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**UNIT I/LESSON 1**

**Speaking and Writing**

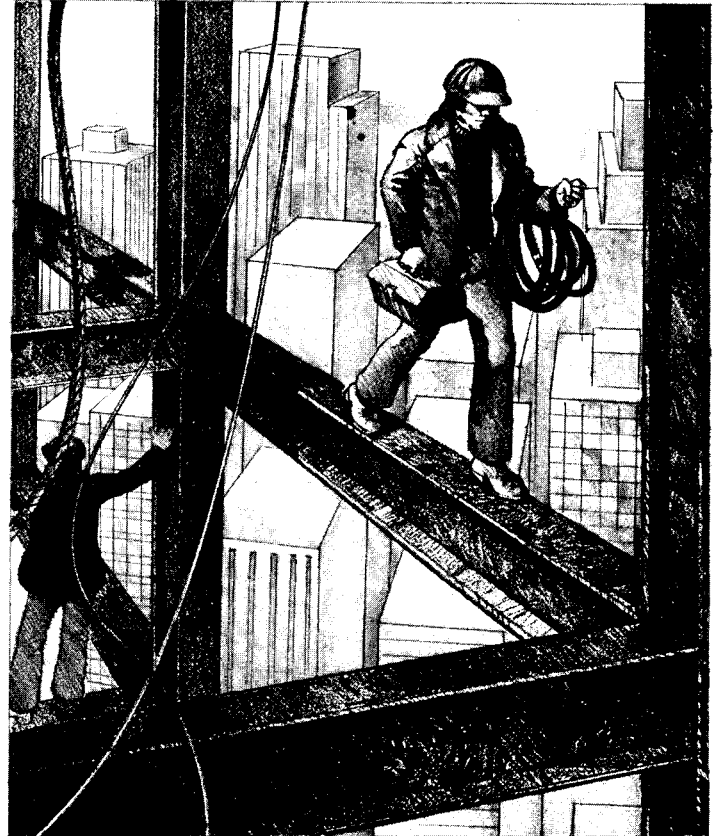
We like to see skilled performers at work. We cheer as a race car driver powers through a turn and heads for the finish line. We watch carefully as a dancer leaps high into the air. We hold our breath when we see a worker walking on a steel beam thirty stories above the street.

We admire people who speak and write well. How often have you listened as another person said exactly what you were thinking? How often have you read a story or heard a song that explained the way you feel? How often have you said to yourself, "Why can't I say what I feel?" You can.

If we want others to understand us, the way we say things is important. If we want others to recognize our skills, talents, and knowledge, the way we say things is important.

How can you become more skilled in writing and speaking? You must practice. Fortunately, most of us have many chances each day to practice writing and speaking.

Think of four times when it is important to use good English. List those times on the lines below. (Score: 20—5 for each sentence)



This book can help you, too. Each lesson will give you the opportunity to practice at least one writing or speaking skill. It will help you build your communication skills and guide you to better English.

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_

**UNIT I/LESSON 2****Recognizing Sentences****▷ GUIDE 1a**

*Part I:* Write the word *yes* before each group of words that is a sentence and the word *no* before each group that needs something else to complete the thought. (Score: 9)

**Examples:**

Yes \_\_\_\_\_ Eddy Galland, David Kellman, and Robert Shafran are brothers.

No \_\_\_\_\_ Separated as babies.

- \_\_\_\_\_ 1. Eddy, David, and Robert are triplets.
- \_\_\_\_\_ 2. Each one was adopted by a different family.
- \_\_\_\_\_ 3. All in New York.
- \_\_\_\_\_ 4. None of the three knew about the others.
- \_\_\_\_\_ 5. They met for the first time in the fall of 1980.
- \_\_\_\_\_ 6. They are very much alike.
- \_\_\_\_\_ 7. Like Italian food and wrestling.
- \_\_\_\_\_ 8. Art, science, and math.
- \_\_\_\_\_ 9. All three have an adopted sister the same age.

*Part II:* Add words to the following word groups to make sentences. (Score: 15—5 for each sentence)

**Example:**

(born on July 12, 1961)

The boys were born on July 12, 1961.

10. (scared and excited) \_\_\_\_\_

11. (look alike) \_\_\_\_\_

12. (The boys are) \_\_\_\_\_

**UNIT I/LESSON 3****Using Capital Letters****► GUIDES 2a, b, c, 3, 4**

*Part I:* In the sentences below underline each word that should begin with a capital letter.  
(Score: 74)

1. richmond, oregon, is now a ghost town.
2. richmond is southeast of the john day river.
3. many ghost towns in oregon, california, nevada, and utah were once mining towns.
4. but richmond was built by farmers and ranchers.
5. mr. caleb n. thornburg was one of the founders of richmond.
6. some other founders were the gilliams, the donnellys, and the walterses.
7. a meeting was held to plan oregon's newest town.
8. the year was 1889; oregon had been part of the united states for thirty years.
9. r. n. donnelly and william walters had a loud argument about the school.
10. mr. donnelly called mr. walters "jeff davis" because he thought walters was rebellious.
11. perhaps you know that jeff davis was the leader of the confederate states of america.
12. then donnelly said that they might as well call the town richmond.
13. richmond, virginia, was the capital of the confederate states of america.
14. later mr. donnelly donated land for the school.
15. people remembered what he had said, and called the town richmond.
16. a store and the richmond methodist church were soon built.
17. the wheeler county pioneers, a club, had a celebration in richmond in 1901.
18. many small towns like richmond began to die when the automobile became popular.
19. people began to drive to larger towns such as prineville.
20. one by one the buildings of richmond were abandoned.

*Part II:* Rewrite the following names using capital letters where needed. (Score: 7)

21. (brooklyn bridge) \_\_\_\_\_
22. (new year's day) \_\_\_\_\_
23. (fifth street) \_\_\_\_\_

**► GUIDE 46 WORDSEARCH (Score: 5)** \_\_\_\_\_

1. memory wireless software internet
2. radio computer stadium

**Discussion:** Include the words in row 1 as you discuss the uses of the object named in WORDSEARCH.

**UNIT I/LESSON 4****Ending Sentences Properly****▶ GUIDE 1c–e**

*Part I:* Place the appropriate punctuation mark at the end of each sentence below. If the sentence is a statement, write *S* in the blank before the sentence; if it is a question, write *Q*; and if it is an exclamatory sentence, write *E*. (Score: 20)

**Examples:***Q* \_\_\_\_\_

Who is Rosa Parks?

*S* \_\_\_\_\_

She was an African American woman from Montgomery, Alabama.

*E* \_\_\_\_\_

What bravery she showed!

\_\_\_\_\_

1. Rosa Parks was asked to give up her seat on the bus so a white man could sit.

\_\_\_\_\_

2. Wasn't this unfair

\_\_\_\_\_

3. What a surprise to the busdriver when she refused.

\_\_\_\_\_

4. Did she think she would be arrested

\_\_\_\_\_

5. Rosa Parks was taken to the city jail, fingerprinted, and booked

\_\_\_\_\_

6. Do you think she was frightened

\_\_\_\_\_

7. Her court trial found her guilty.

\_\_\_\_\_

8. Did you hear that African Americans refused to ride buses to support her

\_\_\_\_\_

9. Wasn't Rosa Parks' courage an inspiration to many citizens

\_\_\_\_\_

10. The Supreme Court ruled that discrimination was a violation of federal law.

*Part II:* On the lines below write a statement, a question, and an exclamatory sentence about the kind of music you like. (Score: 15—5 for each sentence)

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_