

Contents

INTRODUCTION	4
CURRICULUM OBJECTIVES	7

Chapter 1

Words at work

INTRODUCTION	9
WORD CLASSES	12
CHANGING NOUNS OR ADJECTIVES INTO VERBS	16
VERB PREFIXES	20
EXPANDING NOUN PHRASES	24
MAKING WORDS WORK	28

Chapter 3

Verbs and verb tenses

INTRODUCTION	55
MAKING SURE THE VERB AGREES	58
CHECKING VERB TENSE IN WRITING	62
WHAT IS A MODAL VERB?	66
WRITING WITH MODAL VERBS AND ADVERBS	70
VERBS IN WRITING	74

Chapter 5

Cohesion

INTRODUCTION	101
BUILDING COHESION INTO WRITING	104
ADVERBIALS	108
LINKING IDEAS ACROSS PARAGRAPHS	112
TEXT STRUCTURE	116
HELPING THE READER	120

Chapter 2

Adjectives and prepositions

INTRODUCTION	32
ADJECTIVES	35
USING ADJECTIVES	39
PREPOSITIONS	43
USING PREPOSITIONS	47
DEVELOPING ADJECTIVES AND PREPOSITIONS	51

Chapter 4

Clauses and sentences

INTRODUCTION	78
REVISITING CLAUSES	81
WHAT ARE RELATIVE PRONOUNS AND RELATIVE CLAUSES?	85
USING RELATIVE CLAUSES	89
EXTENDING SENTENCES USING CLAUSES	93
CLAUSES IN WRITING	97

Chapter 6

Punctuation

INTRODUCTION	124
BRACKETS, DASHES AND COMMAS	127
USING PARENTHESIS IN WRITING	131
COMMAS IN WRITING	135
REVISITING PUNCTUATION	139
REFINING PUNCTUATION IN WRITING	143

SUBJECT KNOWLEDGE	147
-------------------------	-----