

GLENCOE LANGUAGE ARTS

Grammar AND Composition Handbook



GRADE 6

123303



西文 301975993

GLENCOE LANGUAGE ARTS

Grammar AND Composition Handbook

GRADE 6



**Glencoe
McGraw-Hill**

New York, New York
Columbus, Ohio
Woodland Hills, California
Peoria, Illinois

Table of Contents

11

Photo Credits

Cover Index Stock; **all other photos** Amanita Pictures.

Glencoe/McGraw-Hill



A Division of The McGraw-Hill Companies

Copyright ©2002 by The McGraw-Hill Companies, Inc. All rights reserved. Except as permitted under the United States Copyright Act of 1976, no part of this may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without prior written permission of the publisher.

Printed in the United States of America.

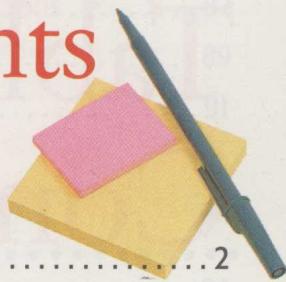
Send all inquiries to:
Glencoe/McGraw-Hill
8787 Orion Place
Columbus, Ohio 43240

ISBN 0-07-829980-2

1 2 3 4 5 6 7 8 9 042 06 05 04 03 02

H315
59.0

Table of Contents at a Glance



Part 1 Ready Reference	2
Glossary of Terms	4
Usage Glossary	29
Abbreviations	56
Part 2 Grammar, Usage, and Mechanics	62
Chapter 1 Subjects, Predicates, and Sentences	64
Chapter 2 Nouns	79
Chapter 3 Verbs	94
Chapter 4 Pronouns	121
Chapter 5 Adjectives	142
Chapter 6 Adverbs	156
Chapter 7 Prepositions, Conjunctions, and Interjections	171
Chapter 8 Clauses and Complex Sentences	190
Chapter 9 Subject-Verb Agreement	205
Chapter 10 Diagraming Sentences	217
Chapter 11 Capitalization	234
Chapter 12 Punctuation	246
Chapter 13 Sentence Combining	272
Chapter 14 Spelling and Vocabulary	287
Part 3 Composition	310
Chapter 15 The Writing Process	312
Chapter 16 Modes of Writing	326
Chapter 17 Research Report Writing	346
Chapter 18 Business Writing	368
Part 4 Resources	390
Chapter 19 The Library or Media Center	392
Chapter 20 Using Print Resources	395
Chapter 21 Accessing Electronic Resources	418
Index	423

2.4 Recognizing Plurals, Possessives, and Contractions	87
2.5 Appositives	89
Posttest	91

Chapter 3 Verbs

Pretest	94
3.1 Action Verbs	97
3.2 Transitive and Intransitive Verbs	98
3.3 Indirect Objects	100
3.4 Linking Verbs and Predicate Words	101
3.5 Present and Past Tenses	103
3.6 Main Verbs and Helping Verbs	104
3.7 Progressive Forms	106
3.8 Present Perfect and Past Perfect Tenses	108
3.9 Expressing Future Time	110
3.10 Active and Passive Voice	111
3.11 Irregular Verbs	113
3.12 More Irregular Verbs	115
Posttest	118

Chapter 4 Pronouns

Pretest	121
4.1 Personal Pronouns	125
4.2 Using Pronouns	126
4.3 Pronouns and Antecedents	128
4.4 Possessive Pronouns	131
4.5 Indefinite Pronouns	132
4.6 Reflexive and Intensive Pronouns	134
4.7 Interrogative and Demonstrative Pronouns	135
Posttest	138

Chapter 5 Adjectives	142
Pretest	142
5.1 Adjectives	144
5.2 Articles and Demonstratives	147
5.3 Comparative and Superlative Adjectives	149
5.4 Irregular Comparative and Superlative Adjectives	151
Posttest	153

