Definitions and Rules

- A consonant blend is two or more consonants that come together in a word. Their sounds blend together, but each sound is heard—black, train, spring, fast, lamp.
- A consonant digraph consists of two consonants that together represent one sound—when, thin, this, church, sheep, pack, know, white.
- ▶ A vowel pair consists of two vowels that come together to make one long vowel sound. The first vowel stands for the long sound and the second vowel is silent—boat, tree, pie.
- A vowel digraph consists of two vowels together that can make a long or short sound, or have a special sound all their own—school, book, bread, auto, eight.
- A diphthong consists of two vowels blended together to make one sound—cloud, boy, oil, cow, new.
- > Synonyms are words that have the same or almost the same meaning—glad-happy.
- Antonyms are words that are opposite or almost opposite in meaning—hot-cold.
- ► Homonyms are words that sound alike but have different meanings and usually different spellings—sent-cent.
- A base word is a word to which a prefix or suffix may be added to form a new world—printer, unpack, likely.
- A suffix is a word part that is added at the end of a base word to change the base word's meaning or the way it is used—sprinter, darkness, helpful.
- A prefix is a word part that is added at the beginning of a base word to change the base word's meaning or to form a new word—recycle, unwrap, disappear, mislay.
- Short-Wowel Rule: If a word or syllable has only one vowel and it comes at the beginning or between two consonants, the vowel usually stands for the short sound—ant, win, tub, fox, net.

- Long-Vowel Rule 1: If one syllable has two vowels, the first vowel usually stands for the long sound, and the second vowel is silent—rain, kite, glue, goat, leaf.
- Long-Vowel Rule 2: If a word or syllable has one vowel and it comes at the end of the word or syllable, the vowel is usually long—we, go, pony.
- Y as a Vowel Rule: .
 - 1) When y is the only vowel at the end of a syllable or a word of one syllable, y has the long i sound—fly, by.
 - 2) When y is the only vowel at the end of a word or more than one syllable, y usually has the long e sound—silly, baby.
- Soft c and g Rule: When c or g is followed by e, i, or y, it usually has a soft sound—ice, city, change, gym.
- To make a word plural:
 - 1) Usually just add s-cats, dogs, kites.
 - 2) If a word ends in ss, x, ch, or sh, usually add es—dresses, foxes, peaches, brushes.
 - 3) If a word ends in y preceded by a consonant, change the y to i and add es—flies, fairies. If y is preceded by a vowel, just add s—jays, boys.
 - 4) If a word ends in **f** or **fe**, usually change the **f** or **fe** to **v** and add the suffix **es—wolf/wolves**, **knife/knives**.
- To add other suffixes:
 - 1) When a word with a short vowel ends in a single consonant, usually double the consonant before adding a suffix that begins with a vowel—running, hummed, batter.
 - 2) When a word ends in silent **e**, drop the **e** before adding a suffix that begins with a vowel—**baking**, **taped**, **latest**.
 - 3) When a word ends in y preceded by a consonant, change the y to i before adding a suffix other than ing—crying, cried, happily, funnier, ponies, trying.

COMMON SPELLING RULES

DOUBLE THE FINAL CONSONANT

▲ Double the final consonant in a word that ends in a single consonant preceded by a vowel when adding a suffix beginning with a vowel.

Examples: begin + ing - beginning, jog + ed - jogged

DROP THE SILENT E

▲ Drop the **silent e** when adding a suffix beginning with a vowel to a word ending in a **silent e**.

Examples: Write + ing - writing, fame + ous - famous

KEEP THE SILENT E

▲ Keep the silent e when adding the suffix able, ance, or ous to a word ending in soft ce or ge.

Examples: notice + able - noticeable, courage + ous - courageous

▲ Keep the **silent e**, as well, when adding a suffix beginning with a consonant to a word ending in **silent e**.

