

**Smarter Balanced – Conventions Chart**  
Updated January 2016

**Grade K-1**

Spelling	Capitalization	Punctuation	Grammar Usage	Sentence Completion
<ul style="list-style-type: none"> <li>Use regular plural nouns correctly by adding /s/ or /es/ (e.g., dog, dogs; wish, wishes).</li> <li>Use conventional spelling for words with common spelling patterns and for frequently occurring irregular words.</li> </ul>	<b>Capitalize</b> <ul style="list-style-type: none"> <li>the first word in sentence.</li> <li>the pronoun I.</li> <li>names of people.</li> <li>days of the week.</li> <li>months of the year.</li> </ul>	Use <b>end punctuation</b> for sentences.  Use <b>commas</b> <ul style="list-style-type: none"> <li>in dates.</li> <li>to separate <b>single</b> words in a series.</li> </ul>	<b>Nouns:</b> <ul style="list-style-type: none"> <li>Correctly use singular and plural <b>nouns</b> with <b>matching verbs</b> in <b>basic</b> sentences (e.g., He hops; We hop).</li> </ul> <b>Verbs:</b> <ul style="list-style-type: none"> <li>Correctly use <b>verbs</b> to convey a sense of past, present, and future (e.g., Yesterday I walked home; Today I walk home; Tomorrow I will walk home).</li> </ul> <b>Pronoun:</b> <ul style="list-style-type: none"> <li>Correctly use common personal, possessive, and indefinite <b>pronouns</b> (e.g., I, me, my; they, them, their; anyone, everything).</li> </ul> <b>Determiners:</b> <ul style="list-style-type: none"> <li>Correctly use <b>determiners</b> (e.g., articles, demonstratives).</li> </ul> <b>Conjunctions:</b> <ul style="list-style-type: none"> <li>Correctly use frequently occurring conjunctions (e.g., and, so, but, so, because).</li> </ul>	NA

**Grade 2**

Spelling	Capitalization	Punctuation	Grammar Usage	Sentence Completion
Spell words at grade level and below correctly.	<b>Capitalize</b> <ul style="list-style-type: none"> <li>holidays.</li> <li>product names.</li> <li>geographic names.</li> <li>greetings and closings.</li> </ul>	Use <b>commas</b> <ul style="list-style-type: none"> <li>in greetings and closings of letters.</li> </ul> Use an <b>apostrophe</b> <ul style="list-style-type: none"> <li>to form contractions.</li> <li>in [frequently occurring] possessives.</li> </ul>	<b>Nouns:</b> <ul style="list-style-type: none"> <li>Correctly use <b>collective nouns</b> (e.g., group).</li> <li>Correctly use frequently occurring irregular <b>plural nouns</b> (e.g., feet, children, teeth, mice, fish).</li> </ul> <b>Verbs:</b> <ul style="list-style-type: none"> <li>Correctly use the <b>past tense</b> of frequently occurring irregular <b>verbs</b> (e.g., sat, hid, told).</li> </ul> <b>Pronouns:</b> <ul style="list-style-type: none"> <li>Correctly use <b>reflexive pronouns</b> (e.g., myself, ourselves).</li> </ul>	NA

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Grade 3

Spelling	Capitalization	Punctuation	Grammar Usage	Sentence Completion
<p><b>Correctly spell</b></p> <ul style="list-style-type: none"> <li>plurals (e.g., cat to cats, glass to glasses, carry to carries).</li> <li>words at grade level and below (adding suffixes to bases; using spelling patterns and generalizations).</li> </ul>	<p><b>Capitalize</b></p> <ul style="list-style-type: none"> <li>a person's title (e.g., President Smith vs. the president).</li> <li>titles of books.</li> </ul>	<p>Use <b>commas</b></p> <ul style="list-style-type: none"> <li>in complete addresses (e.g., 12345 67th Ave., Spokane, WA).</li> <li>and <b>quotation marks</b> in dialogue.</li> </ul> <p>Use an <b>apostrophe</b></p> <ul style="list-style-type: none"> <li>in <b>possessive nouns</b> (e.g., the dog's house, the dogs' houses).</li> </ul>	<p><b>Nouns:</b></p> <ul style="list-style-type: none"> <li>Correctly use <b>regular and irregular plural nouns</b>.</li> <li>Correctly use <b>abstract nouns</b> (e.g., childhood).</li> </ul> <p><b>Verbs:</b></p> <ul style="list-style-type: none"> <li>Correctly use <b>regular and irregular verbs</b>.</li> <li>Correctly use <b>simple verb tenses</b> (e.g., <i>I walked</i>; <i>I walk</i>; <i>I will walk</i>).</li> </ul> <p><b>Adjectives/Adverbs:</b></p> <ul style="list-style-type: none"> <li>Correctly use <b>comparative and superlative adjectives and adverbs</b>.</li> </ul> <p><b>Agreement:</b></p> <ul style="list-style-type: none"> <li>Correctly use <b>pronouns</b> that match a [close] <b>antecedent*</b> (<i>The boy walked his dog.</i>)</li> <li>Correctly use <b>subject verb agreement*</b> (<i>He has...; They have.....</i>).</li> </ul> <p><b>Conjunctions:</b></p> <ul style="list-style-type: none"> <li>Correctly use <b>coordinate</b> (e.g., and, but) and <b>subordinate conjunctions</b> (e.g., because).</li> </ul>	<p>Avoid <b>run-on sentences</b> (fused or run-together sentences, comma splices).</p> <ul style="list-style-type: none"> <li>(e.g., They went to the store they bought groceries.)*</li> </ul>