Chapter 6 Adverbs	156
Pretest	156
6.1 Adverbs That Modify Verbs	158
6.2 Adverbs That Modify Adjectives and Other Adverbs	161
6.3 Comparative and Superlative Adverbs	162
6.4 Using Adjectives and Adverbs	164
6.5 Correcting Double Negatives	166
Posttest	169

Chapter 7 Prepositions, Conjunctions, and Interjections	171
Pretest	171
7.1 Prepositions and Prepositional Phrases	174
7.2 Pronouns as Objects of Prepositions	176
7.3 Prepositional Phrases as Adjectives and Adverbs	178
7.4 Telling Prepositions and Adverbs Apart	179
7.5 Conjunctions	181
7.6 Conjunctive Adverbs	183
7.7 Interjections	185
Posttest	187

Chapter 8 Clauses and Complex Sentences

190

Pretest	190
8.1 Sentences and Clauses	192
8.2 Complex Sentences	193
8.3 Adjective Clauses	195
8.4 Essential and Nonessential Clauses	197
8.5 Adverb Clauses	198
8.6 Noun Clauses	200
Posttest	202

Chapter 9 Subject-Verb Agreement

205

Pretest	205
9.1 Making Subjects and Verbs Agree	206
9.2 Problems in Locating the Subject	208
9.3 Collective Nouns and Other Special Subjects	210
9.4 Indefinite Pronouns as Subjects	212
9.5 Agreement with Compound Subjects	213
Posttest	215

Chapter 10 Diagramming Sentences

217

Pretest	217
10.1 Diagramming Simple Subjects and Simple Predicates	218
10.2 Diagramming the Four Kinds of Sentences	219

10.3	Diagraming Direct and Indirect Objects	221
10.4	Diagraming Adjectives, Adverbs, and Prepositional Phrases	222
10.5	Diagraming Predicate Nouns and Predicate Adjectives	223
10.6	Diagraming Compound Sentence Parts	225
10.7	Diagraming Compound Sentences	226
10.8	Diagraming Complex Sentences with Adjective and Adverb Clauses	228
10.9	Diagraming Noun Clauses	230
	Posttest	232

Chapter 11 Capitalization	234	
Pretest	234	
11.1	Capitalizing Sentences, Quotations, and Letter Parts	236
11.2	Capitalizing Names and Titles of People	238
11.3	Capitalizing Names of Places	239
11.4	Capitalizing Other Proper Nouns and Adjectives	241
	Posttest	244

Chapter 12 Punctuation	246	
Pretest	246	
12.1	Using End Punctuation	249
12.2	Using Commas I	250
12.3	Using Commas II	253
12.4	Using Commas III	254
12.5	Using Semicolons and Colons	256
12.6	Using Quotation Marks and Italics	258

12.7 Using Apostrophes	261
12.8 Using Hyphens, Dashes, and Parentheses	263
12.9 Using Abbreviations	264
12.10 Writing Numbers	266
Posttest	269

Chapter 13 Sentence Combining 272

Pretest	272
13.1 Compound Sentences	275
13.2 Compound Elements	276
13.3 Prepositional Phrases	277
13.4 Appositives	279
13.5 Adjective and Adverb Clauses	280
Posttest	284

Chapter 14 Spelling and Vocabulary 287

14.1 Spelling Rules	287
14.2 Improving Your Spelling	295
• How to Study a Word	296
• Spelling Problem Words	297
14.3 Using Context Clues	299
• Using Specific Context Clues	299
• Using General Context	300
14.4 Roots, Prefixes, and Suffixes	302
• Roots	302
• Prefixes	304
• Suffixes	306

