

STAND UP to bullying

Remember that you do not deserve to be bullied or harassed.

For those who are experiencing bullying

- Talk to an adult that you trust.
- Spend your time with friends who you can count on to support and stick up for you.
- Appear confident and let the person doing the bullying know that it is not okay.
- Stand up for yourself without being aggressive.

For those who are bullying others

- Talk to someone you trust who can help you find ways to have healthy relationships.
- Ask a friend to tell you if they notice if you start to bully others.
- You do not have to like everybody, but you do have to respect everybody.
- Challenge yourself to be more inclusive of others and to be a good friend.
- Everyone has power. Use yours in a positive way to help others, not hurt them.

For those who are witnessing bullying

- By getting help, you are part of the solution.
- If you see somebody who is being bullied, assess the situation; intervene if you feel safe.
- Don't laugh or cheer on bullying—refuse to go along with it.
- Talk to the person who has been bullied. Let them know that they do not deserve to be treated like that and show them that you care.



No to cyberbullying

- Protect your personal information online—never give out your passwords, even to your closest friends.
- Before you send a text, ask yourself if you are ok if the whole world sees it because private messages and photos can go public.
- If someone is cyberbullying you, ask for help, find tips to help protect yourself at www.cybertip.ca and www.cyberbullying.ca, and always save any messages you receive as evidence.
- Be kind online. Do not post or pass on anything negative about another person.

For more information, visit the Canadian Red Cross website by scanning the QR code.



Catholics Believe God is Creator and Father

Two accounts in Genesis describe the creation of humans.

*Then God said, "Let us make humankind in our image, according to our likeness
So God created humankind in his image, in the image of God he created them; male and female he created
them. God blessed them." (Genesis 1:26-28)*

*Then the LORD God formed man from the dust of the ground, and breathed into his nostrils the breath of life;
and the man became a living being. (Genesis 2:7)*

The Religious truth of the Genesis stories describe God's relationship with humanity since the beginning of our existence. God is Creator and Father. Humans, created to be God's children, formed in God's image and likeness, come into being through His will.

You are entering a stage of life where you will have many **existential** questions. While you explore your questions during this school year, know that you have a soul, free will, the ability to reason, the ability to love as God does and human dignity. Trust that your heavenly Father is guiding you on your journey.

Catholics are Communal

Church teachings based on Scripture and **Tradition** help us understand how we are to interact with other humans, all of whom have the dignity that comes from being made in God's image.

Our home, our school and parish are part of our Catholic community. The Latin and Eastern Catholic Churches are also part of our Catholic community. Other Christian Churches are part of our **Ecumenical** community. Non-Christian religions are part of our **Interfaith** community.

Our **secular** community is a society, made up of geographical locations influenced by culture. We welcome many diverse cultures and opinions in our societal community.

**This school year, let us remember
that everyone we encounter has innate
human dignity.**

Catholics Celebrate

Catholics participate in the Mass Liturgy of the Eucharist as an act of communal worship. Participating in the songs and responses enables us to actively engage in praise and thanksgiving for God's saving love.

Catholics Try to Make Good Decisions

God provides guidelines on how to make good moral and ethical decisions so that we can develop to our full potential in our body, mind, and soul. Virtues are the habits of mind and heart that help us lean toward making good decisions.

Some Catholic schools or classrooms choose a specific virtue to practise. Others focus on a Church teaching, Scripture verse or Catholic graduate goal to help them develop virtuous habits and thoughts.

Catholics Pray

It is through the Word of God that the Holy Spirit teaches the children of God to pray to their Father The Father sent the Spirit of his Son into our hearts, crying, "Abba! Father!" (CCC 2766).

Jesus, God's Word, revealed the love of the Father to us. Like Jesus, we can approach our Father with everything on our heart.

God, my Father,

Thank you for the many wonderful gifts you have given me. This school year, help me make positive contributions to my community. Help me treat everyone I encounter with dignity and respect. Bless my studies and my decisions. Guide me as I grow into the person you want me to be.

Amen

Inquiry Question!

Research what **existential**, **innate**, **Catholic Tradition**, **ecumenical**, **secular** and **interfaith** means.

This year, if attending Liturgy of the Eucharist with your school or classroom, try to intentionally respond as part of community prayer.



This September, my positive spiritual focus will be:

September 2024

septembre

Monday Lundi	Tuesday Mardi	Wednesday Mercredi	Thursday Jeudi	Friday Vendredi	Saturday Samedi	Sunday Dimanche
Remember to note the date and location of the Liturgy of the Eucharist in this planner.						1 22ND SUNDAY IN ORDINARY TIME <i>World Day of Prayer for the Care of Creation</i>
2	3 ST. GREGORY THE GREAT (M)	4	5	6	7	8 23RD SUNDAY IN ORDINARY TIME
9	10	11	12	13 ST. JOHN CHRYSOSTOM (M)	14 THE EXALTATION OF THE HOLY CROSS (F)	15 24TH SUNDAY IN ORDINARY TIME
16 ST. CORNELIUS and ST. CYPRIAN (M)	17	18	19	20 ST. ANDREW KIM TAE-GŎN priest, PAUL CHŎNG HA-SANG, and Companions, martyrs (M)	21 ST. MATTHEW (F)	22 25TH SUNDAY IN ORDINARY TIME
23 ST. PIUS OF PIETRELICINA (M)	24	25	26 ST. JOHN DE BRÉBEUF and ST. ISAAC JOGUES and Companions (F)	27 ST. VINCENT de PAUL (M)	28	29 26TH SUNDAY IN ORDINARY TIME <i>World Day of Migrants and Refugees</i>
30 ST. JEROME (M)						

(M) = Memorial (F) = Feast (S) = Solemnity

September 2024

Septembre

Weekly Objectives / Objectifs de la semaine

Monday
Lundi **2**

Day
Jour

☐ Message Signature: _____

Tuesday
Mardi **3**

Day
Jour

ST. GREGORY THE GREAT (M)

☐ Message Signature: _____

Wednesday
Mercredi **4**

Day
Jour

☐ Message Signature: _____



Jesus Cures a Deaf Man

Day
Jour[illegible]Day
Jour

LAURENTIEN

23RD SUNDAY IN ORDINARY TIME

23RD SUNDAY IN ORDINARY TIME



9

November 2024

Novembre

Weekly Objectives / Objectifs de la semaine

Monday
Lundi 4

Day
Jour

ST. CHARLES BORROMEO (M)

☐ Message Signature: _____

Tuesday
Mardi 5

Day
Jour

☐ Message Signature: _____

Wednesday
Mercredi 6

Day
Jour

☐ Message Signature: _____



Catholics Believe Jesus is God's
Only Son, Our Lord
Notice that Beatitudes can be rewritten
as the "Be Attitudes!"



Sunday Gospel
Mark 12:38-44
The Widow's
Offering

Thursday
Jeudi **7**

Day
Jour



☐ Message Signature: _____

Friday
Vendredi **8**

Day
Jour



☐ Message Signature: _____

Saturday
Samedi **9**

THE DEDICATION OF THE LATERAN BASILICA (F)

Sunday
Dimanche **10**

32ND SUNDAY IN ORDINARY TIME



Did you know?

Idling is when we let a vehicle's engine run while it is parked. Letting cars idle wastes money and fuel, and causes pollution that contributes to climate change.



Repeatedly bullied, Nova Scotia's **Elsie Morden** created the "No Time for That" tour during her final year of high school. She shared her story with students from more than 450 schools.

January 2025

Janvier

Weekly Objectives / Objectifs de la semaine

Monday
Lundi 6

Day
Jour



☐ Message Signature: _____

Tuesday
Mardi 7

Day
Jour



ST. ANDRÉ BESSETTE (M)

☐ Message Signature: _____

Wednesday
Mercredi 8

Day
Jour



☐ Message Signature: _____



Catholics Believe Jesus is God
from God, Light from Light,
True God from True God

Catholics must support each individual
and each community grow to their full
potential, according to God's plan.



Sunday Gospel
Luke 3:15-16, 21-22
The Baptism of Jesus

Thursday
Jeudi 9

Day
Jour



☐ Message Signature: _____

Friday
Vendredi 10

Day
Jour



☐ Message Signature: _____

Saturday
Samedi 11

Sunday
Dimanche 12

CHRISTMAS SEASON ENDS
BAPTISM OF THE LORD (F)



Challenge!

Sorting waste correctly helps reduce the amount
of trash at your school and home. Challenge yourself
and those around you to see who can sort the waste
most effectively!



At age 12, **Michelle Liu** of Vancouver,
British Columbia became the youngest golfer
to play in the 47-year history of Canada's national
women's championship.

