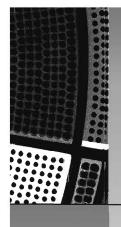
**Second Edition** 

Great Grammar for Great Writing



# 70P 20

# Great Grammar for Great Writing

Second Edition

Keith S. Folse Elena Vestri Solomon Barbara Smith-Palinkas





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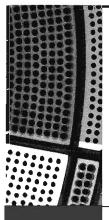
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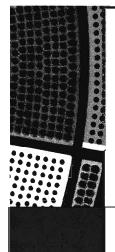
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# Overview

Top 20 reviews twenty grammar areas that are essential for good English writing at the intermediate to advanced level. In the review in Top 20, however, emphasis is placed on helping students to notice the gap between their own language and correct English. Therefore, the focus of Top 20 is for students to produce and edit original pieces of writing as they learn how to find and correct common grammatical errors.

### New to this Edition

Based on user feedback, the second edition of *Top 20* has been modified in the following ways:

- Inclusion of new chapters on conditionals and on editing essays.
- Revision and reordering of chapters to reflect a progression from nouns to pronouns to verbs.
- Streamlined chapter on confusing words to deal with the most commonly mistaken word pairs.
- Clearer grammar explanations.
- Inclusion of authentic grammar examples from actual academic textbooks. These examples represent seven academic disciplines most common to our students: law, history, psychology, humanities, communication, study skills, and physical science.

### Course and Students

Depending on the class level and the amount of writing and work that is done outside of class, there is enough material in *Top 20* for seventy to ninety classroom hours. However, if time limitations exist, the material could be covered in as few as forty-five hours with an advanced-level group, provided that many of the exercises are done as homework.

This book is designed for intermediate to advanced students. However, the passages in many of the exercises are from real textbooks that were written for native speakers. Thus, students will have to understand the grammar points well to be able to apply them in the exercises.

For many students, a major obstacle to future educational plans is not being able to write effectively and easily in English, so the quality of any written work they do is very

important. Poor grammar is often what keeps students from producing a solid piece of original writing. Because grammar is such an integral part of good student writing, the exercises in *Top 20* focus exclusively on grammar problems.

The title *Top 20* refers to the twenty chapters in the book. Each chapter focuses on a common area of difficulty in English grammar, including verb tenses, articles, gerunds and infinitives, noun clauses, modals, pronouns, subject-verb agreement, word forms, and parallel structure. We selected the topics in the chapters of *Top 20* after surveying many experienced teachers, student writers, textbooks, and course curricula.

You, the teacher, are always the best judge of which chapters should be covered and in which order and to what extent. No one knows the language needs of your students better than you do. It is up to you to gauge the needs of your students and then match those needs with the material presented in the chapters of *Top 20*.

# **Text Organization**

As we have said, each of the twenty chapters focuses on one grammatical question that affects the quality of student writing. To facilitate customized instruction, each chapter is independent of all other chapters and can be taught in any order. In addition to the twenty chapters, with their specific grammatical focus, at the back of the book are four appendixes: Appendix 1 reviews the parts of speech; Appendix 2 briefly reviews how to construct comparative and superlative forms of adjectives and adverbs; Appendix 3 lists irregular verb forms; and Appendix 4 lists conjunctions and transitions and their functions.

# **Contents of a Chapter**

Following is a description of the common features of each chapter and the types of exercises found in them.



### **Opening Discussion: Check Your Grammar**

Each chapter opens with a Check Your Grammar exercise designed to test students' knowledge of the grammar point to be examined, using subject matter drawn from one of seven academic areas familiar to the majority of students. After the students have done the exercise and discussed their findings with a partner, it is up to the teacher to go over the exercise with the students to help them understand the nature of the grammar problem they will be studying.

### **Grammar Reviews and Explanations**

The grammar reviews and explanations cover problems that characterize student writing, not speaking. Top 20 is not meant to be a complete grammar book; instead, it reviews common problem areas and helps students focus their attention on the gap between what they are writing and what they should be writing. For this reason, certain grammar points have been given special emphasis, others very little. For example, we have not focused much on the future perfect tense because our analysis of student writing needs indicates that attention to other areas such as the present perfect and consistent verb tense usage is the more prudent approach.

#### **Exercise Types**

Second-language acquisition (SLA) research shows the importance of awareness in the second-language learning process. Students using this text have had basic grammar instruction, but many continue to make errors. The exercises in *Top 20* are designed to raise students' consciousness of the types of errors they make in their writing. Studies have also demonstrated that the number of exercises—frequency of practice—is as important as the nature of the exercises themselves (Folse 2006, Fotos 2002, and Laufer and Hulstijn 1998).

**Original Sentences** Some exercises ask students to write original sentences to illustrate a very specific aspect of a given grammar point. We recommend that you have students discuss their answers in groups and possibly write some of their sentences on the board for general class discussion about what is correct, what is not correct, and why a gap between the two exists.

**Selecting the Correct Form** Some exercises present students with two to three answer options, and students must underline or circle the correct answer. The incorrect answer options are almost always forms that students with various first languages would use. Thus, this kind of exercise is harder than it might appear.



**Editing of Sentences** Because a paragraph is only as good as the sentences in it, the exercises on editing sentences present students with sentences one at a time. The sentences are often about a single topic and are related to each other. Students are asked to focus on one specific grammar issue—for example, verb tenses—and check for that specific grammar point in each of the sentences.

**Editing of Paragraphs** In the exercises on editing paragraphs, students are given a paragraph written for native speakers. Common sources for the exercise text are business books, history books, education texts, speech books, sociology texts, the Internet, and newspapers. Students are not told where the errors are, but they are always told how many errors to look for or what type of errors there are.

These two points are important in helping students practice looking for, finding, and correcting *specific* errors that they are likely to be making. Since the teaching goal is to enable students to edit for specific kinds of errors, it makes sense to tell them what errors to look for. For example, if we want students to check for subject-verb agreement and word endings, then teachers and materials should train students to look for these particular mistakes. Instead of the more typical directions that ask students to find "the errors" in a given piece of writing, the most effective exercises direct students to find, for example, five errors: two subject-verb errors and three pronoun errors. In this way, student writers are actually editing for the types of errors that teachers want them to focus on.

**Multiple Choice** Multiple-choice exercises follow the traditional format. Four choices are usually offered with only one choice being correct. The Chapter Quiz in each chapter follows this format as well.

Locating the Error In error identification exercises, students read single sentences in which four words or phrases have been underlined. Students must circle the letter labeling the word or phrase that contains a grammatical error and then write their edited answer above the error. Error identification exercises are helpful in the overall SLA process because they can raise learners' consciousness of a linguistic feature by requiring learners to focus their attention on the difference, or gap, between the incorrect form and the correct form (Schmidt, 2001).

**Original Writing** To achieve the goal of connecting grammar instruction and focused review, each chapter of *Top 20* ends with an exercise called Original Writing. Students are given a prompt to which they are asked to respond by writing a paragraph, two paragraphs, or an essay. (It is up to each teacher to establish the writing length parameters of any exercise.) We believe that students should not be writing extensively but rather intensively when the goal is to improve writing accuracy. Thus, this activity asks students to write a short piece, but the demands on grammar proficiency are high. Students are told to practice certain aspects of the grammar covered in the chapter, to underline their original examples, and to check their correctness with a partner. Underlining key linguistic features has been shown to enhance noticing and learning of new material.

#### More About the Exercises in Top 20

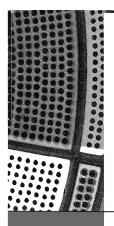
Teachers have long noticed that students may do well in a grammar class where the focus is on one grammatical form in one type of exercise, but these same students may experience writing problems when trying to transfer or apply this knowledge to original writing. For some reason, students do not transfer the material they have just been taught to their writing. As a result, the majority of the exercises in *Top 20* deal with language in context—that is, language in a series of related sentences, in a whole paragraph, or in a short essay. Our experience has shown that students can improve their editing for a specific kind of grammatical error when they review the grammar issue and then practice their editing skills in written exercises of various lengths (sentences, paragraphs, or essays). The 239 exercises in *Top 20* and the additional web activities offer more than enough material to satisfy most students' written-grammar needs.

Though a wide array of exercise types is included (see the previous section, Contents of a Chapter), the three exercises most commonly used are fill-in-the-blank, error correction (editing), and original student writing of paragraphs. The most important objectives of *Top 20* are to enable students to feel more comfortable with ESL grammar and to improve their writing by honing their editing skills. Consequently, the number and variety of exercises that students tackle are crucial to the success of *Top 20*.

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# Nouns

In this chapter, you will review the forms and characteristics of nouns and the words that go with them. Two important categories of nouns are count nouns and noncount nouns. Briefly, count nouns name things that can be counted, such as car and computer. Noncount nouns name things that cannot be counted, such as freedom and happiness.



#### **CHECK YOUR GRAMMAR**

Three of the five underlined words contain an error related to nouns. Can you explain why each of these underlined words is (or is not) wrong? Discuss with a partner.

#### The Environmental Protection Agency

The Environmental Protection Agent (EPA) was created by Congress in 1970 to replace the fifteen federal agencies that previously were responsibility for enforcing the legals that regulate environmental pollution.

From: Frank A. Schubert (2004). Introduction to Law and the Legal System. Boston: Houghton Mifflin, p. 665.

#### **Count Nouns** 1.1

Nouns that can be counted are called count nouns. They can be singular or plural in form.

Singular:

one subject

a problem

one reason

a child

Plural:

five subjects

two problems

three reasons

eight children

#### 1.1.1 **Singular Count Nouns**

Singular count nouns, together with any descriptive adjectives, have an article (a, an, the) or another determiner before them (my, your, this, one, every, each).

an exam, a long exam, my brother, my oldest brother,

each chapter, each new chapter



Don't use a singular count noun without an article or other determiner.

Incorrect: house new house car old car

Correct: a house their new house my car our old car

However, in a few idiomatic expressions, no article is used:

have dinner in school at home at work

by bus (by + transportation) by phone (by + communication)

# **Exercise 1** Underline the fifteen singular count nouns that have articles or determiners. Circle the articles and determiners. The first one has been done for you.

#### Modern Households

By the end of the twentieth century, almost every person in the country owned at least one telephone and one television set. Most homes also had a washing machine, and many possessed a microwave oven. Since the beginning of the new millennium, the cellular phone has become commonplace, and most households now have a computer. The times have certainly changed. They have changed so much that most people cannot even imagine an evening at home without a computer or some other appliance.

### 1.1.2 Plural Count Nouns

Plural count nouns are sometimes preceded by the definite article *the* or by another determiner, or they may appear alone. Plural count nouns are NOT preceded by *a* or *an*.

Incorrect: a houses an expensive houses

Correct: the houses some houses big houses some big houses

#### Regular Plurals

Most count nouns form their plural by adding -s to the singular noun.

cat / cats tree / trees taxi / taxis sweater / sweaters schedule / schedules course / courses professor / professors

#### **Irregular Plurals**

A few common count nouns have an irregular plural form.

man / men	woman / women	child / children	mouse / mice
fish / fish	tooth / teeth	foot / feet	person / people or persons
knife / knives	thesis / theses	criterion / criteria	fungus / fungi
self / selves	analysis / analyses	datum / data	focus / foci
life / lives	alumnus / alumni	medium / media	hypothesis / hypotheses
half / halves	sheep / sheep	hero / heroes	species / species

A few plural nouns do not have a singular form:

glasses pants jeans scissors tongs clothes

#### **Special Spellings of Plurals**

A few types of count nouns form their plurals in a slightly different manner. Nouns ending in a CONSONANT + y form their plurals by changing the -y to -i and adding -es.

library / libraries lady / ladies copy / copies theory / theories This rule does not apply to nouns that end in a VOWEL + y.

tray / trays monkey / monkeys survey / surveys boy / boys

Nouns ending in -s, -ss, -sh, -ch, -x, and -z add -es to form the plural.

class / classes bush / bushes bench / benches box / boxes quiz / quizzes

## Editing

Exercise 2

Six of the ten underlined words and phrases in this paragraph contain an error. Circle the errors and write the corrections above.

#### **Current Economic Indicators**

All economic indicators are up. People are building <u>new houses</u> at a very high rate.

They are also buying  $\underline{a}$  new cars. Among consumer products that are selling well are  $\underline{2}$ 

cellular telephones, computer, and big-screen  $\frac{TV \text{ sets.}}{4}$  Unemployment is low—jobs

are not difficult to find, but <u>a good employees</u> are. <u>Some firms</u> are offering bonuses

or stock options to attract <u>capable person</u>. <u>Interest rate</u> are at a comfortable level,

resulting in heavy sales of consumer item.

10

# **Exercise 3** Read the paragraph and underline the twenty-one plural nouns. Do not include possessive forms. Then circle the seven irregular plural nouns. The first one has been done for you.

#### **Current Stress Research**

Research has shown that everyone, even children, is subject to stress. In addition, statistics indicate that stress affects people's physical health, causing headaches and heart problems. After conducting surveys and collecting a large amount of data, some psychologists are now trying to determine the best methods for coping with stress. They are also testing various hypotheses to determine why some workers seem less affected by stress than their counterparts. Preliminary analyses seem to support the theory that people with adaptive skills and optimistic attitudes suffer fewer physical problems associated with stress. Finally, new research to measure the physical effects on health of both positive and negative stress in people's lives is under way. The results of this research will guide physicians in treating their patients who suffer from chronic stress.

#### 1.2 Noncount Nouns

Nouns that cannot be counted are called noncount or mass nouns. They are used with singular verbs.

- Noncount nouns are often liquids or gases.
  - water air oil oxygen
- Noncount nouns often refer to a whole or a mass made up of small particles or items.
  - sugar salt white sand
    new furniture homework good news
    equipment money expensive clothing
- Noncount nouns are often weather phenomena, fields of study, raw materials, abstractions, or sports and pastimes.
  - rain economics gold happiness respect soccer hot weather psychology hard coal luck satisfaction cards

Note: Cards can be a noncount noun meaning a game of cards, or it can be a count noun meaning individual cards.

The following noncount nouns are often mistakenly used as plural count nouns:

Incorrect: furnitures advices homeworks equipments informations

Correct: furniture advice homework equipment information

**Exercise 4** Read the paragraph and underline the seventeen count nouns. Draw a circle around the twelve noncount nouns. The first two have been done for you.

#### Protein

It is a commonly known <u>fact</u> that dairy products such as <u>milk</u>, yogurt, and cheese are rich sources of calcium, but how many people know that these food products are also loaded with protein? This is the reason that dietitians recommend that people consume two to four servings of this group each day. A glass of milk or a cup of yogurt has high-quality protein that is equivalent to an ounce of meat or cheese or to one egg. These food items are certainly good for your health. Whenever possible, however, you should opt for items that are not so high in fat.

### 1.2.1 Comparing Noncount and Count Nouns

Noncount nouns are like count nouns in certain ways.

- 1. Noncount nouns act like singular and plural count nouns.
  - Like singular and plural count nouns, noncount nouns may have certain determiners in front of them, such as the definite article *the* or the possessive adjectives *my* and *your*.
  - Possessive adjectives have the same forms in front of all three types of nouns: singular count nouns, plural count nouns, and noncount nouns.
  - You can use this and that with singular count nouns and noncount nouns; these and those can appear in front of plural count nouns only.

Singular Count Nouns		Plural Count Nouns		Noncount Nouns	
Determiner	Example of noun	Determiner	Example of noun	Determiner	Example of noun
the	car	the	cars	the	traffic
an	apple	Ø	apples	Ø	fruit
my, your	vegetable	my, your	vegetables	my, your	rice
his, her, its	job	his, her, its	jobs	his, her, its	work
our, their	job	our, their	jobs	our, their	work
this, that	cat	these, those	cats		

2. Noncount nouns act like plural count nouns. Like plural count nouns, noncount nouns may be preceded by determiners and certain expressions of quantity, or they may appear alone.

In the chart below, the determiners before plural count nouns and noncount nouns are the same.

Singular Count Nouns		Plural Count Nouns		Noncount Nouns	
Determiner	Example of noun	Determiner	Example of noun	Determiner	Example of noun
a	taxi	Ø	taxis	Ø	traffic
the	taxi	the	taxis	the	traffic
one	taxi	some	taxis	some	traffic
		a lot of	taxis	a lot of	traffic
		enough	taxis	enough	traffic
		plenty of	taxis	plenty of	traffic
	.'s get taxi. .'s get <b>a taxi.</b>	Some taxis had conditioning.	ave air	There will be so	
Remember that singular count nouns must have an article or determiner.		There aren't enough taxis in this city.		There is <b>plent</b> on that narrow	•
		Taxis are more comfortable than buses.		Traffic is always heavy or weekends.	

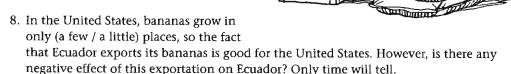
In the following chart, the determiners—certain expressions of quantity—before plural count nouns and noncount nouns are different.

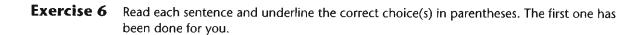
Singular Count Nouns		Plural Count Nouns		Noncount Nouns	
	Example of noun	Determiner	Example Determiner of noun		Example of noun
		many	taxis	much	traffic
		a few	taxis	a little	traffic
a/the/one	taxi	few	taxis	little	traffic
		several	taxis	a great deal	
		four	taxis	of	traffic

# **Exercise 5** Underline the correct noun form(s) or determiner in each sentence. The first one has been done for you.

- 1. Dr. Rachel Lindstrom is studying a special aspect of (a biology / biology).
- 2. She is doing (research / a research) on (a certain plant / certain plants) and their products that countries export.
- 3. For example, Dr. Lindstrom has found that (some plants / a plants) contain substances that can fight (a diseases / a lot of diseases).

- 4. She and her colleagues now have (an information / enough information) to write (book / a book) about their investigations.
- 5. Specifically, this new volume will examine the consequences that can result from a country's (export / exports).
- 6. For example, does the fact that Colombia exports (several / a great deal of) coffee have any negative impact on Colombia?
- 7. In Ecuador, (many / much) types of bananas can be found all over. They are harvested and sent worldwide.





14

# Studying for the Law

Exercise 7	Put a check mark $(\checkmark)$ beside each of the expressions that could be used correctly before each noun. The first one has been done for you.					
	new student	students failed	The students said that they			
	in our class didn't pass	the test.	had information,			
	the test.		but it was not enough.			
	<b>~</b> A	A	an			
	Ø	Ø	Ø			
	The	Some	some			
	That	Much	the			
	These	A lot of	enough			
	Some	A few	a lot of			
	Many	A little	many			
	Much	Enough	a few			
	Enough	Several	a little			
	A few	Four	one			
	Two	That	those			
	Plenty of	Plenty of	plenty of			
	A great deal of	A great deal of	a great deal of			
Editing  Exercise 8		om a business publication. If the e ed edit on the line. If it is correct,				
	1	6				
	2	7				
	3	8				
	4	9				
	5	10				

#### **Small Business Success**

In today's world, what does it take to make a business succeed? A study of  $\frac{1}{1}$  hundreds of successful small businesses found they had  $\frac{\text{much characteristics}}{2}$  in

 $common. \ It \ found \ that \ the \ owners \ of \ successful \ businesses:$ 

- have enough time to devote to the business, typically 60+ hours each week;
- have many capital to cover costs for six months;
- provide an adequate training to each employee;
- provide close supervision of new employees;
- treat both customers and employees with a great deal of respect
- request feedback from customers.

Second, the employees of successful businesses:

- have sufficient education to handle the job;
- understand the importance of customer service;

7

earn good salary and have access to health insurance;

8

· receive a little weeks of vacation every year;

9

- have some flexibility in work hours;
- receive a regular feedback on their performance from their supervisor.

10

Exercise 9

In eleven of the underlined noun phrases, the quantifiers are used incorrectly. Find the errors and make the corrections. More than one option may be correct. Use  $\emptyset$  to indicate that no article or other quantifier is needed.

#### Rainforest Island



Rainforest Island has been treated extremely well by <u>nature</u>. It has <u>much</u>

<u>dense forests</u>, which produce <u>beautiful wood</u>. On the north side of the island it has

<u>mountains</u> where <u>a coffee</u> is grown. In the southern area, there are thousands of
acres of <u>bananas</u> and <u>one sugar</u> there as well. The island exports <u>a lot of wood</u>,

<u>coffee</u>, <u>bananas</u>, and <u>sugar</u>. There are other resources to be developed, too. The
eastern shore has <u>a beautiful beaches</u> and would be ideal for tourism; so far,
however, tourism has not brought <u>many money</u>. There are only <u>a little hotels</u> on
the island, and these are not in good condition. There is <u>a good news</u>, though; the
Islands Hotel Investment Group is planning to invest heavily in the area. This will
result in <u>much excellent facilities</u> and will provide <u>many work</u> for the inhabitants of
the island. Even more important, at the end of the twentieth century, <u>a few oil</u> was
discovered just off the northern shore. Since then, scientists have found that there
is <u>many oil</u> underneath the island. Until now, Rainforest Island has had to depend
on agriculture, but in the future—with <u>oil and tourism</u> about to be developed—it is
likely that there will be some changes in the character of the island.

# CHAPTER QUIZ

### **Exercise 10** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	We	need to buy for	the livi	ng room.
	A.	a new furniture	C.	new furnitures
	В.	new furniture	D.	a few new furnitures
2.	I go	t wonderful new	vs today	! I'm getting a 10% raise.
	A.	a	C.	a few
	В.	some	D.	those
3.	Bef	ore we decide where to go	on vac	ation, we have to get information about
	hot	el costs.		
	A.	an	C.	some
	B.	a few	D.	one
4.	Му	son spends too	watchir	ng television.
	A.	much time	C.	many time
	B.	much times	D.	many times
5.	Dav	vid, can you give me	abo	out asking for a promotion at work?
	A.	an advice	C.	some advices
	В.	some advice	D.	advices
6.	Sin	ce we moved into this ne	ighborh	ood, the kids have made new friends and
	hav	ve spent time wi	th them	, so I think they're adjusting OK.
	A.	a little a few	C.	a little a little
	B.	a few a little	D.	a few a few
7.	Car	rol: What time do you wa	nt to _	?
	Dav	vid: Not too late. Jan is gi	ving us	a ride to the restaurant, but we have to come home
		, remember?		
	A.	have dinner by a bus	C.	have dinner by bus
	В.	have a dinner by bus	D.	have a dinner by a bus
8.	We	need to help the kids wit	h their	tonight. That's important part of
	oui	family routine.		
	A.	homeworks a very	C.	homeworks very
	В.	homework very	D.	homework a very

# ORIGINAL WRITING

Exercise 11	Write a paragraph about a field of study or a job you are interested in. Include at least five items about the field or job that you like. Include the following expressions in your essay: a, some, several, many, a lot of, much, a little, little, a few, few, a great deal of, plenty of, and enough. Then underline all the count and noncount nouns and have a partner check to see if the articles and determiners are correct.
	· · · · · · · · · · · · · · · · · · ·



# Articles: a, an, the

<u>Articles</u>—those little words that can be so difficult to use correctly—introduce and identify nouns. There are two kinds of articles in English: indefinite (a, an) and definite (the). Articles occur before nouns (the book) and before adjective + noun combinations (a big book).



#### CHECK YOUR GRAMMAR

Five of the eight underlined words or phrases contain an error related to articles. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### Architecture—More Than Solving Problems

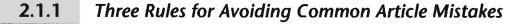
In <u>the architecture</u>, as in any art, it is never enough to solve <u>a problem</u>. Building forms have <u>the profound</u> effect on <u>the quality</u> of life; <u>the painting</u> and <u>the sculpture</u> reflect, comment on, and affect future of the arts and of humanity.

From: M. Witt, Brown, C., Dunbar, R., Tirro, F., and Witt, R. (2005). The Humanities: Cultural Roots and Continuities, 7th ed., Vol. 1. Boston: Houghton Mifflin, p. 304.

## 2.1 Article Basics

This chart gives you the basic uses of articles in English. (For a review of count and noncount nouns, see Chapter 1.)

Articles			
	Count Nouns		Noncount Nouns
Indefinite articles (a, an)	a cat	cats	money
	an ugly cat	ugly cats	
	an answer	answers	
Definite article (the)	the cat	the cats	the money



The following three rules, repeated later in the chapter, are grouped here because they are the main rules that will help you avoid the most common mistakes with articles.

1. Use a, an, or the (or another word such as my or this) with singular count nouns.

Incorrect: Most university students own computer.

Correct: Most university students own a computer.

2. Use *the* with specific noun references, either singular or plural. Specific noun references are definite.

Incorrect: Title of this course sounds interesting.

Correct: The title of this course sounds interesting.

Incorrect: Questions on yesterday's grammar test were difficult.

Correct: The questions on yesterday's grammar test were difficult.

3. Do not use *the* with general noun references, either singular or plural. General noun references are indefinite.

Incorrect: Our government should spend more money on the education.

Correct: Our government should spend more money on education.

Incorrect: The successful presentations require planning and practice.

Correct: Successful presentations require planning and practice.

**Exercise 1** As you read the paragraph, fill in each blank with *a, an, the,* or Ø. Be prepared to explain your answer choice using information from one of the three rules discussed in Section 2.1.1. The first one has been done for you.

Are You \_\_a \_ Speaker or \_\_\_ Presenter?

Giving \_\_\_ public speech is different from giving \_\_\_ private

presentation in a number of ways. First, \_\_\_ public speeches in general tend to be

more formal than \_\_\_ presentations. Whereas \_\_\_ topic of \_\_\_ public

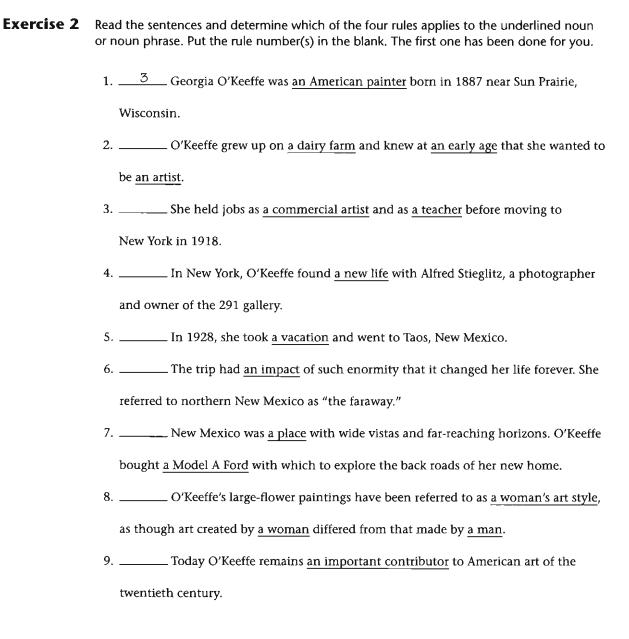
speech may be relevant to \_\_\_ people who may not be in attendance, \_\_\_ 10

topic of \_\_\_ presentation usually affects \_\_\_ immediate audience. In

(continued)

addition, visual aids are	e often part of pr	resentations, as is
interaction with audier	nce. Not all people who ar	e good at public speaking
can deliver effective pr	esentation.	

# **Indefinite Articles** 2.2 The indefinite articles are a and an. Use a and an with indefinite singular count nouns. Here are the main rules for indefinite articles. 2.2.1 Uses 1. Use a and an to introduce a singular count noun. Let's take a speech class this semester. There is an excellent show on TV tonight. 2. Use a and an to define or classify something. Jambalaya is a rice dish that is native to south Louisiana. My brother is an investigator for the city health department. 3. Use a and an to show that you are talking about one (of the item). Excuse me. Do you have a pencil that I could borrow? I need an eraser, as well. Do not use one interchangeably to mean a. "Do you have one pencil?" emphasizes the number, not the pencil. Special time expressions: One is used before day, week, month, and so forth, to refer to a particular time when something occurred, as in "One day I visited the new museum in town." 4. Use a and an for a general truth about a singular count noun. Reference is to all or most of the members in the group. (Note that a plural count noun without any article expresses the same idea.) A piano has 96 keys. (= Pianos have 96 keys.) A teacher should plan lessons. (= Teachers should plan lessons.) We do not usually use an article with a noncount noun. Articles can be used with abstract nouns that are derived from verbs. Time is money. (no article) Hospitals saw a demand for better care. (abstract noun)



2.3	Definite Article the				
	The definite article is <i>the</i> . Use <i>the</i> with definite singular, plural, and noncount nouns. Use <i>the</i> to indicate that you are referring to something specific. Here are the main rules for definite articles.				
2.3.1	Uses				
	<ol> <li>Use the to refer to a specific thing or person. This includes nouns made specific by prepositional phrases or adjective clauses.</li> </ol>				
	Specific: The window in the kitchen has been closed all day.				
	General:	<b>A</b> window is usually rectangular in shape. (= Windows are usually rectangular in shape.)			

Specific: The pilots who work for that airline will go on strike at midnight.

General: A pilot wears a uniform. (= Pilots wear a uniform.)

2. Use *the* for the second and all subsequent references to the same item. Note that sometimes different nouns are used to refer to the same thing. Using a variety of vocabulary items with the article *the* is an excellent device for coherence in your writing.

A deadly car crash (noun A—first reference) involving three vehicles (noun B—first reference) occurred on Highway 62 last night. Police said that the wreck (noun A—second reference) happened just after midnight. Though damage to the three cars (noun B—second reference) appeared to be minimal, the accident (noun A—third reference) claimed two lives.

 $Crash \rightarrow wreck \rightarrow accident$ : Notice how crash becomes wreck and then becomes accident.  $Vehicles \rightarrow cars$ : Vehicles becomes cars. These different words still refer to the same original thing, and the article changes from indefinite (a) to definite (the).

3. Use the with a superlative, with a ranking, or with a comparison between amounts.

Many sports offer good exercise, but tennis is the best sport for people of all ages.

The third part of any joke is usually the punch line.

The more time you spend editing, the more corrections you'll make.

4. Use the with the parts of something or members of a group.

I like this watch. The minute hand is blue, and the hour hand is red.

Today the small-business owner finds it hard to compete against superstores.

The is used to talk about a body part in a more formal way, for example, in science or health discussion.

The stomach contains special liquids to help with digestion.

However, when we are referring to our own bodies, we use possessive adjectives, not the.

My stomach hurts because I ate all the chocolates.

5. Use the when the item is known to both the writer and the reader (or to the speaker and the listener), when the context makes it clear, or when there is only one possible item.

Rick: Where's your phone?

Cara: It's next to the refrigerator.

6. Use *the* in general statements about a whole species (kind), class, or category.

The Apple computer was not developed by Bill Gates.

The green sea turtle is on the threatened and endangered list.

More medicine is needed for the sick. (the sick = sick people)

The use of the + SINGULAR NOUN is more formal than the more conversational style of using plural + no article.

The tiger is native to India. (formal) Tigers are native to India. (less formal)





7. Use the with unique, one-of-a-kind items (especially when talking about nature).

The sun is shining directly overhead.

Take a look at the sky! The clouds are moving fast today.

There's nothing you can do to change the past, so plan for the future.

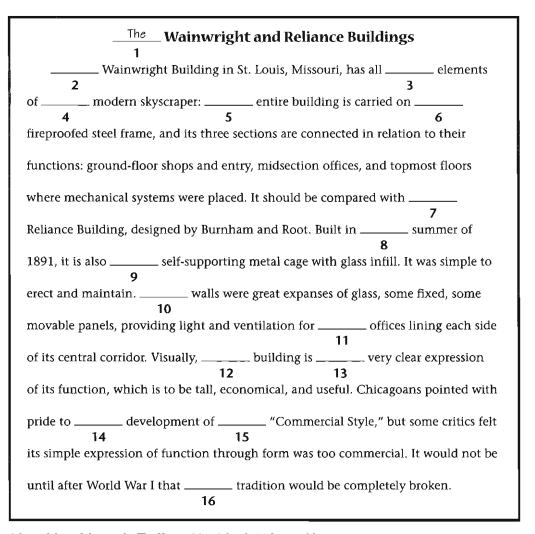
8. Use *the* with certain proper nouns: oceans; seas; rivers; groups of islands, lakes, mountains; deserts; plural names of countries; areas identified by direction words; buildings; schools with *of / for*; and sports teams.

the Atlantic Ocean the Sears Tower the Hawaiian Islands the University of Texas the United States

the Academy for the Arts

the Boston Red Sox the North

**Exercise 3** As you read the paragraph, fill in each blank with *a* or *the*. The first one has been done for you.



Adapted from Witt et al., The Humanities, 7th ed., Vol. 1, p. 304.

## 2.4 No Article (ø)

In English, articles are not always necessary with nouns. Here are the main rules indicating when no article is needed before a noun.

#### 2.4.1 *Uses*

1. No article is needed when you are referring to the whole group, class, or category.

Most people agree that more tax money should be spent on education.

We need to buy furniture for the new house.

Tigers are native to India.

2. No article is needed when you are referring to a thing in general, rather than to a specific member of a group.

The most popular subjects are **English**, math, and world history.

**Love** is easier for some people to express than for others.

I've never been interested in studying nature.

Beaches offer a place to play or to relax.

Exception: Use an article when you refer to a specific kind within a general thing.

I understand English well, but I sometimes have difficulty understanding the English spoken by young children.

The love he felt for his children couldn't be measured in words.

He developed a sudden interest in the nature of rainforests.

The beach he runs on is pure white sand.

3. No article is needed with names of cities, states, countries, and continents. Exceptions include place names with the words *united*, *union*, or *republic of*, as well as plural names. (See Section 2.3, Rule 8.)

New York Florida France Argentina Asia North America

4. No article is needed with a (single) lake, but use *the* with all other bodies of water. (See Section 2.3, Rule 8.)

(Exception: the Great Salt Lake)

Lake Michigan Lake Tikal Lake Okeechobee Lake Victoria

5. No article is needed with directions, but use *the* with areas identified by direction words.

Go north on the highway. I live south of the city.

He lives in **the South.** (the southern part of the U.S.)







6. No article is needed with diseases:

HIV AIDS cancer cholera heart disease diabetes

Some exceptions to this rule include the following:

the flu the measles the mumps the chicken pox

Use a with injuries, symptoms, and other nondiseases:

a cold a headache a heart attack a broken leg

7. No article is needed with the names of people, businesses, and most magazines.

Dr. Jenk's office is next to Brenda's office.

Microsoft has its head office in the state of Washington.

I just bought a subscription to Newsweek.

Exception: With a person's title that has no proper name, use the article.

This is the President.

8. No article is needed with months, dates, days, holidays, or seasons.

Christmas is **December** 25th. My birthday is **January 23rd**.

Classes start on **Tuesday**. **Valentine's Day** is next week.

We travel to California every winter.

Exception: Use the with dates in a phrase using the preposition of:

the 12th of August

9. No article is needed with chapters, numbers, highways, and interstates.

Please read Chapter 8 for tomorrow and answer question number 15.

Can you tell me whether **Highway 60** will take me to **Interstate 95**?

10. No article is needed with commonplace words in certain idiomatic expressions. No article implies that an activity is taking place at that location; the refers to the place of the activity.

He is at home now. (NOT at the home)

He's at work. (NOT at the work)

Marguerite is still in bed. (NOT in the bed)

They're on vacation. (NOT on the vacation)

**Exercise 4** As you read the paragraph, fill in each blank with *the* or Ø. The first one has been done for you.

Landforms and Water		
The United States offers fine examples of geographical landforms and bodies 1		
of water. From mountain ranges to lakes to rivers, the		
country has them all Rocky Mountains, stretching 2,000 miles from 5		
central New Mexico to northeastern British Columbia,  6 7		
are undoubtedly the most impressive landforms in nation.		
Along Rockies, separating the streams that flow into  9 10		
Pacific Ocean from those that flow into Atlantic and to Gulf 11		
of Mexico, is Continental Divide. There are hundreds of rivers in 14		
United States, some of which act as state boundaries. For example,  15		
Chattahoochee River separates Alabama and Georgia. Similarly,		
Hudson River separates New Jersey from New York. Texas and 20		
New Mexico have a common border in Río Grande River.		
Great Lakes form a boundary between the United States and 22 23		
Canada. There are five lakes: Michigan, Superior, Huron, Ontario, and		
Erie. Other well-known lakes include Lake Okeechobee in Florida, Lake  25		
Pontchartrain in Louisiana, Great Salt Lake in Utah, and Lakes Champlain  26		
and Placid in New York.		
Many cities located on lakes and other bodies of water also serve		
as ports. Chicago, on Lake Michigan, is one such example. Tampa in		
Florida and New Orleans in Louisiana are both ports on Gulf of Mexico.		
San Francisco serves as a port on the Pacific Ocean while Boston does the same on		
Atlantic.		

**Exercise 5** As you read the paragraph, fill in each blank with *the* or  $\emptyset$ .

Women's Rights and Struggle
for Social Justice
3
During second half of nineteenth century, progress toward
4 5
equality between men and women in Western
6 7 8
Hemisphere was slow. No woman was able to receive a medical degree in
9
Canada until 1895, so Canada's first women doctors were forced
10 11
to train in United States. Full enfranchisement occurred in Canada in
twentieth century, but Canadian women had gained
13 14 Samuella Wollien Rad gamed
right to vote in some provincial and municipal elections before 1900. Like women
•
in the United States, Canadian women provided leadership in temperance, child
welfare, and labor reform movements Argentina and Uruguay
16 17
were among first Latin American nations to provide public
education for women. Both nations introduced coeducation in
20 21
1870s. In same decade, Chilean women gained access to some
22 23
professional careers. In Argentina, first woman doctor graduated
24 25
from medical school in 1899. In Brazil, where many women were active
in the shelitionist maximum for the shell made and the shell in
in the abolitionist movement, four women had graduated in
medicine by 1882. More rapid progress was achieved in lower-status careers that less
modeline by Tools more tuple progress was defined in lower status careers that less
directly threatened male economic power. By end of
29 30 31
century, women dominated elementary school teaching throughout
32
Western Hemisphere.
33



#### Exercise 6

Read the following paragraph. There are twelve mistakes in article usage. The first one has been done for you. Find the additional eleven and correct them.

#### A Vacation to Remember

Ø

I'll never forget my first trip to the Florida. It was in the September of 1980. I went to Naples for a week and rented one hotel room on beach. During my visit, I had both positive and negative experiences. I got a sun poisoning. I walked on the beach. I thought a manatee was the shark. I ate lots of good seafood. I collected the shells. I went sailing in Gulf of Mexico. I watched sun set every evening. I saw different kinds of palm trees. I experienced the real meaning of the humidity. I fell in love with the climate. After my vacation, when I was back at the work, I made a decision to move to Florida some day. It took more than fifteen years, but the one day came when I packed my car and drove south. I never looked back.

- **Exercise 7** In each lettered item, one of the four underlined words or phrases is not correct. Circle the letter of the error and write the correction above the error.
  - If you have the good study skills, you will do well on exams and have C
     confidence.
  - 2. If you are a little late in turning in your paper, there's a good chance you will get

    A

    B

    C
  - 3. The university library, the only building that can offer quiet place to study, serves

    B
    C

    as a meeting place for many students.
    D
  - 4. When scheduling study time, good student will allow three hours of study time

    A
    B
    C

    for each hour of class attended.

    D

# CHAPTER QUIZ

**Exercise 8** Circle the letter of the correct answer. Be prepared to explain your answers.

				•	
1.	The	professor believed that the student's pape	er wa	s not her own original writing, so he	
	wrote "plagiarized" across the top of the first page. However, according to the student,				
	the	re was no proof of			
	A.	plagiarism in research paper	C.	the plagiarism in research paper	
	В.	the plagiarism in the research paper	D.	plagiarism in the research paper	
2.	"I don't know which of these courses I should take. I need Can you				
	rec	ommend one?"			
	A.	a good three-credit English course	C.	good three-credit English course	
	В.	the good three-credit English course	D.	a good three-credit English courses	
3.	are awarded during a ceremony at the end of each semester.				
	A.	Degrees at an university	C.	Degrees at a university	
	В.	A degree at universities	D.	A degree at a university	
4.	Many universities have medical laboratories that carry out These research				
	studies conducted at universities often lead to medical discoveries.				
	A.	the research exciting	C.	the research the exciting	
	В.	research exciting	D.	research the exciting	
5.	Be sure to take advantage of that is offered to incoming freshman.				
	A.	the advising	C.	an advising	
	В.	one advising	D.	advisings	
6.	thing that all students have to do at of each semester is take their				
	fin	al exams.			
	A.	Last the end	C.	The last the end	
	B.	Last end	D.	The last end	
7.	_	diploma is often a guarantee to		job.	
	A.	University a high-paying	C.	University high-paying	
	В.	A university high-paying	D.	A university a high-paying	
8.	In general, students' grade point averages, or GPAs, are higher than they were just				
	years ago. For this reason, educators wonder how they can limit the				
	gra	grade inflation that they see in their schools.			
	Α.	ten the many	C.	the ten the many	
	В.	ten many	D.	the ten many	

# ORIGINAL WRITING

Exercise 9	Write a paragraph about an important event in history. Identify the event, when it happened, why it happened, why it was important, who was involved, and so on. In your concluding sentence, write your opinion regarding this event or the importance of this event. Exchange paragraphs with a partner. Circle all the articles on your partner's paper and check for their correct use.
	·



# Pronouns and Possessive Adjectives

<u>Pronouns</u> are similar to nouns because they often take the place of subjects or objects. In this chapter, you will review several important types of pronouns. You will also learn about possessive adjectives, which are easily confused with pronouns.



#### CHECK YOUR GRAMMAR

Two of the four underlined words contain an error related to pronouns and possessive adjectives. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### The Impact of English Ideas

The American Revolution and the events that followed <u>them</u> reflected the impact of English ideas on a pioneering society. The colonists worked well together at the local level in meeting <u>their</u> common needs. Beginning as <u>they</u> did—in a new environment—the colonists were critical of any limitation on <u>his</u> freedom.

Adapted from: Witt et al., The Humanities, p. 220.

### 3.1 Common Pronouns

These are the most common English pronouns:

Subject pronouns: 1 you he / she / it we you they who
Object pronouns: me you him / her / it us you them whom

In general, don't use a pronoun if you have yet to mention the noun. The word that the pronoun refers to is called the *antecedent* (coming before).

I don't like to eat it. (Object pronoun; we have no idea what it is; there is no antecedent. Remember: An antecedent is the noun that a pronoun refers to.)

My mother is making *lasagna*. I don't like to eat it. (In the first sentence, *lasagna* is the antecedent of the pronoun it.)

Note: If a noun and a pronoun connected with and are in the subject or object position in a sentence, the noun should be listed first.

Incorrect: Fand my classmates will be studying for the final exam all weekend.

Correct: My classmates and I will be studying for the final exam all weekend.

**Exercise 1** Read the following sentences. Change the underlined nouns to pronouns. Use the subject and object pronouns from the list on page 27. The first one has been done for you.

#### **Our Busy Lives**

She

My sister Sheila is in medical school. Sheila is one of the busiest people I know.

My brothers, on the other hand, want to become famous athletes, so my brothers

spend a lot of time practicing to become better at sprinting and running. I myself

am busy studying literature with Dr. Smith. He is a great professor, but his lectures are

repetitive. I am tired of listening to  $\underline{Dr. Smith}$  and his lectures. When my sister comes

home on weekends,  $\underline{\text{my sister}}$  often goes to the cineplex with  $\underline{\text{my brothers and me.}}$ 

Everyone in my family is usually too busy to do things together. However, my

family is planning a trip to Spain next year. My family and I have never been to  $\frac{6}{6}$ 

Spain, so we are very excited about seeing  $\frac{\text{Spain}}{7}$ . Madrid and Barcelona are two of

the most famous cities in Spain. These cities offer many things to do, and thousands 8

of tourists travel to  $\frac{\text{these cities}}{9}$  every year. If everything goes well, we will all take a

break from our busy lives and have a great vacation. I am certainly looking forward

to this vacation.

10

### 3.2 Object Pronouns Used After Prepositions

Use the object pronoun in prepositional phrases, even if the prepositional phrase comes at the beginning of the sentence.

According to them, it's not easy to get into that field.

Besides **me**, a lot of people are signing up for Dr. Winston's class.

I will never forget our trip to France and the Eiffel Tower standing grandly in front of **us**.



### **Exercise 2** As you read the following sentences, put an object or a subject pronoun in the blanks. The first one has been done for you.

- 1. Rachel Williams, who is the Vice-President of Marketing for Ex-Co, was supposed to run today's important stockholders' meeting, but \_\_\_\_\_ was not able to attend the meeting.
- 2. Instead, Miguel Rodriguez, Ex-Co's well-known but not so popular CEO, stepped in to run the meeting. According to \_\_\_\_\_\_\_, the company's stock has lost 20 percent of its value this quarter, a negative trend that is expected to continue for at least another fiscal year.
- 3. This loss will most definitely affect the merchants. These merchants bargained for the sale of Ex-Co's goods, but \_\_\_\_\_\_ weren't successful at maintaining their target prices.
- 4. Most of Ex-Co's employees, however, blamed the company's losses on Paul Lee, the company's financial analyst. Because of \_\_\_\_\_\_, the proposed increases in salary didn't go through.
- 5. The bureaucracy in certain corporations is staggering. However, with a new restructuring plan, \_\_\_\_\_\_ should decrease as time goes by.
- 6. Ex-Co's employees don't have much confidence in this new plan. \_\_\_\_\_ want to organize a walkout if the changes are not implemented smoothly.
- 7. According to business analysts who follow the ups and downs of Ex-Co, all of these problems are not surprising. With the economy so sluggish, it is no surprise that employees are unhappy with the current situation. Knowing the company all too well, \_\_\_\_\_\_ do not see a happy ending for themselves or for Ex-Co.

