

# ☺ My Literacy Cheat Sheet ☺

Subject / Predicate	Subject Complements	Subject-Verb Agreement																																																									
<p><u>Tom studied</u> diligently for his test.</p> <hr style="width: 20%; margin-left: 0;"/> <p><b>Subject</b> → Tells Who/What? (Contains the main noun)</p> <p><b>Predicate</b> → Tells what happened? (Contains the Verb).</p> <p style="margin-left: 20px;">➤ 95% of the time the predicate will begin with the verb.</p> <p>Please Note → <b>Your simple subject will never be in a prepositional phrase.</b></p>	<p><b>Direct Object</b> → Comes AFTER an action verb and answers the questions: “what?” or “whom?”</p> <p><b>Indirect Object</b> → Comes <i>in between</i> the action verb and direct object and answers “for whom?” “to whom?” to what?”</p> <p><b>Predicate Noun</b> → The noun in the predicate that “renames” the simple subject</p> <p><b>Predicate Adjective</b> → The adjective in the predicate that “describes” the simple subject</p> <p>Please Note → <b>None of these will ever be in a prepositional phrase.</b></p>	<p>A subject and its verb must always agree in number.</p> <p>A singular subject needs a singular verb (<b>a verb with an -s</b>)</p> <p>A plural subject needs a plural verb (<b>a verb without an -s</b>)</p> <p>If a compound subject has the conjunction (<b>and</b>) in the middle, use the plural verb.</p> <p>If a compound subject has (or, nor) in the middle, go by the subject closest to the verb.</p> <p style="text-align: center;"><i>“The Song”</i> <b>One Thiiing...gotta have an (s)</b> <b>Two Thiiings...nooooo (s)</b></p> <p>Note → <b>Your simple subject will never be in a prepositional phrase.</b></p>																																																									
Nouns	Verbs	Prepositional Phrases, etc																																																									
<p>Noun → A person, place, thing, or idea (i.e. hope, love, courage)</p> <p><b>Singular</b> → man, girl, party</p> <p><b>Plural Nouns</b> → men, girls, parties</p> <p><b>Collective Nouns</b> → group, chorus, herd</p> <p><b>Common Nouns</b> → school, park, aquarium</p> <p><b>Proper Nouns</b> → Forest Park, Middle School, Centennial Park, Georgia Aquarium</p> <p><b>Abstract Nouns</b> → love, beauty, “untouchable” wisdom, hope, courage, intellect</p> <p><b>Concrete Nouns</b> → house, book, “touchable” lady, table, desk, phone, stove</p>	<p><b>Action Verbs</b> → laugh, jump, write, learn, hear, smell</p> <p><b>Linking Verbs</b> → be, being, been, is, are, was, were, am, seem, taste, appear, feels,</p> <p><b>Transitive Verb</b> → has a direct object</p> <p><b>Intransitive Verb</b> → has <u>no</u> direct object</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffffcc;"> <th style="text-align: left; padding: 5px;"><u>Present</u></th> <th style="text-align: left; padding: 5px;"><u>Past</u></th> <th style="text-align: left; padding: 5px;"><u>Past Participle</u></th> </tr> </thead> <tbody> <tr><td>laugh</td><td>laughed</td><td><i>has, have, had</i> laughed</td></tr> <tr><td>dance</td><td>danced</td><td>had danced</td></tr> <tr><td>study</td><td>studied</td><td>had studied</td></tr> <tr><td>party</td><td>partied</td><td>had partied</td></tr> <tr><td>write</td><td>wrote</td><td>had written</td></tr> <tr><td>see</td><td>saw</td><td>had seen</td></tr> <tr><td>get</td><td>got</td><td>had gotten</td></tr> <tr><td>swim</td><td>swam</td><td>had swum</td></tr> <tr><td>begin</td><td>began</td><td>had begun</td></tr> <tr><td>speak</td><td>spoke</td><td>had spoken</td></tr> <tr><td>go</td><td>went</td><td>had gone</td></tr> <tr><td>give</td><td>gave</td><td>had given</td></tr> <tr><td>ring</td><td>rang</td><td>had rung</td></tr> <tr><td>lie (body down)</td><td>lay</td><td>had lain</td></tr> <tr><td>lay (to place down)</td><td>laid</td><td>had laid</td></tr> <tr><td>fight</td><td>fought</td><td>had