April 2025

Avril

Weekly Objectives / Objectifs de la semaine

Monday

Lundi **31** Mar. / mars

Day
Jour

☐ Message Signature: _____

Tuesday

Mardi **1**

Day
Jour

☐ Message Signature: _____

Wednesday

Mercredi **2**

Day
Jour

☐ Message Signature: _____



Catholics Believe in the Resurrection

If any special Lenten or Holy Week events are happening in your school or Church, add the information to this planner.



Sunday Gospel
John 8:1-11

**Jesus Forgives
a Sinner**

Thursday
Jeudi 3

Day
Jour



☐ Message Signature: _____

Friday
Vendredi 4

Day
Jour



☐ Message Signature: _____

Saturday
Samedi 5

Sunday
Dimanche 6

5TH SUNDAY OF LENT



Challenge!

How many days can you go without using a plastic water bottle? Challenge your friends to see who can go the longest!



Aidan Aird and **Keeley Aird** co-founded STEM Kids Rock, an organization that promotes Science, Technology, Engineering and Math education for children.

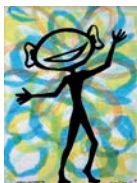
Digital Citizenship

Our Online Activity in Light of the Catholic Graduate Expectations



#DiscerningBeliever: I am committed to witnessing to my faith.

- I believe that God is always with me – even in my online activity.
- I witness online to my experience of God's love expressed to me in Jesus Christ.



#Effective Communicator: I communicate with others as Jesus would want me to.

- I communicate clearly, honestly and with sensitivity while online.
- I use my voice online to speak up for others and show I care about them.



#ReflectiveCreativeHolisticThinker: I use my ideas to solve problems and make decisions guided by a formed conscience.

- I share my ideas in a respectful way.
- I approach conflict online with knowledge, understanding and prayer.



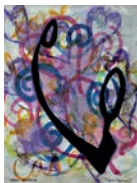
#SelfDirectedResponsibleLifelongLearner: I am committed to ongoing learning and becoming all God intends me to be.

- I set goals and continually work to improve myself as a digital citizen.
- I reflect on the digital footprint that my online activity creates.



#CollaborativeContributor: I work with others online to contribute to the common good.

- I collaborate with others online.
- I value everyone's work and use other's digitized media ethically.



#CaringFamilyMember: I relate to others online as brothers and sisters in Christ, neighbours on the World Wide Web.

- I treat all people online with respect as we are all created in God's image.
- I represent myself well during my online interactions.



#ResponsibleCitizen: I work for peace and justice and the common good.

- I am a peacemaker in the digital world.
- I stand up for what is right even when it's not popular.

THE TEN COMMANDMENTS

1

I am the Lord thy God:
You shalt not have
strange gods
before me.

2

You shalt not
take the name of the
Lord thy God
in vain.

3

Remember to keep
holy the Lord's day.

4

Honour thy father and
thy mother.

5

You shalt not kill.

6

You shalt not
commit adultery.

7

You shalt not steal.

8

You shalt not bear
false witness against
thy neighbour.

9

You shalt not covet
thy neighbour's wife.

10

You shalt
not covet thy
neighbour's goods.

THE BEATITUDES

1

Blessed are the poor
in spirit, for theirs
is the kingdom
of heaven.

2

Blessed are they who
mourn, for they will
be comforted.

3

Blessed are the meek,
for they will inherit
the land.

4

Blessed are they who
hunger and thirst for
righteousness, for
they will be satisfied.

5

Blessed are
the merciful,
for they will be
shown mercy.

6

Blessed are the clean
of heart, for they will
see God.

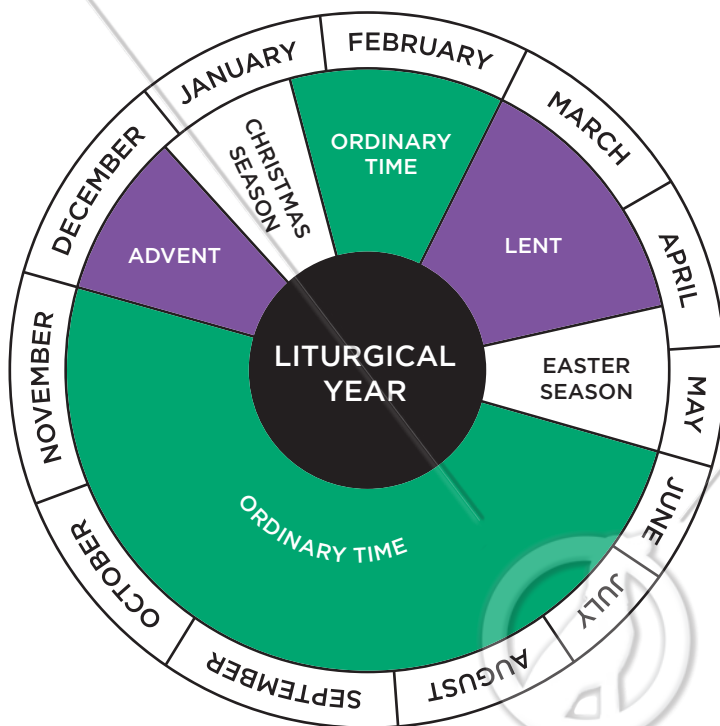
7

Blessed are the
peacemakers, for they
will be called children
of God.

8

Blessed are they
who are persecuted
for the sake
of righteousness,
for theirs is the
kingdom of heaven.

Celebrating During the Liturgical Year



"Celebrate" means to mark an important event. The Liturgical Year is the cycle of the Church celebrations of Sundays, Seasons and Feasts. All celebrations honour the Paschal Mystery: the Life, Death and Resurrection of Jesus. For example, we commemorate in a special way the Birth of Jesus, and his Resurrection. Year after year, these great celebrations return...

The Church's celebrations may generally be called feasts. However, there are three basic classifications of feasts.

- **Solemnities (S):** These are the most important feasts. They celebrate the most significant mysteries of the Catholic faith.
- **Feasts (F):** These celebrate other key components of our faith. On Feast Days we celebrate a title of Jesus or Mary, or important saints or events.
- **Memorials (M):** Memorials celebrate other aspects of our faith such as other saints, or characteristics of Jesus or Mary.

HOLY DAYS OF OBLIGATION

The Church asks that we attend particular liturgical celebrations. These are holy days of obligation.

Canadian Holy Days of Obligation

- **Sundays:** Sunday is our most important Feast Day. We gather as community to celebrate the Paschal mystery.
- **Solemnity of The Nativity of the Lord (Christmas):** December 25.
- **Solemnity of Mary, the Holy Mother of God:** January 1.

A Note on Ordinary Time

(September 1 to November 30, 2024, and June 9 to August 31, 2025)

Ordinary Time refers to the times of the year that fall outside the Seasons of Advent, Christmas, Lent and Easter. We continue to celebrate solemnities, feasts and memorials during Ordinary Time.

Dates to Remember



ADVENT

December 1 to December 24 Morning, 2025

Advent is a time of preparation.



HOLY WEEK

April 13 to Holy Thursday Morning on April 17, 2025

This is the final week of Lent.



CHRISTMAS

December 25, 2025

We celebrate the Solemnity of The Nativity of the Lord.



EASTER TRIDUUM

From Holy Thursday Evening, April 17 until the Easter Vigil on Holy Saturday, April 19, 2025

These last three days of Holy Week commemorate the final three days of Jesus' life.



EPIPHANY

January 5, 2025

It commemorates the "wise men" (magi) who came from far away to pay homage to the newborn King, Jesus.



EASTER

April 20, 2025

Easter is when Christians celebrate the Resurrection of Jesus. It is the high point of the Christian year.



ASH WEDNESDAY

March 5, 2025

This is the first day of Lent. It is a solemn celebration.



THE ASCENSION OF THE LORD

June 1, 2025

We commemorate Jesus rising bodily into heaven after His resurrection.



LENT

March 5 to April 17 Morning, 2025

Lent is a solemn time of preparation for Easter.



PENTECOST

June 8, 2025

On that day, the Apostles received the Holy Spirit and began proclaiming the resurrection of Jesus.



PALM SUNDAY

April 13, 2025

Palm Sunday is the day we remember Jesus' solemn entry into Jerusalem.

The Seven Sacraments

The Sacraments of the Catholic Church are visible signs of the invisible grace of God. They were instituted by Jesus Christ who entrusted their care to the Church. Jesus lives and acts through the Sacraments. They proclaim, celebrate and make present the Paschal Mystery: that Christ's life, death and resurrection saved and redeemed the world. The whole liturgical life of the Catholic Church revolves around the Eucharist and the sacraments. There are seven sacraments in the Church: Baptism, Confirmation, Eucharist, Penance, Anointing of the Sick, Matrimony and Holy Orders.

THE SACRAMENTS OF INITIATION: The Foundations of Christian Life



SACRAMENT OF BAPTISM

Baptism initiates a person into the Christian life. It is the gateway to the other Sacraments. The grace of Baptism marks the receiver with the invisible seal of Christ. It frees humans from original sin and from personal guilt. It enables them to be reborn in the Holy Spirit as children of God, brothers and sisters of Christ and members of the Church.