Examples: complete + ly - completely, safe + ty - safety

CHANGE THE Y TO I

▲ Change the y to i when adding a suffix to a word ending in a y preceded by a consonant.

Examples: lonely + ness - loneliness, easy + ly - easily

I BEFORE E EXCEPT AFTER C

▲ Place i before e except after c. In other words, place e before i after c. This rule works in words in which i and e are pronounced as ee.

Examples: believe, achieve, receive, receipt, yield, thief, niece

E BEFORE I

A If the pronunciation of ei is a long a, place e before i.

Examples: sleigh, weight, reign, neighbor, freight

PARTS OF SPEECH

ADJECTIVE

Any word that modifies, describes, or adds to the meaning of a noun. Examples: The old man wore a <u>blue</u> hat.

ADVERB

Any word that describes or adds to the meaning of a verb, adjective, or other adverb.

An adverb tells how, why, when, where, and in what manner an action takes place.

Examples: The baby cried <u>impatiently</u> as his mother <u>hurriedly</u> went to get his milk bottle.

The students ran <u>quickly</u> to their classrooms.

CONJUNCTION

Conjunctions are joining or linking words. There are two types of conjunctions.

Coordinating conjunctions: These connect sentence parts equal in rank, single words, phrases, or clauses. They are the following: and, but, yet, or, nor, for, so, both, not only, either, and neither.

Example: Study tonight, <u>and</u> tomorrow you will feel ready for the math test.

Subordinating conjunctions: These join two clauses, the main and the subordinate (dependent) clause. It is a joining word that expresses a relationship between two ideas that are not equal in rank. One idea can stand as a sentence, whereas the one introduced by the subordinating conjunction cannot stand as a sentence by itself. Some examples are <u>after</u>, though, <u>as long as</u>, <u>as soon as</u>, <u>because</u>, <u>before</u>, <u>even though</u>, <u>once</u>, <u>since</u>, <u>until</u>, and so forth.

Example: Although you don't deserve it, I will continue to help you with your homework.

NOUN

Words that name people, places, and things.

Proper nouns: name specific people, places, and things. These words should be capitalized.

Examples: Laura, Mississippi, Thursday, Easter

Common nouns: refer to general names for a number of things, such as father, house, boy.

PRONOUN

Words that may be used in place of nouns. I, you, he, she, it, we, and they, are some examples. Examples: They went to fix it as soon as he gave them the permission.

VERB

Words that show action or a state of being. (The man <u>nodded</u> his head because he was content.)

PREPOSITION

Words that show how a noun or pronoun relates to another word. They often indicate position. Example: He placed his sword on the ground.

Into, at, behind, above, before, near, toward, under, and beside are other examples of prepositions.

Reproducible Pattern

Some letters are as silent as a ninja. If the silent letter disappeared, the word would still sound the same!

Silent B

bomb climb comb crumb debt doubt lamb limb numb plumber thumb tomb

Silent T

butcher castle fasten glisten listen match mortgage often scratch soften thistle watch

Silent K

Silent H

character

chemist

choir

chorus

echo

heir

honest

hour

school

stomach

knack knee knew knickers knife knight knit knob knock knot know knuckle

Silent G

align assign cologne design gnat gnaw gnari gnome reign sign

Silent S

aisle debris island

Silent C

click muscle scene science scissors

Ninja Tip!

The letter is usually a hard sound unless it is followed by an like in . However. when follows an, it is usually silent like in

