Grammar, Usage, and Mechanics
Language Skills Practice for Chapters 1–16

- Lesson Worksheets
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Using This Workbook

The worksheets in this workbook provide practice, reinforcement, and extension for Chapters 1–16 of Elements of Language.

Most of the worksheets you will find in this workbook are traditional worksheets providing practice and reinforcement activities on every rule and on all major instructional topics in the grammar, usage, and mechanics chapters in the Elements of Language.

The Teaching Resources include the Answer Key, which is located on the Teacher One Stop.
Common, Proper, Concrete, and Abstract Nouns

1a. A noun names a person, a place, a thing, or an idea.

A common noun names any one of a group of persons, places, things, or ideas. A proper noun names a particular person, place, thing, or idea.

<table>
<thead>
<tr>
<th>PERSON</th>
<th>PLACE</th>
<th>THING</th>
<th>IDEA</th>
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<tbody>
<tr>
<td>COMMON NOUN</td>
<td>woman</td>
<td>city</td>
<td>car</td>
</tr>
<tr>
<td>PROPER NOUN</td>
<td>Alice Walker</td>
<td>Memphis</td>
<td>Toyota</td>
</tr>
</tbody>
</table>

A concrete noun names a person, a place, or a thing that can be perceived by one or more of the senses. An abstract noun names an idea, a feeling, a quality, or a characteristic.

| CONCRETE NOUNS | tree, child, bicycle, mountain, computer |
| ABSTRACT NOUNS | confusion, thought, bravery, charm, triumph |

**EXERCISE** For each of the following sentences, decide whether the underlined word or word group is a common noun or a proper noun and also whether it is a concrete noun or an abstract noun. Above the word, write Com for common noun or P for proper noun and Con for concrete noun or A for abstract noun.

**Example 1.** After the American Revolution, the country’s founders wrote a constitution.

1. A constitution may have a bill of rights.
3. The Works Progress Administration existed during the Great Depression.
4. That candidate is a staunch supporter of a republican form of government.
5. The Articles of Confederation were approved in 1781.
6. This document established “a firm league of friendship” among the states.
7. The editorial in today’s newspaper defended the proposed amendment.
8. The Supreme Court can decide cases involving public officials.
9. Have you read the most recent book about the trial of Aaron Burr?
10. He was tried for treason.
Compound Nouns and Collective Nouns

1a. A noun names a person, a place, a thing, or an idea.

A compound noun consists of two or more words that together name a person, a place, a thing, or an idea. The parts of a compound noun may be written as one word, as separate words, or as a hyphenated word.

**EXAMPLES** highway, Bill of Rights, brother-in-law

A collective noun names a group of people, animals, or things.

**EXAMPLES** committee, crew, family, group, herd

**Exercise A** Identify each of the following words as a compound noun or a collective noun. On the line provided, write comp for compound or coll for collective.

Example 1. comp firehouse

1. ________ community 6. ________ Congress
2. ________ fighter pilot 7. ________ girlfriend
3. ________ seafood 8. ________ fund-raiser
4. ________ council 9. ________ herd
5. ________ public 10. ________ username

**Exercise B** In the following sentences, underline each compound noun once and each collective noun twice.

Example 1. A swarm of bees hovered around the beehive.

11. How many players are on a team in baseball?
12. My sister-in-law plays the oboe in the local orchestra.
13. The crowd had already sat through a two-hour speech when President Lincoln rose to read the Gettysburg Address.
14. Leslie always lapses into baby talk when she sees a litter of kittens.
15. The band included one song that sounded as if it had been recorded in an echo chamber.
16. The class presented Ms. Stockdale with a bouquet of baby’s breath.
17. The TV weatherperson explained to the audience how a barometer works.
18. In order to get a good batch of cookies, you need to use the best oatmeal available.
19. A school of killer whales followed in the wake of the ship.
20. The bird-watchers were awe-struck as the flock of geese lifted into the sky.
Pronouns and Antecedents

1b. A pronoun takes the place of one or more nouns or pronouns.

**EXAMPLE** Lian showed her grandfather how to use the computer program. Computers had always baffled him.

The word or word group that a pronoun stands for is called the antecedent of the pronoun. In the sentences above, Lian is the antecedent of her, and dad is the antecedent of him.

**EXERCISE A** Underline each pronoun in the following sentences.

Example 1. Did you tell Dr. Garza that his special order has arrived?

2. Who wants to eat something?

1. If you didn’t tell Mr. Attansio about his car, and I didn’t, then who did?

2. That pie has a nice flavor to it.

3. What did she say about your new haircut?

4. Nobody knows me as well as I know myself.

5. All of us in the class wondered if anyone else was as amused by the film as we were.

6. Neither of them has a question about the project.

7. They repaired the truck themselves.

8. Although only some of the students admitted it to themselves, everyone in the class enjoyed reading the stories.

9. “These pumpkins,” he said, “aren’t nearly as large as those.”

10. One piece of fruit will be enough for me, thank you.

**EXERCISE B** In the following sentences, underline each pronoun. Then, draw an arrow from each pronoun to its antecedent.

Example 1. Anna showed Victor her new bicycle.

11. The sound from the stereo was too loud, and it woke up the neighbors.

12. Sometimes Virgil will eat asparagus; sometimes he won’t.

13. First, Juan washed the car; then he waxed it.

14. Uncle Bart could never bring himself to praise his sister’s cooking, no matter how good it was.

15. Debra handed the baby to her husband, John, who put him in the crib.
Personal, Reflexive, and Intensive Pronouns

A personal pronoun refers to the one(s) speaking (first person), the one(s) spoken to (second person), or the one(s) spoken about (third person).

**Example** Did Dad tell you about my plans?

A reflexive pronoun refers to the subject of a sentence and functions as a complement or as an object of a preposition.

**Examples** She bought herself a new dress. He finished the test by himself.

An intensive pronoun emphasizes its antecedent and has no grammatical function in the sentence.

**Example** They worked the puzzle themselves.

**Exercise A** Underline all the personal pronouns in the following sentences.

**Example 1.** He bought a shirt for his father but kept the receipt in case he had to return it.

1. I hope that the skates are worth the money that you paid for them.
2. Jared offered me a free ticket to his uncle’s play.
3. Mike and Zahara played their guitars, and then Ethel got her guitar and joined them.
4. Our coats look so much alike that I can’t tell which coat is mine and which is yours.
5. Angie wrote to me and explained why she couldn’t visit us this summer.
6. If you ask me, Carla, I think you should take the class in lifesaving.
7. After he passed the pilot’s exam, he took us for a ride in his new airplane.
8. Isn’t she the person whose athletic prowess dazzled us during the soccer game last Sunday?
9. My father loves that music by chanting monks, but it drives me crazy.
10. He blocked the pass and caught the ball himself, but as he ran down the field with it, he was brought down by a running back.

**Exercise B** Underline each intensive and reflexive pronoun in the following sentences. Then, above the word, identify each underlined pronoun as intensive or reflexive.

**Example 1.** Andy baked the bread himself.

11. He poured himself a glass of milk.
12. Somebody said that Terry designed all of the costumes herself.
13. You take care of yourself, okay?
14. The cat pulled itself up the side of the sofa.
15. The homeowners painted their house themselves.
Demonstrative, Interrogative, and Relative Pronouns

A *demonstrative pronoun* points out a person, a place, a thing, or an idea.

*EXAMPLE* All of the paintings were good, but *those* were the best.

An *interrogative pronoun* introduces a question.

*EXAMPLE* What are you doing for your birthday?

A *relative pronoun* introduces a subordinate clause.

*EXAMPLE* The coat *that* I just bought is green.

**Exercise A** In each of the following sentences, identify the underlined pronouns. Above each, write DEM for demonstrative, INT for interrogative, or REL for relative.

*Example 1.* This is the friend *whom* Marcia invited to dinner.

1. What is the question?
2. This is the last of the paint.
3. Which of the videos does Ben want to rent, this one or that?
4. Those are the shoes *that* Lainie bought for the dance.
5. Whose books are these?
6. Mary Ellen asked the same question *that* Padgett did.
7. The casserole *that* Dad made last week tasted much better than *this*.
8. To whom did Dave give the birthday card?
9. That is a problem *which* has troubled the community for many years.
10. Take *that*, you scoundrel!

**Exercise B** In each of the following sentences, underline the pronoun. Identify each by writing above it DEM for demonstrative, INT for interrogative, or REL for relative.

*Example 1.* The book *that* Jane is reading is very entertaining.

11. Tom is the person *that* Cheryl had in mind for the job.
12. Those will do quite nicely.
13. Neil is the student *whose* photograph was in the paper during the science fair.
14. Which of the flowers would work best *on* the homecoming float?
15. This is the song performed by the choir in last night’s performance.
Indefinite Pronouns

An *indefinite pronoun* refers to a person, place, idea, or thing that may or may not be specifically named. Some common indefinite pronouns are *all, any, anybody, both, each, everyone, everything, few, many, more, neither, nobody, none, no one, one, other, several, some, and somebody.*

**Example**  A *few* of the sandwiches are left if *anyone* would like *more* to eat.

**Exercise A** Underline the indefinite pronouns in the following sentences.

**Example 1.** After last night’s game, *everyone* had something to say about him.

1. Much is promised to someone who is willing to risk everything.
2. Knock on their door and see if *anybody* is home.
3. The twins rely on themselves more than they rely on anyone else.
4. Many tried out for the play, and the drama teacher chose almost *everyone*.
5. Jared forgot about everything but his science fair project.
6. Several of us are meeting her for lunch in the cafeteria.
7. Doesn’t *anybody* here besides you speak Spanish?
8. Nobody forgot to bring a backpack on the field trip.
9. All of the members of the chess club wondered who would win the tournament this year.
10. Neither of the brothers was willing to ask *someone* for help.

**Exercise B** Fill in the gaps in the following sentences with an appropriate indefinite pronoun.

**Example 1.** Please don’t tell *anybody* about the surprise party.

11. Did *________* remember to put yeast in the bread?
12. Derek has enjoyed *_________* he has read in English class.
13. *_________* except Tracy brought a raincoat to school today.
14. *_________* of us like romantic comedies than you might think.
15. If you get lost on the way to my house, ask *_________* for directions; *_________* knows where I live.
Identifying Pronouns

1b. A pronoun takes the place of one or more nouns or pronouns.

The kinds of pronouns are personal pronouns, reflexive pronouns, intensive pronouns, demonstrative pronouns, interrogative pronouns, relative pronouns, and indefinite pronouns.

**EXERCISE A** Underline all the pronouns in each of the following sentences.

**Example 1.** This weekend Beth and Bryan painted several of the rooms in their house.

1. Before painting, they went to the hardware store to buy paint.
2. The paint that Bryan had originally wanted for the living room was no longer available.
3. Beth suggested two alternative colors, but neither matched their furniture.
4. After searching for an hour, Beth found a shade of green that both of them liked.
5. They returned home and quickly began preparing to paint.
7. “You can stir the paint while I put drop cloths over the furniture.”
8. “That is a good idea,” he replied.
9. Then Bryan realized he would also need to move some furniture in the bedroom that they intended to paint.
10. As a result, Beth had to paint the entire living room herself.

**EXERCISE B** Identify the underlined pronoun in each of the following sentences by writing personal, reflexive, intensive, demonstrative, interrogative, relative, or indefinite on the line provided.

11. Does anyone know whose books these are lying in the middle of the floor?
12. Our new foreign exchange student will be addressing the Lions Club at its lunch meeting today.
13. David was careful to ask to whom the canoe belonged before he borrowed it.
14. That was clearly our best performance so far.
15. Shouting for anyone who can help you will get people’s attention quickly.
16. I gave myself a pat on the back for a job well done.
17. You’ll have to choose another topic because someone is already researching this.
18. Who arrived first for the drama club auditions?
19. Kathryn will finish typing the report herself.
20. Have Josette and I been the only ones interested in the tutoring program?
Adjectives and the Words They Modify

A **adjective** modifies a noun or a pronoun.

To modify means “to describe” or “to make the meaning of a noun or a pronoun more specific” by telling what kind, which one, how many, or how much. The most frequently used adjectives—*a, an, and the*—are usually called **articles**.

**EXAMPLES** A storm that is approaching the coast is very dangerous. Every resident in that area should evacuate immediately. (*A* and *the* are articles. Dangerous modifies *storm* and tells what kind. *Every* modifies *resident* and tells how many. *That* modifies *area* and tells which one.)

**EXERCISE A** Underline the adjectives in the following sentences. Be sure to include all articles.

**Example 1.** How cloudy and dark the sky looks!

1. The little electric car chugged over the steep hill and into the valley.
2. A bitter wind was blowing off the ocean the night that Keith heard the eerie howling.
3. The unpublished story revealed a new side of Faulkner to the scholar.
4. The clear view of the distant ocean was slowly obstructed by the new skyscraper.
5. The gray cat stretched itself out in the warm sunshine pouring through the window.

**EXERCISE B** In the following sentences, underline each adjective. Then, draw an arrow from the adjective to the word it modifies. Do not include the articles *a, an, and the*.

**Example 1.** The yellow balloon soared over the steep roof of the house.

6. I heard a lovely piece of music on the portable radio this morning.
7. The red telephone on the desk rang loudly, startling the maintenance worker.
8. The sky is often clear this time of the year.
9. The kitten playfully dug its sharp claws into the old dog, who snapped at the kitten.
10. Tony can bring fifteen chairs to the graduation party, if you need them.
11. Hang the apron on the little hook inside the pantry door and put the oven mitt back in the left-hand drawer.
12. Many people don’t understand that a snowstorm can be dangerous.
13. This recipe makes a delicious pie, but it does call for ten apples.
14. Out of the bedroom window, Nils could see a young deer.
15. Why does Mr. Ecklund always use a red pencil to mark homework assignments?
Pronoun or Adjective?

Some words may be used either as adjectives or as pronouns. Demonstrative, interrogative, and indefinite terms are called pronouns when they stand for other nouns or pronouns and are called adjectives when they modify nouns or pronouns.

**PRONOUNS**
- Whose is the black jacket?
- Please save some for me.
- This is my favorite.

**ADJECTIVES**
- Whose black jacket is this?
- Please save some pasta for me.
- This poem is my favorite.

**Exercise** Identify each underlined word in the following sentences by writing above it P for pronoun or A for adjective.

Examples 1. Some of you have already received your assignments.

2. Some students are still waiting for their assignments.

1. Many of the houses in this neighborhood were built by the same contractor.

2. The freshest fruits in the store are the apples and pears, which were picked only yesterday.

3. These are not the books I ordered.

4. A few days from now, we’ll be able to laugh about the situation.

5. Which play are we going to see?

6. Remember to seat those who come late at the back of the church.

7. Katya enjoys most movies, though she prefers comedies.

8. These old photographs were left to me by my grandmother.

9. Some prefer a cold meal to a hot one.

10. Those rosebushes are lovely!

11. Some children are naturally talented at singing and playing an instrument.

12. Of all the items on display, which do you prefer?

13. Most of us have already been swimming today.

14. Mai enjoys being out in nature more than most people do.

15. Many people will be coming from out of town for the wedding.

16. The symphony has three movements; each has a different tempo.

17. Will all members of the squadron please report to the ready room?

18. The doctor will try to see all of you today.

19. This sort of painting is best seen in natural light.

20. This is my final offer.
When a word that can be used as a noun modifies a noun or pronoun, it is called an adjective.

**ADJECTIVE** Hurricane winds battered the coast.

**NOUN** During the **hurricane** several houses were washed out to sea.

Some word groups are considered compound nouns.

**EXAMPLES** paper clip  bird dog  garter snake

To avoid mistaking a word that is part of a compound noun for a word that is considered a separate adjective, check an up-to-date dictionary.

**Exercise** Identify each underlined word by writing above it **N** for noun or **A** for adjective.

**Examples**

1. This picture frame is made of pure **silver**.
2. This **silver** saltshaker is very valuable.
3. My mother writes a **newspaper column** once a week.
4. Originally, Mike’s family came from **Los Angeles**.
5. Jamal’s older brother is a successful **record producer**.
6. Tish has switched to a diet rich in **grains**, **vegetables**, and **fruit**.
7. **Who** answered the telephone when you called?
8. Are those **storm clouds** along the horizon?
9. The **Los Angeles** freeways are some of the most crowded roads in the world.
10. Please refold the **newspaper** when you’re finished with it.
11. My older sister just received her degree in **music education**.
12. The lecturer found a **fruit basket** in his hotel room.
13. That recording of the **Duke Ellington** song “Don’t Get Around Much Anymore” is classic.
14. Aunt Mimi still has a lot of her old rock ‘n’ roll **records** on vinyl.
15. The **gale force winds** of the storm caused a great deal of damage along the coast.
16. The **launch** controller decided to proceed with the countdown.
17. The author of my favorite book came to town to give a lecture.
18. **Duke Ellington** was one of the founders of the big-band sound in jazz.
19. The **launch** of a space shuttle is always spectacular.
20. If you have a complaint about your service, you should call the **telephone company**.
Main and Helping Verbs

1d. A verb expresses action or a state of being.

A verb phrase consists of one main verb and one or more helping verbs (also called auxiliary verbs).

**EXAMPLES** We shouldn’t have been so late. [Should and have are helping verbs. Been is the main verb. N’t, the contraction of not, is an adverb and is not part of the verb phrase.]

**EXERCISE** In the following sentences, underline the main verb once and the helping verb or verbs twice. Some main verbs do not have a helping verb.

**Example 1.** We would have seen the movie if we had arrived at the theater on time.

1. Mr. Okagi was working in his garden.
2. I have known Gabrielle for many years.
3. The Baxters are building a swimming pool in their backyard.
4. If you had been wearing the mask, I might not have recognized you.
5. Where did she say the ladder should go?
6. Some friends of Caitlin’s are having a party next Saturday night.
7. Would you like an invitation?
8. Had I known about the concert earlier, I would have gone with you.
9. Randall should know that his supervisor might ask him for an explanation of his absences.
10. Will you or will you not join the dance?
11. Can a dog that small jump that high?
12. Rafiq had known about the change in schedule as early as last week.
13. I would help you carry the sofa, but as you can see, my hands are full already.
14. After they had been eliminated in the first round of the championship, the team’s ride home on the bus was very quiet.
15. He should have written his answers to the assignment yesterday.
16. We are always singing Nedra’s praises.
17. Have they lived in the house very long?
18. While the carpenter is working in one room of the new house, the plumber is finishing up in another room.
19. If Mozart had only lived longer, he might have composed even greater works.
20. Mr. Boylan will sign copies of his book after he has given a reading from it.
Verb Phrases

A **verb phrase** consists of one **main verb** and one or more **helping verbs** (also called **auxiliary verbs**). Some commonly used helping verbs are **have, has, had, do, does, did, may, might, must, can, will, shall, could, would, should**, and **forms of the verb be**.

**Examples**

- The United States **had purchased** the Louisiana Territory from Napoleon. [The helping verb **had** and the main verb **purchased** make up a verb phrase.]
- *Didn’t* the Louisiana Purchase **double** the size of the United States? [The helping verb **did** and the main verb **double** make up a verb phrase. *N’t*, the contraction of *not*, is an adverb and is not part of the verb phrase.]