fought</td></tr> <tr><td>bring</td><td>brought</td><td>had brought</td></tr> <tr><td>get</td><td>got</td><td>had gotten</td></tr> </tbody> </table>	<u>Present</u>	<u>Past</u>	<u>Past Participle</u>	laugh	laughed	<i>has, have, had</i> laughed	dance	danced	had danced	study	studied	had studied	party	partied	had partied	write	wrote	had written	see	saw	had seen	get	got	had gotten	swim	swam	had swum	begin	began	had begun	speak	spoke	had spoken	go	went	had gone	give	gave	had given	ring	rang	had rung	lie (body down)	lay	had lain	lay (to place down)	laid	had laid	fight	fought	had fought	bring	brought	had brought	get	got	had gotten	<p><b>on</b> the table, <b>around</b> the box, <b>under</b> the bed, <b>above</b> the water, <b>near</b> the park, <b>behind</b> the car, <b>during</b> the game, <b>down</b> the stairs, <b>against</b> the tree, <b>along</b> the sidewalk, <b>by</b> the house, <b>inside</b> the house, <b>through</b> the bushes, <b>on</b> the car, <b>out of</b> trouble, <b>from</b> the principal, <b>up</b> the tree, <b>until</b> Monday, <b>to</b> school, <b>within</b> our class, <b>with</b> my friends, <b>without</b> a pencil</p> <p style="text-align: center;"><b>P.A.N</b> Preposition...Article/Adjective...Noun</p> <p style="text-align: center;"><b>O.O.P.</b> Object of Preposition</p> <p><i>A simple subject, direct object, indirect object, predicate noun, predicate adjective will NEVER be in a prepositional phrase.</i></p>
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<p><i>Uh-Huh, Wow! Dang! No, Yes, Oooh, Man! Yeap! Ouch! Aaah Whoa!</i></p>																																																											

Adjective / Adverb	Pronoun	Conjunctions
<p><b>Adjective</b> → Modifies Nouns and Pronouns and Answers: <b>What Kind? How Many? Which Ones?</b></p> <ol style="list-style-type: none"> <li><b>Comparative Adjectives: Used to compare 2 nouns (prettier)</b></li> <li><b>Superlative Adjectives: Used to compare 3 or more nouns (prettiest)</b></li> </ol> <p><i>*Caution → NEVER use (more) and the suffix (-er) together. NEVER use (most) and the suffix (-est) together</i></p> <p><b>Adverb</b> → Modifies Adjectives, Verbs, &amp; Adverbs and Answers: <b>How? When? Where? To What Extent?</b></p> <ul style="list-style-type: none"> <li>Usually ends in (-ly)</li> </ul>	<p>Takes the place of nouns, and determines the <i>Point of View</i> in stories</p> <p><b>Antecedent</b> → The noun that the pronoun replaces</p> <p><b>Personal Pronouns (Subject)</b> → I, he, she, they, we, you, it</p> <p><b>Personal Pronouns (Object)</b> → me, him, her, them, us, you, it</p> <p><b>Possessive</b> → his, her, hers, yours, theirs, ours, its</p> <p><b>Demonstrative</b> → this, that, those, these</p> <p><b>Interrogative</b> → what, which, who, whom, whose</p> <p><b>Reflexive</b> → herself, himself, themselves, ourselves, itself, yourself</p> <p><b>Indefinite</b> → somebody, no one, each all, few, none, some, everything,</p>	<p><b>Subordinate Conjunctions</b> (Used to join complex sentences)</p> <p>after although as as if as long as as soon as because before even if even though if since so that though unless when whenever wherever whether while</p> <p><b>Coordinate Conjunctions</b> (Used to join compound sentences)</p> <p>For And Nor But Or Yet So</p>
<p><b>ADJECTIVES</b></p> <p>beautiful glossy unpredictable nervous lovely rough star-like several</p>	<p><b>ADVERBS</b></p> <p>really extremely quietly carefully nervously quite too well</p>	
Sentence Errors	Sentence Types	Sentence Kinds
