspelled words
- Homonyms

## Vocabulary, Spelling, Poetry cont.

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### Spelling & Vocabulary Skills Development cont.

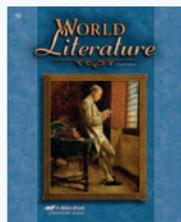
- Use vocabulary words in proper context
- Memorize vocabulary definitions
- Be able to identify commonly misspelled words
- Apply spelling and phonics concepts through daily teacher-directed oral practice and independent written practice
- Learn to distinguish between homophones
- Learn practical spelling tips and suggestions by studying Keys to Good Spelling
- Master 48 prefixes, 100 roots, and 48 suffixes
- Learn more than 1,000 synonyms, antonyms, and related words for vocabulary words
- Analyze word meanings based on their prefixes, roots, and suffixes
- Develop ability to solve analogy questions
- Learn spelling rules:
  - Use *i* before *e*, except after *c*, or when sounded like long *a*
  - Double a final consonant before adding a suffix beginning with a vowel
  - Change *y* to *i* when adding suffixes

- Drop the silent *e* before adding a suffix beginning with a vowel
- Learn exceptions to spelling rules
- Learn the principle of assimilation
- Creating a compound word doesn't change the spelling of the two parts
- Adding a prefix to a word doesn't change the word's spelling

### Poetry Skills Development

- Memorize 10 lyrical poems
- Develop appreciation of poetry
- Lay foundation for future literature study
- Perform in front of an audience
- Recite in unison
- Use appropriate expression and volume
- Increase vocabulary
- Demonstrate comprehension of emotion and content
- Develop a mental visualization of the poem
- Discuss meaning and purpose of poems
- Use proper observation of punctuation

## Literature Grade 10



In previous years, students read mostly for enjoyment, but now they will learn about the makeup of literature by studying a variety of literary terms and devices such as imagery and figurative language. While the first part of *World Literature* offers a background to the study of world literature, the second part introduces works chronologically from the time of the ancient East to the Modern Age (twentieth century). Students will read classics which reflect the thinking of each time period, such as *Divine Comedy*, *Moby Dick*, *Paradise Lost*, *Aesop's Fables*, and *Foxe's Book of Martyrs*.

Art appreciation is also an important part of the literature study in English 10. As the author uses words to paint visual images in our minds, the artist uses his brush to paint a story. *World Literature* includes paintings, sculptures, and architecture that reflect the themes of each unit.

### Literary Value

- 113 authors, including well-known writers such as e. e. cummings, Charles Dickens, John Donne, Homer, Martin Luther, and Isaac Watts
- Prose selections (49), poems (81), plays (2), and essays (10)

### Added Enrichment

- Footnotes define and explain unfamiliar words
- Comprehension and discussion questions after selections
- Character-building quotations and verses
- Introductory paragraphs for interest and background information
- Review games
- Author biographies
- Literary terms defined and explained throughout and in a handy glossary (121)

### Evaluation

- Comprehension quizzes (25)
- Homework reading quizzes (22)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam

➤ RED indicates NEW MATERIAL

### Reading Skills Development

- Develop skills in reading speed and comprehension
- Further develop oral reading skills
- Be able to identify significant quotations and the selections in which they are featured
- Increase vocabulary
- Further develop writing skills

- Learn various literary forms: short story, essay, novel, narrative poetry, and descriptive poetry
- Learn meaning and use of literary terms and devices such as theme, plot, imagery, figurative language, point of view, dramatic structure and dénouement.
- Study the development of plot, theme, setting, and character(s) in short stories, essays, and classical works of literature

## Literature cont.

➤ RED indicates NEW MATERIAL

### Comprehension, Discussion, & Analysis Skills Development

- Read entire works: *Silas Marner* and *Julius Caesar*
- Study drama and learn about Elizabethan and Greek theaters
- Develop proper discernment according to the truths of Scripture
- Answer factual, interpretive, and inferential comprehension and discussion questions
- Improve ability to use deductive reasoning, understand cause and effect, and draw conclusions

- Build appreciation for good literature and a love of reading
- Develop an understanding of people’s motives and feelings while recognizing consequences of particular actions
- Learn to analyze literature while studying selections
- Comprehend and appreciate the basic elements of a work of literature
- Learn to appreciate the rhyme, rhythm, and figurative language of poetry

## Grammar & Composition Grade 11



The abilities to express ideas creatively and to skillfully comprehend the written word are built upon the study elements which are included in English 11. The *Handbook of Grammar and Composition* and *Workbook V* build upon the grammar foundation established in previous years and introduce new concepts to further enhance the students’ knowledge of basic grammar. In addition, *Handbook of Grammar and Composition* emphasizes writing through assignments in argumentative essay, narrative essay, exposition of a process, literary character analysis, critical book reviews, and a research paper. Several smaller writing assignments are also included throughout the text.