**Exercise A** Underline the verb phrase in each of the following sentences.

**Example 1.** The Louisiana Purchase was completed by President Thomas Jefferson.

1. Before the Louisiana Purchase, the Louisiana Territory was owned by France.
2. President Jefferson must have wanted information about these interior lands.
3. Meriwether Lewis, Jefferson’s private secretary, and William Clark were chosen as the leaders of the expedition into the Louisiana Territory.
4. A young Shoshone woman, Sacagawea, was living in a Mandan village near Lewis and Clark’s camp.
5. *Didn’t* she accompany them on their expedition as an interpreter and guide?

**Exercise B** Underline the verb phrases in the following paragraph. Be sure to include all the helping verbs.

**Example** Sacagawea’s husband, a French Canadian trader, **had been hired** as an interpreter.

The Lewis and Clark expedition had followed a trail that led to the Rocky Mountains. Those high mountain peaks must have appeared impassable to the members of the expedition. How could they ever get to the other side? Fortunately, Sacagawea knew these mountain passes. This was the land that she had traveled through as a youngster with the Shoshone before she had been captured by enemies. The expedition eventually encountered Sacagawea’s own Shoshone people. Her brother had become a chief of the Shoshone, and Sacagawea convinced him that he should provide the explorers with horses, food, and canoes so that the expedition could continue through the mountains to the ocean. On November 7, 1805, the explorers reached the Pacific Ocean. Sacagawea has not been forgotten. Two mountain peaks, two lakes, and a state park have been named in honor of the young Shoshone woman who came to the aid of Lewis and Clark.
Action Verbs and Linking Verbs A

An *action verb* expresses either physical or mental activity.

**EXAMPLES**
- I *raked* the lawn yesterday. [*Raked* expresses physical activity.]
- Can you *remember* the numbers? [*Can remember* expresses mental activity.]

A *linking verb* connects the subject to a word or word group that identifies or describes the subject. Such a word or word group is called a *subject complement.*

**EXAMPLES**
- Mr. Chavez *is* my art teacher. [*Teacher identifies the subject Mr. Chavez.*]
- The road *feels* bumpy. [*Bumpy describes the subject road.*]

Some verbs can be used as action verbs or as linking verbs.

**ACTION**
- The boy *tastes* his soup.

**LINKING**
- This soup *tastes* good.

**EXERCISE A** Underline the verb in each sentence. Then, above the verb, write **AV** if the verb is an action verb or **LV** if it is a linking verb.

**Example 1.** The tree grew tall and sturdy.

1. The crowd remained spellbound throughout the magician’s performance.
2. Estelle turned the page of her science book.
3. Marcus should have arrived by now.
4. The solution to that problem remains a mystery to me.
5. I smell the aroma of a freshly mowed lawn.
6. The stone felt smooth and velvety.
7. The tomato turned red on the vine.
8. That vegetable soup smells delicious.
9. Cory felt a few raindrops on his head.
10. Is Samantha older than Jessica?

**EXERCISE B** Underline the linking verb in each of the following sentences. Then, circle the subject and the subject complement.

**Example 1.** Don’t those children *seem* happy?

11. The ocean is too calm for surfing.
12. Josh feels disappointed by the absence of surf.
13. The surf had been rough only one week ago.
14. Tomorrow the wind may become stronger.
15. Then the waves should be higher.
Action Verbs and Linking Verbs B

An action verb expresses either physical or mental activity.

**EXAMPLES**

John cooked dinner last night. [physical activity]

Have you considered all the possibilities? [mental activity]

A linking verb connects the subject to a word or word group that identifies or describes the subject. Such a word or word group is called a subject complement.

**EXAMPLES**

Green is my favorite color. [Color identifies the subject Green.]

The sky looks beautiful. [Beautiful describes the subject sky.]

**EXERCISE** Identify each underlined verb by writing above it AV for action verb or LV for linking verb.

**Example 1.** I feel sleepy.

1. Although most of the tour group went to the museum, Ms. Ruiz remained behind at the hotel.
2. The Hanson brothers are the best hockey players in the state.
4. The project looks intimidating, but it really isn’t.
5. In spite of his advancing years, our dog Tadger remains a handsome animal.
6. Taste this stew and tell me if you think it’s spicy enough.
7. The detective looked carefully at the footprint in the dirt.
8. The storm yesterday blew down an old maple tree in our yard.
9. Was the delivery service prompt with the package?
10. Suzanne’s casserole tastes delicious, just like the casserole mother used to make.
11. By the first of next month, Eric will have been a champion bicyclist for seven years.
12. If Steve isn’t careful, he may injure himself while rock climbing.
13. Does this movie seem boring to you?
14. Please tell me again how much you liked my story.
15. When Charlie finished the book, he recommended it to his older brother.
16. The cows appear unhurt by the hailstorm.
17. Curt often impresses people with his knowledge of movie trivia.
18. Are most of the shoes in the shop this expensive?
19. The letter just appeared on my desk one morning.
20. Ms. Lindenmayer’s plan for the debate tournament sounded good to the faculty committee.
Transitive and Intransitive Verbs

A **transitive verb** has an **object**—a word that tells who or what receives the action of the verb.

**EXAMPLE** In the seventeenth century, French colonists **founded** the region of Acadia in Canada. [The object *region* receives the action of the verb *founded*.]

An **intransitive** verb does not have an object.

**EXAMPLE** Several thousand Acadians **migrated** to Louisiana.

The same verb may be transitive in one sentence and intransitive in another.

**TRANSITIVE** The British **fought** the French for control of Acadia.

**INTRANSITIVE** The British and the French **fought** for control of the land.

**Exercise A** Identify the verb in each of the following sentences and decide if it is transitive or intransitive. Draw a line under the verb, and then above it write **T** if it is transitive or **I** if it is intransitive.

**Example 1.** The British won control of Acadia in 1713.

1. In the 1700s, the British expelled thousands of Acadians from Canada.
2. Many of these Acadians moved to Louisiana.
3. In Louisiana the name “Acadian” evolved into “Cajun.”
4. Cajun settlements spread across the southern part of Louisiana.
5. The paintings of Cajun artist George Rodrigue capture the flavor of Cajun life.

**Exercise B** The same action verb is used in each pair of sentences, once as a transitive verb and once as an intransitive verb. Underline the verb in each sentence. Then, above the verb write **T** if the verb is transitive or **I** if it is intransitive.

**Example 1.** Longfellow wrote the poem *Evangeline* about the Acadians.

6. The people of New Orleans assembled along the streets for the Mardi Gras parade.

   The Cajun chef assembled the ingredients for gumbo on the counter.

7. The cars in the Louisiana Sugarcane Festival parade moved slowly down the street.

   The workers quickly moved the shrimp off the boat to the waiting trucks.

8. Marc Savoy, a Cajun musician, plays the accordion.

   The Cajun band plays every Saturday morning.

9. The tourists met that chef, the host of a popular Cajun cooking show.

   The two families met for a fishing trip on the bayou.

10. My favorite author has written a new novel.

    Karen has written in her journal every day for three years.
Adverbs and the Words They Modify

An adverb modifies a verb, an adjective, or another adverb. It tells how, when, where, or to what extent (how much, how long, or how often).

EXAMPLES
- We stayed inside. [The adverb inside modifies the verb stayed and tells where.]
- It was an unusually quiet morning. [The adverb unusually modifies the adjective quiet and tells how.]
- The dog barked quite loudly. [The adverb quite modifies the adverb loudly and tells to what extent.]

EXERCISE
Underline the adverbs in the following sentences. Then, draw a line from each adverb to the word or words it modifies.

Example 1. The animals stirred restlessly in the forest.
1. In the morning, the campers carefully built a fire and quickly began preparing breakfast.
2. The magician deftly pulled one colorful scarf after another from the hat.
3. The third baseman easily caught the pop fly.
4. Professor Losoya never had heard such a racket in his laboratory.
5. Yesterday I received an e-mail from my friend in Tokyo.
6. This very useful device will be a great addition to any household.
7. At the end of the recital, the audience applauded enthusiastically.
8. The extremely eager young actors gathered early at the door of the audition hall.
9. Will Cousin Bruce be arriving today or tomorrow?
10. Aunt Marta gave Carlie an uncommonly generous helping of mashed potatoes.
11. My father gives overly detailed directions.
12. The bus will leave for St. Louis early tomorrow.
13. The demolition crew very carefully placed the explosive charges in the old building.
14. At the stroke of midnight, the crowd in Times Square noisily greeted the new year.
15. The juggler’s ridiculously red shirt distracted the audience from his juggling.
16. The coach explained the play especially carefully to the rookies on the team.
17. This thoroughly hilarious film will be playing at a theater soon.
18. The extremely cranky child cried loudly when his rattle was taken away.
19. The cleverly modified car easily won the road rally.
20. Occasionally an immensely patient farmer can become frustrated by the pace of farming.
Noun or Adverb?

Some words may be used as either nouns or adverbs. When identifying parts of speech, classify words that are used to modify verbs, adjectives, and adverbs as adverbs.

**NOUN** I was at home all weekend.

**ADVERB** Last weekend I stayed home. [The adverb home modifies the verb stayed.]

**Exercise A** Identify the underlined word in each of the following sentences by writing above it **N** for noun or **ADV** for adverb. For any adverbs, draw two lines under the word or words the adverb modifies.

**Example 1.** Will you go to the boxing match Friday?

1. Edwina takes a personal interest in the match on Friday.
2. She hopes Teresa will not be knocked down.
3. In addition to ups, everyone experiences a down now and then.
4. Teresa is strong but doesn’t move very fast.
5. She has been able to maintain her weight without having to go on a fast.
6. Her opponent, Gabriella, will train tonight.
7. Tonight will be her first opportunity to use the new ring.
8. Although she is small, she boxes well.
9. Teresa will have to draw upon her deep well of pugilistic skill.
10. Teresa trains days and works nights.

**Exercise B** Write a pair of sentences for each word. First, use the word as a noun, then, as an adverb.

**Example 1.** right

11. downtown

12. last

13. Tuesday

14. first

15. outside

Remember to turn right when you get to Cedar Lane.
A preposition is a word that shows the relationship of a noun or a pronoun, called the **object of the preposition**, to another word.

A preposition, its object, and any modifiers of the object form a **prepositional phrase**.

**Example**  The expedition traveled **to a foreign land**. [The preposition **to** shows the relationship of **land**, the object of the preposition, to **traveled**.]

A preposition that consists of two or more words is called a **compound preposition**.

**Example**  I’ll take the red one **instead of** the blue one.

**EXERCISE A**  Underline the prepositions in each of the following sentences.

**Example 1.** The cat scampered **up** the tree.

1. Joe found a mouse **underneath** the kitchen table.
2. If it rains, the picnic will be moved **inside** the house.
3. If we don’t get the supplies in time for the trip, we can do without them.
4. Jack and Jill tumbled down the hill.
5. The first mate took command of the ship when the captain went **below deck**.

**EXERCISE B**  Underline the prepositional phrases in the following sentences and circle the prepositions.

**Example 1.** **After** Cortés’s military triumphs, Mexico and Central America were ruled **by** Spain.

6. In 1519, Hernando Cortés led an expedition to Mexico.
7. Under his command were 508 soldiers and 110 sailors.
8. After a long voyage he reached Mexico, where a mighty empire had been established by the Aztecs.
9. According to historians, Cortés and his small army had trouble seizing control of the empire because of the Aztecs’ sophisticated military organization.
10. However, with the help of many enemies of the Aztecs, Cortés conquered the Aztec empire in 1521.
11. Cortés gathered his troops and dismantled every ship except one.
12. He then marched toward the Aztec capital, Tenochtitlan.
13. Several hundred Aztec chiefs escorted Cortés and his forces into the city.
14. An Aztec delegation carrying splendid gifts walked behind Emperor Montezuma II.
15. An Aztec chief set gifts of golden ornaments before Cortés.
Preposition or Adverb?

Some words may be used as either prepositions or adverbs. Remember that an adverb is a modifier and does not have an object.

**ADVERB** When they reached the bridge, they marched **across**.

**PREPOSITION** They marched **across** the bridge.

**ADVERB** May I come **along**?

**PREPOSITION** I followed her **along** the path.

**EXERCISE** Identify the underlined word in each of the following sentences by writing above it either **PREP** for preposition or **ADV** for adverb. Then, on the line provided, write a sentence using the word as the other part of speech.

**Example 1.** Don’t just stand around gawking.

---

1. You knocked my hat **off**!

---

2. It rolled **under** the porch.

---

3. There are all sorts of bugs **underneath**.

---

4. We were happy that Sam decided to come **along**.

---

5. I’m going **inside** to tell everyone what you did.

---

6. Go **ahead**.

---

7. That hat never fit **on** my head very well, anyway.

---

8. You can see the barn right **past** those trees.

---

9. Will your hand fit **through** there?

---

10. The rabbit quickly scampered **over** the hill.

---
Conjunctions

A conjunction joins words or word groups.

Coordinating conjunctions—and, but, for, nor, or, so, and yet—join words or word groups that are used in the same way.

**Examples**
- My mom and dad said that I can go.
- He can go, but I can't.

Correlative conjunctions—both . . . and, not only . . . but also, either . . . or, neither . . . nor, and whether . . . or—are pairs of conjunctions that join words or word groups that are used in the same way.

**Examples**
- Neither Yoko nor Evan had read the book.
- Both Marcus and I will be going.

**Exercise** Identify the conjunctions in the following sentences by drawing one line under the coordinating conjunctions and two lines under the correlative conjunctions.

**Example 1.** Polar animals find food both in water and on land.

1. The polar bear is a carnivore and lives almost solely by hunting.
2. Polar bears are wonderfully equipped to exist in the wild, for a dense, white fur covers them completely.
3. Not only does fur grow between the pads on their feet, but also several inches of fat cover much of their bodies.
4. Polar bears can both gallop at a speed of up to twenty-five miles per hour and swim six miles an hour.
5. Female polar bears can breed every three years, and they give birth in snow-covered dens.
6. A den is warmer than the outside air, for the female bear seals the entry with snow.
7. The sleeping bear’s heart rate, respiration, and metabolism drop, and this sleep is a form of hibernation.
8. Unlike that of a deep hibernator, though, the polar bear’s temperature remains constant, so the bear can spring into action almost immediately.
9. Polar bears have a highly developed sense of smell and can detect food up to ten miles away.
10. They are well known for their swimming abilities, but they can also run on land at high speeds.
Interjections

An interjection expresses emotion. An interjection has no grammatical relation to the rest of the sentence.

An interjection is generally set off from the rest of the sentence by an exclamation point or by a comma or commas. Exclamation points indicate strong emotion. Commas indicate mild emotion.

EXAMPLES
Wow! I can't believe we won that game in the final second!
Well, it certainly was an exciting game, wasn't it?
It was, uh, my fault, I think.

EXERCISE A
Underline the interjections in the following sentences.

Example 1. Goodness! You startled me!
1. Hooray! Our soccer team is in the finals.
2. Ugh! The field is so muddy.
3. I don’t mind playing in the rain, but, yuck, I don’t like getting covered with mud.
4. Oh, I think it will be fun.
5. Oops! I slipped.
6. Luther, wow, you’ve got mud all over you.
7. Would you, ah, help me get up, please?
8. Hey! Watch out, or you’ll fall, too.
9. Yikes! Your warning came too late.
10. Well, there’s the whistle, so I guess the game is about to begin.

EXERCISE B
For each of the following words, write a sentence that uses the word as an interjection. Remember to use the correct punctuation to set off the interjection from the rest of the sentence.

11. ouch __________________________
12. aha ____________________________
13. wow ____________________________
14. sh _____________________________
15. um _____________________________
Determining Parts of Speech

The way a word is used in a sentence determines what part of speech the word is.

**EXAMPLES**
- Tina has a small **cut** on her finger. [noun]
- Cut some logs for the fire. [verb]
- Save a sandwich **for** me. [preposition]
- We lost our way, **for** we couldn’t see the sun. [conjunction]

**EXERCISE**
In each of the following sentences, determine how the underlined word is used. Above the underlined word, write **N** for noun, **PRON** for pronoun, **ADJ** for adjective, **V** for verb, **ADV** for adverb, **PREP** for preposition, or **C** for conjunction.

**Example 1.** That is an unusual **book** bag.

1. Some friends went downtown to see the latest movie.
2. Others went roller-skating at a nearby rink.
3. Is that the rink with all the fancy lights?
4. Another friend has invited us back to his house **for** a party.
5. What should we have for a **midnight** snack?
6. Do you think that we will still be up at midnight?
7. The casserole, which is left over from dinner, tastes better cold than hot.
8. Which sandwich do you prefer?
9. Do you want American or Swiss cheese on your sandwich?
10. Any kind of cheese sandwich is fine with me.
11. Tonight is my favorite night of the week.
12. I volunteer at the nursing home tonight.
13. He let the dog **out** an hour ago.
14. **Call** me tomorrow night.
15. Do you have a **call** button beside your bed at the hospital?
16. Give him orchids, **for** they are his favorite.
17. **Which** do you prefer?
18. One dancer **mirrors** the other in a striking duet.
19. We still need more supplies, **so** we’ll make one more trip to the store.
20. Of course, he refused to look in a **mirror**.
Review A: Identifying Parts of Speech

EXERCISE A Above each underlined word in the following paragraphs, indicate which part of speech it is by writing N for noun, PRON for pronoun, ADJ for adjective, V for verb, ADV for adverb, PREP for preposition, C for conjunction, or I for interjection.

Example All of [1] us have heard of Robert Louis Stevenson.


EXERCISE B Each of the following sentences contains at least one word that is the part of speech given before the sentence. Find each such word and underline it.

Example 1. (verb) Scientific theories often fascinate writers of fiction.

21. (pronoun) Jules Verne, a nineteenth-century novelist, was one of the first writers of science fiction.

22. (preposition) Tales of imaginary voyages and incredible exploits had been popular long before Verne’s time.

23. (verb) Verne, however, combined fantastic adventures with scientific “explanations.”

24. (adverb) Several of his novels, including Around the World in Eighty Days, are still read today.

25. (conjunction) Of course, it is now easy to circle the world in eighty days, but modern science has not yet duplicated the feats described in Verne’s Journey to the Center of the Earth and his Twenty Thousand Leagues Under the Sea.
**Review B: Identifying Parts of Speech**

**Exercise A**  Above each underlined word in the following paragraph, indicate which part of speech it is by writing N for noun, PRON for pronoun, ADJ for adjective, V for verb, ADV for adverb, PREP for preposition, C for conjunction, or I for interjection.

**Example 1**  Not all authors achieve fame during their lifetimes.


**Exercise B**  Each of the following items contains two underlined words. Above each underlined word, indicate which part of speech it is by writing N for noun, PRON for pronoun, ADJ for adjective, V for verb, ADV for adverb, PREP for preposition, or C for conjunction.

**Example 1**  Marita’s brown dress matches the brown of her eyes.

21. I waited uneasily in the outer office until the principal called, “Come in!”
22. In some folk dances, each participant dances separately, improvising steps to the rhythm of the music.
23. Most drivers stop before turning onto a highway, even if there is no stop signal at the intersection.
24. The hikers took the trail to the left when they left the campsite.
25. All but Joel went to the restaurant, but most did not eat.
26. I returned home early because I wanted to see who was at home.
27. As we looked around, we discovered a small shop around the corner.
28. Blue is my favorite color, so I’m going to order a blue sweater.
29. Those fell from those trees.
30. If you hand me that pen, I’ll write the number in my own hand.
Exercise A  Each of the following sentences contains two underlined words. Above each underlined word, indicate its part of speech by writing N for noun, PRON for pronoun, ADJ for adjective, V for verb, ADV for adverb, PREP for preposition, C for conjunction, or I for interjection.

