

WORKING WITH GRAMMAR 1: NOUNS AND PRONOUNS

Name _____ Date _____

PURPOSE

Learn about using nouns and pronouns in sentences.

HOW TO DO THIS COURSE: Do the steps in order. Initial and date each when done. Where there are two sign-off lines, get the step checked and initialed on the second line by another student or, if stated, by your academic supervisor. All written work is turned in to your supervisor.

ESTIMATED TIME: 8 hours.

MATERIALS:

Working with Grammar, How to Break It Down & Make It Work for You!, Heron Books

Working with Grammar Workbook, Heron Books

NOTE:

1. All exercises can be found in *Working with Grammar Workbook*.
2. All reading is done from *Working with Grammar, How to Break It Down & Make It Work for You!*

A. GRAMMAR?

1. READ: Introduction, and Grammar? _____

2. ACTIVITY: Do Exercise 1. _____

Show your supervisor. _____

3. READ: Sentences & Parts of Speech. _____

4. ACTIVITY: Do Exercises 2 & 3. _____

B. NOUNS

1. READ: Nouns. _____

2. ACTIVITY: Do Exercises 4-9. _____

3. ACTIVITY: Do Exercise 10. **Supervisor pass.**

C. PRONOUNS

1. READ: Pronouns, through section “Personal Pronouns.”

2. ACTIVITY: Do Exercises 11–15.

3. ACTIVITY: Do Exercise 16.

4. ACTIVITY: Do Exercise 17. **Supervisor pass.**

D. REFLEXIVE PRONOUNS

1. READ: Pronouns, section “Reflexive Pronouns.”

2. ACTIVITY: Do Exercises 18 & 19.

3. ACTIVITY: Do Exercise 20.

E. DEMONSTRATIVE PRONOUNS

1. READ: Pronouns, section “Demonstrative Pronouns.”

2. ACTIVITY: Do Exercises 21 & 22.

3. ACTIVITY: Do Exercise 23.

F. INTERROGATIVE PRONOUNS

1. READ: Pronouns, section “Interrogative Pronouns.”

2. ACTIVITY: Do Exercises 24–26.

3. ACTIVITY: Do Exercise 27. **Supervisor pass.**

G. RELATIVE PRONOUNS

1. READ: Pronouns, section “Relative Pronouns.”

- 2. ACTIVITY: Do Exercises 28–30. _____
- 3. ACTIVITY: Do Exercise 31. _____
- 4. ACTIVITY: Do Exercise 32. **Supervisor pass.** _____

H. INDEFINITE PRONOUNS

- 1. READ: Pronouns, section “Indefinite Pronouns.” _____
- 2. ACTIVITY: Do Exercises 33–35. _____
- 3. ACTIVITY: Do Exercise 36. _____
- 4. ACTIVITY: Do Exercise 37. _____
- 5. ACTIVITY: Do Exercise 38. _____

I. FINAL ACTIVITIES

- 1. ACTIVITY: Write anything you wish. You can write nonfiction or fiction. You can even write an essay or report for another subject. Just write several paragraphs as clearly as you can about anything that interests you. Show it to your supervisor, but it will not be coached unless you ask for that. _____
- 2. ACTIVITY: Do Final Exercise 39. **Supervisor pass.** _____
- 3. ACTIVITY: Do Final Exercise 40. **Supervisor pass.** _____

I have completed the steps of this course. I understand what I studied and can use it.

Student _____ Date _____

The student has completed the steps of this course and knows and can apply what was studied.

Academic supervisor _____ Date _____

The student has passed the exam for this course.

Examiner _____ Date _____

FOR FACULTY

NOTE

This course assumes the student has a basic knowledge of the parts of speech. *Writing Paragraphs, How to Make Your Writing Great!* course is recommended for this.

ADDITIONAL RESOURCES

Exam and answers

Materials list

WORKING WITH GRAMMAR 2: VERBS

Name _____ Date _____

PURPOSE

Learn about using verbs in sentences.

HOW TO DO THIS COURSE: Do the steps, in order. Initial and date each when done. Where there are two sign-off lines, get the step checked and initialed on the second line by another student or, if stated, by your academic supervisor. All written work is turned in to your supervisor.

ESTIMATED TIME: 8 hours.

