



# Basic English

Teacher's Guide

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# Unit 4: Mechanics

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Unit 4 concentrates on the conventions of writing. Students learn and practice the rules of capitalization. They learn to correctly use end punctuation, commas, quotation marks, colons, semicolons, and apostrophes. Each punctuation mark is studied individually. The conventions are applied in numerous practice activities.

## Lesson 14—Capitalization

Goal: To learn to capitalize correctly

### WORDS TO KNOW

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<b>capitalization</b>	the rules of making words capital
<b>capitalize</b>	to make the first letter of a word a capital, or uppercase, letter

## Lesson 15—Punctuation

Goal: To learn to punctuate sentences correctly

### WORDS TO KNOW

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<b>apostrophe</b>	a punctuation mark that is used to show ownership, or to show that letters have been left out, as in a contraction
<b>colon</b>	a punctuation mark that is used to introduce something that follows, such as a list, or used in expressions of time when numerals are used
<b>comma</b>	a punctuation mark that is used to separate words or groups of words in a sentence
<b>exclamation point</b>	a punctuation mark that is used at the end of an exclamatory sentence
<b>period</b>	a punctuation mark that is used at the end of a declarative sentence
<b>punctuate</b>	to add the correct punctuation marks to a sentence
<b>punctuation</b>	marks that are used to make the meaning of written work clear
<b>punctuation marks</b>	marks, such as periods and commas, that are used to make the meaning of written work clear
<b>question mark</b>	a punctuation mark that is used at the end of an interrogative sentence
<b>quotation marks</b>	punctuation marks that are used around the words someone says in a quotation, or around the titles of short stories, songs, articles, and essays

**semicolon** punctuation mark that is used to join two independent clauses into one sentence

## Notes on Application Activity in Student Text

Activity	Skills Applied	Product
Error Check	proofreading, analyzing information, applying information	correction tallies

## Additional Activity Suggestions

- Have students look for punctuation errors in newspaper articles. Another source of errors is e-mails. Bring in or ask students to bring in e-mails they are willing to share. There will be plenty of errors to correct!
- Write sentences on the board, without the punctuation. Ask students to rewrite the sentences with correct punctuation.
- Divide students into small groups. Assign each group a punctuation mark. Have the members of each group work together to write a chapter of a punctuation handbook. Each group should provide clear examples of how the punctuation mark is used. You can photocopy the entries and staple them into booklets for reference.



## Differentiation

- Use sentences from a book that students are reading for class as models for correct punctuation. Choose sentences that show different punctuation marks. Have students name the punctuation marks and tell what they do.
- Say several sentences aloud, with clear emotion. Ask students which end punctuation mark they would use at the end of the sentence if it was written.
- Do a dictation exercise. Read a variety of sentences aloud, with strong emotion and pauses. Have students write the sentences. Then write the sentences on the board and discuss discrepancies between your written sentences and those of students.
- Students who are interested in language and are detail-oriented may enjoy looking through popular reference books about grammar and punctuation. Ask students to choose a particular topic and read about it in different sources. They can then write a short paper telling their findings.
- English-language learners may be willing to share some sentences that show what punctuation marks are used in their first language and where the marks are placed.