Example 1. Right! Now, turn right at the next light.

1. Over a three-month period he was able to win her over to his point of view.
2. I believe that I left your book in the drawer on the left.
3. They hadn’t expected so many people, so they had to bring in more chairs.
4. That is not the best place for that lamp.
5. When you chip away at that hard stone, make sure that you don’t get a chip in your eye.

Exercise B  Each of the following sentences contains at least one word that is the part of speech given before the sentence. Find each such word and underline it.

Example 1. (verb) The writer carefully considered several leads for an article.

6. (pronoun) No one knew the answer to the riddle posted on the Web site.
7. (preposition) According to the directions on the inside cover, only two players are needed.
8. (verb) The student hesitantly qualified his answer with a shrug.
9. (adverb) Hold on tightly as you climb to the top of the ladder!
10. (conjunction) I asked José and Lenora to meet me at the library, but they both decided to study at home.
11. (adverb) I am quite capable of doing it, thank you.
12. (pronoun) Errol is looking forward to excavating those.
13. (preposition) In the past, she has encouraged teamwork.
14. (noun) That orange suits you.
15. (adjective) Which orange do you mean?
Sentences and Sentence Fragments

**A sentence** is a word group that contains a subject and a verb and that expresses a complete thought.

A **sentence fragment** is a word or word group that is capitalized and punctuated as a sentence but that does not contain both a subject and a verb or that does not express a complete thought.

**FRAGMENT**  
Tony, the outstanding baseball player on the team.

**SENTENCE**  
Tony, the outstanding baseball player on the team, is my brother.

**SENTENCE**  
Hurry! [You is the understood subject.]

**EXERCISE A**  
Identify each of the following groups of words as a sentence or a sentence fragment. On the line provided, write **S** if the group of words is a sentence or **F** if it is a fragment.

**Example**  
F 1. The lamp that tipped on its side and shattered.

_____ 1. The delicately sculptured, alabaster Chinese statue.

_____ 2. At Saint Croix in the Virgin Islands, where the water is warm.

_____ 3. Glancing at the thick Sunday paper.

_____ 4. The aircraft that just departed is headed toward Denver.

_____ 5. Lois Lane, the Daily Planet’s star reporter, whom Superman loved.

_____ 6. Before marching down the deck, the sailor saluted the captain.

_____ 7. After the violent summer storm, we were content to stay at home.

_____ 8. On a scorching summer day when children and adults enjoy cool, fresh fruit and sip icy lemonade.

_____ 9. The painting of a little girl with somber brown eyes.

_____ 10. Stretching for miles through barren and rocky terrain.

**EXERCISE B**  
Identify each of the following groups of words as a sentence or a sentence fragment. On the line provided, write **S** if the group of words is a sentence or **F** if it is a fragment.

**Example**  
F [1] Six students who joined the chess club.

[11] Campaigning to encourage more students to join the chess club. [12] Several new students became members of the school’s chess team. [13] The important competition scheduled for next month. [14] The team was both nervous and excited about the event.

[15] Everyone studied the common strategies used to succeed.
Subjects and Predicates

2b. Sentences consist of two basic parts: subjects and predicates.

The subject tells whom or what the sentence or clause is about, and the predicate tells something about the subject.

SUBJECT PREDICATE

The police on the island of Tobago once rode bicycles.

PREDICATE SUBJECT PREDICATE

Now the police ride in air-conditioned sedans.

PREDICATE SUBJECT PREDICATE

When did this change take place?

EXERCISE In each sentence below, underline the subject once and the predicate twice.

Example 1. The island of Bequia lies between the islands of Grenada and St. Vincent.

1. Until recently, tourists could reach the tiny island only by boat.
2. The island of Bequia remains relatively untouched by the trappings of modern life.
3. A need for economic growth has led to the construction of an airport.
4. Some islanders are worried about the loss of the old way of life.
5. Six hundred species of butterfly have been recorded on Tobago and Trinidad.
6. The Tobago Forest Preserve has protected much of the island from tourism.
7. About a half mile offshore is beautiful Buccoo Reef.
8. Sun-drenched fishing villages dot the scenic coastline.
9. On Little Tobago Island, eager bird-watchers may spot several kinds of exotic birds.
10. The red-billed tropicbird is one of the magnificent birds inhabiting the forests of Tobago.
11. Many other birds migrate over the area.
12. Different kinds of trees, shrubs, and wildlife are abundant on the islands.
13. Tobagonians share their island with many types of snakes, lizards, and frogs.
14. Different kinds of bats, including the fish-eating bat, inhabit the island.
15. Four types of forests can be found in Tobago.
16. The mangrove forest occupies the wetlands.
17. The coastal edge of the island and the surrounding beaches are home to the littoral woodlands.
18. The seasonal deciduous forest extends to the lower level of the mountain range.
19. The evergreen rain forest covers the top of the mountain range.
20. The streams of Tobago also provide homes to many types of fish and crabs.
The main word or word group that tells whom or what the sentence is about is called the **simple subject**.

The **complete subject** consists of the simple subject and any words or word groups that modify the simple subject.

**SENTENCE**  The flowers in the vase are wilted.
**COMPLETE SUBJECT**  The flowers in the vase  **SIMPLE SUBJECT**  flowers

**EXERCISE A**  In each sentence below, underline the simple subject.

**Example 1.**  The last person out of the gym pulled the door shut.

1. Twenty people applied for the job.
2. Last year my mother traveled to China.
3. The cat’s thick fur was soft to the touch.
4. Is *The Hobbit* your favorite book?
5. The wet, exhausted hiker was happy to see the shelter.
6. The long rain yesterday turned our yard green overnight.
7. Suddenly, the old bridge began to sag in the middle.
8. The large, orange ball bounced over my head.
9. The dog just had puppies.
10. Cool, fresh air blew through the open window.

**EXERCISE B**  In each sentence below, underline the complete subject and circle the simple subject.

**Example 1.**  The small child appeared to be lost.

11. A young boy was wandering alone through the large shopping mall.
12. The fearful child began to cry.
13. Several concerned shoppers tried to help him.
14. The frightened child, however, would not speak.
15. Finally, an elderly lady walked up to the child.
16. The kind lady began to tell the child a story.
17. Her long, funny story was about a prince.
18. The handsome prince had gotten lost on the way to see his lady.
19. A beautiful white horse helped the prince find his way.
20. After telling the story, the kindhearted lady helped the child find his mother.
Simple and Complete Predicates

2d. The **simple predicate**, or **verb**, is the main word or word group that tells something about the subject.

The **complete predicate** consists of the verb and all the words that modify the verb and complete its meaning.

<table>
<thead>
<tr>
<th>SENTENCE</th>
<th>COMPLETE PREDICATE</th>
<th>SIMPLE PREDICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>She has posted the notice.</td>
<td>has posted the notice</td>
<td>has posted</td>
</tr>
</tbody>
</table>

**EXERCISE A** In each sentence below, underline the verb.

**Example 1.** The storm clouds **blew** over the mountains.

1. Nicci and Jackie sat on the porch swing for the photograph.
2. Carl lifted the lid of the pot.
3. The old barn leaned a little to one side.
4. The four cowboys walked down the street in a line.
5. One of the players brought her own soccer ball to the match.
6. The dog slept on the porch all afternoon.
7. The plumber shut off the water under the sink.
8. We have made our final selection from the menu.
9. Will Carter come to the party on Friday?
10. You need this book for class tomorrow.

**EXERCISE B** In each sentence below, underline the complete predicate and circle the verb.

**Example 1.** Magical flowers **grew** in the girl’s garden.

11. Margarette designed a beautiful garden in the backyard.
12. She planted very special tulips along the edges of the garden.
13. One day Margarette went outside to water the garden.
14. Margarette heard an unusual noise coming from the edges of the garden.
15. The tulips were making a soft noise.
16. Margarette knelt down near one of the tulips.
17. The tulip talked to Margarette in a soft, delicate voice.
18. A small red tulip was thanking Margarette for watering it!
19. The voices of the tulips always amazed Margarette.
20. After all, not too many people have heard the gentle voice of a tulip.

Grammar, Usage, and Mechanics: Language Skills Practice
Complete and Simple Subjects and Predicates

2c. The main word or word group that tells whom or what the sentence is about is called the simple subject.

The complete subject consists of the simple subject and any words or word groups that modify the simple subject.

2d. The simple predicate, or verb, is the main word or word group that tells something about the subject.

The complete predicate consists of the verb and all the words that modify the verb and complete its meaning.

Sentence: That last dive qualified him for the finals.
Complete Subject: That last dive
Simple Subject: dive
Complete Predicate: qualified him for the finals
Simple Predicate: qualified

Exercise A In each sentence below, underline the complete subject and circle the simple subject.

Example 1. The entire family enjoys the nearby park.

1. The Gómez family goes to a nearby park almost every weekend.
2. The two youngest boys enjoy playing soccer with their friends.
3. The older girls prefer to go bird-watching through the park’s beautiful trails.
4. Sometimes the entire family goes hiking together.
5. A long day at the park is a favorite pastime for the Gómez family.

Exercise B In each sentence below, underline the complete predicate and circle the simple predicate.

Example 1. Many composers of music have gained international fame.

6. Modern composer Dan Welcher was born in 1948.
7. Welcher earned degrees from the Eastman School of Music and Manhattan School of Music.
8. Dan Welcher is one of the most original and exciting modern American composers.
9. Dan Welcher has composed many types of music, including symphonies, operas, and chamber music.
10. The Chicago Symphony, the St. Louis Symphony, and many other orchestras have performed Welcher’s music.
Finding the Subject

2e. The subject of a verb is never in a prepositional phrase.

Do not mistake a noun or pronoun in a prepositional phrase for the subject of a sentence.

**EXAMPLE** Some of the apples were rotten.

The word there or here may begin a sentence, but it is almost never the subject.

**EXAMPLE** Here comes the train.

Questions usually begin with a verb, a helping verb, or a word such as what, when, where, how, or why. In most cases, the subject follows the verb or part of the verb phrase.

**EXAMPLE** Is his brother coming with us?

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**EXERCISE** In the following sentences, underline the verb twice and the subject once.

**Example 1.** Here is a painting by Diego Rivera.

1. The people of Mexico have a great appreciation of his work.
2. Is Rivera known for any particular style?
3. His murals of Mexico’s social problems are famous.
4. We looked at that painting of two Mexican women with a baby.
5. How does the artist achieve the feeling of tranquility in that picture?
6. What do you think of the muted colors?
7. Don’t those soft pastel colors convey a sense of calm?
8. There is a copy of that picture in this brochure about the artist.
9. What is the title of that painting?
10. Here is an article about Rivera.
11. Which years was Rivera in the United States?
12. Have you seen photographs of his murals?
13. Some of the murals show different aspects of Mexican history.
14. Do you know about his wife, Frida Kahlo?
15. Wasn’t Kahlo an accomplished artist, also?
16. There have been many great artists of the twentieth century.
17. What kinds of art influenced Rivera?
18. Several different styles of art influenced the artist.
19. Was he influenced by postmodernism and cubism?
20. There are significant moments in history reflected in Rivera’s works.
The Understood Subject

In a request or a command, the subject is usually not stated. In such sentences, you is the understood subject.

**REQUEST**  
[You] Take this to the principal’s office, please.

**COMMAND**  
[You] Do your homework now, María.

**EXERCISE**  On the line before each sentence, write the subject of the sentence. If the subject of the sentence is understood to be you, write you in the blank.

**Example**  you  1. Patricia, please hand me those maps.

1. Jerome didn’t hear your answer.
2. Speak more clearly.
3. Please help the children with their luggage.
4. Constance is arriving at noon.
5. Please tell me what time it is.
6. Jaime, be careful on your trip.
7. Karl is wearing his new suit.
8. Ginger left the meeting early.
9. Rogelio, please write me a list of what you’d like from the store.
10. Be respectful of the students who have not finished their tests yet.
11. Bring me the salad bowl, please.
12. Is Teddy going to be at the track meet?
13. Jim told Margaret to bring her bathing suit.
14. Take the bread out of the oven.
15. Please, Jeremy, don’t laugh at me.
16. While reading this poem, you should pay particular attention to the rhythm.
17. Paolo seemed distracted by the radio.
18. Sing the solo yourself.
19. Clean your room as soon as possible, Martina.
20. We will all take a look at the rings of Saturn.
Compound Subjects

**A compound subject** consists of two or more subjects that are joined by a conjunction and that have the same verb.

The parts of a compound subject are generally joined by the coordinating conjunction **and** or **or**.

**EXAMPLES**

- Many **flowers, shrubs, and fruit trees** began blooming early this spring.
- Either the **cups** or the **glasses** go in that cupboard.

**EXERCISE** Underline the compound subjects in the following sentences.

1. Exercise, a healthful diet, and sufficient rest are essential for good health.
2. Either Raoul or Marty will win the election.
3. The oaks, the maples, and the sycamores have lost their leaves.
4. Greta or Sheila will water the garden this afternoon.
5. Sheep, goats, and chickens wandered around in the large yard.
6. The musicians, dancers, and actors met for a final dress rehearsal.
7. Either Jon or I will wash the dishes tonight.
8. Did the children and their parents enjoy the camping trip?
9. Randy, Martha, and Jennifer were the top three finishers in the math competition.
10. Will Monday or Tuesday be a good day for a meeting?
11. The police and the fire department responded to the alarm.
12. Planes, trains, and buses are all means of public transportation.
13. Will Victor or Elian answer the question?
14. The hippos and giraffes crowded around the water hole.
15. Either exercise or an extended vacation will help relieve your stress.
16. *The Grapes of Wrath* and *East of Eden* are two novels by John Steinbeck.
17. The barn and the front pasture were flooded during the storm.
18. In spite of Roger’s objection, Kelly and Wilson painted the doghouse bright red.
19. John Lennon and Paul McCartney were the two chief songwriters for the Beatles.
20. Did Ross, Margaret, and Chen recognize the bicycle?
Compound Verbs

A **compound verb** consists of two or more verbs that are joined by a conjunction and that have the same subject.

The parts of a compound verb are usually joined by the coordinating conjunction *and, but, or or*.

**EXAMPLES**
The boys *cooked* dinner and also *washed* the dishes.
We *have finished* our project but *have not yet cleaned* up our mess.

**EXERCISE**
Each of the sentences below contains a compound verb. Draw a line under each verb that is part of a compound verb.

**Example 1.** She will *go early* and *get things ready* for the ceremony.

1. The speech will be televised live at noon and rerun at six.
2. I have finished my research and can now write my report.
3. The teacher reviewed the material and asked each student a question.
4. I put the plants in the sunlight and watered them thoroughly.
5. We talked, laughed, and sang during the long bus ride.
6. Have the students researched the issue or discussed different possibilities yet?
7. I will go to the movies, see a play, or visit a museum this weekend.
8. The actress could sing and dance quite well.
9. Jack put on his coat and went out into the snow.
10. The entertainer juggled several balls and performed acrobatics.
11. Will you pack your bags and confirm your airline reservations today?
12. The audience rose to their feet and applauded loudly.
13. The picnickers gathered the leftovers, collected the trash, and cleaned the tables.
14. Next summer we will hike, climb mountains, and ride our bikes in Colorado.
15. Did Uncle William receive the package and examine it?
16. We read the papers, signed them, and mailed them back to the agency.
17. Will you come to my house and help me with some repairs?
18. After school, we exercise at the gym and then do our homework.
19. The customer looked at her receipt and asked about her change.
20. Our grandmother paints, sews, and plays flute quite well.
A compound subject consists of two or more subjects that are joined by a conjunction and that have the same verb.

EXAMPLE Is there a hammer or a screwdriver in that toolbox?

A compound verb consists of two or more verbs that are joined by a conjunction and that have the same subject.

EXAMPLE The laundry has been taken out of the dryer and folded.

Both the subject and the verb of a sentence may be compound.

Exercise In each of the following sentences, underline each part of the subject once and each part of the verb twice.

Example 1. The children and their parents lined up and waited for the contest to begin.

1. Will the players and their team captain introduce themselves?
2. The four boys ran to the line, picked up a stick, and raced back to the start.
3. Jeanette and her brother will be at choir practice early.
4. Did you feed the cats and change their water?
5. Are Maia and Paula rehearsing tonight?
6. The members of the committee discussed the proposition and then voted against it.
7. We washed the vegetables, sliced them, and then cooked them with spices.
8. Ducks, geese, and swans were swimming around the large lake.
9. Luigi doesn’t swim, run, or cycle very often.
10. Florentine painted a picture of black doves and hung it in the living room.
11. The book and the movie were equally dull.
12. Bob and Geno put on their helmets and rode their bikes.
13. Dietrich studied hard for his exam and made a high grade.
14. Are the cardinals and blue jays visible from here?
15. Sasha and Boris played a hard game of tennis and then swam in the lake.
16. The tourists took photographs, asked questions, and looked around curiously.
17. Jacqui washed the clothes, hung them to dry, and folded them neatly.
18. We listened to the song and asked the singer many questions about it.
19. Will the coach teach us a new drill and practice it with us?
20. When will the crew and passengers board the plane?
A complement is a word or word group that completes the meaning of a verb.

The complement may be a noun, a pronoun, or an adjective.

**Examples**

We were feeling very **tired**. [adjective]

Ms. Johnson found your **notebook** and your **glasses**. [nouns]

Shawna sent **me** an **invitation** to her party. [pronoun, noun]

This lamp is an **antique**. [noun]

**Exercise** Underline each complement in the following sentences.

Example 1. Mark sent his sister a birthday gift.

1. The pilot checked the gauges carefully.
2. Have you given your brother his lunch yet?
3. After a long day at work, the nurse felt exhausted.
4. Wanda became an engineer after graduation.
5. I read science fiction and mysteries most often.
6. After the concert, the musicians seemed satisfied.
7. Did you find a book about real estate yet?
8. The committee planned the construction and maintenance of roadways.
9. After the football game, Duane appeared tired.
10. Stephen mailed his grandmother a music box.
11. Send a birthday card to your uncle John.
12. The sweater looks green to me.
13. Has Richie submitted a college application yet?
14. The candidate sent the reporter a copy of his speech.
15. Bring me the bread knife, please.
16. Steve enjoys horror novels and action movies.
17. Will Moira send her poem to a magazine?
18. Errol is often late.
19. This book is not the one.
20. The babysitter gave little Nora her dinner.
The Subject Complement: Predicate Nominatives

A subject complement is a word or word group that completes the meaning of a linking verb and identifies or modifies the subject.

A predicate nominative is a word or word group that is in the predicate and that identifies the subject or refers to it.

**EXAMPLES**
- She had been my friend.
- The class president will be he.
- What nonsense that is!
- My favorite colors are turquoise and black.

**EXERCISE A** Underline each predicate nominative in the following sentences.

**Example 1.** Did Peter become the new captain of the team?

1. Louis is a mathematician and a teacher.
2. Were those two girls the winners?
3. After years of hard work, she became a superb ballerina.
4. Should Barney have been the leader of this team?
5. What an excellent singer she is!
6. The pianist is a composer, also.
7. Mrs. Woodward became an excellent nurse.
8. Her doves’ names are Juliette, Musetta, and Luigi.
9. What a mistake that could have been!
10. My father has been an engineer, a scientist, and a professor.

