

**Lead** A lead is one or more opening sentences that grab the reader's attention. In a newspaper article, the lead usually answers the 5 Ws and H questions.

**Metaphor** A metaphor compares two unlike things or ideas without using *like* or *as*.

**Noun** A noun is a word that names a person, place, thing, quality, or event.

**Onomatopoeia** Onomatopoeia is the use of words that imitate sounds, for example, *buzz*, or *zoom*.

**Outline** An outline is a plan to show how your writing will be organized.

**Paragraph** A paragraph is a group of sentences about one main idea or topic.

**Parentheses [()]** Parentheses contain a word or phrase so it is set off from the rest of a sentence.

**Period [.]** A period is a kind of end punctuation that shows a sentence is a statement or command.

**Personification** Personification describes an animal or object as if it had human characteristics.

**Point-form Notes** Point-form notes express ideas in the fewest possible words. They do not use complete sentences.

**Prefix** A prefix is a word or syllable put at the start of a word to change its meaning.

**Preposition** A preposition is a word that shows the relationship of a noun or pronoun to another word in the sentence.

**Pronoun** A pronoun is a word that can be used in place of a noun to refer to a person, place, or thing.

**Proofreading** Proofreading involves the correction of spelling, punctuation, and capitalization errors.

**Publishing** Publishing involves making a good copy of your writing that is ready for other people to read.

**Purpose** The purpose is the goal of your writing.

**Question** A question is a sentence that asks something.

**Question Mark [?]** A question mark is a kind of end punctuation that shows a sentence is a question.

**Quotation Marks [“ ”]** Quotation marks are used to show the actual words someone speaks.

**Revising** Revising is the process of looking at your writing once again and making changes to improve it.

**Rhyme** Rhyme is the repetition of s in different words, especially at the e of words; for example, *boy* rhymes v *toy*.

**Rhythm** Rhythm is the arrangement of beats in a line of poetry.

**Run-on Sentence** A run-on sentence is formed when two sentences are put together without proper punctuation.

**Semicolon [;]** A semicolon is a punctuation mark that is stronger than a comma but not as strong as a period.

**Sentence** A sentence is a group of words that express a complete thought. Every sentence has a subject and a verb. There are four types of sentences—statement, command, question, and exclamation.

**Sentence Fragment** A sentence fragment is a group of words that does not express a complete thought.

**Simile** A simile uses the words *like* or *as* to compare two unlike things.

**Slang** Slang is very informal language made up of new and colourful words and phrases.

**Statement** A statement is a sentence that gives information.

**Stereotype** A stereotype is a false idea about a particular group. “Teenagers are troublemakers” is a stereotype.

**Suffix** A suffix is a syllable or letters added to the end of a word to change its meaning or function.

**Synonym** Synonyms are words that mean the same thing or almost the same thing.

**Verb** A verb is a word that expresses an action, event, or state of being.



# Capitalization

Capital letters are also sometimes called upper case

Use capital letters ...	Examples
to begin sentences or quotations	Lina was rushing. G mumbled, "Hold you
for all proper nouns (see Proper Nouns, page 100)	Ricardo Diaz, Dr. Lee Fredericton, New Bru
for the main words in titles—the first word, the last word, and every word between that conveys meaning	Lord of the Rings The Simpsons Beauty and the Beast The First of Many Step
for titles and family names	I asked Mom for a ride.
for days, months, and holidays	Sunday, January, Divali
for businesses and organizations, political parties, and religions	The United Nations, The Progressive Conserv Party, Islam
for historical events, eras, and documents	Confederation, The Information Age, The Constitution Act
for celestial bodies	Saturn
for all the letters in acronyms	BTW (by the way)
for special effects	BOO!