# 3.3 Possessive Pronouns Versus Possessive Adjectives

It's easy to confuse possessive pronouns with possessive adjectives. Remember that possessive adjectives, like all adjectives, describe something. They are always used with a noun. Their function is to show ownership—to *whom* does the object belong?

Did you get your car repaired today?

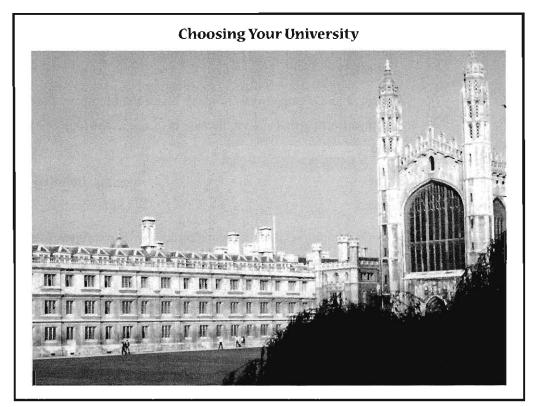
Compare possessive adjectives with possessive pronouns, which take the place of nouns and are used alone. Nouns do not follow possessive pronouns.

I just got my car repaired. When will you get yours repaired?

This chart compares possessive adjectives with possessive pronouns:

Possessive Adjectives	Possessive Pronouns
my+NOUN	mine
your+NOUN	yours
his, her, its+NOUN	his, hers
our+NOUN	ours
your+NOUN	yours
their+NOUN	theirs

**Exercise 3** Read the paragraph and fill in the blanks with the correct possessive adjective or possessive pronoun. The first one has been done for you.



(continued)

Choosing a university is not an easy task. First, you must decide what
major is going to be. Why is this important? Many schools are famous for certain
fields of study, so a university that is famous for business program might
not be a good choice for people who want English literature to be field of
study. A friend of, James, decided to study at the University of Michigan  4
because it has an excellent language program parents wanted him to stay
in California and go to UCLA, but for the program he was interested in, going to
a school in Michigan made more sense. Another important factor is tuition. For
example, my brother, who worked part time throughout high school, was able to
get into a private university. The cost of university is much higher than
, which, as a public university, costs me 70 percent less per year
choice was purely economic. The bottom line is this: Whatever university you
decide on, make the best of $\underline{\hspace{1cm}}$ choice and take advantage of everything the
university has to offer. It can be one of the most important decisions of life.  10

#### 3.3.1 Possessive Pronouns and Antecedent Agreement

In writing, one of the most prevalent pronoun errors occurs with agreement. Make sure that pronouns always agree with their antecedents in number (singular or plural), and in gender. (See Section 3.1 for a definition of *antecedent*.)

The boys always ride to school on their bikes.

The possessive adjective their (plural) agrees with the noun boys (plural).

Britney usually calls her friends after school.

The possessive adjective her agrees with the noun Britney (singular, feminine).

Incorrect: Each person in this class should have their own textbook.

The possessive adjective *their* is plural, but its antecedent, *person*, is singular. You can correct this error in two ways:

1. Change the possessive pronoun to the singular his or her.

Each *person* in this class should have his or her own textbook.

However, many writers do not like the use of "his or her" because it is wordy.

2. Make the subject plural: people.

People in this class should have their own textbook.

An important additional benefit to using plural subjects is that verbs in the present tense do not need an -s ending. In other words, you are less likely to make mistakes with subject-verb agreement if the subject is plural. Remember this good strategy in your writing!

Editing

Exercise 4

The following paragraph contains seven errors concerning pronouns or possessive adjectives. Underline the errors and write a correction above each one.

#### Irrigation

Irrigation management is an interesting field, especially in places where water supplies are low. Irrigation experts have various tasks such as taking soil samples, checking existing water tables, and projecting the amount of rain for the future. These people usually get his degrees from irrigation institutes. Them study many years in order to become familiar with the various tasks involved in her profession. For some of they, a job with local water authorities is a good place to begin his career. Others prefer to find jobs as contractors, working independently to aid farmers with our irrigation needs. Whatever the job, irrigation experts are becoming increasingly important. Water is a precious commodity, and they cannot be taken for granted.

#### 3.4 Reflexive Pronouns

When both the subject and the object refer to the same person or thing, you can use a reflexive pronoun as the object, or second noun. The reflexive pronoun refers to the subject. Here are the reflexive pronouns:

myself yourself himself herself ourselves yourselves themselves itself

The children saw themselves on the television monitor.

The skier hurt himself when he veered off the main ski slope.

Do not use a reflexive pronoun after a preposition unless the pronoun is the same as the subject.

Incorrect: My sisters laughed at myself when I dyed my hair.

Correct: My sisters laughed at me when I dyed my hair.

Correct: I laughed at myself when I dyed my hair. (The subject pronoun I and

the object of the preposition pronoun myself are the same person.)

Reflexive pronouns are never used as subjects.

The following are NOT grammatically correct English words:

hisself ourselfs theirselves

## Editing Exercise 5

Read each sentence. If it is correct, put a C in the blank. If there is an incorrect pronoun, put an X in the blank and make the correction above the error.

1. The defendant le	ooked around and	i silently asked	herself how th	e jury felt about
her.		•		

- 2. At the same time, the members of the jury were probably asking theirselves how they got chosen to participate in the trial.
- \_\_\_\_\_\_ 3. The prosecuting attorney questioned the defendant about whether she had incriminated herselves by not answering a previous question.
- 4. During closing remarks, the jury members wondered how many times the defense attorney had listened to himself practice that speech.
- 5. Since the trial took longer than expected, the judge asked that the jury members be sequestered in a hotel, without any access to outside information. This event put themselves in a difficult position.
- 6. With no access to newspapers, television, or any source of outside information, the members of the jury had to find other ways of entertaining themselves while they were sequestered.
- 7. The jury foreman promised hisself that he would remain calm during deliberations.
- 8. After the trial, one of the jury members said, "We certainly didn't enjoy ourselfs during this time, but serving on this jury was our civic duty."

#### 3.4.1 Using Reflexive Pronouns for Emphasis

You may hear reflexive pronouns used to emphasize a point. In this case, the reflexive pronoun means the same thing as the noun or pronoun it refers to, or reflects.

I don't know what you want to do, but I myself want to go to the park.

It was he himself who built the tree house in the backyard.

We enjoyed the *play* itself but not the musical score.

When using reflexive pronouns, be careful with prepositions. Note the differences in meaning between these sentences:

Lisa painted herself green for the Halloween party. (Lisa painted her body.)

Lisa painted by herself. (Lisa painted alone; we don't know what she painted.)

### **Exercise 6** Fill in the blanks in the following paragraph with reflexive pronouns or with prepositions (for example, for, at, of, and by) and reflexive pronouns. The first one has been done for you.

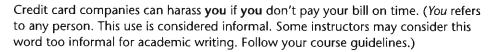
### Personal Ambition

Richard is an ambitious young man. He lives by himself 1
from anyone. He is an accomplished painter. In fact, he has recently painted a self-portrait. He never officially studied art, but he \_\_\_\_\_\_ says that there is 2
nothing a person cannot learn by practicing. When Richard first started painting, the results were not so good. Richard, always a good sport, just laughed \_\_\_\_\_ and \_\_\_\_ 3
tried again. He doesn't feel sorry \_\_\_\_\_ when he makes a mistake. He learns from \_\_\_\_\_ 4
his mistakes and goes on. At a special art auction held last week, one of his paintings sold for more than \$1,000! He was very proud \_\_\_\_\_ ! The buyers \_\_\_\_\_ were \_\_\_\_ surprised that Richard was a novice painter. Richard \_\_\_\_\_ was not; he knows \_\_\_\_\_ 7
how much he can accomplish in his life.

# 3.5 *You, one,* and *they* Used as Indefinite Pronouns

You can use the indefinite pronouns you, one, and they in general terms.

**One** never knows what can happen during a long trip. (*One* refers to any person. This use is more formal than *you*.)



They ski in the Alps, but I'd be afraid to. (*They* refers to people in general. Do not use in formal speech or writing. Instead, use a specific noun, such as "Many Swiss" instead of "They" in this example.)

**Exercise 7** Read the following dialogue. Above the underlined indefinite pronouns, write the person or people these pronouns refer to. The first one has been done for you.

Joanne: Hi, Gina. What's new?

Gina: Don't ask! I'm mad!

Joanne: Why? Who are you mad at?

People who work in travel agencies

Gina: A travel agency. They never get anything right.

1

Joanne: What happened?

Gina: I booked a flight and cruise to Mexico for

spring break.

Joanne: And?

Gina: You know the saying "You should always double-check everything"?

2

Joanne: Sure. You never know the kinds of mistakes people will make.

3

Gina: Well, I should've listened to that advice. I bought my tickets and thought everything was fine until I noticed that the dates were all wrong! And my tickets are nonrefundable. Now it's too late to change the tickets.

Joanne: Can you talk to someone at the agency? Complain maybe?

*Gina:* You know how they are ... everything's about contracts and reading the fine print.

I'm stuck with these tickets, and the travel dates, unfortunately, fall during final exams

this semester.

Joanne: Hmm. Maybe you could talk to your professors about changing the exam dates. You
5

should never underestimate the flexibility of some instructors.

Gina: Maybe you're right. You never know! I'll give it a try.

6

### Editing

**Exercise 8** In each item, one of the four underlined words or phrases is not correct. Circle the letter of the error and write the correction above the error.

1.	. Mike flew to Toronto to be with $\underline{\text{her}}$ sister. It	had been over two years s	ince <u>they</u>
	A B		C
	had seen each <u>other.</u> D		
2.	2. Everyone in the <u>airplane terminal</u> moved qu <b>A</b>	tickly out of <u>their airport l</u>	ounges
	except the people who $\frac{\text{were}}{C}$ in the jetway at	the <u>time</u> .	
3.	8. Mike took so many suitcases with him on va	acation. He even brought l	nimself laptop,
			С
	seven paperbacks, and his sister's CD player.	His sister and he bought i	t a few years ago.
4.	4. It was the airline union that worked to give	their members a new deal	including more
	<u> </u>	В	
	sick leave, a higher salary, better benefits for	ramp workers and their fa	amilies, and a
	more solid pension plan.		

#### CHAPTER OUIZ

A. they

B. themselves

	整新的数据在限与1000年度第四日数500年的1990年		
Exercise 9	Circle the letter of the correct answer. I		
	1. At the beginning of the semester, v	we asked our professor for his guidelines for writing	
	our final research paper. Based on	what told us, we must cite at least ten	
	articles and two books.		
	A. he	C. his	
	B. himself	D. Ø	
	2. Many of my classmates checked w	ith fellow students who have taken this course with	1
	Dr. Thompson. It seems that a 20-	page research paper is standard for most of	-
	courses.		
	A. Dr. Thompson	C. his	
	B. himself	D. Ø	
	3. At our first class meeting, Dr. Thor	npson clearly stated, "It goes without saying that al	ıl
	students are supposed to do	own original research, which means that no one	2
	should use any material from any	outside source without citing it appropriately in the	e
	paper."		
	A. they	C. their	
	B. them	D. theirs	
	4. Unfortunately, when reading the s	submissions, Professor Thompson found two	
	students who had apparently copi	ed substantial portions of final papers from	n
	the Internet.		
	A. they	C. their	
	B. themselves	D. theirs	
	5. Not surprisingly, both students de	nied this serious charge. When Professor Thompsor	1
	showed them the Internet site tha	t closely resembled their papers, the students	
	insisted that there was no proof of	f plagiarism in their research papers and that, in fac	t,
	was the original and the	Internet version was the plagiarized paper!	
	A. they	C. their	
	B. themselves	D. theirs	
	6. The students discussed this serious	s charge with the professor and then the departmen	ıt
	chair, but were not satisf	ied with the result.	

C. their

D. theirs

/.	At t	his point, one of the two students wanted	to d	rop the issue and accept the
	con	sequences, but the second student talked	the f	irst into continuing to fight their
	case	e. As a result, both students continued wit	h	appeal.
	A.	they	C.	their
	В.	themselves	D.	theirs
8.	The	ough it was apparent to most observers that	nt the	e students had copied from
	the	Internet source, the students continued, v	vork	ing up the chain of command.
	Eve.	ntually, even the college president	_ in	vestigated the charges! Ultimately,
	the	students' guilt was demonstrated, and the	y we	ere expelled from the university for
	acao	demic dishonesty. Plagiarism is serious.		
	A.	she	C.	herself
	B.	by herself	D.	hers

### ORIGINAL WRITING

#### **Exercise 10** Write a paragraph about your best friend from childhood.

- Recall some specific characteristics about this person and his or her family.
- Think about some memories that you share.
- Identify the reasons that this person was or continues to be special to you.

Be sure to include as many pronour underline the pronouns. Are they al	ns as you can. Il correct?	Exchange parag	graphs with a pa	artner and
		_		
<del>-</del>				
		<u>_</u>		
				_
		_		



### Verb Tense Review

This chapter reviews the <u>verb tenses</u> in English. In Chapter 5, you will work with specific problems that many writers have with verb tenses.



#### **CHECK YOUR GRAMMAR**

Three of the five underlined words or phrases contain an error related to verb tenses. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### Terrorist Attacks

The September 11, 2001, attack on the World Trade Center by terrorists who <a href="https://doi.org/10.2001/nijacked">hijacked</a> two civilian airliners and <a href="weer using">were using</a> them as missiles against the twin towers <a href="https://doi.org/10.2001/nijacked">had left</a> the nation stunned, angry, and determined to bring those who <a href="https://doi.org/10.2001/nijacked">orchestrated</a> the attack to justice. Unknown to American intelligence, in 1999 a group of terrorists in Germany led by Mohammed Atta <a href="https://doi.org/10.2001/nijacked">has already formulated</a> their plan to attack the United States.

From: C. Berkin, Miller, C., Cherny, R., and Gormly, J. (2006). Making America: A History of the United States, 4th ed. Boston: Houghton Mifflin, p. 1017.

### 4.1 Verb Tenses in English

The following chart gives you an overview of the twelve verb tenses in English. Then each tense is treated separately with examples of form and the most common uses, followed by practice exercises.

	REGULAR VERB	IRREGULAR VERB
Present:	l paint	l eat
Present progressive:	I am painting	l am eating
Present perfect:	I have painted	I have eaten
Present perfect progressive:	I have been painting	I have been eating (continued)

REGULAR VERB	IRREGULAR VERE

Past: | painted | ate

Past progressive:I was paintingI was eatingPast perfect:I had paintedI had eaten

Past perfect progressive: I had been painting I had been eating

Future: I will paint I will eat

Future progressive:I will be paintingI will be eatingFuture perfect:I will have paintedI will have eaten

Future perfect progressive: I will have been painting I will have been eating

#### 4.2 Present Tense

The present tense takes the form:

VERB or VERB + -s | leat. He eats.

#### 4.2.1 Uses

For general truths and facts that are not limited to a specific time
 Water boils at 100° Celsius.

2. For a repeated, habitual, or usual action

They play tennis every Saturday morning.

3. For information from a book, a poem, research, or other work (this is often called the literary present)

In the play, Romeo and Juliet love each other despite their family differences.

4. For a future event (but there should be a future expression, usually an adverb or adverbial phrase)

The flight from Boston to New York departs in fifteen minutes.

5. For a future event in an adverb clause. (See Chapter 15 for adverb clauses.)

It is unclear what the world population will be when the United Nations celebrates its 100th birthday in 2045.

Exercise 1	Write one sentence for each of the five uses of the present tense. <sup>1</sup>
Exercise I	write one sentence for each of the live uses of the present tense.

Use	1	
	2	
	3	
	4	
	5	
Ose	J	

### 4.3 Present Progressive Tense

The present progressive tense takes the form:

am / is / are + VERB + -ing I am eating.

#### 4.3.1 Uses



1. For an action that is happening at this moment and that will have a definite end Doctors are meeting in Amsterdam to discuss treatments for AIDS.

2. For a longer action that is happening "now"

"Now" can be a short time such as "at this second" or a longer time such as "today" or "this month / year / decade."

Kevin is working on four projects this month.

3. For a repeated action that causes irritation or problems (often used with the word *always*)

Politicians are always discussing ways of increasing government spending.

<sup>&</sup>lt;sup>1</sup> For Exercises 1–13, you may find sentences from a source such as a magazine or the Internet.

4. For an event in the near future (used with an adverb indicating future)



Twenty students are taking TOEFL next Wednesday.

Remember that we usually put only action verbs in progressive tenses. Therefore, we can say *I am going, I am eating,* and *I am exercising,* but we do not usually say *I am knowing, I am having,* or *I am being.* However, it is possible to put nonaction (stative) verbs in the progressive whenever they have an "action" meaning.

I am having a problem. He is being impolite.

Exercise 2	Write one sentence for each of the four uses of the present progressive tense.  Use 1
	<u> </u>
	Use 2
	Use 3
	Use 4
4.4	Present Perfect Tense
	<del></del>
	The present perfect tense takes the form:
	The present perfect tense takes the form:  have / has + PAST PARTICIPLE   have eaten.
4.4.1	
4.4.1	have / has + PAST PARTICIPLE   have eaten.
4.4.1	have / has + PAST PARTICIPLE   I have eaten.
4.4.1	have / has + PAST PARTICIPLE   I have eaten.  Uses  1. For an action that started in the past and continues in the present California has been a state since 1850.  2. For an action that has just been completed
4.4.1	have / has + PAST PARTICIPLE   I have eaten.  Uses  1. For an action that started in the past and continues in the present California has been a state since 1850.  2. For an action that has just been completed We have just finished Unit 7.
4.4.1	have / has + PAST PARTICIPLE   I have eaten.  Uses  1. For an action that started in the past and continues in the present California has been a state since 1850.  2. For an action that has just been completed

4. For an action that happened several times (no specific past time) and may happen again

The government has increased the sales tax three times.

5. To indicate that you have (or don't have) the experience of doing something (no specific past time)

Have you ever read Hamlet?

6. For a change or an accomplishment that has occurred (no specific past time)

Because of the high demand for oil, the price of gasoline has increased.

Scientists have cloned a sheep and a cat.

7. To indicate an unfinished action that may happen (no specific past time)

The judge has not decided the fate of the criminal yet.



#### **Exercise 3** Write one sentence for each of the seven uses of the present perfect tense.

Use 1.	·
Use 2.	· <u> </u>
Use 3.	
Use 5	·
Use 6	·
Use 7	

### 4.5 Present Perfect Progressive Tense

The present perfect progressive tense takes the form:

have / has + been + VERB + -ing I have been eating.

#### 4.5.1 Uses

1. For an action that started in the past and is continuing in the present for a specific duration, with emphasis on the fact that it is still happening

The president has been discussing this problem for more than two years.

2. For an action that started in the past and is continuing in the present for a nonspecific duration, meaning "recently" or "lately"

Congress and the President have been discussing this problem.

<b>Exercise 4</b> Write one sentence for each use of the present perfect progress	ive tense
---	-----------

Use 1		_	

Use	2.		_		

### 4.6 Simple Past Tense

The simple past tense takes the form:

	VERB + -ed	I painted.
or	IRREGULAR form	l ate.

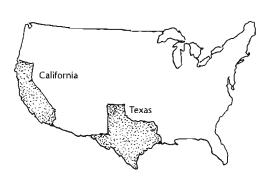
#### 4.6.1 Uses

1. For an action or condition that was completed in the past

Miners discovered gold in California in 1848.

2. For a series of finished actions

Texas became a state in 1845, and California joined the U.S. in 1850.



Exercise 5	Write one sentence for each use of the past tense.				
	Use 1				
	Use 2				
4.6.2	Two Other Expressions for Past Time: used to and would				
	In English, used to and would also express past tense.				
4.6.3	Uses				
	1. For a past habit or action that is no longer true: used to OR would				
	When I was a young boy, I used to play tennis after school every day.				
	When I was a young boy, I would play tennis after school every day.				
	2. For a past fact that is no longer true: used to				
	When I was a young boy, my family used to live in Pennsylvania.				
	Incorrect: When I was a young boy, my family would live in Pennsylvania.				
	Note that in the question form for used to, the final -d is dropped:				
	"Did you <b>use to l</b> ive in Pennsylvania?"				
	and in the negative form for used to, the final $-d$ is dropped as well:				
	"I didn't use to like strawberry ice cream."				
	Incorrect: "I didn't used to like strawberry ice cream."				
Exercise 6	Write sentences for the uses of past time with <i>used to</i> and <i>would</i> . For Use 1, write one <i>used to</i> sentence and one <i>would</i> sentence. For Use 2, write one statement, one question, and one negative example using <i>used to</i> .				
	Use 1. used to				
	would				
	Use 2. statement				
	question				
	negative statement				

4.7	Past Progressive Tense
	The past progressive tense takes the form:
	was ( ware VEDP ing Lung acting
	was / were + VERB + -ing   I was eating.
4.7.1	Uses
	1. For an action in the past that was interrupted
	We <b>were eating</b> dinner when the phone rang.
	2. For an action that was happening at a specific time
	At 7 p.m., we were eating dinner.
	3. For background or atmosphere information
	When I boarded my flight, I immediately realized that it was not going to be a fun trip. Several people were standing in the aisles. A few children were crying. Another child was standing on the seat next to mine. A tired-looking flight attendant was already staring at her watch even before the door was closed.
Exercise 7	Write one sentence for each use of the past progressive tense. For Use 3, write one longer example using several verbs in the past progressive tense.  Use 1
	Use 2
	Use 3

4.8	Past Perfect Tense						
	The past perfect tense takes the form:						
	had + PAST PARTICIPLE   I had eaten.						
	Had Trast Participal Triad Catch.						
4.8.1	Uses						
	1. For a past action or condition that ended before another past action or condition began						
	The man told us that we could not play tennis because it had rained too hard.						
	2. For a past action or past condition that ended before a specific time in the past						
9	When Los Angeles became the capital of California in 1845, it had been a city for only ten years.						
•	Often the past tense can be used instead of the past perfect tense. For example, when before or after is used in the sentence, you know which action happened first.						
	Kayleen had taken French before she took Spanish.						
	Kayleen took French before she took Spanish.						
	In contrast, expressions such as by the time often require the past perfect tense.						
	Incorrect: By the time he arrived, the meeting began.						
	Correct: By the time he arrived, the meeting had begun.						
Exercise 8	Write one sentence for each use of the past perfect tense.						
	Use 1						
	Use 2						
	USE 2.						
4.9	Past Perfect Progressive Tense						
	The past perfect progressive tense takes the form:						
	had + been + VERB + -ing   I had been eating.						

#### 4.9.1 Use

The past perfect progressive tense describes a continuing action that started in the past before another past action either began or interrupted the first action:

I had been working there for almost five weeks before I received my first check.

#### **Exercise 9** Write a sentence using the past perfect progressive tense.

#### 4.10 Future Tense

The future tense takes the forms:

There are two ways to express the future in English: be going to or will. Many times you may use either verb without any difference in meaning. However, each form also has its special use, and there are times when only one is correct. In general, there are many more uses for be going to than for will. Unfortunately, many nonnative speakers have been taught that will is the better or "more correct" future form. For this reason, the most common error with future tense is for nonnative speakers to overuse will.

#### 4.10.1 *Uses*

1. For a future plan: be going to

As a result of his speech, I am going to support him in the next election.

Most of my classmates are going to go to Hawaii for New Year's.

2. For a voluntary action: will (especially as a request or a response)

Ben: Will you carry this bag for me, please?

Sue: Sure, I will.

3. For a promise: will

I will send you a postcard when I'm in Paris next week.

4. For a prediction: will or be going to

In the next decade, consumers will spend more on electronic goods.

In the next decade, consumers are going to spend more on electronic goods.

Exercise 10	write a sentence for each use of will and be going to.				
	Use 1				
	Use 2				
	Use 3				
	Use 4				
	be going to				
4.11	Future Progressive Tense				
	The future progressive tense takes the form:				
	will + be + VERB + -ing   I will be eating.				
4.11.1	Uses				
	1. For an "interrupted" action in the future				
	I will be watching TV when you call at eleven tonight.				
	2. For picturing the future				
	In 2050, families will be living in much larger houses. People will no longer be communicating by telephone. Students will be learning from home via the computer and new video machines.				
Exercise 11	Write one sentence for each use of the future progressive tense. For Use 2, write one longer example using several verbs in the future progressive tense.				
	Use 1				

	Use 2					
4.12	Future Perfect Tense					
	The future perfect tense takes the form:					
	will + have + PAST PARTICIPLE   I will have eaten.					
4.12.1	Uses					
	1. For a future action that is completed before another future action					
	I will have worked here for more than five years when I get my promotion.					
	2. For a future action that is completed before a certain point of time in the future					
	-					
	I will have worked here for more than five years by the year 2010.					
xercise 12	Write a sentence for each use of the future perfect tense.					
	Use 1					
	Use 2					
1.10						
4.13	Future Perfect Progressive Tense					
	The future perfect progressive tense takes the form:					
	will + have + been + VERB + -ing I will have been eating.					

4.13.1 Us
-----------

The future perfect progressive tense describes a continuing action that will be finished at a specific time in the future:

The pilots will have been flying for almost fifteen hours by the time we reach Zurich.

Exercise 13	Write a sentence using the future perfect progressive tense.	

**Exercise 14** Fill in the blanks with the correct forms for the verbs shown. A few answers have been provided for you.

	Work	Talk	Eat
Present:	he works		
Present progressive:		they are talking	
Present perfect:			
Present perfect progressive:			I've been eating
Past: used to			
would			
Past progressive:			
Past perfect:			
Past perfect progressive:			
Future:			
Future progressive:			
Future perfect:			
Future perfect progressive:			

**Exercise 15** Read the following paragraph and look at the seven underlined verbs. Five of them contain an error. Circle the errors and write the corrections above. Explain to a partner why the other two are correct.

#### True-False Ouestions on a Test

Answering true-false questions on a test is tricky, but there were certain things that you should know about these tests. Most true-false tests are containing more true statements than false statements simply because they are made up by teachers. Since teachers prefer to leave true information in your mind, they usually had stacked the test with true statements. Of course, some teachers will fool you, but after the first test, you'll know for sure. On a true-false test, it was a good idea to guess at answers that you do not know even if credit is subtracted for wrong answers. According to the laws of probability, you should get 50 percent right when you will guess even if you know nothing about the subject matter. If you are able to make intelligent guesses, you should be able to do much better than that.

Exercise 16 Read the whole paragraph. For each pair of blanks, fill in the first blank with the name of

the correct verb tense and the second blank with the verb in that tense. The first one has been done for you.

#### Advertising

More than 125 years ago, the Campbell Soup Company (introduce) past/introduced canned condensed soup and (give) \_\_ the world its first

(continued)

convenience food. Since then, those well-known red-and-white labels and the sigh					
"M'm! M'm! Good!" (become) / icons of American					
culture. Although sales of the popular brand total \$4.3 billion and Campbell's					
brands currently (account) / for 80 percent of canned					
soup sold in the United States, the company (face)/					
declines in domestic sales. Turning to global markets, Campbell executives (hope)					
/ that in the very near future, more than half of the					
firm's profits (come)/ from foreign sales.					

### **Exercise 17** Read the following paragraph and underline the correct verb forms in parentheses. The first one has been done for you.

#### **Tales from Literature**

In the history of English, tale (is, had been) a close cousin of tell; stories

(have, will have) a much longer association with voices than with pages. Some of

2 the greatest and most familiar tales (are being, were) told for centuries before they

3 (had been, were) written down by folklorists such as the Brothers Grimm. When

4 we read them, we notice how much there (has been, is) to hear. The peasants

5 and townspeople who (recite, recited) their tales for the Brothers Grimm

6 (had, will have) memorized them word for word as a magician might memorize

7 a spell (and indeed, in medieval German and English, the word spell might mean either a story or an incantation). A story (changes, would change) gradually

8 over decades of telling, but a traditional tale was not to be loosely paraphrased.

The telling, that is, the spell, required certain syllables in a certain order. In this respect, the traditional tale is more like a poem or song than it (is, was) like most modern novels, which (will not be, are not) intended to be read aloud, let alone memorized.

### CHAPTER QUIZ

**Exercise 18** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	Nev	New Belgium Brewing (NBB), America's first wind-powered brewery, to make					
	both a better beer and a better society.						
	A.	aims	C.	was aiming			
	B.	had aimed	D.	used to aim			
2.	Fou	anded by husband-and-wife entrepreneurs	Jeff	Lebesch and Kim Jordan, the			
	company European-style beers with intriguing brands such as Fat Tire						
	Sur	unshine Wheat.					
	A.	offered	C.	is offering			
	B.	had offered	D.	offers			
3.	. Lebesch up with this idea for brewing beers with unique names while tour						
	Bel	gium on a bicycle.					
	Α.	comes	C.	is coming			
	В.	came	D.	used to come			
4.	4. Returning home with a special yeast strain, Lebesch experimented in his basement.						
	a beer that he named Fat Tire Amber Ale in honor of his bicycle trip.						
	A.	was creating	C.	created			
	B.	had created	D.	will create			
5.	. By 1991, he and his wife in bottling and delivering five Belgian-style beers						
	sto	res in and around their hometown of Ft. C	Collin	ns, Colorado.			
	A.	are succeeding	C.	will have succeeded			
	B.	succeed	D.	had succeeded			
6.	Cai	Caring for the environment, NBB employees paper and as many other					
	supplies as possible.						
	A.	have recycled and reused	C.	recycled and reused			
	B.	had recycled and reused	D.	recycle and reuse			
7.	Let	Lebesch and Jordan the entrepreneurial spirit of the workforce throug					
	employee ownership. In fact, employees share in decisions, serve as taste testers, and						
	receive detailed information about NBB's financial performance.						
	A.	unleash	C.	had unleashed			
	В.	have unleashed	D.	would unleash			

	8. If the success of NBB continues, no one doubts that NBB to be one of					
	America's best business success stories.					
	A. will continue	C.	have continued			
	B. had been continued	D.	used to continue			
Exercise 19	Choose a copy of a paragraph in English from a magazine, newspaper, or the Internet. Underline the verbs and identify their tenses. Then bring your work to class to check with a partner.					
	ORIGINAL W	RITING				
Exercise 20		two paragraphs about two people who have been important in your life. Try to use affirmative and negative verb forms. Underline all of the verbs and be prepared to ify the verb tense for each.				
	• In the first paragraph, write about someone who is no longer living. Tell who the person was, when he or she was born, where he or she lived, his or her relationship to you, and why this person was important to you.					
	<ul> <li>In the second paragraph,</li> </ul>	do the same thing, but	write about someone who is still living.			
		_				



# Problems With Verb Tenses

This chapter focuses on three of the most common problems that writers have with verb tenses: (1) <u>incorrect forms</u>, (2) <u>shifts in verb tense</u>, and (3) <u>confusing verb tenses</u>. As you study this chapter, you can refer to Chapter 4 for examples of the forms of the verb tenses.



#### **CHECK YOUR GRAMMAR**

Five of the eight underlined words or phrases contain an error related to verb tenses. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### Thematic Apperception Test

Harvard psychologist Henry Murray <u>has developed</u> the Thematic Apperception Test (TAT) in the 1930s (Murray, 1938). The test <u>consists</u> of a set of pictures depicting ambiguous scenes that <u>may be interpreted</u> in different ways. In this test, a subject <u>had been asked</u> to tell a story about the scene, what <u>led</u> up to these events, and what the eventual outcome <u>had been</u>. Murray <u>believed</u> that the stories that people tell revealed aspects of their own personalities.

From: J. Nevid (2007). Essentials of Psychology: Concepts and Application. Boston: Houghton Mifflin, p. 496.

#### 5.1 Problems With Verb Forms

English has twelve verb tenses (see Chapter 4 for more information), but five verb tense forms often give writers the most trouble:

- 5.1.1. Progressive tenses
- 5.1.2. Passive voice and past participle
- 5.1.3. Perfect tenses, past participle, and have
- 5.1.4. Do and the form of the verb
- 5.1.5. Modals and the verb

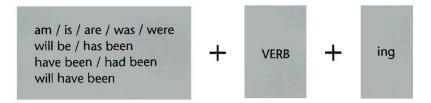
Study the following rules, errors, and correct examples. Do you sometimes make these errors in your writing? Do you know when and why?

#### 5.1.1 Progressive Tenses and -ing

With a progressive tense, it is easy to forget the -ing. The rule is:



Use be + PRESENT PARTICIPLE (base verb plus -ing) for a progressive tense. Don't forget the -ing.



While passengers on long international overnight flights are sleeping, the pilots are working hard to make the flight as smooth as possible.



#### **5.1.2** Passive Voice and Past Participle

In passive voice, some writers forget to use the past participle form of the verb. The rule is:

Use be + PAST PARTICIPLE (base verb plus -ed) for the passive voice.



After the exams have been graded, they will be returned to the students.

#### 5.1.3 Perfect Tenses, Past Participle, and have

For perfect tenses, you need to use the past participle with the correct form of have (have, has, had, will have). The rule is:

Use have + PAST PARTICIPLE for perfect tenses.



We had visited Los Angeles before the last earthquake struck, but we have not gone back since then. (The past participle of *go* is irregular: *gone*.)

#### **5.1.4** Do and the Form of the Verb

With do / does / did, don't put an -s or -ed on the verb. The rule is:

Use the base form of the verb with do / does / did.

Do not add any endings to a verb following do / does / did.



How many people do you expect to attend the gathering this Saturday evening?

#### 5.1.5 Modals and the Verb

With modals, such as would, may, can, some writers make the mistake of adding the word to before the verb or adding an ending (-s, -ed, -ing) to the verb. The rule is: <u>Use only the base form of the verb after modals</u>. Do not use to after modals. Do not add any endings to the verb.



Some scientists will participate in the experiment, but others may refuse to do so.

### **Exercise 1** As you read the paragraph, underline the correct verb forms. The first one has been done for you.

#### The Architecture of the Golden Gate Bridge



Millions of people all over the world have (see, saw, seen, seeing) the Golden Gate Bridge in San Francisco, so people now (equate, equated, equating) the Golden Gate Bridge with the city of San Francisco. Though they know that the Golden Gate Bridge is in San Francisco, what they do not (know, knew, known, knowing) is that the nickname of this structure was "the bridge that couldn't (be, been, being) (build, built, building)." The idea of the construction of a bridge across San Francisco Bay had (be, been, being) (discuss, discussed, discussing) for years before the construction of the Golden Gate Bridge was actually (start, started, starting) in 1933. This bridge was (consider, considered, considering) impossible to build for a variety of reasons. First of all, the weather in the area—with high winds, rain, and fog—was rarely good. Second, engineers (think, thought, thinking) that the strong ocean currents in the bay meant that the bridge could not (to be, be, been, being) (construct, constructed, constructing). In addition, they were 12 (concern, concerned, concerning) about how the strong winds in the area would 13

(continued)

to affect, affected, affecting) any large structure. Finally, it was the Depression.

14

The poor economy was (cause, caused, causing) people to experience incredible

15

difficulties, so many people thought that it would (to be, be, been, being) foolish

16

to spend such a large amount of money on such an impossible project. Getting the funds to build a bridge of this magnitude was a monumental task. In fact, it took

four times as long to collect enough money to build the bridge as it actually took to build the bridge. Despite all these hindrances, the bridge was (erect, erected, erecting)

17

in four and a half years at a cost of 36 million dollars. The cost was high not only in monetary terms but also in human life: fourteen lives were (lose, lost, losing) during 18

the construction of the Golden Gate Bridge.

**Exercise 2** As you read the paragraph, fill in each blank with the correct form of the verb in parentheses. The first one has been done for you.

### 

#### 5.2 Maintaining the Same Verb Tense

In a nutshell, this is the rule for being consistent with verb tenses: <u>Do not change verb</u> tense in a paragraph unless you have a specific reason for doing so.

A common error made by writers is an incorrect shift in verb tense. For example, if your paragraph is about the history of a country, most of the verbs will be in the past tense. If your paragraph tells how a machine works, most of the verbs should be in the present tense. Pay careful attention to the topic that you are writing about because a topic usually has a certain range of verb tenses normally associated with that topic.

#### 5.2.1 When a Tense Shift Is Correct

Sometimes a shift in verb tense is necessary, but it is important to consider the time of the action of the verb and its relationship to other actions or events in the paragraph. You may want to state a present fact, such as

Nuclear reactors are a huge threat to our well-being.

then explain why you believe this by supporting it with a past historical fact:

The horrible nuclear accident at Chernobyl in 1986 killed almost three thousand people in the immediate and surrounding areas as well as in faraway lands.

This shift from present tense to past tense is logical because the historical event occurred in the past, but nuclear reactors still exist.

#### 5.2.2 Switching Between Present Tense and Past Tense

Shifting between the present and past tense of a verb is the most common shift error.

- Error 1: You begin a narrative paragraph in the past tense, shift to present tense, and then shift back to past tense.
- Error 2: You start explaining something in the present tense and unexpectedly shift to past tense.

The solution to this problem is to *think* about the time of each action that you are writing about and to *proofread* your work carefully with this time in mind.

Exercise 3

As you read the paragraph, find and correct ten errors in shifting verb tenses. Be sure to take into account the time of the action.

#### **Buying a Used Car**



One of the worst experiences that I have ever gone through was buying a used car. I had heard many things—both good and bad—about buying a used car, but I never think anything bad would happen to me. I respond to an advertisement in the local newspaper. After I was calling the person and I made arrangements to see the car with him, I went to the owner's house and take the car for a test drive. The car seemed fine, but of course I took it to a car repair shop to have a professional mechanic look it over. Once he tells me that the car seems okay to him, I paid \$2,900 cash for the car. The owner assured me that everything in the car was working fine. Unfortunately, less than a month after I buy the car, the engine started making noises. Soon after, the car stopped running completely. I called the owner, but legally, he did not have any obligation to me. I quickly learn the meaning of the phrase "as is." In the end, I have to pay an additional \$2,000 to have a new engine installed. Therefore, my used car ends up costing me almost \$5,000. In hindsight, I could have used that sum as a large down-payment on a brand-new car.

Exercise 4

As you read the paragraph, find and correct seven errors in shifting verb tenses. Be sure to take into account the time of the action.

#### **Censoring Music**

One of the basic rights that we enjoy is freedom of speech, and this includes our right to listen to any kind of music that appealed to us. However, some of the music that is currently being played on the radio is obscene and should be banned. I don't have any children, but I do have\* a seven-year-old niece. While I was driving her to school the other day, we were talking and listening to the radio. One of the songs on the radio is about sex and had some foul language in it. My niece asks me what one of the words meant. Clearly, what children heard has an influence on them. While I agree with the concept of free speech, I also thought that everyone had an obligation to set limits and not cross those lines. When songs deal with sex and use foul language, I think that the limit will be breached. This is not censoring; it is common sense.

Editing

Exercise 5

As you read the paragraph, find and correct thirteen errors in shifting verb tenses. Be sure to take into account the time of the action.

#### Working as a Server

Everyone has eaten in a restaurant, but I wonder how many people really know how hard a server's job is. I have been a server for almost five years. At first, it was a part-time job, but now it is my main job. I worked at a small upscale restaurant called the White Wolf Café. The restaurant served dinner from 5 p.m. to 10 p.m., but my shift runs from 4 p.m. to midnight. I get to work a few minutes before 4:00. After I have clocked in, I start folding napkins. Sometimes I had to help set silverware on the tables, but sometimes someone else takes care of that task. Though

(continued)

<sup>\*</sup> Do/does/did + VERB is the emphatic form: I do have a car. I did study the material.

we open at 5:00, hardly any customers showed up till around 5:30 or 6:00. For the rest of the evening, my job entailed greeting customers who are sitting in my section, which consisted of six tables. I explain things on the menu, take people's drink orders, take their food orders, and made sure that customers have what they need. I think that I am a good server because I am good at anticipating what people needed before they ask for it, and customers appreciated my service. The work is hard, but I enjoy working with people. The only negative aspect of this job is dealing with rude or difficult customers, but this was part of every job that deals with the public. We stopped serving food from the kitchen at 10:00, but some customers did not leave until 11:00. I have to stay until midnight to clean up and then organize some things for the next day. My job as a server is not an easy one, but I love this job and cannot imagine doing anything else.

#### **Exercise 6** Analyze Real Language for Verb Tenses

Select a paragraph from an article or website that you find interesting. Underline all of the verbs in the excerpt. Work with a partner to identify and give a reason for the tense of each verb. Remember that some verb tense shifts, for example, are correct in moving from a present fact to the past history of how that fact came about. In your excerpt, can you find examples of verb tense shifts? Explain why the writer made these shifts.

# 5.3 Confusing Verb Tenses In English, there are twelve verb tenses. (See Chapter 4.) Some tenses are easy to use; others are more difficult. A few verb tenses are easily confused with others. Most of the confusion centers around four verb tenses, all of which have a connection to past time. 5.3.1 Past Tense Use the past tense when you are referring to an action that is finished: Lincoln governed the United States during a difficult period.

Common errors that happen when you mean to use past tense:

Past progressive: Lincoln was governing ... (indicates a longer action that

was interrupted)

Past perfect: Lincoln had governed ... (indicates that one past action

happened before another past action)

#### 5.3.2 Present Perfect Tense

• Use the present perfect tense when you are referring to an action that began in the past and continues now:

The U.N. has solved world problems for five decades.

• Use the present perfect tense when you are referring to an action that is important now:

The government has reformed the tax system.

• Use the present perfect tense when you are referring to a past action with an indefinite time, especially an accomplishment:

Scientists have discovered how aspirin works.

Common errors that happen when you mean to use present perfect tense:

Present progressive: The U.N. is solving ... (indicates an action that is

continuing right now)

Past tense: Scientists discovered ... (indicates an action that is finished.

with no relationship to the present; often used with a

specific past time)

Present perfect is often used for a past action when that action is relevant or important to the new information being presented. Consider this example from a conversation:

Ann: It's hot in here!

Pedro: I know, but I've turned on the air conditioner, so we have to wait a

few minutes.

The action of turning on the air conditioner is clearly a past action, but we use present perfect tense to show that it has a relationship to Ann's first statement "It's hot in here!"

### 5.3.3 Past Progressive Tense

Use the past progressive tense when you want to set the scene or atmosphere in prose:

What a scene! A mother was trying to quiet her children.

• Use the past progressive tense when you are referring to a longer action that was interrupted:

The cashier was studying a receipt when the phone rang.

The flight was going smoothly when the pilot received a radio message about possible bad weather.



Common errors that happen when you mean to use past progressive tense:

*Incorrect:* The cashier **is studying** a receipt when the phone rang. (Use of the

present tense makes the verb tenses inconsistent.)

*Incorrect*: The flight went smoothly when the pilot received ... (Use of the

past tense implies a sequence of events instead of one event that was

interrupted by another event.)

#### 5.3.4 Past Perfect Tense

Use the past perfect tense when you are referring to a past action that happened before another action:

I had never lived abroad before, so living in Malaysia was difficult.

A common error that happens when you mean to use past perfect tense:

Past tense: I never lived abroad ... (Indicates that you are talking about one

event that was not necessarily completed before the second event.)

# **Exercise 7** Read the paragraph and underline the correct verb tenses. Distinguish between using the past tense, the present perfect tense, and the past perfect tense. Be sure to take into account the time of the action. The first one has been done for you.

#### My Life as an ESL Teacher

My name is Carl Davids, and I am an ESL teacher. I (was,  $\underline{\text{have been}}$ , had been) an

ESL teacher since 1985. I (taught, was teaching, have taught) English in the United

States and several foreign countries. In fact, I (had, have had, was having) more

teaching jobs overseas than here in the United States. In 1985, I (started, have started)

teaching in a large English program at a big university. Most of my students

then (were, have been, had been) Spanish speakers or Arabic speakers. After that,

I (moved, was moving, had moved) to a smaller city in a different state and

(got, was getting, had gotten) a teaching position at a small college.

7

I (worked, have worked, had worked) there for five years. In 1992,

8

I (was deciding, decided, have decided) to accept a job in Saudi Arabia.

9

I (have never worked, had never worked, never worked) in a foreign country before, so

this (had been, was, has been) a big shock in many ways. I (stayed, have stayed) there

12

(continued)

for one year. I (taught, have taught) English to officers in a military program. The 13

following year I (moved, have moved) to Malaysia to work at a brand-new English 14

program just outside Kuala Lumpur. For many reasons, it (was, has been) the 15

best teaching experience that I (had, have had) in my life. I (stayed, have stayed) in 16

Malaysia for three years. After Malaysia, I (took, have taken) a job in Japan. In late 17

1997, I finally (came, have come) back to the United States. In early 1998, 18

I (was finding, found, have found) a great teaching job at a university in 19

California where I (was, have been, had been) since then. I have great memories 20

of my years overseas. In fact, I (went, was going, have gone) back to Malaysia and 21

Japan twice and hope to be able to go back again next summer. When I first chose this career years ago, I was not so sure that it was the right career for me, but I (was enjoying, had enjoyed, enjoyed, have enjoyed) my years of ESL tremendously 22

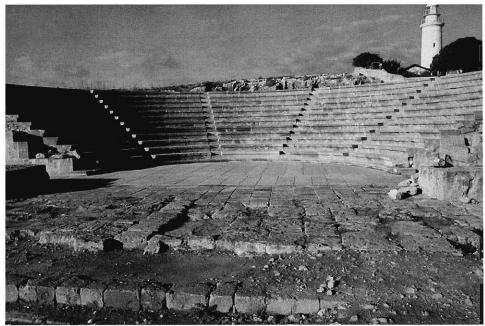
and am certain that I made the right choice.

