

APPENDIX A

SPELLING RULES FOR VERBS AND NOUNS

Spelling of the -s Form of Verbs and Nouns

VERBS	NOUNS	RULE
visit—visits need—needs like—likes spend—spends see—sees	chair—chairs bed—beds truck—trucks gift—gifts bee—bees	Add -s to most words to make the -s form.
miss—misses wash—washes catch—catches fix—fixes	dress—dresses dish—dishes match—matches box—boxes	Add -es to base forms and words with <i>ss</i> , <i>sh</i> , <i>ch</i> , and <i>x</i> at the end.
worry—worries try—tries study—studies	party—parties city—cities berry—berries	If the word ends in a consonant + <i>y</i> , change <i>y</i> to <i>i</i> and add -es.
pay—pays play—plays enjoy—enjoys	boy—boys day—days key—keys	If the word ends in a vowel + <i>y</i> , do not change the <i>y</i> . Just add -s.
	leaf—leaves knife—knives	If the noun ends in <i>f</i> or <i>fe</i> , change <i>f</i> or <i>fe</i> to <i>ves</i> .

IRREGULAR -S FORMS OF VERBS

have—has
go—goes
do—does

IRREGULAR PLURAL FORMS OF NOUNS

man—men woman—women child—children mouse—mice	foot—feet tooth—teeth person—people (or persons) fish—fish
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Spelling of the *-ing* Form of Verbs

VERBS	RULE
go— going eat— eating spend— spending	Add <i>-ing</i> to most verbs to make the <i>-ing</i> form.
take— taking write— writing make— making	If a verb ends in silent <i>e</i> , drop the <i>e</i> and add <i>-ing</i> . Do NOT double the final consonant. <small>WRONG: writting</small>
pay— paying buy— buying worry— worrying study— studying	If a verb ends in a <i>y</i> , just add <i>-ing</i> . <small>WRONG: studing</small>
<u>stop</u> — stopping <u>run</u> — running <u>split</u> — splitting	If a one-syllable verb ends in consonant + vowel + consonant, double the final consonant and add <i>-ing</i> .
<u>begin</u> — beginning <u>permit</u> — permitting <u>occur</u> — occurring	If a two-syllable word ends in consonant + vowel + consonant, double the final consonant and add <i>-ing</i> only if the last syllable is stressed.
<u>open</u> — opening <u>happen</u> — happening <u>develop</u> — developing	If a multi-syllable word ends in consonant + vowel + consonant and the final syllable is not stressed, do NOT double the final consonant. Just add <i>-ing</i> .

Spelling of the *-ed* Forms of Regular Simple Past Verbs

VERBS	RULE
listen— listened look— looked	Add <i>-ed</i> to most regular verbs to form the simple past.
bake— baked smile— smiled save— saved	If a verb ends in silent <i>e</i> , just add <i>-d</i> .
worry— worried study— studied	If a verb ends in a consonant + <i>y</i> , change the <i>y</i> to <i>i</i> and add <i>-ed</i> .
enjoy— enjoyed delay— delayed	If a verb ends in a vowel + <i>y</i> , just add <i>-ed</i> .
<u>stop</u> — stopped <u>drag</u> — dragged <u>slam</u> — slammed	If a one-syllable verb ends in consonant + vowel + consonant, double the final consonant and add <i>-ed</i> .
<u>permit</u> — permitted <u>occur</u> — occurred	If a two-syllable verb ends in consonant + vowel + consonant, double the final consonant and add <i>-ed</i> only if the last syllable is stressed.
<u>open</u> — opened <u>happen</u> — happened <u>develop</u> — developed	If a multi-syllable verb ends in consonant + vowel + consonant and the final syllable is not stressed, do NOT double the final consonant. Just add <i>-ed</i> .