SACRAMENT OF CONFIRMATION

The sacrament of Confirmation completes the sacramental grace of baptism. It unleashes the power of the Holy Spirit, received at Baptism. This strengthens the ability of the person who receives the sacrament to witness to Jesus Christ and remain faithful to Him. It marks the receiver with the seal of the Holy Spirit.



SACRAMENT OF THE EUCHARIST

The Eucharist is the source and summit of the Christian life. It completes initiation into the Catholic Church. The Eucharist is real and spiritual food for the Christian journey. The real presence of Jesus Christ manifests in the form of bread and wine. The celebration of the sacrament recalls, gives praise and thanks for, and makes present the Paschal mystery. Its grace unites the receiver with Christ, strengthening the ability to imitate Christ and resist the temptation to sin. All the other sacraments centre around the Eucharist.

THE SACRAMENTS OF HEALING: *Continue the Healing and Saving Work of Christ*



SACRAMENT OF RECONCILIATION

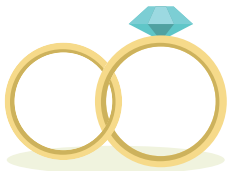
Baptism is the first instance of the forgiveness of sins. However, humans remain tempted to sin. Through the Sacrament of Reconciliation, the receiver confesses and receives pardon for all sins. The Sacrament is necessary for the forgiveness of mortal sins which rupture the relationship with God. Its grace reconciles the receiver with God, enables continued conversion of heart, inspires repentance and provides strength to resist temptation.



SACRAMENT OF ANOINTING OF THE SICK

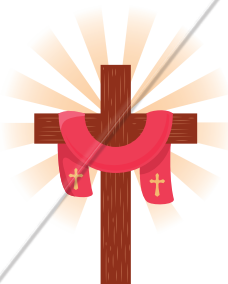
The Sacrament of Anointing of the Sick provides those experiencing serious illness, or those who are near death with the strength, peace and courage they need to endure their trials. It unites their suffering to that of Christ on the cross. Its grace may provide healing of the body, but its essential purpose is to provide healing of the soul, unity with Christ and forgiveness of sins.

THE SACRAMENTS AT THE SERVICE OF COMMUNION: *Build Up and Serve the Church*



SACRAMENT OF MATRIMONY

Matrimony is a covenantal relationship. The spouses commit to a lifelong partnership of service for the good of the other. Each helps build up the other as a follower of Christ. The spouses agree to be open to the arrival of children and to educate their offspring in following Christ. Therefore, the family is the domestic Church. The grace of the sacrament strengthens the couple's love and faithfulness.



SACRAMENT OF HOLY ORDERS

Holy Orders is the Sacrament through which men are ordained to carry on the mission of Christ's Apostles. There are three levels of Holy Orders: deacons, priests and bishops. Through the grace of the Holy Spirit, the receiver is provided with special powers of Christ to administer sacraments and care for the Church.

Prayers

THE SIGN OF THE CROSS

In the name of the Father,
and of the Son,
and of the Holy Spirit.
Amen.

ACT OF CONTRITION

O my God, I am sorry
for having sinned.
I love you with all my heart.
With your help, I will
try not to sin again.
Amen.

GLORY BE

Glory be to the Father,
and to the Son,
and to the Holy Spirit.
As it was in the beginning,
is now, and ever shall be,
world without end.
Amen.

THE LORD'S PRAYER

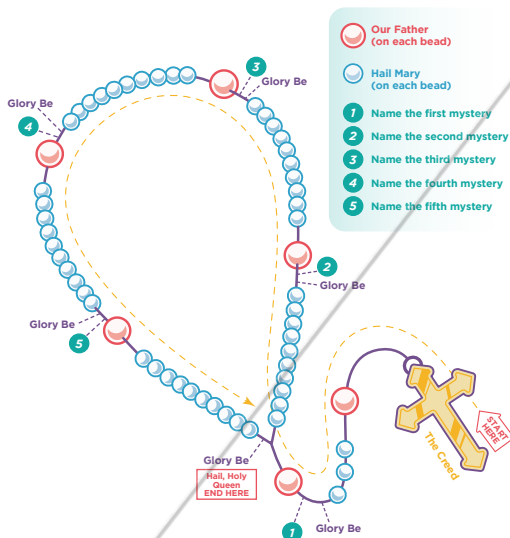
Our Father who art in heaven,
hallowed be thy name.
Thy kingdom come.
Thy will be done on earth,
as it is in heaven.
Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those
who trespass against us,
and lead us not into temptation,
but deliver us from evil.
Amen.

THE MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all my relatives and friends, and in particular for the intentions of our Holy Father the Pope. Amen.

HAIL MARY

Hail Mary, full of grace,
the Lord is with thee.
Blessed art thou among women
and blessed is the fruit
of thy womb, Jesus.
Holy Mary,
Mother of God,
pray for us sinners,
now and at the hour of our death.
Amen.



Parts of Speech

Grammar classifies words based on eight parts of speech. Each part of speech explains how a word is used.

Verb

A verb indicates an action or a state of being.

Examples: That dog **barks** a lot. (present tense)
We **waited** for the bus. (past tense)
You **will join** the group next week. (future tense)

Noun

A noun is a word used to name a person, an animal, a place, an object or an idea.

A **common noun** refers to a person, an animal, a place, an object or an idea in a general sense.

Examples: **boy dog house paper music**

A **proper noun** is capitalized and is used to name a specific person, place, thing or idea.

Examples: **Mary Washington Friday White House**

Pronoun

A pronoun replaces a noun or another pronoun. Pronouns are used to make sentences less repetitive and easier to read.

Examples: Julia called her friend as soon as she arrived home from school.

Adjective

An adjective modifies nouns and pronouns by describing, identifying, or indicating quantity. For example, an adjective can indicate colour, size, quality, number, or possession.

Examples: A **little, red** dress
A **rusty, old** truck

Adverb

An adverb modifies verbs, adjectives or other adverbs by indicating manner, time, place, degree and cause. Adverbs often answer the questions "how", "when", "where", "how much."

Examples: The baby cries **loudly** when she is **very** tired.

Preposition

A preposition is a word that links nouns, pronouns, and phrases to other words in a sentence.

Examples: The students rushed **into** the gymnasium.

Conjunction

A conjunction links words, phrases and clauses.

Examples: We went to the library **and** to the bookstore.
You can choose **either** the hot dog **or** the hamburger.

Interjection

An interjection is usually followed by an exclamation mark and is added to a sentence to convey emotion.

Examples: **Hey!** That's the right answer!
Oops! That's the wrong answer!

Spelling Rules

Rule #1

Words ending with a silent **e** usually drop the **e** when adding a suffix beginning with a **vowel**.

survive + al = survival
divide + ing = dividing

Exceptions:

a) Words which contain soft sounds **g** or **c** keep the **e** when adding suffixes **-able** or **-ous**.
courageous, noticeable

b) Keep the **e** in words that may be mistaken for another word.

singe + ing = singeing
dye + ing = dyeing

c) Words which end in **ie**, drop the **e** and change the **i** to **y** when adding the suffix **-ing**.

tie + ing = tying
lie + ing = lying

d) The **e** is kept when adding the suffix **age** in the words **mileage**, **acreage**, and **lineage**.

Rule #4

For words of two or more syllables, if the accent is on the final syllable and the word ends in a single consonant preceded by a single vowel, double the final consonant before adding a suffix beginning with a vowel.

refer + ing = referring
regret + able = regrettable
occur + ence = occurrence

Rule #2

Words ending with a silent **e** usually keep the **g** when adding a suffix beginning with a **consonant**.

arrange + ment = arrangement
forgive + ness = forgiveness

Some Exceptions:

acknowledge, acknowledgment; argue, argument; awe, awful; judge, judgment; nine, ninth; pursue, pursuant; value, valuation; whole, wholly; wise, wisdom.

Rule #5

Use **i** before **e**

believe, field, yield, niece, shield

Except after **C**

receive, ceiling, conceit, perceive

Or when sounded as **"a"** as in neighbour

weigh, freight, sleigh, vein

Or when sounded as **"i"** as in Einstein

height, sleight, seismic

But when **"c"** sounds like **"sh"**, use **i** before **e**

ancient, conscience, efficient, sufficient

Common exceptions to these rules

either, neither, seize, leisure, heifer, forfeit, protein, caffeine, foreign, sovereign, deign

Rule #3

One-syllable words that end in one consonant, preceded by one vowel, double the final consonant before adding a suffix that begins with a **vowel**.

run + ing = running
big + est = biggest

Rule #6

Words ending in **y** preceded by a consonant usually change the **y** to **i** before adding a suffix, except when the suffix begins with an **i**.

beauty + ful = beautiful
lady + es = ladies
lovely + ness = loveliness

There are exceptions to these rules! Remember to use a dictionary if you are not sure how to spell a word!

