

---

# Contents

Grammar.....	1
Punctuation.....	21
Word Usage.....	31
Common Errors.....	31
Better Writing.....	43
Vocabulary.....	47
Exercises to Test Yourself.....	65
Answers and Suggested Revisions.....	97
Index.....	153
About the Author.....	154

# Grammar

## Nouns

A noun is a word used for naming a person, an animal, a place or a thing. There are four different kinds of nouns:

- A **common noun** names a person, place or thing. Words like 'woman', 'country', 'day', 'month' and 'book' are all common nouns.
- **Proper nouns** refer to a particular person, place or thing. They always begin with a capital letter. 'Nancy', 'Australia', 'Monday', 'March' and 'The Bible' are proper nouns.
- **Abstract nouns** describe things that cannot actually be seen, heard, smelt, felt or tasted. Examples of abstract nouns include 'love', 'war', 'freedom', 'energy' and 'justice'.
- A **collective noun** describes a group of people, animals or things, for example: a *flock* of birds, a *herd* of cows, a *deck* of cards, or a *bunch* of flowers.



### Exercise G 1:

Identify the nouns in the following sentences. What kind of nouns are they?

1. The reason I didn't go to church on Sunday is that I was dining at Mrs Graham's place.
2. Give Stanley my love when you see him in Sydney.
3. After a good night's sleep, my neighbours Stan and Shirley caught a limousine that took them to the airport.
4. I had so much more energy after eating a meal of fine food, including meat, vegetables and cheeses.
5. Carol and I are going on holiday to Greece in September.



### Exercise G 2

Identify the nouns these sentences. Which of them require capital letters?

1. The doctor came on the last friday in april.
2. The author f. scott fitzgerald wrote a novel titled *the great gatsby*.
3. Every year many people go to london in england to see buckingham palace, queen elizabeth's home.
4. My friend ashley met sir hubert stanley when she was in fiji.
5. My parents mr and mrs reynolds live in australia but I live in canada.

# Punctuation

## Capital letters

A capital letter should always be used for:

- *The beginning of a sentence*, for example, We went for a drive in the country.
- *The beginning of a paragraph*
- *People's names*, such as David, or Bert Young
- *Names of places* like Sydney, Australia, Murray River, Mount Kosciusko, (but not for points of the compass, e.g. north, south, east, west)
- *Names of streets, roads and special buildings*, for example, Kulgoa Road, West Avenue, The White House
- *Headlines or titles*, however, smaller words – such as 'the', 'of', 'but', 'or' and 'and' – are not given capitals, e.g. *The House of the Rising Sun*, or, *Home on the Range*.
- *Days of the week, months of the year and special days*, like Monday, March, Easter (but not the names of seasons)
- *Titles given to special people*, for example, President, Prime Minister, Lieutenant Snow, Princess Ann
- *The name of spiritual heads or religions*, including God, Our Father, Mohammed, Buddha, Hinduism
- *The word 'I' is always a capital letter*, as in, I think I will go to the fete, *not* i think i will go to the fete.
- *When writing the address on a letter*, e.g. Lady P. Bernard  
Waratah House  
West Street  
Bondi

### Exercise P 1

Read the sentences below and identify the places where capital letters are needed:

1. *under the boardwalk* is a song by the rolling stones.
2. *robbery under arms* was written by a famous novelist.
3. have you read *confessions of a liar and thief*?

---

# Word Usage

## Common Errors

Writers beware! Several words in the English language are often misused or spelled incorrectly. Below you'll find an alphabetical list of words that frequently trip up aspiring authors.

---

### About and around

*About* means approximately or roughly, e.g. My grandfather is about ninety years old. There were about forty people at my party.

*Around* means on all sides or in a circle, e.g. The ball spun around and around. The soldiers gathered around the garrison.

---

### Affect and effect

*Affect* is a verb, e.g. How did the hot weather affect you?

*Effect* is a noun, e.g. The hot weather had a poor effect on us.

A well-known way of remembering this rule is by using the acronym, **RAVEN** – Remember: **A**ffect **V**erb, **E**ffect **N**oun.



#### Exercise W 1

Decide whether you should use 'affect' or 'effect' in each of these sentences:

1. To \_\_\_\_\_ a change, we must employ a new teacher.
  2. The \_\_\_\_\_ of the hail was to damage our home.
  3. The strike \_\_\_\_\_ the way we travelled into town.
  4. We felt the \_\_\_\_\_ of cuts to our water supply.
  5. What was the \_\_\_\_\_ of possums in your roof?
- 

### Among and between

*Among* is used when referring to more than two people, e.g. In this strange land we live among natives.