- **Exercise 8** Each of the following statements contains a puzzle. Read each one and then answer the questions. Be sure to identify the verb tenses in your answer and explain what they mean. The first one has been done for you.
  - Karen was writing a book in 1995. Lynn wrote a book in 1997. One of these books was published in 1998. Whose book was it? <a href="Lynn's">Lynn's</a> How do you know? The past tense verb "wrote" shows that the book was completed, while the past progressive tense verb "was writing" shows that the writing continued and may still continue.
     Tom has been ill since last week. Jerry was sick last week. Which person might not be ill now? <a href="How do you know?">How do you know?</a>

3.	Mohammed lived in Pakistan for twelve years. Twi has lived in Turkey since 1999.						
	Hussein used to live in Syria. Which of these people might live in the U.S. now?						
		How do you know?					
	_						
4.	W	hen the lights went out last night, Kevin was studying. Jack had studied. Who is					
	pro	obably better prepared to take the test today? How do you know?					
5.	Lu	ike, Kyle, and Rick share an apartment. At 9:15 last night, the phone rang. Luke had					
	tal	ken a shower, Kyle was going to take a shower, and Rick was taking a shower. Which					
	on	ne could not answer the phone? How do you know?					
6.	Explain what the time of the action means in each sentence:						
	a.	When the phone rang, I was eating.					
	b.	When the phone rang, I ate.					
	c.	When the phone rang, I had eaten.					
	d.	When the phone rang, I was going to eat. (More common: When the phone rang,					
		I was about to eat.)					
		,					
	e.	When the phone rang, I had been eating.					

# CHAPTER QUIZ

**Exercise 9** Circle the letter of the correct answer. Be prepared to explain your answers.



	,			
1.	Alo	ng with creativity in the visual arts, the la	te fif	th century B.C an increase
	in o	drama.		
	A.	was seen	C.	had been seeing
	В.	is seeing	D.	saw
2.	Dra	ıma, as we know it in the West, in	ı fact	a creation of the Greeks.
	A.	is	C.	had been
	В.	has been	D.	had been being
3.	The	eatergoing was more than a festive activity	for	Athenians; it as an
important part of a citizen's education and was supported by the state.				ipported by the state.
	A.	is regarding	C.	is regarded
	В.	was regarding	D.	was regarded
4.	Тга	gedies and comedies, as well as other thea	trica	l events, performed annually
	at t	he festival of Dionysus.		
	A.	are	C.	have been
	В.	were	D.	had been

5.	. The ruins of the better preserved theater at Epidaurus and the theater of Dionysus on			
	the Akropolis us a clear idea of the circular orchestra—where the chorus sang			
	and danced—and the theatron, the horseshoe-shaped area for the audience.			
	A.	give	C.	gave
	B.	were giving	D.	had given
6.	A si	kene, or backdrop against which the actors	_	, was set up in the back of the
	orcl	hestra, facing the audience.		
	A.	perform	C.	are performing
	B.	performed	D.	were performed
7.	7. Acoustics in this theater still remarkable.			
	A.	are	C.	have been
	В.	were	D.	had been
8.	3. In fact, a clear voice from the orchestra is deflected by the stone sides and			
	without any form of artificial amplification.			
	A.	can hear	C.	can be heard
	B.	can to hear	D.	can to be heard

From: Witt et al., The Humanities, p. 100.

# ORIGINAL WRITING

# **Exercise 10** Write a paragraph about either (1) an important current event or (2) an important recent problem.

- Tell what the current situation is, why or how this event or problem happened (including when it began), and what is going to happen next.
- Use both affirmative and negative forms.

Try not to shift tenses unnecessarily or confuse any tenses. Underline all of the verbs. Exchange paragraphs with a partner and check each other's work for correct verb tenses.			
_			 



# Subject-Verb Agreement

This chapter covers subject-verb agreement, including these problematic categories:

- · basic subject-verb agreement
- · subjects separated from verbs
- · indefinite pronouns as subjects
- · quantity words as subjects
- · plural nouns that take singular verbs



#### **CHECK YOUR GRAMMAR**

Two of the three underlined words contain an error related to subject-verb agreement. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### **Hieroglyphic Systems**

Both Mesopotamian cuneiform and Egyptian hieroglyphics was cumbersome systems of writing. In fact, only scribes with many years of training could write them. A form of writing corresponding to our alphabet (from alpha and beta, the first letters of the Greek alphabet) seem to have developed in response to the need of soldiers, traders, and merchants for a more efficient and easier writing system.

From: Witt et al., The Humanities, p. 31.

## 6.1 Basic Subject-Verb Agreement

This is the main rule to remember about subject-verb agreement: A subject must agree with its verb in number (singular or plural). The rules on the next page show how to form singular and plural verb tenses. In the examples notice how the verb changes to plural when the subject is plural.

1. For a singular third-person subject in present tense, the verb must have an -s ending. For all other subjects, the verb does not end in -s. (Modals never add any ending.)

singular	<u>plural</u>
I live	we live
you live	you live
he / she / it lives	they live

Singular: The *President* of the U.S. lives in the White House.

Plural: The President's immediate family members live there, too.

2. For the irregular verb be, the singular uses am, are, and is for present tense and was and were for past tense.

singular		<u>plural</u>		
l am	I was	we are	we were	
you are	you were	you are	you were	
he / she / it is	he / she / it was	they are	they were	

Singular: President John Kennedy was assassinated on November 22, 1963.

Plural: On that day, President and Mrs. Kennedy were visiting the city of

Dallas.

3. In the following examples, the auxiliary verbs has and have (present perfect) must agree with each subject.

singular	plural
l have	we have
you have	you have
he / she / it has	they have

Singular: The White House has had the name "White House" since 1801.

Plural: U.S. presidents have lived in the White House since 1800.

4. In "there + verb" constructions, the word there is never the subject. The subject comes after the verb.

Singular: There seems to be some *question* about the origin of this container. Plural: There were several international officials visiting the city yesterday.

Exercise 1 Read the following paragraph. Underline the subjects once and the verbs twice.

#### Communication

A good story is essential to a good speech. A good story certainly helps a speaker to grab and maintain people's attention. Sources for good stories for speeches are everywhere. You can find stories in children's books and in holy books. You can highlight the exploits of heroes from mythology or movies in order to make

(continued)

a point. Sports celebrities and historical figures often have life stories that you can use to inspire and teach. Personal incidents from your childhood and life-changing events are excellent sources for stories for speeches. In fact, all of us are surrounded by stories. Good speakers keep their eyes and ears open for presentation topics. When they read a compelling story in a newspaper or magazine, they clip it. When they hear someone tell a great story, they write it down.

Adapted from: I. Engleberg and Daly, J. (2005). Presentations in Everyday Life: Strategies for Effective Speaking, 2nd ed. Boston: Houghton Mifflin, p. 300.

# 6.2 Subjects That Are Separated From the Verb

You may find it more difficult to see the connection between the subject and the verb if there is extra information between them. The extra information can be a prepositional phrase (Chapter 7), an adjective clause (Chapter 14), or a reduced clause (Chapters 14–16). In general, this intervening information does not affect the verb.

The little *girl* in the light blue jumper and matching tennis shoes is crying. (prepositional phrase)

The new board *members* who decided to vote down the proposed stock split are renegotiating their positions. (adjective clause)

The *thundershowers* pounding the coastline have caused some damage to the sand dunes. (reduced adjective clause)

### **Exercise 2** Read the following paragraph. Underline the subjects once and the verbs twice.

#### **Business Management—The Subway Story**

In 1965, when Fred DeLuca, age seventeen, borrowed \$1,000 from Dr. Peter Buck to open a sandwich shop, he did not realize that the two of them were launching an immensely successful global business. At the time, DeLuca and thousands of other college students were thinking about earning money to pay for college. The surprising result was a franchised organization with its name on 16,000 restaurants in seventy-four countries. Today Subway has more U.S. restaurants than McDonald's, and it is second only to McDonald's in the number of outlets worldwide. Nearly four decades after Subway's founding, its growth and enthusiastic customer acceptance around the globe have made DeLuca a billionaire.

Adapted from: W. Pride, Hughes, R., and Kapoor, J. (2005). Business, 8th ed. Boston: Houghton Mifflin, p. 97.

# 6.3 Indefinite Pronouns as Subjects

The list below shows common indefinite pronouns. Though these pronouns often refer to more than one person or thing, they take a singular verb when they act as the subject.

	every-	some-	any-	no-
-one	everyone	someone	anyone	no one
-body	everybody	somebody	anybody	nobody
-thing	everything	something	anything	nothing

Is anyone coming to the party tomorrow night?

Something has to be done about the increasing crime rate!

If you believe in yourself, nothing is impossible.

# **Exercise 3** As you read the following paragraph, fill in each blank with the correct form of the verb in parentheses. Be sure the verbs agree with their subjects. The first one has been done for you.

Around here, nothing (get) <u>gets</u> done because everybo	ody (believe)		
1	2		
that someone else (be) going to do the work. This is a	problem because		
3			
usually no one actually (do) the work. When nobody	(do) the		
4	5		
work, everyone (blame) someone else. No one (want)	to take		
6	7		
responsibility. Anyone who can't recognize this paradox proba	ibly (have [negative])		
much experience in the real work world.			

# 6.4 Expressions of Quantity

Quantity expressions can be troublesome when it comes to subject-verb agreement. The rules below govern quantity expressions with both singular and plural verbs.

• When a quantity word is followed by a prepositional phrase, the verb usually agrees with the quantity word.

One of the presidential candidates is in town today.

Three of my classes were canceled yesterday!

Some expressions of quantity can take either a singular or a plural verb depending on whether the noun in the prepositional phrase is singular or plural.

#### Singular

All of the ... All of the restaurant was full.

A lot of ... A lot of the money was torn.

Some of the ... Some of the pizza has been

eaten.

One-half (third, quarter) of the ...

One-third of the population is going to vote.

Plural

All of the *restaurants* were full. A lot of the *bills* were torn. Some of the *pizzas* have been eaten.

One-third of the *people* are going to vote.

• The quantity word *none* takes a singular verb. Remember that *none* means "not one" (and "one" is singular).

I looked at all the paintings. *None* is interesting to me.

**None** of the *paintings* is interesting to me. (formal)

In spoken English, most people use a plural verb when a plural noun follows *none*. Never use a plural verb with *none* in formal academic writing.

Informal use only:

None of the paintings are interesting to me.



Exercise 4	Look around your classroom as you complete these sentences. Be sure to consider quantity
	when choosing a verb. The first one has been done for you.

1.	One of my classmates is sleeping in class.
2.	None of my friends
3.	Some of the people in class
4.	Everyone
5.	Some of the desks
	No one in the class
7.	One-half of the class
	One-half of the students

When you use the following quantity words alone as subjects, without objects of prepositions after them, they take the verbs indicated below.

Singular	Plural
One is / makes	Both are / need
A little is / falls	A few are / fall
Each is / needs	
Every is / has	

**Exercise 5** As you read the paragraph, underline the correct form of the verb twice in parentheses.

#### **Careers in Information Technology**

The number of people choosing a career in information technology

(is increasing, are increasing) year by year. This decision is a smart one, for most

1 companies now (need, needs) someone with advanced computer knowledge. Web

2 design, computer graphics, and software development (is, are) just some of the areas

3 that (is, are) in demand. Anyone with the skill to manipulate a keyboard and be

4 creative (has, have) the opportunity to find an excellent employer. For those who

5 (is not, are not) happy working for someone, other opportunities (exist, exists).

6 7

Consulting (is, are) an excellent way to make a good living but not be tied down

8 to one job. People who like to make their own hours, choose their contracts, and decide how much they are willing to work (thrive, thrives) on consulting work.

9

Overall, a career in information technology, one of the most booming sectors that (has developed, have developed) over the last ten years, (is, are) a smart choice.

# 6.5 Connecting Words and Phrases and Subject-Verb Agreement

The next two sections show some common connecting words and phrases. The agreement of the verb depends on the particular connecting word or phrase.

With the connecting words neither + nor and either + or, the verb must agree with the subject that is closer to the verb.

Neither the professor nor her students are in the library.

Neither the students nor the professor is in the library.

Either my mother or my uncles are taking a vacation next week.

Either my uncles or my mother is taking a vacation next week.
With the connecting phrases along with and together with, the verb must agree with the first noun mentioned.

The professor, along with her students, is in the library.

The students, along with their professor, are in the library.

The anatomy books, together with the corresponding instructor's guide, look brand new.

The instructor's guide, together with the corresponding anatomy books, looks brand new.

#### Exercise 6

The phrases in the first column are subjects, and the phrases in the second column are verbs plus objects or prepositional phrases. Match the second column of verb phrases with their corresponding subjects. One answer will not be used. The first one has been done for you.

1.	The committee members, along with	a.	want to change musical style.
	the company president,	b.	is eligible to become president.
2.	Some of the more recent history	C.	are evaluating the annual report.
	books	d.	is excited about the performance.
3.	None of the storm victims	e.	discuss oppression of Native
4.	Either the romantic comedies or the		Americans.
	action film	f.	are going to win the movie award.
5.	Everyone in the modern dance class	g.	is going to get government aid.
6.	Two-thirds of the band members	h.	is scheduled to be shown on TV
7.	Anyone born in the United States		tonight.
8.	Half of the class	i.	isn't ready for the exam.

# A number of Versus the number of

The phrases a number of and the number of have different subject-verb agreement rules:

The quantity phrase a number of always takes the plural form of the verb.
 A number of consulting firm addresses were left to me by my old boss.

- The number of takes the singular verb ending. The number of consulting firm addresses in the directory is extremely short.
- A number of literally means "quite a few" or "many," while the number of refers to the actual number or quantity of items, so a number of is plural and the number of is singular.

#### 6.7 Some Nouns That Look Plural But Take a Singular Verb

Some nouns seem to be plural because they end in -s (mathematics) or because they have a number in them (fifty dollars). However, nouns like these take a singular verb.

1. Names of areas of study usually take a singular verb even when the noun has an -s ending.

Mathematics is not an easy subject for many people, including myself.

2. Country names with the plural -s ending take the singular verb form.

The Netherlands is also known as Holland.

3. Expressions of money, time, and distance take the singular verb form.

Fifty dollars for a dinner for one person seems like a lot of money to me.

## Editing

The following paragraph contains six errors in subject-verb agreement. Read the paragraph and correct the errors. The first one has been done for you.

#### **Setting Budgets**

Kim, along with three of her friends, are going to move to New York City next summer. They are all very excited about the move, but they are having some money problems. One of the biggest problems are the amount of money that they have to spend on rent. There are four of them, and a two-room apartment in Manhattan cost almost \$3,000. Three thousand dollars are a lot of money to spend every month. Because of this, the friends has been saving money for the past three years. Kim's money, together with the others' funds, is probably going to be enough to

(continued)

pay for half a year. In this way, they don't have to worry too much about finding jobs right away. Kim and her friends wants to be stage performers on Broadway, but they will have to work hard to make it. They have to make a reasonable budget for themselves and stick to it.

# Editing Exercise 8

In each sentence, one of the four underlined words or phrases is not correct. Circle the letter of the error and write the correction above the error.

- 1. The members of the swim team was disqualified for having had too many false starts  $\overline{A}$  during the last state competition.
- 2. My landlord, together with the other owners of our apartment building, is getting

  A

  B

  C

  ready to set up a renovation contract, so the apartments is going to look much better.
- 3. Many of the TV  $\frac{\text{shows}}{A}$  that  $\frac{\text{are aired}}{B}$  these days are reality-type shows; the  $\frac{\text{general}}{C}$  public, however,  $\frac{\text{are not so}}{D}$  happy with the content.
- 4. Everyone who  $\frac{\text{was present}}{A}$  in class yesterday  $\frac{\text{was}}{B}$  surprised by the  $\frac{\text{instructor's}}{C}$  pop quiz.

A lot of the student were unprepared for the quiz.  $\mathbf{D}$ 

# CHAPTER QUIZ

Exercise 9	Circle the letter of the correct answer. Be prepared to explain your answers.
	There dozens of public and presentation speaking books on the shelves of most retail bookstores.
	A. is B. are
	2. Some of their titles practical—Speaking Your Way to the Top, Writing Great Speeches, and High-Impact Presentations.
	A. is B. are
	3. Perhaps one-half of the titles somewhat bizarre—I Can See You Naked, I'd Rather Die Than Give a Speech, and What to Say When You're Dying on the Platform.
-	A. is B. are
	4. Clearly, any one of these titles some insight into the subject of speech making.
	A. provides B. provide
	<ol><li>The practical titles a compelling need for presentation speaking skills in business and career settings.</li></ol>
	A. presumes B. presume
	6. The weird titles appeal to those speakers who are anxious about speaking in front of a audience. That is, someone with a fear of getting too much attention likely t buy this type of book.
	A. is B. are
	7. Both sets of titles merit.  A. has B. have
	8. However, taking a closer look at any of these books quickly reveals that there

B. are.

not a clear way to measure their effectiveness.

A. is

# ORIGINAL WRITING

Exercise 10	Write a paragraph about a career in which you are interested. Discuss the background necessary for getting into this line of work and the job opportunities. Use at least five quantity words or connecting phrases such as:					
	no one	everyone	together with	a number of		
	most of	some	either or	neither nor		
	under their corre	sponding ver		hey are used as the subject, put two lines graphs with a partner and check each		
				-		
				<del>-</del>		
				<u></u>		



# **Prepositions**

In this chapter, you will review and practice the most commonly used <u>prepositions</u> in English. Prepositions come in two basic types: single-word prepositions, such as *in* and *by*, and multiword prepositions, such as *in front of*. Their use can be literal, such as *on the table*, or idiomatic, such as *on the contrary*.



#### **CHECK YOUR GRAMMAR**

Four of the eight underlined words contain an error related to prepositions. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### Space Bubble

Every person is surrounded for a psychological bubble of space. The size of the bubble depends in the person's cultural background, emotional state, and the activities in which he or she is participating. Throughout Northern Europe, people tend to prefer a larger zone of personal space and often avoid of touching and close contact. They require of more room around them and structure their lifestyles to meet the need for this space, both in public and in private.

Adapted from: R. Berko, Wolvin, A., and Wolvin, D. (2007). Communicating: A Social and Career Focus, 10th ed. Boston: Houghton Mifflin, p. 74.

# 7.1 Common Prepositions

We can group many prepositions into categories such as time, location, or direction. Some prepositions, such as *at*, are in all three of these categories. Other prepositions need to be memorized and are used with specific nouns, verbs, or adjectives. The exercises in this chapter will offer you practice with different kinds of prepositions. In the chart on the next page, you can see the most common English prepositions. How many do you recognize?

about	beside	inside	past
above	besides	in spite of	since
across	between	into	through
after	beyond	instead of	throughout
against	but	like	till
ahead of	by	near	to
along	close to	next to	toward(s)
among	despite	of	under
around	down	off	underneath
as	during	on	unlike
at	except	onto	until
back to / from	far from	on top of	up
before	for	opposite	upon
behind	from	out	with
below	in	outside	within
beneath	in back / front of	over	without

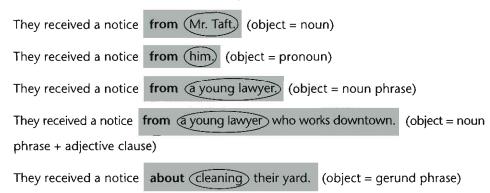
#### 7.2 A Few Basic Rules

These few basic rules about prepositions will help you as you work through this chapter.

1. A preposition is a word that shows the relationship between a noun or a noun equivalent—a noun phrase, a clause (see Chapter 18), or a gerund phrase (see Chapter 10)—and another word in a sentence.

The girls' soccer team played **on** the new field. (*On* shows the relationship of the noun *field* to the verb *played*.)

2. A preposition always has an object. The object can be a noun, a pronoun, or a noun-equivalent (a noun phrase, a clause, or a gerund phrase). Together they form what is called a *prepositional phrase*. In the following examples, the preposition is bold and the object is circled. The prepositional phrase is in a box.



3. Some prepositions may be used as adverbs or as particles. Their meanings can be either literal or idiomatic.

He walked up the stairs. (preposition; literal meaning)

Stand up. (adverb)

Look **up** the rule. (particle; used with the verb *look* to form one unit of meaning—*look up*—which is idiomatic)

# 7.3 Prepositions of Time

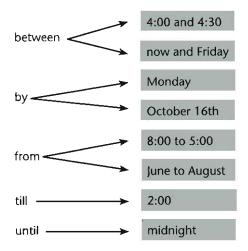
Prepositions of time can be about a specific time, a general time, or a length of time.

#### 7.3.1 Specific Time

Here is a list of prepositions of specific time:

after during past at for since before from till between in to by on until

Use these prepositions when you know the specific time, such as *at 6:00* or *before noon*. Here are more examples:

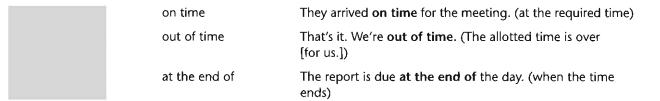


#### **Expressions of Specific Time**

It's 10 to / till 3. It's ten minutes to 3:00.

It's 20 after / past 7. It's twenty minutes after 7 o'clock.

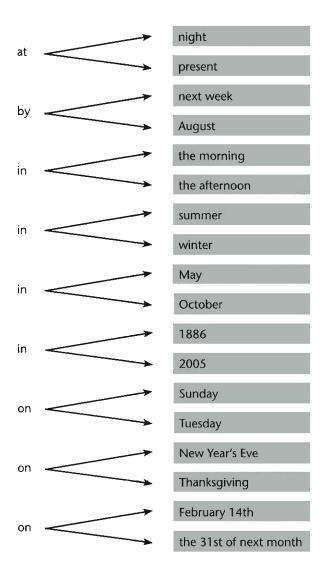
in time They arrived in time to see the opening act. (not too late)



**Exercise 1** On a separate sheet of paper, write a short paragraph about how you spend a typical day. Use at least six prepositions and expressions of specific time. Underline the prepositions.

#### 7.3.2 General Time

Use prepositions of general time—at, by, in, on—when you refer to the time of day, a day of the week, a month, a season, or a year.

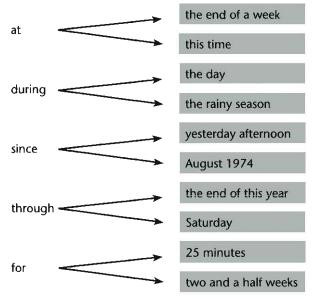


Exercise 2	Write six sentences about two or more special holiday events and how you have celebrated
	them. Use each of these prepositions of general time at least once: at, by, in, and on. Circle
	the prepositions.

1				
4				
5				

# 7.3.3 Length of Time

The prepositions at, during, since, through, and for indicate a span of time rather than one specific time or a general time.

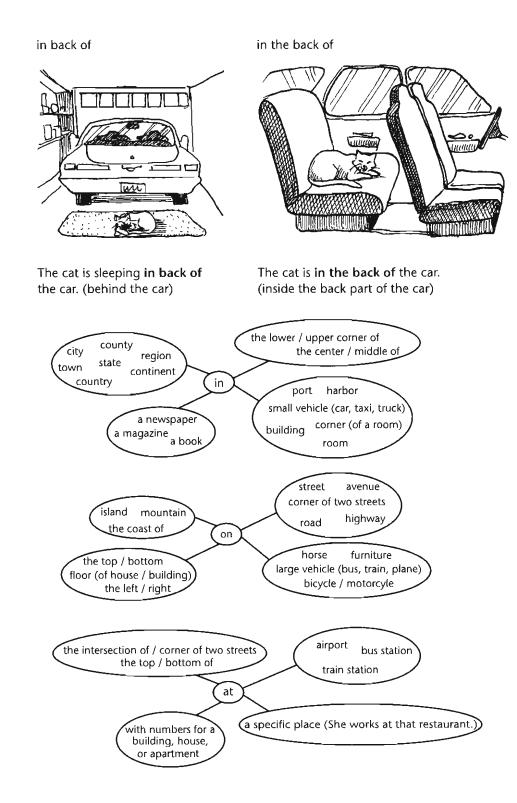


In English "a half" comes after the number as in "two and a half weeks," not "two weeks and a half."

**Exercise 3** Fill in the blanks with the correct preposition of specific time, general time, or length of time. The first one has been done for you.

Immigration Office
The U.S. Citizenship and Immigration Services (USCIS) office is open
9:00 a.m 5:00 p.m. Monday Friday. It is closed an
2 3 4
hour 12:00 and 1:00 p.m. for lunch. Applications to become a permanent
resident are accepted 4:30 p.m. every day. No applications will be accepted
4:30.
7
Please keep in mind that the USCIS office is especially busy the morning.
8
If you wait 3:00 p.m. to come to the office, chances are you will not be served.
You will be told the end the day to return the following day.
10 11
It is critical to arrive time for any and all scheduled appointments.
present, there is a backlog of applications, and new appointments are being
13
scheduled for the month next. It is not uncommon for applicants to have
14
to wait three months for an appointment. Applicants for citizenship who
submit all required paperwork and complete the interview process March
16
of any year should receive notification of approval of citizenship time to
vote in any fall election.

#### **Prepositions of Location** 7.4 Prepositions of location tell where something is. Here are the most common ones: behind above close to near throughout below far from across next to under across from beneath underneath in on ahead of beside in back of\* opposite in front of\* among between outside at by inside over \* Pay careful attention to the word *the* in expressions with these prepositions of location.



Use the preposition *between* with two people or things:

Between you and me, I'm really getting tired of this place.

Use *among* for three or more people or things:

Among all my friends, Joan is the hardest-working one.

## 7.4.1 Idiomatic Expressions With Prepositions of Location

Here is a list of idiomatic prepositions of location:

in bed (sleeping)

on the bed (sitting)

at home

at work

at / in school

at / in church

at / in the office

at the hospital (visiting, working)

in the hospital (a patient)

#### Editing

#### Exercise 4

As you read the paragraph, choose the correct preposition in parentheses and underline it. The first one has been done for you.

#### Susana's Trip

Susana was (in, <u>at</u>) home on Tuesday, standing (in front of, in the front of) the

1 2
window (in, on) her living room (at, on) the eighteenth floor of Ocean Towers,

3 4
her apartment building. As she gazed out the window, she saw the marina

(behind, below) her.

5

Scattered (outside, throughout) the marina were small boats, some tied to the 6 docks and others sitting (between, among) the many buoys (at, in) the harbor.

(On, In) her left, Susana saw a cruise ship sailing into port. She watched as the

tugboat (beneath, behind) the ship guided it to its berth. Passengers (in, on)

the ship were (over, outside) standing (at, on) the decks and waving to people

12

13

(at the bottom of, below) them.

14

Susana wished she could take a cruise. It had always been her dream. She

imagined herself (at, on) an island, surrounded (by, close to) deep blue water and 15 16

(across from, far from) everyone and everything.

17

Suddenly, Susana heard the sound of the intercom (in front of, near) the front 18 door. It was the doorman, buzzing to let her know that the taxi she had called for

had arrived. In a couple of hours, she would be (on, at) the airport, sitting (on, at)

19

20

(continued)

a plane headed for the Arctic Circle, (in the top of, at the top of) the world. The

Arctic Circle was as (far to, far from) a tropical island as a person could get. Susana

shivered as she closed the door to her apartment and waited (near to, next to) the

elevator. She'd rather be headed for a vacation (on, beside) that island!

24

## 7.5 Prepositions of Direction or Movement

These prepositions indicate a specific direction or a movement in a direction:

across	back to / from	in / into	past
along	by	off	through
around	down	onto	to
at	for	out of	toward
away from	from	over	up

Here are some examples:

If you go across the road, you'll see the entrance to the trail. (across applies to a flat area, such as a road, a parking lot, or a bridge)

You'll have to go **over** a hill before you see the pond. (over refers to an up/down movement, such as over a hill, a fence, or a bridge)

When you go **through** the Millers' garden, you'll know it's the end of the trail. (through indicates something having two sides or entrance/exit, such as a window, a garden, or a city)

## 7.5.1 Expressions With Prepositions of Direction or Movement

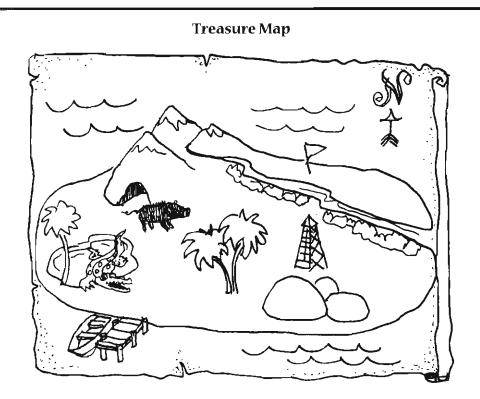
Here are some expressions using prepositions of direction or movement:

- 1. arrive in a city, state, country
  - I arrived in Dallas yesterday.
- 2. arrive at other places (restaurant, school, or work)
  - I arrived at the bank late.
- 3. go to or leave for a place
  - I left for the airport at noon.
- 4. go from a place to another place
  - I went from Miami to New York.

# Editing

#### Exercise 5

Read the following directions for the treasure map. Underline the thirteen prepositions that show *direction* or *movement*. Correct the five that are wrong. The first one has been underlined for you.



First, climb out of the boat. Walk along the pier out of the shore. When you get to the shore, turn east and go past the palm trees. Near the palm trees are some huge boulders. Climb by the boulders and head for the tower. Walk around the tower and through the bushes that run into the stream. Go across the stream, away from the tower. Soon you will see a flag on a pole. Dig until you find the box buried beneath the pole. Head back from your boat at the dock.

# ORIGINAL WRITING

Exercise 6	In the space provided, write a paragraph describing a trip that you have taken or would like to take. Use at least eight direction / movement prepositions in your paragraph. Be sure to underline them.						
7.6	Prepositions in Idioms						
	Some prepositions occur with nouns to form idiomatic expressions. Review the phrases on the next page. You must learn these combinations as a unit. There is no rule to explain when to use a certain preposition with a specific poun						

PREPOSITION + NOUN				
at	on	out of	in	
odds	hold	control	a hurry	
risk	sale	order	control	
war	vacation	time	danger	
work	loan	shape	debt	
	one hand		luck	
	the other hand		love	
			shape	
			trouble	
			pain	
			person	
			public	
			private	

For more information on preposition combinations, see Chapter 13.

# Editing Exercise 7

Read the following paragraph. Using the list of nouns below, choose a noun and write it in the appropriate space. Add the correct preposition. Refer to the previous list of preposition + noun combinations if you need help. The first one has been done for you.

|--|

# My family and I are \_\_\_\_at\_\_odds\_\_ these days. It all started while we 1 were planning a short weekend trip. My father works fifty hours a week, and he rarely gets the chance to talk to the rest of the family about his plans. Still, we decided to plan the trip. The preparations went very quickly because we were \_\_\_\_\_. When we saw the pictures of the beautiful beachside resort, 2 we fell \_\_\_\_\_.! We reserved the hotel suite a week before going 3 \_\_\_\_\_. Well, when my mother told my father about the plans, he got 4 extremely angry, to the point of getting \_\_\_\_\_. Unfortunately, my

(continued)

family had forgotten that that particular weekend was his mother and father's 50th
wedding anniversary. Needless to say, we didn't go to the beach that weekend. In
addition, we're because the weekend trip was non-refundable.
Next time we'll remember to ask if everyone in the family is available to go on a
spontaneous trip.

# Editing

#### Exercise 8

In each item, one of the four underlined words or phrases is not correct. Circle the letter of the error and write the correction above the error.

- 1. Our dog Ginger loves to roam <u>around</u> the house. Currently, she's sleeping

  in the back of the van, so be careful not to hit her <u>as you leave</u> the driveway. You

  B

  don't want to run her over.
- We got Ginger in 2003 when she was six weeks old. She was so scared to be in a new B
   environment that she spends most of her time in the bedroom closet.
   D
- 3. Now Ginger owns the house and acts like the queen of the castle. You can find her under the bed, on the couch, and even below the pool.

  B
  C
  D
- 4. Even though we've tried to train her to stay off the furniture, she rarely listens. Right

  A

  now she's sleeping on bed. Yesterday she escaped from the back yard. We found her

  B

  two hours later on the corner of Main Street and Himes Avenue.

# CHAPTER QUIZ

## **Exercise 9** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	Cha	arles moved Nevada in 2003.					
	A.	at	C.	since			
	B.	in	D.	to			
2.		his first year, he lived in a small apartment about a mile from his aunt's					
	hou	ise.					
	A.	At	C.	Since			
	B.	During	D.	When			
3.	, he decided to buy a condominium so he could be on his own.						
	A.	After	C.	Out of			
	В.	After that	D.	On the contrary			
4.	Cha	ege, and he works there					
weekends.							
	A.	at on	C.	in at			
	B.	on at	D.	at in			
5. Charles loves the weather Nevada, but he's planning of				e's planning on moving to California			
		а уеаг.					
	A.	at at	C.	in in			
	B.	at in	D.	in at			
6. He's been accepted at San Diego State University, where classes will begin				where classes will begin			
	Aug	gust.					
	A.	on	C.	at			
	В.	in	D.	since			
7. He has already found a really great apartment. Luckily for Charles, his new							
	is _	from the campus.					
	A.	near	C.	between			
	В.	across	D.	beside			
8.	Charles is not sure if he will like California better Nevada, but he is looking						
forward to his new situation.							
	A.	in	C.	from			
	В.	for	D.	than			

# ORIGINAL WRITING

Exercise 10	Write a paragraph describing a specific event you attended or an experience you had. Be sure to identify when and where the event or experience occurred. Include how you reacted, how you felt, what you thought, and what you did. Before you begin, make a list of the prepositions from this chapter that you will try to use. In your paragraph, circle the prepositions from the list that you were able to use. Exchange paragraphs with a partner and check each other's work for correct use of prepositions.				



# **Word Forms**

In this chapter, you will find charts with different <u>word forms</u> for the major parts of speech: <u>nouns</u>, <u>adjectives</u>, <u>adverbs</u>, and <u>verbs</u>. Study the charts before you do the exercises that follow them.



## **CHECK YOUR GRAMMAR**

Four of the eight underlined words contain an error related to word forms. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### **Modernist Movements**

Closely allied with the various <u>modernist movements</u> in the <u>visualize</u> arts, <u>musicians</u>, and dance, <u>write</u> and theater <u>artists</u> in the opening decades of the twentieth century showed many of the same formal and thematic concernings.

From: Witt et al., The Humanities, p. 390.

## 8.1 Adjective Endings

The following is a list of commonly used endings for adjectives. Refer to them as you complete Exercise 1.

Ending	Meaning	Examples
-able	able to	enjoy <b>able</b> , wash <b>able</b>
-al	having the quality of	criminal, general, musical
-an / -ian	belonging or relating to	American, reptilian
-ant	having the quality of	reluct <b>ant</b> , defi <b>ant</b>
-ar / -ary	relating to	spectacular, ordinary
-ate	characterized by	considerate, passionate
-ative / -itive	having the quality of	talkative, primitive
		(continued)

Ending	Meaning	Examples
-ed	past participle	bored, interested
-en	past participle	writt <b>en</b> , stol <b>en</b>
-en	made of	golden, wooden
-ent	having the quality of	consist <b>ent</b> , depend <b>ent</b>
-ese	of a place or country	Chinese, Portuguese
-esque	in the style of	pictur <b>esque</b> , grot <b>esque</b>
-ful	full of	beautif <b>ul</b> , joy <b>ful</b>
-ible	able to	ed <b>ible</b> , vis <b>ible</b>
-ic / -ical	related to, nature of	heroic, conical
-ine	having the nature of	femin <b>in</b> e
-ing	present participle	boring, interesting
-ish	having the character of	child <b>ish</b> , sheep <b>ish</b>
-ive	tending to, causing	act <b>ive</b> , explos <b>ive</b>
-lent	full of	succulent, virulent
-less	without	harmless, childless
-like	like, similar to	child <b>like</b> , lady <b>like</b>
-ly	having the qualities of	matron <b>l</b> y, world <b>ly</b>
-ory	relating to	mandatory, obligatory
-ous / -ious	full of	contemptu <b>ous</b> , grac <b>ious</b>
-proof	protected from	foolproof, childproof
-y	tending to	creamy, unhealthy

**Exercise 1** Read the paragraph, which contains twenty-five adjectives. Many of them have endings from the list on the previous page. The first two adjectives have been underlined for you. Find and underline the other twenty-three.

### Central Asia



Central Asia offers possibilities for <u>imaginative</u> travelers to experience new horizons. The many cities available to travelers include the pristine mountains of Kyrgyzstan, the historic cities found in Uzbekistan, and the picturesque countrysides of Kazakhstan. The relatively unknown areas offer alternative venues to the more popular areas of Europe, South America, and Asia. As the local economies are growing slowly, Central Asian prices are relatively cheap. Visitors can witness not only natural beauty but also towns and cities rich in history. Opulent mosques and palaces can be seen in the regional capitals of Central Asia. For a truly unforgettable experience, Central Asia has numerous venues of interest for the brave traveler.

### 8.2 Noun Endings

This list gives commonly used noun endings. Refer to them as you complete Exercise 2.

Ending	Meaning	Examples
-acy	condition	democr <b>acy</b> , fall <b>acy</b>
-age	action, state	marri <b>age</b> , us <b>age</b>
		(continued)

(continued)

Ending	Meaning	Examples
-an / -ian	person related or belonging to	Moroccan, librarian
-ance / -ence	condition, state	attendance, excellence
-ant / -ent	person who	particip <b>ant</b> , stud <b>ent</b>
-ar	person who	liar, scholar
-ation	action, state	inauguration, exploration
-dom	being or having position of	free <b>dom</b> , king <b>dom</b>
-ee	person who receives something	grantee, refugee
-er / -or	person who does	dancer, employer, professor
-ery	relating to, quality	bribery, slavery, robbery
-ese	belonging to or native of	Vietnamese, Chinese
-hood	state of	brother <b>hood</b> , child <b>hood</b>
-ics	science, art, or practice	mathematics, academics
-ing	gerund (action)	swimming, bowling
-ion / -sion / -tion	action, state, result	opin <b>ion</b> , occa <b>sion</b> , recep <b>tion</b>
-ism	belief, practice	social <b>ism</b> , skeptic <b>ism</b> , symbol <b>ism</b>
-ist	person who believes or does	capitalist, terrorist
-ment	result of action	argument, achievement
-mony	action or result	ceremony, hegemony
-ness	quality, state	darkness, politeness
-or	activity, quality, or state	behavior, demeanor
-ship	condition, quality	partnership, scholarship
-ty / -ity	quality, condition	eligibility, community

**Exercise 2** In each sentence, write the correct noun ending. The first one has been done for you.

1. The inaugur ation of the new university president was quite an event.
2. Memb of the media were present to film the occa
3. Current stud were also on hand to witness the cere
4. The university president spoke of the import of academic excell
5. She also mentioned strengthening the partner between the university and the
commun
6 After the ceremony a recen was held in the University Center

## 8.3 Verb Endings

Here are some commonly used endings for verbs. Refer to them as you complete Exercise 3.

Ending	Meaning	Examples
-ate	cause, make	graduate, complicate
-en	made of, make	blacken, ripen, widen
-ify	make	beaut <b>ify</b> , simpl <b>ify</b>
-ize	make	critic <b>ize</b> , symbol <b>ize</b>

**Exercise 3** As you read the paragraph, fill in the missing verbs using the clues in parentheses.

#### The IRS

Many Americans have trouble
understanding the difficult tax forms they
need to fill out every year. The Internal
Revenue Service should (make simple)

\_\_\_\_\_\_\_ these forms. Taxpayers often (give
1 criticism) \_\_\_\_\_\_ the IRS for continuing
2 to use these forms. The highly advanced
legal language on these tax forms (gives
complications) \_\_\_\_\_\_ the process of
3
answering the questions correctly. If taxpayer resentment (becomes wider) \_\_\_\_\_\_,
perhaps the IRS will really think about paperwork reduction and reform.

### 8.4 Adverb Endings

Most words ending in -ly are adverbs. They answer the question "how?"

Ending	Meaning	Examples		
-ly	manner of	happi <b>ly</b> , strange <b>ly</b>		

Some adverbs have irregular forms that you have to memorize:

well hard worse late fast

### Exercise 4

Read the dialogue and look for ten word form errors in the underlined phrases. Write a correction above each error. The first two have been done for you. (Number 1 is correct as it is.)

Mario: Hi, Ian. I haven't seen you in a while!

lív.

Ian: I know. I've been real busy with school and other things.

Mario: What other things? Did you get a job?

Ian: Of course not! You know my opinionate: always concentrate on academize subjects.

Mario: That's right. So ... what's been keeping you so actively?

Ian: Well, it's related to my professorship, Dr. Cleaver.

Mario: What about her? Are you helping her out with research?

Ian: Actually, it's about  $\underline{my \text{ scholar.}}$  I must put in at least twenty hours per week in the

research lab to maintain  $\underline{my \text{ eligible}}$ . It's  $\underline{mandatory}$ .

Mario: I see what you mean. It must be tough to keep up with all that work. Are you 12

getting paid, at least?

Ian: A little. That's the good news, I guess. With my own pocket money, I don't have to be

so <u>dependence on my parents</u>.

Mario: Well, <u>you've only got</u> one more year till you <u>graduation</u>. I think you should look on 16

the bright side.

Ian: I guess you're right. Boy, things really have changed since our childlike, huh?

Mario: You can say that again.

# 8.5 Word Forms Across Parts of Speech

The chart on the next page gives you the forms a word takes in different parts of speech. Refer to this information as you complete Exercise 5.

Noun	Verb	Adjective	Adverb
description	describe	descriptive	descriptively
_	_	appropriate	appropriately
desire	desire	desirable	_
finance	finance	financial	financially
development	develop	developed / developing	_
time	time	timely	_
information	inform	informative	_
preference	prefer	preferential / preferred	_
fear	fear	fearful	fearfully
qualification	qualify	_	_
benefit	benefit	beneficial	beneficially
lead/leader	lead	leading	_
strength	strengthen	strong	strongly

**Exercise 5** Write eight sentences using at least two words in each sentence from the chart above. Circle those words. The first sentence has been done for you.

1.	The (leader) of the trade union offered a (beneficial) package to the members.
2.	
₹	
•	
1	
t.	
-	
٥.	
_	
<b>.</b>	
7.	
3.	

Exercise 6			aragraph. From t		hoose the correc	t word form to insert
		produce	production	class	classy	classic
		-	poorly	involved	involvement	involve
			excellent	popularity	popularly	popular
		China	Chinese	newness	new	newly
		A new action		<b>alucky Aven</b> I last Friday by		es. Titled <i>Unlucky</i>
	Aver	<i>iger,</i> this movi	e opened in Los A	ingeles to exce	reviews. It	stars the
						s not It
	is th	ne go	ood versus evil ide	ea that has been	n so in	the past decade,
	espe	ecially with U	.S. audiences. Mr	Xin-Yeo plays	a youn	g man who gets
					•	_, however, ruins
	the plans of the enemy. <i>Unlucky Avenger</i> will open nationwide next month.					t month.
<b>Exercise 7</b> Rewrite each sentence, changing the underlined word or words to the word form incin parentheses. You may have to make other changes to the sentence. The first one has been done for you.						
	1. So	me symbols a	re related to <u>litera</u>	ture (change to	o adjective), som	e to <u>politics</u> (change
	to	to adjective), and others to religion (change to adjective).				
	Sor	me symbols ar	e literary, some p	olitical, and oth	ers religious.	
	2. For	r example, an	object made of g	old might repr	esent the sun or	power and wealth.
(change to adjective)						
			_			
	3. An	imals are ofte	n <u>symbols</u> of trai	ts or represent	beliefs. (change t	to verb)
	4. A p	parrot suggest	s the image of a p	person who like	es to <u>talk a lot</u> . (c	hange to adjective)

5.	In the United States, the donkey symbolizes the party that supports a democratic system. (change to noun)
6.	Some symbols may be easy to understand, such as the owl, which represents being wise, (change to noun) or the pineapple, which depicts being hospitable. (change to noun)
7.	Sometimes symbols are warnings. For example, the Jolly Roger, the flag flown from pirate ships, evokes the threat of a possible <u>violent</u> condition. (change to noun)
8.	The same symbol, the skull and crossbones, is used on substances full of <u>poison</u> (change to adjective), warning people that the contents are not able to be <u>eaten</u> (change to adjective) and are, in fact, quite full of <u>harm</u> (change to adjective) if eaten.
9.	A symbol does not necessarily have the same meaning for all people. In fact, some writers make their symbols very <u>complicated</u> (change to verb), causing readers to <u>argue</u> (change to noun) among themselves.
10.	For more information on the practice of using <u>symbols</u> (change to another noun form), talk to the reference person who works in the <u>library</u> (change to another noun form).  Perhaps there's a title "Symbolism Made <u>Simple"</u> (change to verb) on the shelves.