Writing an Essay

1. Choosing a topic

If a topic has not been assigned, choose one you would enjoy writing about. Then narrow the topic down. Assigned topics may also require more focus. **For example:** forests—trees—conservation—replanting forests

Write down your thesis. This sentence should clearly define what your essay will be about.

2. Purpose

Determine the approach you want to take. Why are you writing about this topic? Are you giving an explanation of how to do something, trying to persuade someone to see things your way, or providing information?

3. Research

Find facts to support the topic. Sources of information include textbooks, reference books, magazines and journals, interviews, and reliable web sites on the Internet. Ask your teacher or librarian if you need some help locating material.

4. Outline

Once you have done the research, make a list of the main points you wish to write about. Then, from the list, pick at least three subtopics related to your main topic. As part of your outline, note down three or four facts from your research that support each subtopic.

5. Draft

Your first paragraph should introduce the topic and your purpose to the reader. Your thesis is part of this first paragraph. In this paragraph you will also introduce the subtopics that you intend to develop to back up your thesis. Discuss your subtopics in the same order as you introduced them in the first paragraph. Write one paragraph per subtopic. The first sentence of each paragraph should introduce the subtopic. Complete your paragraph with several sentences supporting your subtopic.

Link your paragraphs with transition words or clauses to connect the ideas and to make your essay flow.

Your concluding paragraph should restate your thesis (in different words) and sum up the facts you presented. Your very last sentence should tie everything together.

6. Take a break

When you've completed a draft of your essay, put it aside overnight.

7. Reread, edit and revise

Always reread your essay with a fresh eye. Reading it aloud will help you find things you need to change.

Make revisions and read your essay over again to make sure it flows smoothly. It should cover all the points you made in the first paragraph and reach a conclusion.

Proofread your revised essay for errors in spelling, punctuation, and grammar. It's helpful to ask someone else to proofread your work as well—they may see things you missed.

8. Final copy

Prepare the final copy of your essay according to the format you were assigned and—proofread it again!









9. Turn your essay in

You are now ready to present the essay to your teacher. Be proud of your work!

Homonyms

	Homonym	Meaning	Example
1.	which witch	adjective sorceress	Which cookie do you want? The witch prepared a magic potion.
2.	wood would	part of a tree adverb	The house was made of wood. Would you help me with my work?
3.	see sea	look at water	I see a red robin. The ship sailed out to sea.
4.	steal steel	to take metal	Bank robbers steal our money. The steel beams hold the roof up.
5.	break brake	shatter stopping device	Tom must not break mother's vase. Dad stops the car by stepping on the brake.
6.	its it's	adjective it is	A baby bird knows its mother. It's a warm spring day today.
7.	to too two	direction also number	Sam drove to his chalet. Tom went too. They drove two hundred miles.
8.	there their they're	place adjective they are	Put the books there on the table. The boys did not remove their hats. They're coming to the party.
9.	scent cent sent	a smell a coin send	The scent of a skunk is strong. A cent is one penny. Dad sent the boys to summer camp.
10.	tail tale	part of an animal story	A monkey can hang by its tail. Cinderella is a fairy tale.

Punctuation

-  Use the **period** at the end of a sentence that makes a statement, at the end of a command, at the end of an indirect question, and with abbreviations.
-  Use a **question mark** at the end of a direct question.
-  Use an **exclamation mark** at the end of an emphatic declaration, command, or interjection.
-  Use a **comma** between all items in a series. To avoid confusion, use commas to separate elements in a sentence.
-  Use a **semicolon**:
 - to maintain order in a long list that already contains commas;
 - to separate closely related independent clauses, instead of using a conjunction.
-  Use a **colon** before a list, or to separate two independent clauses.
-  Use an **apostrophe** to construct possessives and contractions.
-  Use **quotation marks** to set apart elements that are spoken words or quoted language.

Irregular Verbs

INFINITIVE	PAST	PAST PARTICIPLE
to awake	awoke	awoken
to be	was/were	been
to bear	bore	borne
to beat	beat	beaten
to become	became	become
to begin	began	begun
to bend	bent	bent
to bet	bet	bet
to bid	bid	bid
to bind	bound	bound
to bite	bit	bitten
to bleed	bled	bled
to blow	blew	blown
to break	broke	broken
to breed	bred	bred
to bring	brought	brought
to build	built	built
to burn	burnt	burnt, burned
to burst	burst	burst
to buy	bought	bought
to cast	cast	cast
to catch	caught	caught
to choose	chose	chosen
to cling	clung	clung
to come	came	come
to cost	cost	cost
to creep	crept	crept
to cut	cut	cut
to deal	dealt	dealt
to dig	dug	dug
to do	did	done
to draw	drew	drawn
to dream	dreamt, dreamed	dreamt, dreamed
to drink	drank	drunk
to drive	drove	driven
to dwell	dwelt, dwelled	dwelt, dwelled
to eat	ate	eaten
to fall	fell	fallen
to feed	fed	fed
to feel	felt	felt
to fight	fought	fought
to find	found	found
to flee	fled	fled
to fling	flung	flung
to fly	flew	flown
to forbid	forbade	forbidden
to forget	forgot	forgotten
to forgive	forgave	forgiven
to freeze	froze	frozen
to get	got	gotten
to give	gave	given
to go	went	gone
to grind	ground	ground
to grow	grew	grown
to hang	hung	hung
to have	had	had
to hear	heard	heard
to hide	hid	hidden
to hit	hit	hit
to hold	held	held
to hurt	hurt	hurt
to keep	kept	kept
to kneel	knelt	knelt
to know	knew	known
to lay	laid	lain
to lead	led	led
to lean	leaned	leaned
to leap	leapt	leapt
to learn	learned	learned
to leave	left	left
to lend	lent	lent
to let	let	let
to lie	lay	lain
to light	lit, lighted	lit, lighted
to lose	lost	lost
to make	made	made
to mean	meant	meant

INFINITIVE	PAST	PAST PARTICIPLE
to meet	met	met
to pay	paid	paid
to put	put	put
to quit	quit	quit
to read	read	read
to rid	rid	rid
to ride	rode	ridden
to ring	rang	rung
to rise	rose	risen
to run	ran	run
to saw	sawed	sawn
to say	said	said
to see	saw	seen
to seek	sought	sought
to sell	sold	sold
to send	sent	sent
to set	set	set
to sew	sewed	sewn
to shake	shook	shaken
to shear	sheared	shorn
to shed	shed	shed
to shine	shone	shone
to shoe	shod	shod
to shoot	shot	shot
to show	showed	shown
to shrink	shrank, shrunk	shrunk
to shut	shut	shut
to sing	sang	sung
to sink	sank	sunk
to sit	sat	sat
to sleep	slept	slept
to slide	slid	slid
to sling	slung	slung
to slink	slunk, slinked	slunk, slinked
to slit	slit	slit
to smell	smelt, smelled	smelt, smelled
to sow	sowed	sown
to speak	spoke	spoken
to speed	sped	sped
to spell	spelt	spelt
to spend	spent	spent
to spill	spilt/spilled	spilt/spilled
to spit	spat	spat
to split	split	split
to spoil	spoil, spoiled	spoil, spoiled
to spread	spread	spread
to spring	sprang	sprung
to stand	stood	stood
to steal	stole	stolen
to stick	stuck	stuck
to sting	stung	stung
to stink	stank	stunk
to stride	strode	stridden
to strike	struck	struck
to string	strung	strung
to strive	strove, strived	striven
to swear	swore	sworn
to sweep	swept	swept
to swell	swelled	swollen
to swim	swam	swum
to swing	swung	swung
to take	took	taken
to teach	taught	taught
to tear	tore	torn
to tell	told	told
to think	thought	thought
to throw	threw	thrown
to thrust	thrust	thrust
to tread	trod	trodden
to understand	understood	understood
to wake	woke	woken
to wear	wore	worn
to weave	wove	woven
to weep	wept	wept
to win	won	won
to wind	wound	wound
to wring	wrung	wrung
to write	wrote	written

