



# LANGUAGE ARTS

STUDENT BOOK

▶ **8th Grade** | Unit 5

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# Language Arts 805

## Correct Language Usage

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# 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 LIFEPAAC<sup>®</sup> 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 LIFEPAAC. When you have finished this LIFEPAAC, 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 LIFEPAK 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).

<b>noun:</b>	dog	Jane
<b>possessive noun:</b>	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 \_\_\_\_\_

1.2 Kerry \_\_\_\_\_

1.3 soldier \_\_\_\_\_

1.4 shepherd \_\_\_\_\_

1.5 Mr. Dicken \_\_\_\_\_

1.6 boy \_\_\_\_\_

1.7 man \_\_\_\_\_

1.8 child \_\_\_\_\_

1.9 Jones \_\_\_\_\_

1.10 lady \_\_\_\_\_

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

<b>noun:</b>	sheep	children
<b>possessive noun:</b>	sheep's wool	children's toys

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

<b>noun:</b>	ladies	foxes
<b>possessive noun:</b>	ladies' purses	foxes' den



Write the possessive for these plural nouns.

1.11 deer \_\_\_\_\_

1.12 women \_\_\_\_\_

1.13 policemen \_\_\_\_\_

1.14 oxen \_\_\_\_\_

1.15 salesmen \_\_\_\_\_

1.16 boxes \_\_\_\_\_

1.17 toys \_\_\_\_\_

1.18 wives \_\_\_\_\_

1.19 sopranos \_\_\_\_\_

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.

<b>contractions:</b>	haven't	(have not)
	won't	(will not)
<b>dialectal speech:</b>	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.



**Hyphenate these numbers correctly.**

**1.36** fortynine \_\_\_\_\_

**1.37** seventyeight \_\_\_\_\_

**1.38** sixtythree \_\_\_\_\_

**1.39** eightyone \_\_\_\_\_

**1.40** fiftyfive \_\_\_\_\_

Use a hyphen for joining figures in **inclusive** dates:

- Civil War, 1861-1865
- Abraham Lincoln, 1809-1865



**Look up these famous people and write down the inclusive dates of their lives.**

**1.41** George Washington, \_\_\_\_\_

**1.42** William Blake, \_\_\_\_\_

**1.43** Madame Curie, \_\_\_\_\_

**1.44** Harry Truman, \_\_\_\_\_

**1.45** John F. Kennedy, \_\_\_\_\_

Use a hyphen to divide a word into **syllables** at the end of a line.

- The artist began to illustrate the book.

- Monday was a very hot day. The temperature was 100 degrees.

Be very careful in dividing a word at the end of a line. Use a dictionary to avoid errors.



**Use a dictionary to divide these words into syllables.**

**1.46** literature \_\_\_\_\_

**1.47** exception \_\_\_\_\_

**1.48** secretary \_\_\_\_\_

**1.49** mathematics \_\_\_\_\_

**1.50** temperature \_\_\_\_\_

Use a hyphen when two or more words are used as a single expression. Be careful not to hyphenate too many words unnecessarily. When in doubt, use your dictionary.

<b>hyphen:</b>	father-in-law	baby-sitting
<b>no hyphen:</b>	teaspoonful	runner-up
		steam shovel
		line drive



**Place the hyphen in the correct place(s).**

- 1.51 downinthemouth \_\_\_\_\_
- 1.52 an eight year old girl \_\_\_\_\_
- 1.53 law school facilities \_\_\_\_\_
- 1.54 cradle to grave needs \_\_\_\_\_
- 1.55 double parked automobiles \_\_\_\_\_

Use a hyphen between a prefix and a proper noun and also when the prefix ends with the same vowel as the root word begins.

- **hyphen:** ex-president re-echo
- **no hyphen:** nonpaying resell

Use a hyphen between the suffix *-elect* and the root word.

- president-elect mayor-elect



**Complete this activity.** None of the compound words in the following sentences are hyphenated. With the aid of a dictionary, decide which words should be written as one word, hyphenated, or written as two words.

- 1.56 She handed the goodlooking teacher the allimportant test.  
\_\_\_\_\_
- 1.57 With a feeling of selfsatisfaction, Jim answered the last twentyfive questions on his driver’s examination.  
\_\_\_\_\_

1.58 The viceexecutive wore a pinstriped lightgray suit.

---

1.59 Onethird of the schoolday is spent taking unimportant tests.

---

1.60 The workingman waited impatiently for his fishandchips to be brought to him.

---

**Quotation Marks.** Quotation marks (“ ”) are important in written language. They indicate the exact words people use in written stories or exercises. Quotation marks are also used to set off the titles of particular things.

