

**HIGH-INTEREST**

# LANGUAGE ARTS SKILLS & STRATEGIES

Direct & Indirect Quotations  
Indefinite Pronouns  
Direct & Indirect Objects  
Gerund Phrases  
Personification  
Creative Writing



LEVEL

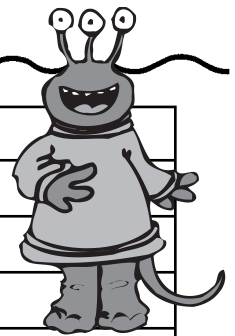
**8**

**100 plus+ REPRODUCIBLE ACTIVITIES**

## CAPITALIZING NATIONALITIES AND LANGUAGES

Many nationalities and languages are formed from the name of a country. It's easy to remember to capitalize such similar words: *Germany/German*. But sometimes the words for the nationality or the language are different from the name of the country. People from Holland are called Dutch, for example. And many people from China speak Mandarin. No matter what the nationality or language, always capitalize it. Doing so is a way of showing respect for everyone's culture. Also, in compound nationalities, both words should be capitalized: *Asian American*.

**Directions:** Below is a table that lists some of the countries, nationalities, and languages of the imaginary planet Blarg. First, complete the table by creating names for the missing countries, nationalities, and languages. Then, use the information in the table to write a short informational report about the inhabitants of Blarg. Be sure to use correct capitalization in your writing.



THE INHABITANTS OF PLANET BLARG		
Country	Nationality	Language
Quox	Quoxian	Quoxalian
Tang		Tanglish
	Hunji	
Narkasia		
	Sentonian	Sentonese
Uffdanistan		
	Beelorian	
Jummalo		
	Deshianese	

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**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CAPITALIZING A BUSINESS LETTER

A business letter is normally written to a place of business or to a professional.

A business letter has six parts and each requires certain capitalization.

The **heading** is your address and the current date. Follow the heading with the **inside address**, which is the address you are sending your letter to. In both the heading and the inside address, capitalize the person's name, his or her title, the name of the company, names of streets, buildings, and the city, and the two-letter abbreviation for the state.

Next comes the **greeting** to the person to whom you are writing. Capitalize the first word and any proper names. Follow it with a colon. After the greeting, write the **body**, or main part, of the letter. Follow all the normal rules of capitalization.

The **closing** follows the body. It is the short expression that brings the letter to a close. Capitalize the first word: *Very truly yours*, *Best regards*. Follow the closing with a comma and then add the **signature line**, which is your name, written in cursive or printed.

**Directions:** This business letter has not been capitalized. Cross out each word or name that should be capitalized and write it correctly above.

1342 fordon place

minneapolis, mn 55555

july 23, 2005

miguel nunez, customer service representative

new tech video games

397 kennedy plaza

omaha, ne 55555

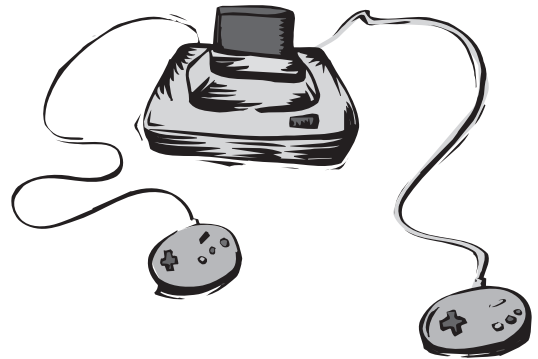
dear mr. nunez,

on june 2 of this year, i purchased wizardmania, a video game made by your company. after playing it for about five weeks, the game began freezing up on me. the only way i could continue playing was to shut down the game system and start over. of course, every time i did this, i lost my score, which was very frustrating. i returned the game to the discount store where i purchased it, but they told me that since it had been more than 30 days, i would have to deal with the company directly.

i am writing this letter to ask if you would please consider replacing this defective game. i still have the receipt and would be glad to send it with the defective game. thank you.