Part 3	Composition	310
<hr/>		
Chapter 15	The Writing Process	312
<hr/>		
Stage 1	Prewriting	313
• <i>Choosing and Exploring Your Topic</i> 314		
• <i>Identifying Purpose and Audience</i> 320		
• <i>Arranging and Organizing Ideas</i> 320		
Stage 2	Drafting	321
Stage 3	Revising/Editing	323
Stage 4	Proofreading	325
Stage 5	Publishing/Presenting	325
<hr/>		
Chapter 16	Modes of Writing	326
<hr/>		
16.1	Descriptive Writing	326
• <i>Observing and Taking Notes</i> 326		
• <i>Writing the Description</i> 327		
• <i>Summary</i> 330		
16.2	Narrative Writing	330
• <i>Exploring Narrative Ideas</i> 331		
• <i>Writing Your Story</i> 332		
• <i>Summary</i> 335		
16.3	Expository Writing	335
• <i>Defining</i> 336		
• <i>Comparing and Contrasting</i> 337		
• <i>Explaining a Process</i> 338		
• <i>Using Cause-and-Effect Relationships</i> 338		
• <i>Summary</i> 340		
16.4	Persuasive Writing	340
• <i>Forming an Opinion</i> 341		
• <i>Considering Your Audience</i> 342		

• <i>Supporting Your Opinion</i>	343
• <i>Organizing Your Argument</i>	344
• <i>Summary</i>	345
Chapter 17 Research Report Writing	346
17.1 Prewriting	347
• <i>Choose a Good Topic</i>	347
• <i>Find the Information</i>	348
• <i>Choose an Approach</i>	356
17.2 Drafting	359
• <i>Know Your Audience</i>	359
• <i>Organize Your Report</i>	359
• <i>Write Your Draft</i>	360
• <i>List Your Sources</i>	360
17.3 Revising/Editing	361
• <i>Evaluate Your Draft</i>	361
• <i>Get a Second Opinion</i>	361
17.4 Proofreading	362
17.5 Publishing/Presenting	362
Sample Research Report	363
Chapter 18 Business Writing	368
18.1 Writing a Request Letter	368
• <i>Tips for Writing a Request Letter</i>	368
• <i>Using the Correct Form</i>	371
• <i>Being Businesslike</i>	371
18.2 Writing Directions for a Process	372
• <i>Getting Started</i>	373
• <i>Choosing a Title</i>	374
• <i>Writing an Introduction</i>	374

• <i>Organizing the Steps</i>	374
• <i>Considering a Conclusion</i>	376
18.3 Making a Presentation	378
• <i>Think About Your Topic and Your Purpose</i>	378
• <i>Analyze Your Audience</i>	379
• <i>Decide What to Say</i>	380
• <i>Organize Your Presentation</i>	380
• <i>Add Visuals</i>	384
• <i>Practice</i>	387
• <i>Present Yourself Well</i>	388
• <i>Putting It All Together</i>	389
Part 4 Resources	390
Chapter 19 The Library or Media Center	392
• •	
Chapter 20 Using Print Resources	395
• •	
20.1 Understanding Cataloging Systems	396
• <i>Computer Catalogs</i>	396
• <i>Card Catalogs</i>	402
20.2 Locating Books: Dewey Decimal System of Classification	402
20.3 Locating Articles in Newspapers and Other Periodicals	405
• <i>Computer Databases</i>	405
• <i>Readers' Guide to Periodical Literature</i>	406
20.4 Using Other Reference Sources	407
20.5 Making the Most of Word Resources	409
• <i>Dictionaries</i>	409

• <i>Other Kinds of Information in General</i>	
<i>Dictionaries</i>	414
<i>Thesauruses</i>	415
Chapter 21 Accessing Electronic Resources	418
•••••	
21.1 Using the Internet	419
21.2 Using CD-ROMs and DVDs	422
Index	423