SHHH



O Carson-Deliosa

COMMON-WORD-ENDINGS

-ANT

abundant distant instant

-ENCE

confidence dependence silence

-ARY

dictionary honorary imaginary

-DOM

freedom kingdom wisdom

-MENT

accomplishment disappointment equipment

-TURE

fixture mixture signature

-10N

communion complexion opinion

-TION

action attraction education

-ISE

advertise exercise

-ANCE

abundance distance instance

-ABLE

avail**able** believ**able** change**able**

-ERY

arch<mark>ery</mark> brav<mark>ery</mark> lott<mark>ery</mark>

-ER

labor<mark>er</mark> manag<mark>er</mark> teach**er**

-NESS

friendliness happiness loneliness

-URE

adventure creature moisture

-ITION

addition competition repetition

-IOUS

furious mysterious rebellious

-IZE

apologize memorize

-ENT

confident dependent silent

-IBLE

digestible flexible sensible

-ORY

circulatory laboratory sensory

-IAN

comedian electrician politician

-OR

creator mediator spectator

-ATION

aviation information reservation

-SION

colli**sion** confes**sion** televi**sion**

-ous

disastrous joyous nervous

-LESS

pointless careless

GOMMON PREFIXES

MEANI	VG: NOT	DIREC	TION
' a-	dis-	inter- (bety	ween, among)
aseptic	disappear	inte rcept	international
asymmetrical	dis courage	interfere	inter planetary
<u>a</u> typical	dis like	200.0	
		sub-	(under)
	im-	sub marine	subtitle
<u>illegal</u>	im moral	sub merge	sub tract
illegible	impossible		
illogical	im pure	trans- (acros	ss, over, beyond)
		trans form	trans plant
in-	ir-	trans fusion	trans port
inaccurate	irrational		
inexperienced	irrefutable	OPPOSITE PASSIVES	
incoherent	irregular	opposite prefixes pro-& anti-	
	Maria de la companio	Pro- (forward in space	OF SAME OF SAME PLANTS OF SAME PARTY.
non-	un-	procedure	progress
nonaligned	uncomfortable	produce	proj ect
<u>non</u> conformist	unconditional		project.
<u>non</u> profit	unconscious	anti- (against, opposite, or opposed	
nonsense	undecided	antibiotic	antifreeze
		antidote	antisocial
NUM	BERS		
uni- (one, single)	bi- (two, double)	pre- & post-	
unicorn	bicentennial	pre-	(before)
unicycle	bicycle	pre amble	pre cede
unison	bifocal	pre arrange	predecessor
		precaution	predict
tri- (three)	semi- (half, partly)	post	(after)
triangle	semi annual	post date	postnatal
triceps	semi circle	post graduate	postpone
tricycle	semi conscious	posthumous	post script

CONTRACTIONS

A contraction is a shortened form of two words. It is created when one or more letters are removed and replaced by an apostrophe. Contractions are most often used in informal or semiformal writing.

CONTRACTION	Comes from
doesn't	does not
don't	do n o t
hadn't	had not
hasn't	has not
haven't	have not
he'd	he would, he had
he's	he is, he has
here's	here is
111	l will
l'm	l am
l've	l ha ve
isn't	is not
it'll	it will
it's	it is, it has
let's	let us
mustn't	must not
she'd	she would, she had

CONTRACTION	Comes from
CONTRACTION	Cornes from
she's	she is, she has
shouldn't	should not
that's	that is
they'd	they would,they had
they'll	they wi ll
they*re	they are
they've	they have
you'd	you woul d, you had
you [*] ll	you will
you're	you are
you've	you ha ve
we'd	we woul d, we ha d
we ve	we ha ve
where's	where is, where has
who's	who is, who has
wouldn't	would not
won't	will not

PUNCTUATION AT A GLANCE

APOSTROPHE 9

Use an apostrophe to show possession with a proper noun, common noun, indefinite pronoun, period of time, and sum of money. An apostrophe is also used to act as a placeholder for a missing letter and when constructing contractions.

Examples: (a) Laura's science notebook (b) Anyone's guess (c) Today's proverb (d) Seven dollar's worth (e) Fun 'n' games (f) He isn't here.