sincerely yours:

joshua bertini



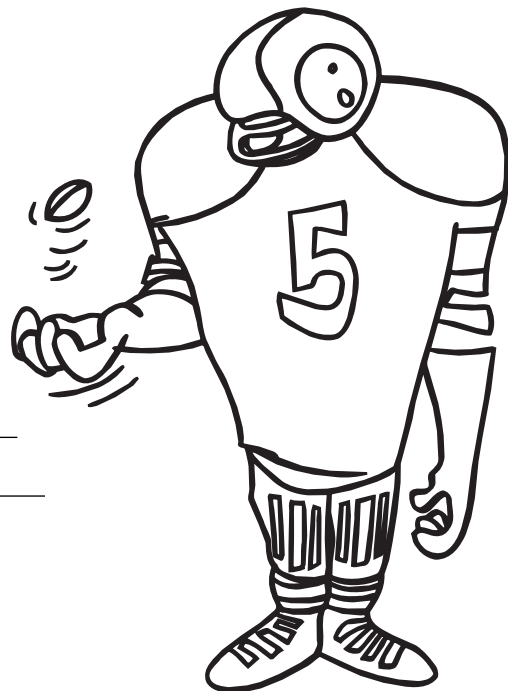
**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## MORE ABBREVIATIONS

**Directions:** Write the abbreviation for each word or phrase. Use a dictionary if you need help.

1. Limited \_\_\_\_\_
2. Certified Public Accountant \_\_\_\_\_
3. centimeter \_\_\_\_\_
4. compact disc \_\_\_\_\_
5. National Football League \_\_\_\_\_
6. revolutions per minute \_\_\_\_\_
7. Captain \_\_\_\_\_
8. National Broadcasting Corporation \_\_\_\_\_
9. National College Athletic Association \_\_\_\_\_
10. Colorado \_\_\_\_\_
11. individual retirement account \_\_\_\_\_
12. Future Farmers of America \_\_\_\_\_
13. horsepower \_\_\_\_\_
14. United Nations Children's Fund \_\_\_\_\_
15. Chief Executive Officer \_\_\_\_\_



**Directions:** Write the word or words these abbreviations stand for. Use a dictionary if you need help.

- |                 |                |
|-----------------|----------------|
| 16. Jr. _____   | 21. CIA _____  |
| 17. mph _____   | 22. Inc. _____ |
| 18. p. m. _____ | 23. K.O. _____ |
| 19. MO _____    | 24. oz. _____  |
| 20. rt. _____   | 25. KY _____   |

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# USING END MARKS

A sentence is a group of words that expresses a complete thought. Every sentence must have an end mark. There are four kinds of sentences.

SENTENCE TYPE	FUNCTION	END MARK	EXAMPLE
Declarative	make a statement	period	I like math. Mr. Gardner is a good teacher.
Interrogative	ask a question	question mark	Did you see that show? What was the name of it?
Imperative	give an order	period or exclamation mark	Wait right here. Make yourself at home.
Exclamatory	express strong emotion	exclamation mark	What a disaster! This is terrible!

**Directions:** Read each sentence and label it according to its type: *Declarative*, *Interrogative*, *Imperative*, or *Exclamatory*.

1. That's a nice painting. \_\_\_\_\_
2. Do the plants need to be watered? \_\_\_\_\_
3. Please, come in and sit down. \_\_\_\_\_
4. It's freezing in here! \_\_\_\_\_
5. I thought you were going to go home. \_\_\_\_\_
6. Should I wash these blankets now? \_\_\_\_\_
7. Time is running out for this fabulous sale. \_\_\_\_\_
8. What is that guy doing over there? \_\_\_\_\_
9. What a relief! \_\_\_\_\_
10. Hang your coats in the closet. \_\_\_\_\_
11. Look before you leap. \_\_\_\_\_
12. Where is Belarus? \_\_\_\_\_
13. I've never even seen it on a map. \_\_\_\_\_
14. Howard got lost on his way to the airport. \_\_\_\_\_
15. This almanac is out of date. \_\_\_\_\_
16. Never count your chickens before they're hatched. \_\_\_\_\_
17. How annoying he is! \_\_\_\_\_
18. Whose turn is it to wash the dishes? \_\_\_\_\_
19. I think everyone should pitch in and help. \_\_\_\_\_
20. Keep up the good work, Kyle. \_\_\_\_\_



