

## Regular and Irregular Verb Tenses

### REGULAR VERBS

	<b>Simple</b>	<b>Progressive</b>	<b>Perfect</b>
<b>Present</b>	finish	am/is/are finishing	have/has finished
<b>Past</b>	finished	was/were finishing	had finished
<b>Future</b>	will finish	will be finishing	will have finished

### IRREGULAR VERBS

	<b>Simple</b>	<b>Progressive</b>	<b>Perfect</b>
<b>Present</b>	sleep	am/is/are sleeping	have/has slept
<b>Past</b>	slept	was/were sleeping	had slept
<b>Future</b>	will sleep	will be sleeping	will have slept

# Conjunctions

## FANBOYS

**F**or

**A**nd

**N**or

**B**ut

**O**r

**Y**et

**S**o

## COMPOUND SENTENCE:

a complete sentence + a FANBOYS word + a complete sentence

## Prepositions

aboard	despite	out
about	down	out of
above	during	outside
according to		over
across	except	owing to
after		
against	for	past
ahead of	from	prior to
along		
alongside	in	regarding
amid	in addition to	round
among	in back of	
apart from	in front of	since
around	in place of	
aside from	in regard to	through
as of	inside	throughout
at	in spite of	till
atop	instead of	to
	into	together with
barring	in view of	toward
before		
behind	like	under
below		underneath
beneath	near	until
beside	nearby	unto
besides	next to	up
between		upon
beyond	of	
but	off	with
by	on	within
by means of	on account of	without
	onto	
concerning	on top of	
considering	opposite	

## Linking Words and Phrases

Purpose	Examples
Add information	also and furthermore in addition not only . . . but also
Give examples	another first for example for instance specifically
Show a contrast (difference)	but however instead on the other hand otherwise unlike
Show a similarity	in the same way like likewise similarly
Show a result	as a consequence as a result so therefore
Show time or sequence	finally first, second, third, etc. in conclusion meanwhile
Show a condition	either . . . or if . . . then neither . . . nor or whether . . . or
Explain or emphasize	actually in fact in other words

## Conclusion Words

These words can help you write strong concluding statements. Think about using them in the middle of a sentence, as well as at the beginning.

All in all

Altogether

As a result of

Because of

Clearly

Consequently

Definitely

Due to

For these reasons

In conclusion

In effect

In fact

Indeed

Obviously

Overall

Surely

To sum up

Ultimately

## Commonly Confused Words

When words sound the same but have different meanings, writers need to be especially careful to use the correct one or their readers will be confused.

Some Examples	Function/Purpose	Examples
accept except	<u>Accept</u> means to take something offered. <u>Except</u> means “but” or “excluding.”	I <u>accept</u> your apology. I love all vegetables <u>except</u> Brussels sprouts.
affect effect	<u>Affect</u> means to influence something. <u>Effect</u> means result.	Our teammates’ injuries <u>affect</u> our chances of winning. The <u>effect</u> was that we lost!
are our hour	<u>Are</u> is a verb. <u>Our</u> is a possessive pronoun. <u>Hour</u> is a term showing time.	<u>Are</u> you going to help? This is <u>our</u> house. The parade starts in one <u>hour</u> .
buy by bye	<u>Buy</u> means “to purchase.” <u>By</u> means “beside or near.” <u>Bye</u> is a word to say when you’re leaving.	<u>Buy</u> yourself a cool bike helmet. He walked right <u>by</u> me. The toddler waved, “ <u>Bye</u> .”
its it’s	<u>Its</u> is a possessive pronoun. <u>It’s</u> , a contraction, means “it is.”	The bike spun <u>its</u> tires. <u>It’s</u> a gorgeous day!
know no	<u>Know</u> means “to understand.” <u>No</u> , an interjection, means “not so.”	It’s helpful to <u>know</u> your address. <u>No</u> , I don’t want to go.
lay lie	<u>Lay</u> means to put or to place. ( <i>lay, laid, laid</i> ) <u>Lie</u> means to recline. ( <i>lie, lay, lain</i> ) <u>Lie</u> means to tell a falsehood. ( <i>lie, lied, lied</i> )	<u>Lay</u> it down on the table. Go <u>lie</u> down and take a nap. Don’t <u>lie</u> . Please tell the truth.
lets let’s	<u>Lets</u> means “allowed.” <u>Let’s</u> , a contraction, means “let us.”	Mom <u>lets</u> us drink juice. <u>Let’s</u> go to the park!
lose loose	<u>Lose</u> means to misplace something or fail to win. <u>Loose</u> means not firmly attached.	You snooze, you <u>lose</u> . My <u>loose</u> tooth should fall out by tonight.

