

GLENCOE LANGUAGE ARTS

---

# Grammar AND Composition Handbook



---

GRADE 6

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.

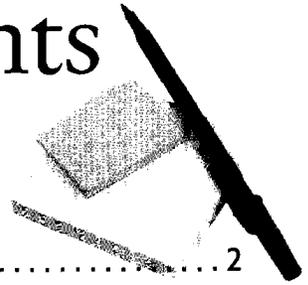
Printed in the United States of America.

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

ISBN 0-07-829980-2

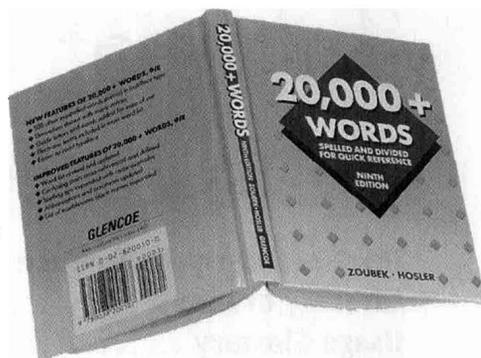
1 2 3 4 5 6 7 8 9 042 06 05 04 03 02

# Table of Contents at a Glance



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

# Table of Contents



<b>Part 1</b>	<b>Ready Reference</b> .....	<b>2</b>
	<b>Glossary of Terms</b> .....	<b>4</b>
	<b>Usage Glossary</b> .....	<b>29</b>
	<b>Abbreviations</b> .....	<b>56</b>
<b>Part 2</b>	<b>Grammar, Usage, and Mechanics</b> .....	<b>62</b>
	<b>Chapter 1 Subjects, Predicates, and Sentences</b> .....	<b>64</b>
	.....	
	Pretest .....	64
	1.1 Kinds of Sentences .....	66
	1.2 Sentences and Sentence Fragments .....	68
	1.3 Subjects and Predicates .....	69
	1.4 Identifying the Subject .....	71
	1.5 Compound Subjects and Compound Predicates .....	73
	1.6 Simple, Compound, and Run-on Sentences .....	74
	Posttest .....	77
	<b>Chapter 2 Nouns</b> .....	<b>79</b>
	.....	
	Pretest .....	79
	2.1 Kinds of Nouns .....	81
	2.2 Singular and Plural Nouns .....	83
	2.3 Possessive Nouns .....	86

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

**Chapter 3 Verbs** 94

.....	
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

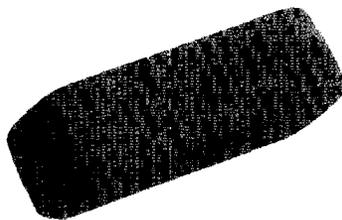
**Chapter 4 Pronouns** 121

.....	
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

<b>Chapter 5 Adjectives</b>	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
<b>Chapter 6 Adverbs</b>	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
<b>Chapter 7 Prepositions, Conjunctions, and Interjections</b>	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

<b>Chapter 8 Clauses and Complex Sentences</b>	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

<b>Chapter 9 Subject-Verb Agreement</b>	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



<b>Chapter 10 Diagramming Sentences</b>	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
• <i>How to Study a Word</i> .....	296
• <i>Spelling Problem Words</i> .....	297
14.3 Using Context Clues .....	299
• <i>Using Specific Context Clues</i> .....	299
• <i>Using General Context</i> .....	300
14.4 Roots, Prefixes, and Suffixes .....	302
• <i>Roots</i> .....	302
• <i>Prefixes</i> .....	304
• <i>Suffixes</i> .....	306

**Part 3**   **Composition** ..... 310

**Chapter 15 The Writing Process** ..... 312

.....

Stage 1 Prewriting ..... 313

- *Choosing and Exploring Your Topic* ..... 314
- *Identifying Purpose and Audience* ..... 320
- *Arranging and Organizing Ideas* ..... 320

Stage 2 Drafting ..... 321

Stage 3 Revising/Editing ..... 323

Stage 4 Proofreading ..... 325

Stage 5 Publishing/Presenting ..... 325

**Chapter 16 Modes of Writing** ..... 326

.....

