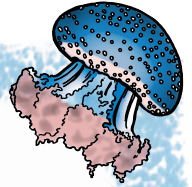


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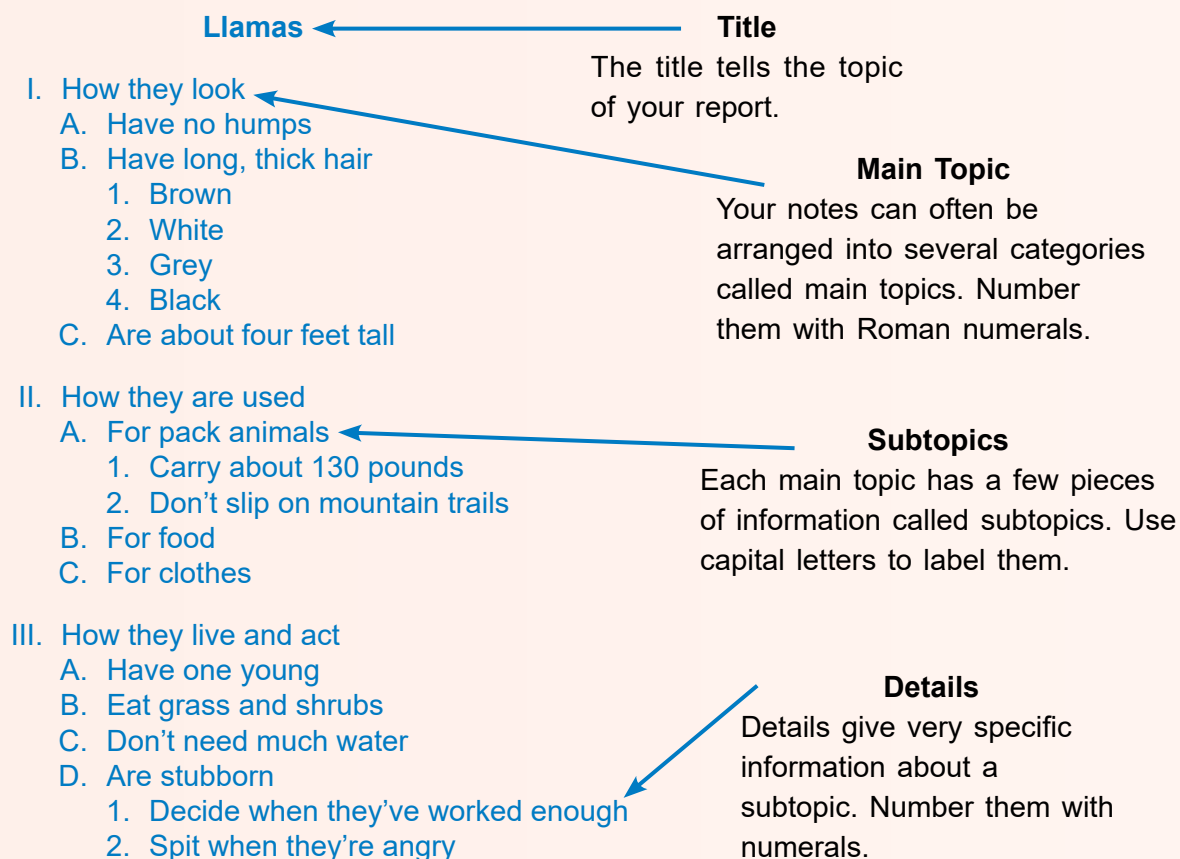




Introducing Outlines

Introducing Outlines

Good writing rarely springs from nowhere; it is well-planned and organized. An outline is a tool that many writers use to organize their notes before they begin to write. An outline has four main parts: title, main topics, subtopics, and details. Notice how the Roman numerals, capital letters, and numerals are indented and aligned.



Read the report about llamas. Notice how it follows the outline.

Llamas

Llamas are part of the camel family, but they have no humps. They have long, thick hair that might be brown, white, gray, or black. Llamas stand about four feet tall.



Llamas make good pack animals. They can carry up to one hundred thirty pounds. They can walk on steep mountain trails without slipping. People also use llama meat for food or make cloth from llama hair.