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**Commonly Confused Words, *continued***

Some Examples	Function/Purpose	Examples
right write	<u>Right</u> means to be correct or indicates a direction such as the right vs. left side. <u>Write</u> means to put something in print.	Your answer is <u>right</u> . Turn <u>right</u> at the corner. I'll <u>write</u> my phone number for you.
set sit	<u>Set</u> means "to put something someplace." <u>Sit</u> means "to rest on a seat."	<u>Set</u> the apple on the plate. <u>Sit</u> in the first seat.
than then	<u>Than</u> is used when comparing two things. <u>Then</u> , an adverb, indicates a particular time.	She is taller <u>than</u> you. Eat your lunch, <u>then</u> go to recess.
their there they're	<u>Their</u> means "belonging to them." <u>There</u> means "at or in that place." <u>They're</u> , a contraction, means "they are."	<u>Their</u> backyard is huge! Put the book over <u>there</u> . <u>They're</u> going to the library.
to too two	<u>To</u> means "toward." <u>Too</u> means "also" or "more than needed." <u>Two</u> is a number.	They're going <u>to</u> the museum. I ate way <u>too</u> much. We have <u>two</u> spotted puppies.
your you're	<u>Your</u> is a possessive pronoun. <u>You're</u> , a contraction, means "you are."	<u>Your</u> hair is a cool color! <u>You're</u> my best friend.

**Other commonly confused words to consider:**

allowed, aloud	here, hear
ate, eight	hole, whole
aisle, I'll	knead, need
billed, build	knew, new
blue, blew	knot, not
bored, board	made, maid
creak, creek	one, won
ceiling, sealing	pear, pair
chili, chilly	sea, see
days, daze	some, sum
dear, deer	son, sun
doe, dough	way, weigh
discussed, disgust	wait, weight
fair, fare	wood, would
guest, guessed	

# Root Words, Prefixes, and Suffixes

## ROOT WORDS

Root Word	Meaning	Example
amphi	two; both sides	amphitheater, amphipod
aqua	water	aquarium, aquatic
aud	to hear	audience, audition, auditorium
auto	self	autobiography, automobile
bio	life	biology, biography
cent	one hundred	century, percent
eco	home, environment	ecological, economic
graph	writing	graphic, telegraph, biography
logy	study of	biology, psychology
meter	measure	thermometer, centimeter
micro	small	microscope, microbe
multi	many	multimedia, multiple
phone	sound	microphone, telephone
photo	light	photography
scrib/scribe	to write	scribble, prescribe
sect/sec	to cut	section
solo	alone	soloist, solitaire
struct	to build	destruction, restructure
terra	earth, land	terrarium, territory, terrain
therm	heat	thermal, thermometer
tri	three	trilogy, tricycle
vid/vis	to see	video, televise

## PREFIXES

Prefix	Meaning	Example
anti-	against	antiwar
de-	opposite	debug
dis-	not; opposite of	dislike
fore-	before; front of	foreshadow, forearm
in-, im-, il-, ir-	not	indirect, impossible, illiterate, irreverent



### Prefixes, *continued*

Prefix	Meaning	Example
inter-	between; among	interrupt
mid-	middle	midfield
mis-	wrongly	misspell
non-	not	nonstop, nonfat
over-	over; too much	overeat
pre-	before	preview
re-	again	rewrite
semi-	half; partly; not fully	semifinal
sub-	under	subway
super-	above; beyond	superhuman
trans-	across	transmit
un-	not; opposite of	unusual
under-	below; too little	underestimate

### SUFFIXES

Suffix	Meaning	Example
-able, -ible	is; can be	affordable, sensible
-al, -ial	having characteristics of	universal, facial
-en	made of	golden
-er, -or	one who; person connected with	teacher, professor
-ful	full of	helpful
-ic	having characteristics of	poetic, acrobatic
-ion, -tion, -ation,	act; process	motion, relation, edition
-ist	A person who does an action or activity or adheres to a doctrine or code of behavior	cyclist, socialist, biologist
-ity, -ty	state of	activity, society
-less	without	hopeless
-ly	how something is	lovely
-ment	state of being	contentment
-ness	state of; condition of	openness
-ous, -eous, -ious	having qualities of	gracious, courageous
s, -es	more than one	toys, wishes
y	characterized by; full of	moody