**EXERCISE B** On the blank provided in each of the following sentences, write an appropriate predicate nominative.

**Example 1.** After years of medical school, Tonya at last became a doctor.

11. My favorite movie star is ____________________.
12. The winner of the spelling bee is ____________________.
13. Ms. Ozu had been a ____________________ before she became a teacher.
14. Is Chet the new ____________________ of the student council?
15. The best day to visit the museum is ____________________.
The Subject Complement: Predicate Adjectives

A subject complement is a word or word group that completes the meaning of a linking verb and identifies or modifies the subject.

(2) A predicate adjective is an adjective that is in the predicate and that modifies the subject of a sentence or a clause.

**Examples**
- He is becoming **stronger**.
- I heard that the joke you told was **humorous**.
- How **ridiculous** I felt!
- The children seem **lively** and **mischievous**.

**Exercise A**
Underline each predicate adjective in the following sentences.

**Example 1.** Did the baby seem restless and nervous this morning?

1. Carlos has grown much taller through the years.
2. Does the soup taste too salty to you?
3. How beautiful her voice is!
4. The seas appear calm this morning.
5. The kitten looked quite content in its new box.
6. The modern music sounded odd to us.
7. Does Jorge seem happy in his new home?
8. The roses from the bush outside smell sweet.
9. François is satisfied with his new job.
10. How soft and delicate the baby bird seems!

**Exercise B**
On the blank provided in each of the following sentences, write an appropriate predicate adjective.

**Example 1.** The ending of the tragic play was very **sad**.

11. How **__________** the sunset is this evening!
12. Lin often feels **__________** after soccer practice.
13. As the sky grew darker, the stars grew **__________**.
14. Jennifer seems **__________** about winning the award.
15. This ghost story is **__________** than I remembered.
Subject Complements

2i. A subject complement is a word or word group that completes the meaning of a linking verb and identifies or modifies the subject.

There are two kinds of subject complements: the predicate nominative and the predicate adjective.

1) A predicate nominative is a word or word group that is in the predicate and that identifies the subject or refers to it.

EXAMPLES

Grace is a nurse.
The team captain will be she.

2) A predicate adjective is an adjective that is in the predicate and that modifies the subject of a sentence or a clause.

EXAMPLES

Joshua became angry.
Was the book very interesting?

Exercise

Underline the subject complements in the following sentences. Identify each complement by writing above it PN for predicate nominative or PA for predicate adjective.

Example 1. Chico Mendes was a rubber tapper from Brazil.

1. Latex becomes rubbery when heated.
2. Rubber tappers from the Amazon sell latex, which they extract from rubber trees, to manufacturers; this substance is the basis for many rubber products.
3. The rubber tappers are mostly poor and uneducated, but they are hard workers.
4. The ranchers and farmers were greedy for land and began to burn the rain forest at an alarming rate.
5. These fires were dangerous not only to the thousands of species of plants and animals of the forest but also to the livelihood of the rubber tappers.
6. Chico Mendes was a rubber tapper and a member of a workers’ union.
7. He became the spokesperson for and a hero to the poor rubber tappers.
8. He warned that the destruction of the Amazon rain forest was a threat to the world.
9. Environmentalists from around the world took notice of Mendes’s message, but local ranchers and farmers became angry with Mendes.
10. It was a surprise to the world when two local ranchers assassinated Chico Mendes on December 22, 1988.
Objects: Direct Objects

An object of a verb is a noun, pronoun, or word group that completes the meaning of a transitive verb—a verb that expresses an action directed toward a person, a place, a thing, or an idea.

A direct object is a noun, pronoun, or word group that tells who or what receives the action of a transitive verb or shows the result of the action.

A direct object answers the question “Whom?” or “What?” after a transitive verb.

**Examples**
I gave the books to Harrison. [Gave what? Books.]

Don’t forget Hans and Kate. [Forget whom? Hans and Kate.]

**Exercise A**
Decide whether the underlined words in the following sentences are direct objects. If the word is a direct object, write **DO** above the word. If it is not a direct object, write **NDO**.

**Example 1.** Medieval knights often rescued people in danger.

1. The nobles wore steel armor and helmets.
2. He was a successful warrior thanks to his great war horse.
3. Women in splendid gowns attended the tournaments.
4. A knight would often throw a scarf to his lady during the events.
5. People of the Middle Ages respected chivalry, bravery, and honor.
6. Medieval students studied the craft of alchemy.
7. Travelers took shelter in a castle or monastery.
8. Educated nobles enjoyed the tales of Chaucer and the poetry of Petrarch.
9. King Edward III’s son was the Black Prince.
10. King Edward III started a war with France.

**Exercise B**
Underline the direct objects in the following sentences.

**Example 1.** Knights endured dangerous Crusades to foreign lands.

11. In 1346, trading ships carried infected black rats into Italian ports.
12. Fleas on the rats spread a dangerous disease.
13. The bubonic plague killed thousands throughout Europe until 1352.
14. It attacked people of all ages.
15. Medieval doctors found no cure for the plague.
Objects: Indirect Objects

An object of a verb is a noun, pronoun, or word group that completes the meaning of a transitive verb—a verb that expresses an action directed toward a person, a place, a thing, or an idea.

An indirect object is a noun, pronoun, or word group that often appears in sentences containing direct objects. An indirect object tells to whom or to what (or for whom or for what) the action of a transitive verb is done.

Examples
Hand her the clean sheets, please. [Hand the sheets to whom? Her.]
Play Kim and me a tune. [Play a tune for whom? Kim and me.]

Exercise A
Decide whether the underlined words in the following sentences are direct objects or indirect objects. If the word is a direct object, write DO above the word. If it is an indirect object, write IO.

Example 1. Jill handed Jack the bucket.

1. Are you reading the book I gave you?
2. I mailed my brother the birthday gift.
3. Juanita sent her teacher an Easter card.
4. Would you like a drink with your sandwich?
5. Please send me a copy of the letter.
6. The flight attendant offered the passengers drinks and snacks.
7. Are you going to buy plates and napkins for the picnic?
8. The dog chased its tail for several minutes.
9. Please hand me the pitcher of orange juice, Franco.
10. Have you given Janice your answer yet?

Exercise B
Underline the indirect objects in the following sentences.

Example 1. Fred sent the college his application.

11. Why don’t you tell us a story?
12. Aunt Maria brought me a souvenir from Thailand.
13. The driver told the officer his version of the accident.
14. Please offer cousin Tina my condolences.
15. Lester loaned Miranda a sweater.
Objects: Direct and Indirect Objects

2j. A direct object is a noun, pronoun, or word group that tells who or what receives the action of a transitive verb or shows the result of the action.

A direct object answers the question “Whom?” or “What?” after a transitive verb.

**EXAMPLE** We sent some flowers to Aunt Grace. [Sent what? Flowers.]

2k. An indirect object is a noun, pronoun, or word group that often appears in sentences containing direct objects. An indirect object tells to whom or to what (or for whom or for what) the action of a transitive verb is done.

**EXAMPLE** Russell offered her the tickets. [Offered the tickets to whom? Her.]

**Exercise A** Decide whether the underlined words in the following sentences are direct objects or indirect objects. Above each object, write DO for direct object or IO for indirect object.

**Example 1.** Please take him these sandwiches.

1. The committee chairperson gave her the gavel.
2. Our pool’s lifeguard left Manueal the free passes.
3. The interview will give Emily a chance to visit the college.
4. The algebra teacher lent her a new ruler.
5. Aerobic dancing provided us an opportunity for vigorous exercise.
6. The track star jumped hurdles and ran relays during the meet.
7. The pet store owner gave the puppy a bone.
8. The doctor prescribed penicillin for the child’s illness.
9. The counselor offered the students some advice.
10. Their discovery of radium and polonium earned Pierre and Marie Curie the Nobel Prize in physics.

**Exercise B** In the following sentences, underline the indirect objects once and the direct objects twice. Not every sentence contains an indirect object.

**Example 1.** She sent me a book about woodworking.

11. Kareem taught his sister an African American folk song.
12. The president signed the energy bill after the congressional vote.
13. The Lions Club awarded Mrs. Rosa a silver tray for community service.
14. The tree branch struck the car’s windshield with a crash.
15. Toni Morrison read the audience an excerpt from her novel.
2a. A sentence is a word group that contains a subject and a verb and that expresses a complete thought.

2b. Sentences consist of two basic parts: subjects and predicates.

Sentences may contain complements, such as subject complements: predicate nominatives and predicate adjectives; or objects of verbs: direct objects and indirect objects.

EXERCISE  Decide whether the underlined words in the following sentences are predicate nominatives, predicate adjectives, direct objects, or indirect objects. Above each underlined word, write PN for predicate nominative, PA for predicate adjective, DO for direct object, or IO for indirect object.

Example 1. After he gave her a rowing lesson, he felt tired.

1. Ruth became the new treasurer for the bicycle club.
   
2. Felix wrote Martha a long letter while she was away.
   
3. The students seemed tired after the long lecture.
   
4. We finished our geometry homework before dinner.
   
5. The principal offered the seniors some good advice about choosing a college.
   
6. Has the coach given the players their gloves?
   
7. The salad tasted better after you added the horseradish.
   
8. The winner of this year’s poetry competition was Carlita.
   
9. The sophomores chose a new team name.
   
10. What a great leader he became!
   
11. The magician appeared nervous during the beginning of her performance.
   
12. Will Jacqueline be our new tutor?

13. Hear this beautiful poem by Emily Dickinson.

14. Are the counselors going to send us a list of recommended books?

15. We went to the shopping mall and bought some candles and a vase.

16. Ron gave me some paint, a few brushes, and a large pad to practice with.

17. The soup that my grandmother made smells spicy.

18. When will Trevor become a performer?

19. The snow felt cold, but we continued to play outside.

20. Are those black birds with yellow spots starlings?
Classifying Sentences by Purpose

 Depending on its purpose, a sentence may be classified as declarative, imperative, interrogative, or exclamatory.

(1) A declarative sentence makes a statement and ends with a period.
   EXAMPLE I wonder how the fans will react to our victory.

(2) An imperative sentence gives a command or makes a request. Most imperative sentences end with a period. A strong command ends with an exclamation point.
   EXAMPLES Please tell the coach that I’ll be a little late. Look at that score!

(3) An interrogative sentence asks a question and ends with a question mark.
   EXAMPLE Are you coming to the celebration at the coach’s house tonight?

(4) An exclamatory sentence shows excitement or expresses strong feeling and ends with an exclamation point.
   EXAMPLE We finally beat the Cougars!

Exercise Punctuate each of the following sentences with an appropriate end mark. Then, on the line provided, classify each sentence by writing DECL for declarative, IMP for imperative, INT for interrogative, or EXCL for exclamatory.

Example IMP 1. What a great team!

   1. How were we able to win
   2. We won by using our superior skill and stamina
   3. Stop gloating
   4. Oh, why shouldn’t we brag just a bit
   5. It’s never becoming to brag
   6. I can’t believe we won
   7. Keep your excitement to yourself
   8. Do you hear that applause
   9. It’s so loud
  10. Let’s go accept our trophy
Review A: Sentences and Sentence Fragments

**Exercise** Identify each of the following groups of words as a sentence or a sentence fragment. On the line provided, write **S** if the group of words is a sentence or **F** if it is a fragment.

**Example**  
1. The students who won blue ribbons in the contest.

   1. Jeffrey will graduate from high school next year.
   2. Trying to decide which college to go to.
   3. It’s a good idea to apply to several colleges.
   4. Sent requests to seven colleges that looked interesting.
   5. The colleges sent information packets.
   6. Looking at the tuition expenses, majors offered, and location.
   7. Jeffrey was interested in five of the colleges.
   8. He requested applications to the five colleges he preferred.
   9. Takes some time for the applications to be processed.
   10. A good idea to start looking for colleges early.
   11. Very important to keep good grades.
   12. Jeffrey’s high school maintains his grade-point average.
   13. An A is worth four points.
   14. Maintaining above a 3.5 grade-point average.
   15. The colleges will consider his test scores and high school grades.
   16. Offering better programs than other colleges.
   17. The reputation of the colleges that Jeffrey is interested in.
   18. All five of the colleges offer advanced degrees in electrical engineering.
   19. A lot of math and science courses.
   20. An advisor will help Jeffrey plan out his schedule each semester.
Review B: Sentence Parts

**Exercise A**  In each of the following sentences, underline the simple subject once and the verb twice. If the subject is understood, write it in parentheses before the sentence. Be sure to include all parts of a verb phrase and all parts of a compound subject or verb.

**Example** *(you)* 1. Listen carefully and write each word on the line provided.

1. Do many of us worry about the future?
2. To most of us, the future probably seems uncertain.
3. Will we go to college?
4. What kinds of jobs will we have?
5. Some of us are wondering about marriage and children.
6. Even very young boys and girls sometimes worry about world conditions.
7. We surely cannot predict the future with any certainty.
8. In my opinion, one should not waste time and fret about the future.
9. One should plan ahead but should also enjoy the present.
10. Tell me your thoughts about the future.

**Exercise B**  Each of the following sentences contains at least one complement. Underline each complement, and above the complement, indicate the type of complement it is by writing PA for *predicate adjective*, PN for *predicate nominative*, DO for *direct object*, or IO for *indirect object*.

**Example** 1. Did I ever tell you the story about my friends’ night in jail?

11. Several years ago my family bought a new place in Arizona.
12. At that time my friends were college students in Texas.
13. We sent them an invitation for a weekend visit.
14. They were happy and accepted the invitation immediately.
15. Our home was a ranch about thirty miles from the nearest town.
16. We sent them detailed directions for getting to the ranch.
17. A bus was the only link between the ranch and the town.
18. Unfortunately, my friends arrived in town after 6:00 P.M. and missed the last bus.
19. The only hotel in town was full.
20. The friendly police chief gave my friends a room for the night in the local jail.
Review C: Sentence Parts

**Exercise A**  In each of the following sentences, underline the simple subject once and the verb twice. If the subject is understood, write it in parentheses before the sentence. Be sure to include all parts of a verb phrase and all parts of a compound subject or verb.

**Example**  (You)  1. Come with me to buy Mother’s birthday present, please.

1. How far in advance do you usually shop for birthday presents?
2. In my opinion, birthdays are very important occasions.
3. Gifts for others should reflect their tastes, not yours.
4. One must consider the recipients’ interests carefully.
5. Not many of my relatives share my sister’s interests or like her taste.
6. Her choice of gift for a grandparent or an aunt or an uncle is often inappropriate.
7. Neither subtle hints nor candid suggestions penetrate her consciousness.
8. Fortunately, all of us recognize the thought behind the present.
9. Tell me your opinions about birthday gifts.
10. Would you consider a job as a personal shopper?

**Exercise B**  Each of the following sentences contains at least one complement. Underline each complement, and above the complement, indicate the type of complement it is by writing PA for predicate adjective, PN for predicate nominative, DO for direct object, or IO for indirect object.

**Example**  Did you send Flora a thank-you note?

11. The reading assignment was an informative article about medical ethics.
12. The haiku is a major form of Japanese verse.
13. The last mile of a ten-mile hike always seems longest.
14. Do you give your pets enough water during the summer?
15. The jurors carefully considered the allegations of the defense counsel.
16. The audience at the awards dinner grew restless during the long speeches and fidgeted uncomfortably.
17. To the playwright’s surprise, his work became the talk of the town.
18. I gave my brother a book for his birthday last year.
19. The group improvised and sang the song without accompaniment.
20. They sent us a detailed list of suggestions for the camping trip.
**EXERCISE** Punctuate each of the following sentences with an appropriate end mark. Then, on the line provided, classify each sentence by writing DECL for declarative, IMP for imperative, INT for interrogative, or EXCL for exclamatory.

**Example**  
1. Please call us as soon as possible.

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1. What fantastic weather we had on our vacation
2. Where is the nearest fire station
3. How we will raise the money is a good question
4. Ask the owner’s permission before feeding the animals
5. Stop making all that noise
6. Can you recommend anyone for the job
7. If necessary, may we call on you for help
8. At what time do you get off work
9. I have a job at the local supermarket this summer
10. Would you mind helping me with my homework
11. What an exciting trip that was
12. When did the first settlers arrive in Australia
13. Where the meeting will be held is anybody’s guess
14. Does the University of Washington have a medical school
15. How pleased your parents must be
16. Go to Mrs. Panico’s office and give her this note
17. A noted chemist has been invited to speak at the next assembly
18. In case of emergency, dial this number
19. What is the correct English translation of that Latin expression
20. If you have any questions, be sure to ask your teacher
Phrases

A phrase is a group of related words that is used as a single part of speech and that does not contain both a verb and its subject.

**PREPOSITIONAL PHRASE**  
under the bed

**PARTICIPIAL PHRASE**  
discarded needlessly

**GERUND PHRASE**  
painting the house

**INFINITIVE PHRASE**  
to go quickly

**APPOSITIVE PHRASE**  
a well-known poet

**EXERCISE**  
If the underlined word group in each of the following sentences is a phrase, write *phrase* on the line. If the word group is not a phrase, write *no* on the line.

**Example**  
Some people love working in the kitchen, while others don’t.

1. Many devices help to make a cook’s work easier.
2. Mincing onions in a food processor takes only a minute.
3. Even simple tools like a good knife, a utensil used for centuries, speed up the cook’s task.
4. Baking, considered a time-consuming task, can also be simple because of bread machines.
5. Even fancy food processors can’t touch what is coming in the future, however.
6. Researchers at top labs dream of kitchens equipped with sensors and computer chips.
7. Refrigerators and storage cabinets will be able to order foodstuffs online before the cook knows the supply is low.
8. Talking countertops will be able to weigh ingredients and guide cooks through difficult recipes.
9. Even oven mitts programmed to tell cooks when foods have cooked long enough, will get in on the action.
10. Sadly, there is no help yet for most cooks’ least enjoyed task, kitchen clean-up.
Prepositional Phrases

A prepositional phrase includes a preposition, the object of the preposition, and any modifiers of that object.

EXAMPLES
- Arlene climbed **up the ladder**. [The preposition is *up*, and the object of the preposition is *ladder*.]
- The picture **on the cover** is mine. [The preposition is *on*, and the object of the preposition is *cover*.]

EXERCISE A
Underline the prepositional phrase in each of the following sentences.

Example 1. She found her jacket in the closet.

1. The bus drove by a large, red barn.
2. An enormous picture was painted on one wall.
3. The picture reached above the second story.
4. It showed an eighteenth-century man in a white shirt.
5. The picture was painted by a local artist.

EXERCISE B
In each of the following sentences, underline the preposition once and the object of the preposition twice.

Example 1. Spike Lee is the director of the film.

6. Spike Lee was born in Georgia.
7. He studied at a New York university.
8. The video store near my house carries his films.
9. Lee appears in some films.
10. His father wrote the music for this movie.
11. Lee made a film about Malcolm X.
12. The director wore a hat with a large X.
13. During a recent newscast I heard Lee speak.
14. He talked about a film he had just finished.
15. The interviewer showed several scenes from the film.
Adjective Phrases

A prepositional phrase that modifies a noun or a pronoun is called an **adjective phrase**.

An adjective phrase tells *what kind* or *which one*.