**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## USING PUNCTUATION WITH INTERJECTIONS AND INTRODUCTORY WORDS

Interjections are words that show emotion. An interjection that shows a strong feeling may stand alone and end with an exclamation point. An interjection that shows a milder feeling may appear at the beginning of a sentence, followed by a comma.

Oh, no! The door is locked and we can't get out!

Oh, I was turning the knob the wrong way. Never mind.

### COMMON INTERJECTIONS

Hurray	Aha	Brr	Whew
Good grief	Oh	Grr	Wow
Hey	Oh, no	Oops	Ugh
Ah	Uh-oh	Ouch	Yuck

Introductory words such as *yes*, *no*, and *well* are often used at the beginning of a sentence. They should be followed by a comma.

Yes, it was my mistake. Well, I really did think we were trapped!

**Directions:** Add the correct punctuation after each interjection or introductory word.

1. Yum\_\_\_\_\_ This is delicious pasta sauce.
2. Ouch\_\_\_\_\_ I bonked my head on the nightstand.
3. Aha\_\_\_\_\_ Here's the secret door we've been searching for.
4. Oh, no\_\_\_\_\_ Arturo left his backpack sitting on the park bench.
5. Hey\_\_\_\_\_ Come back here with my shoe, Muttley!



**Directions:** Complete each sentence by adding an appropriate interjection or introductory word and punctuation.

6. \_\_\_\_\_ They need to turn up the heat in here.
7. \_\_\_\_\_ I'm so relieved that you finally found your cat.
8. \_\_\_\_\_ Kelly sure has a nice singing voice.
9. \_\_\_\_\_ I love getting a foot massage after a long day.
10. \_\_\_\_\_ I'm so mad that we missed the concert.
11. \_\_\_\_\_ this is the perfect weather for a day at the beach.
12. \_\_\_\_\_ I'm tired of playing this computer game.
13. \_\_\_\_\_ the crust of this pizza is all soggy.
14. \_\_\_\_\_ I just figured out how this machine works.
15. \_\_\_\_\_ you tracked mud on the clean floor.



**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## USING COMMAS IN A SERIES AND WITH ADJECTIVES

A series is a list of three or more items. The items might be words, phrases, or clauses. Use commas to separate items in a series. Use the word *and* or *or* before the last item in the series. Leaving a comma out can change the meaning of a sentence.

**Incorrect:** I admire my parents, Benjamin Franklin and Florence Nightengale.  
Are the writer's parents really Benjamin Franklin and Florence Nightengale? No.

**Correct:** I admire my parents, Benjamin Franklin, and Florence Nightengale.

In some cases, you should use a comma to separate two adjectives that come before a noun.

The car went slowly down the bumpy, dusty road.

Do not use a comma if the two adjectives work together to express a single idea. To determine whether a comma is required, try reversing the order of the adjectives or saying the adjectives with *and*. If the resulting sentence sounds awkward, you should not use a comma.

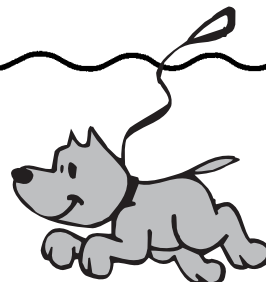
**Awkward:** Jordan did well on the difficult and Spanish test.