APPENDIX B

SUMMARY OF VERB TENSES

VERB TENSE	FORM	MEANING AND USE
SIMPLE PRESENT	I have class Mondays. He doesn't have class today. Do you have class today? What do you do every day?	<ul style="list-style-type: none"> facts, general truths, habits, and customs used with frequency adverbs, e.g., <i>always, usually, sometimes, never</i> regular activities and repeated actions
PRESENT CONTINUOUS	I am studying biology this semester. He isn't studying now. Are you studying this weekend? What is she studying at college?	<ul style="list-style-type: none"> actions that are currently in progress future actions if a future time expression is used or understood
FUTURE WITH WILL	I will go to the store. He won't go to the store. Will you go to the store? When will you go to the store?	<ul style="list-style-type: none"> future plans/decisions made in the moment strong predictions promises and offers to help
FUTURE WITH BE GOING TO	He's going to study all weekend. He isn't going to study Saturday. Are you going to study Saturday? What are you going to study Saturday?	<ul style="list-style-type: none"> future plans that are already made predictions
SIMPLE PAST	They liked the story. I didn't like the story. Did you like the story? What did you like about the story?	<ul style="list-style-type: none"> a single, short, past action a longer past action a repeated past action
PAST CONTINUOUS	She was watching TV when I called. I wasn't watching TV when you called. Were you watching TV around 10? What were you watching ?	<ul style="list-style-type: none"> an action in progress at a specific past time often with the simple past in another clause to show the relationship of a longer past action to a shorter past action
PRESENT PERFECT	I have seen the movie <i>Black Panther</i> . He has seen <i>Black Panther</i> five times. Have you seen <i>Black Panther</i> ? Why have you never seen <i>Black Panther</i> ?	<ul style="list-style-type: none"> action that started in the past and continues to the present action that repeats during a period of time from the past to the present action that occurred at an indefinite time in the past
PRESENT PERFECT CONTINUOUS	She has been working there for years. I haven't been working regularly in a while. Have you been working here long? Where have you been working lately?	<ul style="list-style-type: none"> an action that started in the past and continues to the present

APPENDIX C

IRREGULAR VERB FORMS

BASE FORM	PAST FORM	PAST PARTICIPLE	BASE FORM	PAST FORM	PAST PARTICIPLE
be	was/were	been	fight	fought	fought
bear	bore	born/borne	find	found	found
beat	beat	beaten	fit	fit	fit
become	became	become	flee	fled	fled
begin	began	begun	fly	flew	flown
bend	bent	bent	forbid	forbade	forbidden
bet	bet	bet	forget	forgot	forgotten
bid	bid	bid	forgive	forgave	forgiven
bind	bound	bound	freeze	froze	frozen
bite	bit	bitten	get	got	gotten
bleed	bled	bled	give	gave	given
blow	blew	blown	go	went	gone
break	broke	broken	grind	ground	ground
breed	bred	bred	grow	grew	grown
bring	brought	brought	hang	hung	hung
broadcast	broadcast	broadcast	have	had	had
build	built	built	hear	heard	heard
burst	burst	burst	hide	hid	hidden
buy	bought	bought	hit	hit	hit
cast	cast	cast	hold	held	held
catch	caught	caught	hurt	hurt	hurt
choose	chose	chosen	keep	kept	kept
cling	clung	clung	know	knew	known
come	came	come	lay	laid	laid
cost	cost	cost	lead	led	led
creep	crept	crept	leave	left	left
cut	cut	cut	lend	lent	lent
deal	dealt	dealt	let	let	let
dig	dug	dug	lie	lay	lain
dive	dove/dived	dove/dived	light	lit/lighted	lit/lighted
do	did	done	lose	lost	lost
draw	drew	drawn	make	made	made
drink	drank	drunk	mean	meant	meant
drive	drove	driven	meet	met	met
eat	ate	eaten	mistake	mistook	mistaken
fall	fell	fallen	overcome	overcame	overcome
feed	fed	fed	overdo	overdid	overdone
feel	felt	felt	overtake	overtook	overtaken

BASE FORM	PAST FORM	PAST PARTICIPLE	BASE FORM	PAST FORM	PAST PARTICIPLE
overthrow	overthrew	overthrown	stick	stuck	stuck
pay	paid	paid	sting	stung	stung
plead	pled/pleaded	pled/pleaded	stink	stank	stunk
prove	proved	proven/proved	strike	struck	struck/stricken
put	put	put	strive	strove	striven
quit	quit	quit	swear	swore	sworn
read	read	read	sweep	swept	swept
ride	rode	ridden	swell	swelled	swelled/swollen
ring	rang	rung	swim	swam	swum
rise	rose	risen	swing	swung	swung
run	ran	run	take	took	taken
say	said	said	teach	taught	taught
see	saw	seen	tear	tore	torn
seek	sought	sought	tell	told	told
sell	sold	sold	think	thought	thought
send	sent	sent	throw	threw	thrown
set	set	set	understand	understood	understood
sew	sewed	sewn/sewed	uphold	upheld	upheld
shake	shook	shaken	upset	upset	upset
shed	shed	shed	wake	woke	woken
shine	shone/shined	shone/shined	wear	wore	worn
shoot	shot	shot	weave	wove	woven
show	showed	shown/showed	wed	wedded/wed	wedded/wed
shrink	shrank/shrunk	shrunk/shrunken	weep	wept	wept
shut	shut	shut	win	won	won
sing	sang	sung	wind	wound	wound
sink	sank	sunk	withdraw	withdrew	withdrawn
sit	sat	sat	withhold	withheld	withheld
sleep	slept	slept	withstand	withstood	withstood
slide	slid	slid	wring	wrung	wrung
slit	slit	slit	write	wrote	written
speak	spoke	spoken	Note: The past and past participle of some verbs can end in <i>-ed</i> or <i>-t</i> . burn burned or burnt dream dreamed or dreamt kneel kneeled or knelt learn learned or learnt leap leaped or leapt spill spilled or spilt spoil spoiled or spoilt		
speed	sped	sped			
spend	spent	spent			
spin	spun	spun			
spit	spit/spat	spit/spat			
split	split	split			
spread	spread	spread			
spring	sprang	sprung			
stand	stood	stood			
steal	stole	stolen			