**EXAMPLES**

- Everyone on my soccer team had experience. ([On my soccer team modifies the pronoun Everyone, telling *which one*.]
- The snack of leftovers was delicious. ([Of leftovers modifies the noun snack, telling *what kind*.]

Two or more adjective phrases may modify the same noun or pronoun.

**EXAMPLE**

Our flight from St. Louis to Atlanta was delayed. ([Both from St. Louis and to Atlanta modify the noun flight.]

An adjective phrase may also modify the object of another prepositional phrase.

**EXAMPLE**

On the floor of the rain forest live many unusual plants. ([Of the rain forest modifies floor, the object of the preposition On.]

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**EXERCISE A**

In each of the following sentences, underline the prepositional phrase or phrases and circle the word that each phrase modifies.

**Example 1.** Alaska and Hawaii are the newest member states of the Union.

1. Both Alaska and Hawaii were once territories of the United States.
2. The name for the mainland portion of Alaska was once Aláskak.
3. The origin of the name Hawaii is unknown.
4. These are two of our most beautiful states.
5. Many people from all over enjoy these magical places.

**EXERCISE B**

Rewrite each of the following sentences, adding a prepositional phrase above the sentence in the place indicated by the caret (^).

**Example 1.** The red car ^ is my brother’s.

6. The early inhabitants ^ drew hunting scenes on the walls.
7. No one ^ spoke during the performance.
8. The magician called upon two people ^.
9. A single fingerprint ^ turned out to be a critical clue.
10. Erica lent me two magazines ^.

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*Grammar, Usage, and Mechanics: Language Skills Practice*
Adverb Phrases

A prepositional phrase that modifies a verb, an adjective, or an adverb is called an **adverb phrase**.

Adverb phrases tell *when, where, why, how,* or *to what extent.*

**EXAMPLES**
- The actor Sessue Hayakawa became famous **for his film roles.** [For his film roles modifies the adjective famous and tells *how.*]
- We arrived too late **for the opening ceremonies.** [For the opening ceremonies modifies the adverb late and tells *to what extent.*]
- In the final act, Macbeth dies **in battle.** [In the final act and in battle both modify the verb dies. In the final act tells *when* and in battle tells *where.*]

**EXERCISE A**
In the following sentences, underline the prepositional phrases and circle the word that each phrase modifies. Then, draw an arrow from the prepositional phrase to the word it modifies.

**Example 1.** After the game we ate dinner at a restaurant.

1. Please return your books to the library shelves.
2. Harry is helpful in a crisis.
3. During the last century my ancestors came to this country.
4. Pete found some sesame oil on the top shelf.
5. Chinese food is well known for its delicious flavors.
6. Mother served dinner at the kitchen table.
7. After the holiday we put the ornaments away in the attic.
8. We ate fresh fruit for dessert.
9. For the first time I felt confident.
10. The kids remained quiet during the movie.

**EXERCISE B**
Add a prepositional phrase to the end of each of the following sentences. Choose a phrase that will answer one of the questions in parentheses.

**Example 1.** The sleeping dog looked comfortable. *(Where? How?)* **in the sunny yard**

11. We fried the fish we had caught. *(When? How?)*
12. Do you enjoy playing the violin? *(When? Where?)*
13. The desk seems to be broken. *(To what extent? Why?)*
14. Run as fast as you can! *(Where? When?)*
15. That actor is quite famous. *(Why? How?)*
Adjective and Adverb Phrases

3c. A prepositional phrase that modifies a noun or a pronoun is called an adjective phrase.

**EXAMPLE** The bowl of soup was full. [Of soup is an adjective phrase modifying the noun bowl.]

3d. A prepositional phrase that modifies a verb, an adjective, or an adverb is called an adverb phrase.

**EXAMPLE** The bowl was full of soup. [Of soup is an adverb phrase modifying the adjective full.]

**EXERCISE A** Each of the following sentences contains an underlined prepositional phrase. On the line provided, write **adverb** if the phrase modifies a verb, an adjective, or an adverb. Write **adjective** if the phrase modifies a noun or a pronoun. Circle the word or words modified by the phrase.

**Example**  
1. “He’s such a chameleon,” we might say about a friend who often seems to change personality.

   _____________ 1. Chameleons are famous for their ability to change color to match their surroundings.

   _____________ 2. However, true chameleons, which live mainly in Madagascar and Africa, do not change color to camouflage themselves.

   _____________ 3. The chameleons of Madagascar do change color in response to light, temperature, and fear of attack.

   _____________ 4. Chameleons change color by collecting or diluting pigmented cells called melanophore cells.

   _____________ 5. They are funny-looking lizards with as many as three horns on their heads and bulging eyes that move separately from each other.

**EXERCISE B** Write a prepositional phrase to expand each of the following sentences. Draw a caret (^) to show where the phrase should be inserted in the sentence. Then, identify the phrase as an adjective phrase or an adverb phrase.

**Example**  
1. They run two miles each day. by the river, adverb phrase

   _____________ 6. Did she blow out all of the candles?

   _____________ 7. Be sure to sign your name.

   _____________ 8. I enjoy cooking fish.

   _____________ 9. The moviegoers’ hearts pounded.

   _____________ 10. I counted at least twenty guests.
Participles

Verbals are formed from verbs and are used as adjectives, nouns, or adverbs. One kind of verbal is the **participle**.

A **participle** is a verb form that can be used as an adjective.

Two kinds of participles are **present participles** and **past participles**.

**EXAMPLES**

- Smiling, the winner accepted the trophy. ([Smiling, the present participle form of the verb smile, modifies the noun winner.]
- The old, dented scooter was still reliable. ([Dented, the past participle form of the verb dent, modifies the noun scooter.]

**EXERCISE A** Underline the participle in each of the following sentences. Then, circle the noun it modifies.

**Example 1.** The thrashing **winds** of the tropical storm damaged our city park.

1. Our excited meteorologists told us that the storm’s name was Clive.
2. It was the worst storm in recorded history to reach our town.
3. The worried townspeople hastily nailed up boards and filled sandbags.
4. My grandparents recalled a similarly chilling storm from their youth.
5. When the storm hit, everyone hunkered down in their mildewing basements.
6. Several hours later, the storm abated and relieved neighbors came up to see the damage.
7. The surprised townspeople found, to their delight, that only the city park needed repairs.
8. Uprooted trees had fallen on the playground.
9. Several dozen energized volunteers worked together to cut up and stack the branches.
10. Only a few days later, delighted children were once again playing on the swings and slides.

**EXERCISE B** After each of the following sentences is a verb in parentheses. Revise each sentence by forming a present or past participle and inserting it above the caret next to the noun it modifies.

**Example 1.** Some ^ performers really get an audience cheering. (inspire)

11. Long before Elvis and the Beatles, ^ pianists were mesmerizing audiences. (fascinate)
12. Among pianist Franz Liszt’s ^ fans were half-swooning women. (adore)
13. ^ women were not Ludwig von Beethoven’s problem, however. (Faint)
14. This ^ composer sometimes forgot that he was also the soloist, rose from the piano, and began to conduct in wild, extravagant gestures. (rivet)
15. Once, Beethoven became so involved in the music that he accidentally jostled a boy whose job was to hold a candle, knocking the candlestick out of the ^ boy’s hand. (embarrass)
Participial Phrases

**3f. A participial phrase** consists of a participle and any modifiers or complements the participle has. The entire phrase is used as an adjective.

**EXAMPLES**
- Donning her mask, the catcher prepared for the big game. [The participial phrase modifies the noun catcher. The noun mask is the direct object of the present participle Donning.]
- News reported by the tabloids is often fictitious. [The participial phrase modifies the noun News. The adverb phrase by the tabloids modifies the past participle reported.]

**EXERCISE A** In the following sentences, circle the word that each underlined participial phrase modifies and draw an arrow from the participial phrase to the word it modifies.

**Example 1.** Standing at home plate, Jesús faced the pitcher.
1. This bowl, carved in the hills of Tennessee, is unique.
2. Chopping the carrots quickly, the chef finished the stew.
3. Given all the facts, we reached our decision quickly.
4. The power lines damaged by the storm needed repairs.
5. Fifteen men, clothed in military uniforms, presented the flags.
6. The hikers, exhausted by the long climb, slept soundly that night.
7. Stopping to tie my shoelace, I noticed an unusual insect on the sidewalk.
8. The cat, seeing movement in the bushes, crouched low in the grass.
9. Covered by a cloth napkin, the loaf of bread in the basket was still warm.
10. She returned to the house, remembering the keys and the book.

**EXERCISE B** Underline each participial phrase once and the word it modifies twice.

**Example 1.** Grown in most countries, the potato is popular.
11. The potato, first cultivated in South America, is a versatile food.
12. Discovered by the Spanish in Peru, the potato reached Europe in the 1550s.
13. This vegetable, once worshipped by the Incas, was first scorned by the Europeans.
14. Some people, confusing the potato with another plant, thought the vegetable was poisonous.
15. Actually, potatoes are quite nutritious, providing people with various vitamins and minerals.
Participles and Participial Phrases

Verbals are formed from verbs and are used as adjectives, nouns, or adverbs. One kind of verbal is the participle.

A participle is a verb form that can be used as an adjective.

Two kinds of participles are present participles and past participles.

A participial phrase consists of a participle and any modifiers or complements the participle has. The entire phrase is used as an adjective.

EXAMPLES Eating his cupcake, the toddler sighed happily. [The participial phrase modifies the noun toddler. The noun cupcake is the direct object of the present participle Eating.]
Campfires built with your own hands give you a sense of accomplishment. [The participial phrase modifies the noun Campfires. The adverb phrase with your own hands modifies the past participle built.]

EXERCISE Each of the following sentences contains a participial phrase. Underline the participial phrase once. Then, draw an arrow from the participial phrase to the word or words it modifies.

Example 1. Everyone has read stories of knights made famous for brave deeds.

1. Few people know about the process required to become a knight.
2. By the twelfth century, a program challenging to both mind and body had been developed.
3. Boys growing up in noble households began training for knighthood at a young age.
4. Leaving their family homes, they were fostered in the houses of influential friends or uncles.
5. The boys learned etiquette, cared for horses, and exercised to build the musculature needed to carry heavy arms.
6. Demonstrating his ability to hunt, fence, and ride, a fourteen-year-old became a squire.
7. At about the age of twenty-one, well-trained in arts of defense, the young man was ready to undergo initiation into knighthood.
8. The ritual usually began when the squire, freshly bathed, put on ceremonial robes of white and red.
9. He spent the night in the chapel and offered his sword, blessed by a priest, to the service of his lord.
10. Now called an acolyte, the young man put on his best clothes and went in to a breakfast feast.
Gerunds

Verbals are formed from verbs and are used as adjectives, nouns, or adverbs. One kind of verbal is the gerund.

3g. A **gerund** is a verb form that ends in **–ing** and that is used as a noun.

**EXAMPLES** Swimming exercises every major muscle. [Swimming, formed from the verb swim, is the subject of the verb exercises.]

Before running I like to do some stretches. [Running, formed from the verb run, is the object of the preposition before.]

**EXERCISE** In the following sentences, underline the gerund. Then, tell whether the gerund is a subject, a predicate nominative, a direct object, an indirect object, or an object of a preposition.

Example **direct object**

1. Mario likes diving best of all sports.

2. Swimming, another aquatic sport, demands physical endurance.

3. A more leisurely form of exercise is walking.

4. Although it may seem leisurely, sailing also requires strength.

5. Petra prefers water-skiing and is quite good at it.

6. For me, nothing beats the thrill of cycling!

7. Was Olympian Babe Zaharias best known for her running?

8. Wasn’t her forte golfing?

9. Which contestants won medals in tumbling?

10. Figure skating is certainly a graceful sport!

11. Every person should find a way of exercising for health and for pleasure.

12. Some kinds of exercise require planning and expense.

13. Sports, however, are not the only means of staying fit.

14. Even bird-watching can offer opportunities for exercise.

15. Avid bird-watchers often do a lot of hiking.

16. Hoeing gives a person’s arms and shoulders a real workout.

17. In the fall, fallen leaves need raking.

18. My least favorite kind of yardwork is mowing.

19. For some people, of course, working provides exercise.

20. Vacuuming and other household chores also require effort and energy.
Gerund Phrases

A gerund phrase consists of a gerund and any modifiers or complements the gerund has. The entire phrase is used as a noun.

**EXAMPLES**

My grandfather and his friends enjoy swimming at the beach. [The gerund phrase is the direct object of the verb enjoy.]

The growling of the chained dogs made me uneasy. [The gerund phrase is the subject of the verb made.]

**EXERCISE**

Underline the gerund phrase in each of the following sentences. Then, identify its function in the sentence by writing above it S for subject, PN for predicate nominative, DO for direct object, or OP for object of a preposition.

**Example 1.** We eagerly anticipated diving into the icy water.

1. Jumping out of airplanes sounds scary to me.
2. Our reason for calling you is to invite you to our graduation.
3. I don’t mind shoveling snow once in a while.
4. Skidding on wet pavement causes many accidents.
5. You will enjoy meeting Hatim.
6. Sweating over a hot stove in August is not fun.
7. My favorite weekend activity is singing with a local band.
8. Achieving a perfect score gave Molly a sense of pride.
9. Instead of subtracting the service charge, Chad added it.
10. Daydreaming about problems can be a source of creative solutions.
11. After dining at a nice restaurant, they went to a movie.
12. His idea of a pleasant Saturday is fishing from the bridge.
13. One service club’s holiday project is caroling at the hospital.
14. Nicole’s sisters enjoy skating in the park.
15. By shopping early in the morning, we will get the freshest produce.
16. My hobbies include reading mysteries and biographies.
17. His arms were sore after kneading the dough for ten pizzas.
18. Choosing a college to attend can be overwhelming.
19. Mike doesn’t like waiting for the bus at night.
20. Her part-time job is packing computer components at the factory.
Gerunds and Gerund Phrases

A **gerund** is a verb form that ends in -ing and that is used as a noun.

A **gerund phrase** consists of a gerund and any modifiers or complements the gerund has. The entire phrase is used as a noun.

**EXAMPLES**

I am responsible for **cooking dinner on Tuesdays**. [The gerund phrase is the object of the preposition for. The adverb phrase on Tuesdays modifies the gerund cooking.]

**Smelling the kitchen aromas** always pleases me. [The gerund phrase is the subject of the verb pleases. The kitchen aromas is the direct object of smelling.]

**EXERCISE A**

In the following sentences, underline the gerund or gerund phrase. Then, identify its function in the sentence by writing above it **S** for subject, **PN** for predicate nominative, **DO** for direct object, or **OP** for object of a preposition.

**Example 1.** Stargazing is a popular hobby among many people.

1. Buying a good telescope is a good way to get started.
2. Also, many colleges have a practice of opening their observatories to the public.
3. One other helpful activity is studying star charts to learn the layout of the sky.
4. Some amateur astronomers also invest time in photographing the stars.
5. Discovering a comet is the dream of a few persistent skywatchers.
6. The tradition of naming comets after the first person or people to sight them brings a kind of fame to these skywatchers.
7. For most stargazers, however, a night of lying out under the stars is pleasure enough.
8. Several times a year, people can enjoy viewing meteor showers.
9. Sometimes you can see up to forty meteors an hour, simply by being outside at the right time!
10. The sky is filled with the streaking of meteors among the stars.

**EXERCISE B**

Compose five sentences of your own, using a gerund or gerund phrase in each. Use the verb in parentheses to form the gerund. Underline the gerund or gerund phrase in each sentence.

**Example 1.** (breathe) **Breathing deeply and slowly can help a nervous person relax.**

11. (plant) __________________________________________
12. (debate) __________________________________________
13. (snooze) __________________________________________
14. (subscribe) ________________________________________
15. (taste) ____________________________________________
Participial Phrases and Gerund Phrases

Gerunds and present participles both end in –ing. Do not confuse a gerund, which is used as a noun, with a present participle, which may be used as an adjective or as part of a verb phrase.

**EXAMPLES**

- I always love skiing in Colorado. [Skiing in Colorado is a gerund phrase used as the direct object of the verb love.]
- I hurt my ankle last year skiing in Colorado. [Skiing in Colorado is a participial phrase modifying the pronoun I.]
- This year we are skiing in Colorado during the winter holiday. [Skiing is used as part of the verb phrase are skiing.]

**EXERCISE**

Decide if the underlined word group in each sentence is a gerund phrase or a participial phrase. Then, above the underlined word or words, write G for gerund phrase or P for participial phrase.

**Example 1.** Winning the drama award thrilled my sister. **G**

1. Eating out in Tokyo is fun.
2. The problem is choosing among so many different restaurants.
3. Pointing at the puppy, Jim said he really wanted to get one.
4. In botany class, we became quite good at identifying types of flowers.
5. After dinner, feeling happy and full, we thanked our hosts.
6. Going to the beach this summer will be a lot of fun.
7. Searching for an answer, I looked in a current dictionary.
8. Smiling proudly, the little boy pointed to his new toys.
9. I have always enjoyed eating sushi.
10. It’s too bad that preparing sushi is Mom’s least favorite thing to do!
11. Buying a used car requires research.
12. The little boy stomped into his room, slamming the door behind him.
13. The team has a slim chance of finishing in the top four.
14. The dog, wagging its tail wildly, bounded out to meet us.
15. Quickly paying for the groceries, she ran out of the store.
16. Decorating this birthday cake will take at least an hour.
17. My cousin actually enjoys taking tests.
18. Sorting through the old photographs, we found a portrait of our grandfather.
19. The alligator, gliding silently through the dark water, approached its prey.
20. My least favorite part of this job is scraping the paint off the woodwork.
Infinitives

Verbals are formed from verbs and are used as adjectives, nouns, or adverbs. One kind of verbal is the infinitive.

3i. An infinitive is a verb form that can be used as a noun, an adjective, or an adverb. Most infinitives begin with to.

EXAMPLES

Often, the best strategy is to forgive. [To forgive is used as a noun, a predicate nominative identifying the subject strategy.]

This is the chapter to study. [To study is used as an adjective modifying the noun chapter.]

My sister is willing to help. [To help is used as an adverb modifying the adjective willing.]

EXERCISE A Underline the infinitives in each of the following sentences. Then, identify how the infinitive is used by writing above it subject, direct object, adjective, or adverb.

Example 1. A well-equipped study area needs to have all supplies handy.

1. I like to keep my stapler and tape right at hand.
2. The dictionary is on the next shelf, ready to answer my questions about spelling.
3. To succeed in math is a special goal of mine.
4. I often use a calculator to check my work.
5. I intend to study for my next algebra exam.
6. I also need to complete an essay for my history class.
7. That’s a project to begin early!
8. I keep an alarm clock on my desk to remind me of how much study time remains.
9. To concentrate for an hour is sometimes a challenge.
10. I am sure to excel in my classes if I stick with my study habits.

EXERCISE B Write five sentences, using an infinitive in each sentence. Use the verb in the parentheses, and underline the infinitive in your sentence.

Example 1. (fly) Why have people always wanted to fly like birds?

11. (plan) ____________________________________________
12. (describe) _________________________________________
13. (exhale) __________________________________________
14. (iron) ____________________________________________
15. (build) __________________________________________
Infinitive Phrases

An infinitive phrase consists of an infinitive and any modifiers or complements the infinitive has. The entire phrase can be used as a noun, an adjective, or an adverb.