<p><b>Run-on</b> → Two sentences incorrectly joined together. <b>The cure</b> → a semi-colon, a comma AND coordinate conjunction, or a period</p> <p><b>Fragment</b> → An incomplete thought. <b>The cure</b> → Add a subject, predicate, or both.</p>	<ol style="list-style-type: none"> <li><b>Simple</b> → One independent clause</li> <li><b>Compound</b> → Two independent clauses joined by a semi-colon or a comma AND coordinate conjunction</li> <li><b>Complex</b> → One independent clause and one dependent clause. The subordinate conjunction always begins the dependent clause.</li> <li><b>Compound Complex</b> → Two independent clauses and one dependent clause.</li> </ol>	<p><b>Declarative</b> → Makes a statement The musical begins at 9:00.</p> <p><b>Interrogative</b> → Asks a question Does the musical begin at 9:00?</p> <p><b>Imperative</b> → Gives a command Start the musical at 9:00.</p> <p><b>Exclamatory</b> → Shows EXPRESSION! Wow! That was the best musical!</p>
Types of Fiction	Context Clues	Plot Diagram
<ul style="list-style-type: none"> <li><b>realistic fiction:</b> stories with situations that can happen in real life</li> <li><b>historic fiction:</b> stories that take place during past historical times (<b>world wars, the titanic</b>)</li> <li><b>mystery:</b> stories involving suspense, danger, and intrigue</li> <li><b>adventure:</b> relatively realistic, characters have many exciting experiences</li> <li><b>fantasy:</b> imaginative stories; characters and settings are different from real world, often dealing with magic, battles of good vs. evil</li> <li><b>science fiction:</b> a type of fantasy, stories generally set in a future time or world in which scientific advances have changed society in important ways</li> <li><b>folktales:</b> traditional stories that reveal the values and beliefs of a culture</li> <li><b>myth:</b> a traditional story, usually of unknown authorship, that answers basic questions about the world. Myths attempt to explain such things as human nature, the origin of the world, mysteries of nature, and social customs.</li> <li><b>fable:</b> a brief tale that teaches a lesson about human nature. Many fables feature animals.</li> <li><b>legend:</b> a story handed down from the past about a specific person – usually someone of heroic achievement.</li> </ul>	<p>The Different Ways Authors Help Readers Figure Out Unfamiliar Words (The clues are usually found around the word.)</p> <ol style="list-style-type: none"> <li><b>A definition</b></li> <li><b>An explanation</b></li> <li><b>An example</b></li> <li><b>A synonym</b></li> <li><b>An antonym</b></li> </ol> <p>I had a <b>dismal</b> attitude because I failed my test, but my best friend was very <b>pleased</b> about her A. → (Context Clue → Antonym)</p>	<p><b>Exposition</b> → introduces the characters, setting, and tone of a story</p> <p><b>Rising Action</b> → DEVELOPS the <b>main conflict</b></p> <p><b>Climax</b> → “Turning Point” or highest interest point of a story</p> <p><b>Falling Action</b> → Loose ends are being tied-up and the story is headed towards a solution</p> <p><b>Resolution</b> → The main conflict is resolved, or the story simply ends</p>

Common Affixes	Author's Purpose (P.I.E.)	Figurative Language
<p><b>Common Prefixes</b></p> <p><b>ambi-</b> both (ambidextrous, ambiguous)  <b>anti-</b> against, preventing (antibody, antifreeze)  <b>dis-</b> the opposite of, not (disappear, disagree)  <b>il-</b> against, not (illiterate, illegal)  <b>im-</b> in, within, toward, on (important, impress)  <b>in-</b> not, into (incorrect, inject)  <b>mis-</b> badly, wrong, not (misprint, misjudge)  <b>non-</b> the opposite of, not (nonsense, nonrefundable)  <b>pre-</b> in front of, before (preheat, prejudge)  <b>un-</b> the opposite of, not (unlikely, unheard)</p> <p><b>Common Suffixes</b></p> <p><b>-able:</b> able to be or to become something (avoidable, lovable)  <b>-al:</b> of, like, or relating to (memorial, industrial)  <b>-en:</b> to make more so; made of (strengthen, wooden)  <b>-ful:</b> having a lot of (beautiful, fearful)  <b>-ity:</b> having or being a certain way (agility, fertility)  <b>-less:</b> without something (odorless, spineless)  <b>-ly:</b> in such a manner; like or suited to; occurring every so often (heavenly, quickly, weekly)  <b>-ness:</b> the state of being something (preparedness, goodness)  <b>-ous:</b> full of or having something (adventurous, famous)  <b>-tion:</b> the act of, state of, result of (regulation, dehydration)</p>	<p><b>Author's Purpose</b> → The author's intent or reason for producing a piece of writing</p> <p><b>Genre Examples</b></p> <p><b>To Persuade</b> → To use convincing strategies and techniques to try to get someone to agree or see that your view is worth considering</p> <p><b>To Inform</b> → To give information or news</p> <p><b>To Entertain</b> → To humor or to enlighten</p> <p><b>To Explain</b> → To discuss how something works or how to do something (To Teach)</p>	<p><b>Onomatopoeia</b> -- Sound Words (Buzz – Bang – Boom – Ding – Zoom)</p> <p><b>Simile</b> – Using "like or as" to compare 2 different things <u>eyes were like diamonds.</u></p> <p><b>Metaphor</b> – Comparing 2 different things <u>without</u> using "like or as" <u>eye were diamonds</u></p> <p><b>Personification</b> -- Giving nonhuman things HUMAN traits. <u>The wind was wavy fiercely.</u></p> <p><b>Hyperbole</b> -- An exaaaaaaaaggerated expression</p> <p><b>Alliteration</b> → Repetition of the same sound or letter within a line. <u>Larry laughed loudly.</u></p> <p><b>Imagery</b> → Addresses the senses of a reader <u>"Hot, spicy, juicy, well-seasoned chicken"</u></p> <p><b>Idiom</b> → A group of words that have meaning when used together. Cannot be taken literally. <u>It's raining cats and dogs.</u></p> <p><b>Symbolism</b> → Objects that stand for something else</p>
Literary Terms	Organizational Structures	Test Taking Tips
<p><b>Theme</b> → Life Lesson Learned</p> <p><b>Main Idea</b> → The Central Focus</p> <p><b>Conflict</b> → The problem in a story</p> <p><b>Setting</b> → Where and when a story occurs</p> <p><b>Characters</b> → the people who experience the events of the plot in a story</p> <ul style="list-style-type: none"> <li><b>dynamic:</b> characters who change throughout the story</li> <li><b>static:</b> characters who do NOT change at all</li> <li><b>characterization:</b> used in stories to give people traits and emotions. Can be seen through: <ul style="list-style-type: none"> <li><b>S</b> → Character <u>S</u>AYS</li> <li><b>T</b> → Character's <u>T</u>houghts</li> <li><b>E</b> → Character's <u>E</u>ffects</li> <li><b>A</b> → Character's <u>A</u>ctions</li> <li><b>L</b> → Character's <u>L</u>ooks</li> </ul> </li> </ul> <p><b>Foreshadowing</b> → Hints the author gives the reader so that he/she can make predictions</p> <p><b>Flashback</b> → A literary device in which an earlier event is inserted into the normal chronological order of a narrative</p> <p><b>Irony</b> → when there is a difference between what appears to be happening and what is actually happening; essentially, it is when the opposite of what is expected occurs</p> <p><b>Tone</b> → the writer's attitude about the subject; think of the voice of the story (amused, angry)</p> <p><b>Mood</b> → the feeling the reader gets from the story (happiness, sorrow)</p> <p><b>Irrelevant</b> → Not Important</p> <p><b>Extraneous</b> → Extra, unimportant</p> <p><b>Transitions</b> → words used to connect thoughts and ideas and to move from one paragraph or sentence to the next (<i>ex.: also, certainly, as a result, however, in conclusion, furthermore, in other words, to begin with, in addition to, most importantly, to surmise</i>)</p>	<p>The way a text is organized:</p> <ul style="list-style-type: none"> <li><b>graphic organizers:</b> text that is put on a chart, time line, or other graphic form.