

## Daily Language Workouts (DLW):

Level 9

### *Rules List*

#### DLW #1

1. Numbers that can be spelled using less than **three** words should be written out. [**new**]
2. Use a comma after introductory words and phrases that begin a sentence. [**new**]
3. Bear = animal; bare = naked [**new**]

#### DLW #2

4. Optional information that causes an interruption should be separated from the rest of the sentence by either commas, hyphens, or parentheses. [**new**]
5. Items that are listed in a series should each be followed by a comma, including the item just prior to the conjunction (i.e. “and”/“or”). [**new**]
6. A verb must agree with its subject in number (i.e. singular vs. plural). Hint: Singular subjects take singular verbs; whereas, plural subjects take plural verbs. [**New**]

#### DLW #3

7. A complete sentence has a subject (i.e. iguanas), a verb (i.e. like), and expresses a complete thought. [**new**]
8. One way to connect two complete sentences is to use a semi-colon (;) and a conjunctive adverb (i.e. however) that is followed by a comma (.). [**new**]
9. When in doubt as to the spelling of a word, use a dictionary to look it up. [**new**]

#### DLW #4

10. In a **contraction** words are joined with one or more letters left out. An **apostrophe** shows where the letter or letters have been omitted. [**new**]

#### DLW #5

11. The scientific name for an animal should be underlined because the words come from another language, Latin. [**new**]

#### DLW #6

12. When a word from another language is used as part of a sentence it should be underlined to indicate that it’s origin is not English. [**new**]
13. Frequently confused words:
  - “their” = ownership (i.e. belonging to them)
  - “they’re” = contraction, they are;
  - “there” = place. [**new**]

### DLW #7

14. Proper adjectives are adjectives formed from proper nouns. They should be capitalized (i.e. Sweden è Swedish). **[new]**

### DLW #8

15. Do not use an abbreviation before having fully spelled it out first. {i.e. **Washington (Wash.)**} **[new]**

### DLW #9

16. Sentences that ask questions should end with a question mark (?). **[New]**  
17. When the optional information that is separated from the rest of a sentence contains commas, then it should be set apart using hyphens or parentheses. **[New]**

### DLW #10

18. Place a period after each letter in the following time abbreviations **B.C., A.D., B.C.E., C.E., A.M., and P.M.** **[new]**

### DLW #11

19. The titles of long works (ie. books) are punctuated with underlining; whereas, the titles of small works (ie. Short stories) are punctuated with quotation marks. *Hint: long line; short “quotes”* **[new]**  
20. When writing the time, a **colon (:)** should separate the hour from the minutes. **[new]**

### DLW #12

21. Dialogue (**spoken words**) should be separated from the rest of the sentence by quotation marks (“”). **[new]**  
22. Sentences that ask questions should end in question marks (?). **[new]**  
23. Interjections (**i.e. “Hey” & “Oh brother”**) should be punctuated using an exclamation point (!) or comma (,) when the emotion is not as strong. **[new]**  
24. Use a hyphen between words that function as a compound noun (**i.e. T-shirts**), if the words do not have the same meaning when they are apart as they do when they are together. **[new]**  
25. Use a comma between a person’s last name and his or her suffix or professional designation (**i.e. Jr., Sr., III, Esq., MD., JD., etc.**) **[new]**

### DLW #13--No new rules.

### **DLW #14**

26. When writing the name of a place, use a comma to separate the city from the state. **[new]**
27. When writing dates, use a comma to separate:
- the day of the week from the month.
  - the day from the from the year.
  - the year from the remainder of the sentence. **[new]**

### **DLW #15**

28. Frequently Confused Words:
- “hole” = hole in the ground vs. “whole” = entire
  - “then” = next vs. “than” = comparison
  - “affect” = verb; to cause vs. “effect” = noun; the result **[new]**

### **DLW #16**

29. Capitalize the first letter of each important word in a proper name or title. **[new]**

**DLW #17**—No new rules.

### **DLW #18**

30. Use commas between adjectives of equal rank that modify the same noun (i.e. beautiful, fascinating culture). **[new]**