EXAMPLES

Ada May needs to leave now. [The infinitive phrase is used as a noun, the direct object of the verb needs. The infinitive to leave is modified by the adverb now.]
The night light is there to calm the children. [The infinitive phrase is used as an adverb modifying the adverb there. Children is the direct object of the infinitive to calm.]

EXERCISE A

Underline the infinitive phrase in each sentence, and identify the phrase’s function by writing above it S for subject, PN for predicate nominative, DO for direct object, ADJ for adjective, or ADV for adverb.

Example 1. Most high-school students have an opportunity to read Shakespeare.

1. For some, the attempt to understand his writing is a challenge.
2. They find it hard to understand the sixteenth-century expressions.
3. However, most people like to see the plays performed.
4. To prevent the audience from becoming bored, Shakespeare included comic scenes.
5. He also tried to include music and songs in many plays.
6. To see a play staged can be a great pleasure.
7. Many famous actors have wanted to play the part of Hamlet.
8. Scholars are still curious to learn more about Shakespeare’s life.
9. He is known to have been the son of a glove maker in Stratford-on-Avon.
10. His goal was to be both a playwright and an actor.

EXERCISE B

On the lines provided, write a sentence using the verb in parentheses to construct an infinitive phrase.

Example 1. (memorize) My goal for this week is to memorize half of my lines for the play.

11. (forget)
12. (fasten)
13. (notice)
14. (sleep)
15. (read)
**Infinitives and Infinitive Phrases**

3i. An **infinitive** is a verb form that can be used as a noun, an adjective, or an adverb. Most infinitives begin with *to*.

3j. An **infinitive phrase** consists of an infinitive and any modifiers or complements the infinitive has. The entire phrase can be used as a noun, an adjective, or an adverb.

**EXAMPLES**

Jaime likes **to help** his little sister. [The infinitive phrase is used as a noun, the direct object of the verb *likes*. The infinitive *to help* takes the direct object *his little sister*.]

The dike is there **to hold back floodwaters**. [The infinitive phrase is used as an adverb modifying the adverb *there*. *Floodwaters* is the direct object of the infinitive *to hold*, and *back* is an adverb modifying the infinitive.]

**EXERCISE**

Underline the infinitive or infinitive phrase in each sentence, and identify the phrase’s use by writing above it **S** for subject, **PN** for predicate nominative, **DO** for direct object, **ADJ** for adjective, or **ADV** for adverb.

**Example 1.** In our house, we use the hall to display photos of our family.

1. The pictures to see are my family’s baby pictures.
2. Of course, to call my own baby pictures anything but beautiful would be lying!
3. To record the growth of our family is another of our goals.
4. We keep many family pictures in our house to remind us of the importance of our past.
5. I like to study the old, crumbling photo of my great-grandparents.
6. The photographer chose to take the picture on my great-grandparents’ porch.
7. I use looking at this picture as a way to imagine how hard they worked on their farm.
8. I never met them, but I am told that they managed to raise corn, potatoes, and other vegetables for the family’s table.
9. My goal is to imitate their hard work and hopefulness.
10. I often pause to think about this brave and enterprising couple.
**Verbal Phrases A**

A *verbal phrase* consists of a verbal and its modifiers and complements. The three kinds of verbal phrases are the *participial phrase*, the *gerund phrase*, and the *infinitive phrase*.

**PARTICIPIAL PHRASE**  
Is *Sunshine* the name *given to you at birth* or a nickname?

**GERUND PHRASE**  
I hurt my shoulder by *throwing the ball too hard*.

**INFINITIVE PHRASE**  
She is planning to *eat a vegan diet*.

**Exercise A**  
Underline the verbal phrases in the following sentences, and identify the phrase by writing *PP* (participial phrase), *GP* (gerund phrase), or *IP* (infinitive phrase) above the underlined words.

**Example 1.**  
Consumed hot or cold by a third of the world’s population, coffee is a drink with an interesting history.

1. Learning about the history of coffee led me to the conclusion that coffee hasn’t been around forever.
2. The story is that about 850 A.D., an Arab goatherd noticed his goats acting strangely.
3. Investigating the goats’ behavior, Kaldi tasted the berries of a bush the goats had been eating.
4. The berries were coffee berries, and Kaldi, feeling the effects of the caffeine, told others of his discovery.
5. The newly discovered coffee was under production in Arabia by the fifteenth century.
6. Europe had to wait for coffee until the sixteenth and seventeenth centuries.
7. Some people started using coffee not only as a beverage but also as a medicine.
8. Drinking coffee in the new coffeehouses was a prime form of entertainment in the 1700s.
9. People sipped their coffee and read newspapers, talking about the latest news.
10. Some people’s idea of a pleasant time is to drink coffee with friends.

**Exercise B**  
Write five sentences, using the verb in parentheses to form the type of verbal named. Underline the verbal phrase in each sentence.

**Example 1.**  
*(holler, participial phrase)*  
Hearing my name hollered from the house, I took off for home right away.

11. *(spin, infinitive phrase)*  

12. *(creep, gerund phrase)*  

13. *(succeed, gerund phrase)*  

14. *(acknowledge, infinitive phrase)*  

15. *(enter, participial phrase)*  

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**ELEMENTS OF LANGUAGE** | Fourth Course
Verbal Phrases B

A verbal phrase consists of a verbal and its modifiers and complements. The three kinds of verbal phrases are the participial phrase, the gerund phrase, and the infinitive phrase.

**PARTICIPIAL PHRASE**
The beaver loaded down with branches managed to struggle up the bank.

**GERUND PHRASE**
Jofre convinced us to tour the museum by describing the art we would see.

**INFINITIVE PHRASE**
Do you intend to get an early start?

**Exercice A** Underline the verbal phrases in the following sentences, and identify the phrases by writing PP (participial phrase), GP (gerund phrase), or IP (infinitive phrase) above the underlined words.

**Example 1.** Choosing the right college takes time and consideration.

1. I started to think about the choice in my sophomore year of high school.
2. You can start by reading books that describe colleges.
3. You may want to narrow your choices to colleges in your state or to private colleges.
4. A college renowned for its strong academic program is always a good choice.
5. Some students, looking forward to making new friends at college, also examine social opportunities.
6. Of course, there is no harm in considering a school with a good sports program, too.
7. Cheering your team on until you are hoarse in the throat is fun.
8. The excitement of a good game helps students to blow off steam.
9. In the end, however, students considering their four years of college must focus on the education they will gain.
10. Another option is to take advantage of your school counselor’s knowledge and assistance.

**Exercice B** Write five sentences, using the verb in parentheses to form the type of verbal named. Underline the verbal phrase in each sentence.

**Example 1.** (call, infinitive phrase) Be sure to call home if you will be late.

11. (drive, gerund phrase)
12. (record, participial phrase)
13. (keep, gerund phrase)
14. (deny, infinitive phrase)
15. (pronounce, participial phrase)
**Appositives**

**An appositive** is a noun or pronoun placed beside another noun or pronoun to identify or describe it.

**EXAMPLE** Haley, a math genius, helped me with my calculus. [The appositive genius describes the noun Haley.]

Appositives that are not essential to the meaning of the sentence are set off by commas. Essential appositives tell *which one of two or more* and should not be set off by commas.

**NONESSENTIAL** My brother, Franklin, is a chess champion. [I have only one brother.]

**ESSENTIAL** Cici’s brother Hamar is a basketball player. [Cici has more than one brother.]

**EXERCISE** Underline the appositive in each sentence below, and draw an arrow from the appositive to the word or words it identifies or describes.

**Example 1.** Goro Hasegawa, a salesperson, invented the game called Othello.

1. The puppy, a Pomeranian, had long, wavy fur.
2. We gave the dry cleaner, Mr. Nowlin, our suits to press.
3. We especially wanted to hear the cellist Yo-Yo Ma.
4. The hottest months, June, July, and August, are my favorites.
5. The book details the activities of Timmy Roybal, a Pueblo.
6. Samuel Maverick, a cattle rancher, refused to brand his animals.
7. My mentor, Jane Galway, is helping me research colleges.
8. Terrill Park, my hometown, holds a parade each year for Independence Day.
9. My friend Anandi is learning to snowboard.
10. The last day of exams, Friday, is on our minds constantly.
11. The house, a turn-of-the-century mansion, is now a museum.
12. We’ve looked everywhere for our dog Jake.
13. Dr. Renwick, the violin teacher, also plays cello and viola.
14. Who wrote the poem “Ode on a Grecian Urn”?
15. The younger of the two boys in that family, Sam, looks like his grandfather.
16. The dessert, a magnificent chocolate cake, stood in the center of the table.
17. You should call your aunt Sarah this weekend.
18. He must take this medicine, an antibiotic, for ten days.
19. The addition to their house, an extra bedroom, took six months.
20. Mr. Galvan, the assistant principal, wants to see you in his office.
Appositive Phrases

An appositive phrase consists of an appositive and any modifiers it has.

**EXAMPLES**

- Estrella, my best friend in the world, is moving away. [The appositive phrase identifies the noun *Estrella*.]
- An aviation student with lots of talent, Moshe flew yesterday. [The appositive phrase describes the noun *Moshe*.]

**EXERCISE**

Underline the appositive phrase in each of the following sentences, and draw an arrow from the phrase to the word or words it identifies or describes.

**Example 1.** A description of life on the frontier, the book became a bestseller.

1. Dorothy Parker, the poet and short-story writer, is remembered for her wit.
2. A college education, a dream of many, is a worthy pursuit.
3. The gold ring, a family heirloom, was given to my grandmother by her mother.
4. Our family car, a rusty 1991 station wagon, still runs well despite its age.
5. We traveled to Horseshoe City, a tiny town left over from the state’s mining days.
6. Charon, the tiny moon of Pluto, is named for a character in Greek mythology.
7. Fear of walking under ladders, a superstition held by many people, is baseless.
9. Oxalis, a clover-like plant, makes a colorful garden border.
10. The piano, a neglected old spinet, stood in the dusty corner.
11. This book, a collection of short stories, was due yesterday.
12. The essay contest, one of several sponsored by the newspaper, is open to all students.
13. My cousin, now a private pilot in Alaska, used to be afraid of flying.
14. Central Avenue, the main street of the town, is lined with shops and restaurants.
15. The magazine article, a feature story about hot-air balloonists, was fascinating.
16. Three bowls and a platter, examples of the potter’s best work, are on display in the gallery.
17. Usually a slow, shallow stream, the creek now raged out of its banks.
18. That movie, one of the best I’ve ever seen, should win several awards.
19. My mother, the eighth of eleven children, grew up in North Dakota.
20. Jeremy, until recently an unexceptional student, is determined to excel in math.
Appositives and Appositive Phrases

3k. An appositive is a noun or a pronoun placed beside another noun or pronoun to identify or describe it.

3l. An appositive phrase consists of an appositive and any modifiers it has.

EXAMPLES The dog, a brown and gold shepherd, stood panting eagerly. [The appositive phrase identifies the noun dog. Brown and gold modifies the appositive shepherd.]

A breed with great intelligence, shepherds can be trained to help people in many ways. [The appositive phrase describes the noun shepherds. The adjective A and the prepositional phrase with great intelligence modify the appositive breed.]

EXERCISE Underline the appositive or appositive phrase in each of the following sentences, and draw an arrow from the phrase to the word or words it identifies or describes.

Example 1. Pluto, a dwarf planet, is about two-thirds the size of Earth’s moon.

1. Pluto was once considered the ninth planet in the solar system, although its steep orbit at times brings it inside the orbit of its nearest neighbor, Neptune.

2. On this dwarf planet, a complete rotation, one day and night, takes 6.39 Earth days.

3. We have not known about this dwarf planet, which was downgraded from an official planet, for very long.

4. In fact, it was discovered by Clyde Tombaugh, an amateur astronomer at the Lowell Observatory.

5. Tombaugh located Pluto in Gemini, a well-known constellation, on February 18, 1930.

6. For a time, scientists wondered if Pluto were an escaped moon of Neptune, a planet with many moons.

7. The discovery of Charon, Pluto’s tiny moon, brought this idea into question.

8. The dwarf planet is named after Pluto, Greco-Roman god of the underworld.

9. Fittingly, little Charon is named after a dreaded character in Greek myth, the ferryman who rowed the dead into the underworld.

10. Pluto and Charon are difficult to see, even with the best telescopes, but more information is discovered about them all the time.

NAME \CLASS \DATE
**Review A: Phrases**

**Exercise A** Underline the prepositional phrase in each of the following sentences. Then, identify the phrase by writing above it **ADJ** for adjective phrase or **ADV** for adverb phrase.

**Example 1.** Have you ever been very nervous before a test or an examination?

1. During a test I used to become nervous or upset.
2. My mother discussed this with me last spring.
3. I had become quite upset about my final exams.
4. I had become very tense, and I had lost much of my appetite.
5. One day my mother sat down and explained the value of a little anxiety.
6. Although she was concerned, she talked very calmly about test taking.
7. Too much worry, she told me, is unhealthy for anyone.
8. No one in that situation can perform well.
9. Too much worry about a test can prevent clear thinking.
10. Her explanation of stress and anxiety was very helpful.

**Exercise B** In each of the following sentences, underline the verbal phrase. Then, identify the phrase by writing above it **PART** for participial phrase, **GER** for gerund phrase, or **INF** for infinitive phrase.

**Example 1.** Are you afraid to swim in deep water?

11. Many people never learn to stay afloat in the water.
12. Some of them, fearing the water, stay away from it.
13. Others, however, try again and again to become good swimmers.
14. Eventually some succeed in mastering the basic technique.
15. My sister, for instance, can now swim after spending many years in classes.
16. Undaunted by past failures, she would enroll in a new class each fall.
17. In class, she would cling to the side of the pool, kicking her feet.
18. Standing in shallow water, she would then practice her arm movements.
19. In deep water, though, she sometimes ended by paddling slowly to the side.
20. Then she would work up her nerve to begin again.
**Exercise A**  Underline the prepositional phrase in each of the following sentences. Then, identify the phrase by writing above it ADJ for adjective phrase or ADV for adverb phrase.

**Example 1.** A bird built its nest in **my attic**.

1. At first I thought I heard kittens.
2. The cries I heard were loud enough for a whole litter.
3. I took a saucer of milk and went upstairs.
4. I began an extensive search and wasted most of the afternoon.
5. To my surprise, I did not find the kitten I had expected.
6. Instead, I spotted a nest with two little pigeons in it.
7. That was very surprising to me.
8. Using some wood from my workroom, I built the pigeons a snug house.
9. Few of the neighborhood birds can boast such luxury.
10. Unfortunately, they are skittish and flighty as pets.

**Exercise B**  In each of the following sentences, underline the verbal phrase. Then, identify the phrase by writing above it PART for participial phrase, GER for gerund phrase, or INF for infinitive phrase.

**Example 1.** Growing your own luffa gourds is both practical and fun.

11. It is easy to grow luffa gourds.
12. Many people are quite successful at raising a large crop.
13. It takes about ten days for vines to sprout from seeds.
14. Plants nurtured by the sun flourish and produce many gourds.
15. Sun-ripened in about eighty days, the gourds may be harvested and eaten.
16. Left on the vines, the gourds eventually make sponges.
17. Consider the benefits of growing a single luffa crop.
18. Combining some of the luffas with apples and sweet potatoes, you can prepare a delicious treat.
19. You might use other luffas from the same crop to wash the dishes.
20. Giving luffas as gifts to your family and friends is another option.
EXERCISE A  In each of the following sentences, identify the underlined phrase by writing above it PREP for prepositional phrase, PART for participial phrase, GER for gerund phrase, INF for infinitive phrase, or APP for appositive phrase. Note: Do not label shorter phrases within the underlined phrase.

Example 1. I love to ride my bike.

1. Bicycling through the countryside is a favorite hobby of mine.
2. I enjoy the freedom to get around on my own.
3. I also ride my bike to school.
4. At 8:00 A.M., I am on my way, pedaling furiously.
5. Neither rain nor heat nor barking dogs keep me from riding my bike daily.
6. My current bike, an old three-speed model, is not well suited for long-distance riding.
7. Affectionately dubbed Wheels, it originally belonged to Carlos Ramirez.
8. Carlos, a former neighbor of mine, made me promise to keep Wheels clean and properly oiled.
9. Three years’ worth of repairs attests to my good faith in the matter.
10. Nevertheless, I am trying to save enough money for an all-terrain bike.

EXERCISE B  In each of the following sentences, identify the underlined phrase by writing above it PREP for prepositional phrase, PART for participial phrase, GER for gerund phrase, INF for infinitive phrase, or APP for appositive phrase. Note: Do not label shorter phrases within the underlined phrase.

Example 1. At college, my sister tried again to master the art of swimming.

11. Swimming the length of the pool was one of the requirements for graduation.
12. This requirement, a longtime rule at the college, was easy for many students.
13. To my sister, it was a difficult challenge.
14. She would jump into the pool with her friends standing by to cheer her on.
15. Despite her intentions, she never got farther than ten feet from the edge of the pool.
16. Nevertheless, she would try again, advancing and improving each time.
17. The instructor, a sympathetic person, became interested in my sister’s problem.
18. He convinced her that swimming did not mean risking her life.
19. My sister persisted, finally passing the swimming requirement.
20. In her case, swimming seemed to be a challenge that she accepted and met.
**Clauses**

A clause is a word group that contains a verb and its subject and that is used as a sentence or as part of a sentence.

Clauses that express a complete thought are called independent clauses. Clauses that do not express a complete thought are called subordinate clauses.

**SENTENCE**  
We have some gardenias that are very fragrant. [The sentence contains two clauses. We is the subject of the verb have, and that is the subject of the verb are.]

**INDEPENDENT CLAUSE**  
We have some gardenias [The clause expresses a complete thought.]

**SUBORDINATE CLAUSE**  
that are very fragrant [The clause does not express a complete thought.]

**Exercise** In the independent and subordinate clauses in the following sentences, underline the subjects once and the verbs twice.

**Example 1.** Harriet, a horticulturist, raises gardenias in her enclosed porch that she uses as a greenhouse.

1. Ever since she was a young girl, Harriet has loved flowers.
2. She is fond of all flowers, but she especially loves those with a beautiful fragrance.
3. Harriet’s backyard is bordered by many different varieties of roses that bloom profusely all summer.
4. Her favorite rosebush, a red, climbing variety, grows from a fifty-year-old cutting that was taken from a rosebush in her mother’s yard.
5. Did you know that she has taken cuttings from that bush and has given them to her daughter and granddaughter?
6. Since Harriet lives in Illinois, her garden is covered with snow during the winter and has no flowers for her to enjoy.
7. After reading an article about growing flowers in a greenhouse, Harriet turned her porch, which faces south, into a greenhouse.
8. Inspired by the beautiful gardenia bush that was a birthday gift, she fashioned a tabletop greenhouse of plant stakes and plastic.
9. Soon, the gardenia bush that had been the only plant in the greenhouse was joined by small cuttings.
10. The indoor and outdoor flowers add beauty to Harriet’s house and to her neighborhood, and the fragrant plants bring joy to the woman who so carefully tends them.

NAME: ___________  
CLASS: ___________  
DATE: ___________
Independent Clauses

**4b.** An independent (or main) clause expresses a complete thought and can stand by itself as a sentence.

**EXAMPLES** The hurricane may hit here.

- **The hurricane may hit here, so we need to leave.** [Two independent clauses are linked by a comma and a coordinating conjunction.]
- **The hurricane may hit here; we need to leave.** [Two independent clauses are linked by a semicolon.]