Exercise 8	Use a dictionary to find as many word forms as you can for each word below taken from a recent news story. Be sure to include a notation for the part of speech of the variations you list $(n = noun; v = verb; adj = adjective; adv = adverb)$ .
	1. (v) marry:
	2. (adj) popular:
	3. (n) problem:
	4. (n) immediacy:
	5. (adj) current:
	6. (v) labor:
	7. (v) sympathize:
	8. (n) president:
Editing  Exercise 9	In each item, one of the four underlined words or phrases is not correct. Circle the letter of the error and write the correction above the error.  1. The <u>argumentative</u> presented by the <u>prosecuting</u> attorney was not <u>accepted</u> by the <u>C</u>
	judge in last week's murder <u>case</u> .  D  2. The <u>defense</u> attorney attempted to present her <u>client</u> as an <u>ordinarily</u> and <u>simple</u> $\frac{C}{A}$
	person.  3. If the <u>prosecutor</u> had shown that the <u>defendant</u> was, in fact, a very <u>complicate</u> A  C
	individual, the judgment might have been different.
	4. The judge later <u>criticism</u> the <u>prosecuting</u> attorney for lack of <u>preparation</u> in this C
	important <u>criminal</u> case.

## ■ CHAPTER QUIZ

### **Exercise 10** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	As t	he company's receptionist, Louise needs to	o be	to visitors.
	A.	gracious	C.	graceful
	В.	graciously	D.	gracing
2.	Unf	Fortunately, Louise's behavior ofto	en ge	ets her into trouble at work.
	A.	childless	C.	child
	В.	children	D.	childish
3.	Mai	ny of her coworkers think that she is		when dealing with customers.
	A.	inconsiderate	C.	inconsiderately
	В.	inconsiderably	D.	inconsideration
4.	The	e first impression that she makes is especia	lly _	for the company's
	cus	tomers.		
	Α.	important prospective	C.	importance prospective
	B.	important prospectively	D.	importance prospectively
5.	Lou	uise's job requires her to tell customers wh	y the	ey do not for the company's
	special services or discounts.			
	A.	qualification	C.	qualify
	В.	qualificate	D.	qualified
6.	Her	current methods of handling customers a	are _	for her, who is
	unl	nappy with Louise's rudeness.		
	A.	problematic supervisor	C.	problematic supervision
	B.	problem supervision	D.	problem supervisor
7.	The	e company is on her to offer frier	ıdly	and efficient service to all
	clie	ents.		
	A.	dependence potentially	C.	dependence potential
	В.	dependent potential	D.	dependent potentially
8.	Un	like some of her coworkers, Louise dresses		for her job. The problem is her
	beł	navior, which clearly needs to be more		<u> </u>
	A.	appropriately professional	C.	appropriate professional
	B.	appropriately professionally	D.	appropriate professionally

## ORIGINAL WRITING

Exercise 11	Write a paragraph or short essay about a current event. You may use a topic featured on television news, in the newspaper, or at your school. Give a short background of the issue. Describe the problem, when it happened, why it exists, and who is involved. Pay close attention to word forms as you write. Exchange paragraphs with a partner and check each other's work for correct word forms.
	<del></del>



# Modals: Present, Future, Past

Modals are used with verbs to express many different meanings, such as the speaker's attitude or point of view about an action. You use modals in your everyday English speaking and writing now, but this review helps ensure that you are using modals correctly. In this chapter, a brief review of modals for the present and future is given before the longer explanations about past modals. Especially in writing, it is important to use the correct modal at the appropriate time while avoiding common mistakes.



### **CHECK YOUR GRAMMAR**

Three of the four underlined modal phrases contain an error related to modals. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### **Internet Business**

For a new Internet business, a good e-business plan should to offer detailed answers to basic questions. To begin, the planners need to determine if an Internet business will meet the needs of a group of customers. Furthermore, the planning process should provides planners with information than can helping them to identify and select groups of potential buyers, direct development of the online product or service, as well as the promotion, pricing, and distribution effort.

From: Pride et al., Business, p. 120.

### 9.1 Modals

Modals can be a single word or a multiword unit. Some single-word modals have a multiword counterpart.

Single	Multiword
will	be going to
must*	have to*
should	ought to
can OR could	be able to
should**	had better**
may	
might	
would	
shall	

<sup>\*</sup> The modals must and have to are used for necessity, but must is much more formal.

## 9.2 Meanings of Modals

One of the most difficult aspects of modals is their meanings. Each modal has a unique meaning, but one modal may also have multiple meanings and usages.

Meaning	Modal Example Sentences
Permission	May I leave as soon as I finish the exam? (formal)
	Can I leave as soon as I finish the exam? (informal)
	Would you mind if I asked you your age?
Request	Could you please sign the purchase order for me?
	Will you hold, please?
	Would you get the door for me, please?
Certainty, Probability, and Possibility	He will <i>leave</i> at noon. (100% certain)
	He can leave at noon if he wants. (100% possible)
	He <b>must</b> <i>be</i> from France. (probable or logical conclusion)
	He should arrive at 6 p.m. (strong expectation)
	He may/might/could arrive at 6 p.m. (possible)

<sup>\*\*</sup> The modals *should* and *had better* are similar in meaning but cannot always be used interchangeably. *Had better* is much stronger and implies a warning of some kind.

Meaning	Modal Example Sentences
Ability	He can run one mile in five minutes.
	(OR: He is able to run one mile in five minutes.)
Necessity	You must get a visa to enter that country.
	(OR: You have to get a visa to enter that country.)
Advice and Suggestions	Ella should work harder than she does.
	(OR: Ella ought to work harder than she does.)
	I don't think that you should watch so much TV.
	(OR: I don't think that you ought to watch so much TV.)
	He <b>had better</b> <i>finish</i> that report by 9:00 tomorrow morning or his boss will be upset. (very strong suggestion that implies that something bad will happen if the advice is not taken)
	If you're unhappy, just quit. You <b>could</b> <i>start</i> your own business. (offer advice or suggestion; speaker is unsure if listener may take advice; used in affirmative sentences)
	People <b>might</b> want to file their taxes early. (indirect suggestion)
Prediction, Intention, and Expectation	This new plan will succeed. (prediction or expectation) (OR: This new plan is going to succeed.)
	The president will allocate more money to schools. (intention)
	(OR: The president is going to allocate more money to schools.)
	The movie <b>is supposed to </b> <i>be</i> on Channel 8 at 10:00 p.m. (a planned event; conveys expectation)
	The final exam should be easy. (expectation)
	(OR: The final exam ought to be easy.)

## 9.3 A Few Basic Rules

These few basic rules about modals will help you as you work through this chapter.

1. The verb following the modal is always the base or simple form.

The professor **must** *plan* the final exam soon.

Do not use to between the modal and the verb, as in this error:

Incorrect: The professor must to plan the final exam soon.

Do not add endings to the verb, such as -s, -ing, -ed, as in these errors:

Incorrect: The professor must plans the final exam soon.
 Incorrect: The professor must planning the final exam soon.
 Incorrect: The professor must planned the final exam soon.

2. Use only one single-word modal with a verb.

The committee might approve the plan today.

Do not use two single-word modals together, as in this error:

Incorrect: The committee might could approve the plan.

It is sometimes possible to use a phrasal modal for the second meaning above:

The committee might be able to approve the plan.

3. Negative modals are formed in this order: MODAL + not + VERB.

She should not be here.

Do not use the auxiliary do/does/did to make a negative modal:

*Incorrect:* She doesn't should be here.

4. Questions with modals are formed in this order: MODAL + SUBJECT + VERB.

Could you please answer the phone?

Do not use the auxiliary do/does/did to make a question with a modal:

Incorrect: Do you could please answer the phone?

Correct: Could you please answer the phone?

5. Modals can be used with the progressive forms (verb ending in -ing).

We must be going.

I should be studying for tomorrow's exam.

The plane will be leaving in a few minutes.

6. Some modals have contracted forms, but contractions should be avoided in formal writing.

can not OR cannot can't

will not won't

Subject + will Subject'll (They'll be late.)

Subject + had better Subject'd better (I'd better leave now.)

### 9.4 Forms of Past Modals

Past modals consist of three parts: (1) the *modal*, (2) the word *have*, and (3) the *past* participle of the verb. It is the past participle that makes the whole verb past tense. (Reminder: The past participle for regular verbs is the base form of the verb + ed. The past participle of irregular verbs is often formed with -en [spoken] or -ne [done].)

The following sentences give an example of each past modal in this chapter.

We should have hired more workers last year. Now our production has decreased.

Sam must have gone to the beach yesterday. He has a sunburn today.

Hurricane Katrina could have hit New Orleans directly, but it affected areas to the east of the city more. She might have left her keys on the table, but she is not sure. It may have rained last night. Look, the grass looks wet. You would have gotten the job for sure if you had applied for it. With past modal constructions, you must always use the past participle of the verb after MODAL + have. Incorrect: She must have take the 7 p.m. flight to New York. Correct: She must have taken the 7 p.m. flight to New York. With past modal constructions, never use had; always use have: Incorrect: She must had taken the 7 p.m. flight to New York. Correct: She must have taken the 7 p.m. flight to New York. The Modal should in the Past 9.5 Use should + have + PAST PARTICIPLE to form the past modal. 1. We use should have + PAST PARTICIPLE when the action (of the verb) did not happen and someone is sorry (regrets) that the action did not happen. I failed the test. I should have studied last night. (The speaker did not study. The speaker regrets not studying last night.) 2. We use the negative form, should not have + PAST PARTICIPLE, when the action (of the verb) happened and someone is sorry (regrets) that the action happened. My stomach hurts! I **shouldn't have** eaten those four doughnuts. (The speaker ate four doughnuts. The speaker regrets eating them.) Exercise 1 Underline the should have + PAST PARTICIPLE construction in each sentence. Then put a check mark ( $\checkmark$ ) beside all of the sentences underneath that are true. The first one has been done for you. 1. She should have cooked the beans and the rice in separate pots. \_\_\_\_ a. She cooked the beans and rice in the same pot. \_\_\_\_\_ b. She cooked the beans and rice in two pots. 2. Tom is sure that he shouldn't have traveled to Taiwan in the summer. \_\_\_\_\_ a. Tom traveled to Taiwan. \_\_\_\_\_ b. Tom regrets traveling to Taiwan.

	3. You should have told me this news sooner.
	a. The speaker now knows the news.
	b. The speaker still doesn't know the news.
	4. I'm sorry for not inviting you to my party. I should have sent you an invitation.
	a. The speaker invited the person to the party.
	b. The speaker did not invite the person to the party.
	5. Many people think that the U.S. shouldn't have dropped atomic bombs on Japan.
	a. Many people agree with the use of atomic bombs in World War II.
	b. Many people disagree with the use of atomic bombs in World War II.
	6. That shirt shouldn't have faded after just one washing.
	a. The shirt lost some color when it was washed.
	b. The shirt looked better after it was washed.
Exercise 2	Write a sentence that uses should have or should not have + PAST PARTICIPLE to express the same idea. The first one has been done for you.  1. Joe bought a used car. He regrets buying it.  Joe should not have bought a used car.  2. You did not get a new umbrella. You are sorry about this.
	3. Instead of taking a taxi, we took a bus from the airport. Taking a bus took much longer and was not as good as taking a taxi.
	4. Toshio regrets quitting his job today.

	5. Last night I went to bed after midnight. I regret doing this.
9.6	The Modal must in the Past
	Use must + have + PAST PARTICIPLE to form the past modal.
	<ol> <li>Use must have + PAST PARTICIPLE when you are almost certain that the action happened. Based on the facts or current situation, you conclude that the action happened.</li> </ol>
	Joe looks really tired today. He <b>must have gone</b> to bed late last night. (The speaker thinks that Joe went to bed late last night.)
	2. Use the negative form, <i>must not have</i> + PAST PARTICIPLE, when you are almost certain that the action did not happen.
	Irene failed her spelling test. She <b>must not have</b> studied very much. (The speaker thinks that Irene did not study very much.)
Exercise 3	To complete these sentences, write the correct construction using <i>must (not) have</i> + PAST PARTICIPLE with the verb in parentheses. The first one has been done for you.
	1. No one ordered any dessert after dinner. Everyone (be) must have been
	full.
	2. When I saw Ben this morning, he didn't know who had won the football match last
	night. He (watch) it on TV.
	3. Paula's French is outstanding. I know she's a good language learner, but she (have)
	a great French teacher, too.
	4. Ellen returned four of the five dresses that she bought yesterday. They (fit)
	her very well.
	5. Rick didn't follow the teacher's directions for this assignment. He (understand)
	the directions clearly.
	6. Look at the decorations on these cakes! They're so elaborate! It (take)
	a long time to make them!

### 9.7 The Modal could in the Past

Use *could have* + PAST PARTICIPLE to form the past modal.

1. Use *could have* + PAST PARTICIPLE when the speaker had the opportunity to do something, but you are not sure he did it. You can also use it when the action was possible, but you are not sure if it really happened.

After dinner, I felt really sick. It **could have** *been* the fish. It tasted a little strange. (The speaker thinks that one possible reason for being sick was the fish.)

2. Use the negative form *could not have* + PAST PARTICIPLE, when you are almost positive that the action did not happen. This form implies that it was impossible for the action to have occurred.

The evidence proves that the woman **couldn't have** *killed* her husband because she was traveling in a different country when he was killed. (According to the evidence, it was impossible for the woman to have killed the man.)

## Editing **Exercise 4**

Write a correction above the errors in the underlined parts of the sentences.

- 1. If you missed eight of the ten questions on the test, you could have passed it.
- 2. No one believes that the man could have kill his boss.
- 3. My late grandfather was extremely rich. He didn't own a BMW, but he <u>couldn't have</u> easily bought one or more of them.
- 4. I could visit many more places in Paris if I had had more time.
- 5. I could have lent you my car yesterday because I needed it all day.
- 6. I could have lent you my car because I needed it all day yesterday.
- 7. When we went to France last year, we could have fly on the Concorde.
- 8. It couldn't rain this morning. I would have noticed if the ground had been wet!

## 9.8 The Modal *might* in the Past

Use might have + PAST PARTICIPLE to form the past modal.

1. Use *might have* + PAST PARTICIPLE when the action was possible, but you are not sure if it happened. (This is the same meaning as *may have* or *could have* + PAST PARTICIPLE.)

After dinner, I felt really sick. It **might have** *been* the fish. It tasted a little strange. (The speaker thinks that one possible reason for being sick was the fish.)

		hours. I don't know why we came by train.	
	Ana:	We <b>might have flown.</b> It would have been so much faster.	
	PARTICIPLI was possible	re form, might not have + PAST  E is used when the negative situation e, but you are not sure if it happened. same meaning as may not have + PAST  E.)	
	written h	her believes that Joe might not have his paper by himself. (The teacher it is possible that someone helped Joe paper.)	
Exercise 5		ence. Then write a sentence that mean sight not have + PAST PARTICIPLE. The	
	1. It is possible	e that it rained last night. I'm not sure	
	It might hav	e rained last night.	
	2. When you	called last night, maybe David wasn't l	nome then.
	3. Why did He	ector leave the party? Maybe he didn't	feel well.
	4. The student	c's answers are all wrong. Maybe he dic	In't understand the directions.
	5. Perhaps the	doctor prescribed the wrong medicine	2.
	6. Why did th	e accident happen? Maybe the pilot tu	rned onto the wrong runway.
			<del>-</del>
	_		

2. Might have + PAST PARTICIPLE has a second meaning. It can be a suggestion about a

past event, like could have. Sometimes it is a form of complaint.

The train trip took us several

9.9	The Modal may in the Past
	Use may have + PAST PARTICIPLE to form the past modal.
	<ol> <li>Use may have + PAST PARTICIPLE when the action was possible, but you are not sure if it happened.</li> </ol>
	After dinner, I felt really sick. It may have been the fish. It tasted a little strange. (The speaker thinks that one possible reason for being sick was the fish.)
	<ol> <li>The negative form may not have + PAST PARTICIPLE is used when the negative situation was possible, but you are not sure if it happened.</li> </ol>
	The teacher believes that Joe may not have written his paper by himself. (The teacher believes it is possible that someone helped Joe write his paper.)
Exercise 6	Read each sentence. Then write a sentence that means the same as the first sentence. Use may have or may not have + PAST PARTICIPLE. The first one has been done for you.
	1. Perhaps Jennifer went to her cousin's house.
	Jennifer may have gone to her cousin's house.
	2. It's possible that Ned didn't like the gift that Linda gave him.
	3. Maybe some passengers survived the plane crash.
	4. Maybe he didn't hear the announcement.
	5. It's possible that the secretary has already received the documents.
	6. Perhaps it was too late for Alan to buy a cheap ticket for the flight.

9.10	The Modal would in the Past	
	Use would have + PAST PARTICIPLE to form the past modal.	
	<ol> <li>Use would have + PAST PARTICIPLE when the action did not happen. This meaning is for the main clause in conditional sentences: another condition was missing, and that's why the second action did not happen.</li> </ol>	
	The young couple <b>would have </b> <i>purchased</i> the house if it had had two bathrooms. (The house did not have two bathrooms, so the young couple didn't purchase it.)	
	2. The negative form would not have + PAST PARTICIPLE is used when the action actually happened, but it would not have happened if something else had occurred first.	
	The pie <b>wouldn't have</b> <i>tasted</i> so sweet if I had added the correct amount of sugar. (The pie tasted too sweet because the speaker added the wrong amount of sugar.)	
	NOTE: Sometimes the <i>if-</i> clause is not stated; it is understood. You can find more information about <i>if-</i> clauses in Chapter 12.	
Exercise 7	Fill in the blanks with would have + PAST PARTICIPLE of the verbs in parentheses. The first one has been done for you.	
	1. (start, [negative]) Perhaps if Lincoln had not become the 16th president, the Civil War	
	would not have started in 1861.	

music.

3.	(be, [negative]) The spaghetti	crunchy if you had
	cooked it a little longer.	
4.	(win) If Kostov had done better in the second set, perhaps he	
	the match.	
5.	(be) The outcome of the election	the same if people
	had voted on computers instead of using the old methods.	
6.	(have, [negative]) If you had taken the medicine correctly, you	-
	any problems with your stomach.	

2. (like) People \_\_\_\_\_\_ the party better if you had had good

## **Exercise 8** Underline the six past modal forms in this paragraph and explain their meanings to a partner.

### My Oldest Memory

My oldest memory is of a time when I was a very young child. I couldn't have been more than five years old. In fact, I might have been as young as three. I remember that I was with a woman who was our neighbor. It must have been around 6 or 7 o'clock because it was getting a little dark. The woman told me that we were going to walk to the store on the corner to get an ice cream cone. Just as we left the front steps of our house, the light above the store went out. It had just closed. We should have left earlier. If we had left the house a few minutes earlier, then we might have gotten to the store in time. If we had done that, then I could have had some ice cream. To this day, I cannot remember exactly who the woman was, but I certainly remember the day that I didn't get any ice cream.

## CHAPTER QUIZ

## **Exercise 9** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	As I	sat waiting for my flight to take off, I rea	d thi	s statement on the information card:	
"In an emergency, all passengers the directions of the crew."			ections of the crew."		
	A.	must follow	C.	might follow	
	B.	must have followed	D.	might have followed	
2.	I ov	rerheard a mother tell her son, "If you ne	ed to	use your cell phone, you do	
	it n	ow because you make a call duri	ng th	ne flight."	
	A.	had better cannot	C.	must do not able to	
	В.	had better to cannot	D.	must to do not able to	
3.	A p	assenger seated next to me told me about	a pr	oblem on her previous flight. As the	
	pas	sengers were boarding the plane, an alarn	n wer	nt off. She thought that one of the	
	pas	sengers may an emergency door	by n	nistake.	
	A.	open	C.	have opened	
	B.	have open	D.	to open	
4.	Abo	out an hour after takeoff, the flight attend	lant g	gave each of us a small sandwich, but	
	I co	ould not eat mine because the cooks had p	out sp	picy mustard on all of them. They	
	real	lly such spicy mustard.			
	A.	should have added	C.	shouldn't have added	
	В.	should add	D.	shouldn't add	
5.	On	e passenger said that his worst flight was	aboa	rd a 747 with Southwest Airlines,	
	but	a flight attendant who was standing nea	rby c	orrected him. She said, "Are you sure	
	it w	vas a 747 with Southwest? Actually, if it w	as a S	Southwest jet, it been a 747	
	bec	ause that airline does not have any jumb	o jets	. "	
	A.	might not have	C.	might not had	
	В.	could not have	D.	could not had	
6.	The	The pilot announced, "Ladies and gentlemen, we are very near the Salt Lake City			
	Air	Airport. We shortly, so please follow the flight attendants' instructions at this			
	poi	nt."			
	A.	land	C.	could land	
	В.	must land	D.	will land	

7.	'. A man next to me remarked, "I hate having to wait for my luggage. I wish they could			
	just	take my luggage directly to my car. That		great!"
	A.	would be	C.	would have been
	B.	should be	D.	should have been
8.	As 1	we were exiting the airplane, an agent tolo	i us t	that we
	A.	should pick up our baggage at	C.	must to have our baggage claim
		carousel 7		tickets in our hands
	B.	might have waited ten minutes for	D.	were able ask for assistance at
		our baggage		the baggage claim area

## ORIGINAL WRITING

Exercise 10	Write a paragraph about an important event in history or in your life. Tell what happened and why it happened. Tell how it could have been different. Consider what should have been done to make it different (if it was something negative). Use at least five of the past modals from this chapter. Use both affirmative and negative forms. Exchange paragraphs with a partner. Circle all the past modals on your partner's paper and check for their correct use.



# Gerunds and Infinitives

Two verb forms in English are used as nouns: gerunds and infinitives. Gerunds are verbs ending in -ing. Infinitives are to + VERB. How do you know when to use an infinitive and when to use a gerund? This chapter will answer that question.



### **CHECK YOUR GRAMMAR**

Four of the eight underlined words contain an error related to gerunds and infinitives. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### **Reading Skills**

<u>To read</u> is much more than <u>run</u> your eyes across the page and <u>recognizing</u> words. It involves <u>grasping</u> the meaning of what is written, <u>understanding</u> the relationship of each sentence and paragraph to all the others. <u>Getting</u> more from your reading, you will need <u>skim</u>, reflect, <u>read</u>, and review each chapter.

From: V. Ruggiero. (2002). Becoming a Critical Thinker, 4th ed. Boston: Houghton Mifflin, p. xvi.

# 10.1 Forming Gerunds and Gerund Phrases and Infinitives and Infinitive Phrases

Here are the basic forms of gerunds and infinitives:

Gerund	Infinitive
VERB + -ing	to + VERB
swimming	to swim
laughing	to laugh

A gerund phrase includes the gerund and its related information.

**Taking** *good class notes* makes it easier to review for exams.

An infinitive phrase includes the infinitive and its related information.

To take good class notes, you should read about the subject in advance.

## **Exercise 1** Read the following paragraph on stress. Underline all the gerunds and infinitives. The first one has been done for you. There are ten more.

### **Handling Stress**

To relieve stress, you must first understand which brain hemisphere is stressed. Feeling depressed or emotionally overwrought means your stress is in the right hemisphere. This is the creative, emotional, holistic side of your brain. To cut stress, switch to your matter-of-fact left hemisphere. How? Doing math or writing factual prose calms down the emotional right brain. Another option is to organize something; it has the same calming effect. Feeling time-stressed and overburdened means the left hemisphere of your brain is stressed. Singing or playing a sport will allow you to switch to your right brain and to reduce your stress.

From: Berko et al., Communicating, p. 188.

### 10.2 Gerunds and Gerund Phrases

Although gerunds, like infinitives, are formed with verb stems, they function like nouns. A gerund phrase is a gerund followed by a noun or pronoun.

1. Gerunds and gerund phrases as subjects

Eating vegetables is a good way to stay healthy.

A gerund as the subject of a sentence takes a singular verb. When multiple gerunds are used as the subject, they take a plural verb.

**Eating** *vegetables* and *exercising* are excellent ways to stay healthy.

When a gerund has multiple objects, the subject is singular.

**Eating** broccoli, carrots, and tomatoes is an excellent way to stay healthy.

2. Gerunds and gerund phrases as direct objects (see Section 10.2.1)

However, many people dislike preparing vegetables.

3. Gerunds and gerund phrases as subject complements (after the verb be)

One easy preparation method is eating them raw with a simple sauce.

In this case, the gerund is often inverted to the subject position without changing the meaning of the sentence.

Eating vegetables raw with a simple sauce is one easy preparation method.

- 4. Gerunds and gerund phrases as objects of prepositions (see Chapter 7)

  Another method of preparing vegetables is stir-frying.
- 5. To form the negative of a gerund, simply place *not* immediately before the gerund.

  Not cooking vegetables allows you to prepare a meal faster.

**Nouns** 

Exercise 2 Complete the following sentences with a gerund or gerund phrase using some of the words below or your own words. In the parentheses, write the function of the gerund in the sentence. The gerund can serve as the subject, direct object, subject complement (after the verb be), or object of a preposition. The first one has been done for you.

Verbs

10.2.1

appreciate

avoid

consider

delay

detest

discuss

dislike

enjoy

finish

involve

postpone

miss

		12173			1104115	
	clean	fry	slice	counter	new recipes	salt
	cook	mop	taste	dishes	olive oil	seafood
	cut	peel	try	fruit	praise	tomatoes
	eat	receive	use	meat	salad	vegetables
					of the week. ( <u>ob</u>	ject of prepoe
2. Li:	sa's favorit	e hobby is _		. (	)	
3		is one	of the ber	nefits all coo	ks enjoy! (	)
4. It'	s almost ir	npossible to	make a n	neal without	:	(
5. W	hile some	people enjo	у		., I think it's a bo	ring activity.
(_		)				
6. M	y mother i	is great at		, but J'	m not so good a	t it.
(_		)				
7. I c	lon't mind	i	, bı	it I am tired	of	every we
(_		) (		)		
Verb	s Comi	monly Fo	ollowed	d by Geru	unds	
1. Th	nese verbs	frequently h	nave a ger	und or a geri	und phrase follo	wing them:
		. ,		9	-	-

risk

stop

suggest

practice

recommend

quit

My mother *appreciated* getting a puppy for her birthday.

2. Whenever a verb follows a preposition, the verb takes the gerund form. The common expressions in the following chart have a gerund or gerund phrase following them. (For a longer list of prepositions after certain verbs and adjectives, see Sections 13.3.2 and 13.3.3 in Chapter 13.)



be afraid of	be interested in	be worried about	dream about	thank (someone) for
be good at	be responsible for	argue about	excel at	think about
be used to	be accustomed to	believe in	talk about	think of

Common error: We are interested in take summer classes.

Correct: We are interested in taking summer classes.

Common error: Did she thank you for drive her to work this morning?

Correct: Did she thank you for driving her to work this morning?

- 3. Other common expressions include:
  - by + gerund to explain how something is done
     You can pass this class by reading the text and keeping up with assignments.
  - go + gerund to describe activities
     Would you rather go bowling or go swimming this afternoon?

**Exercise 3** Complete each sentence with the verb or expression in parentheses and add an appropriate gerund or gerund phrase. The first one has been done for you.

Studying for Exams
In order to pass the exam I just took, I should haveconsidered studying
(consider) the lecture notes. Unfortunately, I thought I had lots of time, so
I (postpone) over them. I was confident that I knew
the subject, so I about (worry [negative]) the test.
Instead I (go) at the mall, and later my friends
and I (go) at a nearby club. That was a big mistake!
<b>5</b> With only a few hours left before the exam, I opened my book. Later that night,

(continued)

while sleeping, I about (dream	ı) the
test. I woke up from that nightmare and	(finish)
the rest of the chapter. Then I went to school and took the exam. I	l learned my
lesson the hard way. What do I recommend? I no	
(recommend) what I did. Instead, I	<b>8</b> (suggest)
9 your notes regularly. By reviewing them every day, you won't	
about (worry) any exam!	

### 10.3 Infinitives and Infinitive Phrases

Infinitives consist of two words: *to* + VERB. An infinitive phrase is the infinitive followed by any noun or pronoun and modifying words.

1. Infinitives and infinitive phrases as a reduction of the phrase *in order to* (showing purpose)

**To build** its international business, the company spent millions on advertising in sixteen different languages. = [In order] to build its international business, the company spent ...

2. Infinitives and infinitive phrases as subjects

To live in a large city requires a lot of patience and nerve. (less common)

Compare with the gerund as the subject paired with the same verb. (Infinitives can be subjects, but gerunds are much more common as subjects.)



Living in a large city requires a lot of patience and nerve. (more common)

Remember: When an infinitive phrase begins a sentence, it is probably a "purpose" phrase, not the subject:

To live in a large city, you need a lot of patience. ([in order] to + verb = purpose)

3. Infinitives and infinitive phrases as direct objects

Mario wanted to stay at the beach, but it began to rain.

4. Infinitives and infinitive phrases after phrases beginning with it (it + be + ADJECTIVE or NOUN + INFINITIVE)

It is impossible to get a cheap apartment in a large city.

ADJECTIVE INFINITIVE

Many people say that it is a good idea to save money for the future.

NOUN INFINITIVE

Here are some common adjectives and nouns that are preceded by it + be and followed by an infinitive:

bad	dangerous	difficult	easy
fun	hard	important	impossible
interesting	necessary	relaxing	a good idea
a bad idea	a pity	a shame	a waste

5. Infinitives and infinitive phrases with the verb *take* (*it* + *take* + NOUN + INFINITIVE)

It takes a lot of energy to find the perfect job.

6. Infinitives and infinitive phrases after certain adjectives

Habiba was happy to learn that she'd been accepted to graduate school.

Here are some common adjectives followed by infinitives.

afraid	glad	relieved	sorry
ashamed	happy	reluctant	surprised
bound	lucky	sad	sure
careful	proud	shocked	willing

Note that accustomed to always takes a gerund.

I am accustomed to waking up at 5 a.m. every day.

7. To form the negative of an infinitive, simply place *not* immediately before the infinitive.

You should be careful not to strain your eyes in front of the computer.

Exercise 4	Complete the sentences with an infinitive phrase. In the parentheses, write the function of
	the infinitive in the sentence. Choose from one of the four following options: direct object,
	after a phrase with it + ADJECTIVE, to show purpose, or after certain adjectives. The first one
	has been done for you.

Margaret and her sister Jenna	went to college <u>to become their family's first college</u>
graduates. (to show purpose)	
They were afraid	
	, but their family encouraged them. (
	)
Margaret and Jenna wanted	
	at a prestigious university in
California, but it was too expe	nsive. (
)	

	4. Then they f	ound a univ	ersity that wa	as willing _			
						_ them a schola	ırship.
	(					\	
						•	
	5. It was impo	ssible					
			suc	ch a wonde	rful opportur	nity. (	
					)		
	6 During thei	r first semest	er they wen	t to the lihr	arv		
						, (	
					)		
	7. In the begin	nning, it was	n't easy for M	largaret and	d Jenna		
						Но	wever, thev
						_	, , , , , , ,
			(				
		) (					)
10.3.1	Verbs Com	monly Fo	ollowed Ł	y Infini	tives		
	These verbs frec	uently have	an infinitive	or an infin	itive phrase i	following them	:
	afford	agree	ask	decide	demand	deserve	
	expect	hesitate	hope	learn	need	offer	
	plan	pretend	promise	refuse	wait	want	
	When no	one else vo	lunteered, M	lanny <i>offere</i>	ed to go.		
	The stud	ents <i>demand</i>	ded to see th	e program	director wher	n the course wa	s canceled.

The following paragraph contains seven errors in gerund and infinitive use. Find and correct the errors. The first one has been done for you.

### **Searching for a Cure**

As doctors continue to searching for a cure for the common cold, they have found some things that make people more vulnerable to catching a cold.

One negative influence is to argue. People who argue are more likely to get colds than those who do not.

Another characteristic is be a "loner." People who have strong social networks tend to be happier and therefore more resistant to colds. Finally, to stress over a job can lead to colds. There are many workers



who do not feel confident enough to get their job done right. Some researchers believe that this lack of self-confidence can lead to lowered immune systems. To resisting colds, people should look at the quality of their lives. While patients wait for a cure for the common cold, they can begin bolster their bodies by to deal with the treatable issues mentioned above.

### 10.3.2 Verbs That Need Nouns or Pronouns Before the Infinitive

These verbs often need either a noun or a pronoun before the infinitive.

advise allow cause convince forbid force invite permit remind teach tell warn

We all warned Jason to stop eating so much junk food.

(noun before infinitive)

My father *taught me* to play tennis when I was young. (pronoun before infinitive)

**Exercise 6** Complete each sentence with the correct forms of the words in parentheses. The first one has been done for you.

Piano Lessons	
When I was a child, my mother (advise / me / study) a	dvised me to study hard every
day. She (not want / me / lose out)	1 on a quality
education. For this reason, she (forbid / me / watch)	
too much television. Instead, she would (tell / r	<b>3</b> me / practice)
the piano. I absolutely hated my mo	4
, but I always did what	t I was told. She would
5 (invite / her friends / listen)	to my home
6 concerts, and it always made me so nervous! Well, today	I must thank her. As a
well-known pianist who travels around the world, I am h	nappy that she (convince /
me / appreciate) hard	work. I would never have
gotten where I am today without her focus on education	and practice.

10.4	Verbs Commonly Followed by Either
	Gerunds or Infinitives

The following verbs often have either a gerund or an infinitive following them. The meaning is similar for both.

begin attempt continue hate love prefer start like

Jeanne prefers carrying her own luggage. (gerund)

Jeanne prefers to carry her own luggage. (infinitive)

The verbs *forget, regret, remember, stop,* and *try* are also followed by either a gerund or infinitive. However, the meaning is different for each usage.

forget I forgot taking this picture of the Eiffel Tower. In fact, I took several.

(forget + GERUND refers to an earlier action that occurred)

I forgot to take a picture of the Eiffel Tower. Maybe I'll do it on my next trip. (forget + INFINITIVE refers to an action that did not occur)

regret l regret telling you last week that you would be laid off. I was wrong.

(regret + GERUND refers to an earlier action)

regret to tell you today that you will be laid off next week. (regret + INFINITIVE refers to an action in the present)

remember Now I remember taking this picture. It was on May 8th.

(remember + GERUND refers to an earlier action)

I remembered to take this picture. I did not forget to do this.

(remember + INFINITIVE refers to an action at the same or later time)

stop

I was driving my car. I stopped to make a phone call.

(stop + INFINITIVE means to interrupt an action to do something else)

My phone bill got too high, so I stopped making so many calls.

(stop + GERUND means to finish an action in progress)

try

You have hiccups? You should try holding your breath.

(try + GERUND means to experiment with a solution to a problem)

The doctors tried to save her life, but she died. (try + INFINITIVE means to make an effort to do something that is usually difficult)

### **Exercise 7** Fill in the blank with the appropriate gerund or infinitive form of the verb in parentheses.

1.	Paula forgot (tell) her husband she hadn't fed their cat. Her husband					
	didn't feed the cat either, so the poor thing meowed all day long!					
2.	Paula forgot (tell) her husband she hadn't fed their cat, so she					
worried all day long. However, her husband had fed the cat before he left for						
3.	Do you remember (stop) the newspaper delivery for this week that					
	we're on vacation?					
4. I remembered (stop) the mail, but I don't remember						
	(stop) the paper.					
5.	5. After getting my last credit card bill, I stopped (spend) so much tin					
	at the mall. I need to follow my budget more closely.					
6.	I stopped (spend) some time at the mall today. I've been pretty good					
	about watching my money and decided to splurge and buy some new shoes.					
7.	Each week we try (save) a little money to put toward a vacation. We					
	hope to go to Japan next summer.					
8.	Each week we try (save) the planet by volunteering to pick up trash					
	along the highway.					
9.	The committee regrets (inform) you that your request for a hearing					
	has been denied. You may appeal this decision if you wish.					
10.	The committee regrets (inform) you that your request for a hearing					
	was denied. It has, in fact, been granted.					

## CHAPTER QUIZ

## **Exercise 8** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	Even small changes can result in weight loss. For example, my personal trainer					
	cautioned me real cream in my coffee.					
	A.	to avoid using	C.	avoid to use		
	В.	avoid using	D.	to avoid use		
2. He told me that certain foods such as cream and cookies would reall lose weight quickly.						
	B.	I do not eat	D.	doesn't eat		
3.	In fact, I stopped dessert because the scales told!					
	A.	eating me to stop	C.	to eat me stop		
	В.	to eat to stop	D.	eating me stopping		
4.	vegetables is a good way to stay healthy, but I dislike many of them					
	A.	To eat to prepare	C.	To eat preparing		
	В.	Eating to prepare	D.	Eating preparing		
5. Do you to go to the gym alone or with a workout buddy?						
	A.	prefer	C.	enjoy		
	В.	suggest	D.	appreciate		
6. For many people, out with someone else increases their motivation						
	ultimately yields better physical results.					
	A.	work	C.	working		
	B.	they work	D.	if they work		
7.	7. If you have a friend to work out with, you are not likely working out from					
one day to the next.						
	A.	for postpone	C.	to postpone		
	B.	for postponing	D.	to postponing		
8.	Wh	en I first started working out, running on	treadmill was difficult because my			
	body was not accustomed for so long.					
	A.	for run	C.	for running		
	В.	to run	D.	to running		

## ORIGINAL WRITING

Exercise 9	Write a paragraph about something special that you have achieved in your life. Give some background that includes how old you were during this time and why it was important for you to achieve this goal. Explain the events that led to this success. How did you feel after this achievement?  Review the uses of gerunds and infinitives in this chapter. Try to include at least four infinitives or infinitive phrases and four gerunds or gerund phrases in your paragraph. Exchange paragraphs with a partner. Review your partner's paper, circling all the gerunds and infinitives and should be for their representations.
	and infinitives and checking for their correct use.



## Passive Voice and Participial Adjectives

<u>Passive voice</u> can be difficult to understand. Before you study this chapter, you may find it a good idea to review the verb tenses in Chapter 4 and Chapter 5. This will help you understand passive voice better.



#### CHECK YOUR GRAMMAR

Four of the seven underlined words or phrases contain an error related to passive voice and participial adjectives. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### **Audience Feedback**

Your ability to listen to yourself <u>can be enhanced</u> by two skills: translating audience feedback and listening. Good speakers silently ask and <u>are answered</u> questions as they speak. If an audience seems <u>confused</u>, the speaker may slow down and re-explain a concept. If the audience looks <u>boring</u>, the speaker <u>may be added</u> an interesting or amused story to rekindle their interest.

Adapted from: Engleberg and Daly, Presentations in Everyday Life, p. 39.

#### 11.1 Passive Versus Active Voice

When a verb is in the active voice, the subject is the actor. In other words, the subject is doing the action.

The **dog** bit the man. (Who did the action? The dog.)



In contrast, when a verb is in the passive voice, the subject is the receiver of the action of the verb. The actor may (or may not) be expressed by a by + ACTOR expression.

The man was bitten by the dog. (Who did the action? The dog.)

In the first example (active voice), the speaker emphasizes the dog. In the second example (passive voice), the speaker emphasizes the man. The noun in the subject position is the one that the speaker emphasizes. When should you use the passive voice? Use it when the receiver of the action is more important than the one who did the action.



#### 11.2 Form of Passive Voice

Passive voice always consists of a form of the verb be followed by the past participle of the action verb: be + PAST PARTICIPLE.

Penicillin was discovered in 1928.

The following chart gives you an overview of the passive voice of verb tenses in English.

Tense	Active Voice	Passive Voice
Present:	I write it	It is written
Present progressive:	I am writing it	lt is being written
Present perfect:	I have written it	It has been written
Past:	I wrote it	It was written
Past progressive:	I was writing it	It was being written
Past perfect:	I had written it	It had been written
Future:	I will write it	It will be written
Future perfect:	I will have written it	It will have been written
Present modal:	l can write it	It can be written
	I should write it	It should be written
Past modal:	I could have written it	It could have been written
	I may have written it	It may have been written



The progressive forms are almost never used in the passive voice.

An easy thing to remember about forming the passive voice is that the verb usually has one more word (+1) than the active voice verb.

Active	Passive + 1
They answer their mail immediately.	Their mail is answered immediately.
They have not called Jack.	Jack has not been called.
They <b>could have sent</b> the package.	The package could have been sent.

Infinitives and gerunds can also be used in passive voice.

#### Infinitives

Simple: to + be + PAST PARTICIPLE

We waited to be served.

Perfect: to + have been + PAST PARTICIPLE

I was happy to have been selected.

#### Gerunds

Simple: being + PAST PARTICIPLE

Being selected was an honor.

Perfect: having been + PAST PARTICIPLE

I denied having been arrested.

#### **Exercise 1** Put a check mark ( $\checkmark$ ) by the passive verb forms. The first one has been done for you.

 _ 1. have been eaten	8. will be taking	15. haven't been slicing
_ 2. have been eating	9. will be taken	16. needed to be told
_ 3. cannot fly	10. can be taking	17. needed to tell
_ 4. cannot be flying	11. should be needed	18. enjoyed being taken
 _ 5. cannot be flown	12. should be needing	19. enjoyed taking
 _ 6. were taken	13. hadn't been sliced	20. dislike being asked
_ 7. were taking	14. weren't sliced	21. dislike asking

## **Exercise 2** Underline the passive verb forms in this news report. The first one has been done for you. There are six more.

#### **Commencement Address**

In today's news, Prime Minister Clark gave a speech at the graduation ceremony at Dover University. As the guests were being seated, an orchestra played quietly. The prime minister was introduced by the president of the university, who was visibly moved by the prime minister's attendance at today's event. Prime Minister Clark received his degree from Dover University in 1979. Today's trip to the university was his first trip back to the area since then. When Clark's name was announced to the audience, a loud cheer could be heard for the lost son who had finally returned to Dover University. In his speech at this event, the prime minister noted the important role that today's graduates will play in shaping the future of our country. "A country is only as strong as its educated. You are our educated; thus, you are our strength. We are counting on you for leadership as we enter a new era." Some

(continued)

thought that the possibility of war with neighboring countries might come up, but serious topics such as this were not mentioned at all. Having been addressed, the students then came forward to receive their diplomas.

## 11.3 How to Change Active Voice to Passive Voice

To change the active voice to passive voice in a sentence with SUBJECT / VERB / OBJECT word order, follow these four easy steps. (See Chapter 13 for word order.)

1. Begin with a sentence that has an active verb.

Mark Twain wrote The Adventures of Tom Sawyer in 1876.

Identify the receiver of the action—The Adventures of Tom Sawyer. Move this receiver to the subject position in a new sentence.

The Adventures of Tom Sawyer ...

2. Identify the verb—wrote—and its tense (simple past). After the subject, put the verb be in the same verb tense.

The Adventures of Tom Sawyer was ...

3. Next, add the past participle of the verb you identified in Step 2.

The Adventures of Tom Sawyer was written ...

4. Finally, include the original person or thing that did the action (the agent) in a *by* phrase.

The Adventures of Tom Sawyer was written by Mark Twain ...

Then add the rest of the information (if there is any) from the original sentence.

The Adventures of Tom Sawyer was written by Mark Twain in 1876.

In some cases, you may want to omit the agent if the main emphasis is on the receiver (the new subject) or if the agent or actor is obvious or unknown.

The Adventures of Tom Sawyer, not A Tramp Abroad, was written in 1876.

## Editing Exercise 3

Underline the complete verb in each sentence and identify it as *active* or *passive*. Then rewrite the sentence by changing the voice of the verb from either active to passive or from passive to active. Remember that when you change active to passive, you may not necessarily include the agent in a by phrase. The first one has been done for you.

1. <u>active</u> In Unit 12, students <u>must use</u> a range of written sources to understand the causes of World War I.

In Unit 12, a range of written sources must be used to understand the causes of World War I.

2. \_\_\_\_\_ Video and other media facilitate the presentation and understanding of the events leading up to and following World War I.

In the accompanying course textbook, the constantly changing nature of governments over several decades has been emphasized in great detail by the ors.
Both the illustrations and the written material in the text are protected by 17 of the United States Copyright Law.
The introduction to the first chapter was written in 1999 by Charles Kingly, a known university history professor.

# 11.4 Three Common Errors With the Passive Voice

Writers tend to make three mistakes with the passive voice: in form, in use, and with intransitive verbs (verbs that do not take an object and therefore cannot be in passive voice).

1. Error with past participle form. Remember that the verb *be* must be followed by the past participle of the action verb.

Incorrect verb form: The book was writing in 1998.

Incorrect verb form: The book was wrote in 1998.

Correct past participle: The book was written in 1998.

2. Error with use. Remember that passive voice is used when the receiver of the action is more important than the agent (doer of the action). You should mention the agent only if it is important to the meaning or if it is not obvious.

Incorrect: Arabic is written by Arabic speakers from right to left. (by Arabic

speakers is not necessary information)

Some writers use passive voice too often, especially just after they have learned it. Active voice is generally much more effective than passive voice. Use passive voice when

• you want the receiver of the action to be the main topic of your words:

Smoking is prohibited in this area.

you don't know who did the action:

The First United Bank was robbed early this morning.

• the subject of the active sentence would be *people* or *one*:

Abraham Lincoln was considered an honest man.

• reporting unwelcome news or avoiding blame:

Taxes will be increased.

All of my important e-mails were deleted!

• the topic has already been mentioned:

Ethanol production is the latest hot topic for discussion. It is seen as a possible solution to the country's dependence on oil.

The following two examples describe the same event, but the writer's emphasis is different in each.

Active voice: The dog bit the thief. (The writer's focus is the dog.)

The thief quietly opened the window of the house. He climbed into the residence as carefully as possible so that he would not make any noise. He did not know, however, that there was a vicious dog watching over the house. The dog heard the noise of the intruder and reacted quickly. Like a bolt of lightning, the dog jumped up and barked ferociously. Then the dog lunged at the man. In a split second, the dog bit the thief, which ended the robbery.