Female llamas have only one baby at a time. Llamas eat grass and shrubs. They do not need much water because they get water from their food. Llamas are stubborn; if they think that they are working too hard, they sit down and refuse to move. When a llama gets angry, it spits on its enemies.

A Label the parts of the outline, using words from the box.

1. _____
2. I. _____
3. A. _____
4. 1. _____
5. 2. _____
6. B. _____
7. II. _____
8. A. _____
9. B. _____
10. 1. _____
11. 2. _____

Main topic
Main topic
Subtopic
Subtopic
Subtopic
Subtopic
Title
Detail
Detail
Detail
Detail

B Answer each question.

12. How is an outline helpful?

13. What are the four parts of an outline?



Looking Back



C Circle each comma that should be a semicolon.

14. Pam Reid, a registered nurse, Susan Richters, a dietitian, and Paula Brandle, a physical therapist, attended the meeting.
15. The chorus will give its programs in Grandin, Missouri, Arlington, Kansas, and Kalona, Iowa.
16. I took along a thick, warm sweater, rubber, waterproof boots, and an old, ragged hat.

D Underline the correct word.

17. Each of the boys brushed the dirt off **his, their** pants before **he, they** went back inside.
18. It got **real, really** cold just before Christmas and stayed that way through January.
19. We burned **less, fewer** firewood this year than last year.
20. Don't feel **bad, badly**; we all make mistakes sometimes.
21. Someone needs to turn **their, her** flashlight on so I can find my lost kickball.
22. Our neighbor has **less, fewer** sheep since coyotes killed some.

E Circle the letter of each correctly divided word.

23. a. after-noon b. Ari-zona c. histo-ry d. good-hearted

F Rewrite this sentence correctly.

24. Please hand me the flyswatter, there is a fly on the counter.

G Circle each letter that should be capitalized. Underline each title that should be italicized, and put quotation marks around each title that needs them.

25. team of rivals is a book that tells about the men who advised president lincoln.
26. Ian's tale of his trip down the colorado river begins in the chapter to ride a river.

H Write the possessive form of each noun.

27. _____ speaker
28. _____ speakers



I Circle each adverb. Draw an arrow from each adverb to the word it modifies.

29. It is so muddy outside.
30. Terry has not fixed his bike yet.
31. Adrian fastened the gate too loosely.

J Underline each verb twice. Label it *av* for *action verb* or *lv* for *linking verb*. Label each complement *pn*, *pa*, *do*, or *io*.

32. Thomas told Miss Kuhns the truth about the spelling test.
33. Abner and Ray looked guilty.
34. Atlanta's airport is the second busiest airport in the world.

K Add colons where necessary. Not every sentence will need a colon.

35. Long ago, the Romans made these items from ivory combs, buttons, and furniture.
36. Yesterday Sharon wrote letters to Vanessa, Cara, and Kelly.
37. These vegetables sell well at our roadside stand corn, potatoes, and watermelon.

L Write *dependent* or *independent* to label each underlined clause. In each underlined clause, write *s* above each subject and *v* above each verb. Circle the first word of each dependent clause.

38. _____ The dictionary that Noah Webster published in 1828 initially sold for \$20 for two volumes.
39. _____ After he lowered the price to \$15, the books sold quickly.
40. _____ Noah Webster was 70 years old when his first edition of the dictionary was published.

M Write each number correctly, using words.

41. _____ $\frac{3}{8}$
42. _____ $1\frac{1}{4}$
43. _____ 53rd





Penmanship



- **N** Using your best handwriting, copy the quote.

“Remember, always give your best. Never get discouraged. Never be petty. Always remember, others may hate you. But those who hate you don’t win unless you hate them. And then you destroy yourself.” —Richard Nixon



Spelling – Pronunciation



- **O** Cut out Section 3 spelling words on page 67.

- P** Do each exercise.

44. Write each spelling word that ends with the /shəs/ pronunciation. In each word, circle the letter immediately before the *ious* suffix.

45. Write each spelling word that ends with the /əs/ sound. Do not use the three words above.

46. Write each spelling word that ends with the /əl/ sound.

- △ **Q** Write the Section 3 spelling words in your notebook.