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About the CD

The real flexibility and interactivity of the *Daily Sentence Editing* program shines through in the resources included on the CD.

☞ Install the CD

Just pop the CD that accompanies this book into your PC or Mac, and you and your students can begin editing sentences at individual computers or on the interactive whiteboard in your classroom. (**Quick Tip:** Step-by-step installation instructions are provided on the inside front cover of this book.)

☞ The Main Menu

Once you have installed the CD, the Main Menu will appear on your computer screen or interactive whiteboard. (**Quick Tip:** The Main Menu will open up in full-screen mode. If you wish to resize the Main Menu screen, hit the ESC button. This will allow you to adjust it as needed.)

From the Main Menu, you can access all of the features and resources available in the program. To get a detailed explanation of these features, click on the Guide button. This will take you to the *Daily Sentence Editing* User's Guide.
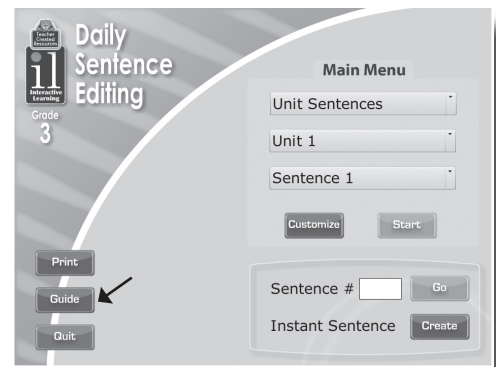
Main Menu Screen

☞ The User's Guide

Everything you need to know in order to use and operate the *Daily Sentence Editing* CD and program can be found in the User's Guide. This is also where you will find useful reproducibles that you may wish to hand out to your students. These include . . .

- a one-page handout of the editing symbols used in the program. These marks are available as punctuation stamps on the editing screen for each sentence.

- a one-page overview for each of the 30 units in the book. Each overview includes a list of the grammar rules and concepts that are introduced in the unit, as well as a list of the rules reviewed in the unit. A complete list of the ready-to-be edited sentences in the unit is also included here.
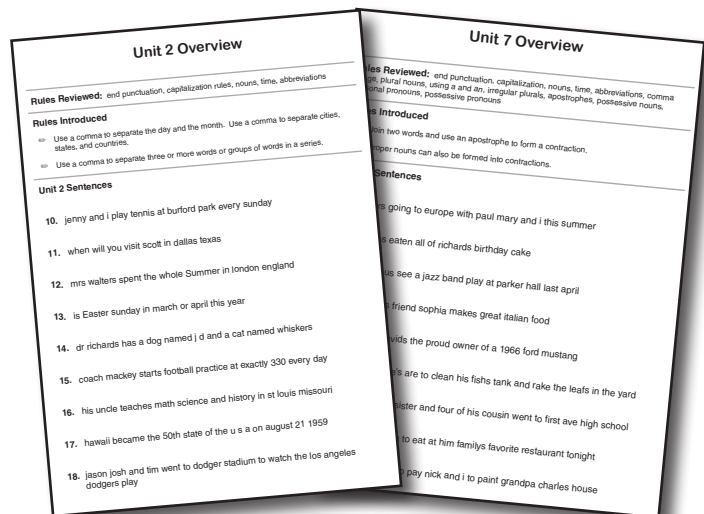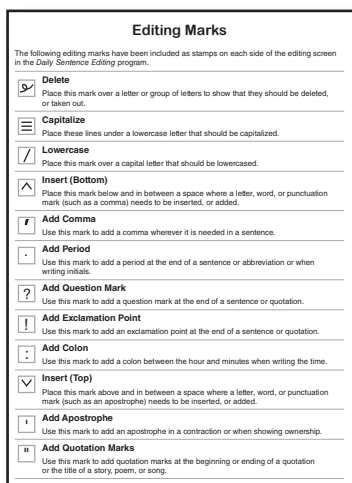
About the Book

There are two main components to the *Daily Sentence Editing* program: a book and a CD. These two parts were designed to be complementary, but they can also be used independently of one another.

This 112-page book contains the following features:

☞ **Tips for Using the CD** (pages 4–5)

These two pages include tips for getting started with the CD that accompanies this book.

☞ **Standards and Benchmarks** (page 7)

The grammar rules and concepts reviewed in this book meet national standards and benchmarks for grade-level appropriateness.

☞ **Grammar Rules** (pages 8–12)

This book includes a comprehensive list of the punctuation, capitalization, and usage rules students will need to know in order to correct the sentences. New rules are introduced in each of the first 15 units, allowing students to learn increasingly difficult grammar concepts at a measured pace, while reviewing the ones they have previously learned. The final 15 units serve as a cumulative review of the rules learned in the first 15 units.

☞ **Ready-To-Be-Edited Sentences** (pages 13–102)

In all, there are 270 sentences, each of which contains multiple errors. These sentences are divided into 30 units, which allows you to teach one unit's worth of sentences per week, if desired. Each sentence in the book is followed by plenty of space for your students to rewrite the sentence correctly. These pages can be copied and used as in-class assignments or sent home as homework.