Passive voice: The thief was bitten by the dog. (The writer's focus is the thief.)

The thief quietly opened the window of the house. He climbed into the residence as carefully as possible so that he would not make any noise. He did not know, however, that there was a vicious dog watching over the house. The thief heard the loud clicking of claws on the floor. The thief could not escape. He was bitten by the dog, which ended the robbery.

3. Error with intransitive verbs. English has two kinds of verbs: transitive and intransitive. Transitive verbs are followed by an object. For example, the verb *announce* must always have an object. You cannot say "Yesterday they announced." This sentence must have an object, as in "Yesterday they announced their engagement" or "Yesterday they announced the winners' names." Here are some transitive verbs:

announce (an engagement) buy (a gift) like (a person or thing)

discover (a cure) find (a good deal) take (a nap)

Intransitive verbs are not followed by an object. Here are a few intransitive verbs:

come die go happen seem occur

Intransitive verbs do not have grammatical voice, so they cannot be changed from active to passive voice. Study the following examples.

	Transitive Verb, Active Voice	<>	Transitive Verb, Passive Voice
	They discovered a cure	□\$	A cure was discovered
	The machine accepts coins	₽>	Coins are accepted
	Intransitive Verb, Active Voice	□	No Passive Possible
	The accident happened	₽\$	was happened
	The man died	<b>戊</b> >	was died
Exercise 4	Read the sentences. Find the erro Section 11.4). Then correct the erro.  1. World War II was won.		tence and identify why it is an error (refer to one has been done for you.
	Error:no agent	Why:	agent is important
	Correction, World War II was w		es
	Cottection: vier is vier in the vier	<u>y</u>	
	2. World War II was occurred m	ore than fifty	years ago.
	Error:	Why:	
	Correction:		
	3. World War II was fighting in	Africa, North	America, Europe, and Asia.
	Error:	Why:	
	Correction:		
	4. Thousands of soldiers were d	ied in World	War II.
	Error:	Why:	
	Correction:		
	5. For years after the War, coun	tries were cor	noletely rebuilt by the people.
	Error:	Why:	
	Correction:		
	6. Even today, some of the sign	s of the war c	an still be seen by people.
	Error:	Why:	
	Correction:		

Editing

#### Exercise 5

Read the following paragraph from a business textbook. If the underlined verb phrase is incorrect, write your corrected edit on the line. If it is correct, write *correct* on the line.

1	5	9

2. \_\_\_\_\_\_ 6. \_\_\_\_\_ 10. \_\_\_\_\_

3. \_\_\_\_\_ 7. \_\_\_\_

4. \_\_\_\_\_\_ 8. \_\_\_

#### **CPA Credentials**

Most accounting firms are included on their staffs at least one certified public

1
accountant, or CPA, an individual who has met state requirements for accounting
2
education and experience and has been passed a rigorous two-day accounting
3
examination. The examination is prepared by the American Institute of Certified
4
Public Accountants and covers accounting practice, accounting theory, auditing,
taxation, and business law. State requirements usually are included a college
5
degree in accounting and from one to three years of on-the-job experience.

Once an individual becomes a CPA, he or she must be attended continuing6
education programs to maintain state certification. These specialized programs

design to provide the current training that is needed in today's changing business
7
8
environment. In addition, CPAs must be taken an ethics course to satisfy the
9
continuing-education requirement. Details regarding specific state requirements for practice as a CPA can obtain by contacting the state's board of accountancy.

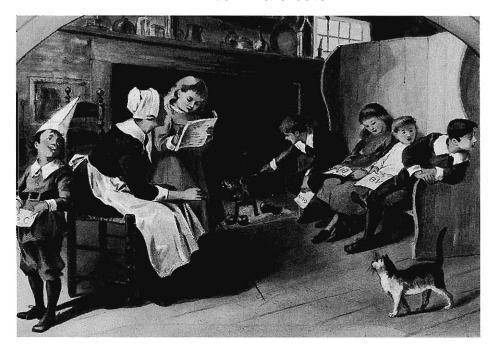
Editing

Exercise 6

Read these two paragraphs from an education textbook. If the underlined verb phrase is incorrect, write your corrected edit on the line. If it is correct, write correct on the line.

1	5	9

#### Education in the 1600s



Education has changed drastically since colonial days. In the 1600s, some girls 1

received elementary instruction, but formal colonial education was mainly for boys, particularly those of the middle and upper classes. Both girls and boys 

might have had some preliminary training in the four Rs—reading, 'riting [writing], 2

'rithmetic [arithmetic], and religion—at home. Sometimes, for a small fee, a housewife was offered some training to children in her own home. In these cases, 3

she would be taught a little reading and writing, basic prayers, and religious beliefs. 4

In these dame schools, girls also learned some basic household skills, such as 5

cooking and sewing. The dame schools often are provided all the formal education 6

that some children, especially girls, ever received.

Throughout the colonies, poor children were often apprenticed or indentured 7 to local tradesmen or housewives. Apprenticeships lasted for three to ten years, 8 generally ending around age twenty-one for boys and eighteen for girls. During that time, an apprentice would learn the basic skills of a trade and might also teach basic 9 10 reading and writing, and perhaps arithmetic, as part of the contractual agreement.

11.5	Stative Passive and Passive With Get				
	The stative passive is formed with the verb <i>to be</i> + PAST PARTICIPLE. In the stative passive, the past participle functions as an adjective and describes a state or situation. Stative passive constructions are not used with the <i>by</i> phrase.				
	The door to the office is closed.				
	Jay and Jenny are married.				
	The class was gone when I arrived.				
	Their new house was made of brick.				
	The passive with <i>get</i> is formed with a form of the verb <i>get</i> + ADJECTIVE or <i>get</i> + PAST PARTICIPLE. The past participle functions as an adjective and describes the subject. The use of passive voice with <i>get</i> is informal and often describes a process. Although you will hear the <i>get</i> construction frequently in informal conversation, you should remember that this construction is not preferred in formal academic writing. Follow your instructor's guidelines.				
	Jay and Jenny are getting married.				
	I got hired as an advertising copy writer.				
	A number of people <b>got hurt</b> in the accident.				
	She woke up late and <b>got dressed</b> in ten minutes.				
Exercise 7	Complete the sentences with a stative passive or passive with <i>get</i> . Use words from the following list. The first one has been done for you.				
	confuse crowd <del>lose</del> schedule turn				
	better depress hungry sick worry				
	be + PAST PARTICIPLE				
	1. I don't have any idea where I am. I think I am lost.				
	2. The tourists didn't understand the directions you gave them. They				
	3. We should have taken a taxi. The subway and I feel like I'm in a				
	sardine can.				
	4. Hurry up. The tour bus to leave in 3 minutes!				
	5. This hotel is so cheap that the heat off on March 1st, no matter what				
	the temperature is.				
	get + ADJECTIVE or PAST PARTICIPLE				
	6. We've been looking at paintings of fruit all day! I				
	7. Our flight leaves in two hours and you haven't packed yet. I				
	· · · · · · · · · · · · · · · · · · ·				

- 8. What's wrong with you? You're sneezing and coughing. Are you \_\_\_\_\_?
- 9. Our vacation is almost over. I'm \_\_\_\_\_\_.
- 10. How is that blister on your foot? Is it \_\_\_\_\_?

#### 11.6 Participial Adjectives

The verb forms known as participles can also be used as adjectives.

The present participle, which is used to form progressive tenses, can also act as an adjective with an active meaning.

The engine noises were **frightening** the passengers. (present participle in progressive tense)

The passengers were nervous because of the frightening noises. (present participle as adjective)

The engine noises were **frightening**. (present participle as adjective)

The past participle, which is a necessary part of forming the passive voice, can also act as an adjective with a passive meaning.

The car was stolen by two young men. (past participle in passive voice)

The police found the stolen car a week later. (past participle as adjective)

#### 11.6.1 Present Participles Used as Adjectives

As you have seen, present participles are verb forms that end in -ing:

interesting confusing surprising annoying losing

Present participles used as adjectives:

- are active
- refer to the cause of the experience
- describe what the effect is
- often describe inanimate (nonliving) nouns

The audience heard the results. The audience did not expect the results.=The results were **surprising**. No one could believe the **surprising** results.

The teacher explained the lesson. The students did not understand anything. = The explanation was confusing. The confusing explanation did not help.

#### 11.6.2 Past Participles Used as Adjectives

Past participles are verb forms that end in -ed or an irregular form:

interested confused surprised annoyed lost known

Past participles used as adjectives:

- are passive
- refer to the person who feels or has the experience
- describe how the person is affected
- usually describe animate (living) nouns

The audience heard the results. The audience did not expect the results.

(The audience was surprised. The surprised audience was silent.)

The teacher explained the lesson. The students did not understand anything.

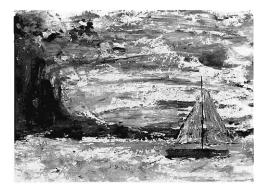
(The students were **confused**. The **confused** students need more help now.)

Editing

Exercise 8

Fill in each blank with the correct adjective or participial adjective form of the verb in parentheses. The first one has been done for you.

#### Art Show



(continued)

	out, so those without tickets in hand will be (disappoint) by the news.						
	At the end	of this long da	y, museum c	officials were	(exhaust)	15	_ but
	happy because	of the successf	ul opening d	ay.		13	
Exercise 9	Read the situations react. Use passive of the verbs below	voice and parti	cipial adjecti	ves in your d	escriptions.	Use a par	
	<del>bore</del>	dishearten	excite	frustrate	terrify		
	convince	embarrass	frighten	interest	thrill		
	1. Moviegoers sta	anding in line	to get tickets				
	Standing in line	e for tickets wa	s boring. The	boring ticket	line barely m	oved.	
	or The moviego	ers were bored.	The bored mo	viegoers star	ted to get in	npatient.	
	2. Spectators wat	ching a World	Cup soccer i	match			
	3. Being in an ea	rthquake					
	4. A student faili	ng a test					
	5. Spilling your o	drink in a resta	urant				
	6. Theme-park v	isitors riding a	roller coaste	r			
	-						

come again. Unfortunately, tickets for subsequent days are already (sell) \_\_\_\_

7.	A victim falling for a con-artist's story
8.	Students not understanding a grammar structure
9.	Tourists traveling to new countries
10.	A runner winning a marathon

## Editing Exercise 10

Read the paragraph below. There are seven errors in participial adjectives. Find the errors and correct them. The first one has been done for you.

#### **Culture Shock**

Culture shock is a feeling often experienced by people who move to another country to live or study. There are distinct phases or stages of culture shock. During the first stage, the "honeymoon" stage, the excited excited newcomer is eager to explore 1 and learn about the new culture. The person may even feel as though he or she is an invited guest in the country. Soon, however, that comforting feeling disappears.

2 3

Earlier amused cultural differences suddenly become stressful. Repeating remarks

5 by others about differences between the two cultures may be interpreted as

(continued)

insulting comments about the newcomer's native country. The comforting sounds  7
of one's native language and the <u>satisfied foods</u> of one's homeland are missed even
more by the <u>overwhelming newcomer</u> as he or she struggles with communicating
in a new language and adjusting to a new diet. Fortunately, before long, the
disappointing newcomer changes his or her negative attitude for an accepting one.  10
Previously <u>rejecting customs</u> may now be accepted or at least tolerated by the 12
newcomer. Eventually, the newcomer begins to integrate the new culture into his or
her life. The smiling face is back and a sense of belonging emerges.  13
One of the form and aliced another an absence is not connect. Circle the letter of the amon and
One of the four underlined words or phrases is not correct. Circle the letter of the error and write a correction above the error.
1. The students' raw scores $\frac{\text{are calculating}}{A}$ by $\frac{\text{dividing}}{B}$ the number of
correct answers by the total number of questions.
2. For many reasons, it is important to ensure that tests are being properly $\overline{\mathbf{A}}$
administering by school officials.  C D
3. Simpler $\frac{\text{than}}{A}$ either the median $\frac{\text{or}}{B}$ the mean, the mode is the value that
is appeared the most frequently in a set of test score data.  C D
4. It <u>was discovered</u> that the State Comprehensive Testing Office <u>providing</u> <b>B</b>
incorrect test scores for more than three million students in the state. $C$

Editing

Exercise 11

#### CHAPTER QUIZ

**Exercise 12** Circle the letter of the correct answer. Be prepared to explain your answers.

1. The development of a good test several steps		eps, each of which a great			
	deal	l of time.			
	A.	is included is required	C.	is included requires	
	B.	includes is required	D.	includes requires	
2.	For	example, a test must before	it can	to schools.	
	A.	validate distribute	C.	be validated distribute	
	В.	be validated be distributed	D.	validate be distributed	
3.	Befo	ore educational testing employees beg	gin worki	ng on test validation, they	
	thre	ee months of training, which costs the	e compan	ny more than \$8,000 per employee.	
	A.	are receiving	C.	receive	
	B.	are received	D.	were received	
4.	Thi	s training is necessary because only _	te	est writers can understand the	
	con	nplexity of high-stakestests.			
	A.	experiencing state-mandating	C.	experienced state-mandated	
	B.	experiencing state-mandated	D.	experienced state-mandating	
5.	To l	keep up with changes and trends in to	esting, ed	ucational testing administrators mus	
	rou	tinely publications that disc	uss new r	methods and processes.	
	A.	review	C.	reviewed	
	В.	be reviewed	D.	have been reviewing	
6.	Some tests for university-bound students have multiple sections that can				
	sev	eral hours to complete.			
	A.	take	C.	be taken	
	B.	be taking	D.	have taken	
7.	On the English proficiency test that our university gives, the first parts of the test				
	to see if students gerunds and articles.				
	A.	are designing understand	C.	are designing are understood	
	B.	are designed are understood	D.	are designed understand	

8. Just two years ago, the test A	n improvement in the second version of the test
is the inclusion of relevant and	material.
A. revised interested	C. was revised interested
B. revised interesting	D. was revised interesting

## ORIGINAL WRITING

Exercise 13	Write one to three paragraphs that report the news about an event. The event can be real or imagined. Tell what happened, when it happened, and why it happened. Try to give numbers and examples of details of the event. When possible, describe people's reactions to the event. Were they surprised? Terrified? Annoyed?  Try to use passive voice when possible. Underline your passive voice examples. Remember that passive voice is not as common as active voice or intransitive verbs in real English, so make sure that you do not have a disproportionate percentage of passive voice examples in your writing. Exchange paragraphs with a partner. Review your partner's paragraph, checking for correct use of passive voice.
	-



## **Conditionals**

In this chapter, you will learn about a simple but powerful word that we use to express conditions, or whether results are real or possible depending on other circumstances. That word is *if*.



#### CHECK YOUR GRAMMAR

Three of the five underlined words or phrases contain an error related to conditionals. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### Forming a Union

Forming a union for workers can be complicated. There are set rules for forming a union. If at least 30 percent of the eligible employees sign authorization cards, the organizers generally requested that the firm recognize the union as the employees' bargaining representative. Usually the firm rejects this request, and a formal election is held to decide whether to have a union. If the union obtains a majority in the election, it became the official bargaining agent for its members, and the final step, certification, took place.

From: Pride et al., Business, p. 349.

#### 12.1 Conditionals With if

We use adverb clauses with the conjunction (joining word) *if* to convey conditional ideas, that is, when the occurrence of one event depends on the occurrence of another event. (See Chapter 15 for more information about adverb clauses.)

The English language features four types of conditional sentences:

#### Conditional 1: A situation that is always true

- A. If the price of gas goes up, the cost of a bus ticket goes up, too.
- B. If the President does not like a bill, he vetoes it before it becomes a law.

#### Conditional 2: A real or possible condition for the future

- C. If I study tonight, I will get a good score on the final exam tomorrow.
- D. If Karkovia invades Bratlova, the army of Bratlova might fight back with nuclear weapons.

#### Conditional 3: An unreal or imaginary condition

- E. If Bolivia possessed a seacoast, the country's economy would be very different.
- F. If cars were able to run on water, the world would have a better environment.

#### Conditional 4: A past condition with hypothetical results

- G. If the paparazzi had not chased Princess Diana, she would not have died in 1997.
- H. If AIDS had been cured early, millions of people would have survived.

#### **12.1.1** *Punctuation With* if *Conditionals*

As with other adverb clauses, the if-clause can either begin or end the sentence. We use a comma when the adverb clause comes first in the sentence. Thus, when an if-clause begins a sentence, a comma is required.

- \*C. If I study tonight, I will get a good score on the final exam tomorrow.
- OR: I will get a good score on the final exam tomorrow if I study tonight.
- H. If AIDS had been cured early millions of people would have survived.
- OR: Millions of people would not have died if AIDS had been cured early.
- **Exercise 1** In each sentence, underline the if-clause. Circle the verb inside the if-clause and the verb inside the main clause. Add a comma where necessary. The first one has been done for you.
  - 1. If the air temperature drops below freezing, the forecast will be snow.
  - 2. If the temperature is above freezing then rain is much more likely.
  - You should seek shelter immediately
    if you are outside during a
    thunderstorm.



4. If a tornado appears to stay in the same place and is growing larger this may mean that it is coming toward you.

<sup>\*</sup> Throughout Chapter 12, example sentences are recycled for better comprehension. For example, C and H are also at the top of this page and on subsequent pages.

- 5. If you have seen a tree move or waves on the water you have seen the effect of wind.
- 6. If air that has been heated by the sun during the day cools enough at night the moisture in the air condenses and forms fog.
- 7. If the wind in a tropical storm reaches 74 miles per hour that storm becomes a hurricane.
- 8. In Medieval Europe, people used to ring church bells if they saw lightning or heard thunder.

### 12.2 Conditional 1: A Situation That Is (or Was) Always True

In the first type of conditional sentence, both the if-clause and the main clause describe situations that are or were always true. These situations are either in the present tense or in the past tense.

**Note about verbs:** To express situations that are always true, verbs in both the main clause and the if-clause are in the present tense. To describe a similar situation in the past, verbs in both clauses are in the past tense.

#### Conditional 1 in the Present Tense

- A. If the price of gas goes up, the cost of a bus ticket goes up, too.
- B. If the President does not like a bill, he vetoes it before it becomes a law.

#### Conditional 1 in the Past Tense

- K. If I was late for work, my boss got really angry at me.
- L. If people wanted to sail from Miami to Los Angeles before the Panama Canal was opened in 1914, they sailed all the way around the southern tip of South America.

Note that in this type of conditional sentence, the meaning of *if* is similar to *when* or *whenever*.

- M. When the price of gas goes up, the cost of a bus ticket goes up, too.
- N. Whenever I was late for work, my boss got really angry at me.

Exercise 2	Read each condition below. Fill in the blank with a logical result of the information in the
	if-clause. Add commas where necessary. The first one has been done for you.

1. If you drop an egg, it breaks.	_	
2. If you can't drive a car, you _		

3. If water drops below 32 degrees, it \_\_\_\_\_

	4. As a child, if I didn't like what my mother cooked for dinner, my mother
	5. If I received a bad grade in high school, I
	6. If I need to mail a letter, I
	7. In the past, if children misbehaved in public, their parents
	8. Hundreds of years ago, if there was a solar eclipse, people
12.3	Conditional 2: A Real or Possible
	Condition for the Future
	In the second type of conditional sentence, the main clause describes a situation that will or may be true if the situation described in the if-clause actually happens. In other words, both situations only take place or could take place if the stated condition is true.
	Note about verbs: To express conditions that may lead to future results, the if-clause takes a simple present tense verb. In the main clause, the verb for the result is accompanied by common modals such as will, can, may, might, should. (See Chapter 9 for more about modals.)
	C. If I study tonight, I might get a good score on the final exam tomorrow.
	D. If Karkovia invades Bratlova, the army of Bratlova will fight back with nuclear weapons.
9	O. If it rains tomorrow, we might not drive to the beach.
	Do not use will in the if-clause.
	Incorrect: If it will rain tomorrow, we might not drive to the beach.
Exercise 3	For each of the scenarios below, write two sentences that address the conditions presented. The first one has been done for you.
	1. You are not doing well in school. What can you do to improve your grades?
	1a. If I study more frequently, my grades will improve.
	1b. If I spend more time on my homework, my grades will improve.
	2. You are not sure what to cook for your dinner guests. What can you serve them?
	2a
	2b

	3. Your family has a picnic planned for tomorrow. What will you do if the weather is not
	good?
	3a
	3b
	4. You are worried about your exam tomorrow. What will you do if you do not do well on
	the exam?
	4a
	4b
Exercise 4	Write six sentences based on a given scenario to complete a story that shows a chain of events. Each event has an effect on the next event. Use the verb in the main clause of one sentence as the verb in the if-clause in the next sentence. Circle the verbs in both clauses. The first one has been done for you.
	SCENARIO: I have a choice between going to the library on Saturday and playing football with my friends. I am thinking about playing football.
	1. If I (play) football on Saturday, I (will see) my good friends Jacob and Henry.
	2. If I (see) my friends Jacob and Henry, I (will show) them my new car.
	3
	4
	5
	6
	0
12.4	Conditional 2. Harvaal on Imaginary
12.4	Conditional 3: Unreal or Imaginary Conditional
	In the third type of conditional sentence, the if-clause describes a condition that is not true and the main clause describes a result that is not true. In other words, the information in both the if-clause and the main clause is unreal or imaginary.
	<b>Note about verbs:</b> With unreal conditions, the if-clause takes a form that looks like a simple past tense verb. In the main clause, the verb for the unreal result is accompanied by the modals <i>would</i> or <i>could</i> .
	E. If Bolivia <i>possessed</i> a seacoast, the country's economy <i>would be</i> very different. (Bolivia does not possess a seacoast, so the economy is not different.)



F. If cars were able to run on water, the world would have a better environment. (Cars cannot run on water, so the world does not have a good environment.)

The verb *be* in the if-clause for unreal conditions is always expressed as *were*. In informal English, which is never good formal writing, you may hear *was* used instead of *were*.

Formal: If more money were given to education, we would have better schools.

Informal: If more money was given to education, we would have better schools.

# Exercise 5 Write six sentences based on a given scenario to complete a story that shows a chain of events. Each event has an effect on the next event. Use the verb in the main clause of one sentence as the verb in the if-clause in the next sentence. Circle the verbs in both clauses. The first one has been started for you.

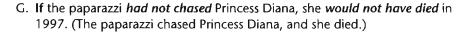
SCENARIO: Imagine that you have just won the lottery. The grand prize is \$1,000,000.

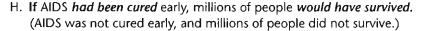
1.	If I (won) one million dollars in the lottery, I (would) buy a new car.
2.	If I (bought)
3.	
4.	
	· · · · · · · · · · · · · · · · · · ·
5.	
6.	
0.	

# 12.5 Conditional 4: Past Conditional With Hypothetical Results

In the fourth type of conditional sentence, both the if-clause and the main clause describe a past condition and a past result, but neither of them actually happened. In other words, both the condition and the result are hypothetical.

Note about verbs: The verb in the if-clause is past perfect tense (had + PAST PARTICIPLE). In the main clause, the verb for the hypothetical result consists of the modal (usually would) + have + PAST PARTICIPLE.





If the verb in the if-clause is have, then the correct form for the past perfect is had had.

P. If we had had more time, we would have stayed in Greece an extra week.

**If-clause without** *if:* You can write a past conditional if-clause without *if* by moving *had* before the subject. This structure is characteristic of advanced writing, and you should try to include it in your writing when possible.

- G. Had the paparazzi not chased Princess Diana, she would not have died in 1997.
- H. Had AIDS been cured early, millions of people would have survived.

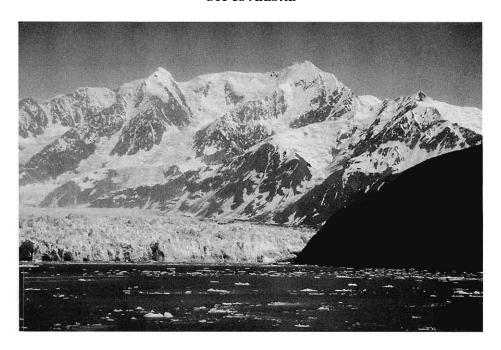
## **Exercise 6** For each of the scenarios listed below, answer the question by writing two sentences that address the conditions presented. The first one has been done for you.

1. You did not pass yesterday's exam. What could you have done to avoid this situation?
1a. If I had studied more, I would have passed yesterday's exam.
1b. If I had paid attention more in class, I would have passed yesterday's exam.
2. You didn't get the job you wanted. What could you have done differently?
2a
2b
3. You had to cancel your trip to Mexico because of a problem. You lost all of your money
on the flights and hotels. What could you have done to avoid this situation?
3a
3b
4. Write your sentences for 1a, 2a, and 3a again, but this time omit the word if and move
had before the subject.
4.1a
4.2a
4.3a

Exercise 7	Read each set of sentences. In the blanks, write the correct form of the verbs in parentheses. Refer to Sections 12.2 to 12.5 if you need help. The first one has been done for you.
	1. (study, do)
	1a. If I study for tomorrow's test, surely I will do well.
	1b. If I more every day, I better on my class quizzes,
	but I just do not have enough time.
	1c. If I last week, I
	better on yesterday's test.
	2. (know, translate)
	2a. If I that Italian word on the wall, I
	it for you when you asked me yesterday.
	2b. I don't know Italian. If I Italian, I
	this letter for you now.
	2c. I will go with you to your interview at the Italian Embassy tomorrow. If I
	what the interviewer is asking in Italian, I
	it for you.
	3. (have, take)
	3a. If I you to the mall right now.
	3b. If I my car back from the shop by tomorrow, of course
	I you to the mall.
	3c. I couldn't take you to the mall yesterday because my car was still at the shop.
	If I my car back, I certainly
	you to the mall.
	4. (see, tell)
	4a. OK. If I Jim in the next few minutes, I
	him that you are looking for him.
	4b. I didn't see Jim. If I him, of course I
	him that you were looking for him.

**Exercise 8** Read the paragraph. In the blanks, write the correct form of the verbs in parentheses.

#### Off to Alaska



Last year my husband and I took a trip to Alaska. We had a great time on this trip because we planned everything in advance. If we (plan, negative) \_\_\_\_ so well, we (have) \_\_\_\_ problems because it was peak tourist season. We were on a cruise ship from Seward to Ketchikan. Because I get seasick easily, I brought my seasickness medicine with me. If I (forget) \_\_ \_\_\_\_\_ to bring it with me, surely I (get) \_ seasick on the ship. My husband was so glad that I remembered to bring the medicine. He told me, "I can't believe that with all of these preparations, you actually remembered something as small as a bottle of pills. If you (have, negative) \_\_\_\_ \_\_\_ those pills right now, you (be) \_\_\_ \_\_\_\_\_ so sick, and I (have) \_\_\_\_\_ to stay in the room to take care of you, but you remembered, and now here we are having a great time together!" I quickly replied, "What? Are you saying that

(continued)

if I (be)		sick. vou (stav)	)	
	8	sick, you (stay)	9	
		e)		
		10		
	that y	you get out and s	ee the sights ev	en without me!" My
11	1		(1	
nusband and I	loved our trip to	gether. If we ever	(nave)	12
the opportuni	v to go back to A	llaska we (he)		sure to go.
ine opportuni	to go buen to m	240Hu, We (00) ===	13	5010 10 801
Alaska is a wor	nderful vacation o	destination.		
		4. 11 16. 1	and the second s	الماليين المالي
ebsite for senter rite your topic o	nces that contain on the first line. C	ircle the main ver	y four sentences bs and analyze	here for your topic why the writer has
ebsite for senter rite your topic o rtain tenses for	nces that contain on the first line. C	the word <i>if</i> . Copy Circle the main ver	y four sentences bs and analyze	to it. Search the shere for your topic why the writer has i proving your acaden
ebsite for senter rite your topic or ertain tenses for nglish.	nces that contain on the first line. C these verbs. This	the word <i>if</i> . Copy Circle the main ver	y four sentences bs and analyze llent way of imp	here for your topic why the writer has i
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ebsite for senter rite your topic of the rest of the r	nces that contain on the first line. C these verbs. This	the word if. Copy ircle the main ver search is an excel	y four sentences bs and analyze llent way of imp	here for your topic why the writer has i
ebsite for senter rite your topic or ertain tenses for nglish. our topic:	nces that contain on the first line. C these verbs. This	the word <i>if</i> . Copy ircle the main ver search is an exce	y four sentences bs and analyze llent way of imp	here for your topic why the writer has i
ebsite for senter rite your topic of the rest of the r	nces that contain on the first line. C these verbs. This	the word if. Copy ircle the main ver search is an excel	y four sentences bs and analyze llent way of imp	here for your topic why the writer has i
ebsite for senter rite your topic of the rest of the r	nces that contain on the first line. C these verbs. This	the word if. Copy ircle the main ver search is an excel	y four sentences bs and analyze llent way of imp	here for your topic why the writer has i
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ebsite for senter rite your topic of ertain tenses for nglish.  Our topic:	nces that contain on the first line. C these verbs. This	the word if. Copy Circle the main ver search is an excel	y four sentences bs and analyze llent way of imp	here for your topic why the writer has i

Exercise 9

## CHAPTER QUIZ

Exercise 10	Circle the letter of the correct answer. Be prepared to explain your answers.
EXCICISE IO	Circle title letter of the correct arisver, be prepared to explain your answers.

1.	1. If you one of your classmates copying on a test, what would you do?						
	A.	see	В.	saw			
2.	2. On the first day of class, a professor says, "If a student is caught copying on a test						
I always that paper a zero."							
	A.	give	B.	would give			
3. If a student copies material from a source but does not cite it, this call							
	plag	giarism.					
	A.	is	В.	was			
4.	If a	student a paper at my school, th	e stu	dent may be expelled.			
	Α.	plagiarizes	В.	will plagiarize			
5.	If y	ou were caught copying on a test, what		_ to the professor?			
	A.	would you say	В.	would you have said			
6. If a student that he did not know that copying was so serious, what s							
	happen to him?						
	A.	says	В.	would say			
7.	If y	ou the professor in the situation	prese	ented in question number 6,			
what would you do?							
	A.	are	B.	were			
8. Imagine that your teacher accused you of cheating on a quiz in elementary so							
	If your teacher your parents, what would they have done?						
	A.	called	B.	had called			

## ORIGINAL WRITING

Exercise 11	Write a paragraph about an event that did not have a good ending. Explain how things would have been different if certain conditions had existed or if other events had happened. Use at least three if-clauses in your paragraph. Omit the <i>if</i> from one clause. Exchange paragraphs with a partner and check each other's work for correct verb tense.				
	<u> </u>				



## Word Order and Word Combinations

In this chapter, you will review <u>word order</u> in English sentences and common <u>word</u> combinations found in English. Preposition combinations will also be treated extensively.



#### CHECK YOUR GRAMMAR

Three of the five underlined phrases contain an error related to word order or word combinations. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### **Bill Gates**

In 1974, Bill Gates decided to drop out of Harvard and with high school friend Paul Allen wrote operating software for the newly emerging computers personal.

They formed Microsoft and created MS-DOS. Later twelve years, Microsoft dominated the personal market computer, and Gates became the nation's richest billionaire.

From: Berkin et al., History of the United States, p. 968.

# The basic word order of an English sentence is SUBJECT + VERB + OBJECT. Of course not all sentences contain objects, and some of the rules vary depending on the type of verb that is used in the sentence. In the following section, you will review word order of sentences using the verb be. 13.1.1 Word Order With the Verb be

The verb be is the most commonly used verb in the English language. Sentences have several basic patterns using the verb be. Review the following structures.

Subject + BE + Complement (Noun)

Mr. Davison was the college president for over fifteen years.

SUBJECT BE COMPLEMENT

Subject + BE + Adjective

The dogs were thirsty after spending the day at the dog park.

SUBJECT BE ADJECTIVE

Subject + BE + Prepositional Phrase

The check is in the mail.

SUBJECT BE PREPOSITIONAL PHRASE

Subject + BE + Present Participle (verb + -ing)

All of my classmates are studying for the final exam right now.

SUBJECT BE + PRESENT PARTICIPLE

Subject + BE + Past Participle (Passive Voice) (verb + -ed/-en [irregular])

The final exam for ENG 107 was given on Monday, August 21.

SUBJECT BE + PAST PARTICIPLE

**Exercise 1** Read the following paragraph. Fill in the blanks with an appropriate adjective, complement, prepositional phrase, or present participle. The first one has been done for you.

Attractions of Rome				
Rome, Italy, is a popular tourist destination (be + complement). It is in the Lazio				
region on the western coast of Italy. Rome				
(be + adjective) with many museums and parks to visit. For example,				
the Sistine Chapel, which was built in the 1470s,				
(be + adjective) because of the beautiful images and colors that				
Michelangelo painted. Another interesting place to visit is, of course, the 2,000-year-				
old Coliseum. The Coliseum				
(be + prepositional phrase), so tourists can easily walk from there to other nearby				
ruins like the Circus Maximus. Thousands of people visit this ancient part of the				
city every day. Not too far from this area is the Trevi Fountain. This fountain				
(be + complement) where				
5 tourists throw small coins for good luck. All in all, the attractions in Rome				
(be + adjective), historic, and				
memorable.				

#### 13.2 Word Order of Adverbials

You learned that English sentences generally follow the SUBJECT + VERB + OBJECT pattern. It is common, however, to vary word order so that your writing does not sound too mechanical. One method of doing so is the placement of adverbials. Adverbials can be simple adverbs, adverb clauses or phrases (see Chapter 15), or prepositional phrases (see Chapter 7). Like adverbs themselves, adverbials describe *how*. Study the following groups of sentences, paying close attention to the word order. Notice how the position of the adverbial can change.

adverb: His view of the world changed immediately.

Immediately, his view of the world changed. His view of the world immediately changed.

adverb The experiment succeeded because the data were

clause: collected by hand.

Because the data were collected by hand, the experiment succeeded.

prepositional The child's cat sat on the roof

phrase: and meowed loudly.

On the roof, the child's cat sat

and meowed loudly.

Meowing loudly, the child's cat

sat on the roof.



#### 13.2.1 Negative Adverbs of Frequency

The normal position for adverbs of frequency is before the main verb but after *be*, modals, and auxiliary verbs.

During the fall semester, I usually go home for the weekend.

Correct: In this area, the noon temperature never drops below 100 degrees in July.

*Incorrect:* In this area, the noon temperature *drops* never below 100 degrees in July.

When using a negative adverb of frequency (never, rarely, seldom, barely, hardly ever), your writing will sound more advanced if you occasionally put the negative adverb in front of the subject. However, this placement means that you must rewrite the verb using "question" order, the same order as if it were a question.

Businesses with low capital rarely survive past their first year.

SUBJECT + NEGATIVE ADVERB + PRESENT TENSE VERB

Change to: Rarely do businesses with low capital survive past their first year.

NEGATIVE ADVERB + DO + SUBJECT + VERB

A composition class should never have more than twenty students.

SUBJECT + MODAL + NEGATIVE ADVERB

Change to: Never should a composition class have more than twenty students.

NEGATIVE ADVERB + MODAL + SUBJECT + VERB

#### 13.2.2 Prepositions of Location

Depending on the intransitive verb used, you can sometimes invert the subject and verb after a prepositional phrase of location.

A brightly painted picture hangs on the wall.

SUBJECT + VERB + PREPOSITIONAL PHRASE

Change to: On the wall hangs a brightly painted picture.

PREPOSITIONAL PHRASE + VERB + SUBJECT



## Editing Exercise 2

As you rewrite each sentence, vary the beginning to add interest or emphasis. Begin your new sentence with the underlined word. Make any other changes as necessary. The first one has been done for you.

1. Carla and Bob moved to the city to be closer to cultural attractions <u>despite</u> the poor housing market and high crime rate in the area.

Despite the poor housing market and high crime rate in the area, Carla and Bob moved to the city to be closer to cultural attractions.

2. They walked around their new neighborhood casually yet purposefully.

3. Residents have formed a neighborhood watch group in an all-out effort to discourage crime.

4. Carla and Bob sat and drank lemonade under a slowly spinning fan on their porch.

5. With so much time spent organizing their new home, they rarely have the time to do this.

Exercise 3	Read the following paragraph. Circle the five errors and write the corrections on the lines.
	The first one has been done for you.

. <u>did I imagine</u>	_ 3	5,

#### A New Job

Never in my life I imagined that I would get a job at a TV studio. I'd always wanted to be a doctor, and now I'm a television producer. I work in a local studio, and it is a building extremely modern. My office behind the main lobby, so I can be the first one to see who is visiting the station. My schedule is general flexible, so I'm able to take care of outside business fairly easily. While I didn't study to become a producer, I find it a very rewarding job. I've worked on news shows, variety programs, and even telethons! Rarely I get bored with my job duties.

## 13.3 Word Combinations With Prepositions

You reviewed the use of prepositions in Chapter 7. In this section, you will be given a more comprehensive list of word combinations with prepositions.

#### 13.3.1 Noun + Preposition Combinations

Noull + 1 Teposi			
Nouns + about	Noun + between	Nouns + on	Nouns + to*
confusion	difference	advice	alternative
question		tax	connection
			damage
			invitation
			reaction
			reply
			solution
			(continued)
	Nouns + about confusion	Nouns + about Noun + between confusion difference	confusion difference advice

<sup>\*</sup>Although some of these nouns can be followed by infinitives, this combination involves a different structure. Here we are referring to the need for the preposition *to* between the noun and any following noun. Compare:

The scientists found a solution to stop the problem. (NOUN + infinitive)

The scientists found a solution to the problem. (NOUN + PREP + NOUN)

		NI to	Name o milita
Nouns + of	Nouns + for	Nouns + in	Nouns + with
advantage	answer	background	agreement
benefit	application	change	connection
cause	check	decrease	contact
cost	concern	experience	contract
decrease	demand	fall	experience
diagram	excuse	increase	the matter
example	fondness	interest	negotiations
experience	interview	rise	trouble
fall	need		
group	order		
illustration	payment		
increase	question		
lack	reason		
map	request		
opinion	something		
payment			
photograph			
picture			
price			
rise			
understanding			

**Exercise 4** Fill in the correct preposition according to the noun. Then complete the sentence with the wording of your choice. The first one has been done for you.

1. I've always had an understanding of technical machinery.
2. I have a question
3. Lately, I've developed a special interest
4. To be a better student, I need to take advantage
5. There is no excuse
6. I have little experience
7. I may need advice
8. What was your reaction

#### 13.3.2 *Verb* + *Preposition Combinations*

As with preposition + noun combinations, prepositions that are combined with verbs must be learned as a unit. Below are some of the most common combinations, grouped by preposition.

Verbs + about	Verbs + at	Verbs + for	Verbs + of	Verbs + off
ask	guess	apologize	complain	break
complain	laugh	ask	die (also <i>die</i>	call
dream	look	buy	from)	cut
forget	smile	do	dream	fall
talk	stare	look	get rid	jump
think	yell	make	think	keep
worry		pay		live
		study		take
		thank		turn
Verbs + on	Verbs + to*	Verbs + toward	Verbs + with	Verbs + in
count	agree	head	agree	excel
disagree	apologize	turn	argue	succeed
have	be used	walk	break up	
keep	belong	work	compete	
pick	complain		cooperate	
put	contribute		disagree	
rely	explain		fill	
take	introduce		get along	
wait	listen		help	
work	object		finish	
	pay attention		work	
	relate			
	reply			
	say			
	speak			
	talk			

<sup>\*</sup>Although some of these verbs can be followed by infinitives, this combination involves a different structure. Here we are referring to the need for the preposition *to* between the verb and any following noun. Compare:

The scientists **listened** carefully **to understand** our report. (VERB + infinitive) The scientists **listened** carefully **to** our **report**. (VERB + PREP + NOUN)

#### Editing Exercise 5

Read the following paragraphs with underlined VERB + PREPOSITION combinations. Find and correct the five mistakes in the combinations.

#### The Perfect Employee

One of the most sought-after qualities in an employee is the ability to  $\underbrace{\text{get along}}_{1}$   $\underbrace{\text{with}}_{1}$  others. In today's world, and especially in the world of business, employees are seen as team members. They are expected to  $\underbrace{\text{relate with}}_{2}$  all other members of the team and to  $\underbrace{\text{work toward}}_{2}$  a common goal, company success.

Similarly, employees are also expected to  $\frac{\text{think about}}{4}$  and  $\frac{\text{contribute toward}}{5}$  achieving the company's mission. Although at times employees may not agree about  $\frac{6}{6}$  a specific company policy, they are expected to support and follow it. At times they may even have to temporarily  $\frac{\text{forget about}}{7}$  to accomplish the goals of the company.

Employees who cannot or will not cooperate with others on the team often find 8

they no longer belong at the "inner circle" and begin to worry for keeping their jobs.

9

10

In many cases, they leave the company in search of another that better suits their work style and personality.

**Exercise 6** Read the verbs in the list below. Fill in the blanks with an appropriate preposition. Then choose five of the VERB + PREPOSITION combinations and write an original sentence for each one. The sentences should be related to your academic studies.

guess	listen	study	work
apologize	dream	rely	pay attention
disagree	complain	think	talk
1			
3			

4.	
5.	

#### 13.3.3 Adjective + Preposition Combinations

Certain adjectives can be combined with prepositions. These, too, function as one unit and must be learned together. Listed below are some of the most common combinations.

Adjectives + about, at, for, with  angry about / at / with  concerned about/ with  excited about happy about / with  sorry about / for think about unhappy about / with worried about	Adjectives + by, with bored by / with embarrassed by frustrated by / with	Adjectives + for accountable bad good ready necessary	Adjectives + from different divorced isolated
Adjectives + in,	Adjectives + of	Adjectives + to*	Adjectives + with

Adjectives + in, with	Adjectives + of afraid	<b>Adjectives</b> + to* boring	Adjectives + with familiar
disappointed in / with	fond	committed	impressed
interested in	guilty	confusing	pleased
	in favor	important	satisfied
	proud	married	
	sure	opposed	
	tired	pleasing	
	unsure	related	
		similar	
		unimportant	

(For a review of adjective + prepositions used with gerunds, see Chapter 10, Section 10.2.1).

The scientists were pleased with the final report. (ADJ + PREP + NOUN)

<sup>\*</sup>Although some of these adjectives can be followed by infinitives, this combination involves a different structure. Here we are referring to the need for the preposition *to* between the adjective and any following noun. Compare:

The scientists were **pleased** to receive the final report. (ADJ + INFINITIVE)

Find the seven errors in ADJECTIVE + PREPOSITION usage and correct them.

#### Adolescence

Young people are often unsure with themselves in social situations. During adolescence, teens are especially concerned in what others think of them. It's important to them that their peers like them. Surprisingly, some teens often act as if they don't care what others think on them. Although this conflict is normal, many adolescents are often frustrated at these feelings they experience.

As they mature, adolescents are ready for more responsibility, and yet oftentimes they are angry for their parents for making them accountable of their actions. Some teens are afraid of their growing independence while others are proud for it.

### Editing Exercise 8

In each sentence one of the four underlined words or phrases is not correct. Circle the letter of the error and write a correction above the error.

1.	I know you want to come over t	this weekend, but I'm	not interested with your plan
		Α	В
	right now. I have plans of my or	wn that need attentic	on.
	c	D	_
_	<b>D</b> 1		
2.	Perhaps next week, if you agree	about me, we can go	<del></del>
	A I	В	C
	<u>different from</u> our regular café.		
	D		
3.	There has been a lot of confusion	on of our weekend sch	nedule; <u>why don't we</u> make
	Α		В
	some time to coordinate our pla	ans and reach some k	ind of agreement?
	C		D
4			
4.		arguments, but it we'r	re <u>concerned about</u> our friendship,
	Α		В
	we need to talk about it more as	nd try to <u>cooperate w</u>	<u>ith</u> each other.
	C	D	
5.	Right now I have to work on my	y studies. My exam is	two days, so I really need to
	A	· •	В
	get back to the library Let's talk	y in a faw days	

D

C

#### CHAPTER QUIZ

#### **Exercise 9** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	For	weeks prior to graduation, the students at	my	school were so excited
	grad	duation that they could not contribute an	ythir	ng of substance class
	disc	cussions unless the discussion involved gra	aduat	tion.
	A.	for to	C.	about to
	В.	for with	D.	about with
2.	Bec	ause attending graduation was so importa	nt _	me, I did not object
	hov	w much renting the gown and getting the	invit	ations actually cost.
	A.	to to	C.	by to
	B.	to about	D.	by about
3.	Му	mother wanted everyone in my family, ir	ıclud	ing distant cousins that I had not
	see	n in years, to attend my graduation, but I	disag	greed her opinion. In the
	enc	l, however, I gave in because I did not war	it to	be the cause any family
	pro	blems.		
	A.	about of	C.	with of
	В.	about for	D.	with for
4.	The	e graduation event was amazing. The audi	toriu	m was packed. Never so
	ma	ny people at one event!		
	A.	I saw	C.	I had seen
	В.	did I see	D.	had I seen
5.	The	e speaker chosen for our graduation cerem	ony	clearly had a passionate interest
	_	education, which was at least partia	lly d	ue to the fact that she is married
	_	a former high school teacher.		
	A.	for to	C.	for with
	B.	in to	D.	in with
6.	I ha	ad to laugh my little brothers. Th	ey w	vere so frustrated the length
	of g	graduation that they were falling asleep du	ıring	the ceremony. At least they sat still
	for	once.		
	A.	for at	C.	for by
	B.	at at	D.	at by

7.	Nov	w that graduation is behind me, I cannot w	wait	for my first interview a real
	job	. I am certainly tired working as a	a gra	duate assistant.
	Α.	for for	C.	for of
	B.	in for	D.	in in
8.	I ho	ope to excel my new job so that r	ny p	arents will continue to be
	of r	ne.		
	A.	in happy	C.	in proud
	B.	with happy	D.	with proud

#### ORIGINAL WRITING

Exercise 10	Write a paragraph about a special place that you would like to visit. Identify the place and describe it. Tell why you want to visit that particular place. Underline at least five examples of the grammar points regarding word order and word combinations that you have studied in this chapter. Exchange paragraphs with a partner and check each other's work for correct word order and word combinations.
	<u> </u>



# Adjective Clauses and Reductions

This chapter reviews everything you need to know about adjective clauses and reductions.



