**Study Guide: Collection 3**

**Revising and Editing-**​ You will read a passage and answer 12 multiple-choice questions based on the following topics:

1. **Capitalization-** ​Capitalize proper nouns such as names and places.

**Example of a name: M**​**r.** ​**J​ason** ​**L**​**ee**

**Example of places: S**​**kyview** ​**U**​**pper** ​**E**​**lementary** ​**S**​**chool**

​**E**​**instein** ​**M**​**ontgomery** ​**H**​**ospital**

**Understand the difference between a common noun and a proper noun:**

|  |  |
| --- | --- |
| **Common Noun (general)** | **Proper Noun (specific)** |
| **symphony** | ***The Blue Danube*** |
| **composer** | **Mozart** |
| **award** | **MTV Movie of the Year Award** |

1. **Pronoun Agreement**​- A pronoun must agree in number and gender with the noun it refers to in a sentence.

**Incorrect:**​ Mary often gives a **helping hand**​ when ​**they’re**​ needed.

**Correct**​:​ Mary often gives ​**a helping hand**​ when ​**it’s**​ needed.

1. **Consistency in Style -** ​An effective writer is aware of the flow of his or her writing.

**Weak example of style:** ​He pauses. He thinks. He shouts.

**Better example of style:** ​He pauses for a moment, thinks carefully, and shouts out the solution at the top of his lungs.

1. **Consistency in Tone -** Having a steady tone can help the reader​ understand the attitude of the writer. A writer’s tone can be humorous, scary, formal, or informal.

**Which sentence does not have the same tone as the rest of the paragraph?**

Sloths, sluggish tree-dwellers, spend their lives in the tropical rain forests of Central and South America. They move through the canopy at a rate of about 40 yards per day eating leaves, twigs, and buds. Sloths are major sleepy-heads, snoozing about 15 to 20 hours in one day.

**Answer: Sloths are major sleepy-heads, snoozing about 15 to 20 hours in one day.** *(*​ *The tone is informal.)*

Review textbook Language Conventions

* + 156 - Shifts in Pronoun Person
  + 184 - Capitalization
  + 196 - Consistency in Style and Tone

**Study Tips:**

* Read the **entire passage first.**​
* Read **all multiple choice answers**​ . ​
* **Circle or highlight the differences**​ between each​ choice.
* **Use the process of elimination**​ to narrow-down your answer.​
* **Check your answers** before submitting your quiz.​