

## Spring Grammar Packet – Grade 10

*everyday* means routine, ordinary, or commonplace (adjective)  
*every day* (written as two words) means each day or daily (adjective plus noun)

This allergy medicine is safe for *everyday* use.  
I take my allergy medicine *every day*.

*maybe* means *perhaps, possibly* (adverb)  
*may be* shows *possibility* (verb)

*Maybe* he will meet us later.  
He *may be* here later.

*media* is the Latin plural of *medium*; it refers to a means of mass communication or artistic expression and is used with a plural verb.

Most *media* that report the news realize their responsibility to the public.  
The artist's favorite *medium* is watercolor.

*must of* is an incorrect form of *must have*

I *must have* been sleeping when you called. (A contraction of this term – *must've* – is unacceptable in formal usage)

*myself* is used as an *intensifier* if the subject of the verb is *I*  
*myself* instead of *I* or *me*, is not correct

Since I know *myself* better, let me try it my way.  
My daughter and *I* (not *myself*) will play.  
They gave my son and *me* (not *myself*) some food.

*nice* is used informally to mean *pleasing, good, fine*, but a more exact, less overused word is better.

This is *sunny* (or *good* or *fine*) weather (not *nice* weather).  
He is a *good* (or *kind*) person (not *nice* person).

*off of* is sometimes used informally, but *off* is correct in formal usage

Joe was taken *off* the team.

**okay (O.K.)** is used informally but is to be avoided in formal writing

Informal: His work is *okay*.

Formal: His work is *acceptable* (or *good*).

**on account of** is an incorrect form of *because*

**oral**  
**verbal**

We did not meet you *because* we did not receive your message in time.

means *spoken*

means *expressed in words*, either spoken or written

Instead of writing a note, she gave him an *oral* message.

Shorthand must usually be transcribed into *verbal* form.

**outdoor**  
**outdoors**

is an adjective

is an adverb

We spent the summer at an *outdoor* music camp.

We played string quartets *outdoors*.

**owing to**

is used informally, but in formal usage, *because* is preferred

*Because* of a change in management, his company cancelled the takeover attempt.

**people**  
**persons**

comprise a *united* or *collective group of individuals*

are *individuals* that are *separate* and *unrelated*

The *people* of our city will vote for a new bond issue next week.

Only ten *persons* remained in the theater after the first act.

**per**

is a Latin term used mainly in business: *per diem* (by the day), *per hour* (by the hour). In formal writing, *according to* or *by the* is preferred.

*As per* your instructions... (better: *According to* your instructions...)

**plan on**

is used informally, but in formal usage, *plan to* is correct

Do you *plan to* go (not *plan on* going) to the lecture?

**put in**

is incorrect for to *spend*, *make*, or *devote*

Every good student should *spend* (not *put in*) several hours a day doing homework.

Be sure to *make* (not *put in*) an appearance at the meeting.

**quit** is sometimes used informally to mean *stop*, but in formal usage *stop* is preferred

Please *stop* your complaining.

**quite a few** is used to mean *many* in informal usage, but in formal usage *many* is preferred

My car has *many* (not *quite a few*) dents.

**read where** is heard in informal usage, but in formal usage, *read that* is correct

I *read that* the troops were being reviewed today.

**real** is sometimes used informally instead of *really* or *very*, but in formal usage *really* is correct

He's a *really* good ballplayer (not *real* good).

He plays *really* well (not *real* well).

**reason is because** is used informally in speech, but in formal usage *the reason is that* is correct

The reason she calls *is that* (not *because*) she is lonely (or, She calls *because* she is lonely.)

**refer back/report back:** since *re* means *back* or *again*, the word *back* is redundant and should be omitted

Please *refer* to your notes.

Please *report* to the supervisor.

**repeat again** is redundant; *again* should be omitted

Please *repeat* the instructions. (not please *repeat* the instructions *again*)

**respectfully** means *with respect* and *decency*

**respectively** means *as relating to each, in the order given*

The students listened *respectfully* to the teacher.

Jane and Lena are the daughters of Mrs. Smith and Mrs. Jones, *respectively*.

**run** is used informally to mean *conduct*, *manage*, but in formal usage, *conduct* or a similar word is preferred

He wants to *conduct* (not *run*) the operation on a profitable basis.

**said** is sometimes used in business or law to mean *the* or *this*; in formal usage, *the* or *this* is correct

**said** is also used incorrectly to mean *told someone*

When *the* (not *said*) coat was returned, it was badly torn.  
The professor *told us* (not *said*) to study for the examination.

**same as** is an incorrect form for *in the same way as* or *just as*

The owner's son was treated *in the same way as* any other worker.

**says** is the present tense of *say*

**said** is the past tense of *say*

[*Goes* or *went* should not be used in place of *says* or *said*]

He *says* what he means.

He *said* what he meant.

**supposed to** is the correct form for "to be obligated to" or "presumed to" NOT "suppose to"  
**suppose** to guess or make a conjecture

Do you *suppose* we will get to the airport on time? W

When is our plane *supposed* (not *suppose*) to arrive?

We are *supposed* to check our bags before we board, but I *suppose* we could do that at the curb and save time.

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**Drill 1:** Check the space provided if the sentence is correct; if there is an error in usage, write the correct form.

1. We had a very nice time at the museum. \_\_\_\_\_
2. She maybe one of the finalists in the contest. \_\_\_\_\_
3. He stayed indoors on account of the bad weather. \_\_\_\_\_
4. They are two of my favorite persons. \_\_\_\_\_
5. My wife and myself wrote the cookbook together. \_\_\_\_\_
6. The children are playing outdoors. \_\_\_\_\_
7. The media is doing the job correctly. \_\_\_\_\_
8. Their oral presentation was excellent. \_\_\_\_\_
9. Owing to the high interest rates, she decided not to borrow from the bank. \_\_\_\_\_
10. She may be able to bake fresh bread every week. \_\_\_\_\_
11. It must have been a beautiful house when it was first built. \_\_\_\_\_
12. The supervisor wrote that his assistant was doing an okay job so far. \_\_\_\_\_
13. The art director was taken off of the most profitable account. \_\_\_\_\_
14. He got quite a few bruises in his motorcycle accident. \_\_\_\_\_
15. I hope you'll be able to repeat your marvelous performance again. \_\_\_\_\_

**Drill 2:** Check the space provided if the sentence is correct; if there is an error in usage, write the correct form.

16. I plan on going to college again next year. \_\_\_\_\_
17. You should brush your teeth everyday to avoid cavities. \_\_\_\_\_
18. He went, "Let's go to a movie together." \_\_\_\_\_
19. I hope that she will quit sending us the job applications. \_\_\_\_\_
20. The policeman waited his turn same as any other citizen. \_\_\_\_\_
21. He treats his parents respectfully. \_\_\_\_\_
22. We are suppose to go the city this afternoon but it may rain \_\_\_\_\_
23. She's a real intelligent woman. \_\_\_\_\_
24. The reason the baby is crying is because she is hungry. \_\_\_\_\_
25. In rehearsal, she never even referred back to the script. \_\_\_\_\_
26. He put in several months doing public relations work so that the business proposal would be accepted. \_\_\_\_\_
27. Does he run the department effectively? \_\_\_\_\_
28. We read where your favorite program is being discontinued. \_\_\_\_\_
29. I suppose it would be acceptable to have the party outdoors. \_\_\_\_\_
30. The values of X and Y were found to be 21.7 and 56.9, respectfully. \_\_\_\_\_