\*as appropriate for grade level

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Grade 4

Spelling	Capitalization	Punctuation	Grammar Usage	Sentence Completion
Correctly spell words at grade level and below.	Use <b>capitalization</b> rules from the previous grades.	Use <b>commas</b> <ul style="list-style-type: none"> <li>before a <b>coordinating conjunction</b> (and, but, for, [n]or, yet, so) in a compound sentence.</li> <li>and <b>quotation marks</b> to mark direct speech and quotations from the text.</li> </ul>	<b>Pronouns:</b> <ul style="list-style-type: none"> <li>Correctly use <b>relative pronouns</b> (<i>who, whose, whom, which, that</i>) and <b>relative adverbs</b> (<i>where, when, why</i>).</li> </ul> <b>Verbs:</b> <ul style="list-style-type: none"> <li>Correctly use the <b>progressive</b> (e.g., <i>I was walking; I am walking; I will be walking</i>) verb tenses.</li> <li>Correctly use <b>modal auxiliaries</b> (<i>can, may, must</i>) to convey various conditions.</li> </ul> <b>Adjectives:</b> <ul style="list-style-type: none"> <li>Use <b>conventional patterns to order adjectives</b> within sentences (e.g., <i>a small red bag</i>, not <i>a red small bag</i>).</li> </ul> <b>Agreement:</b> <ul style="list-style-type: none"> <li><b>Pronouns</b> and <b>antecedents</b> agree (<i>He brought his dog to school; He and Gary brought their lunch</i>).</li> <li><b>Subjects</b> and <b>verbs</b> agree (<i>My friend and I go to recess together; Sally goes to recess with her friends</i>).</li> </ul> <b>Frequently Confused Words:</b> <ul style="list-style-type: none"> <li>Use <b>frequently confused words*</b> correctly (e.g., to, two, too; their, there, they're; it's, its; your, you're).</li> </ul>	Avoid <b>run-on sentences</b> (fused or run-together sentences, comma splices). <ul style="list-style-type: none"> <li>(e.g., They went to the store they bought groceries.)*</li> </ul> Avoid sentence <b>fragments*</b> (e.g., Going into town).  May correctly use <b>purposeful fragments</b> in dialogue (e.g., "Not us!").

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Grade 5

Spelling	Capitalization	Punctuation	Grammar Usage	Sentence Completion
Correctly spell words at grade level and below.	Use <b>capitalization</b> rules from the previous grades.	Use <b>commas</b> to <ul style="list-style-type: none"> <li>• separate items in a series.</li> <li>• separate an introductory element from the rest of the sentence.</li> <li>• set off the words yes and no (e.g., Yes, thank you), to set off a tag question from the rest of the sentence (e.g., It's true, isn't it?), and to indicate direct address (e.g., Is that you, Steve?).</li> </ul>	<b>Verbs:</b> <ul style="list-style-type: none"> <li>• Correctly use the <b>perfect</b> tense (e.g., I had walked, I have walked; I will have walked).</li> <li>• Use <b>verb tense</b> to convey various times, sequences, states, and conditions.</li> <li>• Avoid inappropriate shifts in <b>verb tense</b>.*</li> </ul> <b>Conjunctions:</b> <ul style="list-style-type: none"> <li>• Correctly use <b>correlative conjunctions</b> (e.g., either/or, neither/nor).</li> </ul> <b>Agreement:</b> <ul style="list-style-type: none"> <li>• <b>Pronouns and antecedents agree</b> (He brought his dog to school; He and Gary brought their lunch).</li> <li>• <b>Subjects and verbs agree</b> (My friend and I go to recess together; Sally goes to recess with her friends).</li> </ul> <b>Frequently Confused Words:</b> <ul style="list-style-type: none"> <li>• Use <b>frequently confused words</b>* correctly.</li> </ul>	Avoid <b>run-on sentences</b> (fused or run-together sentences, comma splices).  Avoid sentence <b>fragments</b> * (e.g., Going into town).  May correctly use <b>purposeful fragments</b> in dialogue (e.g., "Not us!").