COLON:

Use a colon to introduce a list, to introduce an end portion of a sentence that is an explanation, after an introductory classification, and after the salutation in a business letter. Examples: (a) Supplies: (list follows) (b) I learned the following: My skills were rusty and I was out of shape. (c) The Sahara made me think of one thing: water! (d) Dear Mr. Dobs:

SEMICOLON;

Use a semicolon to lengthen or expand an original thought, to group items in series that contain commas, and in compound sentences preceding the adverbs then, however, thus, hence, indeed, accordingly, besides, and therefore.

Examples: (a) My new strategy did not work; the attempt to win by irritating my opponent had failed entirely. (b) His family has homes in Bar Harbor, Maine; Paris, France; and Detroit, Michigan. (c) She wants to major in French; however, she can't meet the requirements.

PERIOD, EXCLAMATION MARK, QUESTION MARK . . .

Every written sentence must end with a period, exclamation mark, or question mark. A period marks the end of a normal sentence that is not a question and is not emphatic. It is also placed at the end of an abbreviation. An exclamation mark is used at the end of sentences in which the writer means to show strong emphasis or emotion. A question mark is used to close a question.

COMMA ,

Use a comma to separate all items in a series; between two independent clauses joined by and, but, or, nor, for, yet, or so; with appositives (nouns that repeat, explain, or stand in for other nouns); and after introductory adverbial phrases.

Examples: (a) The flag is green, brown, and white. (b) I'd love to go with you, but I have to clean up my room. (c) Chloe, my dog, is black and white. (d) After the appetizer and soup, we were too full for the main course!

QUOTATION MARKS 66 95

Use quotation marks to enclose a direct quotation. Commas and periods go *inside* closing quotation marks. Exclamation marks and question marks go inside closing quotation marks if they are part of the original quotation; otherwise, they go outside.

Example: (a) "Please feed the dog." said mother. (b) "Clean your room!" ordered his father. (c) Did you really say, "Absolutely not"?

Capital Letters
A word that starts with a capital letter is special in some way.

Always use a capital letter to begin:

the first word of a sentence:	Today is the first day of school.
the first word of a quotation:	She said, "Today is the first day of school."
the salutation (greeting) and closing in a letter:	Dear Grandma, Thanks so much for the birthday gift! Love, Sherry
the names of days, months, and holidays:	The fourth Thursday in November is Thanksgiving.
people's first and last names, their initials, and their titles:	Mrs. Cruz and her son Felix were both seen by Dr. S. C. Lee.
	Note: Many titles can be abbreviated. Use these abbreviations only when you also use the person's name: Mr. a man Capt. a captain Mrs. a married woman Lt. a lieutenant Ms. a woman Pres. the president of a country or an organization
a word that is used as a name:	I went with Dad and Aunt Terry to visit Grandma. Be Careful! Do not use a capital letter at the beginning of a word when it is not used as someone's name: I went with my dad and my aunt to visit my grandma. Hint: If you can replace the word with a name, it needs a capital letter: I went with Dad. — I went with Joe.
the word that names yourself - I:	My family and ${f I}$ enjoy camping together.

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the names of nationalities and languages:	Mexican, Cuban, and Nicaraguan people all speak Spanish.
the names of racial, ethnic, or cultural groups;	There were Asian, Native American, and African dancers at the festival.
the names of ships, planes, and space vehicles:	The president flew on <u>Air Force One</u> to see the <u>USS Abraham Lincoln</u> , a U.S. Navy aircraft carrier.
	Note: You must also underline the name of a ship, plane, or space vehicle: the space shuttle Columbia
to begin the names of these sp	pecial places and things:
• street names:	Palm Avenue, Cypress Street, Pine Boulevard
• cities, states, and countries:	Los Angeles, California, United States of America, Paris, France
• continents:	Asia, Europe, South America
• landforms and bodies of water:	Great Plains, San Francisco Bay, Great Salt Lake
buildings, monuments, and public places:	the White House, the Statue of Liberty, Yellowstone National Park
• historic events:	The G old R ush began in 1849. The C ivil W ar ended in 1865.

titles of books, stories, poems, and magazines:

The story "The Friendly Fruit Bat" appeared in Ranger Rick magazine and in a science book called Flying Mammals.

