



LANGUAGE ARTS

STUDENT BOOK

▶ **8th Grade** | Unit 5

SAMPLE

Language Arts 805

Correct Language Usage

1. WRITTEN LANGUAGE **5**

- PUNCTUATION | **6**
- CAPITALIZATION | **14**
- ABBREVIATIONS | **16**
- NUMBERS AND FIGURES | **17**
- SPELLING | **18**
- SELF TEST 1 | **21**

2. SPOKEN LANGUAGE **23**

- BIBLICAL STANDARDS | **23**
- SPEAKING QUALITIES | **24**
- SPELLING | **30**
- SELF TEST 2 | **33**

3. CORRECT USAGE **35**

- SYNONYMS, ANTONYMS, AND HOMONYMS | **35**
- CONFUSING PAIRS | **39**
- SPELLING | **42**
- SELF TEST 3 | **45**



LIFEPAC Test is located in the center of the booklet. Please remove before starting the unit.

Correct Language Usage

Introduction

God created everything in an orderly manner and expects all things to be done according to this pattern. First Corinthians 14:40 says, "Let all things be done decently and in order."

This advice can apply to the structure of written language and of speech. If language structure does not follow certain rules, then written as well as oral language will be meaningless and chaotic. No one will be able to understand or grasp the intended meaning of sentences. The apostle Paul wrote in 1 Corinthians 14:11, "Therefore if I know not the meaning of the voice, I shall be unto him that speaketh a barbarian, and he that speaketh shall be a barbarian unto me."

If you wish to communicate effectively, you must follow specific rules. Written communication requires a knowledge of punctuation, capitalization, abbreviations, and spelling. Effective oral communication depends upon following the Biblical standards for speech and upon the development of certain speech qualities.

In this LIFE·PAC® you will learn about the mechanics of written English. You will learn how to tell a story without becoming embarrassed or boring your audience. You will study spelling. You will learn to correctly use confusing word pairs, including homonyms, synonyms, and antonyms.

Objectives

Read these objectives. The objectives tell you what you will be able to do when you have successfully completed this LIFE·PAC. When you have finished this LIFE·PAC, you should be able to:

1. Form possessives correctly.
2. Form contractions correctly.
3. Use the dictionary to check the hyphenation of words.
4. Use the hyphen correctly.
5. Use parentheses correctly.
6. Use underlining in place of italics in typed or handwritten work.
7. Capitalize correctly.
8. Use abbreviations correctly.
9. Use numbers and figures correctly in written work.
10. List the qualities of a good speaker.
11. List the Biblical standards for speech.
12. Make an outline as a guide for a speech.
13. Give an autobiographical speech using an outline.
14. Distinguish homonyms, synonyms, and antonyms from one another.
15. Use homonyms, synonyms, and antonyms correctly.
16. Use the correct form from pairs of confusing words.
17. Spell certain words correctly.

1. WRITTEN LANGUAGE

For your written work to be clearly understood, you must be able to use certain punctuation marks correctly. Without punctuation marks, many phrases and sentences can be misinterpreted.

In this section you will study several basic punctuation marks and the specific rules for the use of each mark. You will study the apostrophe, **hyphen**, quotation marks, **parentheses**, and **italics**. You will also study other technical

elements of good writing—capitalization and **abbreviations**. By applying the rules for punctuation in all of your writing, the meanings of your sentence and paragraphs will be made clearer.

You will also learn to spell correctly the names for some of these punctuation marks and to spell certain hyphenated terms as you study these and other commonly misspelled words.

SECTION OBJECTIVES

Review these objectives. When you have completed this section, you should be able to:

1. Form possessives correctly.
2. Form contractions correctly.
3. Use the dictionary to check the hyphenation of words.
4. Use the hyphen correctly.
5. Use parentheses correctly.
6. Use underlining in place of italics in typed or handwritten work.
7. Capitalize correctly.
8. Use abbreviations correctly.
9. Use numbers and figures correctly in written work.
17. Spell certain words correctly.

VOCABULARY

Study these words to enhance your learning success in this section.

abbreviation (u brē' vē ā' shun). Part of a word or phrase standing for the whole.

contraction (kun trak' shun). Shortened form of a word.

dialectal (dī u lek' tul). Form of speech characteristic of a class or region and differing from the standard language in pronunciation, vocabulary, and grammatical form.

hyphen (hī fun). Mark (-) used to join the parts of a compound word, or the parts of a word divided at the end of a line.

incidental (in' su den' tul). Happening or likely to happen along with something else more important.

inclusive (in klu' siv). Including everything concerned.

italics (i tal' iks). A type with letters slanting to the right.

parentheses (pu ren’ thu sēz). Two curved lines () used to set off explanatory expressions.

syllable (sil’ u bul). Word or part of a word pronounced as a unit that usually consists of a vowel alone or a vowel with one or more consonants.

Note: All vocabulary words in this LIFE·PAC appear in **boldface** print the first time they are used. If you are not sure of the meaning when you are reading, study the definitions given.

Pronunciation Key: hat, āge, cāre, fār; let, ēqual, tērm; it, īce; hot, ōpen, ōrder; oil; out; cup, pūt, rüle; child; long; thin; /ʒh/ for then; /zh/ for measure; /u/ represents /a/ in about, /e/ in taken, /i/ in pencil, /o/ in lemon, and /u/ in circus.

PUNCTUATION

To be clearly understood, written language must be correctly punctuated. Punctuation marks are the signs that help the reader sort out the written material. The apostrophe, **hyphen**, quotation marks, and **parentheses** are marks of punctuation. The correct use of **italics** is also important in writing to set off titles of books, important words, or sections that need to be emphasized.