### Added Enrichment

- English teaching transparencies
- Compositions:
  - Character trait paragraph
  - Book reviews: oral (1), full (3)
  - Paragraph, character sketch (1 each)
  - Essays: argumentative, narrative (1 each)
  - Rhyming poem, exposition of a process research paper (1 each)
- Optional (graded at teacher discretion):
  - Paragraphs, short book reviews
  - Character analysis, one-act play, outline, essay
  - Summary, descriptions, type sketch, poems
  - Classification, application letter, résumé

### Evaluation

- Grammar quizzes (17)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam

➤ RED indicates NEW MATERIAL

### Grammar

- Capitalization:
  - Proper nouns and words formed from proper nouns:
    - Particular persons, places, things
      - Political and economic organizations and alliances
    - Words referring to Deity and Holy Scripture
    - Words from proper nouns
    - Common noun or adjective when part of proper name
  - Titles of persons, titles of works
  - First word of every sentence
  - Pronoun *I* and interjection *O*
  - First word of every line of poetry
- Punctuation:
  - End marks:
    - Period for declarative sentences, abbreviations, indirect question, and polite request
    - Question mark for interrogative sentences
    - Exclamation point for exclamatory sentences
  - Commas:
    - Before a coordinating conjunction joining two independent clauses
    - To indicate:
      - Omissions or avoid possible misreading
      - Nonessential elements in a sentence:
        - Appositive and appositive phrase
        - Participial phrase
        - Adjective and adverb clauses
        - Direct address
        - *Well, yes, no, or why*
        - Parenthetical expressions
    - To set off introductory phrases or clauses
    - In dates and addresses
    - After salutations and closings of letters
  - Semicolons:
    - Between independent clauses:
      - If not using coordinating conjunction

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- Joined by:
  - Transitional words
  - Coordinating conjunction if clauses already contain commas
- Between items in a series if the items contain commas
- Colons:
  - Before a list of items
  - To introduce a formally announced statement or quotation
  - Between:
    - Independent clauses when second clause further explains first one
    - Chapter and verse of Bible reference
    - Hour and minute of time reference
  - After salutation of a business letter
- Italics:
  - For titles of books, magazines, newspapers, plays, works of art, ships, trains, aircraft, and spacecraft
  - For words, letters, numbers referred to as such
  - For foreign words or phrases
- Hyphens:
  - To divide a word at the end of line
  - In compound numbers
  - In fractions used as adjectives
  - In prefixes before a proper noun or adjective
  - In compound adjectives before a noun
- Quotation Marks:
  - In a direct quotation
  - To enclose:
    - Titles of short poems, songs, chapters, articles, and other parts of books or magazines
    - A quoted passage of more than one paragraph: at the beginning of each paragraph and at the end of the last paragraph
- Apostrophes:
  - To form:
    - Possessive case of nouns
    - Individual possession within a group
    - Possessive case of indefinite pronouns
  - To show omissions from words
  - With *s* to form plurals of letters, numbers, signs, and words used as words
- Dashes:
  - After a series of words or phrases giving details about a statement that follows
  - To indicate an abrupt change or break in a sentence
  - To set off parenthetical elements or confidential comments
- Parentheses:
  - To enclose:
    - Parenthetical elements
    - Brief confirmatory information
- Brackets:
  - To enclose editorial comments within quotations
  - To replace parentheses within parentheses
- The sentence:
  - Definition of sentence
  - Kinds of sentences classified by purpose: declarative, imperative, interrogative, exclamatory
  - Recognizing subjects and verbs: complete subject, simple subject, complete predicate, simple predicate, and verb phrase
  - Overcoming problems locating subjects and verbs:
    - Finding:
      - Subject in an inverted sentence: interrogative sentence, sentence beginning with *there* or *here*
      - Subject of an imperative sentence
      - Subject before its appositive
      - Verb phrase that is interrupted by other words
  - Diagramming subjects and verbs
  - Recognizing and diagramming:
    - Compound subjects and verbs
    - Complements: direct object, indirect object, objective complement, predicate nominative, predicate adjective
  - Fragments and run-on sentences
  - Recognizing and diagramming simple, compound, complex, and compound-complex sentences
  - Sentence improvement:
    - Unity and coordination
    - Subordination:
      - Choosing what to subordinate
      - Avoiding upside-down, illogical, and excessive subordination
    - Placement of modifiers:
      - Avoid:
        - Squinting modifiers and split constructions
        - Dangling participial phrases
        - Dangling gerund and infinitive phrases
        - Elliptical clauses
    - Pronoun reference
    - Clear and logical construction
    - Parallelism
    - Point of view:
      - Avoid unnecessary shifts in:
        - Subject, voice, and tense
        - Mood, person, number, discourse, and tone
    - Consistency of subject, tense, or voice
    - Clear and effective diction
    - Conciseness
  - Parts of speech:
    - Recognizing eight parts of speech
    - Verbs:
      - Recognizing action (transitive and intransitive), linking, and helping verbs
      - Distinguishing verbs from verbals: participles, gerunds, and infinitives
      - Using principal parts of verbs
      - Regular verb endings