Be Careful! Do not use a capital letter at the beginning of a small word in a title, such as **a**, **an**, **at**, **for**, **in**, and **the**, unless it is the first word in the title.

Note: When you write a title, remember . . .

Some titles are underlined:

Book Titles: Frog and Toad Magazine Titles: Ranger Rick

Movie Titles: <u>Bambi</u>
TV Shows: <u>Sesame Street</u>
Newspapers: <u>The Daily News</u>

Some titles go inside quotation marks: Story Titles: "The Fox and the Crow"

Chapter Titles: "In Which Piglet Meets a Heffalump"

Poem Titles: "My Shadow"

Song Titles: "Twinkle, Twinkle, Little Star" **Titles of Articles:** "Ship Sinks in Bay"

Punctuation Marks

Punctuation gives information that helps you understand a sentence.

End Punctuation

Every sentence must end with one of these three punctuation marks: .!?

A **period** (.) shows that a sentence is:

giving information:	I love to read short stories.
giving a mild command:	Choose a short story to read aloud. Note: A period is also used in: • abbreviations of months and days: Jan. (January), Feb. (February), Mon. (Monday), etc. • abbreviations of measurements: ft. (foot/feet), in. (inch/inches), lb./lbs. (pound/pounds), oz. (ounce/ounces) • time: 8:00 a.m., 4:30 p.m., etc.

A question mark (?) shows that a sentence is:

asking a question:	Did you choose a story to read?
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An **exclamation point** (!) shows that a sentence is:

expressing strong feelings:	Wow! That story is really long!
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Comma

A **comma** (,) can help you know how to read things. Commas are often used in sentences. Sometimes commas are used with words or phrases.

Some commas are used to keep things separate. Use a comma to separate:

the name of a city from the name of a state:	El Paso, Texas
the name of a city from the name of a country:	London, England
the date from the year:	October 12, 2004
the salutation (greeting) from the body of a letter:	Dear Ms. Silver,
the closing in a letter from the signature:	Yours truly,
two adjectives that tell about the same noun:	Nico is a witty, smart boy. Hint: To see if you need a comma between two adjectives, use these two "tests": 1 Switch the order of the adjectives. If the sentence still makes sense, you must use a comma:
	YES: Nico is a witty, smart boy. → Nico is a smart, witty boy.
	NO: Nico has dark brown hair. → Nico has brown dark hair.
	2 Put the word "and" between the two adjectives. If the sentence still makes sense, you must use a comma:
	YES: Nico is a witty, smart boy. → Nico is a witty and smart boy.
	NO: Nico has dark brown hair. — Nico has dark and brown hair.

Some commas help you know where to pause when you read a sentence. Use a **comma** to show a pause:

between three or more items in a list or series:	Nico won't eat beets, spinach, or shrimp.
after or before the name of a person that someone is talking to in a sentence:	After: Nico, I think that you need to eat more. Before: I think that you need to eat more, Nico. Both: I think, Nico, that you need to eat more.
between the words spoken by someone and the rest of the sentence:	Mrs. Flores said, "It's time to break the piñata now!" "I know," answered Maya.
after an exclamation at the beginning of a sentence:	Boy, that's a lot of candy!
after a short introductory phrase or clause that comes before the main idea:	After all that candy, nobody was hungry for cake.
before and after a word or words that interrupt the main idea of a sentence:	The cake, however, was already out on the picnic table.
before and after a word or phrase that renames or gives more information about the noun before it:	The cake, which had thick chocolate frosting, melted in the hot sun. Mrs. Lutz, our neighbor, gave Mom the recipe.
before the connecting word in a compound sentence:	The frosting was melted, but the cake was great. Note: A simple sentence always includes a <u>subject</u> and a <u>verb</u> , and it expresses a complete thought. A compound sentence joins two simple sentences together, so each of the two parts of a compound sentence has its own <u>subject</u> and <u>verb</u> . The two parts of a compound sentence are joined by a comma and a conjunction. The conjunctions and, but, for, nor, or, so, and yet are all used to join two simple sentences into one compound sentence. In a compound sentence, always place the comma before the connecting conjunction: Maya ate candy, but <u>she</u> was too full to eat cake. Nico ate candy, and he also ate a piece of cake. Nico is thin, yet he eats lots of sweets. Maya is chubby, so <u>she</u> watches what she eats.