*Between* is used when referring to two people, e.g. We shared the sweets between the brother and sister.

---

---

# Word Usage

## Better Writing

Becoming a great writer involves much more than simply knowing how to use a semicolon! Writing is an art form, and the best authors spend years honing their expressive skills to create unique works of literature that capture the imagination of readers. In this section, you'll find several ways to help engage your audience, and bring life and colour to your writing.

---

### Alliteration

Alliteration is the repetition of a particular letter or sound at the beginning of words to produce an interesting effect, e.g. Rain's restless rage rattles repeatedly; Dewdrops dwell delicately, drawing dazzling delight.

Sometimes alliteration is used to create tongue twisters, e.g. Peter Piper picked a peck of pickled peppers; Round and round the rugged rock the ragged rascal ran.



#### Exercise W 22

Write alliterative sentences or phrases that begin with the following words:

- |                 |             |
|-----------------|-------------|
| 1. frogs        | 6. balls    |
| 2. grandmothers | 7. swiftly  |
| 3. cars         | 8. dazzling |
| 4. whispering   | 9. enormous |
| 5. dancers      | 10. dreary  |
- 

### Ambiguity

Ambiguity is the presence of two or more possible meanings in a sentence, e.g. We saw her duck, or, I can't recommend this book too highly. An author may use ambiguity intentionally to convey a hidden message that may only become apparent later in the text, or to allow the reader to interpret the text in a number of ways. At other times, ambiguity should be avoided to ensure clarity.

---

# Vocabulary

---

## Synonyms

A synonym is a word which has almost the same meaning as another word. Synonyms for 'big' include 'huge', 'gigantic' and 'immense', while words like 'evil', 'naughty' and 'disastrous' are synonyms for 'bad'.

The best place to find a synonym is in a thesaurus.



### Exercise V 1

Find at least three synonyms for each of the following:

- |              |             |
|--------------|-------------|
| 1. begin     | 6. honour   |
| 2. cheat     | 7. ignorant |
| 3. dangerous | 8. fault    |
| 4. dull      | 9. game     |
| 5. earn      | 10. terror  |
- 

## Antonyms

An antonym is a word opposite in meaning to another, for example, hot and cold; hard and soft; abroad and home.

Sometimes an antonym can be formed by adding or changing a prefix or suffix, as can be seen in absent and present; interest and disinterest; useful and useless.



### Exercise V 2

Find an antonym for each of the following:

- |               |             |
|---------------|-------------|
| 1. accept     | 6. always   |
| 2. artificial | 7. ascend   |
| 3. assemble   | 8. angry    |
| 4. allow      | 9. delicate |
| 5. antidote   | 10. dwarf   |
-

# Grammar

## Types of Nouns

### Exercise GT 1

State whether the nouns below are common, proper, collective or abstract:

- |             |       |           |       |
|-------------|-------|-----------|-------|
| 1. petunias | _____ | 6. hatred | _____ |
| 2. love     | _____ | 7. avenue | _____ |
| 3. Samuel   | _____ | 8. Jones  | _____ |
| 4. litter   | _____ | 9. mass   | _____ |
| 5. energy   | _____ | 10. flock | _____ |

## Singular

### Exercise GT 2

Write the singular form of the following words:

- |             |       |             |       |
|-------------|-------|-------------|-------|
| 1. crises   | _____ | 6. beaux    | _____ |
| 2. ellipses | _____ | 7. people   | _____ |
| 3. plural   | _____ | 8. citizens | _____ |
| 4. sheep    | _____ | 9. traumata | _____ |
| 5. knives   | _____ | 10. stimuli | _____ |

## Plurals

### Exercise GT 3

Write the plural form of the following words:

- |                  |       |             |       |
|------------------|-------|-------------|-------|
| 1. parenthesis   | _____ | 8. witch    | _____ |
| 2. radius        | _____ | 9. glory    | _____ |
| 3. logo          | _____ | 10. dynamo  | _____ |
| 4. monsieur      | _____ | 11. echo    | _____ |
| 5. baggage       | _____ | 12. chassis | _____ |
| 6. mother-in-law | _____ | 13. nucleus | _____ |
| 7. staff         | _____ | 14. shelf   | _____ |

REPRODUCIBLE