



# **Grammar Practice**

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# WEEK 1

## CAPITAL LETTERS

There are two completely different sets of rules for using capital letters. The first set of rules is for when we are writing down titles. The second set of rules is for when we are writing normal sentences.

### First Set of Rules

When we are writing down titles, we give capital letters to the first word of the title and to any other words that we think are important.

### Second Set of Rules

When we are writing normal sentences, we use only capital letters in these situations:

1. at the start of sentences (including the first word of direct speech).
2. for *I*.
3. when we are writing down the actual name of a specific person, place or thing (including days of the week and months of the year, but not seasons).
4. for the abbreviations *B.C.* and *A.D.*

We do **not** use capital letters in any other situations (except when our sentence contains a title).

When we are writing down a name, we give every word in the name a capital letter, apart from small words like *the*, *of* and *and*. For example:

*I visited Westminster Abbey.*

*We visited the Tower of London.*

## THE APOSTROPHE OF POSSESSION

We use a possessive apostrophe to show that something belongs to someone or something. To use it correctly, we need to look at the ending of the word to which it belongs.

- If the word ends in an *s*, we add an **apostrophe**.
- If the word does not end in an *s*, we add **apostrophe + s**.

Look at these examples.

- *The blanket belongs to the dog. Dog does not end in an s, so we add an apostrophe + s to dog. It is therefore the dog's blanket.*
- *It was a play that Aristophanes wrote. Aristophanes ends in an s, so we add an apostrophe to Aristophanes. It was therefore Aristophanes' play.*

## ITS OR IT'S?

- *Its* means 'belonging to it.'
- *It's* is short for *it is* or *it has*.

Look at how these words are used.

*The dog has lost its bone.*

*It's sunny today.*

*It's been ages since I last saw you.*

## Day 1

### Exercise A: Underline the words in the sentences below that need capital letters.

- Ex. I travelled to france last summer.
1. queen victoria ruled the united kingdom from june 1837 until her death.
  2. after school, i am going to the library to complete my homework.
  3. the name of our new teacher is mr wild.
  4. the athlete won two gold medals at the olympic games in athens.
  5. the battle of hastings is probably the most famous battle of the eleventh century.

### Exercise B: Use the rule above to complete the gaps in these sentences.

- Ex. The computer belongs to Marcus. It is Marcus' computer.
1. The coat belongs to Ahmed. It is \_\_\_\_\_ coat.
  2. Miss Patrick had the idea. It was Miss \_\_\_\_\_ idea.
  3. Pythagoras devised the theorem. It was \_\_\_\_\_ theorem.
  4. The children wrote the musical. It was the \_\_\_\_\_ musical.
  5. The field belongs to the farmers. It is the \_\_\_\_\_ field.

### Exercise C: Fill in the gaps with *its* or *it's*.

- Ex. I know that it's important to brush your teeth carefully.
1. The society had \_\_\_\_\_ annual meeting last week.
  2. Do you not realise that \_\_\_\_\_ raining?
  3. The dog could not find the bone despite \_\_\_\_\_ best efforts.
  4. The book is in a good condition but \_\_\_\_\_ back cover has a slight tear.
  5. \_\_\_\_\_ not possible for us to meet tomorrow, I'm afraid.

## Day 2

### Exercise A: Underline the words in the sentences below that need capital letters.

- Ex. I travelled to france last summer.
1. robert burns, who died in the summer of 1796, is regarded as scotland's national poet.
  2. a monster (sometimes called nessie) is said to inhabit loch ness, a freshwater lake in scotland.
  3. hyde park was established in the sixteenth century and opened to the public in 1637.
  4. he thought that i was born in may but i was actually born during the winter.
  5. what is the name of your dentist?