MATERIALS:

Working with Grammar, How to Break It Down & Make It Work for You!, Heron Books
Working with Grammar Workbook, Heron Books

NOTE:

1. All exercises can be found in *Working with Grammar Workbook*.
2. All reading is done from *Working with Grammar, How to Break It Down & Make It Work for You!*

A. VERBS

1. READ: Verbs, through section “Being Verbs.” _____
2. ACTIVITY: Do Exercises 1–6. _____
3. ACTIVITY: Do Exercise 7. **Supervisor pass.** _____
4. READ: Verbs, section “Two or More Verbs Working Together” to the end. _____
5. ACTIVITY: Do Exercise 8. _____
6. ACTIVITY: Do Exercise 9. **Supervisor pass.** _____

B. TRANSITIVE AND INTRANSITIVE VERBS

1. READ: Transitive and Intransitive Verbs, section “Transitive Verbs.” _____
2. ACTIVITY: Do Exercises 10 & 11. _____
3. READ: Transitive and Intransitive Verbs, section “Intransitive Verbs.” _____
4. ACTIVITY: Do Exercises 12 & 13. _____
5. ACTIVITY: Do Exercise 14. _____
6. ACTIVITY: Do Exercises 15–18. **Supervisor pass.** _____

C. VERBS AND THEIR SUBJECTS

1. READ: Subject-Verb Agreement. _____
2. ACTIVITY: Do Exercise 19. _____
3. ACTIVITY: Do Exercise 20. **Supervisor pass.** _____

D. FORMS OF VERBS

1. READ: The Four Forms of Verbs. _____
2. ACTIVITY: Do Exercise 21. _____
3. ACTIVITY: Do Exercise 22. **Supervisor pass.** _____

E. VERB TENSES

1. READ: Verb Tenses, to the end of section “Present Tense.” _____
2. ACTIVITY: Do Exercise 23. _____
3. ACTIVITY: Do Exercise 24. **Supervisor pass.** _____
4. READ: Verb Tenses, section “Past Tense.” _____

- 5. ACTIVITY: Do Exercise 25. _____
- 6. ACTIVITY: Do Exercise 26. **Supervisor pass.** _____
- 7. READ: Verb Tenses, section “The Future Tense.” _____
- 8. ACTIVITY: Do Exercise 27. _____
- 9. ACTIVITY: Do Exercise 28. **Supervisor pass.** _____
- 10. ACTIVITY: Do Exercise 29. **Supervisor pass.** _____

F. FINAL ACTIVITIES

- 1. ACTIVITY: Write anything you wish. You can write nonfiction or fiction. You can even write an essay or report for another subject. Just write several paragraphs as clearly as you can about anything that interests you. _____
- 2. ACTIVITY: Do Final Exercise 30. **Supervisor pass.** _____
- 3. ACTIVITY: Do Final Exercise 31. **Supervisor pass.** _____

I have completed the steps of this course. I understand what I studied and can use it.

Student _____ Date _____

The student has completed the steps of this course and knows and can apply what was studied.

Academic supervisor _____ Date _____

The student has passed the exam for this course.

Examiner _____ Date _____

FOR FACULTY

ADDITIONAL RESOURCES

Exam and answers

Materials list

WORKING WITH GRAMMAR 3: OTHER PARTS OF SPEECH

Name _____ Date _____

PURPOSE

Learn about using the parts of speech in clear, interesting sentences.

HOW TO DO THIS COURSE: Do the steps, in order. Initial and date each when done. Where there are two sign-off lines, get the step checked and initialed on the second line by another student or, if stated, by your academic supervisor. All written work is turned in to your supervisor.

TIME ESTIMATE: 10 hours.

MATERIALS:

Working with Grammar, How to Break It Down & Make It Work for You!, Heron Books
Working with Grammar Workbook, Heron Books

NOTE:

1. All exercises can be found in *Working with Grammar Workbook*.
2. All reading is done from *Working with Grammar, How to Break It Down & Make It Work for You!*

A. MODIFIERS

1. READ: Adjectives. _____
2. ACTIVITY: Do Exercises 1–6. _____
3. ACTIVITY: Do Exercise 7. _____
4. ACTIVITY: Do Exercise 8. **Supervisor pass.** _____
5. ACTIVITY: Do Exercise 9. _____
6. READ: Adverbs, up to “Placing Modifiers” section. _____
7. ACTIVITY: Do Exercise 10. _____
8. ACTIVITY: Do Exercise 11. _____

9. READ: Adverbs, section “Placing Modifiers” to the end. _____
10. ACTIVITY: Do Exercise 12. **Supervisor pass.** _____
11. ACTIVITY: Do Exercise 13. _____
12. READ: Comparison. _____
13. ACTIVITY: Do Exercise 14. _____
14. ACTIVITY: Do Exercise 15. **Supervisor pass.** _____
15. READ: Modifiers Made from Verbs, to section “Participial Phrases.” _____
16. ACTIVITY: Do Exercises 16 & 17. _____
17. ACTIVITY: Do Exercise 18. _____
18. ACTIVITY: Do Exercise 19. _____
19. READ: Modifiers Made from Verbs, section “Participial Phrases.” _____
20. ACTIVITY: Do Exercise 20. _____
21. ACTIVITY: Do Exercise 21. **Supervisor pass.** _____