Tables

Addition											
Table 1	0 + 1 = 1	Table 2	0 + 2 = 2	Table 3	0 + 3 = 3	Table 4	0 + 4 = 4	Table 5	0 + 5 = 5	Table 6	0 + 6 = 6
	1 + 1 = 2		1 + 2 = 3		1 + 3 = 4		1 + 4 = 5		1 + 5 = 6		1 + 6 = 7
	2 + 1 = 3		2 + 2 = 4		2 + 3 = 5		2 + 4 = 6		2 + 5 = 7		2 + 6 = 8
	3 + 1 = 4		3 + 2 = 5		3 + 3 = 6		3 + 4 = 7		3 + 5 = 8		3 + 6 = 9
	4 + 1 = 5		4 + 2 = 6		4 + 3 = 7		4 + 4 = 8		4 + 5 = 9		4 + 6 = 10
	5 + 1 = 6		5 + 2 = 7		5 + 3 = 8		5 + 4 = 9		5 + 5 = 10		5 + 6 = 11
	6 + 1 = 7		6 + 2 = 8		6 + 3 = 9		6 + 4 = 10		6 + 5 = 11		6 + 6 = 12
	7 + 1 = 8		7 + 2 = 9		7 + 3 = 10		7 + 4 = 11		7 + 5 = 12		7 + 6 = 13
	8 + 1 = 9		8 + 2 = 10		8 + 3 = 11		8 + 4 = 12		8 + 5 = 13		8 + 6 = 14
	9 + 1 = 10		9 + 2 = 11		9 + 3 = 12		9 + 4 = 13		9 + 5 = 14		9 + 6 = 15
	10 + 1 = 11		10 + 2 = 12		10 + 3 = 13		10 + 4 = 14		10 + 5 = 15		10 + 6 = 16
	11 + 1 = 12		11 + 2 = 13		11 + 3 = 14		11 + 4 = 15		11 + 5 = 16		11 + 6 = 17
12 + 1 = 13	12 + 2 = 14	12 + 3 = 15	12 + 4 = 16	12 + 5 = 17	12 + 6 = 18						
Table 7	0 + 7 = 7	Table 8	0 + 8 = 8	Table 9	0 + 9 = 9	Table 10	0 + 10 = 10	Table 11	0 + 11 = 11	Table 12	0 + 12 = 12
	1 + 7 = 8		1 + 8 = 9		1 + 9 = 10		1 + 10 = 11		1 + 11 = 12		1 + 12 = 13
	2 + 7 = 9		2 + 8 = 10		2 + 9 = 11		2 + 10 = 12		2 + 11 = 13		2 + 12 = 14
	3 + 7 = 10		3 + 8 = 11		3 + 9 = 12		3 + 10 = 13		3 + 11 = 14		3 + 12 = 15
	4 + 7 = 11		4 + 8 = 12		4 + 9 = 13		4 + 10 = 14		4 + 11 = 15		4 + 12 = 16
	5 + 7 = 12		5 + 8 = 13		5 + 9 = 14		5 + 10 = 15		5 + 11 = 16		5 + 12 = 17
	6 + 7 = 13		6 + 8 = 14		6 + 9 = 15		6 + 10 = 16		6 + 11 = 17		6 + 12 = 18
	7 + 7 = 14		7 + 8 = 15		7 + 9 = 16		7 + 10 = 17		7 + 11 = 18		7 + 12 = 19
	8 + 7 = 15		8 + 8 = 16		8 + 9 = 17		8 + 10 = 18		8 + 11 = 19		8 + 12 = 20
	9 + 7 = 16		9 + 8 = 17		9 + 9 = 18		9 + 10 = 19		9 + 11 = 20		9 + 12 = 21
	10 + 7 = 17		10 + 8 = 18		10 + 9 = 19		10 + 10 = 20		10 + 11 = 21		10 + 12 = 22
	11 + 7 = 18		11 + 8 = 19		11 + 9 = 20		11 + 10 = 21		11 + 11 = 22		11 + 12 = 23
12 + 7 = 19	12 + 8 = 20	12 + 9 = 21	12 + 10 = 22	12 + 11 = 23	12 + 12 = 24						

Subtraction											
Table 1	1 - 1 = 0	Table 2	2 - 2 = 0	Table 3	3 - 3 = 0	Table 4	4 - 4 = 0	Table 5	5 - 5 = 0	Table 6	6 - 6 = 0
	2 - 1 = 1		3 - 2 = 1		4 - 3 = 1		5 - 4 = 1		6 - 5 = 1		7 - 6 = 1
	3 - 1 = 2		4 - 2 = 2		5 - 3 = 2		6 - 4 = 2		7 - 5 = 2		8 - 6 = 2
	4 - 1 = 3		5 - 2 = 3		6 - 3 = 3		7 - 4 = 3		8 - 5 = 3		9 - 6 = 3
	5 - 1 = 4		6 - 2 = 4		7 - 3 = 4		8 - 4 = 4		9 - 5 = 4		10 - 6 = 4
	6 - 1 = 5		7 - 2 = 5		8 - 3 = 5		9 - 4 = 5		10 - 5 = 5		11 - 6 = 5
	7 - 1 = 6		8 - 2 = 6		9 - 3 = 6		10 - 4 = 6		11 - 5 = 6		12 - 6 = 6
	8 - 1 = 7		9 - 2 = 7		10 - 3 = 7		11 - 4 = 7		12 - 5 = 7		13 - 6 = 7
	9 - 1 = 8		10 - 2 = 8		11 - 3 = 8		12 - 4 = 8		13 - 5 = 8		14 - 6 = 8
	10 - 1 = 9		11 - 2 = 9		12 - 3 = 9		13 - 4 = 9		14 - 5 = 9		15 - 6 = 9
	11 - 1 = 10		12 - 2 = 10		13 - 3 = 10		14 - 4 = 10		15 - 5 = 10		16 - 6 = 10
Table 7	7 - 7 = 0	Table 8	8 - 8 = 0	Table 9	9 - 9 = 0	Table 10	10 - 10 = 0	Table 11	11 - 11 = 0	Table 12	12 - 12 = 0
	8 - 7 = 1		9 - 8 = 1		10 - 9 = 1		11 - 10 = 1		12 - 11 = 1		13 - 12 = 1
	9 - 7 = 2		10 - 8 = 2		11 - 9 = 2		12 - 10 = 2		13 - 11 = 2		14 - 12 = 2
	10 - 7 = 3		11 - 8 = 3		12 - 9 = 3		13 - 10 = 3		14 - 11 = 3		15 - 12 = 3
	11 - 7 = 4		12 - 8 = 4		13 - 9 = 4		14 - 10 = 4		15 - 11 = 4		16 - 12 = 4
	12 - 7 = 5		13 - 8 = 5		14 - 9 = 5		15 - 10 = 5		16 - 11 = 5		17 - 12 = 5
	13 - 7 = 6		14 - 8 = 6		15 - 9 = 6		16 - 10 = 6		17 - 11 = 6		18 - 12 = 6
	14 - 7 = 7		15 - 8 = 7		16 - 9 = 7		17 - 10 = 7		18 - 11 = 7		19 - 12 = 7
	15 - 7 = 8		16 - 8 = 8		17 - 9 = 8		18 - 10 = 8		19 - 11 = 8		20 - 12 = 8
	16 - 7 = 9		17 - 8 = 9		18 - 9 = 9		19 - 10 = 9		20 - 11 = 9		21 - 12 = 9
17 - 7 = 10	18 - 8 = 10	19 - 9 = 10	20 - 10 = 10	21 - 11 = 10	22 - 12 = 10						