### Exercise B: Use the rule above to complete the gaps in these sentences.

- Ex. The computer belongs to Marcus. It is Marcus' computer.
1. The inhabitants built the wall. It was the \_\_\_\_\_ wall.
  2. Mr. Jones bought the coat. It was Mr. \_\_\_\_\_ coat.
  3. The Romans spoke Latin. Latin was the \_\_\_\_\_ language.
  4. Fred loves running. Running is \_\_\_\_\_ hobby.
  5. The gladiator had a shield. It was the \_\_\_\_\_ shield.

### Exercise C: Fill in the gaps with *its* or *it's*.

- Ex. I know that it's important to brush your teeth carefully.
1. Please put the book back in \_\_\_\_\_ proper place in the library.
  2. \_\_\_\_\_ always been my ambition to become an engineer.
  3. Red is a beautiful colour. In fact, I would say that \_\_\_\_\_ my favourite.
  4. This gallery is popular because of \_\_\_\_\_ remarkable portraits.
  5. This gallery is popular with tourists but \_\_\_\_\_ hard to reach by bus.

### Day 3

#### Exercise A: Underline the words in the sentences below that need capital letters.

- Ex. I travelled to france last summer.
1. we learned in geography that canberra is the capital city of australia.
  2. when i was eleven, my parents took my sister and me to japan.
  3. the author roald dahl wrote charlie and the chocolate factory in 1964.
  4. one of the most famous engineers of the victorian era was isambard kingdom brunel, who designed the clifton suspension bridge in bristol.
  5. the three official languages of belgium are dutch, french and german.

#### Exercise B: Use the rule above to complete the gaps in these sentences.

- Ex. The computer belongs to Marcus. It is Marcus' computer.
1. It is the hat of my brother. It is my \_\_\_\_\_ hat.
  2. This dog belongs to my friend. This is my \_\_\_\_\_ dog.
  3. This cat belongs to my sisters. This is my \_\_\_\_\_ cat.
  4. This was the first play Aeschylus wrote. It was \_\_\_\_\_ first play.
  5. Julius Caesar was assassinated in Rome. Rome was the site of Julius \_\_\_\_\_ assassination.

#### Exercise C: Fill in the gaps with *its* or *it's*.

- Ex. I know that it's important to brush your teeth carefully.
1. Not only is the door's lock broken but \_\_\_\_\_ paint is peeling off.
  2. \_\_\_\_\_ better to be safe than sorry.
  3. \_\_\_\_\_ very kind of you to offer to help me.
  4. The elephant has a small injury on \_\_\_\_\_ back.
  5. The museum has updated \_\_\_\_\_ website.

## Day 4

### Exercise A: Underline the words in the sentences below that need capital letters.

- Ex. i travelled to france last summer.
1. theresa may is the second female prime minister of the united kingdom.
  2. thanksgiving is an american holiday that is celebrated every year at the end of november.
  3. my grandparents live in manchester, a city in the north-west of england.
  4. the eiffel tower, which i visited last autumn, is one of the most famous landmarks in paris.
  5. the name of my doctor is dr. jones.

### Exercise B: Use the rule above to complete the gaps in these sentences.

- Ex. The computer belongs to Marcus. It is Marcus' computer.
1. This enclosure belongs to the lions. It is the \_\_\_\_\_ enclosure.
  2. The longest river in South America is the Amazon. It is South \_\_\_\_\_ longest river.
  3. The Romans invented underfloor heating. It was the \_\_\_\_\_ invention.
  4. Samuel Pepys wrote a diary. It was Samuel \_\_\_\_\_ diary.
  5. William Shakespeare wrote Hamlet. Hamlet is William \_\_\_\_\_ play.

### Exercise C: Fill in the gaps with *its* or *it's*.

- Ex. I know that it's important to brush your teeth carefully.
1. The bus company knows that \_\_\_\_\_ timetable is inaccurate.
  2. The bus company agrees that \_\_\_\_\_ time to update the timetables.
  3. The bus company acknowledges that \_\_\_\_\_ been too long since the website has checked.
  4. The driver of that bus thinks that \_\_\_\_\_ going to arrive on time.
  5. The driver of this bus has just checked the pressure of \_\_\_\_\_ tyres.