APPENDIX D

PREPOSITIONS OF TIME

	TIME EXPRESSION	EXAMPLES
in	in the morning in the afternoon in the evening	He eats breakfast in the morning. He eats lunch in the afternoon. He eats dinner in the evening.
	in the [season]	We have vacation in the summer. There are many flowers in the spring.
	in [month]	Her birthday is in March.
	in the _____ century	People didn't use cars in the 19th century.
	in [number] minutes, hours, days, weeks, months, years	We'll leave on vacation in three days. I will graduate in two weeks.
	in the past in the future	In the past, people didn't use computers. In the future, we will need more health care workers.
	in the beginning	In the beginning, I didn't understand the teacher at all.
at	at night	He likes to watch TV at night.
	at [time]	My class begins at 12:30.
	at present	At present, I'm learning French.
	at the beginning of [something] at the end of [something]	The semester starts at the beginning of September. The semester ends at the end of May.
on	on [date]	His birthday is on March 5.
	on [day]	I have to work on Saturday.
	on the weekend	I'm going to a party on the weekend.
from	from [time] to [time]	My class is from 12:30 to 3:30.
	from [time] until/till [time]	My class is from 12:30 until (or till) 3:30.
for	for [number] minutes, hours, days, weeks, months, years	She was in Mexico for three weeks. We lived in Paris for two years.
by	by [time]	Please finish your test by six o'clock.
until/till	until/till [time]	I slept until (or till) 9 a.m. this morning.
	until /till [event]	I lived with my parents until (till) I got married.
during	during [event]	He fell asleep during the meeting.
about	about [time]	The plane will arrive about 6 p.m.
around	around [time]	The plane will arrive around 6 p.m.
before	before [time, day, date]	You should finish the test before 9:30. You should finish the job before Friday.
	before [event]	Turn off the lights before you leave.
after	after [time, day, date]	Please don't call me after 10 p.m. I'll have more free time after next Monday.
	after [event]	Wash the dishes after you finish dinner.

APPENDIX E

CAPITALIZATION AND PUNCTUATION

Capitalization Rules

RULE	EXAMPLES
The first word in a sentence	M y friends are helpful.
The word <i>I</i>	My sister and I took a trip together.
Names of people	A braham L incoln; G eorge W ashington
Titles preceding names of people	D octor (D r.) S mith; P resident L incoln; Q ueen E lizabeth; M r. R ogers; M rs. C arter
Geographic names	the U nited S tates; L ake S uperior; C alifornia; the R ocky M ountains; the M ississippi R iver Note: The word <i>the</i> in a geographic name is not capitalized.
Street names	P ennsylvania A venue (A ve.); W all S treet (S t.); A bbey R oad (R d.)
Names of organizations, companies, colleges, buildings, stores, hotels	the R epublican P arty; C engage L earning; D artmouth C ollege; the U niversity of W isconsin; the W hite H ouse; B loomingdale's; the H ilton H otel
Nationalities and ethnic groups	M exicans; C anadians; S paniards; A mericans; J ews; K urds; I nuit
Languages	E nglish; S panish; P olish; V ietnamese; R ussian
Months	J anuary; F ebruary
Days	S unday; M onday
Holidays	I ndependence D ay; T hanksgiving
Important words in a title	<i>Grammar in Context; The Old Man and the Sea; Romeo and Juliet; The Sound of Music</i> Note: Capitalize <i>the</i> as the first word of a title.