**EXERCISE** In each of the following sentences, underline the independent clauses.

**Example 1.** At the National Hurricane Center in Miami, Florida, which is part of the National Weather Service, meteorologists chart air pressure, temperature, and wind speed of storms over the oceans.

1. During the hurricane season, meteorologists keep a close eye on storm systems over oceans near the United States.
2. Hurricanes begin as easterly waves, which may grow and form an area of low pressure called a tropical depression.
3. When winds of a tropical depression reach 32 miles per hour, the depression officially becomes a tropical storm, and when the storm winds reach 74 miles per hour, the storm is classified as a hurricane.
4. Collecting data from the storms helps meteorologists because, from the data, they can forecast the size, strength, and timing of impending hurricanes.
5. Since hurricanes can have wind speeds of more than 200 miles per hour, they produce large waves, which are called storm surges.
6. Even if a hurricane’s winds do not cause severe damage, a community lying in a low area along the waterfront may be flooded by the storm surge.
7. One of the benefits of hurricane forecasting is the time the warnings give to residents who live in flood-prone areas.
8. Residents can decide whether they will stay for the duration of the storm or evacuate.
9. Evacuating can be difficult because hurricanes can measure 300 miles across.
10. Pay attention to weather forecasts from June to November, the months during which most hurricanes occur in the United States.
Subordinate Clauses

A *subordinate* (or *dependent*) clause does not express a complete thought and cannot stand alone as a sentence.

The thought expressed by a subordinate clause becomes part of a complete thought when the clause is combined with an independent clause.

**EXAMPLES** since I work after school [not a complete thought]

Since I work after school, I value my study halls. [complete thought]

A subordinate clause may contain complements and modifiers.

**EXAMPLE** before Holly threw me the ball [Me is the indirect object of the verb threw, and ball is the direct object of threw.]

**EXERCISE A** For each of the following sentences, underline the subordinate clause.

**Example 1.** Before we went to the play, we invited our friends to our house for a party.

1. Samuel just finished reading the book that he bought last weekend at the beach.
2. We will introduce Madeleine to everyone as soon as she arrives from the airport.
3. Have you ever wondered when that tree in the backyard was originally planted?
4. Margaret, whose essay on indigenous North American birds was nominated for an award, will present her research to the class on Friday.
5. Do you know who in the class will attend the symphony concert on Saturday night?

**EXERCISE B** Identify the subject and verb in the underlined subordinate clause by writing S for subject and V for verb above the words. Then, circle any complements in the clause and identify them by writing above them DO for direct object, IO for indirect object, PN for predicate nominative, or PA for predicate adjective.

**Example 1.** We know who she is.

6. Since the hour is late, let’s postpone making our decision.
7. He is an artist who paints billboards.
8. The interview will go well if you remember one rule.
9. Because I had lent Julius my book, I had to borrow Melanie’s.
10. I don’t know who Carson McCullers is.
11. Here is the book that you want.
12. When the field is wet, we have to cancel the baseball game.
13. Dad wanted a car that used very little gas.
14. I couldn’t remember what the answer was.
15. She draws the cartoons that are so weird.
**Independent and Subordinate Clauses A**

4b. An independent (or main) clause expresses a complete thought and can stand by itself as a sentence.

4c. A subordinate (or dependent) clause does not express a complete thought and cannot stand alone as a sentence.

**INDEPENDENT CLAUSE**

Some people find television boring.

**SUBORDINATE CLAUSE**

Some people who enjoy reading find television boring.

**EXERCISE A**

In each of the following sentences, identify the underlined clause as independent or subordinate by writing above it IND for independent or SUB for subordinate.

**Example 1.** The Plains Indians decorated themselves so that they could make themselves look fierce.

1. After they rubbed deer fat on their bodies, they painted designs on their skins.

2. You might wonder how they created such vivid colors.

3. They made their paints from natural minerals and plants.

4. If a warrior had been particularly brave, he would wear an eagle feather on his shield.

5. Sometimes warriors carried buffalo robes, which might have battle scenes painted on them.

**EXERCISE B**

Make each of the following subordinate clauses into a complete sentence. Write your revised sentences on the lines provided.

**Example 1.** If you buy that book,

If you buy that book, I’d like to read it.

6. Whenever you walk in the park,

7. Although we are having spaghetti for dinner,

8. Because I live in this town,

9. What I wish for every day

10. After I come back from spring break,
Independent and Subordinate Clauses B

4b. **An independent (or main) clause** expresses a complete thought and can stand by itself as a sentence.

4c. **A subordinate (or dependent) clause** does not express a complete thought and cannot stand alone as a sentence.

- **INDEPENDENT CLAUSE**  The woman on the bench is my mother.
- **SUBORDINATE CLAUSE**  The woman who is seated on the bench is my mother.

**Exercise**  For each of the following sentences, identify the underlined clause as independent or subordinate by writing on the line before each sentence **IND** for independent or **SUB** for subordinate.

**Example**  **SUB**  1. Soccer, which is the national sport of many European and Latin American countries, is becoming more and more popular in the United States.

   ____  1. During a career that spanned twenty years, Pelé was probably the most popular athlete in the world.

   ____  2. He was named Edson Arantes do Nascimento, but hardly anyone recognizes that name.

   ____  3. Soccer fans the world over, however, knew Pelé, who was considered to be the world’s best soccer player.

   ____  4. While he was still a teenager, he led his Brazilian teammates to the first of their three World Cup titles.

   ____  5. Whenever he played, his skill and agility awed fans.

   ____  6. Once, he juggled the ball on his foot for fifty yards, eluding four opponents who were trying to take the ball away from him.

   ____  7. When he quickly became a superstar, no one was surprised.

   ____  8. Even though soccer was less popular in the United States than elsewhere, Pelé managed to spark considerable interest in the game.

   ____  9. After he signed with the New York Cosmos, people flocked to the stands to watch him play.

   ____ 10. They soon recognized that Pelé was an athlete who was also an entertainer.
An adjective clause is a subordinate clause that modifies a noun or a pronoun. An adjective clause tells what kind or which one and generally follows the word or words it modifies.

**EXAMPLES**
The dog that I found was clearly someone's lost pet. [The clause modifies the noun dog and tells which one.]
Mr. Shange's truck, which was filled with eggs, blocked the road. [The clause modifies the noun truck and tells which one.]

**EXERCISE**
Underline the adjective clause in each sentence below, and circle the word or words the clause modifies.

Example 1. I waited for my friend, who had to stay late.

1. The house that we bought needs work.
2. The band, which I had heard before, was wonderful.
3. Those people who already have tickets may go inside.
4. That crispy shrimp dish has a sauce that I like.
5. The weavers whom we met live in Cuzco.
6. Marcos, whose ambition is to become a restaurant chef, has enrolled at the Institute of Culinary Arts.
7. Have you met Emily, who is Greg’s first cousin?
8. The airline ticket to Chicago that I bought last week is nonrefundable.
9. The subject on which Dr. Kolar will be speaking Thursday is the art and science of repairing computers.
10. This is the scenic overlook where you can see the rolling hills on the left, the flat prairie on the right, and our beautiful city straight ahead.
The Adjective Clause B

4d. An adjective clause is a subordinate clause that modifies a noun or a pronoun.

An adjective clause tells *what kind* or *which one* and generally follows the word or words it modifies. An essential (or restrictive) clause, which contains information necessary to the sentence’s meaning, is not set off by commas. A nonessential (or nonrestrictive) clause, which contains information that can be omitted without affecting the sentence’s basic meaning, is set off by commas.

**Examples**

- The ring *that I lost* belonged to my grandmother. [The clause modifies the noun *ring* and tells *which one*. The clause is essential.]
- Marcella’s backpack, *which split open at the seam*, lasted only one semester. [The clause modifies the noun *backpack* and tells *which one*. The clause is nonessential.]

**Exercise** In the following sentences, underline any adjective clauses. Then, draw an arrow from each clause to the word that the clause modifies. Identify each clause by writing above it *E* for essential or *N* for nonessential.

**Example 1.** Do you know any people who would benefit from a hot meal delivery service?

1. Meals on Wheels, a volunteer organization, delivers hot, nutritious meals to people who are unable to shop and cook for themselves.
2. The nutrition programs that we know today can trace their roots back to World War II.
3. During the war, people in England whose homes were bombed often lost their kitchens.
4. The Women’s Volunteer Service for Civil Defense cooked and delivered meals to people who no longer could cook at home for themselves.
5. The hot meals, which the women delivered to the people with no cooking facilities and also to military personnel, came to be known as Meals on Wheels.
6. Where did the first American program that delivered meals to homebound senior citizens begin?
7. Philadelphia, Pennsylvania, is the city where the home-delivered meal service was pioneered.
8. Who would have believed that the program, which began serving only seven senior citizens, would grow to serve so many?
9. The number of meals that are delivered every day is in the millions.
10. The recipients of the meals not only receive nutritious food, which helps to keep them healthy, but they also receive the benefit of human contact with the volunteers.
Relative Pronouns

An adjective clause is usually introduced by a *relative pronoun*. These pronouns are called *relative pronouns* because they relate an adjective clause to the word or word group the clause modifies. Each relative pronoun also serves a grammatical function within the sentence. Common relative pronouns are *who, whom, whose, which,* and *that*. Sometimes the relative pronoun is left out. In such a sentence, the pronoun is understood and still serves a grammatical function within the adjective clause. Occasionally, an adjective clause is introduced by the words *where* or *when*, called *relative adverbs* when used in this way.

**EXAMPLES**
The film, *which I had seen before*, provides amazing insight into the life of the famous clogger. [The relative pronoun *which* relates the adjective clause to the noun *film* and also serves as the direct object of the verb *had seen.*]
The dancer *I wrote my paper about* was Isadora Duncan. [The relative pronoun *that* or *whom* is understood. The relative pronoun relates the adjective clause to the noun *dancer* and also serves as the object of the preposition *about* in the clause.]
This is the time *when I usually stop for a lunch break*. [The relative adverb *when* relates the adjective clause to the noun *time.*]

**EXERCISE**
Underline the adjective clause in each sentence below and circle the relative pronoun or relative adverb that introduces it. Then, draw an arrow from the clause to the word the clause modifies. If the relative pronoun is understood, write it at the end of the sentence.

**Example 1.** Have you heard of Jesse Owens, *who* is one of the most well-known athletes in the world?

1. Jesse Owens, whose real name was James Owens, was a great athlete.
2. His birth, which was in 1913, took place on a farm in Alabama.
3. The place where he first showed indications of being a fast runner was junior high school.
4. One race, when he ran extraordinarily well, stands out.
5. People remember the 100-meter dash that he ran in 10.3 seconds.
6. At the 1936 Olympics, which were held in Germany, Owens won four gold medals.
7. Owens became the athlete every other athlete in track and field tried to emulate.
8. Owens had a stunt that he sometimes performed.
9. He would race against a racehorse, which was actually faster than he was.
10. Because the firing of the gun that was used to start the race usually caused the horse to balk, Owens would win many of the races.
The Adverb Clause A

An **adverb clause** is a subordinate clause that modifies a verb, an adjective, or an adverb.

An adverb clause tells *how*, *when*, *where*, *why*, *to what extent*, or *under what condition*.

**EXAMPLES**

- **When you leave**, lock the door. [The adverb clause modifies the verb lock, telling *when*.
- The actor became nervous **because he couldn’t remember his lines**. [The adverb clause modifies the adjective nervous, telling *why*.
- Don’t run the water any longer **than you must**. [The adverb clause modifies the adverb longer, telling *to what extent*.

**EXERCISE** Underline the adverb clauses in the sentences below. Hint: There may be more than one adverb clause in a sentence.

**Example 1.** If they’ve been good, could you tell them a story before they go to bed?

1. When we got out of the traffic jam, we all relaxed.
2. According to Alexander Pope, “Fools rush in where angels fear to tread.”
3. When you return from your trip, show us your pictures.
4. While Mr. Thundercloud read the poem, everyone listened.
5. Unless someone notifies you, you should be at the airport by noon.
6. They discussed the problem for almost an hour, but they could not resolve the issue because neither side was listening.
7. In preparation for her grandmother’s arrival, Marissa emptied the two top drawers of the dresser so that her grandmother would have a place to put her clothes during the visit.
8. Even though John had read the chapter twice, he went over the material a third time.
9. My mother believes that you should do every task as well as you can, even if the job is very small.
10. You may go to the concert Saturday night provided that you have finished your homework for the weekend.
The Adverb Clause B

An **adverb clause** is a subordinate clause that modifies a verb, an adjective, or an adverb.

**An adverb clause tells how, when, where, why, to what extent, or under what condition.**

**Examples**

- When the bell rang, I leapt from my seat and raced outside. [The adverb clause modifies the verb *rang*, telling *when*.]
- Arthur played well because he loved the game. [The adverb clause modifies the adverb *well*, telling *why*.]
- Provided that she gets enough sleep, she is very agile. [The adverb clause modifies the adjective *agile*, telling *under what condition*.]

**Exercise** In each of the following sentences, underline the adverb clause.

- **Example** 1. When you go on vacation this summer, will you go to Philadelphia?

1. When I was twelve, my family and I spent a week in Philadelphia, the City of Brotherly Love.
2. William Penn planned for the city that he founded to be a haven for religious freedom because he had been persecuted for practicing the Quaker religion.
3. Until it was abolished in 1984, a city regulation prohibited structures from being higher than Penn’s statue, 548 feet atop city hall.
4. Philadelphia is considered the birthplace of the United States since both the Declaration of Independence and the Constitution were signed there.
5. Did you know that Philadelphia was the capital of the colonies while the patriots were rebelling against the British government?
6. If I am not mistaken, every year millions of tourists visit the Liberty Bell, Independence Hall, Carpenters’ Hall, and Congress Hall.
7. Historians believe that in 1777 Betsy Ross sewed the first flag of the United States in the house on Arch Street, although they are not certain.
8. Wherever you go in the historic district, you will find such famous structures as Christ Church, which was built beginning in 1727.
9. Even though I have visited many historic sites, few compare to Elfreth’s Alley, about thirty-five brick houses that have been occupied continuously since the early 1700s.
10. I believe the buildings in Southwark, which was settled by the Swedes in the early 1600s, are even older than the buildings in the downtown area are.
Subordinating Conjunctions

An adverb clause is introduced by a subordinating conjunction—a word that shows the relationship between the adverb clause and the word or words that the clause modifies. Common subordinating conjunctions include after, as, as if, as long as, because, before, even though, if, in order that, since, so that, though, until, whenever, whether, while, and why.

**EXAMPLES**

The rain stopped after we got home. [The subordinating conjunction after relates the adverb clause to the verb stopped.]

The speech lasted longer than I had hoped. [The subordinating conjunction than relates the adverb clause to the adverb longer.]

**EXERCISE** In the sentences below, underline each adverb clause and circle each subordinating conjunction.

**Example 1.** I brought the tennis rackets so that we can play right after school.

1. After Kyle returned, he reported his findings.
2. Magdelena made an important announcement before the bell rang.
3. As soon as the weather warms up, let’s go camping.
4. We visited my grandmother whenever we could.
5. We’ll leave a light on until you return from the game.
6. Wherever I go, my dog follows.
7. The group sang while they waited for the school bus.
8. After we washed the car, we had a water fight.
9. Please answer every question if you can.
10. Michael ran as if someone were chasing him.
11. Although we planned to arrive early, the traffic was heavy and we were late.
12. We won’t start dinner until you arrive.
13. I understood the situation better after we discussed it.
14. We will go shopping tomorrow whether it is snowing or not.
15. Unless we have a late freeze, the peaches should do very well this year.
16. Even though he had taken the day off, Eric still worked diligently at home.
17. The veterinarian said to keep the dog quiet so that its incision would have a chance to heal.
18. You can borrow the one hundred dollars provided that you pay it back in one month.
19. Please call me soon because I need to make plans for our trip.
20. As long as you are getting the car washed, would you please go to that station where we went last week and get five gallons of gas?
Adjective and Adverb Clauses

4d. An adjective clause is a subordinate clause that modifies a noun or a pronoun.

EXAMPLE A picture of everyone who graduated was in the paper. [The adjective clause modifies the pronoun everyone.]

4e. An adverb clause is a subordinate clause that modifies a verb, an adjective, or an adverb.

EXAMPLE I’m not going to the concert unless you join us. [The adverb clause modifies the verb am going.]

Exercise A In each of the following sentences, identify the underlined subordinate clause by writing above it ADJ for adjective clause or ADV for adverb clause.

Example 1. Last summer we visited Niagara Falls, which is on the border between New York and Ontario.

1. The two waterfalls that form Niagara Falls are the Horseshoe Falls in Ontario and the American Falls in New York.
2. Niagara Falls was carved about twelve thousand years ago when Lake Erie overflowed and formed the Niagara River.
3. For centuries, as the river flowed over the land to a high cliff, the water cut through the earth and eventually formed the falls.
4. The falls have cut a gorge about two hundred feet deep that extends for seven miles past the falls.
5. The water continues to erode the soft rock under the falls so that the ledges of the falls wear away at a rate of one inch to six feet per year, depending on the volume of water.

Exercise B In each of the following sentences, underline the adjective or adverb clause. Then, indicate what kind of clause it is by writing above it ADJ for adjective clause or ADV for adverb clause.

Example 1. Will you turn down the music when your father gets home?

6. Josh’s father, who works at the library, loves all types of music.
7. In fact, as long as I have known him, Mr. Redmond has played an acoustic guitar.
8. Even though he is very talented, Mr. Redmond plays only for his family and friends.
9. Unless you know him well, you might ask, “Why doesn’t he become a professional musician?”
10. He explains that the noise level of the clubs is too loud for his hearing, which is very acute.
The Noun Clause

A noun clause is a subordinate clause that is used as a noun.

A noun clause may be used as a subject, a predicate nominative, a direct object, an indirect object, or the object of a preposition.

**Examples**
- A glass of water is **what I need now.** [predicate nominative]
- She thinks **that I’ll do well on the test.** [direct object]
- Chen will give **whoever is closest** the ball. [indirect object]

Words commonly used to introduce noun clauses are **how, that, what, whatever, when, where, whether, which, whichever, who, whoever, whom, whomever, whose, and why.**

**Exercise A** Underline the noun clause in each sentence below.

**Example 1.** I said that I wanted to visit some temples on our trip.

1. This is what you should wear inside a temple.
2. Find out which parts of the temple can be visited.
3. We don’t know whether we will see a temple elephant.
4. Whoever is offered fresh coconut is being honored.
5. I understand that I need permission to photograph people.

**Exercise B** Underline the noun clause in each sentence, and then, identify its function by writing above it **S** for subject, **PN** for predicate nominative, **DO** for direct object, **IO** for indirect object, or **OP** for object of a preposition.

**Example 1.** I got a scholarship for what I did in my science project.

6. I have always believed that people like to laugh.
7. What you decide to do is completely up to you.
8. We’ll give whoever is left the prize.
9. Whatever Ms. Wing wants is fine.
10. His fear is that he will forget his lines.
11. My parents are very impressed by what I know about computers.
12. I have forgotten where I left my keys.
13. The problem was that Aaron hadn’t arrived yet.
14. I was very surprised by what happened in the race.
15. That the milk was sour was immediately obvious.
The Noun Clause B

A noun clause is a subordinate clause that is used as a noun.

