**Assignment- Grammar and Mechanics Tool Kit**

Your assignment will be to make a grammar and mechanics tool kit. You will be able to work in class to gather the information and to type the tool kit. Please be aware that if you are not using your class time wisely, you will be given alternative assignments (Article of the week? ☺ ) and this assignment will become homework.

You may use the Writers INC handbook( found in the classroom) or any other grammar resource book, or online source to find your information. Any sources used must be cited properly at the end of your project. (Use the works cited format to copy information down, then you may use web tools to format the information properly.)

**Terms to identify:**

**TYPES OF WRITING:**

1. **Informal Writing**- Using your notes, identify what informal writing is and when it is used.
2. **Formal Writing**- Using your notes, identify what formal writing is and when it is used.
3. **Commonly Confused Words**-Using your notes, make a list of commonly confused words.

**PARTS OF SPEECH:**

1. **Proper Noun**-define and give an example in a sentence. Underline the proper noun.
2. **Common Noun**- define and give an example in a sentence. Underline the common noun.
3. **Concrete Noun**- define and give an example in a sentence. Underline the concrete noun.
4. **Abstract Noun**- define and give an example in a sentence. Underline the abstract noun.
5. **Collective Noun**- define and give an example in a sentence. Underline the collective noun.
6. **Pronoun**- define and give an example in a sentence. Underline the pronoun.
7. **Antecedent**- define and give an example in a sentence. Underline the antecedent.
8. **First Person Pronoun**- define and give an example in a sentence. Underline the FP pronoun.
9. **Second Person Pronoun**- define and give an example in a sentence. Underline the SP pronoun.
10. **Third Person Pronoun**- define and give an example in a sentence. Underline the TP pronoun.
11. **Verb**- define basic verb and give an example in a sentence. Underline the verb.
12. **Action Verb**- define action verb and give an example in a sentence. Underline the AV.
13. **Linking Verb**- define linking verb and give an example in a sentence. Underline the LV.
14. **Adjective**- define adjective and give an example in a sentence. Underline the adjective.
15. **Interjection**- define interjection and give an example in a sentence. Underline the interjection.
16. **Adverb**- define adverb and give an example in a sentence. Underline the adverb.
17. **Preposition**- define preposition and give an example in a sentence. Underline the preposition.
18. **Conjunction**- define conjunction and give an example in a sentence. Underline the conjunction.
19. **Indefinite Article**- define indefinite article and give an example in a sentence. Underline the IA.
20. **Definite Article**- define definite article and give an example in a sentence. Underline the DA.
21. **Modifiers**- define modifier as well as the 3 types of modifiers. Give an example of each and underline each.
22. **Active Voice**- define active voice and give an example in a sentence.
23. **Passive Voice**- define passive voice and give an example in a sentence.

**SENTENCES-TYPES AND PARTS:**

1. **Sentence**- define sentence and give an example.
2. **Fragment**- define fragment and give an example.
3. **Run-on** –define run-on sentence and give an example.
4. **Independent Clause**-define independent clause and give an example.
5. **Dependent Clause** – define dependent clause and give an example.
6. **Subject** – define subject and give an example in a sentence. Underline the subject.
7. **Predicate**- define predicate and give an example in a sentence. Underline the predicate.
8. **Direct Object**- define direct object and give an example in a sentence. Underline the DO.
9. **Indirect Object**- define indirect object and give an example in a sentence. Underline the IO>
10. **Declarative Sentence**- define declarative sentence and give an example.
11. **Interrogative Sentence**- define interrogative sentence and give an example.
12. **Imperative Sentence**- define imperative sentence and give an example.
13. **Exclamatory Sentence**- define exclamatory sentence and give an example.
14. **Parallelism**- define parallelism and give an example.

**PUNCTUATION RULES: (NOTE: List rules or answer questions. Direct examples are not required in this section.)**

1. **Period**-List all four period rules.
2. **Ellipsis**-define ellipsis. List all three rules for using an ellipsis.
3. **Comma**- define the reasons for using a comma. List all 14 comma rules.
4. **Semicolon**- define semicolon. List all four semicolon rules.
5. **Colon**- List all five colon rules.
6. **Dash**-List all three rules for using a dash.
7. **Parentheses**- define parentheses.
8. **Hyphen**- List all seven rules for using hyphen.
9. **Question Mark**-when are question marks used?
10. **Quotation Mark**- When are quotation marks used?
11. **Italics and Underlining**- What three situations call for the use of italics or underlining?
12. **Apostrophe**- when is an apostrophe used?
13. **Capitalization**- what are the 15 ways in which capitalization should be used?
14. **Numbers under 10**- what is the rule for writing numbers under 10?

**Your project will be graded on the following components:**

1. **PRESENTATION**-creativity, neatness, attention to detail
2. **COMPLETENESS**- includes ALL components, thoroughly explains concepts, and gives clear examples
3. **ORIGINALITY**- I do not want to see example sentences from the Writers INC handbook or any other cited source-sentences MUST be your own!
4. **MECHANICS**-Proper spelling grammar, and punctuation throughout the project

You must include a title page, a table of contents, the body pages (content pages), and a works cited page. The entire project MUST be typed! You may not begin to type your final project until you have completed your rough draft!

**\*\* Rough drafts will also be collected and will be worth a percentage of your total grade for this project.**