16.1 Descriptive Writing ..... 326

- *Observing and Taking Notes* ..... 326
- *Writing the Description* ..... 327
- *Summary* ..... 330

16.2 Narrative Writing ..... 330

- *Exploring Narrative Ideas* ..... 331
- *Writing Your Story* ..... 332
- *Summary* ..... 335

16.3 Expository Writing ..... 335

- *Defining* ..... 336
- *Comparing and Contrasting* ..... 337
- *Explaining a Process* ..... 338
- *Using Cause-and-Effect Relationships* ..... 338
- *Summary* ..... 340

16.4 Persuasive Writing ..... 340

- *Forming an Opinion* ..... 341
- *Considering Your Audience* ..... 342

• <i>Supporting Your Opinion</i> .....	343
• <i>Organizing Your Argument</i> .....	344
• <i>Summary</i> .....	345
<b>Chapter 17 Research Report Writing</b> .....	<b>346</b>
.....	
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** .....

.....	
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  
 ..... 392

**Chapter 20 Using Print Resources** 395  
 ..... 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

- *Other Kinds of Information in General*
- Dictionaries* ..... 414
- *Thesauruses* ..... 415

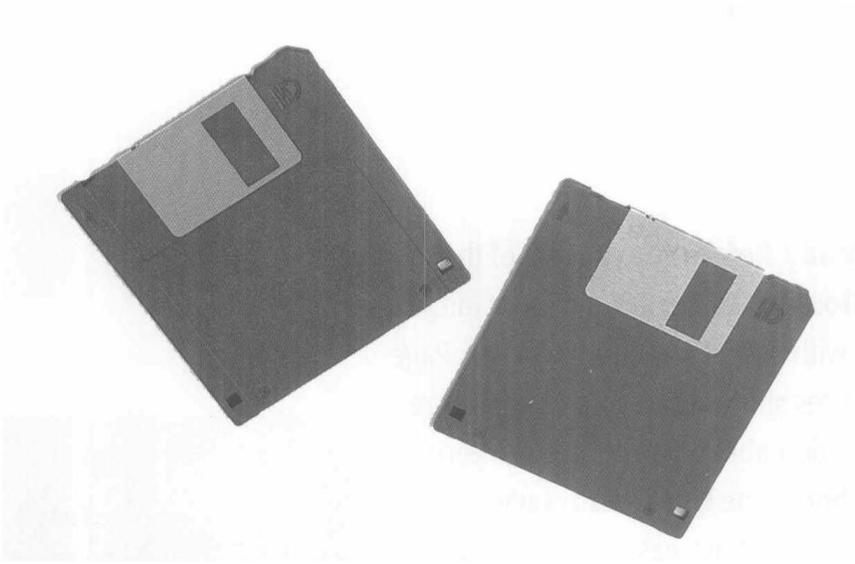
**Chapter 21 Accessing Electronic Resources** ..... 418

.....

21.1 Using the Internet ..... 419

21.2 Using CD-ROMs and DVDs ..... 422

Index ..... 423



GLENCOE LANGUAGE ARTS

---

Grammar  
AND  
Composition  
Handbook

GRADE 6



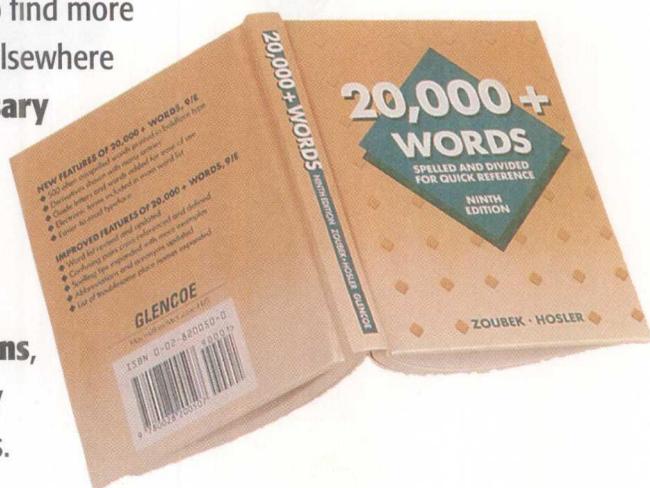
**Glencoe  
McGraw-Hill**

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

# 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.



ADDITIONARY  
OF SYNONYMS  
AND ANTONYMS

by Jesse Berlin

REFERENCE



WARNER  
BOOKS

A DICTIONARY OF  
SYNONYMS AND ANTONYMS

Merriam-  
Webster®

Merriam-Webster  
**Dictionary**

Merriam-Webster  
0-87729-911-3 • USA \$5.99 • CAN

Merriam-  
Webster®

Merriam-  
**Thesaurus**

Merriam-  
Webster®

SCIENTIFIC  
REFERENCE

AL  
6654

**SLANG AND EUPHEMISM** RICHARD A. SPEARS

Merriam-  
Webster®

Merriam-  
**Vocabulary**

Merriam-  
Webster®

# GLOSSARY OF TERMS

---



**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).