Semicolon

You can also use a **semicolon** (;) to join two simple sentences.

The party ended at 4:00; the guests left by 4:15.
The party was lots of fun; however, the cleanup was lots of work!
Be Careful! When you use a semicolon instead of a comma, do not use a coordinating conjunction (and, but, for, nor, or, so, yet):
With a comma: Maya is responsible, so she wrote her thank-you notes right away.
With a semicolon: Maya is responsible; therefore, she wrote her thank-you notes right away.
Note: Authors may choose to use a semicolon instead of a period or a comma. It depends on the author's style or personal preference, or on the effect the author is trying to achieve in a particular piece of writing.
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Quotation Marks

Use quotation marks (" "):

before and after words that are spoken by someone:	"This was the best birthday party ever!" Maya said.
	Note: Punctuation that follows the speaker's words goes inside the quotation marks:
	"May I have a piñata at my birthday party?" Martin asked.
	Mr. Flores replied, "You bet!"
	Be Careful! When the words that tell who is speaking come before the quotation, put the comma outside the quotation marks. When the words that tell who is speaking come after the quotation, put the comma inside the quotation marks:
	Before: Mrs. Flores asked, "Do you want a chocolate cake, too?"
	After: "I sure do," said Martin.

around words that are being discussed:	The word "piñata" is written with a special letter.
around slang or words used in an unusual way:	We all had to "chill out" after the party.

Apostrophe

An **apostrophe** (*) helps show who owns something. You add an apostrophe after the name of an owner.

When there is just one owner, add an apostrophe first and then add an \$:	cat+'s —→ cat's The	cat' s dish was empty.
When there is more than one owner, add an \$ first and then add an apostrophe:	cats + ' cats' All the cats' cages at the shelter were nice and big. Be Careful! When the name of more than one owner does not end with an S, add an apostrophe first and then add an S: children + 's children's The children's cat was in the last cage. people + 's people's Other people's pets were making lots of noise.	
Use an apostrophe when you put two words together to make one word. This is called a contraction. In a contraction, the apostrophe takes the place of the missing letter or letters:	I + am = I'm you + are = you're he + is = he's it + is = it's we + would = we'd they + will = they'll	do + not = don't does + not = doesn't are + not = aren't could + not = couldn't have + not = haven't would + not = wouldn't

Hyphen

Use a hyphon (-):

between numbers in a fraction:	One-half of the candies had walnuts, and one-quarter had almonds.
to join two words that work together to make an adjective before a noun:	It's not easy to find low-fat candy and sugar-free soda.

Plurals

A noun names a person, place, or thing. A **plural noun** names more than one person, place, or thing.

Add an S to make most nouns plural:	girl → girl + s → girl s river → river + s → river s	
If the noun ends in Ch , s , sh , or x , add es :	lunch → lunch + es → lunches dress → dress + es → dresses brush → brush + es → brushes fox → fox + es → foxes	
If the noun ends in y, change the y to i and add es:	fly —> fli + es —> flies story —> stori + es —> stories Note: If the noun ends in a vowel plus y, just add s: bay —> bay + s —> bays key —> key + s —> keys boy —> boy + s —> boys	
	Be Careful! Some plural nouns do not have an S at all: child → children foot → feet man → men tooth → teeth woman → women goose → geese	