#### CHECK YOUR GRAMMAR

One of the three underlined phrases contains an error related to adjective clauses and reductions. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### Thomas Edison

What are some of the important inventions for which Edison was responsible? Born in 1847, Thomas A. Edison secured the first of his thousand-plus patents in 1869. In 1876, Edison, who was not even thirty years old, set up the first modern research laboratory, where could work he and his staff. In 1887, he opened a new facility that quickly became the world leader in research and development, especially for electricity.

Adapted from: Berkin et. al., Making America, p. 533.

## 14.1 Adjective Clauses and Relative Pronouns

An adjective clause is a group of words with a subject and a verb that modifies or describes a noun or a pronoun. An adjective clause functions just like an adjective.

The firefighters tried to save the **old** house. (The adjective describes house.)

The firefighters tried to save the old house that was burning. (The adjective clause describes *house*.)

You will recognize adjective clauses by the following relative pronouns: who, which, that, whom, whose.

Relative pronoun	Original sentence	Sentence with adjective clause
who	The boy is my friend.	The boy who lives down the street
	He lives down the street.	is my friend.
which	Two news articles were written by my science professor.	Two news articles which appeared in the latest edition of Nova were written by my science professor.
	They appeared in the latest edition of <i>Nova</i> .	
that	The Japanese food is sashimi.	The Japanese food that Keith likes best is sashimi.
	Keith likes it best.	
whom	The people are very interesting.	The people whom Beverly works for are very interesting.
	Beverly works for them.	
whose	The TV newscaster is on channel 7.	The TV newscaster whose opinions I trust most is on channel 7.
	I trust her opinions most.	

Who and whom are used only for people. Which is used only for things. That is used for both people and things (less formal than who(m) and which). Whose is the possessive and is used for both people and things. Note that what is not used as a relative pronoun.

### **Exercise 1** Read the paragraph and underline the six adjective clauses. The first one has been done for you.

#### **SUVs**

One of the most common types of cars is the SUV (Sport Utility Vehicle). SUVs are machines that were originally used in the military or in rugged terrain. These cars, which normally have four-wheel drive, are better able to maneuver in rough road conditions. Jeeps, which have been popular around the world for many years, originated with the U.S. military. Similarly, Land Rovers are vehicles that the British military has utilized extensively. SUVs are vehicles that have many advantages, but the amount of gas that they use is extremely high.

Editing	
Exercise 2	Read the following sentences. If the sentence is correct, put a C in the blank. If it is incorrect, put an X in the blank and make the correction.
	1. I wish I had pictures of all the places that I have visited.
	2. Perhaps the best memories of my trips are of the people which I have met.
	3. Of all the wonderful places I have been, the one that I remember the most is Cape Breton, Canada.
	4. Even though they will probably never have the chance to visit me, I keep in contact with many foreign friends which I have made over the years.
	5. Nowadays, however, it is the Internet who helps me maintain my contacts.

#### **Exercise 3** Read the paragraph and add appropriate adjective clauses where indicated.

change as much as mine does.

### **Interview Tips** A successful job interview is one that results in a job offer. Interviewers who are skilled in interviewing techniques are good listeners who get the information they need to make a wise hiring decision. Most job interviews follow a question-and-answer format that may or may not be predictable. To increase your chances of getting the job 1 you will need to prepare for the interview. You should anticipate questions 2 and formulate your answers ahead of time. You also need to form your own list of questions to ask the interviewer. By asking questions, you show interest in the job that you have applied for. On the day of the interview, dress appropriately for the position 3 Be on time. Introduce yourself and shake hands with the interviewer. During the interview, listen carefully to the questions that you are being asked. Remember that you are speaking to the person

6. Without this tool, I would be unable to keep up with my friends, whose lives

(continued)

the job that you want. Close the interview with a statement that emphasizes your		
interest in the job and thank the interviewer for his/her time. Later, send a thank-you		
letter to the interviewer		

## 14.2 Non-restrictive and Restrictive Adjective Clauses

Adjective clauses come in two types: non-restrictive and restrictive. Non-restrictive clauses are separated from the rest of the sentence by a comma. Restrictive clauses are not.

#### 14.2.1 Non-restrictive Adjective Clauses

When the information in the adjective clause is not essential to the meaning of the sentence, set it off with a comma or commas.

My only sister, who lives in California, is a doctor.

(The adjective clause gives extra information. You can take out the information between the commas and not change the meaning of the sentence.)

The Eiffel Tower has an elevator, which I rode to the top.

Non-restrictive clauses always use a comma. Do not use *that* with non-restrictive adjective clauses.

Incorrect: My only sister, that lives in California, is a doctor.

The Eiffel Tower has an elevator, that I rode to the top.

#### **14.2.2** Restrictive Adjective Clauses

When the information in the adjective clause is essential to the meaning of the sentence, do not set it off with a comma or commas. If you take a restrictive clause out of the sentence, either the sentence will not make sense or the meaning will not be correct.

My sister who lives in California is a doctor.

(If you have more than one sister, then the adjective clause gives essential information. If you take out the information, it is not clear which sister you mean.)

The car that has a broken headlight belongs to Mrs. Williams.

(The adjective clause specifies a particular car. Without this descriptive information, you would not know which car belongs to Mrs. Williams.)

Exercise 4	Use the extra information in the second sentence to create a non-restrictive adjective clause that you add to the first sentence. To begin the clause, use the relative pronoun in parentheses. Be sure to use commas to set off the clause. The first one has been done for you.				
	1. Tashkent is experiencing economic growth these				
	days. Tashkent is the capital of Uzbekistan. (which)				
	Tashkent, which is the capital of Uzbekistan,				
	is experiencing economic growth these days.				
	2. My boss is planning to transfer to Uzbekistan.				
	My boss has been working for the company for ten years. (who)				
	3. His consulting firm is opening a new Central Asian office.				
	The firm is one of the most successful in the country. (which)				
	4. The consulting firm's financial advisers were happy with the expansion.				
	The advisers routinely analyze economic trends abroad. (who)				
	5. My boss will leave for Uzbekistan at the end of the year.				
	His family will be accompanying him. (whose)				
Editing  Exercise 5	Donal the fallenting containing and a last the state of t				
A Exercise 3	Read the following sentences and underline the adjective clause. If the sentence is punctuated correctly, put a C in the blank. If it is not punctuated correctly, put an X in the blank and make the correction. The first two have been done for you.				
	2. Their son, who is a student at London's School of Economics, lives with them.				
	3. This university which is one of the most prestigious in all of Europe caters to some of the brightest young minds of today.				

4.	The students who study there can be assured that they will get a quality education.
5.	High-paying jobs will certainly be available for the students who graduate from the London School of Economics.
6.	A recent graduate who has landed a job at the United Bank of Europe has already begun making a name for herself.

14.3	Subject and Object Relative Pronouns		
	Relative pronouns can function as subjects or objects in adjective clauses.		
	Subject pronouns: who which that whose		
	Object pronouns: whom which that whose		
4.3.1	Subject Relative Pronouns: who, which, that, whose		
	Many people <b>who work in customer service</b> experience stress. ( <i>Who</i> describes <i>people</i> in the main clause and is the subject of the adjective clause.)		
	The tennis match, which had been scheduled for noon, was canceled. (Which describes tennis match in the main clause and is the subject of the adjective clause.)		
4.3.2	Object Relative Pronouns: whom, which, that, whose		
9	Many people <b>whom I know</b> work in customer service. (Whom describes people in the main clause and is the object of the verb know in the adjective clause: I know whom.)		
0	Because whom is considered formal language, you will see it more often in written English than you will hear it in spoken English.		
9	The book <b>that I read</b> was very interesting. ( <i>That</i> describes <i>book</i> in the main clause and is the object of the verb <i>read</i> in the adjective clause: <i>I read that</i> .)		
Ó	who and whom: To know when to use who or whom, read the adjective clause. After whom, you should always have a subject:		
	The people <b>whom</b> <i>my brother and I</i> <u>saw</u> are friends of his.  SUBJECT VERB		
	After who, you should always have a verb:		
	The presidential candidate <b>who won</b> the party's nomination doesn't have much experience.		

**Exercise 6** Read the paragraph and insert the correct relative pronouns in the blanks. Sometimes more than one answer is possible. The first one has been done for you.

#### **International Travel**



International travel has changed dramatically in the past fifty years. In the			
mid-twentieth century, people <u>who/that</u> wanted to travel to exotic destinations			
often went by ship. Such famous vessels as the Queen Mary were commonly used			
by travelers ventured abroad. However, since the invention			
and modernization of the jet plane, has continued to grow in			
3 popularity, transatlantic ocean liners have become less popular. One reason is the			
speed of the journey. Ocean liners, often take more than one week			
to get from the United States to Europe, are not practical for businesspeople. For			
example, a person a company sends to Europe for a convention			
cannot spare such a long time traveling. This person's objective,			
6 is standard procedure for most businesses, is to go to the convention, do business,			
and then come home. Some people, however, are tired of the "faster is better"			

(continued)

mentality \_\_\_\_\_ modern airlines are advertising. They are now looking for alternative, more exotic modes of travel. For these people, \_\_\_\_\_ are \_\_\_\_ anticipating the "journey" as much as visiting the destination, high-priced ocean liner trips are just the ticket!

#### 14.3.3 Omitting the Object Relative Pronoun

When the relative pronoun is the object of the adjective clause, native English speakers often omit the relative pronoun. (See also Section 14.7 about adjective clause reductions.)

The women whom I regularly see on Sundays are my mother's friends.

The women I regularly see on Sundays are my mother's friends.

The job advertisement that the company provided to the newspaper appeared last week.

The job advertisement the company provided to the newspaper appeared last week. It is incorrect to omit the relative pronoun when it is the subject of the adjective clause.

Incorrect: The girl is sitting in the park looks nervous.

Correct: The girl who is sitting in the park looks nervous.

SUBJECT

Editing

Exercise 7

Read the diary entry and circle the six relative pronouns. If a relative pronoun can be eliminated, draw a line through it. The first one has been done for you.

Dear Diary,

Today was a very exciting day for me. It was my first day in high school, and I was extremely excited. I signed up for the Spanish class which I had wanted for a long time. Surprise! I got into the class! The teacher, who is from Malaga, Spain, is very nice. I also got into a chemistry class. The lab, which is filled with all sorts of scientific equipment, is a bit scary, but I think it will be interesting. Lunchtime was great because I got to see all the friends that I hadn't seen all summer long. Overall, I think this will be a wonderful year. There are so many interesting extracurricular activities that I want to participate in, as well. Overall, I think this is a year that will keep me busy and happy!

## 14.4 Relative Pronouns as Objects of Prepositions in Adjective Clauses

In addition to functioning as subjects or as objects, relative pronouns can also begin adjective clauses that function as objects of prepositions. Here are some examples with the prepositions to and for:

The fitness club to *which I belong* is coed. (Common in formal language, including writing: *which* is the object of the preposition *to* and refers to *club* in the main clause.)

Other variations are possible when there is a preposition in the adjective clause:

The fitness club which I belong to is coed.

The fitness club that I belong to is coed.

Incorrect: The fitness club that I belong is coed. (Be careful not to forget the

preposition if it is necessary.)

Incorrect: The fitness club to that I belong is coed. (Don't put a preposition

before the relative pronoun that.)

Correct: The fitness club *I belong* to is coed. (relative pronoun omitted; very

common in spoken English, especially informal language)

*Incorrect:* The woman for who you bought the flowers was very happy.

(Don't put a preposition before the relative pronoun who.)

Correct: The woman for whom you bought the flowers was very happy to

receive them.

Remember: Of all of these options, the preferred way to construct a relative clause with a preposition in writing is using PREPOSITION + which or whom at the beginning of the clause.

Formal	Informal
<ul> <li>The period in American history to</li></ul>	<ul> <li>The period in American history</li></ul>
which you are referring is called the	that you are referring to is called
Depression.	the Depression.
	<ul> <li>The period in American history you are referring to is called the Depression.</li> </ul>
<ul> <li>The candidate about whom we were</li></ul>	<ul> <li>The candidate that we were</li></ul>
talking is a Democrat.	talking about is a Democrat.
<ul> <li>The candidate whom we were talking</li></ul>	<ul> <li>The candidate who we were</li></ul>
about is a Democrat.	talking about is a Democrat.
	<ul> <li>The candidate we were talking about is a Democrat.</li> </ul>



Exercise 8	In each pair of sentences, change the second sentence to an adjective clause. Add a relative pronoun and commas where they are needed. The first one has been done for you.
	1. The college has a professional development office.
	George just graduated from the college.
	The college from which George just graduated has a professional development office.
	2. The woman works in the university's professional development office.
	George spoke to the woman.
	3. The Student Services Building is near the center of campus.
	This office is located in the Student Services Building.
	4. The university students are recent graduates.
	These services are most beneficial for university students.
	5. Some of the employment tests took two hours to complete.
	George paid a small fee for some of these tests.
	6. A private employment agency would be his last resort.
	George has heard good things about this agency.
14.5	Adjective Clauses With
	the Possessive whose
ă I	Sometimes when you combine two sentences using an adjective clause, the second sentence contains a possessive. In this case, use the relative pronoun whose.

Irene doesn't know the family whose car was stolen.

Main sentence:

Irene doesn't know the Smiths.

Second sentence:

Their car was stolen.

The possessive adjective their becomes whose when the sentence is made into an adjective clause.

The author whose book was published posthumously won the Nobel Prize for Literature.

Main sentence:

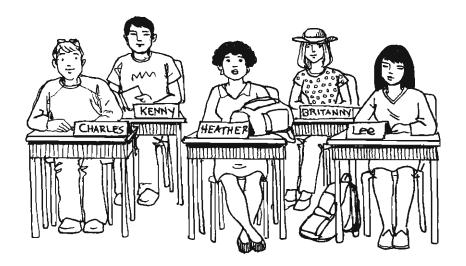
The author won the Nobel Prize for Literature.

Second sentence:

His book was published posthumously.

The possessive adjective his becomes whose in the adjective clause.

## **Exercise 9** Study the picture and write an original sentence about each student. Use an adjective clause with the relative pronoun *whose*. The first one has been done for you.



1.	The boy whose glasses are on his head is Charles.		
2.			
3.			
4.			
5.			

## 14.6 Adjective Clauses That Describe Place, Time, and Reason

An adjective clause can describe a place, a time, or a reason. These clauses begin with the relative adverbs where, when, and why.

#### 14.6.1 Adjective Clauses That Express Place: where

Use the relative adverb where to describe a place.

The city where I was born is an ancient Roman site.

The rooms where George Washington slept are now famous landmarks.

When we talk about places, we often use the prepositions in and at.

in Singapore at the beach

In adjective clauses, the relative adverb where often replaces the phrase in which or at which.

the city where I was born = the city in which I was born

the room where George Washington slept = the room which George Washington slept in

#### 14.6.2 Adjective Clauses That Express Time: when

Use the relative adverb when to express time and time relationships.

The exact moment when *I* won the Spanish poetry contest was last Friday afternoon at 3:15 p.m.

Do you recall the day when we got married?

In adjective clauses, when can replace in which or on which.

The exact moment when I won the Spanish poetry contest = The exact moment in which I won the Spanish poetry contest

The day when we got married = The day on which we got married

#### 14.6.3 Adjective Clauses That Give Reasons: why

To give reasons and answer why, you can use for which or that to begin the adjective clause.

The reason for which Dr. Hughes won the hospital award was his hard work.

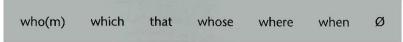
The reason that Dr. Hughes won the hospital award was his hard work.

Do not use WHY to introduce adjective clauses.

Incorrect: The reason why he bought that car is its good fuel efficiency.

Correct: The reason that he bought that car is its good fuel efficiency.

## **Exercise 10** Complete the dialogue using the answers from the box. You may use some of the answers more than once.



John: Hey, Pablo! What's new?			
Pablo: Not much. My professor just returned the exams we took last week.			
John: Oh yeah? How'd you do?			
Pablo: Not as well as I had hoped, unfortunately. I misunderstood two questions2			
were in part 2 of the test, and they were worth twenty points each!			
John: That's a bummer. Maybe you can do some extra work. Is the professor			
teaches the class flexible?			
Pablo: I think so. I just can't believe that the reason I missed those questions was			
because I read the directions too quickly.			
John: Hey, that happens. I remember one time I thought I had done so well on a 5			
test, and later I found out that all my answers were supposed to be the opposite! You			
know how sometimes questions ask for the negative? So, I understand.			
Pablo: I don't know. Maybe I should talk to my professor. This exam grade I got			
will ruin my grade point average.			
John: Look, it's noon. Why don't you go to the place your professor has lunch and			
talk to him? It can't hurt.			
Pablo: You're right, John. I'm going to go right now. And I'll let you know what happens.			
If nothing else, I've learned that this is a professor directions are tricky!			
John: Good luck.			
Pablo: Thanks			

#### 14.7 Adjective Clause Reductions

Sometimes a clause, which contains a subject and a verb, can be reduced or shortened to a phrase. Here are two rules about adjective clause reductions.

1. If the adjective clause contains the verb *be* (in any form), you can omit the relative pronoun and the verb *be*.

The man who is next to me must be a diplomat of some kind.

Û

The man next to me must be a diplomat of some kind.

People who were born before 1960 in the United States are called "Baby Boomers."

Ŋ,

People born before 1960 in the United States are called "Baby Boomers."

Shakespeare, who is the most well-known British author of all time, continues to fascinate readers today.

'n

Shakespeare, the most well-known British author of all time, continues to fascinate readers today.

This particular reduction is called an *appositive*. It is a noun phrase that gives a definition or explanation of the previously mentioned noun.

2. You can sometimes reduce adjective clauses without the verb *be*. In this case, omit the relative pronoun and change the verb to the *-ing* or present participle form.

We study in a university which consists of six separate colleges.

û

We study in a university consisting of six separate colleges.

People who live in cities generally do not exercise as often as those who live in rural areas.

Û

People living in cities generally do not exercise as often as those living in rural areas.

## **Exercise 11** Underline the nine adjective clauses in the paragraph. If an adjective clause can be reduced to a phrase, make those changes above the clause.

#### Mother of Miami

Mrs. Julia Sturtevant Tuttle is known as the "Mother of Miami." In 1873, she brought her two small children to see the land that her father had purchased, land which was located on the Miami River. She fell in love with the wilderness that she saw, and formed a vision that included beautiful homes and lush gardens. In 1891,

(continued)

after the deaths of both her father and her husband, Julia brought her two children, who were now grown, to live on her father's land, which she had inherited. Julia continued to acquire land, bringing in workers and constructing business and residential buildings in order to see her vision become a reality. At last, in 1896, the city of Miami was incorporated. Julia continued to plan for the growth of the city, plans which included a school, a church, and a hospital. However, the country fell into an economic depression, and the influx of people to Miami lessened. In addition, a fire, which destroyed twenty-eight of the town's buildings, caused a setback in the town's growth and seriously affected Julia's health. Mrs. Tuttle, whose land remained largely vacant, died in 1898. Although she did not live to see her vision completed, she never doubted that Miami would have a great future.

### Editing Exercise 12

In each sentence, one of the four underlined words or phrases is not correct. Circle the letter of the error and write the correction above the error.

<ol> <li>The <u>music in which</u> you were to</li> </ol>	ch you were used to listening to when you were younger is no			
Α	В	C		
longer in <u>fashion</u> .				

- 2. Can someone who works here help me find the line in where I get a refund, please?

  D
- 3. Nashville, where this CD was recorded, is well known in the country music industry, and B thousands of people visit Nashville, that is a small town Tennessee, every year.

#### CHAPTER QUIZ

Exercise 13 Circle the letter of the correct answer. Watch out for punctuation! Be prepared to explain your answers.

1.	Last	ast night the car I own broke down for the eighth time.		
	A.	what	C.	that
	В.	in which	D.	where
2.	How many people a car like mine have the same problem?			ne same problem?
	A.	who are owning	C.	whose are owning
	В.	owning	D.	whose own
3.	. We can build a space shuttle carry a man into space, but we can't build			into space, but we can't build a car
	that	runs regularly!		
	Α.	that	C.	, that
	В.	that can	D.	, that can
4.	The	mechanic garage the car was to	wed t	o said he could not get to it for at
	leas	t three days.		
	A.	that	C.	whose
	B.	which	D.	of whom
5.	Can	you tell me how I'm supposed to get to a	job	fifteen miles from my
	home?			
	A.	that located	C.	located
	В.	in which is located	D.	whose located
6.	Му	car, engine is falling apart, is no	t wor	th anything anymore!
	A.	whose	C.	of which
	B.	that	D.	for which
7.	7. Perhaps the best solution for my problem is to buy a bus pass.			n is to buy a bus pass.
	A.	can find	C.	that can I find
	B.	find can	D.	that I can find
8.	I do	not know why, but a perpetuall	y has	s problems called a lemon
	A.	car that is	C.	car is
	В.	car that is	D.	car that that is

### ORIGINAL WRITING

Exercise 14	Write a paragraph or short essay about your school. Give descriptions of some of your classmates, the classrooms, your instructors, or the textbooks. Use at least five adjective clauses in your writing. Try to use some restrictive clauses (no commas) and non-restrictive clauses (commas). Use as many of the following relative pronouns as you can: who(m), where, which, when, that, why, and whose. Include some adjective clauses with prepositions. Exchange your writing with a partner. Review your partner's paragraph, underlining all the adjective clauses and checking for their correct use.
	-
	-



# Adverb Clauses and Reductions

This chapter reviews everything you need to know about adverb clauses and their reduced forms.



#### CHECK YOUR GRAMMAR

Two of the three underlined phrases contain an error related to adverb clauses and reductions. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### Culture

If the humanities are concerned with culture in an individual sense, they are also concerned with it in an anthropological sense. Think of the comparison between a child's mind and a farmer's field. The child's mind is cultivated, it develops and an individual acquires habits, beliefs, and values. When use the word culture in this sense, it often helps to compare it to the cultivating that takes place in biology.

From: Witt et al., The Humanities, p. xxvii.

## 15.1 Adverb Clauses and Subordinating Conjunctions

An adverb clause is a group of words with a subject and a verb that modifies a verb, an adjective, or another adverb. An adverb clause functions similarly to an adverb.

My roommate will go home to visit her parents when she finishes her research paper. (The adverb clause modifies, or tells more about, the verb will go.)

You will recognize adverb clauses by the following subordinating conjunctions, most of which come at the beginning of the clause. (Subordinating conjunctions connect elements that are not equal, such as a dependent clause with an independent clause. See Chapter 17, Section 17.1, and Appendix 4, p. 299)

Reason/Cause: because since

Condition: if\* even if unless when in case in the event that

provided that

Contrast: while although whereas

Concession: although though even though

Result: so (not used to begin sentences)

Purpose: so that so

Time relationship: after as soon as before when while until

whenever as once

#### 15.2 Punctuating Adverb Clauses

Here is the rule for punctuating an adverb clause: Put a comma after the clause if the clause begins the sentence. If the adverb clause comes after the main clause, no punctuation is needed.

Hee-Jon went to the park because the weather was fine.

Because the weather was fine, Hee-Jon went to the park.

Therefore, whenever an adverb clause begins a sentence (i.e., it comes before the main clause), you need a comma.

Although the movie was well advertised, it did not make a lot of money at the box office.

**Until we get money to buy a car,** we are going to take the bus to work.

It is easy to make a mistake with *because*. Do not put a comma before the subordinating conjunction *because*.

Incorrect: The British eventually won the war, because they had superior troops

and supplies.

Correct: The British eventually won the war because they had superior troops

and supplies.

When the conjunction so introduces an adverb clause of purpose, we do not need a comma. In this case, so can also be replaced with so that. When the conjunction so introduces a result, we use a comma.

I went to the library so I could print my paper on a laser printer. (purpose)

I went to the library, so I was able to print a copy of my paper on the laser printer. (result)

<sup>\*</sup> Hypothetical if-clauses are covered at length in Chapter 12.

Exercise 1	In each sentence, underline the subordinating conjunction and write its function on the line. Refer to the chart on page 206. Add or correct the punctuation if necessary. The first one has been done for you.		
	1. Whenever Irene looks for a new job she gets nervoustime		
	2. This happens, because she doesn't have a lot of experience in interviewing.		
	3. If she took a course in job hunting she would probably be more confident.		
	4. She will appear more motivated and ready to start a new career, after doing this		
	5. While the course is not free the benefits will help her in the long run.		
Editing  Exercise 2	Read the following sentences. Some contain errors in punctuation or syntax (function in the sentence). If the sentence is correct, put a C in the blank. If the sentence is incorrect, put an X in the blank and make the correction. The first one has been done for you.		
	X1. While they are theoretically beneficial global trade agreements do not always		
	work to the benefit of everyone. An example of this is the international steel industry.		
	2. As the U.S. steel industry began losing more and more money, its steelworkers worried about losing their jobs.		
	3. The domestic situation deteriorated steadily as cheaper steel imports began to flood the U.S. market.		
	4. Because the president wanted to protect the domestic steel industry he decided to levy a heavy tax on steel imports.		
	5. Importers of steel from abroad began to question the lawfulness of this action, after it was decided upon.		
	6. So that it could prevent this from happening again the European Union called on the World Trade Organization (WTO) to investigate.		
	7. While this situation can be remedied by using external forces such as the WTO, it is unlikely that the import/export battles between the United States and the rest of the world will end soon.		

**Exercise 3** Some clauses in this paragraph are incomplete. Read the paragraph once. Then go back and fill in the missing information.

A Prod	uctive Day
After I	
After I1	
, I immediately went to my	the total the second
room. It was extremely dirty, so	
My family hates it when	
3	- 1
This	
process took about two hours,	
heat it was a set was leavest. I	
but it was not unpleasant. I	
listened to my favorite CD while	
·	
	4
When I finished cleaning, I	
	5
After that,	I called my best friend, Joey. We like to play
basketball together if	
	6
As soon as we fir	nished talking, <b>7</b>
	We played one-on-one for
a few hours, then I went home. Because	I did not have any homework
22. Hours, then I went nome. Because	8
	All in all, it
was quite a productive day.	

15.3	Adverb Cla	uses and Verb Tense
	In sentences with advert	o clauses, use the same verb tense in both parts of the sentence—the verb clause.
	Whenever the m	anager calls a meeting, the employees get nervous. (present tense)
9	Because the man	nager called a meeting, the employees got nervous. (past tense)
6	Do not use future tense event. Instead, use the s	in an adverb clause even if the time of the action is clearly a future imple present tense.
		en the world's population <del>will reach</del> 10,000,000,000, there might be enough food.
		nen the world's population <b>reaches</b> 10,000,000,000, there might the enough food.
<ul> <li>Exercise 4 Complete each sentence with information that makes sense. Be sure to the verb tense in both clauses.</li> <li>1. When dot.com companies first appeared, many business people</li> </ul>		clauses.
2. This economic boom began to drop as		
3. Many investors lost money after		money after
		uggle to hold on to their profits, other respectable companies
		ften show less interest in risky ventures, they

**Exercise 5**Use the introductory information in column 1 and the subordinating conjunctions in column 2 to create sentences with adverb clauses. Draw a line from each main sentence to a subordinating conjunction that makes sense and then complete the adverb clause. Remember that an adverb clause takes the form: SUBORDINATING CONJUNCTION + S + V. More than one match is correct. The first one has been done for you.

	Main Sentence	Adverb Clause
	1. The students were exhausted	although
	2. My classmate is crying	because they finally finished their projects.
	We start a new semester tomorrow	after
	<ol> <li>My final grade in biology was only 79</li> </ol>	before
	<ol><li>I did not get along with my math professor</li></ol>	since
	6. I started to go to the library more	, so
	<ol><li>Students could not survive a day at school</li></ol>	once
	8. I did not like math class	provided that
Exercise 6	Rewrite sentences from Exercise 5 wi appropriate punctuation. The first or	th the adverb clause beginning the sentence. Add the ne is done for you. Write three more.
	1. Because they finally finished their	projects, the students were exhausted.
	2.	
	3	
	4	

## 15. 4 Adverb Clause Reductions—Forming Adverb Phrases

Sometimes a clause, which contains a subject and a verb, can be reduced or shortened to a phrase. To reduce an adverb clause to an adverb phrase, you usually omit the subject and sometimes alter or omit the verb. The following subordinating conjunctions begin adverb clauses that can be reduced.

if even if unless when while although though after before until whenever even though

There are two ways to form an adverb phrase from an adverb clause.

1. Delete the subject and the be verb.

When John is tired, he usually goes home to take a nap.

When tired, John usually goes home to take a nap.

Sometimes you need to change the pronoun in the main clause to the specific noun. *John* replaces the pronoun *he* in the main clause.

2. If the adverb clause contains a verb that is not a *be* verb, you can sometimes delete the subject and change the verb to the progressive form.

While Karen ate the pizza, she watched a horror movie on TV.

While eating the pizza, Karen watched a horror movie on TV.

#### 15.4.1 Dangling Modifiers

If you are not careful when you reduce adverb clauses, it is easy to create a dangling modifier. First, make sure that the subject of the adverb clause is the same as the subject of the independent clause. If the subjects are different, reducing the adverb clause to an adverb phrase creates a dangling modifier.

Correct: While Irene was studying, the dog began to bark.

Incorrect: While studying, the dog began to bark. (The dog was not studying,

so studying is a dangling modifier. It does not have anything to modify

that makes sense.)

Another way to check that your adverb phrase is correct is to take the subject of the main clause, put it in front of the adverb clause, and see if it makes sense:

The dog, while studying ... (You can stop there because the dog can't study in the sense Irene studies.)

Exercise 7

Underline the four adverb clauses in the following paragraph. If an adverb clause can be reduced to an adverb phrase, make the changes above the clause. The first one is done for you.

#### A Scary Hike

While Lisa was hiking through the

Andes Mountains, she had a very bad scare. She had seen a rocky hill not too far away and decided to try to climb it.

When Lisa was halfway up the hill, the rocky surface began to crumble. She was terrified, and she didn't know what to do. She held on to the rocks and tried

to adjust her footing. After she got a



good foothold, she attempted to resume climbing. Thirty minutes later, an exhausted and frightened Lisa reached the top of the hill. Nowadays Lisa stays away from rocky mountains. Even if she is invited by her closest friends to go hiking, she will politely refuse.

### Editing Exercise 8

In some of the following sentences, the underlined part contains an error. If the sentence is correct, put a C in the blank. If the sentence is incorrect, identify the error in the blank as P (punctuation), IR (incorrect reduction), or DM (dangling modifier). Then make corrections above the original sentence. The first one is done for you.

		as a very suite series and the most one is done for you.
IR	_ 1.	he Before became a military general, Ed Haskins was known by his teachers as a
		lazy student.
	_ 2.	The military operation was not supported by the public, although the
		president had ordered the mission.
	_ 3.	Even though it was raining, the military operation was carried out as it had
		been scheduled.
	_ 4.	Because the educational policy was amended, the instructors had to take extra
		coursework to continue teaching in the classroom.

5. The states' political delegates returned to their hotel after the presentations
ended.
6. While preparing for his presidential address to Congress, a serious car accident
occurred outside the White House.
7. Unless the workers unite, the company will not prosper in the global
marketplace.
8. After hearing the government's latest pollution statistics many scientific
experts commented on the validity of the numbers.

15.5	Reason and Concession:			
	Clauses Versus Phrases			
	Both adverb clauses and adverb phrases can show reason and concession.			
15.5.1	Showing Reason: Because versus Because of			
	Because and because of show reason and take different grammatical structures. It's important to know the difference. Adverb clauses can begin with because:			
	Because it was raining, we decided to cancel our trip to the mountains.			
	Adverb phrases can begin with because of:			
9	Because of the rain, we decided to cancel our trip to the mountains.			
٥	The two sentences have the same meaning, but note that in the second sentence, because of must be followed by a noun.			
15.5.2	Showing Concession: Although Versus In spite of / Despite			
	Although and in spite of or despite show concession and take different grammatical structures.  It is important to know the difference. Adverb clauses can also begin with although:			
	Although it did not rain, the crops did not die.			
	Adverb phrases can also begin with in spite of or despite:			
	Despite the lack of rain, the crops did not die.			
	Use of with in spite of but not with despite.			
	Incorrect: Despite of the lack of rain, the crops did not die.			

Exercise 9	phrase to an adverb clause. The first one has been done for you.			
	1. Because of low production costs, the company exceeded its output of merchandise.			
	Because production costs were low, the company exceeded its output of merchandise.			
	2. Because export taxes increased, prices rose sharply.			
	3. Consumers bought more import automobiles although they cost more than domestic models.			
	4. In spite of difficult labor relations, the company turned a profit.			
	5. Greece's agricultural production increased despite the drought.			
Editing  Exercise 10	letter of the error and write a correction above the error.			
	1. Despite it was beautiful, the five-star hotel was too expensive for Ned to enloy.  A B C D			
	2. After Ned returned from the beach, he takes a bath in the beautiful hotel bathtub			
	to relax.			
	3. Ned and his wife will certainly $\frac{\text{enjoy}}{A}$ the rest of $\frac{\text{their vacation}}{B}$ when their son $\frac{\text{and}}{C}$			
	daughter <u>will stop arguing</u> . <b>D</b>			
	4. Though boring, Ned's family decided to stay and watch the remaining portion of the A B C			
	Broadway musical <u>last night.</u> D			

#### CHAPTER QUIZ

#### **Exercise 11** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	Retirement is viewed differently in different cultures. Although most people around			
	the	the world look forward to their retirement in some cultures worry about their		
	futu	ire health, homes, and lives.		
	A.	years but people	C.	years, people
	В.	years but, people	D.	years people
2.	Acc	ording to information from the United Na	ation	s, the world may begin to see new
	pro	blems by the year 2050 almost 2	billi	on people, or roughly 22 percent of
	the	world's population, will reach retirement	age.	
	A.	so	C.	because
	В.	that	D.	therefore
3.	I an	n nowhere near retirement age r	ny yo	oung age, I am already thinking
		ut what I will do when I retire and how I		
	hav	e a weekly paycheck.		
	A.	So	C.	Because
	B.	Despite	D.	Until
4.	The	e only person that I know who has retired	is m	y uncle. After his company
	for more than thirty-five years in not only the main office but also in three branch			
	loca	ations around the country, Uncle Phil deci	ided	to retire.
	A.	serve	C.	he serves
	В.	was served	D.	serving
5.	Uno	cle Phil is not as worried as many people a	ppea	ar to be; he received a full
	lon	g service with the company.		
	A.	pension, because his	C.	pension, because of his
	B.	pension because his	D.	pension because of his
6.	Afte	er Uncle Phil his final bonus, he	took	his family out to celebrate.
	A.	received		was received
	B.	is receiving	D.	receives

7.	One	e of my biggest fears is that I will be bored	whe	n I retire because I can't find
	som	ething specific to occupy my time. Uncle	Phil	will not have this problem.
	Wh	enever Uncle Phil tries a new ho	bby.	
	A.	gets bored he	C.	was bored he
	B.	gets bored, he	D.	was bored, he
8.		and a much lower cost of living can	be fa	actors that sway some retirees to
	mov	ve from the United States to spend their re	etirer	nent years in countries such as
	Mex	xico and Costa Rica.		
	A.	Lower taxes	C.	Because of lower taxes
	R	If lower taxes	D	Recause the taxes are lower

# ORIGINAL WRITING

Exercise 12	Write a paragraph or short essay about something that you did as a child that you were
	punished for or something that you were praised for. Include some of the following
	information.

- What you did
- Whom you were with
- How it happened
- Why you did it
- How you got caught or how someone found out
- What kind of punishment or praise you received
- If you ever did it again

subordinating conjunctions on page 206 to help you. Exchange your writing with a partner. Review your partner's paragraph, underlining all the adverb clauses or adverb phrases and checking for their correct use.				
			_	
		_		
			<u> </u>	
				_
			_	

Use at least five adverb clauses or adverb phrases in your writing. Refer to the list of



# Noun Clauses

This chapter reviews everything you need to know about noun clauses.



### CHECK YOUR GRAMMAR

Both of the underlined phrases contain an error related to noun clauses. Can you explain why each of these underlined areas is wrong? Discuss with a partner.

#### Yahoo!

What did begin as a simple listing of favorite websites has evolved into one of the world's best known and most successful e-businesses. Jerry Yang and David Filo were working on Ph.D. degrees at Stanford University when they first created their directory of interesting websites. Eyeing the business potential, the two wrote a business plan, registered the Yahoo! name, and obtained 1 million dollars in venture capital funding to get under way. Business students all over the world are studying how became such a huge success these two individuals.

From: W. Pride, Hughes, R., & Kapoor, J. (2005) Business, 8th edition. Boston: Houghton Mifflin. p. 197.

### 16.1 Forms of Noun Clauses

A noun clause is a group of words with a subject and a verb that can be a subject, an object, or an object of a preposition. A noun clause can do what a noun can do.

My roommate told me that he signed up for the course yesterday. (The noun clause is the object of the verb *told*.)

A noun clause usually consists of three key components:

- an initial relative pronoun or adverb—many of the same ones that begin adjective clauses (see Chapter 14)
- a subject
- a verb

These are the words that commonly begin noun clauses.

who whom what when where why which how how (adjective) whether if that

-ever Words

whoever whomever whatever whenever

whichever wherever however (adjective)

Why the accident happened is a mystery. (subject)

No one knows whether the meeting is on the first floor or the second floor. (direct object)

The witnesses said that the man entered the bank around 9 a.m. (direct object)

You can talk to whomever you choose. (object of preposition)

It is important that all of the passengers arrive at the airport early. (subject complement)



In sentences with the structure

lt + be + ADJECTIVE + (NOUN CLAUSE: that + S + V)

remember to include the word It as the subject. Every sentence needs a subject!

Incorrect: Is necessary that all the students take both English and science.

Correct: It is necessary that all the students take both English and science.

Incorrect: Is obligatory that people be at least eighteen years old to vote?

Correct: Is it obligatory that people be at least eighteen years old to vote?

Sometimes the relative pronoun that begins the noun clause is also the subject of the clause. This may happen with who, what, or which.

SUBJECT VERB OBJECT (noun clause)

No one understands what first causes this chemical reaction.

subject verb

SUBJECT (noun clause) VERB OBJECT

What first causes this chemical reaction has perplexed scientists.

subject verb

### **Exercise 1** Read this essay and underline seven more noun clauses. The first one is done for you.

#### **Leadership Styles**

From country to country and even from culture to culture, styles of what people consider good leadership vary. In the United States, leadership means getting things done. CEOs generally have a great deal of authority and are expected to use it. Qualities that make an effective leader in Chicago or Dallas, however, might not be valued in England or Japan. What experts in the global marketplace are coming to understand is that no two cultures view leadership in the same way.

According to analysts, effective Japanese leaders make employees feel secure, they expect compliance, and they display a "harmonious personality." Japanese leaders assume that employees have a familylike loyalty to the company. In effect, they act as "parents" in the family, supporting individuals and demonstrating understanding but maintaining firm control over information and operations.

In German and Austrian organizations, a style called "Towards a Common Goal" is prevalent. Each department has a clear chain of command, and information and instruction are passed down from top to bottom. Leaders, who are primarily autocratic, base their authority on their place in the organization's hierarchy. Thus, in Germany and Austria, which position a leader occupies within a company is crucial.

Accord and compromise characterize leadership in Sweden and Finland, where leaders motivate employees through communication and consensual decision making. Aptly called "Consensus," this leadership style requires that the company maintain open communication. In fact, Swedish law mandates that management discuss important decisions with all employees before implementation.

Regardless of the country or culture, experts list three skills that are a *must* for good global leaders. Whoever has good interpersonal skills and financial discipline and gives employees minimal rules and maximum trust will be a good leader anywhere.

## 16.2 Functions of Noun Clauses

A noun clause functions in a sentence just like a noun—as subject, object of the verb, or object of a preposition. Remember that you can recognize a noun clause by one of the relative pronouns or adverbs that begin the clause (see Section 16.1 for a list of these words).

Don't confuse noun clauses with noun phrases.

#### **Noun Phrase**

The cause of the hotel fire is a mystery.

The government is investigating the cause of the hotel fire.

#### **Noun Clause**

How the fire began is a mystery.

The government is investigating how the hotel fire began.

## 16.2.1 Noun Clause as Subject

A noun clause can be the subject in a sentence. It is important to keep in mind that a noun clause as a unit is singular, so it requires a singular verb.

SUBJECT (noun clause)

VERB

**OBIECT** 

What really causes this skin reaction consumes millions of research dollars.

subject verb

## 16.2.2 Noun Clause as Object of the Verb

A noun clause can be the object of a verb in a sentence. Remember to use the correct word order in the clause.

SUBJECT

**VERB** 

OBJECT (noun clause)

An allergy to wheat limits how a patient's body can fight back.

subject

verb

# 16.2.3 Noun Clause as Object of the Preposition

A noun clause can be the object of a preposition in a sentence:

PREPOSITION OBJECT (noun clause)

According to what the doctor's report said, an allergy may be the cause.

relative pronoun

subject verb

PREPOSITION OBJECT (noun clause)

The doctor gave allergy medicine to whoever wanted it.

subject verb



In *that* clauses functioning as subjects of sentences, the word *that* is necessary. In all other cases, the word *that* is optional when it begins noun clauses. (A noun clause without *that* is a reduced noun clause.) However, in formal speaking and in writing, we strongly recommend that you include the word *that* rather than omit it whenever it can occur.

Speaking (informal): The report says six million people came to

the U.S. between 1990 and 2000.

Writing (or formal speaking): The report says that six million people came

to the U.S. between 1990 and 2000.

# Editing Exercise 2

Read the following joke about an antiques collector and a cat. Write NP (noun phrase) or NC (noun clause) above each underlined group of words. Identify its function as S (subject), OV (object of the verb), or OP (object of the preposition).

#### Telling a Joke

NP (S)

An antiques collector with lots of money

was walking in the downtown area of a city one

day. He saw <u>a small skinny cat on the sidewalk</u>.

The cat was drinking some milk from a small

dish. The collector looked again at the dish.

What the antiques collector saw shocked him.

The small dish on the sidewalk was extremely old, and the antiques dealer knew

at once that it was very valuable. He was so interested in what he had just seen

that he immediately walked into the store to talk to the owner about buying the

ANTIQUES

(continued)

valuable antique dish. The man did not want the owner to suspect

that the dish was so valuable, so he offered the owner some money for the cat.

He said that he would pay ten dollars for the cat, but the owner refused. The man

was getting desperate, so he offered the owner  $\underline{a \text{ crisp fifty-dollar bill from his wallet}}$ .

At this point, the owner could no longer refuse what the man was offering.

Then the man quickly added, "You know ... how about including the dish, too?

That cat is probably used to eating from that dish." The owner replied, "No, sir,

I'm sorry. You may be right about the cat and the dish, but that dish is not for

sale." "Why not?" asked the man. The owner answered, "Well, I'll tell you

why it's not for sale. You see, it's my lucky dish. So far this week, I've sold 11

fifteen skinny cats!"

12

# Editing Exercise 3

Some of the underlined groups of words in this paragraph contain an error. Circle the errors and write corrections above them.

#### The Art of Telling a Good Joke

We all know people who tell great jokes at parties and other gatherings. Perhaps you

have wondered whether  $\underline{\text{could you ever}}$  be such a good joke teller. If so, there is

good news for you. The skills needed to become a good joke teller can be practiced

(continued)

and learned. While it is true $\frac{\text{than}}{2}$ some people are naturally good at telling jokes,
there are a good number of people who have become good joke tellers through
practice. Good joke tellers completely understand what is their joke before they start
telling it. Good joke tellers can add whatever want to the joke as they tell it, but
they clearly know the details of the beginning, middle, and ending of the joke.
Is also important to consider who the audience is. Perhaps you have learned  5 6
through experience that not all jokes are appropriate for all audiences. Finally, to
be successful, a joke teller must know many more jokes than <u>knows the audience</u> . Do
you wonder that you can learn these skills for telling jokes? They are not so difficult.
With the right amount of practice, is certain that you can become a great joke teller.
Read the joke on page 226 about who is in charge of the jungle. On the lines, write a correction for the errors in the corresponding underlined sections.
4

1	5
2	6.
3	
4	· .

### A Joke: Who Is the Real King of the Jungle?

One day a lion woke up in a cranky mood.

As he walked out from the bushes where he had been sleeping, he found a small monkey. The lion roared loudly and asked, "Do you know who is the king of the jungle?"

1

The tiny, scared monkey quickly replied that  $\frac{\text{was the king of the jungle the lion}}{2}$ .