</li> <li><b>chronological order:</b> the order in which events occur (ex. First, next, finally)</li> <li><b>order of importance:</b> organized with the most important facts/information first followed by the least important.</li> <li><b>comparison and contrast:</b> shows how two or more things (subjects) are alike and different (signal words: <b>comparison:</b> like, also, too, all, and the same <b>contrast:</b> different, unlike, and however)</li> <li><b>cause and effect:</b> describes an event or condition that causes other things to happen (signal words: <b>cause:</b> so, therefore, as a result <b>effect:</b> because, since, as a result)</li> <li><b>deduction:</b> begins with a general idea and uses it to support specific conclusions</li> <li><b>induction:</b> begins with specific ideas that leads to a general idea</li> <li><b>order of importance:</b> facts and details starting with the most important <ul style="list-style-type: none"> <li><b>Problem/solution:</b> describes a current problem and proposes a solution, or shows how past problem was solved.</li> <li><b>Question/answer:</b> asks a question (to a current problems) and proposes or provides an answer</li> </ul> </li> <li><b>spatial order:</b> puts things in order based on their location in a particular area</li> <li><b>classification:</b> writer groups similar things</li> </ul>	<ol style="list-style-type: none"> <li><b>Read the questions prior to reading a passage. Make a note of key concepts from the questions in the margins of each passage.</b></li> <li><b>When reading a long passage, stop, summarize, and clarify along the way.</b></li> <li><b>Underline the Key Words in the question.</b></li> <li><b>When reading the questions, try to have an answer in your head prior to looking at the answer choices.</b></li> <li><b>Immediately eliminate two incorrect answers</b> <b><i>"Slash the Trash"</i></b></li> <li><b>Pay attention to words like: BEST, MOSTLY, LEAST, NOT</b></li> <li><b>Pick the BEST answer!</b></li> <li><b>BE CONFIDENT!</b></li> </ol>

Clauses	Understanding Informational Text	Research Sources
<ol style="list-style-type: none"> <li>1. An <b>independent clause</b> has a subject and verb and acts as a complete sentence</li> <li>2. A <b>dependent clause</b> has a subject and verb, begins with a subordinate conjunction or relative pronoun, but does not have a complete thought</li> <li>3. <b>Adjective Clause</b> → Has as a subject and verb, describe a noun or pronoun, answers <b>Which One?</b> or <b>What Kind?</b> and usually begins with the following relative pronouns: <b>that, which, who, whom, whose</b></li> <li>4. <b>Adverb Clause</b> → Has a subject and verb, describes an adjective, verb or adverb, and answers <b>How? When? Where? WHY? and To What Extent?</b> and begins with regular subordinate conjunctions: <b>because, since, whenever, until</b></li> <li>5. <b>Noun Clause</b> → Has a subject and verb, acts as a noun in a sentence, answers <b>Who?</b> or <b>What?</b></li> </ol>	<p align="center"><b>COMMON TEXT FEATURES</b></p> <p><b>Title:</b> the name, or heading of the article</p> <ol style="list-style-type: none"> <li>2. <b>Headings:</b> Same as "Titles"</li> <li>3. <b>Subheadings:</b> identifies the main idea of the section of text that follows</li> <li>4. <b>Topic Sentences:</b> Tells what the entire paragraph is discussing</li> <li>5. Words in <i>italics</i> or <b>boldface</b> type</li> <li>6. <b>Side bars:</b> brief text written on the outside of the actual text.</li> <li>7. <b>Captions:</b> brief text that provides information about the subject of a photograph or an illustration.</li> <li>8. <b>Tag:</b> brief summary about the purpose or focus of the article</li> <li>9. <b>Byline:</b> The name of the article's author</li> <li>10. <b>Headline:</b> a short attention-getting title</li> <li>11. <b>Dateline:</b> where the story takes place</li> <li>12. <b>Banner or Flag:</b> the name of the newspaper or magazine, usually set off by size, color, special type, or some other design features.