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Grade 6

Spelling	Capitalization	Punctuation	Grammar Usage	Sentence Completion
Spell words at grade level and below correctly.	Use <b>capitalization</b> rules from the previous grades.	Use <b>commas, parentheses, or dashes</b> to <ul style="list-style-type: none"> <li>• set off nonrestrictive/ parenthetical information (e.g., appositives, explanatory phrases/clauses such as <i>Batman, the famous caped crusader, battled the Joker; Our teacher, who loves cake, enjoyed the birthday party we threw her</i>).*</li> </ul>	<b>Pronouns:</b> <ul style="list-style-type: none"> <li>• Correctly use pronoun case (<b>subject, object, possessive</b>).</li> <li>• Correctly use <b>intensive pronouns</b> (e.g., myself; ourselves).</li> <li>• Avoid inappropriate shifts in <b>pronoun number and person</b>.*</li> <li>• Avoid vague, ambiguous, or unclear <b>pronoun references</b>.*</li> </ul> <b>Verbs:</b> <ul style="list-style-type: none"> <li>• Avoid inappropriate shifts in <b>verb tense</b>.*</li> </ul> <b>Agreement:</b> <ul style="list-style-type: none"> <li>• <b>Pronouns</b> and <b>antecedents</b> agree (<i>Everybody wants his or her own book bag VS They all want their own book bags</i>).</li> <li>• <b>Subjects and verbs</b> agree (<i>People who forget the words just hum the tune</i>).</li> </ul> <b>Frequently Confused Words:</b> <ul style="list-style-type: none"> <li>• Use <b>frequently confused words</b>* correctly.</li> </ul>	Avoid <b>run-on sentences</b> (fused or run-together sentences, comma splices).  Avoid sentence <b>fragments</b> .*  May correctly use <b>purposeful fragments</b>

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Grade 7

Spelling	Capitalization	Punctuation	Grammar Usage	Sentence Completion
Spell words at grade level and below correctly.	Use <b>capitalization</b> rules from the previous grades.	<p>Use <b>commas</b> to</p> <ul style="list-style-type: none"> <li>separate <b>coordinate adjectives</b> (e.g., <i>It was a fascinating, enjoyable movie</i> but not <i>He wore an old, green shirt</i>).</li> </ul> <p>Use <b>commas, parentheses, or dashes</b> to</p> <ul style="list-style-type: none"> <li>set off nonrestrictive/parenthetical information* (e.g., appositives, explanatory phrases/clauses such as <i>Batman, the famous caped crusader, battled the Joker</i>; <i>Our teacher, who loves cake, enjoyed the birthday party we threw her</i>).</li> </ul>	<p><b>Phrases:</b></p> <ul style="list-style-type: none"> <li>Avoid misplaced or <b>dangling modifiers</b>.</li> </ul> <p><b>Pronouns:</b></p> <ul style="list-style-type: none"> <li>Avoid inappropriate shifts in <b>pronoun number and person</b>.*</li> <li>Avoid vague, ambiguous, or unclear <b>pronoun references</b>.*</li> </ul> <p><b>Verbs:</b></p> <ul style="list-style-type: none"> <li>Avoid inappropriate shifts in <b>verb tense</b>.*</li> </ul> <p><b>Agreement:</b></p> <ul style="list-style-type: none"> <li><b>Pronouns</b> and <b>antecedents</b> agree (<i>Everybody wants his or her own book bag VS They all want their own book bags</i>).</li> <li><b>Subjects and verbs</b> agree (<i>People who forget the words just hum the tune</i>).</li> </ul> <p><b>Frequently Confused Words:</b></p> <ul style="list-style-type: none"> <li>Use <b>frequently confused words</b>* correctly.</li> </ul>	<p>Avoid <b>run-on sentences</b> (fused or run-together sentences, comma splices).</p> <p>Avoid sentence <b>fragments</b>.*</p> <p>May correctly use <b>purposeful fragments</b></p>