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- Irregular verbs
- Using correct principal parts
- Verb tenses: progressive and emphatic forms
- When to use the verb tenses
- Using logical verb tense sequence between clauses and between verbals and independent clause
- Avoiding unnecessary shifts in sentences: in subjects, verb tense, voice of verbs
- Active and passive voice
- Mood: indicative, imperative, and subjunctive
- Avoid incorrect verb forms
- Use troublesome verbs correctly and avoid verb usage errors
- Nouns:
  - Recognizing nouns:
    - Compound, common, proper, and collective
    - Concrete and abstract
  - Substantives
  - Keeping agreement of subject and verb
  - Recognizing and diagraming nouns as predicate nominatives, direct objects, indirect objects, objects of prepositions, direct address, appositives, and objective complements
  - Using parallelism
- Pronouns:
  - Antecedents
  - Recognizing personal, interrogative, demonstrative, indefinite, compound, relative
  - Recognizing reflexive and intensive pronouns
  - Keeping agreement of verbs and indefinite pronoun subjects
  - Making pronouns agree with their antecedents:
    - In number and in gender
    - In person
  - Nominative case:
    - For subjects, predicate nominatives
    - For appositives of subjects, appositives of predicate nominatives
    - For appositives to subjects, appositives to predicate nominatives
    - For complements of the infinitive *to be*
  - Objective case:
    - For direct objects, indirect objects, objects of prepositions
    - For appositives of direct objects, indirect objects, objects of prepositions
    - For appositives to direct objects, indirect objects, objects of prepositions
    - For subjects of infinitives and complements of the infinitive *to be*
  - Possessive case
  - Using correct case for *who*, *whom*, *whoever*, and *whomever* and in incomplete clauses beginning with *than* or *as*
  - Avoid pronoun usage problems: double subject, possessive case before a gerund

- Adjectives:
  - Recognizing and diagraming adjectives: participles and proper adjectives and infinitives as adjectives
  - Distinguishing adjectives from nouns and pronouns
  - Recognizing and diagraming predicate adjectives
  - Using and diagraming:
    - Prepositional and participial phrases as adjectives
    - Infinitive phrases as adjectives
    - Adjective clauses
  - Placing and punctuating adjective modifiers
  - Using adjectives in comparison
  - Avoiding double comparison and double negatives
- Adverbs:
  - Recognizing and diagraming adverbs
  - Infinitives as adverbs
  - Nouns as adverbs
  - Distinguishing adverbs from adjectives
  - Using and diagraming:
    - Prepositional phrases as adverbs
    - Infinitive phrases as adverbs
    - Adverb clauses
  - Correct placement of adverb modifiers
  - Distinguishing dependent clauses
  - Using adverbs in comparison
- Prepositions:
  - Recognizing prepositions, prepositional phrases, and objects of prepositions
  - Distinguishing between prepositions and adverbs
  - Using prepositions correctly
- Conjunctions:
  - Recognizing coordinating, correlative, and subordinating conjunctions
  - Using parallel structure
- Interjections:
  - Definition
  - Punctuation with interjections
  - Other parts of speech used as interjections
  - Diagraming interjections
  - Recognizing and diagraming:
    - Nominative absolute and expletives
    - Nominative absolute phrases
- Word study:
  - Using the dictionary:
    - Kinds of dictionaries
    - Selecting a dictionary
    - Using the dictionary
    - Parts of the dictionary
  - Usage and diction:
    - Levels of usage
    - Using correct diction
    - Using clear and effective diction

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

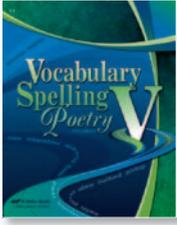
- Appropriateness
- Exactness and vividness
- Figurative language
- **Gobbledygook**
- Jargon
- Triteness
- Wordiness:
  - **Sentences beginning with *there, it, and this***
  - Wordy expressions
  - Redundancies
- Glossary of diction

**Composition**

- Manuscript form:
  - Abbreviations, numbers, titles
  - **Abbreviations in footnotes and parenthetical references**
- The Writing Process: plan, write, rewrite, edit
- Introducing paragraphs (7):
  - Topic sentence
  - Summarizing sentence
  - Paragraph development by examples, incidents, reasons, comparison and contrast, and combination of methods
  - Paragraph unity
  - Paragraph coherence: chronological order, order of importance, transitional expressions, space order, pronoun reference, and repetition
  - **Paragraph with proper emphasis**
- Essays:
  - Essay answer
  - **Narrative essay**
  - **Argumentative essay**
- Outline:
  - Topical and sentence outlines
  - Format of outline
  - Parallelism in an outline
  - Steps to preparing an outline
  - **Paraphrase (8)**
  - Summaries (8)
  - Writing about a process (Exposition of a Process)
  - **Classification paper**
  - Extended definition
  - Writing descriptions about persons, places, and things:
    - Steps: point of view, careful selection of details, arrangement of details, use of exact nouns and verbs
  - **Character sketch**
  - **Type sketch**
- The library:

- The catalog
- The reference section:
  - Encyclopedias, dictionaries, special dictionaries, atlases
  - Handbooks of miscellaneous information, books of quotations
  - **Biographical aids, reference works on literature**
  - **Other specialized reference works**
  - **The Readers' Guide to Periodical Literature**
  - **Internet sources**
- The Dewey Decimal System
- The Library of Congress Classification System
- Critical book reviews: written and oral review
- Writing letters:
  - Friendly: letter parts, thank-you note, bread-and-butter note
  - Business:
    - Letter parts, order letter, request letter, complaint letter
    - Letter to a government official
    - **Letter of application, résumé**
- Research paper:
  - Planning the paper:
    - Selecting subject
    - Finding sources:
      - **Encyclopedia, periodical databases**
      - **Essay and General Literature Index, published bibliographies**
    - Writing bibliography cards
    - Making a preliminary outline
    - Taking notes: writing note cards, avoiding plagiarism
  - Writing the paper: introduction, body
  - Using parenthetical citations
  - Rewriting the paper: check organization, introduction, conclusion, unity, coherence, and citations
  - Editing the paper: check each paragraph, sentence, word; capitalization and punctuation
  - Typing the paper:
    - General information
    - Formatting pages: title page, pledge page, outline page, first page, and succeeding pages
    - Inserting footnotes or endnotes
  - **Additional guidelines:**
    - **Abbreviations in citation entries**
    - **Ellipsis marks in quotations**
    - **Block quotations**
  - Documentation for research paper:
    - Parenthetical citations
    - **Endnotes and footnotes**
  - **Typing instructions**

## Vocabulary, Spelling, Poetry Grade 11



Mastering the vocabulary and spelling words in *Vocabulary, Spelling, Poetry V* will greatly help students in their writing, speaking, and reading comprehension. Students will memorize nine poems throughout the year. The benefits of reciting and memorizing poetry are learning an appreciation of poetic excellence, enriching their personal lives, and laying a foundation for future literature studies. Students will also further develop their ability to analyze words by studying prefixes, suffixes, and roots.

### Added Enrichment

- Spelling and vocabulary:
  - Spelling lists (24):
    - Spelling words (360)
    - Vocabulary words (144)
  - Organized by spelling rules, suffixes, homonyms, compound words, and commonly misspelled words
- Vocabulary lists:
  - Organized by word origin, prefixes and suffixes, and vivid and precise verbs
  - Each vocabulary word includes:
    - Pronunciation, etymology
    - Part of speech, definition
    - Sample sentence
- Synonyms, antonyms
- Related forms of the word
- Practice exercises (100), including:
  - Pretest over vocabulary words and their meanings
  - Cumulative review of vocabulary words and definitions
- Review games
- Vocabulary chart showing:
  - Prefixes (48), suffixes (48)
  - Greek and Latin roots and meanings (100)
  - Guidelines for solving analogy questions
  - Pronunciation key
  - Index includes vocabulary words; prefixes, roots, suffixes; synonyms, antonyms

### Evaluation

- Spelling and vocabulary quizzes:
  - Weekly (20)
  - Quarterly review (1 each 9 weeks; each counts as 2 quiz grades)
- Poetry quizzes: written (7), oral (2)

➤ **RED** indicates **NEW MATERIAL**

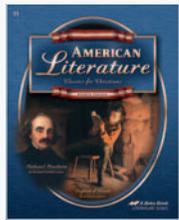
### Spelling & Vocabulary Skills Development

- Master spelling lists including:
  - Vocabulary words and definitions
  - Words that follow the spelling rules
  - Sound-alike suffixes
  - Commonly misspelled words
  - Homonyms
- Use vocabulary words in proper context
- Memorize vocabulary definitions
- Be able to identify commonly misspelled words
- Apply spelling and phonics concepts through daily teacher-directed oral practice and independent written practice
- Learn to distinguish between homophones
- Learn practical spelling tips and suggestions from Keys to Good Spelling
- Master 48 prefixes, 100 roots, and 48 suffixes

### Poetry Skills Development

- Memorize 9 lyrical poems
- Develop appreciation of poetry
- Lay foundation for future literature study
- Perform in front of an audience
- recite in unison
- Use appropriate expression and volume
- Increase vocabulary
- Demonstrate comprehension of emotion and content
- Develop a mental visualization of the poem
- Discuss meaning and purpose of poems
- Use proper observation of punctuation

## Literature Grade 11



*American Literature* presents a variety of selections that reflect the faith, doubts, longings, accomplishments, and emotions of the American people. Students will further develop their skills in analyzing literature as they study several genres and time periods of American literature. In addition, students will learn about significant American authors and their influential works while reading classics such as *Moby Dick*, *Ben Hur*, *Uncle Tom's Cabin*, *The Innocents Abroad*, and *The Song of Hiawatha*. Since art appreciation is an important part of the literature study in English 11, *American Literature* includes paintings that reflect the themes and time periods of each unit.