**Awkward:** Jordan did well on the Spanish, difficult test.

**Correct:** Jordan did well on the difficult Spanish test.

**Directions:** Insert commas, where needed, in each sentence below.  
If the sentence is correct as it is, do nothing.

1. Mrs. Mateja walks her dog in the morning at noon and at sunset every day.
2. An Alpha Romeo is an expensive Italian car.
3. Patrice wrote out the invitations Brianna addressed the envelopes and Jackson mailed them.
4. Peel the tomatoes chop them and fry them in a small amount of olive oil.
5. The sudden unexpected appearance of the hot air balloon surprised Mom Dad and me.
6. A large field a sunny day and a stiff light breeze are the ideal conditions for flying a kite.
7. An experienced professional plumber should be able to fix that leak quickly.
8. This delicious easy recipe is perfect for a quick snack unexpected guests or a light lunch.
9. The presidents of the student council the French club and the math team presented the principal with a bouquet of beautiful red roses.
10. Randi's cookies for the bake sale were sprinkled with colored sugar wrapped in wax paper and placed in decorative bags.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## USING PARENTHESES

Parentheses are used in a sentence to enclose extra information that is not essential to the meaning of the sentence. The information within parentheses could be left out of the sentence and not affect its general meaning. If the parentheses come at the end of the sentence, put the punctuation outside the last parenthesis.

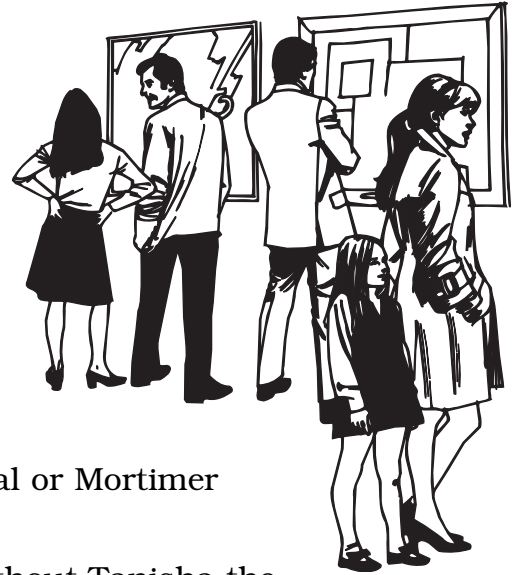
The old Martinson's building (now an office complex) was built in the 1800's.  
Martinson's was a big department store (the town's first).

Note that if the information is an exclamation or a question, include the exclamation point or question mark inside the parentheses. If it is a statement, do not include the period.

My friend Michael (have you met him before?) plays the electric bass.  
Every layer of the cake was a different flavor (all of them delicious!).  
You can borrow my copy of *Whale Rider* (I've seen it three times).

**Directions:** Use arrows to show where parentheses and punctuation should be added.

1. My uncle the one who works at the bakery is bringing the dessert tonight.
2. Ms. Tyson isn't she your coach was at the art gallery last night.
3. Gina brought a vegetable tray and sliced cheese more than three pounds of it to the potluck.
4. The family had a lovely outing their first in their new town at Hamilton Park.
5. In 1995, Amy Madison now known as Aimee M started her singing career with a band called Panic.
6. We are going to name the puppy either Charcoal or Mortimer that's my choice.
7. Oretha and Tanya went on the rollercoaster without Tanisha the ride operator said she was too small.
8. The lead singer you'll be sad to hear this has quit the band and is going solo.
9. The man's outfit a purple coat red shorts and hiking boots made people curious about him.
10. It was John's opinion though his fellow actors disagreed that the play should be set in the future.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

## USING BRACKETS

Occasionally when writing, you may include extra information in information that is already in parentheses. When this happens, enclose this information within brackets ([ ]) inside the parentheses.

Some German words (such as *schadenfreude* [delight in the misfortune of others]) are becoming more and more common in the English language.

Brackets may also be used to enclose the pronunciation of a word. If the bracketed pronunciation falls at the end of the sentence, place the end punctuation outside the bracket.