Tables

Multiplication

Table 1	$1 \times 1 = 1$	Table 2	$2 \times 1 = 2$	Table 3	$3 \times 1 = 3$	Table 4	$4 \times 1 = 4$	Table 5	$5 \times 1 = 5$	Table 6	$6 \times 1 = 6$
	$1 \times 2 = 2$		$2 \times 2 = 4$		$3 \times 2 = 6$		$4 \times 2 = 8$		$5 \times 2 = 10$		$6 \times 2 = 12$
	$1 \times 3 = 3$		$2 \times 3 = 6$		$3 \times 3 = 9$		$4 \times 3 = 12$		$5 \times 3 = 15$		$6 \times 3 = 18$
	$1 \times 4 = 4$		$2 \times 4 = 8$		$3 \times 4 = 12$		$4 \times 4 = 16$		$5 \times 4 = 20$		$6 \times 4 = 24$
	$1 \times 5 = 5$		$2 \times 5 = 10$		$3 \times 5 = 15$		$4 \times 5 = 20$		$5 \times 5 = 25$		$6 \times 5 = 30$
	$1 \times 6 = 6$		$2 \times 6 = 12$		$3 \times 6 = 18$		$4 \times 6 = 24$		$5 \times 6 = 30$		$6 \times 6 = 36$
	$1 \times 7 = 7$		$2 \times 7 = 14$		$3 \times 7 = 21$		$4 \times 7 = 28$		$5 \times 7 = 35$		$6 \times 7 = 42$
	$1 \times 8 = 8$		$2 \times 8 = 16$		$3 \times 8 = 24$		$4 \times 8 = 32$		$5 \times 8 = 40$		$6 \times 8 = 48$
	$1 \times 9 = 9$		$2 \times 9 = 18$		$3 \times 9 = 27$		$4 \times 9 = 36$		$5 \times 9 = 45$		$6 \times 9 = 54$
	$1 \times 10 = 10$		$2 \times 10 = 20$		$3 \times 10 = 30$		$4 \times 10 = 40$		$5 \times 10 = 50$		$6 \times 10 = 60$
	$1 \times 11 = 11$		$2 \times 11 = 22$		$3 \times 11 = 33$		$4 \times 11 = 44$		$5 \times 11 = 55$		$6 \times 11 = 66$
	$1 \times 12 = 12$		$2 \times 12 = 24$		$3 \times 12 = 36$		$4 \times 12 = 48$		$5 \times 12 = 60$		$6 \times 12 = 72$
Table 7	$7 \times 1 = 7$	Table 8	$8 \times 1 = 8$	Table 9	$9 \times 1 = 9$	Table 10	$10 \times 1 = 10$	Table 11	$11 \times 1 = 11$	Table 12	$12 \times 1 = 12$
	$7 \times 2 = 14$		$8 \times 2 = 16$		$9 \times 2 = 18$		$10 \times 2 = 20$		$11 \times 2 = 22$		$12 \times 2 = 24$
	$7 \times 3 = 21$		$8 \times 3 = 24$		$9 \times 3 = 27$		$10 \times 3 = 30$		$11 \times 3 = 33$		$12 \times 3 = 36$
	$7 \times 4 = 28$		$8 \times 4 = 32$		$9 \times 4 = 36$		$10 \times 4 = 40$		$11 \times 4 = 44$		$12 \times 4 = 48$
	$7 \times 5 = 35$		$8 \times 5 = 40$		$9 \times 5 = 45$		$10 \times 5 = 50$		$11 \times 5 = 55$		$12 \times 5 = 60$
	$7 \times 6 = 42$		$8 \times 6 = 48$		$9 \times 6 = 54$		$10 \times 6 = 60$		$11 \times 6 = 66$		$12 \times 6 = 72$
	$7 \times 7 = 49$		$8 \times 7 = 56$		$9 \times 7 = 63$		$10 \times 7 = 70$		$11 \times 7 = 77$		$12 \times 7 = 84$
	$7 \times 8 = 56$		$8 \times 8 = 64$		$9 \times 8 = 72$		$10 \times 8 = 80$		$11 \times 8 = 88$		$12 \times 8 = 96$
	$7 \times 9 = 63$		$8 \times 9 = 72$		$9 \times 9 = 81$		$10 \times 9 = 90$		$11 \times 9 = 99$		$12 \times 9 = 108$
	$7 \times 10 = 70$		$8 \times 10 = 80$		$9 \times 10 = 90$		$10 \times 10 = 100$		$11 \times 10 = 110$		$12 \times 10 = 120$
	$7 \times 11 = 77$		$8 \times 11 = 88$		$9 \times 11 = 99$		$10 \times 11 = 110$		$11 \times 11 = 121$		$12 \times 11 = 132$
	$7 \times 12 = 84$		$8 \times 12 = 96$		$9 \times 12 = 108$		$10 \times 12 = 120$		$11 \times 12 = 132$		$12 \times 12 = 144$

Division

Table 1	$1 \div 1 = 1$	Table 2	$2 \div 2 = 1$	Table 3	$3 \div 3 = 1$	Table 4	$4 \div 4 = 1$	Table 5	$5 \div 5 = 1$	Table 6	$6 \div 6 = 1$
	$2 \div 1 = 2$		$4 \div 2 = 2$		$6 \div 3 = 2$		$8 \div 4 = 2$		$10 \div 5 = 2$		$12 \div 6 = 2$
	$3 \div 1 = 3$		$6 \div 2 = 3$		$9 \div 3 = 3$		$12 \div 4 = 3$		$15 \div 5 = 3$		$18 \div 6 = 3$
	$4 \div 1 = 4$		$8 \div 2 = 4$		$12 \div 3 = 4$		$16 \div 4 = 4$		$20 \div 5 = 4$		$24 \div 6 = 4$
	$5 \div 1 = 5$		$10 \div 2 = 5$		$15 \div 3 = 5$		$20 \div 4 = 5$		$25 \div 5 = 5$		$30 \div 6 = 5$
	$6 \div 1 = 6$		$12 \div 2 = 6$		$18 \div 3 = 6$		$24 \div 4 = 6$		$30 \div 5 = 6$		$36 \div 6 = 6$
	$7 \div 1 = 7$		$14 \div 2 = 7$		$21 \div 3 = 7$		$28 \div 4 = 7$		$35 \div 5 = 7$		$42 \div 6 = 7$
	$8 \div 1 = 8$		$16 \div 2 = 8$		$24 \div 3 = 8$		$32 \div 4 = 8$		$40 \div 5 = 8$		$48 \div 6 = 8$
	$9 \div 1 = 9$		$18 \div 2 = 9$		$27 \div 3 = 9$		$36 \div 4 = 9$		$45 \div 5 = 9$		$54 \div 6 = 9$
	$10 \div 1 = 10$		$20 \div 2 = 10$		$30 \div 3 = 10$		$40 \div 4 = 10$		$50 \div 5 = 10$		$60 \div 6 = 10$
	$11 \div 1 = 11$		$22 \div 2 = 11$		$33 \div 3 = 11$		$44 \div 4 = 11$		$55 \div 5 = 11$		$66 \div 6 = 11$
	$12 \div 1 = 12$		$24 \div 2 = 12$		$36 \div 3 = 12$		$48 \div 4 = 12$		$60 \div 5 = 12$		$72 \div 6 = 12$
Table 7	$7 \div 7 = 1$	Table 8	$8 \div 8 = 1$	Table 9	$9 \div 9 = 1$	Table 10	$10 \div 10 = 1$	Table 11	$11 \div 11 = 1$	Table 12	$12 \div 12 = 1$
	$14 \div 7 = 2$		$16 \div 8 = 2$		$18 \div 9 = 2$		$20 \div 10 = 2$		$22 \div 11 = 2$		$24 \div 12 = 2$
	$21 \div 7 = 3$		$24 \div 8 = 3$		$27 \div 9 = 3$		$30 \div 10 = 3$		$33 \div 11 = 3$		$36 \div 12 = 3$
	$28 \div 7 = 4$		$32 \div 8 = 4$		$36 \div 9 = 4$		$40 \div 10 = 4$		$44 \div 11 = 4$		$48 \div 12 = 4$
	$35 \div 7 = 5$		$40 \div 8 = 5$		$45 \div 9 = 5$		$50 \div 10 = 5$		$55 \div 11 = 5$		$60 \div 12 = 5$
	$42 \div 7 = 6$		$48 \div 8 = 6$		$54 \div 9 = 6$		$60 \div 10 = 6$		$66 \div 11 = 6$		$72 \div 12 = 6$
	$49 \div 7 = 7$		$56 \div 8 = 7$		$63 \div 9 = 7$		$70 \div 10 = 7$		$77 \div 11 = 7$		$84 \div 12 = 7$
	$56 \div 7 = 8$		$64 \div 8 = 8$		$72 \div 9 = 8$		$80 \div 10 = 8$		$88 \div 11 = 8$		$96 \div 12 = 8$
	$63 \div 7 = 9$		$72 \div 8 = 9$		$81 \div 9 = 9$		$90 \div 10 = 9$		$99 \div 11 = 9$		$108 \div 12 = 9$
	$70 \div 7 = 10$		$80 \div 8 = 10$		$90 \div 9 = 10$		$100 \div 10 = 10$		$110 \div 11 = 10$		$120 \div 12 = 10$
	$77 \div 7 = 11$		$88 \div 8 = 11$		$99 \div 9 = 11$		$110 \div 10 = 11$		$121 \div 11 = 11$		$132 \div 12 = 11$
	$84 \div 7 = 12$		$96 \div 8 = 12$		$108 \div 9 = 12$		$120 \div 10 = 12$		$132 \div 11 = 12$		$144 \div 12 = 12$

Mathematics

Working with Fractions

Fractions have two parts: $\frac{\text{Numerator}}{\text{Denominator}}$

Here's a helpful hint: The **Denominator** is the bottom, or **Down** part of the fraction. **Denominator** and **Down** both begin with **D**. That should help you remember that **Denominator** means **Down**.

ADDING AND SUBTRACTING FRACTIONS

To add or subtract fractions, the denominators must be the same.

First, find a **common denominator**. One way is to multiply each fraction by the number 1 made from the denominator of the other fraction.

Here is an example: $\frac{2}{3} + \frac{1}{5}$

$$\frac{2}{3} \times \frac{5}{5} = \frac{10}{15} \quad \text{and} \quad \frac{1}{5} \times \frac{3}{3} = \frac{3}{15}$$

The **common denominator** is 15.

ADDING FRACTIONS

When you have a common denominator you can add the fractions. Add the numerators and put the total over the common denominator.