### Literary Value

- 105 authors, including works by well-known writers such as Washington Irving, Will Rogers, Mark Twain, Phyllis Wheatley, and Walt Whitman
- Prose selections (45), poems (175), plays (2), essays (25)

### Added Enrichment

- Footnotes to define and explain unfamiliar words
- Comprehension and discussion questions after selections
- Character-building quotations and verses
- Introductory paragraphs for interest and background info
- Author biographies
- Literary terms defined and explained throughout
- Glossaries of literary terms and vocabulary-building words
- Unit reviews

### Evaluation

- Comprehension quizzes (18)
- Homework reading quizzes (35)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam

➤ **RED** indicates **NEW MATERIAL**

### Reading Skills Development

- Develop skills in reading speed and comprehension
- Further develop oral reading skills
- Be able to identify significant quotations and the selections in which they are featured
- Increase vocabulary
- Further develop writing skills
- Study various literary forms: short story, essay, novel, narrative poetry, and descriptive poetry
- Study meaning and use of literary terms and devices such as theme, plot, imagery, figurative language, **aphorism, character analysis, conceit, dialect, epitaph, local color, pun, realism, rhetorical devices, and understatement**
- Study the development of plot, theme, setting, and character(s) in short stories, essays, and classical works of literature
- Study historical backgrounds and writing techniques to better understand American literary periods

### Comprehension, Discussion, & Analysis Skills Development

- Read entire novel: *The Scarlet Letter*
- Develop proper discernment according to the truths of Scripture
- Answer factual, interpretive, and inferential comprehension and discussion questions
- Improve ability to use deductive reasoning, understand cause and effect, and draw conclusions
- Build appreciation for good literature and a love of reading
- Develop an understanding of people's motives and feelings while recognizing consequences of particular actions
- Learn to analyze literature while studying selections
- Comprehend and appreciate the basic elements of a work of literature
- Learn to appreciate the rhyme, rhythm, and figurative language of poetry
- Develop a greater understanding and appreciation for American culture and heritage

## Grammar & Composition Grade 12



English 12 is designed to incorporate a program of English literature, composition, grammar, vocabulary, and outside reading into a senior-level English class. The study of grammar is not stressed in the senior year as much as in earlier years because of the extensive background that students should have gained from previous study; however, grammar is still taught briefly each day. Grammar instruction includes correcting homework exercises from *Workbook VI for Handbook of Grammar and Composition* and briefly presenting new material from *Handbook of Grammar and Composition*.

### Added Enrichment

- English teaching transparencies
- Compositions:
  - Essays (5)
  - Argumentative essay
  - Oral book reviews (2)
  - Vocation project
- Character sketch, original poem
- Extemporaneous compositions, résumé
- Extemporaneous description
- Descriptions, narrative, extended definition

### Evaluation

- Grammar quizzes (17)
- Tests (8), mid-semester tests (2)
- Semester exam, final exam
- Optional (graded at teacher discretion):
  - Paragraphs, book reviews

➤ **RED** indicates **NEW MATERIAL**

### Grammar

- Capitalization:
  - Proper nouns and words formed from proper nouns:
    - Particular persons, places, things:
      - Political and economic organizations and alliances
      - Words referring to Deity and Holy Scripture
    - Words from proper nouns
    - Common noun or adjective when part of proper name
  - Titles of persons, titles of works
  - First word of every sentence
  - Pronoun *I* and interjection *O*
  - First word of every line of poetry
- Punctuation:
  - End marks:
    - Period for declarative sentences, abbreviations, indirect question, and polite request
    - Question mark for interrogative sentences
    - Exclamation point for exclamatory sentences
  - Commas:
    - Before a coordinating conjunction joining two independent clauses
    - To indicate:
      - Omissions or avoid possible misreading
      - Nonessential elements in a sentence:
        - Appositive and appositive phrase
        - Participial phrase
        - Adjective and adverb clauses
        - Direct address
        - *Well, yes, no, or why*
        - Parenthetical expressions
      - To set off introductory phrases or clauses
      - In dates and addresses
      - After salutations and closings of letters
  - Semicolons:
    - Between independent clauses:
      - If not using coordinating conjunction
    - Joined by transitional words
    - Joined by coordinating conjunction if clauses already contain commas
    - Between items in a series if the items contain commas
  - Colons:
    - Before a list of items
    - To introduce a formally announced statement or quotation
    - Between:
      - Independent clauses when second clause further explains first one
      - Chapter and verse of Bible reference
      - Hour and minute of time reference
    - After salutation of a business letter
  - Italics:
    - For titles of books, magazines, newspapers, plays, works of art, ships, trains, aircraft, and spacecraft
    - For words, letters, numbers referred to as such
    - For foreign words or phrases
  - Hyphens:
    - To divide a word at the end of line
    - In compound numbers
    - In fractions used as adjectives
    - In prefixes before a proper noun or adjective
    - In compound adjectives before a noun
  - Quotation Marks:
    - In a direct quotation
    - To enclose:
      - Titles of short poems, songs, chapters, articles, and other parts of books or magazines
      - A quoted passage of more than one paragraph: at the beginning of each paragraph and at the end of the last paragraph
  - Apostrophes:
    - To form:
      - Possessive case of nouns
      - Individual possession within a group
      - Possessive case of indefinite pronouns

