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Nouns: common, proper, concrete, abstract, collective, count, non-count Punctuation review Participles and participial phrases Coordinating and correlative conjunctions Pronouns: interrogative, demonstrative, compound, indefinite Adjectives, adjective phrases, adjective clauses Appositive and appositive phrases Commas and semicolons Relative pronouns and understood relative pronouns; identifying function within clause Relative pronouns: using <i>who</i>, <i>whom</i>, <i>which</i>, and <i>that</i> correctly Relative adverbs Personal pronouns: case and person Dangling and misplaced modifiers Gearing writing for a specific audience and purpose	Verbs: action, being, linking Apostrophes in possessives Transitive and intransitive verbs, identifying receiver of transitive Verb complements: direct and indirect object, predicate nominative and predicate adjective Adverbs: adverbial nouns and noun phrases Adverb phrases and clauses Active and passive voice verbs Infinitives and infinitive phrases functioning as adverbs Subordinating conjunctions Principal parts of regular and irregular verbs Verb tense: past, present, future Writing with consistent verb tense and pronoun form Editing for wordiness and redundancy, consistency, and passive voice	Verb tense: present perfect, past perfect, future perfect Interjections Progressive verb tenses Quotation marks in dialogue Punctuating titles correctly Comparative and superlative forms of adverbs and adjectives Objective complement Topic sentence of a paragraph, identifying and writing Using smooth transitions in writing Varying sentence types in writing Developing paragraphs with examples, description, reasons, narrative Organizing a paragraph in chronological order, spatial order, order of importance, comparison/contrast Writing a personal narrative Writing a character sketch	Term <i>verbal</i> Gerunds and gerund phrases Verb mood: indicative, imperative, subjunctive Elliptical adverb clauses Pronoun case in elliptical clauses Using commas with nonessential sentence elements Single quotation marks Infinitive and infinitive phrases Subjects of infinitive phrases Using the dash correctly Pronoun case when used as appositive Collective nouns as singular or plural Verbal phrase review Planning, organizing, and writing an essay answer	Public speaking Considering audience, purpose, and time limits of a speech assignment Selecting a subject Writing a purpose statement Selecting method of organization: chronological, comparison/contrast, problem and solution, topical, spatial Using note cards; note-taking skills Researching and documenting sources Outlining Methods of introducing and concluding a speech; writing introduction and conclusion Good posture, gestures, and eye contact Expression, pitch, volume, articulation, speaking rate Preparing and using visual aids Evaluating a famous speech Listening skills Giving two speeches: a personal introduction and an expository speech
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Adjective clauses Relative pronouns and understood relative pronouns: identifying function within clause Relative adverbs and understood relative adverbs: identifying function within clause Adverb clauses and subordinating conjunctions Elliptical adverb clauses; using pronouns correctly in Noun clauses Dash, ellipsis, hyphen Objective complement review Using subordinate clauses to improve writing style Using parallel structure in writing	Demonstrative and interrogative pronouns Personal pronouns: person, number, gender, case Using personal pronouns correctly; antecedents Indefinite pronouns: identifying, using singular and plural verbs correctly Relative pronouns: identifying, using <i>who</i>, <i>whom</i>, <i>which</i>, and <i>that</i> correctly Compound pronouns: reflexive and intensive Reciprocal pronouns Pronoun courtesy order Pronoun-antecedent agreement Clear pronoun reference Taking notes from a written source Taking notes from a speaker Condensing long and stringy sentences	Clause review Simple, compound, complex, and compound-complex sentences Conjunctive adverbs Using conjunctive adverbs as transitions for smoother writing style Coordinating, correlative, and subordinating conjunctions Compound parts of sentences and compound sentences Commas Subject-verb agreement Complete sentences: review fragment, run-on, and stringy Using brackets Apostrophes Adverbial noun review Review: punctuating titles Verbals and verbal phrase review	Writing a research paper Planning, brainstorming Choosing a topic Gathering sources Thesis statement Taking notes, avoiding plagiarism Citations, crediting quotations Primary and secondary sources in research Using references for research Organizing and outlining Writing, editing, revising Title Acknowledging sources: quotes, citations Bibliography	Writing and giving a persuasive speech Avoiding logical fallacies Choosing a topic; considering audience Proposition Logical and emotional arguments Finding sources, research Organizing for persuasive effect Refuting opposition Establishing credibility Avoiding biased and prejudiced language Introduction and conclusion Writing, revising, editing Acknowledging sources: quotes, citations Visual aids Proper vocal expressions, pitch, tone, volume, articulation Proper gestures, facial expression, eye contact, posture, and movement Delivering persuasive essay as manuscript speech