

Using Apostrophes and Hyphens

An apostrophe shows possession and points out the missing letters in a contraction. A hyphen divides a word between syllables and joins the parts of compound words.

RULE 1: Use an apostrophe and an -s ('s) to form the possessive of a singular noun.

girl + 's = girl's

Charles + 's = Charles's

RULE 2: Use an apostrophe and an -s ('s) to form the possessive of a plural noun that does not end in -s.

women + 's = women's

mice + 's = mice's

RULE 3: Use an apostrophe alone to form the possessive of a plural noun that ends in -s.

girls + 's = girls'

cities + 's = cities'

Do not use an apostrophe in a possessive pronoun.

These skates are **hers**.

Theirs are in the car.

RULE 4: Use an apostrophe to replace letters that have been omitted in a contraction. A contraction is a word that is made by combining two words into one and leaving out one or more letters.

it is = it's

you + are = you're

RULE 5: Use a hyphen to show the division of a word at the end of a line. Always divide a word between its syllables.

With her husband, Pierre, Marie Sklodowska Curie discovered radium and polonium.

RULE 6: Use a hyphen in compound numbers.

sixty-five pianos

forty-two experiments

RULE 7: Use a hyphen or hyphens in certain compound nouns. Consult a dictionary to be sure.

great-uncle

brother-in-law

attorney-at-law

editor in chief

Exercise 12 Using the Possessive Form

Write the possessive form of each word or group of words that follows. Remember to use an apostrophe and an *s* ('s) or an apostrophe alone (').

- | | | | |
|--------------------|--------------|--------------------|-----------------|
| 1. men | 6. horses | 11. Mrs. Jacobs | 16. Mr. Sanchez |
| 2. child | 7. countries | 12. wolves | 17. reefs |
| 3. Lois | 8. babies | 13. day | 18. girls |
| 4. Ms. Marie Rossi | 9. pig | 14. President Ford | 19. his |
| 5. oxen | 10. house | 15. sheep | 20. teams |

Exercise 13 Using Apostrophes and Hyphens

Write each sentence. Add apostrophes and hyphens where needed. Write *correct* if a sentence needs no changes.

1. Marie and Pierre Curie discovered radium in 1898.
2. The daughter of teachers, Marie studied chemistry and physics in Paris.
3. In 1895 Pierre Curie became her husband.
4. The Curies interest in the discovery of radioactivity led to their discovery of radium.
5. The Curies, however, didnt discover radium until two years later.
6. From more than twenty five tons of uranium ore, they isolated radium and polonium.
7. For their work with radium and polonium, the Curies were awarded the Nobel Prize for physics in 1903.
8. Marie Curies work with the chemical properties of radium and polonium won her a second Nobel Prize in 1911.
9. Madame Curies daughter Irene and son in law Frederic Joliot also won a Nobel Prize for chemistry.
10. In 1934 Marie Curie died of leukemia, the same disease that took her daughters life twenty years later.
11. Eve Curies biography of her famous mother has been published in more than twenty languages.
12. Its amazing to think of how much the Curies accomplished.
13. In 1963 Maria Goeppert Mayer became the second woman ever to win a Nobel Prize in physics.
14. Her award followed Marie Curies second Nobel Prize by fifty two years.
15. Goeppert Mayers husband, Joseph E. Mayer, was a chemist.

19.8

Using Abbreviations

RULE 1: Abbreviate the titles *Mr.*, *Mrs.*, *Ms.*, and *Dr.* before a person's name. Also abbreviate the professional or academic degrees that follow a person's name, as well as the titles *Jr.* and *Sr.*

Mr. Ed Hall **Jr.** Henry Wong, **M.D.** **Dr.** Ann Chu
 Juan Diaz, **Ph.D.** **Ms.** Ava Danko, **M.F.A.**

RULE 2: Use all capital letters and no periods for abbreviations that are pronounced letter by letter or as words. Exceptions are *U.S.* and *Washington, D.C.*, which do use periods.

NASA National Aeronautics and Space Administration

MVP most valuable player

RULE 3: Use the abbreviations *A.M.* (*ante meridiem*, "before noon") and *P.M.* (*post meridiem*, "after noon") for exact times. For dates use *B.C.* (before Christ) and, sometimes, *A.D.* (*anno Domini*, "in the year of the Lord," after Christ).

6:15 **A.M.** 5:30 **P.M.** 20 **B.C.** **A.D.** 476

RULE 4: Abbreviate calendar items only in charts and lists.