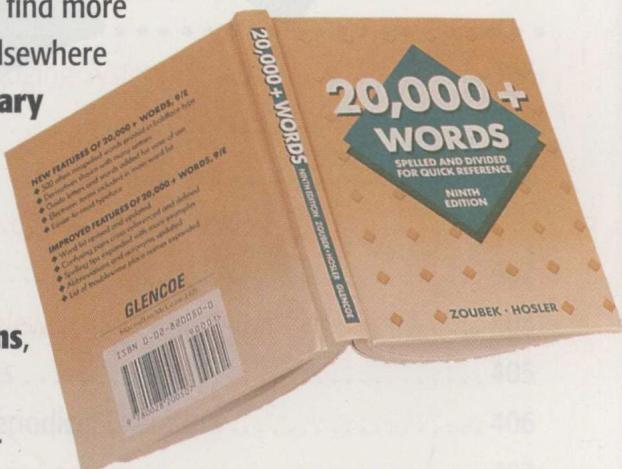


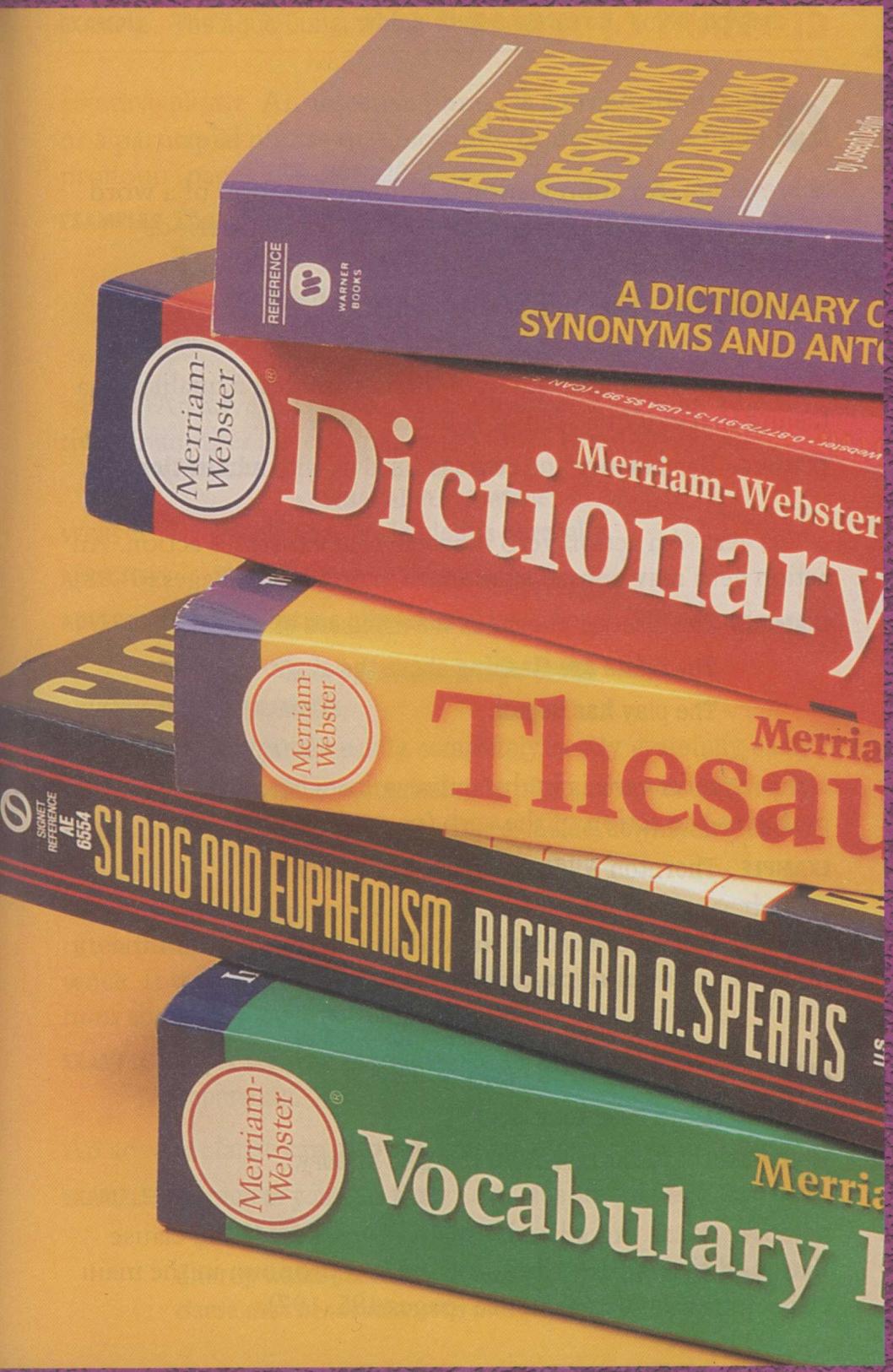
Part One

.....

Ready Reference

The **Ready Reference** consists of three parts. The **Glossary of Terms** is a list of language arts terms with definitions and examples. Page references show you where to find more information about the terms elsewhere in the book. The **Usage Glossary** lists words that are easily confused or often used incorrectly and explains how to use the words correctly. The third part is **Abbreviations**, which consists of lists of many commonly used abbreviations.





GLOSSARY OF TERMS

A

abbreviation An abbreviation is a shortened form of a word or phrase. Many abbreviations are followed by periods (pages 264–266).

EXAMPLES Mrs., Tues., Dec., Mont., NBA, ft., St., RI

abstract noun An abstract noun names an idea, a quality, or a feeling that can't be seen or touched (page 82).

EXAMPLE Her **bravery** and **courage** filled us with **admiration**.

action verb An action verb is a verb that expresses action. An action verb may consist of more than one word (pages 97–98).

EXAMPLES The director **shouts** at the members of the cast.

The lights **are flashing** above the stage.

The play **has begun**.

active voice A verb is in the active voice when the subject performs the action of the verb (pages 111–112).

EXAMPLE Thornton Wilder **composed** that play.

adjective An adjective is a word that describes, or modifies, a noun or a pronoun (pages 144–152, 164–165).

HOW ADJECTIVES MODIFY NOUNS

WHAT KIND? We studied **ancient** history.

HOW MANY? I read **four** chapters.

WHICH ONE? **That** invention changed history.