# Text Features

Text Feature	Definition
Bold Text	Text that is heavier or darker than the rest of the text Use it to point out important words or show which words are in a glossary or on-page dictionary.
Bullets	A symbol used to introduce items in a list Use them to organize a list of facts, details, or steps and make it easier to read.
Chart or Table	Visual representation of data Use them to organize information and make it easy to find facts about a topic; usually has columns and rows to make information easy to find.
Caption	Words beside or beneath photos, illustrations, and other graphics Use it to explain what readers see.
Cross Section	A diagram that shows something that is “cut in half” Use it to show the inside of something, such as the parts of an apple.
Flow Chart	A diagram that shows a process with the steps in boxes connected by arrows or lines Use it to show steps in a process, how something works, or what happens if different choices are made during a process.
Graph	A visual representation of how two sets of data are related to each other Use it to show the relationships between data (e.g., If I raise the temperature of a liquid, what will the temperature be when it boils?).
Heading	A line of text that tells the reader what is coming next Use it to organize the text into topic-related sections and help readers find information.
Illustration	A visual representation that shows what something looks like—an illustration may be of a real thing or an imaginary thing
Italic Text	Words that are slanted to the right in the text (or underlined if you are not using a computer) Use them to emphasize important words or phrases in the text.
Label	Words or phrases that name something in a photograph, illustration, or diagram
Map	Information shown in a visual way to tell you where things are located or to give directions Use them to show the locations of places.
Photograph	A picture of an actual object, place, or person that shows what something looks (or looked) like
Subheads	Secondary headings under main ideas Use them to divide information into more specific categories and organize ideas for your readers.
Table of Contents	A list that shows chapters, titles, and text features, such as an index and glossary, and gives the page numbers where each begins
Text Box/ Sidebar	Boxes of information to the side or set off from the main text Use them to highlight important information or present a fact that is related to the topic but should stand out from it.
Timeline	A visual representation of events in history shown in chronological order Use it to show the order of events, especially events in history.

## Spelling Reference: Portable Word Wall

<b>A</b>	<b>C</b>	<b>J</b>	<b>N</b>	<b>R</b>	<b>U</b>
about	called	jump	name	ran	under
add	came	just	never	read	until
after	can		new	ready	up
again	can't	<b>K</b>	next	really	us
all	children	kids	no*	right*	use
also	city	kitten	not	run	
always	come	know*	now		<b>V</b>
an	could		numbers	<b>S</b>	very
and		<b>L</b>		said	
another	<b>D</b>	last	<b>O</b>	same	<b>W</b>
any	dad	learned	of	saw	want
are*	day	left	off	say	was
around	dear	let	often	school	we
as	did	like	old	see	were
asked	didn't	little	on	set*	what
at	do	live	once	she	when
away	does	long	one	should	where
	don't	look	only	shouldn't	which
<b>B</b>	down	looked	or	small	while
back		looking	other	so	who
be	<b>E</b>	love	our*	some	why
because	each		over	story	would
been	even	<b>M</b>	own	such	will
before	every	mad		sure	with
best		made	<b>P</b>		
big	<b>F</b>	make	page	<b>T</b>	<b>Y</b>
boy	family	man	paper	take	yes
brother	father	many	people	tell	you
but	find	math	place	than*	your*
by*	first	me	plant	that	you're*
	for	men	play	the	
	found	mother	put	their*	
	friend	much	putting	them	
	from	must		then*	
		my	<b>Q</b>	there*	
			question	they	
			quiet	they're*	
				this	
				to*	
				today	

\* check Commonly Confused Words (pages 177–178)

## Copy Editor's Symbols

	<p>Take something out.</p>	<p>I'm a <del>g</del>ood writer.</p>
	<p>Put something in.</p>	<p>I'm a <sup>good</sup> writer.</p>
	<p>Add a space.</p>	<p>I'm a <sup>^</sup>good writer. #</p>
	<p>Add a period.</p>	<p>I'm a good writer .</p>
	<p>Make a lowercase letter capital.</p>	<p><u>i</u>'m a good writer.</p>
	<p>Make a capital letter lowercase.</p>	<p>I'm a <del>I</del>ood writer.</p>
	<p>Note a spelling error.</p>	<p>I'm a good <u>writer</u>.<sup>sp</sup></p>