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- To show omissions from words
- With *s* to form plurals of letters, numbers, signs, and words used as words
- Dashes:
  - After a series of words or phrases giving details about a statement that follows
  - To indicate an abrupt change or break in a sentence
  - To set off parenthetical elements or confidential comments
- Parentheses:
  - To enclose:
    - Parenthetical elements
    - Brief confirmatory information
- Brackets:
  - To enclose editorial comments within quotations
  - To replace parentheses within parentheses
- The sentence:
  - Definition of sentence
  - Kinds of sentences classified by purpose: declarative, imperative, interrogative, exclamatory
  - Recognizing subjects and verbs: complete subject, simple subject, complete predicate, simple predicate, and verb phrase
  - Overcoming problems locating subjects and verbs:
    - Finding:
      - Subject in an inverted sentence: interrogative sentence, sentence beginning with *there* or *here*
      - Subject of an imperative sentence
      - Subject before its appositive
      - Verb phrase that is interrupted by other words
  - Diagraming subjects and verbs
  - Recognizing and diagraming compound subjects and verbs
  - Recognizing and diagraming complements: direct object, indirect object, objective complement, predicate nominative, predicate adjective
  - Fragments and run-on sentences
  - Recognizing and diagraming simple, compound, complex, and compound-complex sentences
  - Sentence improvement:
    - Unity and coordination
    - Subordination:
      - Choosing what to subordinate
      - Avoiding upside-down, illogical, and excessive subordination
  - Placement of modifiers:
    - Avoid:
      - Squinting modifiers and split constructions
      - Dangling participial phrases
      - Dangling gerund and infinitive phrases
      - Elliptical clauses
  - Pronoun reference
  - Clear and logical construction
  - Parallelism
  - Point of view:
    - Avoid unnecessary shifts in:
      - Subject, voice, and tense
      - Mood, person, number, discourse, and tone
    - Consistency of subject, tense, or voice
    - Clear and effective diction
    - Conciseness
- Parts of speech:
  - Recognizing eight parts of speech
  - Verbs:
    - Recognizing action (transitive and intransitive), linking, and helping verbs
    - Distinguishing verbs from verbals: participles, gerunds, and infinitives
    - Using principal parts of verbs
    - Regular verb endings
    - Irregular verbs
    - Using correct principal parts
    - Verb tenses: progressive and emphatic forms
    - When to use the verb tenses
    - Using logical verb tense sequence between clauses and between verbals and independent clause
    - Avoiding unnecessary shifts in sentences: in subjects, verb tense, voice of verbs
    - Active and passive voice
    - Mood: indicative, imperative, and subjunctive
    - Avoid incorrect verb forms
    - Use troublesome verbs correctly and avoid verb usage errors
  - Nouns:
    - Recognizing nouns:
      - Compound, common, proper, and collective
      - Concrete and abstract
    - Substantives
    - Keeping agreement of subject and verb
    - Recognizing and diagraming nouns as predicate nominatives, direct objects, indirect objects, objects of prepositions, direct address, appositives, and objective complements
    - Using parallelism
  - Pronouns:
    - Antecedents
    - Recognizing personal, interrogative, demonstrative, indefinite, compound, relative
    - Recognizing reflexive and intensive pronouns
    - Keeping agreement of verbs and indefinite pronoun subjects
    - Making pronouns agree with their antecedents:
      - In number and in gender
      - In person
    - Nominative case:
      - For subjects, predicate nominatives, appositives of subjects, appositives of predicate nominatives, appositives to subjects, and appositives to predicate nominatives
      - For complements of the infinitive *to be*