The monkey had given the anticipated answer

pleased the lion greatly. Feeling very satisfied, the lion walked slowly away from the little monkey.

Just minutes later, the lion ran into a rabbit. The rabbit realized  $\frac{\text{that had}}{4}$  nowhere to hide, so it just sat there trembling. Again, the lion roared loudly and shouted, "Tell me who is the king of the jungle."

The little rabbit answered as clearly as it could, "You are the king of the jungle." Feeling even better and more arrogant than before, the lion walked slowly away from the rabbit.

A few minutes later, the lion found himself in front of an old elephant. Once again, the lion roared and shouted, "Who the king of the jungle is?"

The old elephant did not hesitate a second. He grabbed the lion with his trunk and threw the lion against a huge tree. The elephant did this three more times until the lion lay on the ground, exhausted and bruised. The lion was confused by that had just happened.

"I don't know why did you do this," said the lion. "If you don't know the **8** answer to my question, there is no reason to get angry about it."

#### 16.3 Common Problems With Noun Clauses

1. Wrong Word Order. Remember that the word order for noun clauses is

RELATIVE PRONOUN or ADVERB / SUBJECT / VERB

or, if the relative pronoun or adverb is also the subject,

SUBJECT (= RELATIVE PRONOUN or ADVERB) / VERB

Incorrect: I don't know when happened the accident.

Correct: I don't know when the accident happened.

Can you remember who is she? Incorrect:

Correct: Can you remember who she is?

2. Omitting the Verb. Don't forget the verb in the main sentence!

Incorrect: Why the pilot didn't show up a mystery.

Correct: Why the pilot didn't show up remains a mystery.

Incorrect: That teachers need more pay a simple fact.

Correct: That teachers need more pay is a simple fact.

3. Wrong Verb Form After Certain Expressions. For certain expressions that signal importance, you must always use the base form of the verb in the noun clause—not future tense, past tense, or even the added -s in third-person singular. Here are the expressions:

it is important that ... subject + suggest that ... subject + request that ...

it is imperative that ... subject + recommend that ... subject + insist that ...

it is necessary that ... subject + demand that ... subject + propose that ...

Incorrect: It is important that Mr. Thompson is here at 9 a.m.

Correct: It is important that Mr. Thompson be here at 9 a.m.

The airline recommended that Kate arrives two hours early. Incorrect:

Correct: The airline recommended that Kate arrive two hours early.

4. Wrong Verb Tense With Reported Speech. In reported speech, the verb in a noun clause is one tense "older" than the same verb in a sentence without a noun clause. In other words, present changes to past, past changes to past perfect, and will changes to would.

Quoted	Speecl	ï
--------	--------	---

He said, "I work at IBM."

Present progressive:

Present tense:

He said, "I am working at IBM."

#### **Reported Speech**

Past tense:  $\Rightarrow$ 

He said that he worked at IBM.

Past progressive: **二**>

He said that he was working at IBM.

(continued)

	Quoted	Speech	□	Reported Speech				
	Past tense:		<b>➪</b> >	Past perfect:				
	He said, "I worked	at IBM."		He said that he had worked at IBM.				
	Present perfect:		<>	Past perfect:				
	He said, "I have w	orked at IBM."		He said that he had worked at IBM.				
	Incorrect:	The 1990 repo	t said <b>that th</b>	ne U.S. <del>has</del> 200 million people.				
	Correct:	The 1990 repor	t said that th	ne U.S. had 200 million people.				
Exercise 5	Change these que	stions to sentence	es with noun	clauses. The first one has been done				
	for you.							
	1. When was Lin							
	Nobody in my	class can remem	ber <u>when Lin</u>	coln was born.				
	2. Why is it imp	ortant to wear sur	iscreen in the	e summer?				
	_							
	_	ve more calories t						
	I'm not sure_							
	4. How far is Da	llas from Denver?						
	If you want to	know						
				, check the Interne				
	E TAThich websit							
		es did Yahoo! list						
	i ilis newspap	er article discusse:	·					
	6. When do gees	se migrate?						
			ic ra	lated to the climate and seasons of the yea				
				•				
		-		out the American Revolution?				
	Do you know							

	8. Where did the expression "raining cats and dogs" come from?
	The television reporter is talking about
Exercise 6	Complete the following sentences to make true statements. Pay attention to the verb forms that you use in the noun clauses.
	1. It is important that a traveler
	2. Some governments require that travelers
	3. Some doctors suggest that a traveler to underdeveloped countries
	4. Airports can be crowded, so airlines recommend that an international traveler
	5. It is recommended that travelers with young children
Editing Exercise 7	In each sentence, one of the four underlined words or phrases is not correct. Circle the letter of the error and write a correction above it.  1. Due to the severe problems that have resulted from the banking scandal and the
	subsequent failure of the government to take the necessary measures to avoid B
	$\frac{\text{such a problem}}{C} \text{ again, most economists are predicting } \underbrace{\text{if the national economy will}}_{D}$
	suffer a period of hyperinflation.
	2. Exactly which step the government leaders should take next are among the many A
	topics that Congress will discuss in its meeting next week.

3. Both economists and politician	ns note <u>that</u> very few <u>i</u>	ndividuals really understand how
A	В	С
devastating can be a long perio	od of hyperinflation. D	
4. The good news for any country	y that <u>is facing</u> hyper: <b>A</b>	inflation is <u>which</u> several countries
have had this problem and we	ere <u>able to solve it</u> .	

## CHAPTER QUIZ

### **Exercise 8** Circle the letter of the correct answer. Be prepared to explain your answers.

1.		is certainly an interesting topic for c	liscu	ssion.		
	A.	That cats have whiskers	C.	Why do cats have whiskers		
	В.	What cats have whiskers	D.	The whiskers that cats have		
2.		the answer to these difficult animal	ques	tions?		
	A.	Does someone know	C.	Nobody knows		
	В.	What someone knows	D.	Why nobody knows		
3.		is about one inch in length amazes	most	people when they find this out.		
	A.	A newborn kangaroo	C.	How much a newborn kangaroo		
	B.	That a newborn kangaroo	D.	Because a newborn kangaroo		
4.	It is	s important that a cat meat becau	ıse it	cannot survive on a vegetarian diet		
	A.	eat	C.	eats		
	B.	must eat	D.	is eating		
5.	The	e color of a chicken egg is determined by the type of hen and no effect on				
	the	quality, nutritional value, or flavor of an egg.				
	A.	whether or not	C.	that they		
	B.	what it means	D.	has		
6.	Wh	aat is the basic color of a zebra? I am not s	ure _	a zebra is considered to be		
	wh	ite with black stripes or black with white s	tripe	es.		
	A.	that	C.	however		
	В.	which	D.	if		
7.	Acc	cording to what, a snail can sleep	up t	o three years.		
	A.	does this website claim	C.	claims this website		
	В.	this website claiming	D.	this website claims		
8.	Tha	at some animals such as the fin whale and	the	deep-sea clam to most		
		ople because few people ever reach this age.				
	Α.	may live more than 100 years	C.	is surprising may live more than		
		is surprising		100 years		
	В.	may live more than 100 years	D.	are surprising may live more than		
		are surprising		100 years		

# ORIGINAL WRITING

Exercise 9	Write a joke in your own words that is appropriate to share in class. There are two ways to work on this assignment: (1) find a joke in English from an English-speaking friend, from a magazine, or from the Internet; or (2) translate a joke from another language. In either case, be sure to write the joke in your own words. Do not plagiarize. Include three to six noun clauses in your joke in different functions in the sentences. Then exchange your writing with a partner, underlining all the noun clauses and checking for their correct use.
	<u> </u>
	<del></del>
	<del></del>



# Better Sentences: Variety, Fragments, Run-ons, and Comma Splices

In this chapter, you will review <u>sentence variety</u> (the three main sentence types: simple, compound, and complex). In addition, you will also review common sentence errors such as <u>run-ons</u>, <u>comma splices</u>, fragments, and incorrect punctuation.



### **CHECK YOUR GRAMMAR**

Two of the four underlined phrases contain an error related to better sentences. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### **Work Teams**

In a professional setting, people may be involved in a number of different kinds of groups. One of the most prevalent groups in U.S. industry is the work team.

As organizations work to accomplish their goals. They have found that it is important to set up work teams. A team to achieve its goals, management must commit to empowering the team.

Adapted from: Berko et al., Communicating: A Social and Career Focus, p 249.

# 17.1 Sentence Types

English sentences come in three basic types: simple, compound, and complex.

#### Simple Sentences

- · Contain one independent clause
- May have more than one subject or verb

The Mississippi River flows from northern Minnesota to the Gulf of Mexico.

SUBJECT VERB

The Mississippi River begins in Minnesota and ends in Louisiana at the Gulf.

SUBJECT VERB VERB

#### **Compound Sentences**

Contain two or more independent clauses joined by a coordinating conjunction

Coordinating conjunctions connect two equal elements, such as two independent clauses. The seven coordinating conjunctions in English are *for, and, nor, but, or, yet, so* (FANBOYS to help you remember these seven words). (See Appendix 4, p. 299.)

- Have at least two subject-verb combinations
- Have clauses equal in importance

The water pipes in the building broke, so the offices were closed for the day.

INDEPENDENT CLAUSE

INDEPENDENT CLAUSE

#### **Complex Sentences**

• Have one independent clause and one dependent clause joined by a subordinating conjunction

Subordinating conjunctions connect elements that are not equal, such as a dependent clause with an independent clause. Examples of subordinating conjunctions include although, because, before, and after). (See Appendix 4, p. 299.)

• Have an independent clause that has more importance than the dependent clause

Although it was drizzling, the city held the parade as scheduled.

DEPENDENT CLAUSE INDEPENDENT CLAUSE

**Punctuation Note:** When an independent clause is followed by a dependent clause, generally no comma is needed. However, when a dependent clause comes first and is followed by an independent clause, a comma is required after the dependent clause.

No comma: The city held the parade as scheduled although it was drizzling.

INDEPENDENT CLAUSE DEPENDENT CLAUSE

Comma required: Although it was drizzling, the city held the parade as scheduled.

DEPENDENT CLAUSE INDEPENDENT CLAUSE

Exercise 1

Read the sentences below and expand them by adding the parts of speech indicated. The first one has been done for you.

#### Simple Sentences

1. The tree cast a shadow.

Add: a subject (house), two adjectives (enormous, old), and a prepositional phrase (over the lawn); also change a shadow to shadows.

The enormous tree and the old house cast shadows over the lawn.

2.	The car turned.
	Add: a verb (sped away), two adverbs (sharply, quickly), and a prepositional phrase (down the highway)
	Compound Sentences
3.	We loved the movie.
	Add: a sentence ( <i>They hated it.</i> ) joined by <i>but</i> , two adverbs ( <i>absolutely, simply</i> ), and an adjective ( <i>new</i> )
4.	Jimena mowed the lawn.
	Add: a sentence ( <i>Ted washed the cars</i> .) joined by <i>and</i> , a prepositional phrase ( <i>in the driveway</i> ), and an adjective ( <i>overgrown</i> )
	Complex Sentences
5.	Whenever she hears him play the guitar, she feels weak.
	Add: a prepositional phrase (in the knees), an adverb (always), and an adjective (dizzy)
6.	I showered before I ate a breakfast of toast and coffee.
	Add: an adverb (quickly) and two adjectives (simple, black)

## 17.2 Vary Sentence Structure and Length

One way to add interest to your writing and increase its effectiveness is to vary the structure and length of your sentences. Academic writing almost never features a high percentage of simple sentences. The important point here is to have variety.

- Begin sentences with prepositional phrases instead of putting the subject first
- Use a combination of simple, compound, and complex sentences
- Intersperse short, simple sentences with longer, more complex ones
- Use modifiers or appositives in simple sentences. An appositive is a word that identifies
  or explains the meaning of another word in that same sentence. An appositive is
  usually set off by commas.

George Washington, **the first U.S. president**, was born in 1732.

APPOSITIVE

- Convert compound sentences into complex ones
- Use phrases in simple sentences

Compare the following two paragraphs. Which one has variety in sentence structure and length?

A. I had a great weekend. On Saturday, my friend came over. Her name is Linda. We went to the beach. It was hot. We swam all afternoon. We watched the sun set. We ate dinner at a restaurant. We got home late. We were tired. I slept all day Sunday.

B. I had a great weekend. On Saturday, my friend Linda came over, and we went to the beach. It was hot, so we swam all afternoon. Later we watched the sun set and ate dinner at a restaurant. When we got home, it was late, and we were tired. I slept all day Sunday.



# Editing Exercise 2

Rewrite each sentence according to the directions in parentheses. You can rewrite in more than one way; for example, you might delete information or break a long sentence into two shorter ones.

1.	(Shorten) She assembled all of her baking supplies, and she found her favorite cookie recipe, and she baked cookies, and she offered them to her family for dessert.				

	2. (Shorten) This recipe is easy to understand, and it's easy to prepare.
	3. (Use an appositive) Anna Svenson is the creator of the <i>Heavenly Taste</i> recipe books, and she was interviewed on <i>Food for Families</i> , which is a television cooking show that is extremely popular with women between the ages of twenty-five and thirty-nine.
	4. (Convert compound sentence to complex type; use <i>although</i> or <i>even though</i> ) Baking is a fairly easy task, but some people are not comfortable using an oven.
	5. (Convert compound sentence to complex type; use <i>because</i> ) We did not have enough eggs, and we had to go to the supermarket yet again!
Editing	
Exercise 3	Using the directions in parentheses, rewrite these sentences as a paragraph in the space provided. Remember to indent your paragraph.
	1. (Combine into one sentence) The city was on the Atlantic Ocean. The city was hit by a
	hurricane. The city was almost entirely destroyed.  2. (Separate into two or more sentences) Electrical power to the city was cut off, and
	the water was contaminated, and many trees were uprooted after the hurricane, and people were very worried about their homes.
	3. (Combine into one sentence) Mrs. Heldon was the mayor of the city. She appealed to the citizens. She asked them to remain calm, and she asked them to wait for rescue teams.
	4. (Separate into two or more sentences) The Red Cross is an international relief organization, and it set up tents for homeless people, and it delivered food and clothing to the residents, and it fed the workers who rescued people from their homes.

Common Sentence Problems and Challenges
If your writing contains errors in sentence structure, it is difficult for readers to understand your ideas clearly. This section addresses the most common types of sentence-structure errors: run-on sentences, comma splices, fragments, and punctuation.
Run-on (Fused) Sentences and Comma Splices
Run-on Sentence

#### R

17.3

17.3.1

It is easy to mistakenly connect two sentences when you add sentence variety to your paragraphs, especially in the form of compound and complex sentences. If you don't add a connector or punctuation correctly, the result can be a run-on, or fused, sentence. Here are two simple ways to fix run-ons:

1. Separate the two independent clauses with a period. Do this if the sentence is too long or if the clauses are not closely related.

We need to make a decision soon our choices are to either refinance Incorrect:

our mortgage or take out a home equity loan. (sentence too long)

Correction: We need to make a decision soon. Our choices are to either refinance

our mortgage or take out a home equity loan.

Incorrect: We need to make a decision soon the Stones have decided to

refinance their mortgage. (clauses unrelated)

Correction: We need to make a decision soon. The Stones have decided to

refinance their mortgage.

2. Separate the two independent clauses with a semicolon. Do this if the sentences are not too long or if they are closely related.

Incorrect: A fifteen-year mortgage will mean high monthly rates a thirty-year

mortgage will lower the monthly mortgage payment.

Correction: A fifteen-year mortgage will mean high monthly rates; a thirty-year

mortgage will lower the monthly mortgage payment.

3. Connect the two independent clauses with a coordinating conjunction.

Incorrect: A fifteen-year mortgage will mean high monthly rates a thirty-year

mortgage will lower the monthly mortgage payment

Correction: A fifteen-year mortgage will mean high monthly rates, but a

thirty-year mortgage will lower the monthly mortgage payment.

#### **Comma Splice**

Another problem is connecting two sentences with only a comma. This type of error is called a comma splice.

Incorrect: An adjustable rate mortgage is one option, a fixed rate mortgage is

another.

To fix a comma splice, connect the two sentences with some type of connector. Common connectors include coordinating conjunctions (such as *and*, *but*, *or*, *so*), subordinating conjunctions (such as *because*, *although*, *when*), and adverbial conjunctions, or transitions, (such as *however*, *therefore*, *consequently*). (See Appendix 4, p. 299.)

An adjustable rate mortgage is one option, and a fixed rate mortgage is another. (coordinating conjunction)

An adjustable rate mortgage is one option while a fixed rate mortgage is another. (subordinating conjunction)

An adjustable rate mortgage is one option; however, a fixed rate mortgage is another. (adverbial conjunction/transition)

The punctuation in the examples changes, depending on the kind of connector.



# Editing Exercise 4

Read each sentence. Put a C in the blank if the sentence is correct and an X if it is incorrect. On a separate sheet of paper, correct each sentence that is incorrect.

1.	Taking a course online has some disadvantages, for example if you have
	question, you can't get an immediate answer.

2.	Discussion boards are forums for posting thoughts and opinions; how	vever, as in a
	classroom, you must monitor what you say in order not to offend you	ur classmates

3.	Students in some online courses participate from countries all over the world
	and it's interesting to exchange ideas and information with them.

4.	Online courses require students to be self-disciplined it's easy to put off doing
	assignments.

5.	In some respects, o	nline classes	are similar to	o those hel <mark>d</mark>	in a classroo	om in
	other respects they	are very diss	similar.			

6. Assignments are graded in an online course; therefore, it is important to allow yourself enough time to do them well.

**Exercise 5** Correct run-on sentences and comma splices in the following paragraphs.

#### **Benefits of Baking**

There are many ways to reduce stress in your life one of the best ways I have found is through baking, it takes your mind off your everyday problems and redirects your energy and you become creative and productive.

The benefits of baking include the pleasure you derive from being creative and the gratitude you receive from the people who are the recipients of your efforts. Like cookies, praise is never hard to swallow.

Baking also has a down side it often happens that once people discover that stress for you equals baked goods for them they begin to find ways to increase your stress, for example you are assigned to many committees suddenly. The solution? I have not had time to figure it out yet, I am too busy baking.

## 17.3.2 Fragments

Have you ever tried to be concise and put end punctuation after a phrase or dependent clause, creating an incomplete sentence? These incomplete sentences, known as fragments, may have a subject and a verb, but they cannot stand alone as complete thoughts or sentences.

Important: Fragments are considered one of the worst writing errors. Learn what fragments are and how to avoid them.

You can correct sentence fragments in two ways:

1. Connect the fragment to an independent clause.

*Incorrect:* I had a hard time getting up this

morning. Although I slept well last

night.

Correction: I had a hard time getting up this

morning although I slept well last

night.

2. Change the fragment to an independent clause.

Incorrect: She was born in Northwoods. A small

town with no stoplights on Main

Street.

Correction: She was born in Northwoods. It is a

small town with no stoplights on Main Street.

Read the following short essay and underline the nine fragments. The first one has been done for you.

#### My "To Do" List

I start off every weekend with a long "To Do" list. And lots of energy. On Friday night, I reward myself by relaxing. I might watch a movie or go out with my friends. Or even stay home and read a book.

When Saturday morning rolls around, I take advantage of the opportunity to sleep in. By noon I'm up and ready to tackle the items on my list. I do a load of laundry and then head for the grocery store. Where I spend time looking at all the luscious tropical fruits and choosing some for my Sunday breakfast.

During the late afternoon. I finish the laundry and usually discover my energy level has dropped. I'm going out later, so I take a quick nap. Although I haven't finished my chores. Suddenly, it's Sunday. Before I know it. I read the paper and enjoy a leisurely breakfast. I check my "To Do" list to see what else I can accomplish. But I'm always shocked. Here it is, mid-afternoon on a Sunday. Too late to start a new project. I might as well finish reading the paper. And think about writing a new list again next week. Where does weekend time go?

### 17.3.3 Sentence Punctuation

Sentence punctuation helps you create the meaning you want. It also tells readers how to read a sentence, so learning how to use punctuation correctly is essential. Listed here are six of the major punctuation marks that you will need to write correct sentences—period, comma, semicolon, colon, apostrophe, and quotation marks. If you want more detailed information than you find here, it is a good idea to consult an in-depth style and writing guide or grammar reference.

#### 1. Period

- Indicates a full stop at the end of a sentence
   I am thinking about going to graduate school next year.
- Used at the end of an abbreviation
   Dr. Ballard has a Ph.D. in linguistics.

#### 2. Comma

- Separates items in a series
   We have meat, cheese, and bread for lunch.
- Separates independent clauses connected by a coordinating conjunction
   The car needs gas, but it does not need any windshield wiper fluid.

- Separates phrases or dependent clauses before independent clauses
   Even though they have two biological daughters, they are adopting another daughter.
- Sets off non-restrictive elements

Mr. Lantern, owner of the corner bakery, just sold his shop and retired.

• Sets off direct quotations

"Dan," she said, "please don't forget to mail these letters."

#### 3. Semicolon

- Separates two independent clauses with related information Joey came on Saturday; Bobby will come tomorrow.
- Separates two independent clauses connected by an adverbial conjunction or transition

Last week they bought a plane ticket to Los Angeles; however, today they changed their minds and decided to drive there instead.

• Separates items in a list whose items contain commas

Please be sure to bring your passport, if it is current; your inoculation card, which must be certified; and your admission letter, which needs to be stamped and signed by the school official.

#### 4. Colon

Introduces information in a list

The cost of the trip includes the following: round trip airfare, hotel accommodations, transportation charges, and all meals.

• Introduces an explanation of the first clause

Most of the students share a common goal: they want to improve their writing.

#### 5. Apostrophe

· Indicates omissions in contracted forms

He's coming, but we've heard that before, haven't we?

Shows possession

Would you please return Juan's book to him?

#### 6. Quotation Marks

• Indicate the beginning and end of a direct quote

An important leader in the American Revolution, Patrick Henry said, "Give me liberty or give me death."

Indicate the title of a short work

Have you ever read Franz Kafka's short story "Metamorphosis"?



Insert correct punctuation in the sentences below and change the incorrect punctuation. When you insert a period, be sure to capitalize the first word of the next sentence. There may be more than one way to punctuate some sentences.

#### **Dream Analysis**

I have just finished reading an article called Living in a Dream World by Dr. Carl Young in *Psychology: It's All in Your Mind* magazine. This article explains a great deal about dreams for example it explains that all dreams are not equal in importance. Dreams that have importance will remain in a persons memory for years dreams that have little or no importance are easily forgotten.

In order to analyze one's dreams, it helps to recall the following the people, animals, or objects in the dream, the mood; the atmosphere; and any color in the dream it was surprising to discover that not all people dream in color.

Dreams and their meanings differ from person to person however, there are common themes. A dream about a bird may represent freedom a dream about insects may represent the dreamers hard work; a dream about floating down a river may refer to the passage of time in the dreamer's life.

After I finished reading the article I realized that a person's dreams are an emotional barometer of sorts that should be explored in order to learn what messages the unconscious mind is sending the conscious one.

### CHAPTER QUIZ

- **Exercise 8** For each item, read the first sentence and determine whether it contains any errors. Then read the three choices and circle the letters of all the correct revisions. Be prepared to explain your answers.
  - 1. Whenever I see an ATM, I am tempted to withdraw funds.
    - A. I see an ATM, I am tempted to withdraw funds.
    - B. Whenever I see an ATM; I am tempted to withdraw funds.
    - C. No changes
  - 2. Harrison Loechler is a felon, he is also an identity theft specialist.
    - A. Harrison Loechler, a felon, is also an identity theft specialist.
    - B. Harrison Loechler is a felon and an identify theft specialist.
    - C. No changes
  - 3. People need to safeguard their ATM cards and Social Security numbers. Because identity theft is becoming more widespread.
    - A. Because identity theft is becoming more widespread, people need to safeguard their ATM cards and Social Security numbers.
    - B. Because identity theft is becoming more widespread people need to safeguard their ATM cards and Social Security numbers.
    - C. No changes
  - 4. I get nervous. Every time I buy something online.
    - A. I get nervous every time I buy something online.
    - B. Every time I buy something online; I get nervous.
    - C. No changes
  - 5. You are the perfect person for this security job you have all the qualifications.
    - A. You are the perfect person for this security job; you have all the qualifications.
    - B. You are the perfect person for this security job, you have all the qualifications.
    - C. No changes
  - 6. The U.S. government publishes a pamphlet to help consumers learn about the crime of identity theft. It provides detailed information to help deter, detect, and defend against identify theft.
    - A. The U.S. government publishes a pamphlet to help consumers learn about the crime of identity theft, it provides detailed information to help deter, detect, and defend against identify theft.

- B. The U.S. government publishes a pamphlet to help consumers learn about the crime of identity theft, provides detailed information to help deter, detect, and defend against identify theft.
- C. No changes
- 7. A common method of identity theft is called phishing. Thieves phish. When they do this. They pretend to be financial companies. They send spam. The purpose of this spam is to get you to reveal your personal information.
  - A. A common method of identity theft, is called phishing. When phishing, thieves pretend to be financial companies, They send spam to get you to reveal your personal information.
  - B. A common method of identity theft is called phishing. When phishing, thieves pretend to be financial companies and send spam to get you to reveal your personal information.
  - C. No changes
- 8. Another method that identity thieves use is referred to as skimming, a process in which thieves steal credit or debit card numbers by using a special storage device, when they are processing your card for a legitimate business transaction.
  - A. Another method that identity thieves use is referred to as skimming, a process in which thieves steal credit or debit card numbers by using a special storage device when they are processing your card for a legitimate business transaction.
  - B. Identity thieves use another method. It is referred to as skimming. In this process, thieves steal credit or debit card numbers. They do this by using a special storage device. When they are processing your card for a legitimate business transaction.
  - C. No changes

# ORIGINAL WRITING

Exercise 9	Write a paragraph describing one of your dreams. (If you can't remember one, dream one up!) Before you begin writing, review the sentence types and the ways you can add variety to your writing. Try to use all three sentence types. When you finish, edit your writing for correct grammar and punctuation. Exchange paragraphs with a partner and check each other's work for correct sentence types and sentence variety.
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	<del>-</del>
	<del></del>



# Parallel Structure

In this chapter, you will review and practice using grammatical structures to make your writing balanced. Balancing the grammatical structures of words, phrases, clauses, or sentences in your writing is called <u>parallel structure</u>. It gives coherence to your writing, and you can use it to link ideas. Structures that are connected with coordinating conjunctions or correlative (paired) conjunctions are written in parallel form, and writers often emphasize parallel structure through comparisons and repetition. This chapter offers practice that will improve your writing through the use of parallelism.



### **CHECK YOUR GRAMMAR**

Two of the five underlined phrases contain an error related to parallel structure. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

### Left-Hemisphere Dominance

Generally speaking, the left hemisphere in most people appears to be dominant for language abilities: speaking, reading, and written. The hemisphere of the left also appears to be dominant for tasks requiring logical analysis, problem solving, and mathematical computations.

From: Jeffrey S. Nevid (2007). Psychology Concepts and Applications. Boston: Houghton Mifflin, p. 71.

## 18.1 Parallel Words

Good English writers make the following elements parallel:

- Words that are paired (tall and slim: both are adjectives)
- Items of equal rank (animal, vegetable, and mineral: all three are nouns)
- Items in a series (bike, swim, and run: all three are verbs)

6

Using multiple items that are grammatically parallel makes writing sound better by providing a better balance for the sentence. Consider the difference that one extra adjective makes in the following two sentences:

Students returning to school on Monday were greeted by **clogged** streets and garages as the roughly 8,000 parking spaces quickly filled up.

Students returning to school on Monday were greeted by **clogged** *streets and* **packed** *garages* as the roughly 8,000 parking spaces quickly filled up.

In the second example the adjectives *clogged* and *packed* are synonyms, but they are not redundant. Together, they are balanced. Each adds a special "flavor" to the sentence that makes the writing sound better. We see the parallel structure in the prepositional phrase: preposition + adjective + object + and + adjective + object.

In parallel structure, you balance nouns with nouns, verbs with verbs, adjectives with adjectives, and so forth. Here are some examples.

1. Words connected with coordinating conjunctions: for, and, nor, but, or, yet, so. (See Appendix 4, p. 299.)

My favorite subjects are **history**, **psychology**, **and math**. (3 nouns)

The dentist did not let me eat or drink anything for at least an hour. (2 verbs)

Their wedding day was beautiful, bright, and festive. (3 adjectives)

The ambassador spoke quietly yet forcefully. (2 adverbs)

2. Words connected with correlative conjunctions. (These conjunctions work only in pairs, such as *both/and*, *neither/nor*.)

l like neither Vivaldi nor Mozart. (2 nouns)

To succeed in this job, you must both learn fast and work hard. (2 verb phrases)

The morning dawned *not* foggy *but* clear, *not* humid *but* dry. (4 adjectives)

Two subjects connected by both ... and take a plural verb.

Both my plane ticket and my passport were lost. (2 subjects)

#### Exercise 1

As you read the paragraph, circle and identify the seven examples of parallel structure: adjectives (3), adverbs (1), noun/pronoun (1), and verbs (2). The first one has been done for you.

1. <u>adjectives</u>	3	5	7
2	4	6,	

#### **Choosing a Career**

Choosing a career is at the same time both exciting and frightening. On one hand, it is exciting because there are so many professions and fields from which you can choose. On the other hand, it is frightening because if you make a mistake, decide on the wrong career, and find yourself with a lousy job, you may be unhappy or frustrated for your entire working life. Clearly, it is important to consider your options

(continued)

completely and thoroughly before making the final decision. To find the perfect job, you should both research your field of interest and talk to a career counselor to help make the correct choice. However, your ultimate career choice must be based on personal, professional, and financial reasons that make sense to you. This life-altering decision matters so much because it will affect not only you but also your family.

### 18.2 Parallel Phrases

Phrases, as well as words, must be balanced in your writing. Be sure to balance like elements: prepositional phrases with prepositional phrases, infinitive phrases with infinitive phrases, and gerund phrases with gerund phrases. Phrases may be joined with coordinating conjunctions or correlative conjunctions. Here are some examples.

1. Phrases connected with coordinating conjunctions:

The cat climbed over the fence, up the tree, and onto the roof of the house next door. (3 prepositional phrases)

The judge told her to take the stand and to tell the truth. (2 infinitive phrases)

They usually spend their weekends entertaining their friends or fixing up their house. (2 gerund phrases)

2. Phrases connected with correlative conjunctions:

His satisfaction lies not in his title but in his daily work. (2 prepositional phrases)

They can't decide whether to take a cruise or to go on a safari. (2 infinitive phrases)

His idea of a relaxing evening is *either* biking around the island or watching the sun set over the lake. (2 gerund phrases)







### Exercise 2

As you read the paragraph, underline the seven parallel words and phrases. Then locate and correct the three errors.

#### **Cloud Types**

How much do you know about the clouds you see in the sky every day? Clouds are defined by their general appearance and by their altitude in the atmosphere. Cloud types include cirrus, stratus, and cumulus. There are three basic cloud levels: under 10,000 feet, between 10,000 and 20,000 feet, and higher than 20,000 feet. Nimbus clouds produce precipitation and can tower up to 60,000 feet. Learning these few terms and to gaze at the sky are all that you will need to begin impressing your friends and family. Once you have learned the cloud classification system and the weather associated with specific cloud types, you can begin to predict the weather and matching skills with your local TV meteorologist!

## 18.3 Parallel Clauses

In your writing, be sure to balance noun, adjective, and adverb clauses to give them equal weight. Use coordinating and correlative conjunctions to join your clauses. Study the examples below.

1. Clauses connected with coordinating conjunctions:

Unfortunately for all of us, what she says and what she does are very often two different things! (2 noun clauses)

I am a person who works hard and who gets along well with others. (2 adjective clauses)

Are you staying home because you are tired or because it is a school night? (2 adverb clauses)

2. Clauses connected with correlative conjunctions:

He appreciated neither what she said nor how she said it. (2 noun clauses)

She's asking not where he went but when he went. (2 noun clauses)

They won the contract *either* because they bid low or because they knew someone on the committee. (2 adverb clauses)

For the following paired correlative conjunctions, the subject closer to the verb determines whether the verb is singular or plural.



Not only my parents but also my brother visits Colorado every winter.

Either my brother or my parents are coming to Colorado to visit this winter.

Neither my sister nor her son has ever been to Colorado.

Editing

Exercise 3

As you read the paragraph, study the underlined words, phrases, and clauses. Then locate and correct the five errors in parallel structure.

#### Diet and Exercise

What people eat and how much they are exercising are two factors that determine their overall health. Eating a diet of foods that supply inadequate nutrients and that contain high amounts of refined carbohydrates leads to weight gain and increased risk of heart disease, diabetes, and getting cancer. Thus, it is important to eat not only a wide variety of fresh fruit and vegetables every day but also grains, proteins, and so-called healthy fats. Many people also suffer poor health because they fail to exercise or to be active. Failing to exercise because they do not have enough time or that they find it boring is probably the biggest problem they face. However, time and being bored are not reasons to give up but hurdles that they have to overcome.

### 18.4 Parallel Sentences

Finally, balancing sentences with sentences adds parallelism to your writing. Just like words, phrases, and clauses, sentences can be joined with coordinating or correlative conjunctions. (See Chapter 17 for information about sentence types.)

1. Connected with coordinating conjunctions:

One day he was there, and the next day he was gone. (simple)

He was tired, and he looked ill, so I urged him to see a doctor, and he saw one the next day. (compound)

If you leave now, you can still catch a bus, but if you stay, you'll have to take a cab home. (complex)

2. Connected with correlative conjunctions (often sounds formal):

Not only does she hold a full-time job Monday through Friday, but she also volunteers at a hospice on weekends.

Either he turns in his report tomorrow or he starts looking for a new job.

Nor is most commonly used with neither as a correlative conjunction.

Neither he nor I can come to the party.

	dramatically and were now out of our range.
Exercise 4	Add a clause to each of the incomplete structures below in order to make each structure parallel. The first one has been done for you.
	1. The first exercise in the unit was easy, but _the rest were hard.
	2. The idea of parallel structure makes sense, and it's almost formulaic,
	3. Either the grammatical structures are balanced or
	4. Not only do instructors mark down for errors in parallelism, but
	5. If you proofread your work, you'll catch your mistakes, but
Editing Exercise 5	Rewrite these sentences to make their elements parallel.
	1. The Great Plains is a vast, relatively flat region, and the region has no trees that stretches from north to south across the center of the nation.
	The buffalo provided most essentials: meat, clothing and shelter, bones and horns were made into implements, and even fuel for fires.
	3. Women raised corn and squash and gathered wild fruit and vegetables, and men did the hunting and went fishing near their village and cultivated tobacco.

For as a coordinating conjunction means because and is considered formal usage.

We decided to abandon the idea of buying a house, for the prices had risen

	4. A Plains Indian lesson on sharing is "When you see a boy barefooted and lame, take off your moccasins and give them to him. If you see a boy hungry, you should bring him to your home and give him food."
	5. Most white Americans believed that land was a commodity to be bought and sold and that land was to be used but not individually owned was a tradition believed by Native Americans.
Editing  Exercise 6	Edit and then rewrite the following sentences. Use correlative conjunctions (paired) to
	<ol> <li>1. Almost half of the students in Section 003 of Freshman Composition neither showed up for the final nor did they turn in their five required essays.</li> </ol>
	2. The composition instructor was not only a knowledgeable teacher but also fair.
	3. It would be best if you included sources for your topic both from the Internet and used the university library.
	4. The student received a zero for plagiarizing not an essay but for plagiarizing a research paper.
	5. The students need to either choose a research topic or they should ask the instructor to assign one.

6. Both the type of test and how long it is are important considerations when studying for an exam.

# 18.5 Parallel Comparisons

When you make comparisons using parallel structures, use these expressions:

er / more / less ... than

as ... as

the same as

similar to

Remember that the items you are comparing must have the same grammatical structure.

Incorrect:

Going to a movie is more expensive than to rent a video.

Correct:

Going to a movie is more expensive than renting a video.

Incorrect:
Correct:

Investing in his company is the same as to throw your money away.

Investing in his company is the same as throwing your money

away.

When you use parallelism in comparisons, the comparisons must follow these rules.

1. Comparisons should be complete. Repeat the whole parallel structure in each item and include all the comparison words.

Incorrect:

I am happier at my new job.

Correct:

I am happier at my new job than at my old one.

Correct:

I am happier at my new job than I was at my old one.

Incorrect:

I can't believe you lost. You played as well, if not better than your

opponent.

Correct:

I can't believe you lost. You played as well as, if not better than your

opponent.

Incorrect:

Stan Johnson is taller than anyone on the team. (He is on the team, so

he can't be taller than anyone on the team.)

Correct:

**Stan Johnson** is taller *than* anyone else on the team.

Correct:

**Stan Johnson** is taller *than* any other player on the team.

2. Comparisons should be clear. Make sure the meaning of your comparison is obvious.

3. Comparisons should be between similar items. The comparison must make sense.

Incorrect:

I think your boss likes Angela more than you. (Does this mean more than you like Angela or more than your boss likes you? The meaning is unclear.)

od like Alligeta of More than your boss likes you. The meaning is

Correct:

I think your boss likes Angela more than you like Angela.

Correct:

I think your boss likes Angela more than your boss likes you.

Incorrect:

The cost of a house in Mississippi is less than Texas. (House and Texas

are not similar.)

Correct:

The cost of a house in Mississippi is less than one in Texas.

	incorrect:	and your country are not similar.)
	Correct:	Popular music in the United States is similar to music in your country.
diting  Exercise 7	Edit and then rewr	ite the comparisons in the following sentences to make each sentence
Excitise /		ne has been done for you.
	1. Some students	s are better at learning languages.
	Some students	s are better at learning languages than are other students.
	2. Writing in a se	econd language is usually more difficult than to speak.
	3. The book that	you used in your grammar class is similar to my class.
	4. The writing ho	omework was as difficult today as yesterday.
	5. I think I prefe	r listening to language CDs more than you.
	6. The rules for t	using semicolons in English are almost the same as Spanish.
Exercise 8		elow to write sentences containing comparisons. Have a partner check parallel form. The first one has been done for you.
	1. my strengths	/ my weaknesses
	I think my publ	ic speaking strengths are more obvious to people than my weaknesses are.

۷.	feeling calm / feeling nervous
3.	informative speeches / persuasive speeches
4.	community college speech courses / community college writing courses
5.	planning a speech / presenting a speech
6.	good public speakers / poor public speakers

# 18.6 Parallel Repetition

Parallel repetition means repeating articles, prepositions, to before a verb, or other words to emphasize parallel structure. This repetition can help make the parallel items clear and eliminate omissions or potential awkwardness from your writing. When you repeat articles or prepositions, you add clarity to a series of items. The repeated word must appear with each item, not just with two of three items.

At the same time, parallel structure makes repeating some words unnecessary. In general, avoid repetition when it makes your writing too wordy. Compare the examples below.

#### **Articles**

Possible: For the first time in his life he had a good job, a home, and a family.

Possible: For the first time in his life he had a good job, home, and family.

*Incorrect:* For the first time in his life he had a good job, a home, and family.

#### to before a verb

Possible: Now is the time to organize, to plan, and to act.

Possible: Now is the time to organize, plan, and act.

Incorrect: Now is the time to organize, plan, and to act.

#### **Prepositions**

Possible: She told her son to play ball not in the living room but in the yard.

#### Relative Pronouns

Possible: The candidate believes that this country is ready for change, that

the people are willing to sacrifice, and that there can be no change

without sacrifice. (Repeated that makes the grammar clear.)

Weak: The candidate believes that this country is ready for change, the

people are willing to sacrifice, and there can be no change without

sacrifice. (Long sentence may increase confusion.)

## Subjects

Possible: In her mind, life was an adventure or simply wasn't worth living.

Better: In her mind, life was an adventure or life simply wasn't worth living.

(Repeated subject improves clarity.)

#### Wordiness

Weak: My editor is good at researching background facts, researching

hard-to-find material, and researching information just published.

(Repeating researching causes wordiness.)

Better: My editor is good at researching background facts, hard-to-find

material, and information just published. (Statement is more concise and

still clear.)

When you write a paragraph, especially one of comparison/contrast, repeating parallel structures can help you develop the main idea. You may use parallel structure in all or in only some sentences of your paragraph. Study the examples of parallel structure in the following paragraph.

There are several differences between living in an apartment and living in a house. One difference is privacy. Living in a house offers a person more privacy than living in an apartment does. Another difference is maintenance. Living in a house



(continued)

requires the tenant to make all repairs and upkeep, but living in an apartment puts responsibility for upkeep on the landlord. A third difference is cost. Not only is living in a house usually more expensive than living in an apartment in terms of rent, but it also costs more to furnish and to keep up a house than it does an apartment.



# Editing Exercise 9

Edit the following sentences, adding or eliminating repetition, to improve the parallel structure.

1.	The lawyers were relieved to learn that Mr. Owens, the former executive director, had come, that he had signed the agreement, and had left without incident.
2.	They had presented a list of issues, possible resolution, and deadline which were all acceptable to their client.
3.	Mr. Owens went to his attorney's office, and Mr. Owens made an appointment for both himself and his wife.
4.	His wife is amazing—look at the way she handles the responsibility of home, the responsibility of work, and the responsibility of volunteering amid all this turmoil.
5.	Mr. Owens told us that he couldn't come to next week's board meeting and he had reasons he couldn't come to next week's board meeting.
6.	Mr. Owens lost the respect of the board, not because he wasn't working hard but his employees weren't.



Read the following excerpts from famous speeches, noting the underlined structures. Locate the nine errors in parallelism and correct them by rewriting the structures, adding or deleting words as necessary.

- 1. Patrick Henry to the Second Virginia Convention on March 23, 1775:
  - "... Sir, we have done everything that could be done to avert the storm that is now coming on. We have petitioned; we remonstrated; we have supplicated; we have prostrated ourselves before the throne and have implored its interposition to arrest the tyrannical hands of the Ministry and Parliament.
  - ... The battle, sir, is not to the strong alone; it is to the vigilant, the active, the brave. I know not what course others may take, but as for me—give me liberty or you can give me death!"
- 2. Abraham Lincoln at the dedication of a cemetery in Gettysburg, Pennsylvania, on November 19, 1863:
  - "... We have come to dedicate a portion of that field as a final resting-place for those who here gave their lives that that nation might live.... But in a larger sense, we cannot dedicate, we cannot consecrate, this ground cannot be hallowed by us....

    It is rather for us to be here dedicated to the great task remaining before us ... that we here highly resolve that these dead shall not have died in vain, that this nation under God will have a new birth of freedom, and government of the people, by the people, and for people shall not perish from the earth."
- 3. John F. Kennedy at his inauguration in Washington, D.C., on January 20, 1961: "We observe today not a victory of party but a celebration of freedom.... Let us

never negotiate out of fear, but let us never fear to negotiate.

Let both sides explore what problems unite us instead of belaboring those problems which divide us. Let both sides seek to invoke the wonders of science instead of its terrors.... The energy, the faith, devotion which we bring to this endeavor will light our country and all who serve it, and the glow from that fire can truly light the world.

And so, my fellow Americans, <u>ask not what your country can do for you</u>; <u>ask what you are able to do for the country."</u>

- 4. Robert F. Kennedy at a rally informing the audience that Martin Luther King, Jr., had been assassinated on April 4, 1968:
  - "... What we need in the United States is not division; what we need in the United States is not hatred; what the United States needs is not violence or lawlessness; but love and wisdom, and compassion toward one another, and a feeling of justice toward those who still suffer within our country, whether they be white or they are black."

# CHAPTER QUIZ

**Exercise 11** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	I tried to get in touch with Jessica by calling her home telephone number on Monday			
	and, but I was not able to reach her on either day.			
	A.	again on Tuesday	C.	I called again on Tuesday
	В.	Tuesday again	D.	I called again Tuesday
2.		her cell phone her e-mail w	vere (	out of service.
	A.	Not only but also	C.	Both and
	B.	Not but	D.	When and
3.		Erica's parents' number her	last	apartment telephone number was
	pro	grammed into any of the three cell phone	s tha	it I own.
	A.	Either nor	C.	Both and
	B.	Neither nor	D.	Perhaps and
4.	Wh	ien I sent her an e-mail, a message came to	ne	saying that her e-mail inbox had
	mo	re messages		
	A.	than it would allow	C.	would allow than it
	В.	than would allow it	D.	would it allow than
5.	She	e has time, money, and		technology to keep in touch
	wit	h everyone, but she chooses not to do this	s.	
	A.	the the the	C.	the ø the
	B.	ø ø the	D.	ø the ø
6.	In	order to speak with her today, I am willing	g to c	irive to her place of employment.
	Uni	fortunately, I have no idea where she		
	A.	both works	C.	but works
	В.	or works	D.	works
7.	Му	communication preferences may be diffe	rent	from most people's, but my three
	fav	orite ways to communicate are		
	A.	meeting face-to-face, sending e-mail,	C.	to meet face-to-face, to send e-mail
		and to use voicemail		and using voicemail
	B.	to meet face-to-face, to send e-mail,	D.	meeting face-to-face, sending
		and to use voicemail		e-mail, or using voicemail

8. \	8. Without a doubt, everyone understands that staying in touch with family and					
_		is important.				
A	٩.	friends	C.	staying in touch with friends		
I	3.	touch with friends	D.	to stay in touch with friends		

# ORIGINAL WRITING

Exercise 12	Imagine you are running for a school office such as class president. Write a speech presenting your view of an issue or offering solutions to an issue important in your school. Examples of issues are increased tuition, large class sizes, or limited parking. Before you begin, make a list of some parallel structures you want to include in the speech. In your speech, underline the parallel structures you were able to use from your list. Exchange paragraphs with a partner and check each other's work for correct parallel structure.