</li> </ol> <p align="center"><b>GRAPHIC FEATURES:</b></p> <ul style="list-style-type: none"> <li>● <b>bar graphs:</b> compare amounts of similar kinds of information. It uses a vertical and horizontal display.</li> <li>● <b>circle graphs:</b> also called pie charts &amp; are cut up into slices. They show how different parts of a group compare to each other.</li> <li>● <b>diagrams:</b> show how things work. A picture that shows how something is put together or its individual parts</li> <li>● <b>timelines:</b> shows you what happened and when</li> <li>● <b>map:</b> is used to tell where cities, rivers, mountains, etc. are located</li> <li>● <b>illustrations:</b> pictures and drawings found in books are called illustrations</li> </ul>	<p><b>*When searching for information, you can use the following sources:</b></p> <ol style="list-style-type: none"> <li>1. Almanac</li> <li>2. Atlas</li> <li>3. Fiction / Nonfiction Books</li> <li>4. Dictionary</li> <li>5. Encyclopedia</li> <li>6. Glossary</li> <li>7. Table of Contents</li> <li>8. Internet</li> <li>9. People</li> <li>10. Magazine</li> <li>11. Newspaper</li> <li>12. Thesaurus</li> <li>13. Periodical Indexes</li> </ol> <p>*When you find information that you would like to share, you must paraphrase (<i>put in your own words</i>) so that you do NOT get in trouble for plagiarizing (using the author's EXACT words without giving him/her credit.). <b><u>This is ILLEGAL.</u></b></p> <p><b>Information for Source Cards:</b></p> <ol style="list-style-type: none"> <li>1. Author(s)</li> <li>2. Title</li> <li>3. Copyright (date of publication)</li> <li>4. Publishing Company</li> <li>5. Publishing city &amp; state</li> <li>6. Page Number</li> <li>7. Website</li> </ol>
Commas, Commas, Commas	Capitalization Rules	Types of Conflicts
<p><b>Please use commas:</b></p> <ol style="list-style-type: none"> <li>1. After a greeting &amp; closing</li> <li>2. After a <b>direct address</b></li> <li>3. Around an <b>appositive</b></li> <li>4. Btw a <b>LIST</b> of 3 or more</li> <li>5. <b>After</b> a <b>dependent clause</b></li> <li>6. After an <b>introductory phrase</b></li> <li>7. <b>After</b> a <b>transition word</b></li> <li>8. Between <b>city &amp; state</b></li> <li>9. After the <b>day</b> in a date</li> <li>10. In <b>dialogue</b> to separate the speaker from who's speaking</li> </ol>	<p><b>Always capitalize the following:</b></p> <ol style="list-style-type: none"> <li>1. Names &amp; Initials</li> <li>2. Titles (Dr., Ms.) &amp; Abbreviations (A.J.C.)</li> <li>3. Government Officials</li> <li>4. The pronoun (I)</li> <li>5. Mom, Dad, Uncle, or Aunt when they are direct addresses or attached to the name (<b>Dad</b>, may I go?) or (<b>Aunt</b> Jane)</li> <li>6. Titles of books, magazines, movies, songs, etc.)</li> <li>7. Public Documents (Bill of Rights)</li> <li>8. Public Facilities and Buildings</li> <li>9. Organizations</li> <li>10. Brand names (<b>Apple Bottoms, Nike, Levy</b>)</li> <li>11. PROPER Adjectives (<b>French, Spanish</b>)</li> </ol>	<p><b>Internal Conflict:</b></p> <ul style="list-style-type: none"> <li>● <b>Man versus Self</b> → A character fights against his own personal beliefs &amp; values</li> </ul> <p><b>External Conflicts:</b></p> <ul style="list-style-type: none"> <li>● <b>Man versus Man</b> → There's a conflict between two characters in the story.</li> <li>● <b>Man versus Society</b> → A character is an outcast or tries to break the normal rules society has established.</li> <li>● <b>Man versus Nature</b> → A Character fights against the forces of nature (i.e. disease, a whale, geographic location)</li> <li>● <b>Man versus Technology / Fantasy</b> → Man fights again techno advances or aliens</li> </ul>