## Grammar &amp; Composition cont.

► RED indicates NEW MATERIAL

**Grammar cont.**

- Objective case:
  - For direct objects, indirect objects, objects of prepositions and for appositives of direct objects, indirect objects, objects of prepositions and for appositives to direct objects, indirect objects, and objects of prepositions
  - For subjects of infinitives and complements of the infinitive *to be*
- Possessive case:
  - Using correct case for *who*, *whom*, *whoever*, and *whomever* and in incomplete clauses beginning with *than* or *as*
  - Avoid pronoun usage problems: double subject, possessive case before a gerund
- Adjectives:
  - Recognizing and diagramming adjectives: Participles and proper adjectives and infinitives as adjectives
  - Distinguishing adjectives from nouns and pronouns
  - Recognizing and diagramming predicate adjectives
  - Using and diagramming:
    - Prepositional and participial phrases as adjectives
    - Infinitive phrases as adjectives
    - Adjective clauses
  - Placing and punctuating adjective modifiers
  - Using adjectives in comparison
  - Avoiding double comparison and double negatives
- Adverbs:
  - Recognizing and diagramming adverbs
  - Infinitives as adverbs
  - Nouns as adverbs
  - Distinguishing adverbs from adjectives
  - Using and diagramming:
    - Prepositional phrases as adverbs
    - Infinitive phrases as adverbs
    - Adverb clauses
  - Correct placement of adverb modifiers
  - Distinguishing dependent clauses
  - Using adverbs in comparison
- Prepositions:
  - Recognizing prepositions, prepositional phrases, and objects of prepositions
  - Distinguishing between prepositions and adverbs
  - Using prepositions correctly
- Conjunctions:
  - Recognizing coordinating, correlative, and subordinating conjunctions
  - Using parallel structure
- Interjections:
  - Definition
  - Punctuation with interjections
  - Other parts of speech used as interjections
  - Diagramming interjections
- Recognizing and diagramming:
  - Nominative absolute and expletives
  - Nominative absolute phrases

- Word study:
  - Using the dictionary:
    - Kinds of dictionaries
    - Selecting a dictionary
    - Using the dictionary
    - Parts of the dictionary
  - Usage and diction:
    - Levels of usage
    - Using correct diction
    - Using clear and effective diction
    - Appropriateness
    - Exactness and vividness
    - Figurative language
    - Gobbledygook
    - Jargon
    - Triteness
  - Wordiness:
    - Sentences beginning with *there*, *it*, and *this*
    - Wordy expressions
    - Redundancies
    - Glossary of diction

**Composition**

- Manuscript form:
  - Abbreviations, numbers, titles
  - Abbreviations in footnotes and parenthetical references
- The Writing Process: plan, write, rewrite, edit
- Introducing paragraphs:
  - Topic sentence
  - Summarizing sentence
  - Paragraph development by examples, incidents, reasons, comparison and contrast, and combination of methods
  - Paragraph unity
  - Paragraph coherence: chronological order, order of importance, transitional expressions, space order, pronoun reference, and repetition
  - Paragraph with proper emphasis
- Essays (6):
  - Essay answer
  - Narrative and argumentative essays
- Outline:
  - Topical and sentence outlines
  - Format of outline
  - Parallelism in an outline
  - Steps to preparing an outline
- Paraphrase
- Summaries (Précis)
- Writing about a process (Exposition of a Process)
- Classification paper
- Extended definition
- Writing descriptions about persons, places, and things (6):
  - Steps: point of view, careful selection of details, arrangement of details, use of exact nouns and verbs
- Character sketch
- Type sketch

## Grammar & Composition cont.

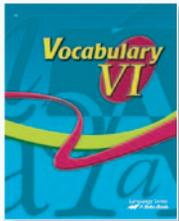
➤ RED indicates NEW MATERIAL

### Composition cont.

- The library:
  - The catalog
  - The reference section:
    - Encyclopedias, dictionaries, special dictionaries, atlases, handbooks of miscellaneous information, books of quotations
    - Biographical aids, reference works on literature, other specialized reference works, the *Readers' Guide to Periodical Literature*, and Internet sources
  - The Dewey Decimal System
  - The Library of Congress Classification System
- Critical book reviews: written and oral review
- Writing letters:
  - Friendly: letter parts, thank-you note, bread-and-butter note
  - Business:
    - Letter parts, order letter, request letter, complaint letter, and letter to a government official
    - Letter of application, résumé
- Research paper:
  - Planning the paper:
    - Selecting subject
    - Finding sources: encyclopedia, periodical databases, *Essay and General Literature Index*, published bibliographies

- Writing bibliography cards
- Making a preliminary outline
- Taking notes: writing note cards, avoiding plagiarism
- Writing the paper: introduction, body
- Using parenthetical citations
- Rewriting the paper: check organization, introduction, conclusion, unity, coherence, and citations
- Editing the paper: check each paragraph, sentence, word; capitalization and punctuation
- Typing the paper:
  - General information
  - Formatting pages: title page, pledge page, outline page, first page, and succeeding pages
  - Inserting footnotes or endnotes
- Additional guidelines:
  - Abbreviations in citation entries
  - Ellipsis marks in quotations
  - Block quotations
- Documentation for research paper:
  - Parenthetical citations
  - Endnotes and footnotes
- Vocation project: writing a questionnaire cover letter and conducting an interview
- Typing instructions

## Vocabulary Grade 12



Knowing and using a selection of choice vocabulary words gives high school students an advantage, whether it is in a job interview, on a college entrance exam, or simply in meeting today's expectations for expression and communication. Mastering the vocabulary words in *Vocabulary VI* will help students in their writing, speaking, and reading comprehension. Many of the words are taken from *English Literature*. Students will also study the antonyms and synonyms included with the definitions, and learn prefixes, suffixes, and root words, expanding their vocabulary even further.