Do not add the denominators.

$$\frac{2}{3} + \frac{1}{5} = \frac{10}{15} + \frac{3}{15} = \frac{13}{15}$$

SUBTRACTING FRACTIONS

When you have a common denominator you can subtract the fractions. Subtract the numerators and put the result over the common denominator. **Do not subtract the denominators.**

For example: $\frac{2}{3} - \frac{1}{5}$

$$\frac{2}{3} \times \frac{5}{5} = \frac{10}{15} \quad \text{and} \quad \frac{1}{5} \times \frac{3}{3} = \frac{3}{15}$$

$$\frac{2}{3} - \frac{1}{5} = \frac{10}{15} - \frac{3}{15} = \frac{7}{15}$$

MULTIPLYING FRACTIONS

Multiplying fractions is easy.

1. Multiply the numerators to get the new numerator.

2. Multiply the denominators to get the new denominator.

Example:

$$\frac{1}{4} \times \frac{2}{3} = \frac{1 \times 2}{4 \times 3} = \frac{2}{12} \quad \text{which reduces to} \quad \frac{1}{6}$$

DIVIDING FRACTIONS

Dividing fractions is almost as easy as multiplying them. Dividing by a number is the same as multiplying by the reciprocal of that number.

The reciprocal of 2 is $\frac{1}{2}$ and dividing a number

by 2 is the same as multiplying it by $\frac{1}{2}$

To find the reciprocal of a fraction, you just flip it upside down. That is, you make the numerator the denominator, and the denominator the numerator.

So, the reciprocal of $\frac{2}{3}$ is $\frac{3}{2}$ and the reciprocal of $\frac{4}{5}$ is $\frac{5}{4}$

To divide fractions, find the reciprocal of the divisor and multiply the dividend by it.

Example: $\frac{2}{3} \div \frac{4}{5} = \frac{2}{3} \times \frac{5}{4} = \frac{2 \times 5}{3 \times 4} = \frac{10}{12}$ which reduces to $\frac{5}{6}$

Don't forget to check your answers to see if you can reduce the fractions!

Order of Operations

Mathematical operations are always performed in the following order:

1. **Parentheses**
(and other grouping symbols)
2. **Exponents**
3. **Multiplication and Division**
4. **Addition and Subtraction**

Use the expression **Please Excuse My Dear Aunt Sally** to help you remember!

Commutative, Associative and Distributive Properties

Commutative property of addition:	$a+b = b+a$	$2+5 = 5+2$
Commutative property of multiplication:	$a \times b = b \times a$	$2 \times 5 = 5 \times 2$
Associative property of addition:	$(a+b) + c = a + (b+c)$	$(2+5) + 4 = 2 + (5+4)$
Associative property of multiplication:	$(a \times b) \times c = a \times (b \times c)$	$(2 \times 5) \times 4 = 2 \times (5 \times 4)$
Distributive property of multiplication:	$a(b+c) = ab + ac$	$2 \times (5+4) = 2 \times 5 + 2 \times 4$
	$a(b-c) = ab - ac$	$2 \times (5-4) = 2 \times 5 - 2 \times 4$

Equation and Graph of a Straight Line

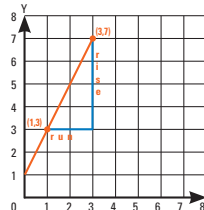
The equation for a straight line is:

$$y = mx + b$$

where

$$m = \text{slope} = \frac{\text{rise}}{\text{run}}$$

$$b = y - \text{intercept}$$



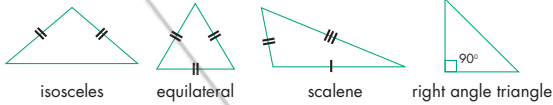
This graph represents the equation $y = 2x + 1$

Geometry

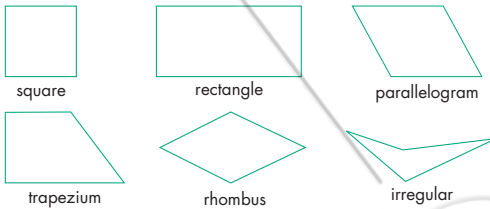
POLYGONS

A polygon is a **closed figure** formed by **straight-line segments**.

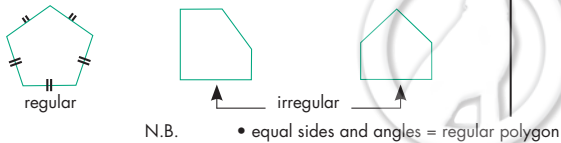
TRIANGLE - 3 SIDES



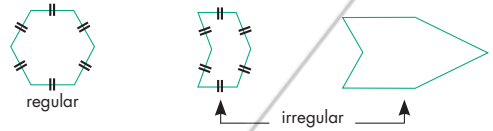
QUADRILATERAL - 4 SIDES



PENTAGON - 5 SIDES



HEXAGON - 6 SIDES



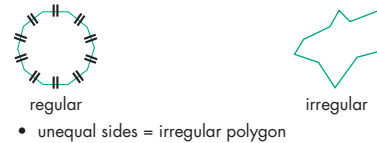
HEPTAGON - 7 SIDES



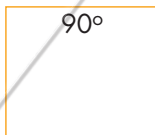
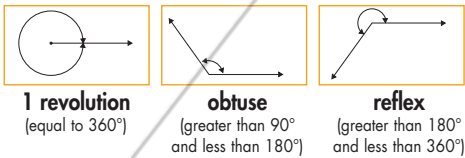
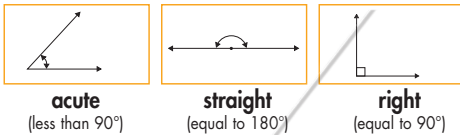
OCTAGON - 8 SIDES



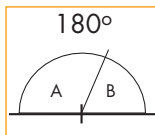
DECAGON - 10 SIDES



ANGLES

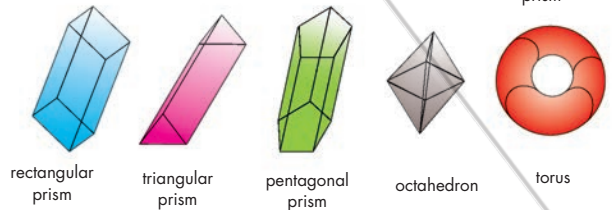


complementary
(2 angles whose sum is 90°)



supplementary
(2 angles whose sum is 180°)

SOLIDS



World Map



America

Antigua-and-Barbuda, St. John's
Argentina, Buenos Aires
Bahamas, Nassau
Barbados, Bridgetown
Belize, Belmopan
Bermuda, Hamilton
Bolivia, La Paz, Sucre
Brazil, Brasilia
Canada, Ottawa
Chile, Santiago
Colombia, Bogotá
Costa Rica, San Jose
Cuba, Havana
Dominica, Roseau
Dominican Republic, Santo Domingo
Ecuador, Quito
El Salvador, San Salvador
French Guyana, Cayenne

Grenada-and-Carriacou, St. George's
Guatemala, Guatemala City
Guyana, Georgetown
Haiti, Port-au-Prince
Honduras, Tegucigalpa
Jamaica, Kingston
Mexico, Mexico City
Nicaragua, Managua
Panama, Panama City
Paraguay, Asuncion
Peru, Lima
Saint Lucia, Castries
Saint Vincent and the Grenadines, Kingstown
Suriname, Paramaribo
Trinidad-and-Tobago, Port-of-Spain
Uruguay, Montevideo
U.S.A., Washington D.C.
Venezuela, Caracas

Europe

Albania, Tiranë
Andorra, Andorra la Vella
Austria, Vienna
Belgium, Brussels
Bosnia Herzegovina, Sarajevo
Bulgaria, Sofia
Belarus, Minsk
Croatia, Zagreb
Czech Republic, Prague

Denmark, Copenhagen
Estonia, Tallinn
Finland, Helsinki
France, Paris
Germany, Berlin
Greece, Athens
Greenland, Nuuk
Hungary, Budapest
Iceland, Reykjavik
Ireland, Dublin

Italy, Rome
Latvia, Riga
Liechtenstein, Vaduz
Lithuania, Vilnius
Luxembourg, Luxembourg
Malta, Valletta
Moldova, Chisinau
Monaco, Monaco
Montenegro, Podgorica

Netherlands, Amsterdam
Norway, Oslo
Poland, Warsaw
Portugal, Lisbon
Republic of Macedonia, Skopje
Romania, Bucharest
San Marino, San Marino
Serbia, Belgrade
Slovak Republic, Bratislava

Slovenia, Ljubljana
Spain, Madrid
Sweden, Stockholm
Switzerland, Berne
Ukraine, Kiev
United Kingdom, London



