# Basic Skills

**Subject-Area: Grammar and Writing**

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| --- | --- | --- | --- |
| Date | Unit 1 | 1. | Sentences |
|  |  | 1.1 | Parts of a sentence |
|  |  | 1.2 | Sentence or fragment |
|  |  | 1.3 | Types of sentences |
|  |  |  |  |
|  | Unit 2 | 2. | Nouns, Pronouns, and Verbs |
|  |  | 2.1 | Nouns |
|  |  | 2.2 | Verbs |
|  |  | 2.3 | Verb tenses |
|  |  | 2.4 | Pronouns |
|  |  | 2.5 | Subject-verb agreement |
|  |  |  |  |
|  | Unit 3 | 3. | Adjectives and Adverbs |
|  |  | 3.1 | Adjectives |
|  |  | 3.2 | Adverbs |
|  |  | 3.3 | Prepositional phrases |
|  |  |  |  |
|  | Unit 4 | 4. | Sentence Structure |
|  |  | 4.1 | Kinds of sentences |
|  |  | 4.2 | Combining sentences |
|  |  | 4.3 | Improving sentences |
|  |  |  |  |
|  | Unit 5 | 5. | Capitalization and Punctuation |
|  |  | 5.1 | Capitalization |
|  |  | 5.2 | Sentence punctuation |
|  |  | 5.3 | Commas |
|  |  | 5.4 | Punctuating quotations |
|  |  | 5.5 | Apostrophes |
|  |  |  |  |
|  | Unit 6 | 6. | Paragraph Basics |
|  |  | 6.1 | Recognizing a paragraph |
|  | Unit 6 | 6.2 | Writing a topic sentence |
|  |  | 6.3 | Writing supporting sentences |
|  |  | 6.4 | Writing a complete paragraph |
|  |  |  |  |
|  | Unit 7 | 7. | Types of Paragraphs |
|  |  | 7.1 | Narrative paragraph |
|  |  | 7.2 | Descriptive paragraph |
|  |  | 7.3 | Informative paragraph |
|  |  | 7.4 | Persuasive paragraph |
|  |  |  |  |
|  | Unit 8 | 8. | Organizing a Paragraph |
|  |  | 8.1 | Cause-and-effect paragraph |
|  |  | 8.2 | Comparison-and-contrast paragraph |
|  |  | 8.3 | Example paragraph |
|  |  |  |  |
|  | Unit 9 | 9. | The Writing Process |
|  |  | 9.1 | Prewriting |
|  |  | 9.2 | Drafting |
|  |  | 9.3 | Revising and editing |