B. PREPOSITIONS

1. READ: Prepositions. _____
2. ACTIVITY: Do Exercises 22 & 23. _____
3. ACTIVITY: Do Exercise 24. _____
4. ACTIVITY: Do Exercise 25. _____
5. ACTIVITY: Do Exercise 26. _____
6. ACTIVITY: Do Exercise 27. **Supervisor pass.** _____
7. ACTIVITY: Do Exercise 28. _____

8. ACTIVITY: Do Exercise 29. **Supervisor pass.**

C. CONJUNCTIONS

1. READ: Conjunctions, through section “Coordinating Conjunctions.”

2. ACTIVITY: Do Exercises 30 & 31.

3. ACTIVITY: Do Exercise 32.

4. READ: Conjunctions, section “Correlative Conjunctions.”

5. ACTIVITY: Do Exercise 33.

6. READ: Conjunctions, section “Subordinating Conjunctions.”

7. ACTIVITY: Do Exercise 34.

8. ACTIVITY: Do Exercise 35. **Supervisor pass.**

D. INTERJECTIONS

1. READ: Interjections.

2. ACTIVITY: Do Exercises 36 & 37.

E. FINAL ACTIVITIES

1. READ: The Eight Parts of Speech.

2. ACTIVITY: Write anything you wish. You can write nonfiction or fiction. You can even write an essay or report for reading or another subject. Just write as clearly as you can about anything that interests you. Write several paragraphs or more.

3. ACTIVITY: Do Final Exercise 38. **Supervisor pass.**

4. ACTIVITY: Do Final Exercise 39. **Supervisor pass.**

I have completed the steps of this course. I understand what I studied and can use it.

Student _____ Date_____

The student has completed the steps of this course and knows and can apply what was studied.

Academic supervisor _____ Date_____

The student has passed the exam for this course.

Examiner _____ Date_____

FOR FACULTY

ADDITIONAL RESOURCES

Exam and answers

Materials list

WORKING WITH GRAMMAR 4: THE SENTENCE

Name _____ Date _____

PURPOSE

Learn to write with different types of sentences.

HOW TO DO THIS COURSE: Do the steps, in order. Initial and date each when done. Where there are two sign-off lines, get the step checked and initialed on the second line by another student or, if stated, by your academic supervisor. All written work is turned in to your supervisor.

TIME ESTIMATE: 4 hours

MATERIALS:

Working with Grammar, How to Break It Down & Make It Work for You!, Heron Books
Working with Grammar Workbook, Heron Books

NOTE:

1. All exercises can be found in *Working with Grammar Workbook*.
2. All reading is done from *Working with Grammar, How to Break It Down & Make It Work for You!*

A. THE SENTENCE

1. READ: The Sentence, through section “Sentences with More Than One Subject or Verb.” _____
2. ACTIVITY: Do Exercises 1–4. _____
3. READ: The Sentence, section “Clauses” to the end. _____
4. ACTIVITY: Do Exercises 5–9. _____
5. ACTIVITY: Do Exercises 10 & 11. _____
6. ACTIVITY: Do Exercise 12. **Supervisor pass.** _____

B. SENTENCE ERRORS

1. READ: Sentence Errors. _____
2. ACTIVITY: Do Exercises 13 & 14. _____
3. ACTIVITY: Do Exercises 15 & 16. **Supervisor pass.** _____

C. THREE WAYS TO BUILD A SENTENCE

1. READ: Three Ways to Build a Sentence. _____
2. ACTIVITY: Do Exercise 17. _____
3. ACTIVITY: Do Exercises 18 & 19. **Supervisor pass.** _____

D. FINAL ACTIVITIES

1. ACTIVITY: Write anything you wish. You can write nonfiction or fiction. You can even write an essay or report for another subject. Just write several paragraphs as clearly as you can about anything that interests you. Show it to your supervisor, but it will not be coached unless you ask for that. _____
2. ACTIVITY: Do Final Exercise 20. **Supervisor pass.** _____
3. ACTIVITY: Do Final Exercise 21. **Supervisor pass.** _____

I have completed the steps of this course. I understand what I studied and can use it.

Student _____ Date _____

The student has completed the steps of this course and knows and can apply what was studied.

Academic supervisor _____ Date _____

The student has passed the exam for this course.

Examiner _____ Date _____

FOR FACULTY

ADDITIONAL RESOURCES

Exam and answers

Materials list

WORKING WITH GRAMMAR 5: JOBS NOUNS AND PRONOUNS DO IN SENTENCES

Name _____ Date _____

PURPOSE

Learn about the different ways to use nouns and pronouns in sentences.

HOW TO DO THIS COURSE: Do the steps in order. Initial and date each when done. Where there are two sign-off lines, get the step checked and initialed on the second line by another student or, if stated, by your academic supervisor. All written work is turned in to your supervisor.