Punctuation Rules

PUNCTUATION	EXAMPLES
A period (.) is used at the end of a declarative sentence.	This is a complete sentence.
A question mark (?) is used at the end of a question.	When does the movie start?
An exclamation mark (!) is used at the end of an exclamation. It expresses a strong emotion.	This book is so interesting!
<p>A comma (,) is used:</p> <ul style="list-style-type: none"> • before the connectors <i>and</i>, <i>but</i>, <i>so</i>, and <i>or</i> in a compound sentence. • between three or more items in a list. • after a dependent clause at the beginning of a complex sentence. Dependent clauses include time clauses, <i>if</i> clauses, and reason clauses. • between the day and the date and between the date and the year. • between and after (if in the middle of a sentence) city, state, and country names that appear together. • after time words and phrases, prepositional phrases of time, and sequence words (except <i>then</i>) at the start of a sentence. 	<ul style="list-style-type: none"> • She gave Tomas a pen, but he wanted a pencil. • He needs a notebook, a pen, and a calculator. • If it's cold outside, you should wear a coat. • The test will be on Friday, May 20. The school opened on September 3, 2010. • She lived and taught in Shanghai, China for five years. • Finally, the test was over and the student could leave. After the movie, they decided to go out for coffee.
<p>An apostrophe (') is used to indicate either a contraction or a possession:</p> <ul style="list-style-type: none"> • Use an apostrophe in a contraction in place of the letter or letters that have been deleted. • Add an apostrophe and the letter -s after a word to show possession. If a plural word already ends in -s, just add an apostrophe. 	<ul style="list-style-type: none"> • I'm happy to see you. You've read a lot of books this year. • That is Yusef's book. The teachers' books include the answers.
<p>Quotation marks (") are used to indicate:</p> <ul style="list-style-type: none"> • the exact words that were spoken by someone. Notice that the punctuation at the end of a quote is inside the quotation marks. • language that a writer has borrowed from another source. • when a word or phrase is being used in a special way. 	<ul style="list-style-type: none"> • Albert Einstein said, "I have no special talent. I am only passionately curious." • The dictionary defines punctuation as "the use of specific marks to make ideas within writing clear." • The paper was written by a "professional" writer.

APPENDIX F

VOWEL AND CONSONANT SOUNDS

Vowels

SYMBOL	EXAMPLES
ʌ	love, cup
a	father, box
æ	class, black
ə	alone, atom
ɛ	ever, well
i	eat, feet
ɪ	miss, bit
ɔ	talk, corn
ʊ	would, book
oʊ	cone, boat
u	tooth, school
eɪ	able, day
aɪ	mine, try
aʊ	about, cow
ɔɪ	join, boy

Consonants

SYMBOL	EXAMPLES
b	bread, cab
d	door, dude
f	form, if
g	go, flag
h	hello, behind
j	use, yellow
k	cook, hike
l	leg, meal
m	month, sum
n	never, win
ŋ	singer, walking
p	put, map
r	river, try
s	saw, parks
ʃ	show, action
r	atom, lady
t	take, tent
tʃ	check, church
θ	thing, both
ð	the, either
v	voice, of
w	would, reward
z	zoo, mazes
ʒ	usual, vision
dʒ	just, edge

APPENDIX G

THE CALENDAR AND NUMBERS

Calendar

MONTHS	DAYS	SEASONS
January (Jan.)	Sunday (Sun.)	Winter
February (Feb.)	Monday (Mon.)	Spring
March (Mar.)	Tuesday (Tues.)	Summer
April (Apr.)	Wednesday (Wed.)	Fall or autumn
May	Thursday (Thurs.)	
June (Jun.)	Friday (Fri.)	
July (Jul.)	Saturday (Sat.)	
August (Aug.)		
September (Sept.)		
October (Oct.)		
November (Nov.)		
December (Dec.)		

Dates

January 6, 1999

Jan. 6, 1999

1/6/1999

1/6/99

1-6-99

March 27, 2017

Mar. 27, 2017

3/27/2017

3/27/17

3-27-17



Numbers

CARDINAL NUMBERS	ORDINAL NUMBERS
1 = one	first
2 = two	second
3 = three	third
4 = four	fourth
5 = five	fifth
6 = six	sixth
7 = seven	seventh
8 = eight	eighth
9 = nine	ninth
10 = ten	tenth
11 = eleven	eleventh
12 = twelve	twelfth
13 = thirteen	thirteenth
14 = fourteen	fourteenth
15 = fifteen	fifteenth
16 = sixteen	sixteenth
17 = seventeen	seventeenth
18 = eighteen	eighteenth
19 = nineteen	nineteenth
20 = twenty	twentieth
21 = twenty-one	twenty-first
30 = thirty	thirtieth
40 = forty	fortieth
50 = fifty	fiftieth
60 = sixty	sixtieth
70 = seventy	seventieth
80 = eighty	eightieth
90 = ninety	ninetieth
100 = one hundred	hundredth
1,000 = one thousand	thousandth
1,000,000 = one million	millionth

Peter Thomas 17 Cherry Tree Lane New York, NY 10001		6-38/542 7024
PAY TO THE ORDER OF <u>Teresa Jones</u>		DATE <u>September 6, 2010</u>
<u>Nine Hundred Fifty and 00/100</u>		\$ <u>950.00</u>
DOLLARS		
Summerville Bank		
FOR <u>rent</u>		<u>Peter Thomas</u>
⑆0123456789⑆ 01234567891011⑆ 7024		