adjective clause An adjective clause is a subordinate clause that modifies, or describes, a noun or a pronoun in the main clause of a complex sentence (pages 195, 197).

EXAMPLE The Aqua-Lung, **which divers strap on**, holds oxygen.

adjective phrase An adjective phrase is a prepositional phrase or a participial phrase that modifies, or describes, a noun or a pronoun (pages 178, 206–207).

EXAMPLES The servers **at the new restaurant** are courteous.

[**prepositional phrase modifying servers**]

The musician **seated at the piano** is Erik. [**participial phrase modifying musician**]

adverb An adverb is a word that modifies a verb, an adjective, or another adverb (pages 158–167, 179–180).

WHAT ADVERBS MODIFY

VERBS People *handle* old violins **carefully**.

ADJECTIVES **Very** old violins are valuable.

ADVERBS Orchestras **almost always** include violins.

WAYS ADVERBS MODIFY VERBS

ADVERBS TELL **EXAMPLES**

HOW grandly, easily, completely, neatly, gratefully, sadly

WHEN soon, now, immediately, often, never, usually, early

WHERE here, there, everywhere, inside, downstairs, above

adverb clause An adverb clause is a subordinate clause that often modifies the verb in the main clause of a complex sentence. It tells *how*, *when*, *where*, *why*, or *under what conditions* the action occurs (pages 198–199).

EXAMPLE **After we won the meet**, we shook hands with our opponents.

An adverb clause can also modify an adjective or an adverb.

EXAMPLES Carson is younger **than I am**. [**The adverb clause than I am modifies the adjective younger.**]

Sherry walks faster **than her brother runs**. [**The adverb clause than her brother runs modifies the adverb faster.**]