Mon. **Wed.** **Thurs.** **Jan.** **Apr.** **Aug.** **Nov.**

RULE 5: In scientific writing, abbreviate units of measure. Use periods with abbreviations of English units but not of metric units.

inch(es) **in.** foot (feet) **ft.** gram(s) **g** liter(s) **l**

RULE 6: On envelopes abbreviate the words that refer to streets in street names. Spell them out everywhere else.

Street **St.** Avenue **Ave.** Road **Rd.** Court **Ct.**

We live at the corner of Polaris **Avenue** and Maple **Court**.

RULE 7: On envelopes use state postal service abbreviations for the names of states. Everywhere else, spell out state names.

Indiana **IN** Arizona **AZ** Alabama **AL** Delaware **DE**
 Maryland **MD** Georgia **GA** Florida **FL** California **CA**

Exercise 14 Using Abbreviations

Write the correct abbreviation for each underlined item.

- | | |
|--|--------------------------------------|
| 1. <u>Mister</u> Dean Paxton | 11. <u>Friday</u> |
| 2. 4000 <u>before Christ</u> | 12. 16 <u>inches</u> |
| 3. <u>March</u> 2, 1988 | 13. Tampa, <u>Florida</u> |
| 4. Hugh Hunt <u>Junior</u> | 14. <u>Mister</u> Harold Wong |
| 5. 43 Palm <u>Court</u> | 15. <u>September</u> |
| 6. <u>Sunday</u> | 16. San Francisco, <u>California</u> |
| 7. <u>anno Domini</u> 63 | 17. <u>Internal Revenue Service</u> |
| 8. 456 Laguna <u>Street</u> | 18. 6 <u>feet</u> |
| 9. 8 <u>liters</u> | 19. 109 Van Dyke <u>Road</u> |
| 10. <u>Federal Bureau</u>
of <u>Investigation</u> | 20. <u>January</u> |

Exercise 15 Using Abbreviations

Write the correct abbreviation for each underlined item in the following sentences.

1. Representative Mari Ramos plans to speak about Elizabeth Blackwell.
2. Doctor Blackwell received her medical degree in 1849 from a college in Geneva, New York.
3. My National Organization for Women chapter will honor another Blackwell; Antoinette Brown Blackwell was the first ordained woman minister.
4. The first woman elected to the United States Senate was Senator Margaret Chase Smith from Maine.
5. The museum director presented a seminar on ancient Rome from 11:45 in the morning until 1:30 in the afternoon.
6. Juan Bosch Junior is known for giving interesting and lively seminars on various topics.
7. The museum is located at 1680 Sequoia Drive.
8. We learned that the first Roman emperor, Augustus, ruled from 27 before Christ to anno Domini 14.
9. Write to the Organization of American Historians at 112 North Bryan Street, Bloomington, Indiana 47401.
10. If you call, ask for Mister Bosch.

In charts and tables, you always write numbers as figures. However, in ordinary sentences, you sometimes spell out numbers and sometimes write them as numerals.

RULE 1: Spell out numbers that you can write in one or two words.

Jackie Robinson helped the Dodgers win **six** pennants.

RULE 2: Use numerals for numbers of more than two words.

The field at Dodger Stadium is **330** feet down the left-field line.

RULE 3: Spell out any number that begins a sentence or reword the sentence so that it does not begin with a number.

Fifty-five thousand fans turned out on opening day.

RULE 4: Write a very large number in numerals followed by the word *million* or *billion*.

In 1991 major league baseball attracted more than **56 million** fans.

RULE 5: If related numbers appear in the same sentence, use all numerals even though you might spell out one of the numbers if it appeared alone.

In 1953 the Dodgers won **105** games and lost **49**.

RULE 6: Spell out ordinal numbers (such as *first*, *second*, and *third*).

Jackie Robinson was the **first** African American to play in the majors.

RULE 7: Use words to express the time of day unless you are writing the exact time with the abbreviation A.M. or P.M.

Today's baseball game began at **two o'clock**.

Work ended at **5:15 P.M.**

RULE 8: Use numerals to express dates, house and street numbers, apartment and room numbers, telephone numbers, page numbers, amounts of money of more than two words, and percentages. Write out the word *percent*.

May **16, 1865** **241** Bryant St. Apartment **3G** **50 percent**

Exercise 16 Writing Numbers

Use the correct form for writing numbers in the following sentences. Write *correct* if the sentence needs no changes.