Apostrophe. The apostrophe is a mark (’) that is used to indicate the possessive form of nouns. The apostrophe is also used in contractions to indicate the omission of one or more letters.

To make any singular noun possessive add the apostrophe then add s (’s).

noun:	dog	Jane
possessive noun:	dog’s bone	Jane’s coat

If a singular noun (James) ends in s, you may add an apostrophe s to make it possessive (James’s).

Exception. The following may be correctly written by adding the apostrophe: (1) ancient proper names ending in -es (2) the name *Jesus*, (3) such expressions as *for conscience’s sake*.

- Achilles’ heel
- Aristides’ loyalty
- Moses’ leadership
- Jesus’ resurrection
- for righteousness’ sake
- Hippocrates’ theory
- for goodness’ sake
- for conscience’ sake

If, however, the noun ends in s and is already plural, you can make it possessive by adding only an apostrophe. (Write Joneses’ house, never Joneses’s house.)

						
Question Mark	Comma	Apostrophe	Period	Quotation Marks	Colon	Exclamation Point



Write the singular possessive forms of these nouns.

- | | |
|-----------------------------|------------------------|
| 1.1 princess _____ | 1.6 boy _____ |
| 1.2 Kerry _____ | 1.7 man _____ |
| 1.3 soldier _____ | 1.8 child _____ |
| 1.4 shepherd _____ | 1.9 Jones _____ |
| 1.5 Mr. Dicken _____ | 1.10 lady _____ |

To make plural nouns not ending in s show possession, add apostrophe s ('s).

noun:	sheep	children
possessive noun:	sheep's wool	children's toys

To make plural nouns ending in s show possession, add an apostrophe after the s (s').

noun:	ladies	foxes
possessive noun:	ladies' purses	foxes' den



Write the possessive for these plural nouns.

- | | |
|-----------------------------|-----------------------------|
| 1.11 deer _____ | 1.16 boxes _____ |
| 1.12 women _____ | 1.17 toys _____ |
| 1.13 policemen _____ | 1.18 wives _____ |
| 1.14 oxen _____ | 1.19 sopranos _____ |
| 1.15 salesmen _____ | 1.20 empresses _____ |

In compounds or joint ownership, the last word takes the possessive form.

- mother-in-law's house
- Henry and Bart's car



Write the possessive form for the italicized words in the following sentences.

- 1.21 My *brother-in-law* great love is hunting. _____
- 1.22 She reads *Addison and Steele* essays. _____
- 1.23 *Esther and Eric* reward was \$1,000. _____
- 1.24 After they left, *Gary and Peg* car broke down. _____
- 1.25 The *Bill of Rights* statement that “all men are created equal” applies to everyone.

An apostrophe is used to indicate the omission of one or more letters from a word or phrase. An apostrophe is used in a **contraction** to form a shortened version of these words. Although contractions are quite useful, avoid using them in formal papers. An apostrophe also indicates letters which are not pronounced in the

dialectal speech used by people in some parts of the United States.

contractions:	haven't	(have not)
	won't	(will not)
dialectal speech:	goin	(going)
	sayin	(saying)



Write the contractions for these word phrases.

- 1.26 do not _____
- 1.27 should not _____
- 1.28 cannot _____
- 1.29 we are _____
- 1.30 he will _____
- 1.31 I shall _____
- 1.32 they will _____
- 1.33 I have _____
- 1.34 it is _____
- 1.35 does not _____

Hyphen. A hyphen is a mark (-) used to join the parts of a compound word, to divide syllables of a word, to join numbers or figures, and to join some prefixes and suffixes to their root words.

Use a hyphen when writing (spelling out) compound numbers from twenty-one through

ninety-nine and also when writing (spelling out) fractions.

- Billy completed *thirty-one* of *forty-nine* passes.
- *Three-fourths* of the class wrote to the president of the United States.

SELF TEST 1

Match the items on the left with the correct word on the right (each answer, 2 points).

- | | | |
|-------|---|--------------------|
| 1.01 | _____ foreign words | a. apostrophe |
| 1.02 | _____ contractions | b. hyphen |
| 1.03 | _____ unnecessary words | c. parentheses |
| 1.04 | _____ fractions used as modifiers | d. italics |
| 1.05 | _____ between prefixes and the
root word | e. capitalization |
| 1.06 | _____ possessives | f. quotation marks |
| 1.07 | _____ around numbers in paragraphs | |
| 1.08 | _____ direct speech | |
| 1.09 | _____ historical documents | |
| 1.010 | _____ songs, short stories | |
| 1.011 | _____ names of ships, trains, and planes | |
| 1.012 | _____ dialectal speech | |
| 1.013 | _____ continents | |
| 1.014 | _____ between syllables | |

Place apostrophes and hyphens where they belong in the following sentences (each mark, 1 point).

- 1.015 My forty year old aunt has been in twenty five countries.
- 1.016 Jerrys beat up looking Ford has a custom built engine.
- 1.017 Her daughter in laws house had a make yourself at home look.
- 1.018 His holier than thou attitude seemed rather unchristian.
- 1.019 The stores mid July sale netted the owners ten thousand dollars.
- 1.020 The computers tapes became tangled in the programmers fingers.

Complete the following chart giving the singular possessive, plural, and plural possessive of the given words. (each answer, 1 point).

	Singular	Singular Possessive	Plural	Plural Possessive
1.021	child	a. _____	b. _____	c. _____
1.022	man	a. _____	b. _____	c. _____



LAN0805 - May '14 Printing

ISBN 978-0-86717-375-8



804 N. 2nd Ave. E.
Rock Rapids, IA 51246-1759

800-622-3070
www.aop.com