Africa

Algeria, Algiers
 Angola, Luanda
 Benin, Porto-Novo
 Botswana, Gaborone
 Burkina Faso,
 Ouagadougou
 Burundi, Bujumbura
 Cameroon, Yaoundé
 Cape Verde, Praia
 Central African Rep.,
 Bangui
 Chad, N'Djamena
 Comoros, Moroni
 Congo, Brazzaville
 Côte d'Ivoire,
 Yamoussoukro
 Dem. Rep. of the Congo,
 Kinshasa
 Egypt, Cairo
 Equatorial Guinea, Malabo
 Eritrea, Asmara
 Ethiopia, Addis Ababa
 Gabon, Libreville
 Gambia, Banjul
 Ghana, Accra
 Guinea, Conakry
 Guinea-Bissau, Bissau
 Kenya, Nairobi
 Lesotho, Maseru
 Liberia, Monrovia
 Libya, Tripoli

Madagascar,
 Antananarivo
 Malawi, Lilongwe
 Mali, Bamako
 Mauritania, Nouakchott
 Mauritius, Port Louis
 Morocco, Rabat
 Mozambique, Maputo
 Namibia, Windhoek
 Niger, Niamey
 Nigeria, Abuja
 Rep. of Djibouti, Djibouti
 Rwanda, Kigali
 São Tomé and Príncipe,
 São Tomé
 Senegal, Dakar
 Seychelles, Victoria
 Sierra Leone, Freetown
 Somalia, Mogadishu
 South Africa, Pretoria
 Sudan, Khartoum
 Swaziland, Mbabane
 Tanzania, Dodoma
 Togo, Lomé
 Tunisia, Tunis
 Uganda, Kampala
 Zambia, Lusaka
 Zimbabwe, Harare

Asia

Afghanistan, Kabul
 Armenia, Yerevan
 Azerbaijan, Baku
 Bahrain, Manama
 Bangladesh, Dhaka
 Bhutan, Thimphu
 Brunei, Bandar Seri Begawan
 Cambodia, Phnom Penh
 Cyprus, Nicosia
 Dem. People's Rep. of Korea,
 Pyongyang
 Georgia, Tbilisi
 India, New Delhi
 Indonesia, Jakarta
 Iran, Tehran
 Iraq, Baghdad
 Israel, Jerusalem
 Japan, Tokyo
 Jordan, Amman
 Kazakhstan, Astana
 Kuwait, Kuwait
 Kyrgyzstan, Bishkek
 Laos, Vientiane
 Lebanon, Beirut
 Malaysia, Kuala Lumpur
 Maldives, Malé

Mongolia, Ulaanbaatar
 Myanmar, Naypyidaw
 Nepal, Kathmandu
 Oman, Muscat
 Pakistan, Islamabad
 People's Republic of China,
 Beijing
 Philippines, Manila
 Qatar, Doha
 Rep. of Korea, Seoul
 Russia, Moscow
 Saudi Arabia, Riyadh
 Singapore, Singapore
 Sri Lanka, Colombo,
 Sri Jayawardenapura Kotte
 Syria, Damascus
 Tajikistan, Dushanbe
 Thailand, Bangkok
 Turkey, Ankara
 Turkmenistan, Ashgabat
 United Arab Emirates,
 Abu Dhabi
 Uzbekistan, Tashkent
 Vietnam, Hanoi
 Yemen, Sana'a

Oceania

Australia, Canberra
 Fed. States of Micronesia,
 Palikir
 Fiji, Suva
 Kiribati, Tarawa
 Marshall Islands, Majuro
 Nauru, Yaren District
 New Caledonia, Noumea
 New Zealand, Wellington
 Papua New Guinea, Port
 Moresby
 Samoa, Apia
 Solomon Islands, Honiara
 Tonga, Nuku'alofa
 Tuvalu, Funafuti
 Vanuatu, Port Vila

Map of Canada



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Canadian Politics and Flags of the Provinces

PRIME MINISTERS OF CANADA (SINCE CONFEDERATION - 1867)

1. The Right Honourable Sir John A. Macdonald.....	July 1, 1867 - Nov. 5, 1873
2. The Honourable Alexander Mackenzie	Nov. 7, 1873 - Oct. 8, 1878
3. The Right Honourable Sir John A. Macdonald.....	Oct. 17, 1878 - June 6, 1891
4. The Honourable Sir John J.C. Abbott.....	June 16, 1891 - Nov. 24, 1892
5. The Right Honourable Sir John S.D. Thompson	Dec. 5, 1892 - Dec. 12, 1894
6. The Honourable Sir Mackenzie Bowell.....	Dec. 12, 1894 - April 27, 1896
7. The Right Honourable Sir Charles Tupper	May 1, 1896 - July 8, 1896
8. The Right Honourable Sir Wilfrid Laurier	July 11, 1896 - Oct. 6, 1911
9. The Right Honourable Sir Robert L. Borden	Oct. 10, 1911 - July 9, 1920
10. The Right Honourable Arthur Meighen	July 10, 1920 - Dec. 28, 1921
11. The Right Honourable William Lyon Mackenzie King	Dec. 29, 1921 - June 28, 1926
12. The Right Honourable Arthur Meighen	June 29, 1926 - Sept. 24, 1926
13. The Right Honourable William Lyon Mackenzie King.....	Sept. 25, 1926 - August 6, 1930
14. The Right Honourable Richard Bedford Bennett	August 7, 1930 - Oct. 22, 1935
15. The Right Honourable William Lyon Mackenzie King	Oct. 23, 1935 - Nov. 14, 1948
16. The Right Honourable Louis Stephen St-Laurent	Nov. 15, 1948 - June 20, 1957
17. The Right Honourable John G. Diefenbaker	June 21, 1957 - April 21, 1963
18. The Right Honourable Lester B. Pearson.....	April 22, 1963 - April 19, 1968
19. The Right Honourable Pierre Elliott Trudeau.....	April 20, 1968 - June 3, 1979
20. The Right Honourable Charles Joseph Clark.....	June 4, 1979 - March 2, 1980
21. The Right Honourable Pierre Elliott Trudeau.....	March 3, 1980 - June 29, 1984
22. The Right Honourable John Napier Turner	June 30, 1984 - Sept. 17, 1984
23. The Right Honourable Brian Mulroney.....	Sept. 17, 1984 - June 24, 1993
24. The Right Honourable Kim Campbell	June 25, 1993 - Nov. 3, 1993
25. The Right Honourable Jean Chrétien	Nov. 4, 1993 - Dec. 11, 2003
26. The Right Honourable Paul Martin	Dec. 12, 2003 - Feb. 6, 2006
27. The Right Honourable Stephen Harper	Feb. 6, 2006 - Nov. 4, 2015
28. The Right Honourable Justin Trudeau.....	Nov. 4, 2015 -

GOVERNORS GENERAL OF CANADA* (SINCE CONFEDERATION - 1867)

1. The Viscount Monck.....	1867 - 1868
2. Lord Lisgar.....	1869 - 1872
3. The Earl of Dufferin.....	1872 - 1878
4. The Marquess of Lorne	1878 - 1883
5. The Marquess of Lansdowne.....	1883 - 1888
6. Lord Stanley of Preston.....	1888 - 1893
7. The Earl of Aberdeen.....	1893 - 1898
8. The Earl of Minto.....	1898 - 1904
9. The Earl Grey	1904 - 1911
10. H.R.H. The Duke of Connaught	1911 - 1916
11. The Duke of Devonshire.....	1916 - 1921
12. Lord Byng.....	1921 - 1926
13. The Viscount Willingdon.....	1926 - 1931
14. The Earl of Bessborough.....	1931 - 1935
15. Lord Tweedsmuir	1935 - 1940
16. The Earl of Athlone.....	1940 - 1946
17. The Viscount Alexander.....	1946 - 1952
18. The Right Honourable Vincent Massey	1952 - 1959
19. Major General the Right Honourable Georges P. Vanier.....	1959 - 1967
20. The Right Honourable Roland Michener	1967 - 1974
21. The Right Honourable Jules Léger	1974 - 1979
22. The Right Honourable Edward Schreyer	1979 - 1984
23. The Right Honourable Jeanne Sauvé	1984 - 1990
24. The Right Honourable Ramon John Hnatyshyn.....	1990 - 1995
25. The Right Honourable Roméo LeBlanc	1995 - 1999
26. The Right Honourable Adrienne Clarkson	1999 - 2005
27. The Right Honourable Michaëlle Jean	2005 - 2010
28. The Right Honourable David Lloyd Johnston.....	2010 - 2017
29. The Right Honourable Julie Payette	2017 - 2021
30. The Right Honourable Mary Simon	2021 -

*The titles of rank shown for governors general are those held during their term of office.



Canada



Newfoundland
and Labrador



Nova Scotia



Prince Edward
Island



New Brunswick



Quebec



Ontario



Manitoba



Saskatchewan



Alberta



British Columbia



Yukon Territory



Northwest
Territories



Nunavut

Timetable

	to : :	to : :	to : :	to : :	to : :
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					