

# Conventions

## Grade 9/10

### 3.3.2 Spells accurately in final draft.

- Uses spelling rules and patterns from previous grades.
- Uses multiple strategies to spell.
  - Examples:
    - homophones (e.g., *council* and *counsel*, *stationary* and *stationery*)
    - affixes (e.g., *-cian*, *-ness*)
    - roots (e.g., *anthropology*, *philosophy*)
    - foreign spellings (e.g., *alumna/alumnae/alumnus*, *medium/media*, *datum/data*)
    - words from other languages (e.g., *bourgeois*, *kindergarten*, *espresso*, *boutique*, *coyote*)
    - frequently misspelled words (e.g., *perceive*, *congratulations*, *success*)
- Uses resources to correct own spelling.

### 3.3.3 Applies capitalization rules.

- Uses capitalization rules from previous grades.
- Uses resources to check capitalization.

### 3.3.4 Applies punctuation rules.

- Uses punctuation rules from previous grades.
- Uses commas to set off nonrestrictive clauses (e.g., The gym, which was built last year, is used every day.).
- Uses brackets around an editorial correction or to set off added words.
- Uses the em dash (—) to indicate emphasis or a sudden break, to set off an introductory series, or to show interrupted speech. (e.g. Old faithful is best observed in its natural state—amid the quiet and beauty of the off-season.)
- Use appropriate punctuation when writing in other languages (e.g., René, Résumé).
- Uses resources to check punctuation.

### 3.3.5 Applies usage rules.

- Applies usage rules from previous grades.
- Avoids dangling modifiers (e.g., "After I stood in line for hours, I discovered the tickets were sold out." Incorrect: "After standing in line for hours, the tickets were sold out." The second sentence makes it appear that the tickets were in line.).
- Uses *who* vs. *whom* correctly.
- Uses *that* vs. *which* and *that* vs. *who* correctly.
- Uses *either ... or* and *neither ... nor* correctly.
- Uses many commonly confused words correctly (e.g., *accept* vs. *except* or *can* vs. *may*).
- Uses active voice except when passive voice is appropriate (e.g., active voice: "They saw it." vs. passive voice: "It was seen by them.").
- Uses parallel construction in clauses.
  - parallel: The coach told the players they should get plenty of sleep, they should eat well, and they should do some warm-up exercises.
  - not parallel: The coach told the players they should get plenty of sleep, that they should eat well, and to do some warm up exercises.
- Uses resources to check usage.

### 3.3.6 Uses complete sentences in writing.

- May use fragments in dialogue as appropriate.

### 3.3.7 Applies paragraph conventions.

- Uses paragraph conventions (e.g., designated by indentation or block format, skipping lines between paragraphs).
- Uses textual markers (e.g., page numbers, footnotes, space for pictures).

### 3.3.8 Applies conventional forms for citations.

- Cites sources according to prescribed format (e.g., MLA, APA).