# Confusing Words and Structures

In this chapter, you will review and practice words that can confuse writers and speakers of English.



# CHECK YOUR GRAMMAR

Two of the five underlined phrases contain an error related to <u>confusing words and structures</u>. Can you explain why each of these underlined areas is (or is not) wrong? Discuss with a partner.

#### Time

Each of us has an idea of what <u>time</u> is, but most of us have never really learned a proper definition. We cannot <u>look</u> time; however, we certainly know that it exists. We may know that events are affected by <u>times</u>, but a clear definition may elude us. We <u>feel</u> that we know what <u>time</u> is, but defining it is difficult.

Adapted from: J. T. Shipman, Wilson, J. D., and Todd, A. W. (2003). An Introduction to Physical Science, 10th ed. Boston: Houghton Mifflin, p. 6.

# 19.1 Verb Pairs

Verb pairs can be confusing. Take some time to study and review these pairs. Then do the exercises that follow.

(fall) fell / fallen = to collapse, drop, or go down

She **fell** off a ladder while she was trimming the trees in her yard.

Before the leaves had fallen, it snowed.



(feel) felt / felt = to sense or touch; to believe; to be affected by She felt a sharp pain in her ankle when she hit the ground. They feel they are learning a lot in that class.

borrow = to ask for temporary use of something from someone; to take
Can I borrow your car this weekend?
I borrowed twenty dollars from him until next Tuesday.
lend = to allow temporary use of something by someone; to give

lend = to allow temporary use of something by someone; to give She lent me her car for the entire weekend.
Could you lend me twenty dollars until next Tuesday?

(lie) lay / lain (intransitive verb—does not take an object) = to reclineHe lay on the ground after being hit by an opposing team member.I'm tired. I'm going to lie down and take a short nap.

(lay) laid / laid (transitive verb—takes an object) = to place or put
Every night he lays his clothes out for the next day.
I know! laid my keys on the counter when I came in. Where are they?

make = to build or construct; to create or produce; to change somethingTo make you happy, I made you a sandwich.

We need to make plans for our new business if we intend to make any money.

do = to perform or accomplish something; to talk about actions or work
 Could you do me a favor and do the shopping for me this weekend?
 What does he do for a living? I think he does interior decorating.

must not = to prohibit

You must not let your passport expire.

do not have to = to be optional or unnecessary

You don't have to live on campus when you study, but dorms are available.

(NOTE: Must and have to are very similar in meaning in the affirmative)

(raise) raised / raised (transitive verb—takes an object) = to increase; to lift or move something to a higher position

Gas station owners raised the price of gas by fifty cents almost overnight.

They play the national anthem whenever they raise the flag.

(rise) rose / risen (intransitive verb—does not take an object) = to increase; indicates that something moves to a higher position

Gas prices rose by fifty cents almost overnight.

The sun rises a few minutes earlier every day until the summer solstice.

say = to speak (used without an indirect object); does not indicate who the listener was

They said that they were going to come over about 6:30 tonight.

tell = to speak (used with an indirect object); indicates who was listening; expressions include tell a lie, tell the truth, tell the time, tell a story

They **told** me that they were going to come over about 6:30 tonight.

see = to use one's eyes (involuntary action)

I saw the accident while I was waiting for the light to change.

**look** = to use one's eyes (voluntary action); focus is on the object; shorter duration than *watch* 

We looked at six new houses that were on the market.

Could you look at my paper and correct the errors?

watch = to use one's eyes (voluntary action); focus is on what the object is doing; longer duration than *look* 

We watched that new TV program last night.

I don't want the soup to boil over. Could you watch it while I answer the phone?

**used to** (+ VERB) = to no longer occur or happen (indicates change)

We **used to** watch the news on ABC, but now we watch CBS.

He didn't use to come to work so early. It's 7:15, and he starts at 8:00.

be/get used to (+ NOUN or NOUN equivalent) = to become accustomed to or familiar with something

After living in Alabama for ten years, I'm used to hot, humid weather.

They arrived here only two weeks ago. They still need to **get used to** hearing English all the time.

waste = to use something unwisely or foolishly

Please turn off the lights when you're not in the room. You're wasting energy by leaving them on.

He sat in my office and wasted half an hour of my time chatting about his dog.

lose = to be unable to find or locate; to not win

It's easy to lose money if you don't invest wisely.

They **lost** the game by two points in the last ten seconds of the final quarter.

# **Exercise 1** As you read the essay, underline the correct verbs in parentheses. The first one has been done for you.

#### Colorado Trip

Last summer we (did, made) plans for a trip out west to Colorado. We stopped 1

along the way to enjoy all the outdoors had to offer. From our camper in Denver, for example, we could (watch, see) the Rocky Mountains. They were absolutely 2

majestic—(rising, raising) mightily from the land, standing tall and stately, looking 3

powerful against the piercing blue Colorado sky. Looking at them (did, made) me 4

(feel, fell) as though I were experiencing nature for the first time.

It was only then that we discovered we had forgotten our camera. I don't know why we forgot—we (were used to traveling, used to travel) more than we have

6
lately, so maybe we just got out of the habit of packing the camera. I thought I had
(said, told) my husband, Dennis, to pack it, but he (said, told) he hadn't heard me

7

8
(say, tell) anything about it.

I (felt, fell) awful, but we decided not to (lose, waste) time worrying about it. If we 10 11

couldn't (borrow, lend) a camera from my sister, who lived in nearby Westminster, then 12

we would simply buy a new one. After all, our purpose in traveling to Denver was to capture the natural beauty of one of America's western states.

Our vacation was wonderful and we (watched, saw) many beautiful places

13
besides Colorado. We (looked, watched) the sun set over rivers, valleys, and

14
mountains all across the West and (saw, looked) it (raise, rise) in the early morning

15
16
stillness that (lay, laid) at the edge of forests and woods. We sat in silence, listening

17
to the sounds of nature: water flowing over rocks in a stream, birds calling, and
small animals scurrying about unseen, in search of food.

(continued)

If you ever get the chance to go camping, you (must not, don't have to) pass 18

it up. Don't (lose, waste) time trying to decide whether it will be a worthwhile 19

opportunity—it will! Camping taught us a great deal. What we brought back with us, along with our pictures and memories, was a renewed interest in nature. We're not (losing, wasting) any time planning our next trip. In fact, once we returned 20

home, we got out the atlas right away!

# Exercise 2 Put the following list of words, phrases, and expressions in the correct columns below. Then, on separate paper, use three words or phrases from each column in sentences. Suggestion: This is not an easy exercise. Consult a dictionary, an English speaker, or a web source for help.

the laundry	for a living	plans for tonight	money	homework
coffee	a living	a good job	one sick	so much noise
a term paper	the shopping	dinner	a key word search	new friends
a phone call	some yard work	trouble	well on an exam	the dishes
a mistake	good time	bread	up an exam	an enemy
fun of	a face	a favor	angry	something over
a salad	housework	time in jail	math	someone happy

DO	MAKE
the laundry	

# 19.2 The Verb get

It is very easy to confuse some verbs because they are used in idiomatic expressions and thus have multiple meanings. One of the most problematic of all verbs in English is *get*.

get meaning arrive (get + TO + PLACE; get + HOME)

What time does your plane get to Atlanta?

When did you get home?

get meaning become (get + ADJECTIVE)

Are you getting hungry?

She got excited about the party.

(ALSO: get sick, get sleepy, get angry, get upset, get engaged, get married, get divorced, get busy, get tired, get well)

get meaning receive (get + NOUN)

He's **getting** a raise.

I got a letter from Mom today.

(ALSO: get a ticket (meaning: a citation from the police), get a job, get a new car, get some news, get a call)

get meaning to cause something to happen (get + PRONOUN + INFINITIVE)

I got them to reduce my taxes.

We **got** her to reconsider taking the job.

Special expressions:

I got up late today.

He got off the plane at 6:00.

(ALSO: get on the bus, get over an illness, get out of the car, get in trouble, get with something, get behind in work, get off work)

Although the word *get* is extremely common, avoid using this word in formal writing. Instead, use one of its more specific synonyms. For example, write *become weak* instead of *get weak*.

#### Exercise 3

Answer the questions, using the verb *get* as defined in Section 19.2. Use the pronoun *I* to begin each sentence. The first one is done for you.

1. When did you arrive?

I got here late last night.

2. When did you receive your degree?

3. When did you become ill?4. What time did you finish work last night?5. When did you have Alex paint your house?

# 19.3 Verb + Object + Base Verb

A confusing English structure for some writers is two consecutive verbs. If two verbs are near each other in a sentence, the most common pattern uses an infinitive for the second verb: verb + infinitive.

If you want to succeed in business, you must have a solid plan and be ready to work.

If you want me to assist you with any of the work, call me on my cell phone.

However, three verbs—make, have, let—are followed by only the base form of the verb:

make: The boss made us all work late.

have: Mike had Nancy complete the final inspection forms because

everyone else was busy.

let: I let the children stay up late tonight.

In addition, verbs of perception—see, hear, watch, feel—are often followed by the base form of the verb:

see: I saw Josh leave the party.

hear: The flight attendant heard the young passenger scream.

watch: The police officers watched the man break into the house.

feel: During the earthquake, we felt the building move violently.

Verbs of perception may be followed by a gerund (-ing form) to emphasize the length or repetition of the action:

hear: The flight attendant heard the young passenger screaming.

feel: During the earthquake, we felt the building moving.

**Exercise 4** Use the words given to write sentences telling what mothers usually do for their children. Include the words *mothers* and *their children* in each sentence. The first one is done for you.

1. make / eat / spinach Mothers make their children eat spinach.

2. sometimes let / watch / scary movies on TV

- 3. have / clean up / their own rooms
- 4. make / do / all of their homework
- 5. have / call / if they are going to be late
- 6. never / let / play outside in bad weather

# 19.4 Nouns

When nouns have similar forms or similar meanings, it is easy to get them confused. Understanding the difference between *count* nouns and *noncount* nouns will help you use nouns correctly in your writing.

As we saw in Chapter 1, count nouns can be counted. They have two forms: singular and plural.

Could you give me an example of a past tense verb?

Could you give me three examples of confusing verbs?

Noncount nouns *cannot* be counted. They have only one form. We don't use noncount nouns with words that indicate singular or plural.

Correct: The sand on this beach is unusually dark.

Incorrect: The many sands on this beach are unusually dark.

Here is a list of frequently used count nouns and noncount nouns, with their definitions and examples of how they are used.

history (noncount) = events that happened in the past

They say that history repeats itself.

story (count) = literature; retelling of something

Did you read the story on the front page?

time (noncount) = quantity, period, or duration of minutes, hours, months, etc.

There isn't enough time to accomplish all the tasks on my list.

time(s) (count) = separate occasions, experiences

We had a good time at the party last night.

I've asked him for his e-mail address at least three times.

news (noncount) = information about events
I saw the news about the war on TV.

information (noncount) = knowledge, facts

Could you give us some **information** about your new restaurant?

work (noncount) = occupation

I love my work and the people I work with.

works (count) = product, creation

They have two works of art from Picasso displayed.

homework (noncount) = assignment to be completed at home

There's too much homework to do in an hour!

number (count) = numeral

Big bold numbers on their hats identified the team players.

a number (+ plural; noncount) = several, many (unspecified number)

You have a number of options to consider.

the number (+ singular; noncount) = the total, unspecified

The number of people coming is small.

# **Exercise 5** Complete the sentences using nouns from Section 19.4. The first one has been done for you.

# I read an interesting \_\_\_\_\_\_story\_\_\_\_ in the newspaper this morning. It was \_\_\_\_\_\_ about a person who spends most of her \_\_\_\_\_\_ working with children \_\_\_\_\_\_ 2 from a local elementary school. It seems \_\_\_\_\_\_ of children in the school are gifted and, thus, are way \_\_\_\_\_\_ 3 ahead of their classmates. For example, one gifted child was known for finishing his \_\_\_\_\_\_ so quickly that his teachers couldn't find any \_\_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ 4 challenge him.

(continued)

Apparently, this reached a local artist who then volunteered
6
to come into the classroom three a week to work with the gifted
7
students. She helps them to create their own of art, which they
8
display on the walls throughout the school. Others see these art displays; as a result,
of children interested in participating in the program has grown.
9
,

#### 19.5 **Pronouns and Contractions**

Pronouns that have similar spellings can be easily confused. Study the meanings and examples of the following pronouns.

its = possessive form of it; indicates belonging to the thing mentioned

The dog wagged its tail as I approached.

it's = contracted form of it is or it has

It's true (it is). It's (it has) been years since I visited Chicago.

IMPORTANT: its' is NOT a word in English!

their = possessive form of they

Have you seen their new car?

**they're** = contracted form of *they are* 

They're coming over for dinner tonight.

there = used as subject of be verb in a clause or sentence

There is another new car dealer in town. There are now at least seven dealers to choose from when buying a car.

whose = possessive for who or which

Whose car keys are these?

The dog whose collar is missing belongs to my neighbor.

who's = contracted form of who is or who has

Who's (who is) going with me? Who's (who has) made the list of what we need to get?

your = possessive for you

Please spell your last name for me.

you're = contracted form of you are

You're the new secretary, aren't you?

## **Exercise 6** Circle the correct form of the word in parentheses.

- 1. The public relations and advertising people in every campaign are vital to a campaign's success. (There, They're) is no doubt that (they're, their) the ones ultimately responsible for winning an election.
- 2. In a televised debate, some questions are spontaneous; others are planted. I do not think that this is a fair practice; however, (its, it's) not my decision to make.
- 3. (Who's, Whose) questions will be asked during the debate? (Who's, Whose) in charge of this important step in a public debate?
- 4. After the debate, experts attempt to predict which candidate did better in the debate. (There, Their, They're) opinions may not matter so much. What really counts is what the voters think. On election day, the voters will speak, and only then can we find out (they're, their) preferences.
- 5. In large campaigns, the area will be divided into smaller zones or districts to be more efficient with the campaign's people and money resources. By the way, do you know (whose, who's) the leader for (you're, your) district?
- 6. I am pretty sure (its, it's) Randall Kelly.
- 7. (You're, Your) lucky that (it's, its) not Pat Goodman. Not one of the campaign volunteers wants to deal with him. The volunteers literally run away when he heads in (there, their) direction!

# 19.6 Quantifiers, Intensifiers, and Emphasizers

Writers use the adjectives in this section to indicate how many or to intensify or emphasize something.

many: used with count nouns

There are rules, but there are many exceptions as well.

much: used with noncount nouns; usually used in negative sentences

We haven't had much time to practice this season.

quite: intensifier; not as strong as very

I got home quite late last night.

The test was quite hard.

very: intensifier

I got home very late last night.

The test was very hard.

too: emphasizer; implies excessiveness and often requires additional information to complete the meaning; used with a negative meaning (that is, something was not possible)

I got home too late to watch the news last night.

In formal writing, do not use the word too with a positive adjective or adverb.

*Incorrect:* The food was too delicious. (What is the negative meaning?)

Correct: The food was very delicious. (OR: The food was extremely

delicious.)

so (+ ADJECTIVE / ADVERB *that*): emphasizer; if an explanation is not given, the assumption is that the listener knows the result

I got home so late last night that I couldn't function at the office today.

The test was **so** hard. (This would usually mean that I'm sure I failed it. It is not necessary to say the second part. It is understood.)

such (+ a / an + ADJECTIVE + NOUN that): emphasizer; if an explanation is not given, the assumption is that the listener knows the result

I got home at such a late hour last night (that I'm tired today).

It was such a difficult test (that I'm sure I failed it).

Editing

Exercise 7

Read the following paragraph. Find and correct the four errors in quantifiers, intensifiers, or emphasizers.

#### Stress and Vacation Time

In the past, not very many research had been conducted on the topic of stress and its effects on the body. Today, however, there has been so an increased interest in the subject that government grants are available for continued study on the topic, especially the effect of vacation time on an individual. In the United States, unfortunately, few employers offer their employees more than two weeks of vacation time each year. A few U.S. companies offer three to four weeks of vacation, but employees usually have to have already worked at least ten years for the company to qualify for that many time off. In many cultures, a two-week vacation is little short to "recharge a person's batteries." More research still needs to be done to evaluate the effects of vacation time on workers.

# 19.7 Prepositions

Prepositions link nouns or pronouns to other words in the sentence in order to express relationships. Examples of relationships include time, location, and direction. (See Chapter 7 for more about prepositions.)

Many prepositions are confusing because they are used idiomatically. Study the uses and examples in this section.

between: used for two persons or things

The inheritance was split between the two brothers.

among: used for three or more persons or things

Among the seven children, only three were able to attend college.

in, after: to indicate time (in+length of time; after+name of the time or event) Remember that in for the future is the opposite of ago for the past: in six weeks  $\neq$  six weeks ago.

I'll see you in a week after final exams.

since: from a time in the past (since+name of the time or event)

I've known him since 1999.

for: amount or duration of time (for+length of time)

I've known him for three years.

# Editing Exercise 8

Read each sentence and mark C for correct or X for incorrect. Then correct the sentences that contain errors. The first one has been done for you.

Amona
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X	1.	Between all the instructors in the Anthropology Department, Dr. Harris has taught the longest.
	. 2.	Dr. Harris is going to meet with her dean after three days.
	. 3.	Between you and me, I think the anthropology final exam will be very tough.
	4.	We've been waiting for our test results from Dr. Harris since a week.
	. 5.	Besides teaching, Dr. Harris has been the chair of the Anthropology Department since four years ago.
	. 6.	Dr. Harris has been publishing her research studies for years.
	. 7.	We're taking our anthropology midterm exam after spring break.
	. 8.	Since 2005, the Anthropology Department has grown threefold!

# 19.8 Confusing Adjectives and Adverbs

Many adjectives and adverbs in English can be difficult to use correctly. Study the following meanings and examples. (Note that some pronouns can be confused with adjectives or adverbs that are spelled the same way.)

ago = in the past; used with amount of time; reference point is the present timeI worked with him three years ago.

before (+ NOUN or clause) = in the past; used with or without amount of time; reference point is past time

I've worked with him before.

all = total amount

All of the students worried about the exam.

almost = nearly; not quite

Almost all of the students passed the exam.

most = the largest number or amount

Most students had studied for the exam.

bad = substandard, poor; not good; incorrect; not in good health; sorry

The movie we watched last night was bad.

I feel bad for her—she just had her car stolen for the third time.

badly = poorly, in a bad way or manner

The team played badly in the final quarter and lost the game.

good = positive, not bad; appropriate; high quality

The meal at La Maison was **good** but not too expensive.

well (ADJECTIVE) = in good health

I was sick last week, but I'm well now.

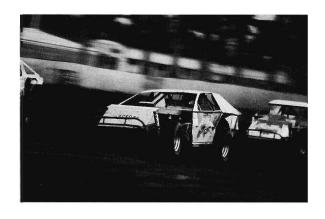
well (ADVERB) = successfully; proficiently; in a good way or manner

You handled that awkward situation quite well.

ever = at any time

Have you **ever** driven in a stock car race?

She hadn't **ever** planned to open her own business.



never = at no time

No, I have **never** heard of the rock group Boulder Heads.

alike = (ADJECTIVE, used after linking verbs) = similar

People say we look alike.

like (PREPOSITION) = having the same characteristics; equivalent

John looks like his brother.

Like Bolivia, Austria has no seacoast.

another (ADJECTIVE) = additional

I need another cup of coffee.

another (PRONOUN) = an additional one

She drank a cup of coffee and then another.

other (ADJECTIVE) = different or distinct from someone / something

Other students took the same exam.

others (PRONOUN) = additional ones

Others took the same exam.

the other(s) one of two; the remaining one or ones

I didn't care much for this video. The other one I watched was funnier. (ADJECTIVE)

I didn't care much for this video, but I liked the other. (PRONOUN)

this, that singular; near / far

This kind of music hurts my ears.

That problem is one I just can't solve.

these, those plural; near / far

These kinds of exams are hard.

Those stories are wonderful for kids.

# Editing Exercise 9

As you read the passage, find and correct the eight errors in word usage.

## **Retirement Money Tips**

How many people each year lose large sums of money through bad investments?

How many others aren't even aware that almost their money has been invested badly?

Whether you're already an investor or are ready to become one, you can benefit from

(continued)

these six tips. Be sure all your retirement funds will still be there when you need them! Know your financial goals and your "risk-comfort level." If high-risk investments make you anxious, then invest in something that will preserve your capital and offer you less risk. This kinds of funds will obviously yield a lower rate of return than other higher-risk investments, but these lower return is your trade-off for feeling comfortable.

Consult a financial planner. Meet with the planner to discuss your personal financial goals and to develop a plan specific to your needs and circumstances.

These kinds of meetings should continue to occur with your planner even if your investments are doing well.

Alike most others investment consultants, your financial planner will be paid for his or her services. Know what fees you will pay and how they are calculated.

Ask questions if you are unsure how the fees are assessed.

Make sure your investments are diversified. Don't never invest all of your money in the same kinds of asset classes. Find out if there is a fee to transfer from one fund to another.

Monitor both your investments and account statements. Before investing in a new fund, read the prospectus. If you do not understand it well enough, ask the other person to read it as well. If you still have questions, consult other sources.

Finally, be prepared to invest for the long term. If an investment sounds too good to be true, it probably is. Unlike good investments, scams often promise unusually high rates of return. These promises should be investigated thoroughly before you invest in the fund. You don't want to invest bad.

# 19.9 Other Confusing Words

too, so, either, neither: used to avoid repeating words or phrases

Julie is confused about all of this. I am, too.

Julie is confused about all of this. So am I.

He didn't turn in his final paper. I didn't either.

He didn't turn in his final paper. Neither did I.

so, not: used to respond to a question or comment

Is Liz working today? I think so. I don't think so.

How was your interview? Did it go well? I'm afraid not.

Will it rain? I hope so. I hope not.

## Exercise 10

Read the following dialogue. Fill in the blanks using too, so, either, or neither. The first one has been done for you.

James: I completely forgot to do the assignment!

Kevin: So did I.

James: Does this mean we're going to get a zero for the day?

Kevin: I'm afraid \_\_\_\_\_\_.

James: Hey Kevin, you heard about Sherrie's party tonight? I'm not going.

Kevin: I'm not \_\_\_\_\_\_. By the way, didn't you have a job interview last week?

James: Yep.

Kevin: Well? Did you get it? I hope \_\_\_\_\_.

James: As a matter of fact, I did. I start next week.

Kevin: That's great. Listen, we'll all be at the mall by 7:00 p.m.

James: Oh, okay. I will \_\_\_\_\_\_. I'd like to see that new movie while we're there. I haven't seen any movies recently.

Kevin: \_\_\_\_\_ have I. Sounds like a plan! See you there.

# CHAPTER QUIZ

# **Exercise 11** Circle the letter of the correct answer. Be prepared to explain your answers.

1.	Debbie ran off to join the circus? That makes			sense. I don't get it.		
		do I.				
	A.	such little So	C.	so few Neither		
	B.	such little Neither	D.	so little Either		
2.	I that everyone except you knew that Debbie was leaving.					
	A.	fell bad	C.	feel bad		
	В.	fell badly	D.	feel badly		
3.	me a favor. Don't tell anyone about Debbie's decision. She might actually					
	succeed! Then we'd all bad.					
	A.	Do feel	C.	Do fell		
	B.	Make feel	D.	Make fell		
4.	How strange We talked to her only three weeks At that time, she said that					
	she	would leave her job for	one	, even if it paid more.		
	A.	ago ever another	C.	before never another		
	В.	before ever the other	D.	ago never another		
5.	It's an interesting She's always loved the circus. In fact, I to the					
	circ	cus museum three times this year!				
	A.	history saw her to go	C.	story saw her go		
	B.	story saw her to go	D.	history saw her go		
6.	As a child, Debbie dream about being a tightrope walker; she me this					
	last summer.					
	A.	was use to told	C.	was used said		
	В.	used to told	D.	used to said		
7.	Now don't take this wrong. I think Debbie's time and energy joining the					
	circus. She's old to learn acrobatics!					
	A.	losing very	C.	wasting very		
	B.	losing too	D.	wasting too		

3.	One thing is certain: Debbie is following her	m. Not people actually do			
	this. They may that they are going to do this one day, but Debbie actually				
	something to achieve her dream.				
	A. many say made	C.	much tell made		
	B. much tell did	D.	many say did		

# ORIGINAL WRITING

Exercise 12	Write a paragraph either (1) giving advice on staying healthy or (2) giving your opinion on an educational issue you are interested in. Before you begin, make a list of the words from this chapter that you will try to include. In your paragraph, underline the ones from the list you were able to use. Exchange paragraphs with a partner, and then check each other's work for correct use of confusing words.



# Editing It All Together

Each of the four essays in this chapter highlights a particular type of grammatical error. In each case, read the entire essay before you complete the exercises.

# 20.1 Essay 1

Editing

# Exercise 1 Verb Tense

Read the paragraph and decide whether each of the five underlined phrases is correct. Draw a line through any errors and write the correction above.

#### New Year's in Eritrea

New Year's Day is celebrated worldwide. Some

cultures celebrates the new year not using the Roman

calendar but other ancient religious calendars.

Regardless of when it is celebrated, this is a time to  $\frac{3}{3}$ 

remember the past and look forward to the future.

In Eritrea, New Year's is actually one of the most popular cultural holidays. The three

most important and unique elements of an Eritrean New Years includes the family

activities, the traditional costumes, and particular food.



# Exercise 2 Verb Tense

Read the paragraph and decide whether each of the five underlined phrases is correct. Draw a line through any errors and write the correction above.

New Year's <u>ceremonies in Eritrea involves</u> a number of things. First and

foremost, the entire <u>family gets together</u> for the festivities. Once together,

all of the family members helps to decorate the house for this special day. Young

children are given the task of drawing pictures of flowers using bright colors.

This  $\underline{\text{activity represents hopefulness}}$  that the coming year will be prosperous and

rewarding. The children then takes these pictures to their grandparents' house in 5

exchange for candy.

# Editing

# Exercise 3 Nouns and Pronouns

Read the paragraph and decide whether each of the five underlined phrases is correct. Draw a line through any errors and write the correction above.

Special <u>clothings</u> is also an important aspect of an Eritrean New Year. <u>Childs</u>

<u>celebrate</u> the holiday by wearing traditional cotton <u>outfits. It is</u> extremely colorful

and represent joy and warmth. Women often wear brightly colored and patterned

outfits. The shoes are made of the same color material as the dresses, which are  $\frac{1}{4}$ 

handmade. These coordinated garments are stunning on the women of Eritrea,

and she add to the festive environment of New Year's Day.

#### Exercise 4 **Subject-Verb Agreement and Prepositions**

Read the paragraph and decide whether each of the five underlined phrases is correct. Draw a line through any errors and write the correction above.

There is different varieties of food that we cook on New Year's Day. One of the

most popular dishes is "Tsebhi Derho." This chicken dish require many ingredients

including onions, homemade spicy butter, and parsley. This recipe is handed down

from generation to generation, and New Year's Day is an opportunity

with family members to share this tradition.

Editing

#### Exercise 5 Review: Subject-Verb Agreement, Prepositions, Nouns, and Pronouns

Read the paragraph and decide whether each of the five underlined phrases is correct. Draw a line through any errors and write the correction above.

The New Year holiday is widely celebrated in Eritrea. The people of Eritrea enjoy

coming together as families and ringing in the new year with wishes for a bright future.

The homes are colorfully decorated, and everyone enjoys traditional spicy meals.

Is a wonderful occasion that always starts the new year off at a positive way.

# 20.2 Essay 2

# Editing

# Exercise 6 Articles

There are five blanks in this paragraph. Read the paragraph and write the articles a, an, the, or  $\emptyset$  to complete the sentences.

# **Athletic Scholarships**



Many colleges offer \_\_\_\_\_\_ full athletic scholarships. However, most community colleges do not participate in this type of program. City College is just one of \_\_\_\_\_ many schools that do not offer athletic scholarships. As a result, student athletes at \_\_\_\_\_ City College are forced to abandon \_\_\_\_\_ training program during their college years. Each City College athlete should be given \_\_\_\_\_ 5 athletic scholarship to help him or her academically, personally, and financially.

# Editing

# Exercise 7 Word Forms

This paragraph contains five errors in word forms. Find and correct the errors.

Athlete scholarships can help students succeed academically. When students are lucky enough to get athletic scholarships, they can put equal emphasize on their studies and sports training. At four-year universities, athletes also have access to

(continued)

special tutoring and one-on-one academic help. This is not the case at City College. Without scholarships, many student athletes find little time to concentration on their studies. They must make the difficulty choice of athletics or academics, and many of them choice the former. As a result, their grades tend to suffer.

# Editing

# Exercise 8 Word Forms and Modals

This paragraph contains seven errors in word forms and/or modals. Find and correct the errors.

Athletic scholarships may also to help students develop in their personal lives. Student athletes has to be responsible for always striving to be the best. They have pay close attention to their physically and mental healthy in order to compete successfully. With the support of an athletic scholarship program, students could has put more energy into developing interpersonal skills as well as academic and athlete skills.

# Editing

# Exercise 9 Review: Subject-Verb Agreement, Prepositions, and Modals

This paragraph contains six errors in subject-verb agreement, prepositions, and/or modals. Find and correct the errors.

Finally and most importantly, athletic scholarships can may help ease the financial burden of attending college. With financially support, these students wouldn't have to worry in finding the funds for tuition and books.

As a result, they could focus more on athletics and gain a competitive edge. The benefits of completing a two-year degree is numerous, and if students not able to receive the funding to complete this education, they will likely not be successful on the future.

# Exercise 10 Gerunds and Infinitives

This paragraph contains four errors in gerunds and infinitives. Find and correct the errors.

Be a college student and athlete takes a lot of effort. There are many pressures overcoming. If community college athletes had access to scholarships, they would certainly excel. They would feel less academic, personal, and financial pressure. To succeeding in sports and education is a difficult task, but it can be done. College athletes love represent their school. They should have access to the same type of support systems that other college students receive. Above all, they should be treated with the same respect as other student athletes.

# 20.3 Essay 3

Editing

# Exercise 11 Parallel Structure

This paragraph contains four errors in parallel structure. Find and correct the errors.

# **Teaching Today**

Children spend the majority of their time in school. Children learn not only their ABCs in school, but also they learn their social and development skills. To this end, we need to ensure that our schools are doing the



best they can to support the instructors and teaching our children. Unfortunately, some of our local schools are in need of improvement, specifically in recruiting new teachers, raise the academic standards, and improve facilities.

#### Exercise 12 Passive Voice and Participial Adjectives

This paragraph contains five errors in passive voice and participial adjectives. Find and correct the errors.

A recent survey that was distribute by a local newspaper showed that our county's teachers are not satisfying in their professions. The single biggest lament was the issue of overcrowded classrooms. Obviously, the most logical way of handling this problem is to recruit more teachers. This objective needs to expand beyond the local level, however. From the Department of Education to state education offices and local universities, recruitment efforts need to be double in order to handle the issue of overcrowded. Recruits need to know that they will treated professionally and respectfully if they decide to enter the world of teaching.

#### Editing

#### Exercise 13 Passive Voice and Word Order

This paragraph contains five errors in passive voice and/or word order. Find and correct the errors.

By reducing class size, teacher-student ratio will improve. The individual attention that given to students, particularly those in the elementary school, is led to better learning and achievement. In addition, students will be less likely to be distracting by their classmates. Rarely students say that they prefer larger classrooms with more classmates. To sum up, lower class size is mutually beneficial. Teachers feel more in control of the class and the content, and students are giving more one-on-one attention.

#### Editing

#### Exercise 14 Word Combinations

There are four blanks in this paragraph. Read the paragraph and write the correct preposition to complete each prepositional phrase. Use *in, with, to,* and *on.* 

Finally, classroom facilities must be modern and accessible. For instance, computers and up-to-date textbooks are integral in ensuring a quality school environment and curriculum. Even those with limited experience \_\_\_\_\_\_\_education \_\_\_\_\_\_\_ education \_\_\_\_\_\_ education \_\_\_\_\_\_\_ education \_\_\_\_\_\_\_ education \_\_\_\_\_\_\_ education \_\_\_\_\_\_\_ education \_\_\_\_\_\_\_ them and take better care of our libraries and other common areas. \_\_\_\_\_\_ 2

Students rely \_\_\_\_\_\_\_\_ these resources, which in turn improve the general school \_\_\_\_\_\_\_ environment. A fully functional school environment increases students' pride in the school and helps keep them motivated. By cooperating \_\_\_\_\_\_\_ each other, \_\_\_\_\_\_ each other, \_\_\_\_\_\_ tupgrading our school resources shouldn't be so difficult.

### Editing

## Exercise 15 Review: Subject-Verb Agreement, Verb Tense, Pronoun, Parallel Structure, and Modals

This paragraph contains six errors: one error in subject-verb agreement, one error in verb tense, two in pronoun usage, one in parallel structure, and one in the use of a modal. Find and correct the errors.

Our local schools need constant care and attention if it is going to succeed in their mission of teaching our children. By focusing on teacher quality, how many students are in the class, and the integrity of the classroom, we could have begin to increase the success rates of our schools. To achieve our goal, however, we as a community need to work together and never lose sight of the mission. It was the least I can do for our children's future.

### 20.4 Essay 4

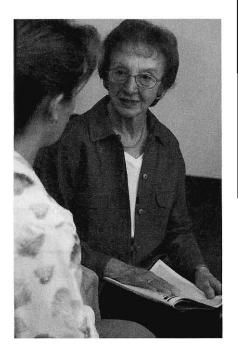
#### Editing

### Exercise 16 Adjective Clauses

The following paragraph contains four errors with adjective clauses or adjective clause reductions. Find and correct the errors.

#### Why I Became a Social Worker

Although a variety of career choices is available, it is surprising that so many people manage to find the perfect career. Young adults, that get input from family, friends, professors, and the media, must think carefully about career possibilities. Regardless of how the choice is made, the fact that choosing the right career will have an impact on the rest of one's life places a heavy burden on each person attempts to cross this life hurdle. Therefore, making a



choice truly matches an individual's goals, personality, and skills is critical. I guess

I was lucky to find a career what interested me. My personal decision to study social
work comes from a combination of a number of different influences.

#### Editing

### Exercise 17 Adjective and Adverb Clauses

Read the paragraph and decide whether each of the seven underlined phrases is correct. Draw a line through any errors and write the correction above.

It was easy for me to choose to study <u>social work, because</u> I have been passionate

about helping people for as long as I can remember. As growing up, I remember

(continued)

helping my little brothers and sisters when had problems. While I in high school,  $\underline{\mathbf{3}}$ 

I volunteered at local shelters and felt an especially close bond to those people

who were socially disadvantaged. More recently, I've been working with

dysfunctional families, minority groups, and individuals. There is nothing more

satisfying than providing hope and encouragement to those who need it the most.

6

Despite the work is difficult, I enjoy every minute of it.

7

#### Editing

#### Exercise 18 Noun Clauses and Confusing Words

This paragraph contains six errors: two with noun clauses and four with confusing words. Find and correct the errors.

In college, I participated in a service-learning class that was connected to a sociology course. That experience helped me cement my interest in social work. My service area was working with drug-dependent adults who were housed in an institution. In addition to the research that I made in class, I visited the institution weekly. The patients needed so many help, not only to recover from their badly drug addiction but also to learn how to integrate into society. It was necessary that I to help them break the drug habit. I gave them resources to increase their self-esteem and their communication skills, both of which are important for people trying to return to normal life. In return, they shared memories and interesting histories. The most precious reward for me was hearing them say what I was helping them understand their troubles.

#### Editing

## Exercise 19 Review: Passive, Articles, Subject-Verb Agreement, and Confusing Words

This paragraph contains seven errors: two in passive voice, two in articles, one in subject-verb agreement, and two with confusing words. Find and correct the errors.

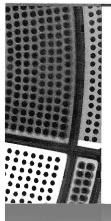
I have also enjoyed my volunteer work, which included a visits to children's hospitals. In that hospital, I was exposing to children who had been mistreated, abused, and neglect. It was the pleasure to share time and activities with them and to serve them. Just spending this hours with them helped a lot. I had to reteach them that it was okay to relax and act like children. In the end, I think most of them was very relaxed with this experience.

#### Editing

## Exercise 20 Review: Adjective Clause, Parallel Structure, If-Clauses, and Gerund/Infinitive

This paragraph contains six errors: two in adjective clauses, two in parallel structure, one in if-clauses, and one in gerund/infinitive. Find and correct the errors.

In conclusion, I think that many of my life experiences have led me to the path of social work. I attack each challenge who has the potential to drag me down with enthusiastic and determination. I want to continue to learning about social work and developing my skills. The salary which is low compared to many other careers in public health doesn't drive me. It's the feeling of satisfaction and the accomplish of helping others to improve their quality of life that drives me to become a social worker. If I did not become a social worker, I don't know what other profession I would have chosen. I cannot imagine what other profession could have suited my personality better.



## **Appendixes**

- 1. Parts of Speech
- 2. Comparative and Superlative Forms of Adjectives and Adverbs
- 3. Irregular Verb Forms
- 4. Logical Connectors: Conjunctions and Transitions

### Parts of Speech

	C C NC C				
	The cashier put the cans of tuna in a plastic bag.				
	• Noncount (mass nouns): cannot be counted; have one singular form				
	<ul> <li>Count nouns: can be counted; can be singular and plural</li> </ul>				
Ι.	. Nouth, the name of a person, place, thing, of idea				

- 2. Verb: a word that expresses action or state of being
  - Transitive verbs: have an object
  - Intransitive verbs: do not have an object

The secretary **called** the travel agency, but the agent **had left**.

1.1

- 3. Pronoun: a word that can replace a noun
  - Subject pronouns: I, you, he, she, it, we, you, they, who
  - Object pronouns: me, you, him, her, it, us, you, them, whom
  - Possessive pronouns: *mine*, *yours*, *his*, *hers*, *ours*, *yours*, *theirs*

He will not fix this problem. According to him, this problem is mine.

SP

OP

POSS PRO

- 4. Adjective: a word that describes a noun or pronoun
  - Descriptive adjective (an adjective that gives a description or characteristic): blue, old
  - Demonstrative adjectives: this, that, these, those
  - Possessive adjectives: my, your, his, her, its, our, your, their, whose
  - Articles: a, an, the, some

**This green notebook belongs to a boy in my history class.**DEM DESC ART POSS ADI

- 5. Adverb: a word that modifies a verb, an adjective, a whole sentence, or another adverb
  - Manner: (tells how) quickly, slowly
  - Place: (tells where) there, here
  - Time: (tells when) yesterday, then
  - Frequency: (tells how often) always, occasionally
  - Degree: (tells to what degree) very, extremely

She rarely goes there except when it is very hot.

REQ PLACE

6. Preposition: a word (or group of words) that connects nouns or pronouns to a sentence

According to the paper, the wedding was at noon on March 25th.

PREP PREP PREP

7. Conjunction: a word that links two clauses, two phrases, or two words

- Coordinating conjunction: connects two words, phrases, or independent clauses FANBOYS: for, and, nor, but, or, yet, so
- Subordinating conjunction: introduces a dependent clause: when, if
- Correlative conjunctions (paired): connect equivalent sentence parts: both ... and ...

When the meeting ended, neither Jo nor Sue stood up first.

SUB CORR COF

8. Interjection: a word that expresses strong feelings or emotion

Wow! Look at how fast that plane is moving!

# 2 Comparative and Superlative Forms of Adjectives and Adverbs

Comparative = used for two people or things

Superlative = used when there are three or more people or items to compare

Syllables	Neutral	Comparative	Superlative
one syllable	tall	taller	the tallest
two syllables ending in -y	hungry	hungrier	the hungriest
Others	handsome	more handsome	the most handsome
	quickly	more quickly	the most quickly
	cheaply	more cheaply	the most cheaply
Irregular	good	better	the best
	bad	worse	the worst
	far	farther	the farthest
	far	further	the furthest

## 3 Irregular Verb Forms

Present	Past	Past Participle	Present	Past	Past Participle
arise	arose	arisen	fall	fell	fallen
awake	awoke	awoken	feed	fed	fed
be	was/were	been	feel	felt	felt
bear	bore	born/borne	fight	fought	fought
beat	beat	beaten/beat	find	found	found
become	became	become	fit	fit	fit
begin	began	begun	flee	fled	fled
bend	bent	bent	fling	flung	flung
bet	bet	bet	fly	flew	flown
bid	bid	bid	forbid	forbade	forbidden
bind	bound	bound	forecast	forecast	forecast
bite	bit	bitten	foresee	foresaw	foreseen
bleed	bled	bled	foretell	foretold	foretold
blow	blew	blown	forget	forgot	forgotten
break	broke	broken	forgive	forgave	forgiven
bring	brought	brought	freeze	froze	frozen
broadcast	broadcast	broadcast	get	got	gotten
build	built	built	give	gave	given
burn	burned	burned	go	went	gone
burst	burst	burst	grind	ground	ground
buy	bought	bought	grow	grew	grown
cast	cast	cast	hang	hung	hung
catch	caught	caught	have	had	had
choose	chose	chosen	hear	heard	heard
cling	clung	clung	hide	hid	hidden
come	came	come	hit	hit	hit
cost	cost	cost	hold	held	hold
creep	crept	crept	hurt	hurt	hurt
cut	cut	cut	input	input	input
deal	dealt	dealt	keep	kept	kept
dig	dug	dug	kneel	knelt	knelt
dive	dove	dived	know	knew	known
do	did	done	lay	laid	laid
draw	drew	drawn	lead	led	led
dream	dreamed/dreamt	dreamed/dreamt	leave	left	left
drink	drank	drunk	lend	lent	lent
drive	drove	driven	let	let	let
eat	ate	eaten	lie	lay	lain

(continued)

Present	Past	Past Participle	Present	Past	Past Participle
light	lit/lighted	lit/lighted	sling	slung	slung
lose	lost	lost	slit	slit	slit
make	made	made	speak	spoke	spoken
mean	meant	meant	speed	sped	sped
meet	met	met	spend	spent	spent
mislead	misled	misled	spin	spun	spun
mistake	mistook	mistaken	split	split	split
misunderstand	misunderstood	misunderstood	spread	spread	spread
overcome	overcame	overcome	stand	stood	stood
overdo	overdid	overdone	steal	stole	stolen
override	overrode	overridden	stick	stuck	stuck
oversee	oversaw	overseen	stink	stank/stunk	stunk
oversleep	overslept	overslept	strike	struck	struck/stricken
overtake	overtook	overtaken	string	strung	strung
overthrow	overthrew	overthrown	strive	strove	striven
pay	paid	paid	swear	swore	sworn
prove	proved	proven/proved	sweep	swept	swept
put	put	put	swell	swelled	swollen
quit	quit	quit	swim	swam	swum
read	read	read	swing	swung	swung
ride	rode	ridden	take	took	taken
ring	rang	rung	teach	taught	taught
rise	rose	risen	tear	tore	torn
run	ran	run	tell	told	told
say	said	said	think	thought	thought
see	saw	seen	throw	threw	thrown
seek	sought	sought	thrust	thrust	thrust
sell	sold	sold	understand	understood	understood
send	sent	sent	undertake	undertook	undertaken
set	set	set	undo	undid	undone
sew	sewed	sewn/sewed	uphold	upheld	upheld
shake	shook	shaken	upset	upset	upset
shed	shed	shed	wake	woke	woken
shoot	shot	shot	wear	wore	worn
show	showed	shown/showed	weave	wove	woven
shrink	shrank	shrunk	weep	wept	wept
shut	shut	shut	wet	wet	wet
sing	sang	sung	win	won	won
sit	sat	sat	wind	wound	wound
sleep	slept	slept	withdraw	withdrew	withdrawn
slide	slid	slid	write	wrote	written

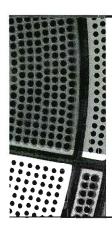
# 4 Logical Connectors: Conjunctions and Transitions

Using logical connectors—conjunctions and transitions—will help your ideas flow and develop your writing. Remember that when connectors occur at the beginning of a sentence, they are often followed by a comma.

Purpose	Conjunctions between independent clauses	Conjunctions that begin dependent clauses	Adverbial conjunctions/ Transitions (usually precede independent clauses)
examples			For example, To illustrate, Specifically, In particular,
extra information	, and		In addition, Moreover, Furthermore,
comparison		like	Similarly, Likewise, In the same way,
contrast	, but	while although unlike	In contrast, However, On the other hand, Conversely, Instead,
refutation			On the contrary,
concession	, yet	although though even though it may appear that	Nevertheless, Even so, Admittedly, Despite this,
emphasis			In fact, Actually,
clarification			In other words, In simpler words, More simply,
reason or cause	, for	because since	
result	, so	so so that	As a result, As a consequence, Consequently, Therefore, Thus,

(continued)

Purpose	Conjunctions between independent clauses	Conjunctions that begin dependent clauses	Adverbial conjunctions/ Transitions (usually precede independent clauses)
time relationships		after as soon as before when while until whenever as	Afterward, First, Second, Next, Then Finally, Subsequently, Meanwhile, In the meantime,
condition		if even if unless provided that when	
purpose		so that in order that	
choice	, or , nor		
conclusion			In conclusion, To summarize, As we have seen, In brief, In closing, To sum up, Finally,



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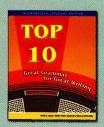
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