When the exact words of a speaker or quoted phrases and statements borrowed from the written works of others are written, quotation marks must be used. This expression is called a direct quotation.

- Jane sighed, “My favorite teacher is married.”
- Who said “To err is human”?

Indirect quotations do not need quotation marks.

- **Direct quotation:** Joe said, “My bowling average is 142.”
- **Indirect quotation:** Joe said that his bowling average was 142.

Use quotation marks around the titles of paintings, short stories, songs, articles from magazines or encyclopedias, or book chapters.

- Have you read “The Village Blacksmith”?
- “The Last Supper” was painted by da Vinci.

Certain rules should be followed when using quotation marks. Unless these rules are followed, confusion will result.

Commas and periods are placed inside the closing quotation mark.

- Chapter one is entitled “Apostrophes.”
- David said, “Take time to pray and to read your Bible.”

Question marks and exclamation marks are placed inside the quotation marks when they punctuate only the quoted material. These punctuation marks are placed outside the marks when they punctuate the entire sentence.

- “We’re out of school!” shouted all the students.
- Who said that “Good guys finish last”?

When the words identifying the speaker come between the parts of a quotation, put quotation marks around each part. Be certain to punctuate each complete sentence correctly, using capitalization and periods.

- “Yes,” said Susie. “I do read my Bible every day.”

When writing conversation, begin a new paragraph every time a different speaker is quoted.

- “Hello,” said Lisa.
- “Is that really you?” asked Aimee.
- “Yes,” replied Lisa. “I just wanted to call you to let you know we are finally home!”



**Punctuate these sentences with periods, commas, question marks, exclamation marks, and quotation marks.**

- 1.61 I had hoped Bill said that I could play Captain Courageous in the play
- 1.62 Bill James said It's really you
- 1.63 Jane enjoyed reading the story Yarn of Nancy Bell
- 1.64 Chapter twelve is called How to Pass Junior High School
- 1.65 Do you like asked Sandra to read fiction or nonfiction
- 1.66 Who said Blondes have more fun

**Interview a person.**

- 1.67 Ask him or her at least five different questions. Write both the questions and responses in proper conversational paragraph form on a separate sheet of paper.

**TEACHER CHECK**

\_\_\_\_\_ initials

\_\_\_\_\_ date

**Parentheses.** Parentheses are marks ( ) used to set off comments that are not necessary to the whole sentence. They are also used to set off numbers or letters from the rest of the sentence.

Use parentheses to enclose **incidental** remarks not needed for the meaning of a passage. Avoid overuse of parentheses.

- Rogers Hospital (which was once Casualty Hospital) is in Washington, D.C.

Use parentheses around figures in letters to enumerate important points in a sentence.

- The committee decided on the following rules: (1) no gum chewing on school property, (2) no running in the hallways, and (3) no snowball throwing.

Tolstoy, one of Russia's most celebrated writers of fiction, wrote War and Peace.

Tolstoy, one of Russia's most celebrated writers of fiction, wrote *War and Peace*.

# 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<br>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. _____

	Singular	Singular Possessive	Plural	Plural Possessive
1.023	wolf	a. _____	b. _____	c. _____
1.024	king	a. _____	b. _____	c. _____
1.025	Thomas	a. _____	b. _____	c. _____
1.026	cousin	a. _____	b. _____	c. _____
1.027	monkey	a. _____	b. _____	c. _____
1.028	secretary	a. _____	b. _____	c. _____
1.029	fish	a. _____	b. _____	c. _____
1.030	tomato	a. _____	b. _____	c. _____

Place punctuation where it is needed in the following sentences: capitalization, underlining, quotation marks, apostrophes, and parentheses (each mark, 1 point).

- 1.031 my sister the tall one took uncle george and aunt ruth to see life with father that was performed by the roadside theater.
- 1.032 the last of the mohicans by james f. cooper has been translated into french, german, and swedish.
- 1.033 toms easter vacation wasnt spent in california.
- 1.034 jill screamed its alive and breathing.

Write the contraction for the underlined words (each answer, 2 points).

- 1.035 I will bring my car if you cannot.  
 a. \_\_\_\_\_ b. \_\_\_\_\_
- 1.036 Samuel was not able to come. He is at home.  
 a. \_\_\_\_\_ b. \_\_\_\_\_
- 1.037 Does not it work? \_\_\_\_\_
- 1.038 They are going to the beach. \_\_\_\_\_

<div style="border: 1px solid black; padding: 5px; display: inline-block;">                 96                  120             </div>		<b>SCORE</b> _____ <b>TEACHER</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>initials</span> <span>date</span> </div>
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**ABC** Take your spelling test of Spelling Words-1.



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