☞ **Answer Key** (pages 103–112)

A complete answer key is included at the back of the book. This key contains the corrected versions of all 270 sentences found in the book.

(**Quick Tip:** Each answer in the key represents the best or most-likely correction of the sentence. In some instances, however, there may be alternate ways in which to correct a sentence. Please accept suitable responses when comparing student answers to the key.)

Grammar Rules

The following pages include most of the grammar, usage, and punctuation rules students will need to know to edit the sentences in this book. The units in which these rules are applicable are listed in parentheses after each rule.

Rule 1: *A sentence* is a group of words that tells a complete thought. Capitalize the first word in a sentence. A *statement* is a sentence that tells something. Put a period at the end of a telling sentence. A *question* is a sentence that asks something. Put a question mark at the end of an asking sentence. An *exclamation* is a sentence that shows feeling. It ends with an exclamation mark. A *command* is a sentence that tells someone to do something. It ends with a period or an exclamation mark. (**Units 1–30**)

- My dog is black.
- Do you have a pet?
- We won the game!
- Please print your name.
- Get out of the street!

Rule 2: Capitalize the word "I." (**Units 1–30**)

- Scott and I are friends.

Rule 3: *Nouns* are words that name people, places, things, and ideas. (**Units 1–30**)

- The doctor sat in his office.
- Honesty is the best policy.

Rule 4: *Proper nouns* name specific people, places, and things. *Common nouns* are not specific. Common nouns do not begin with a capital letter. (**Units 1–30**)

- That dog is named Max. (common noun = *dog*; proper noun = *Max*)
- The Johnson family went to New York on vacation.

Rule 5: *A colon* is used between the hour and minutes when writing the time of day. (**Units 1–30**)

- We went to school at 8:00.

Rule 6: *An abbreviation* is a short form of a word. Capitalize name titles and put a period after ones that have been shortened into an abbreviation. Also capitalize and put a period after initials, which are letters used instead of a full name. (**Units 1–30**)

- The shop is owned by Mr. Payne.
- My dentist is Dr. Anna Lee.
- The author is J.P. Wilson.

Rule 7: Capitalize the days of the week, months of the year, and holidays. Do not capitalize seasons of the year. (**Units 1–30**)

- Is Memorial Day on a Monday in May?
- My favorite season is spring.

Answer Key

Unit 1
Sentence 1: Frank and Juan play on the baseball team.
Sentence 2: Did their dog run away on Saturday?
Sentence 3: Sandy has a pet turtle named Speedy.
Sentence 4: I am so excited to be at Disneyland!
Sentence 5: Is Wilson Junior High on Maple Street?
Sentence 6: Larry arrived in Los Angeles at 6:00 in the morning.
Sentence 7: I have an appointment to see Dr. Cobb on June 6.
Sentence 8: His favorite writer is named E.J. Miller.
Sentence 9: Will Thanksgiving be on the fourth Thursday in November?

Unit 2
Sentence 10: Jenny and I play tennis at Burford Park every Sunday.
Sentence 11: When will you visit Scott in Dallas, Texas?
Sentence 12: Mrs. Walters spent the whole summer in London, England.
Sentence 13: Is Easter Sunday in March or April this year?
Sentence 14: Dr. Richards has a dog named J.D. and a cat named Whiskers.
Sentence 15: Coach Mackey starts football practice at exactly 3:30 every day.
Sentence 16: His uncle teaches math, science, and history in St. Louis, Missouri.
Sentence 17: Hawaii became the 50th state of the U.S.A. on August 21, 1959.
Sentence 18: Jason, Josh, and Tim went to Dodgers Stadium to watch the Los Angeles Dodgers play.

Unit 3
Sentence 19: Dad cooked steak, chicken, and hot dogs on the outdoor grill.
Sentence 20: Would you rather eat an apple, an orange, or a banana?
Sentence 21: Paul, Ann, and Chris donated eight boxes of toys to the local charity.
Sentence 22: Aunt Patty spent last Sunday, Monday, and Tuesday in Chicago, Illinois.
Sentence 23: Did Uncle Artie work last Saturday as an umpire in Brock Park?
Sentence 24: Wes and Owen saw two movies at Kingsley Theater in Austin, Texas.
Sentence 25: The Eiffel Tower was opened in May of 1889 in Paris, France.
Sentence 26: Gus ate two sandwiches, two peaches, and some chips for lunch.
Sentence 27: Becky baked two batches of cookies for her neighbors Roxie and Hal.

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- **Honesty is the best policy.**

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- **The Johnson family went to New York on vacation.**

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- **My favorite season is spring.**

his uncle teaches math science and history in
st louis missouri

Unit 2
Sentence 16

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hawaii became the 50th state of the u s a
on august 21 1959

Unit 2
Sentence 17

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jason josh and tim went to dodger stadium to watch
the los angeles dodgers play

Unit 2
Sentence 18

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**dad cooked steak chicken and hot dogs
on the outdoor grill**

Unit 3
Sentence
19

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would you rather eat a apple a orange or a banana

Unit 3
Sentence
20

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**paul ann and chris donated eight box of toys
to the local charity**

Unit 3
Sentence
21

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