#### INTRODUCTION

Being able to communicate effectively through speaking and writing is vital to a person's educational and professional success. The ability to speak and write well affects students' success across all subjects and content areas and continues in the workplace. Because of the importance of being able to speak and write correctly, students must be able to acquire and apply these skills.

The Basic Grammar Series is an all-inclusive, well-rounded resource for students who need more time to master various grammar concepts. While many grammar series provide general overviews of each grammar skill, Basic Grammar Series addresses skills in a variety of formats with multiple activities so that individual learning styles are addressed. The Basic Grammar Series has three books, each with over 200 activities that teach and reinforce grammar skills. The skills and activities are age-appropriate and presented at a low readability level in order to promote success and understanding. Each skill is introduced according to a developmental progression, with each unit building upon basic skills while reinforcing those skills that have already been taught.

# **ELEVEN UNITS**

Lessons, activities, and assessments are presented in eleven units. Each unit builds on skills from the previous unit. The units are:

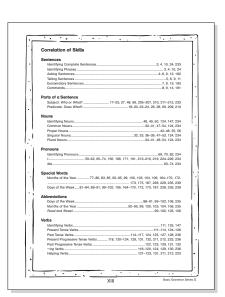
What is a Sentence?
Parts of a Sentence

Nouns Pronouns Special Words Abbreviations Verbs Adjectives

Capitalization
Punctuation
Word Usage

#### **MULTIPLE USES**

The Basic Grammar Series can be used as a complete program, beginning with the lessons in the first unit, What Is a Sentence? It can also be used as a basic grammar skill supplement. For teachers who want to use the program to reinforce specific skills, a correlation of skills addressed in each activity has been included (page XIII). It is important to note that when teaching grammar, many skills overlap. For example when teaching capitalization, proper nouns are also covered. Therefore, it is important for teachers to be careful when using the program to reinforce specific skills because some skills that the student has not yet seen may be included in an activity.



#### PROGRAM COMPONENTS

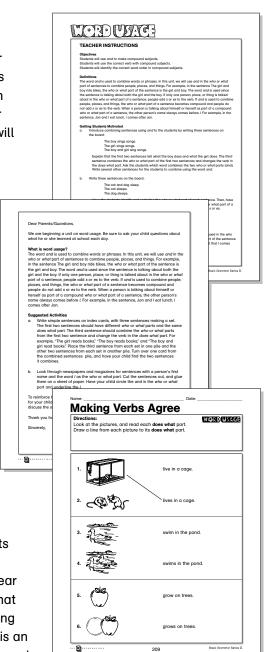
This series is designed to motivate and engage students who may have difficulty with language, reading, and writing. Each unit contains the following features: teacher instructions, a parent letter, several activity sheets, a reflect and review activity, and several assessment activities.

Teacher Instructions: The teacher instructions include objectives, definitions, and suggested activities to teach basic grammar skills for each unit in this series. Teacher instructions follow each tab to begin the unit. Objectives are listed to identify the skills that will be covered within the unit. Simplified rules and definitions are included for the teacher. These explain the concepts and skills that will be covered in the unit. Motivating activities to introduce the skills are also provided. Most of these activities are hands-on and interactive to encourage the students to develop an understanding of the grammar rules through practice to ensure comprehension. The teacher instructions also suggest activity sheets that can be sent home with the parent letter to encourage skill reinforcement at home.

Parent Letter: Each unit includes a letter that should be sent home with every student at the beginning of the unit. The parent letter informs parents and guardians of the grammar rules and definitions for each new skill being taught and provides activities to use with their child. Many of these hands-on activities involve using a grammar skill with a real-world application. Most importantly, the letter keeps parents informed about what their child is learning in school so that they can continue the learning process at home.

Activity Sheets: Each unit includes several activity sheets employing a variety of learning styles in order to ensure students' mastery of skills. These activity sheets have clear and simple rules, instructions, examples, and activities that can include manipulating letters and words, understanding pictorial cues, and solving problems. Each activity page is an individual assignment meant to stand alone and can be used individually, with partners, or in small groups. If the work is

completed in partners or groups, be sure that each student understands the skill and is able to explain the skill in his or her own words. Activity sheets can be completed in class or sent home for reinforcement of skills, review, or homework.

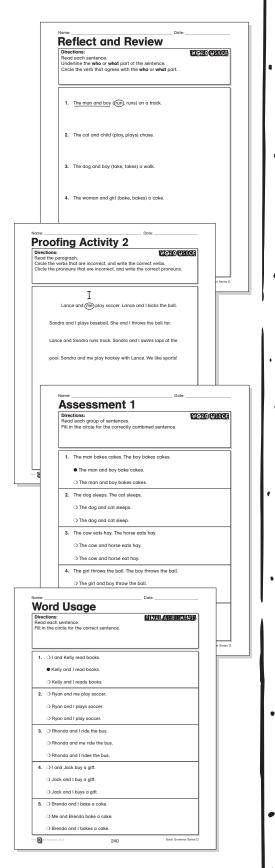


Reflect and Review Activity: A reflect and review activity follows the activity sheets in each unit. This activity requires students to apply both the skills they have just learned in addition to the skills they learned in earlier units. Students not only practice several skills at once when completing these activities; they also see how grammar skills are interrelated. Throughout the program, the reflect and review activities provide students with multiple opportunities to recall information and continue to apply it. Teachers can use the reflect and review activities as a tool to determine students' knowledge of the skills covered and can assess if the students need review or reinforcement of particular skills.

Proofing Activities: The Capitalization, Punctuation, and Word Usage units each include two proofing activities. These activities require students to practice finding and correcting grammatical errors. Teachers should walk the class through the first proofing activity in each unit and have the students complete the second activity independently. Proofing activities provide many opportunities for learning through examples, so be sure to review the pages together.

Assessment Activities: Each unit includes multiple assessment activities that cover the skills addressed within the unit. The assessment activities follow the format of standardized tests and require students to eliminate incorrect options, choose the correct answer, and fill in the appropriate circle. While the assessment activities are intended to be used as evaluations after students complete a unit, the assessment activities can also be used as pretests to assess students' prior knowledge of specific skills.

Final Proofing and Assessment Activities: Several comprehensive proofing and assessment activities are provided at the end of the book. These activities cover the skills taught in all eleven units and can be used as a final evaluation. Final proofing activities serve as a holistic measure of each student's ability to identify incorrect grammar and to make corrections. There are eight final assessment activities, each covering one of the units. Like the unit assessment activities, these tests follow the format of standardized tests.



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## **PROGRESS CHART**

A progress chart (page XV) has been included to track students' progress with learning and using grammar skills. The progress chart can be used for daily grading purposes, or it can be used periodically to note progress or check for mastery. A comments section has been provided for any notes regarding students' mastery or nonmastery of a skill.

### **ANSWER KEY**

For your convenience, an answer key for each activity can be found at the end of the book.

The answer keys show the correct solutions for each activity. In cases where several answers could be correct, "Answers will vary," is noted.

Additionally, answers that require color are shown in varying shades of gray with a key for which shade of gray represents each color.