ESTIMATED TIME: 6 hours.

MATERIALS:

Working with Grammar, How to Break It Down & Make It Work for You!, Heron Books

Working with Grammar Workbook, Heron Books

NOTE:

1. All exercises can be found in *Working with Grammar Workbook*.
2. All reading is done from *Working with Grammar, How to Break It Down & Make It Work for You!*

A. SUBJECTS

1. READ: Jobs Nouns and Pronouns Do in Sentences. _____
2. ACTIVITY: Do Exercises 1–3. _____
3. ACTIVITY: Do Exercise 4. **Supervisor pass.** _____

B. DIRECT OBJECTS

1. READ: Direct Objects. _____
2. ACTIVITY: Do Exercises 5–7. _____

3. ACTIVITY: Do Exercise 8. **Supervisor pass.**

C. INDIRECT OBJECTS

1. READ: Indirect Objects.

2. ACTIVITY: Do Exercises 9–11.

3. ACTIVITY: Do Exercise 12. **Supervisor pass.**

D. THE OBJECT OF A PREPOSITION

1. READ: The Object of a Preposition.

2. ACTIVITY: Do Exercises 13–15.

3. ACTIVITY: Do Exercise 16. **Supervisor pass.**

E. THE NOUN RESTATEMENT

1. READ: The Noun Restatement.

2. ACTIVITY: Do Exercises 17–20.

3. ACTIVITY: Do Exercises 21 & 22. **Supervisor pass.**

F. VERBS CAN ACT AS NOUNS

1. READ: Verbs Can Act as Nouns.

2. ACTIVITY: Do Exercise 23. **Supervisor pass.**

G. FINAL ACTIVITIES

1. ACTIVITY: Write anything you wish. You can write nonfiction or fiction. You can even write an essay or report for another subject. Just write several paragraphs as clearly as you can about anything that interests you.

2. ACTIVITY: Do Final Exercise 24. **Supervisor pass.** _____

3. ACTIVITY: Do Final Exercise 25. **Supervisor pass.** _____

I have completed the steps of this course. I understand what I studied and can use it.

Student _____ Date _____

The student has completed the steps of this course and knows and can apply what was studied.

Academic supervisor _____ Date _____

The student has passed the exam for this course.

Examiner _____ Date _____

FOR FACULTY

ADDITIONAL RESOURCES

Exam and answers

Materials list

WORKING WITH GRAMMAR 6: WHAT IS CASE?

Name _____ Date _____

PURPOSE

Learn how to use nouns and pronouns in different cases.

HOW TO DO THIS COURSE: Do the steps in order. Initial and date each when done. Where there are two sign-off lines, get the step checked and initialed on the second line by another student or, if stated, by your academic supervisor. All written work is turned in to your supervisor.

ESTIMATED TIME: 4 hours.

MATERIALS:

Working with Grammar, How to Break It Down & Make It Work for You!, Heron Books
Working with Grammar Workbook, Heron Books

NOTE:

1. All exercises can be found in *Working with Grammar Workbook*.
2. All reading is done from *Working with Grammar, How to Break It Down & Make It Work for You!*

A. WHAT IS CASE?

1. READ: What Is Case? _____
2. ACTIVITY: Do Exercise 1. **Supervisor pass.** _____

B. THE POSSESSIVE CASE

1. READ: The Possessive Case. _____
2. ACTIVITY: Do Exercises 2–4. _____
3. ACTIVITY: Do Exercise 5. **Supervisor pass.** _____

C. THE NOMINATIVE CASE

1. READ: The Nominative Case. _____
2. ACTIVITY: Do Exercises 6–8. _____
3. ACTIVITY: Do Exercise 9. **Supervisor pass.** _____

D. THE OBJECTIVE CASE

1. READ: The Objective Case. _____
2. ACTIVITY: Do Exercises 10–12. _____
3. ACTIVITY: Do Exercise 13. **Supervisor pass.** _____

E. ALL CASES

1. READ: All Cases. _____
2. ACTIVITY: Do Exercise 14. **Supervisor pass.** _____

F. FINAL ACTIVITIES

1. ACTIVITY: Write anything you wish. You can write nonfiction or fiction. You can even write an essay or report for another subject. Just write several paragraphs as clearly as you can about anything that interests you. _____
2. ACTIVITY: Do Final Exercise 15. **Supervisor pass.** _____

I have completed the steps of this course. I understand what I studied and can use it.

Student _____ Date _____

The student has completed the steps of this course and knows and can apply what was studied.

Academic supervisor _____ Date _____

The student has passed the exam for this course.

Examiner _____ Date _____

FOR FACULTY

ADDITIONAL RESOURCES

Exam and answers

Materials list