### Added Enrichment

- Vocabulary lists (12):
  - Total words and definitions (144)
  - Organized by word origin or by roots, prefixes, and suffixes
- Practice exercises (100) including:
  - Pretest over vocabulary words and their meanings
  - Cumulative review of vocabulary words and definitions
- Each vocabulary word includes:
  - Pronunciation, etymology, part of speech
  - Definition, sample sentence
  - Synonyms, antonyms
  - Related forms of the word
  - Pronunciation key
- Vocabulary chart showing:
  - Prefixes (48), suffixes (48)
  - Greek and Latin roots and meanings (100)
  - Guidelines for solving analogy questions
  - Index includes vocabulary words; prefixes, roots, suffixes; synonyms antonyms

### Evaluation

- Weekly quizzes (8)
- Quarterly review (1 each 9 weeks; each counts as 2 quiz grades)

➤ RED indicates NEW MATERIAL

### Skills Development

- Master vocabulary lists
- Use vocabulary words in sentences and in proper context
- Memorize vocabulary definitions
- Master 48 prefixes, 100 roots, and 48 suffixes
- Learn more than 1,000 synonyms, antonyms, and related words for vocabulary words

- Analyze word meanings based on their prefixes, roots, and suffixes
- Develop ability to solve analogy questions
- Apply spelling and phonics concepts through teacher-directed oral practice and independent written practice
- Learn about the origin of certain words and expressions

## Literature Grade 12



*English Literature* presents a chronological study of English literature from the Anglo-Saxon period to the Modern Age (twentieth century). Classics such as *Beowulf*, *The Importance of Being Earnest*, *Pride and Prejudice*, *Paradise Lost*, *Robinson Crusoe*, *David Copperfield*, and *The Canterbury Tales* were chosen not only for their literary value but also for their character development. Students will learn about a variety of literary genres and will further analyze literature through in-depth studies of a tragedy, an allegory, and a novel. In order to help students visualize the works and time periods they are studying, *English Literature* contains a variety of illustrations and photographs of English people, places, and art.

### Literary Value

- 105 authors, including well-known writers such as Elizabeth Barrett Browning, Geoffrey Chaucer, Daniel Defoe, Charles Wesley, and Oscar Wilde
- Prose selections (24), poems (221), plays (4), essays (13), devotional works (7), and sermon (1)

### Added Enrichment

- Footnotes define and explain unfamiliar words
- Comprehension and discussion questions after selections
- Character-building quotations and verses
- Introductory paragraphs for interest and background information
- Author biographies and literary terms
- Glossaries of literary terms and vocabulary-building words
- Unit reviews
- Introduction to each literary period describing literary characteristics of that age
- Important quotations and lines of poetry highlighted
- Time line of English literature through the centuries

### Evaluation

- Comprehension quizzes (22)
- Homework reading quizzes (29)
- Tests (8), 9-weeks exam (2)
- Semester exam, final exam

➤ **RED** indicates **NEW MATERIAL**

### Reading Skills Development

- Develop skills in reading comprehension
- Further develop oral reading skills
- Be able to identify significant quotations and the selections in which they are featured
- Increase vocabulary
- Further develop writing skills
- Study various literary forms: lyric and epic poetry, drama, allegory, Romantic and Victorian poetry, and modern fiction
- Study meaning and use of literary terms and devices such as theme, plot, imagery, figurative language, analogy, aside, caesura, carol, comic relief, exemplum, idyll, kenning, madrigal, metonymy, ode, rondeau, scop, surrealism, and terza rima
- Study historical backgrounds and writing techniques to better understand each literary period
- Study the development of plot, theme, setting, and character(s) in short stories, essays, and other notable works of English literature

### Comprehension, Discussion, & Analysis Skills Development

- Read entire works: *The Pilgrim's Progress* and *Macbeth*
- Develop proper discernment according to the truths of Scripture
- Answer factual, interpretive, and inferential comprehension and discussion questions
- Improve ability to use deductive reasoning, understand cause and effect, and draw conclusions
- Build appreciation for good literature and a love of reading
- Develop an understanding of people's motives and feelings while recognizing consequences of particular actions
- Learn to analyze literature while studying selections
- Comprehend and appreciate the basic elements of a work of literature
- Learn to appreciate the rhyme, rhythm, and figurative language of poetry