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**Grade 8**

Spelling	Capitalization	Punctuation	Grammar Usage	Sentence Completion
Spell words at grade level and below correctly.	Use <b>capitalization</b> rules from the previous grades.	<p>Use <b>commas, ellipses, or dashes</b> to</p> <ul style="list-style-type: none"> <li>indicate a pause or break.</li> </ul> <p>Use <b>ellipses (...)</b> to</p> <ul style="list-style-type: none"> <li>show omitted words.</li> </ul> <p>Use <b>commas, parentheses, or dashes</b> to</p> <ul style="list-style-type: none"> <li>set off nonrestrictive/parenthetical information.*</li> </ul>	<p><b>Verbs:</b></p> <ul style="list-style-type: none"> <li>Correctly use verbs in the <b>active and passive voice</b>.</li> <li>Correctly use verbs in the <b>indicative, imperative, interrogative, conditional, and subjunctive mood</b>.</li> <li>Correctly use consistent and appropriate <b>voice and mood</b> (e.g., passive vs. active voice; conditional and subjunctive).</li> <li>Avoid inappropriate shifts in <b>verb tense</b>.*</li> </ul> <p><b>Pronouns:</b></p> <ul style="list-style-type: none"> <li>Avoid inappropriate shifts in <b>pronoun number and person</b>.*</li> <li>Avoid vague, ambiguous, or unclear <b>pronoun references</b>.*</li> </ul> <p><b>Agreement:</b></p> <ul style="list-style-type: none"> <li><b>Pronouns and antecedents</b> agree (<i>Everybody wants his or her own book bag VS They all want their own book bags</i>).</li> <li><b>Subjects and verbs</b> agree (<i>People who forget the words just hum the tune</i>).</li> </ul> <p><b>Frequently Confused Words:</b></p> <ul style="list-style-type: none"> <li>Use <b>frequently confused words</b>* correctly.</li> </ul>	<p>Avoid <b>run-on sentences</b> (fused or run-together sentences, comma splices).</p> <p>Avoid sentence <b>fragments</b>.*</p> <p>May correctly use <b>purposeful fragments</b></p>

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# Smarter Balanced – Conventions Chart – Updated January 2016 High School

Spelling	Capitalization	Punctuation	Grammar Usage	Sentence Completion
<p>Correctly spell words that are at grade level or no more than two grades below grade level, including frequently misspelled words.</p>	<p>Use <b>capitalization</b> rules from the previous grades.</p>	<p>Use <b>semicolons</b></p> <ul style="list-style-type: none"> <li>• <b>between two independent clauses connected by a conjunctive adverb</b> (e.g., I studied late into the night; consequently, I passed the test).</li> <li>• <b>between two independent clauses.</b></li> </ul> <p>Use <b>colons</b> to</p> <ul style="list-style-type: none"> <li>• introduce a list or quotation.</li> </ul> <p><b>Hyphens</b></p> <ul style="list-style-type: none"> <li>• Follow hyphenation conventions.</li> </ul> <p>Use <b>commas, parentheses, or dashes</b> to</p> <ul style="list-style-type: none"> <li>• set off nonrestrictive/parenthetical information.*</li> </ul>	<p>Use <b>parallel construction</b> with</p> <ul style="list-style-type: none"> <li>• single words, such as <b>verbs</b>, particularly in informational and technical writing. <b>Parallel:</b> <i>A scientist observes, hypothesizes, and analyzes.</i></li> </ul> <p>VS</p> <p><b>Not parallel:</b> <i>A scientist observes, hypothesized, and analyzed.</i></p> <ul style="list-style-type: none"> <li>• <b>clauses.</b> <b>Parallel:</b> <i>The coach told the players they should get plenty of sleep, they should eat well, and they should do some warm-up exercises.</i></li> </ul> <p>VS</p> <p><b>Not parallel:</b> <i>The coach told the players they should get plenty of sleep, that they should eat well, and to do some warm up exercises.</i></p> <ul style="list-style-type: none"> <li>• <b>phrases.</b> <b>Infinitive parallel:</b> Jamillah likes to hike, to swim, and to ride a bicycle.</li> </ul> <p>VS</p> <p><b>Not parallel:</b> Jamillah likes to hike, to swim, and rides a bicycle.</p> <p><b>Verbs:</b></p> <ul style="list-style-type: none"> <li>• Avoid inappropriate shifts in verb tense.*</li> </ul> <p><b>Pronouns:</b></p> <ul style="list-style-type: none"> <li>• Avoid inappropriate shifts in pronoun number and person.*</li> <li>• Avoid vague or ambiguous or unclear pronoun references.*</li> </ul> <p><b>Agreement:</b></p> <ul style="list-style-type: none"> <li>• <b>Pronouns and antecedents agree*</b> (The teacher told each student to turn in his or her papers; The teacher told the students to turn in their papers).</li> <li>• <b>Subjects and verbs agree*</b> (<i>Neither the coach nor the player is going to the banquet; None of us wants a second helping of pie; None of the pie is left.</i>)</li> </ul> <p><b>Frequently Confused Words:</b></p> <ul style="list-style-type: none"> <li>• Use <b>frequently confused words*</b> correctly.</li> </ul>	<p>Avoid <b>run-on sentences</b> (fused or run-together sentences, comma splices).</p> <p>Avoid sentence <b>fragments</b>.*</p> <p>May correctly use <b>purposeful fragments</b></p>

\*as appropriate for grade level