Germans have a word for the enjoyment that comes from observing the misery others suffer. The word is *schadenfreude* [SHAH den FROY deh].

Brackets are also used to enclose stage directions in a script.

MELODY [*Scratching chin*]

We need a solution . . . [*She leaps up, snapping her fingers*] I've got it!

**Directions:** Use arrows to show where brackets should be added to each sentence.

1. The whippoorwill (so named for its call a loud, rhythmic *whip-poor-will*) sleeps in the daytime and feeds at night on moths and other insects.
2. Instead of the same old lettuce, try one of the more unusual salad greens, such as endive, arugula, or frisée free-ZAY, a curly-leafed green.
3. La Guardia Airport (named after Fiorello Henry La Guardia 1882-1947) was built on the site of an old amusement park.
4. Next, add one cup each of fresh green beans and fresh peas to the soup (you can substitute frozen vegetables there is no need to thaw them first).
5. The opposite of *transparent* is *opaque* oh-PAKE.

**Directions:** Add brackets where needed to this script.

JASON *Nervously*

St—stay where you are, Marlow! I'm warning you, I know karate.

MARLOW *Laughing*

Karate?! Ha! You'll need a lot more than that to keep me here!

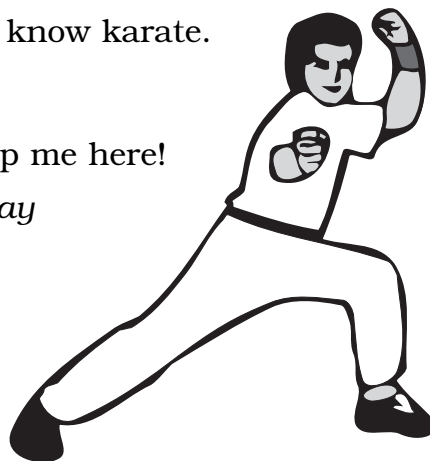
*He makes a run for the door, but Jason blocks his way*

JASON *Giving a karate chop to MARLOW*

Hiii-ya! Take that, you cad!

MARLOW *Falling, screaming in pain*

Aaargh! My arm!



**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## USING COLONS

In some cases, a colon can be used to introduce a list. Use a colon after phrases such as *the following* or *these things* when they introduce a list. The list may consist of one or more nouns, adjectives, phrases, or clauses.

After spending the summer babysitting two toddlers, Gina had one desire: a month with no kids.

You'll need to bring three things to the picnic: your own table service, a dish to pass, and your appetite.

Use a colon ONLY after a clause that can stand on its own as a sentence.

### Incorrect

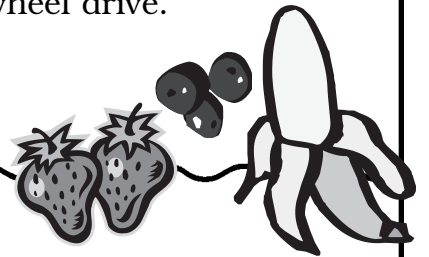
After spending the summer babysitting two toddlers, Gina's one desire was: a month with no kids.

The three things you'll need to bring to the picnic are: your own table service, a dish to pass, and your appetite.

**Directions:** Insert a colon between the list of items and the word or words that introduce the list in each sentence.

1. The baby made an important discovery today he has toes!
2. Whenever I try to get out of doing a chore, my mom says this quote by Robert Frost "The best way out is always through."
3. Some adults seem to think teens are only interested in three things music, talking on the phone, and watching television.
4. This car has it all leather interior, dvd player, and four-wheel drive.
5. This egg salad recipe has a secret ingredient garlic salt.

**Directions:** Write a sentence to introduce each list.



6. strawberry, blueberry, and banana  
\_\_\_\_\_
7. long and boring  
\_\_\_\_\_
8. guitars, drums, and keyboards  
\_\_\_\_\_
9. a spoonful of sugar and a squeeze of lemon  
\_\_\_\_\_
10. bright green  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_