### **DLW #19**

31. Capitalize the first letter of a complete sentence (i.e. “Do....”). **[new]**
32. Place periods and commas inside of closing quotation marks. **[new]**

### **DLW #20**

33. Capitalize words indicating family relationships when they are used as names (or parts of names). **[new]**

### **DLW #21**

34. Don’t use only a comma to join two complete sentences. This error is called a comma splice, and it creates a run-on sentence. **[new]**
35. Like book titles, the names of ships should be capitalized and underlined or *italicized*—never both! **[new]**

### **DLW #22**

36. Optional information that defines or explains some part of the sentence should be separated from the rest of the sentence by either commas, hyphens, parentheses, or colons. **[newish]**

### **DLW #23**

37. Only capitalize the name of an animal if it is the scientific name (i.e. Homo sapien = human). **[new]**

### DLW #24

38. Capitalize the words north, south, east, & west when they name particular regions of the country/world or are parts of proper names. [new]

### DLW #25

39. In a contraction words are joined with one or more letters left out. An apostrophe shows where the letters have been omitted (i.e. don't = do not). [new]

### DLW #26

40. The plural of women is women. [new]

41. Add an apostrophe and an "s" to make the possessive form of a noun. [new]

### DLW #27

42. Only use an abbreviation after having fully spelled it out first. *i.e.* United States (U.S) [newish]

43. The singular and the plural of deer are both "deer." [new]

44. To form the plural of most nouns, just add an "s" [new]

### DLW #28

45. When writing a number with numerals, use a **comma** to separate the places of the **hundreds, thousands, millions, billions, trillions**, etc. (i.e. 10,379) [new]

DLW #29—No new rules.

### DLW #30

46. Frequently Confused Words:

- "between" = refers to **two** items
- "among" = refers to a group of **three or more** [new]

### DLW #31

47. Combining complete sentences without proper punctuation results in a run-on sentence. One way to fix this error is to separate them using a period. [new]

DLW #32—No new rules.

DLW #33—No new rules.

DLW #34—No new rules.

### DLW #35

48. Frequently Confused Words:

- “have” = verb (i.e. have been)
- “of” = preposition (i.e. three pieces of bread) **[new]**

49. Writing Formula: “Not only....but also,…” **[new]**

50. Use a comma after introductory words and phrases that begin a sentence. **[newish]**

### DLW #36

51. To form the plural of nouns that end in a “y”, change the “y” to an “i” and add “es” **[new]**

52. Capitalize a personal or professional title only when it precedes a person’s name (i.e. Present Taylor vs. the president of the company) **[new]**

53. Pronouns must agree in number—singular vs. plural—with the items to which they refer. [i.e. “everyone” (singular) ≠ “their” (plural)] **[new]**

### DLW #37

54. Capitalize words indicating family relationships only when they are used as names (or parts of names). **[newish]**

55. When a pronoun is the object of a preposition (i.e. to), then use the objective case (i.e. “I” vs. “me”). **[new]** **Hint: if it’s used with another word, then split them up.**

56. Use quotation marks around the beginning and at the end of a direct quotation **[new]**

57. Capitalize the first word in every line of traditional poetry. **[new]**

### DLW #38

58. Personal pronouns take different forms depending on how they are used in sentences. The form of a pronoun is called its case. **[new]**

59. When a pronoun functions as the subject or as a predicate nominative (noun) use the nominative case. **[new]**

### DLW #39

60. Commonly Confused Words:

- “its” = belonging to “it” (possessive pronoun) vs. “it’s” = it is (contraction)
- “whose” = belonging to “who” (possessive pronoun) vs. “who’s” = who is (contraction) **[new]**

61. Dialogue (spoken words) should be separated from the rest of the sentence by quotation marks (“). **[newish]**

62. Use commas to separate dialogue and direct quotations from explanatory words (i.e. said Ramón). **[new]**

### DLW #40

63. A compound verb is made up of two or more verbs (or verb phrases) that have the same subject. These verbs are joined by only a conjunction—no comma. **[new]**