1. In the 1930s, many baseball games began at three o'clock in the afternoon.
2. Some World Series games began at twelve thirty P.M.
3. A good batter hits safely thirty percent of the time.
4. Jackie Robinson entered major league baseball in nineteen hundred forty-seven.
5. Robinson was born at the end of the 1st World War.
6. Later he gained fame as an all-star 2nd baseman for the Brooklyn Dodgers.
7. Robinson helped the Dodgers win the World Series for the first time in 1955.
8. In that World Series, each team won 3 times before the Dodgers won an exciting 7th game.
9. Robinson retired from baseball after his 10th season.
10. In his career, Robinson hit 273 doubles, 137 home runs, and fifty-four triples.
11. In Robinson's 1st season in the majors, the average salary was eleven thousand two hundred dollars.
12. In 1992 the average salary for major leaguers was more than 1,000,000 dollars.
13. Satchel Paige was a star pitcher in the Negro baseball leagues for more than 20 years.
14. Paige entered the major leagues in nineteen hundred forty-eight and was elected to the National Baseball Hall of Fame in nineteen hundred seventy-one.
15. Hank Aaron broke Babe Ruth's home-run record and hit a total of seven hundred fifty-five home runs in his career.
16. During the 2nd World War, many people attended women's-league baseball games.
17. A film about the women's leagues, titled *A League of Their Own*, was made in 1992.
18. Willie Mays led the National League in stolen bases 4 times and in home runs 4 times.
19. In 1961 the New York Yankees hit a record two hundred forty home runs.
20. 23 teams played in the National League between 1876 and 1900.

Chapter 5: "Beast from Water"

1. What change has come over Ralph as a result of the signal fire incident? How have his values changed?
2. What points does Ralph make at the meeting? What general point does he make that he wants people to discuss? Why are these points so significant?
3. What does Jack say in response to Ralph's comments? Why do you think Ralph is shocked?
4. What does Piggy mean by his claim that "life is scientific"? What does he mean when he suggests that "there isn't no fear, either[...]unless we get frightened of people"?
5. What does Percival say when Jack asks him where the beast lives? Why do you think he says this?
6. What does Simon say about the beast, and what do you think he means? How does everyone else react to what he says?
7. Why are the rules so important to Ralph? What are the consequences of breaking them?
8. Why does Piggy say that Ralph should blow the conch to call everyone back, and why does Ralph decide not to?

WRITING TO EXPLAIN WHY—BASIC STRUCTURE RUBRIC

	Criteria for Evaluation	Scoring Guidelines
1	The student writes an expository piece in response to a prompt that contains a minimum of 16 complete, coherent, and logically sequenced sentences that focus on a single topic. (5 possible points)	5 pts — 16 or more complete sentences focused sequentially and logically on the topic 3 pts — at least 13 complete sentences that meet the criteria 2 pts — at least 10 sentences that meet the criteria 0 pts — fewer than 10 sentences that meet the criteria
2	The student follows conventions of capitalization, punctuation, and spelling. (2 possible points)	2 pts — errors appear to be errors of draft and do not interfere with the readability of the piece 1 pt — some noticeable and/or recurrent errors that need attention 0 pts — errors interfere significantly with the readability of the piece
3	The student writes a stand-alone opening paragraph, with at least two sentences, that addresses the prompt through definition, question, or statement. (2 possible points)	2 pts — opening paragraph meets the criteria 1 pt — opening paragraph has just one sentence but meets the criteria 0 pts — opening is missing or does not meet the criteria
4	The student uses explanations, examples, and personal experiences to develop and support each reason related to the opening statement. None of the details are redundant. (5 possible points)	5 pts — each reason stated is followed by 3 or more supporting details that meet the criteria 3 pts — each reason stated is followed by at least 2 supporting details that meet the criteria 1 pt — each reason stated is followed by at least 1 supporting detail that meets the criteria 0 pts — none of the above criteria are met
5	The student uses clear, precise, and deliberate language to help the reader more clearly visualize each explanation. (2 possible points)	2 pts — 4 or more examples that meet the criteria 1 pt — 3 examples that meet the criteria 0 pts — 2 or fewer examples
6	The student writes a closing paragraph that revisits the topic, summarizes the middle paragraphs, and provides a sense of closure for the reader. (2 possible points)	2 pts — closing paragraph, without a patterned structure and with at least 2 sentences that meets the criteria, 1 pt — <u>either</u> a one-sentence closing <u>or</u> the closing does not meet <u>all</u> of the above criteria 0 pts — no closing or closing does not meet any of the stated criteria
7	The student uses varied and appropriate transition words and phrases to “move” the writing logically. (2 possible points)	2 pts — 6 or more transition words/phrases 1 pt — at least 4 transition words/phrases 0 pts — fewer than 4 transition words/phrases