A noun clause may be used as a subject, a predicate nominative, a direct object, an indirect object, or the object of a preposition.

**EXAMPLES**
- Whoever gets the right answer will receive a prize. [subject]
- She talked about why she had chosen the college. [object of a preposition]
- We will give whoever is earliest free tickets. [indirect object]

Words commonly used to introduce noun clauses are how, that, what, whatever, when, where, whether, which, whichever, who, whoever, whom, whomever, whose, and why.

**EXERCISE** Underline the noun clause in each sentence, and then, identify its function by writing above it S for subject, PN for predicate nominative, DO for direct object, IO for indirect object, or OP for object of a preposition.

**Example 1.** Do you know who the first female prime minister of India was?

1. Although I don’t agree with you, I can see how you would think that.
2. That the candidate for the Senate office was very conservative was not a widely known fact.
3. A steaming bowl of fish chowder, a slice of whole-wheat bread, and a glass of cold milk are what I want for lunch.
4. Mrs. Scovil told us to write our two-page persuasive essays on whatever controversial topics were most interesting to us.
5. Give whoever is the last to leave the keys to lock the door.
6. My parents chose where the family will spend its summer vacation.
7. That she looks so much younger than her years surprised me.
8. Whoever parked in the no-parking zone must move the car.
9. We did not realize that the information would not be available until next Saturday.
10. Gilbert taught whoever was interested the basic chess moves.
Subordinate Clauses A

4d. An adjective clause is a subordinate clause that modifies a noun or a pronoun.

**EXAMPLE** This is the desk that I told you about. [The adjective clause modifies the noun desk.]

4e. An adverb clause is a subordinate clause that modifies a verb, an adjective, or an adverb.

**EXAMPLE** Could you carry my bag when we get there? [The adverb clause modifies the verb could carry.]

4f. A noun clause is a subordinate clause that is used as a noun.

**EXAMPLE** The weather report indicates that it will freeze tonight. [The noun clause is the direct object of the verb indicates.]

**Exercise** Each of the following sentences contains a subordinate clause. Underline the subordinate clause, and identify it by writing above it **ADJ** for adjective clause, **ADV** for adverb clause, or **N** for noun clause.

**Example 1.** How I am ever on time to school is a mystery to my family.

1. They cannot believe that anyone can travel five blocks in four minutes.
2. It all begins each morning when my alarm goes off.
3. The alarm buzzes noisily, but I pretend that I do not hear it.
4. My older brother, who is very conscientious, begins to prod me.
5. After I finally get out of bed, he continues to bother me.
6. When I arrive downstairs, my parents take over.
7. Every day, they worry that I’ll be late.
8. The only member of the family who doesn’t scold me is the dog.
9. I leave for school at the last possible minute that I can.
10. I’ve never yet been late; why everyone worries so is beyond me.
Subordinate Clauses B

4d. An adjective clause is a subordinate clause that modifies a noun or a pronoun.

**EXAMPLE** Sean, who gave me the green balloon, has Irish ancestry. [The adjective clause modifies the noun Sean.]

4e. An adverb clause is a subordinate clause that modifies a verb, an adjective, or an adverb.

**EXAMPLE** He gave me the balloon because our ancestors come from the same county in Ireland. [The adverb clause modifies the verb gave.]

4f. A noun clause is a subordinate clause that is used as a noun.

**EXAMPLE** Where both of our ancestors came from is Limerick County. [The noun clause is the subject of the verb is.]

**EXERCISE** Each of the following sentences contains a subordinate clause. Underline the subordinate clause, and identify it by writing above it ADJ for adjective clause, ADV for adverb clause, or N for noun clause.

Example 1. Dana told me that the exam was postponed.

1. That the Brittany spaniel is good-natured and obedient is obvious to the neighbors.
2. Do not take the job if you are not able to lift heavy packages.
3. Give the door prize to whoever sold the most tickets to the banquet.
4. A sea horse looks like a tiny horse that has been joined to a fish's body.
5. Before you decide on a career, consider carefully your abilities, interests, and opportunities.
6. I was looking for a book that has a poem by Emily Dickinson.
7. Did you know that the church's centennial celebration was last weekend?
8. When you have finished peeling the potatoes and carrots, add them to the soup on the stove.
9. We have included gymnastics, which is a popular sport, in our new athletics program.
10. My Persian cat leaps into the air whenever she sees a flying insect.
Sentences Classified According to Structure A

A sentence can be classified, depending on its structure, as simple, compound, complex, or compound-complex.

1. A simple sentence contains one independent clause and no subordinate clauses.
2. A compound sentence contains two or more independent clauses and no subordinate clauses.
3. A complex sentence contains one independent clause and at least one subordinate clause.
4. A compound-complex sentence contains two or more independent clauses and at least one subordinate clause.

**Exercise A** Classify each of the following sentences according to its structure. On the line provided, write S for simple, CD for compound, CX for complex, or CC for compound-complex.

**Example** CC 1. Holiday customs vary around the world, but wherever they are held, celebrations often include food and special decorations.

____ 1. A major festival in India is the Festival of the Lights (Diwali).
____ 2. This holiday is celebrated by making lamps, and it also includes a cooking spree.
____ 3. In addition to decorating their houses, the celebrants settle up their business affairs.
____ 4. Relatives exchange gifts; then at sunset they light lamps that have special significance.
____ 5. They light lamps to beckon Lakshmi, who is the Hindu goddess of wealth.

**Exercise B** Classify each of the following sentences according to its structure. On the line provided, write S for simple, CD for compound, CX for complex, or CC for compound-complex.

**Example** S 1. Sally Ride is a role model for many girls and women.

____ 6. In June of 1983, Sally K. Ride became the first American woman to orbit the earth.
____ 7. When she was growing up in the Los Angeles suburb of Encino, Ride appeared to be headed for a career in tennis, not in space.
____ 8. She competed in local tournaments while she was still in high school, and she eventually became a nationally ranked amateur.
____ 9. Ride evidently found space travel more compelling than tennis, and she became a member of the space shuttle program.
____ 10. After the space shuttle Challenger exploded in 1986, Ride was appointed to the presidential commission that investigated the accident.
Sentences Classified According to Structure B

A sentence can be classified, depending on its structure, as **simple, compound, complex, or compound-complex**.

(1) A **simple sentence** contains one independent clause and no subordinate clauses.

(2) A **compound sentence** contains two or more independent clauses and no subordinate clauses.

(3) A **complex sentence** contains one independent clause and at least one subordinate clause.

(4) A **compound-complex sentence** contains two or more independent clauses and at least one subordinate clause.

**Exercise**  For each of the following sentences, underline any independent clauses once and any subordinate clauses twice. Then, classify each of the sentences according to its structure. On the line provided, write **S** for simple, **CD** for compound, **CX** for complex, or **CC** for compound-complex.

**Example**  __5__  1. After dinner, we took a walk and tried out our new shoes.

____  1. Before the contest began, the soloists were nervously pacing back and forth.

____  2. Tired of studying, Diego closed his book and turned on his stereo.

____  3. After the storm had uprooted the tree, some of the clean-up crew trimmed the branches, and others loaded them into trucks.

____  4. Without saying another word, Harriet collected her belongings, jammed them into a bag, and marched out of the meeting.

____  5. I waited impatiently as the postal worker approached our mailbox with my long-awaited package.

____  6. Take your jacket, or wear a sweater.

____  7. Jacques wished that he could go on the camping trip, but he couldn’t convince his parents to let him go because he had come home late three nights the week before.

____  8. The flowers that create the beautiful scene outside the courthouse window are cared for by a professional gardener.

____  9. The arrival of the candidates had been anticipated for months; the city officials were waiting for them at the reception.

____  10. The only person with a key was Mr. Pavarotti, the owner and operator of the store.
Review A: The Clause

**Exercise A** For each of the following sentences, identify the underlined clause as independent or subordinate by writing above it IND for independent or SUB for subordinate. Then, tell how each subordinate clause functions in the sentence by writing above the clause ADJ for adjective clause, ADV for adverb clause, or N for noun clause.

**Example 1.** My aunt told me something strange that she saw on a trip.

1. Travelers who drive across the Great Plains during the summer are often surprised by the size of the bridges spanning the streams.
2. Sometimes a half-mile-long bridge has been built across a stream that is little more than a muddy trickle.
3. They may wonder why the bridge is there at all.
4. If they revisited the spot in the springtime, they would understand the need for the bridge.
5. The tiny stream is transformed into a huge river when the spring rains come.

**Exercise B** Each of the following sentences contains a subordinate clause. Underline this clause. Then, tell how the clause functions in the sentence by writing above it ADJ for adjective clause, ADV for adverb clause, or N for noun clause.

**Example 1.** The Mississippi and Missouri Rivers, which flow through the Great Plains, flow year-round.

6. However, some of the rivers that drain the Great Plains dry up entirely during the summer.
7. If there is little rainfall during the autumn, the riverbeds may remain dry until March or April.
8. A spring thaw that is accompanied by heavy rains may lead to flood conditions.
9. Residents know that a small stream can become a wide river practically overnight.
10. The bridges crossing such a river have to be strongly constructed so that they can withstand the raging floodwaters.
11. The wooden bridges of earlier days were washed away or badly damaged whenever there was a rainy spring.
12. Construction teams would replace what the spring torrents had destroyed.
13. With steel and reinforced concrete, they built bridges that could withstand the spring floods.
14. That the new bridges would be needed only one or two weeks a year was obvious to the designers and the builders.
15. A Great Plains bridge is like a summer cottage that stands empty most of the year.
**Review B: The Clause**

**Exercise A** For each of the following sentences, identify the underlined clause as independent or subordinate by writing above it **IND** for independent or **SUB** for subordinate. Then, tell how each subordinate clause functions in the sentence by writing above the clause **ADJ** for adjective clause, **ADV** for adverb clause, or **N** for noun clause.

**Example 1.** Because I was tired, I went to bed early.

1. If you are in the neighborhood, stop by for a Texas-style barbecue.
2. That Daphne could not attend Diego’s party is unfortunate.
3. Latwanda’s cousins, who have lived in London for the past eight years, are in the United States for an extended visit.
4. Did Henri find the path that leads to the orchard?
5. Please let the phone ring at least ten times whenever you call.

**Exercise B** In each of the following sentences, underline the subordinate clause. Then, tell how the clause functions in the sentence by writing above the clause **ADJ** for adjective clause, **ADV** for adverb clause, or **N** for noun clause.

**Example 1.** I usually make several New Year’s resolutions, which I end up breaking.

6. One New Year’s resolution that I plan to keep is to hand in my homework on time.
7. If I don’t start writing my reports in advance, I am likely to be late in handing them in.
8. Few of my friends are as skilled at procrastinating as I am.
9. For me and others like me, the problem is not that the work is too difficult.
10. What is problematic for many of us is actually getting started.
11. Putting things off creates problems that can often be avoided.
12. For example, I nearly failed a Spanish course because I put off writing a paper on Cervantes.
13. After a little research, I knew exactly what I wanted to say.
14. I just wasn’t willing to set aside the time that I needed to write it.
15. I now pretend that every project is due at least two weeks in advance.
**Exercise**  In each of the following sentences, underline independent clauses once and subordinate clauses twice. Then, classify each of the sentences according to structure by writing on the line provided S for simple, CD for compound, CX for complex, or CC for compound-complex.

**Example**  
1. In my opinion, bridges are some of the **most lovely** structures that people **build**.

1. Although bridges are built for practical purposes, many bridges are not only **useful** but also **beautiful**.

2. Old-fashioned covered bridges can still be seen in some parts of the country, chiefly in New England.

3. These bridges were not intended to be objects of art, but many people today consider them very lovely.

4. The simple lines and the weathered wood of a covered bridge go well with its rustic surroundings.

5. Those who design modern bridges take both usefulness and beauty into account.

6. The Brooklyn Bridge, which was opened in 1883, was one of the first steel suspension bridges in the United States.

7. Not only was the Brooklyn Bridge the longest suspension bridge of its time, but it was also one of the most artistically pleasing.

8. The bridge was recognized as an artistic triumph even before it was completed, and it quickly became a favorite subject for painters and photographers.

9. Many suspension bridges built during the twentieth century employ structural principles that were developed by the designer of the Brooklyn Bridge.

10. Two of the best-known suspension bridges of recent times are San Francisco’s Golden Gate Bridge and New York’s Verrazzano-Narrows Bridge.
EXERCISE  Classify each of the following sentences according to structure by writing on the line provided S for simple, CD for compound, CX for complex, or CC for compound-complex. Then, underscore any subordinate clauses in the sentence.

Example  **CX**  1. Tennis stars usually get their start when they are fairly young.

____  1. Because tennis is so physically demanding, it’s a sport in which strong young players can really shine.

____  2. Steffi Graf of Germany began playing tennis professionally at the age of thirteen.

____  3. Graf was still a teenager when she won four Grand Slam tennis championships and an Olympic gold medal.

____  4. Another Olympic winner, Zina Garrison Jackson, began playing tennis in Houston at the age of ten, and at seventeen, she won the junior singles titles at Wimbledon and at the U.S. Open.

____  5. The German tennis star Boris Becker won his first tournament competitions at the age of nine, but he didn’t become a professional player until he graduated from high school.

____  6. Michael Chang, who in 1989 became the youngest player to rank in the Top 5, won many national and international tennis competitions.

____  7. Another American player, Andre Agassi, started serving on a tennis court at the age of two, and he, too, excelled at an early age.

____  8. Agassi won six important tournaments when he was only eighteen.

____  9. Tracy Austin and Chris Evert also started young; in fact, Tracy Austin was only sixteen years old when she made headlines by winning the women’s title at the U.S. Open.

____  10. In tennis, young players really can become big winners.
Number

A word that refers to one person, place, thing, or idea is *singular* in number. A word that refers to more than one is *plural* in number. In general, nouns ending in *-s* are plural, and verbs ending in *-s* are singular.

**SINGULAR**  sandwich  she  wolf  family  makes  is  goes

**PLURAL**  sandwiches  they  wolves  families  make  are  go

**EXERCISE A**  On the lines provided, write *S* if the noun or pronoun is singular or write *P* if it is plural.

**Examples**  

1. catalogs  

   ____  1. country  ____  11. address

   ____  2. building  ____  12. benches

   ____  3. raspberries  ____  13. children

   ____  4. radio  ____  14. speech

   ____  5. him  ____  15. courage

   ____  6. geese  ____  16. us

   ____  7. valley  ____  17. donkeys

   ____  8. both  ____  18. himself

   ____  9. neighborhood  ____  19. boxes

   ____  10. women  ____  20. press

**EXERCISE B**  Above the underlined verb, write *S* if the verb is singular or *P* if it is plural.

**Example**  1. The Morris brothers have *P* become talented tennis players.

21. Many of the citizens *P* agree with the platform of the candidate.

22. Someone *P* has suggested several good ideas for new uses of the old factory.

23. A print of a painting by Picasso *P* hangs in the city library.

24. All of the women on the panel were *P* given equal time to speak.

25. Theodore von Kármán, a leading aeronautics engineer, was *P* born in Hungary.

26. Two senators from every state serve in the U.S. Congress.

27. Lukas and I *P* have tickets to the Seurat exhibit at the Metropolitan Museum.

28. One of the gases in the earth’s atmosphere is argon.

29. The President *P* was scheduling another trip to Japan.

30. Salt and sand on the roadways often damage the undersides of cars.
Subject-Verb Agreement A

A verb should agree in number with its subject.

1. Singular subjects take singular verbs.
2. Plural subjects take plural verbs.

**SINGULAR SUBJECT AND VERB**  
Spike Lee is a talented movie director.

**PLURAL SUBJECT AND VERB**  
His films are noteworthy.

3. The number of a subject usually is not determined by a word in a phrase or clause following the subject.
4. A negative construction following the subject does not change the number of the subject.

**EXAMPLES**  
The actors in Lee’s film are rehearsing a scene.  
Lee, not one of the acting coaches, has been advising them.

**EXERCISE A**  
In each of the following sentences, the verb agrees with its subject. Next to each sentence number, write **S** if the subject and verb are singular. Write **P** if the subject and verb are plural.

**Example S 1.** This book of poems is one of my favorite possessions.

1. Gwendolyn Brooks was an award-winning African American poet.
2. For several years she served as the poet laureate of Illinois.
3. Many poems by Brooks express anger for the injustice of racial discrimination.
4. Two volumes of her poetry are Annie Allen and A Street in Bronzeville.
5. One day I hope to be as eloquent a poet as Gwendolyn Brooks.

**EXERCISE B**  
In the following sentences, underline the verb in parentheses that agrees with the subject.

**Example 1.** These maps, not the globe, (contain, contains) the needed details.

6. The city of Buenos Aires (is, are) the capital of Argentina.
8. When I (visit, visits) Buenos Aires, I will want to see Plaza de Mayo.
9. The historic building Casa Rosada (stands, stand) there.
10. The offices of Argentina’s president (is, are) housed within.
11. The land area of Argentina (cover, covers) over a million square miles.
12. This country of scrubland, swamps, and plains (stretch, stretches) 2,360 miles from north to south.
13. The width of the country from east to west (is, are) only about 884 miles.
14. Some people who look at Argentina on a map (see, sees) a triangular-shaped country.
15. The widest part of Argentina, the longest of the triangle’s sides, (form, forms) the northern part of the country.
Subject-Verb Agreement B

A verb should agree in number with its subject.

(1) Singular subjects take singular verbs.
(2) Plural subjects take plural verbs.

**SINGULAR SUBJECT AND VERB**
An article about insecticides is in today’s paper.

**PLURAL SUBJECT AND VERB**
The players from Miami compete in our league.

(3) The number of a subject usually is not determined by a word in a phrase or clause following the subject.

(4) A negative construction following the subject does not change the number of the subject.

**EXAMPLES**
Philip, along with Jane, appears in the school play.
The coach, not the team members, chooses the captain.

**EXERCISE A**
In each of the following sentences, underline the verb in parentheses that agrees with the subject.

**Example 1.** The front counter, in addition to the tables, (is, are) in need of a good cleaning.

1. The short stories in this collection (is, are) mysteries.
2. The star of the play, as well as the chorus members, (was, were) rehearsing.
3. Three letters by Thomas Edison (was, were) donated to the museum.
4. The daffodils, not the dogwood tree, (is, are) in full bloom now.
5. A survey of the voters (indicates, indicate) their opinions on the issue.
6. Crushed leaves from the verbena plant (makes, make) a flavorful tea.
7. Lake Erie, along with Lake Superior and Lake Huron, (is, are) very deep.
8. A tax on both income and property (was, were) debated by the city council.
9. Immigrants from China (was, were) a major force in the building of the railroad.
10. Several dogs, but not one cat, (was, were) inoculated against rabies at the clinic.

**EXERCISE B** Most of the sentences in the following paragraph contain errors in the agreement between subject and verb. Cross out each incorrect verb. Above the error, write the correct form of the verb.

**Example**
Ella Fitzgerald, not Janet Jackson or Jewel, are my favorite female singer.

The late Ella Fitzgerald, of all American jazz singers, are perhaps the most popular. Her remarkable abilities at improvisation were the source of her worldwide acclaim. Her first recordings of jazz music was made in 1938. Fitzgerald, along with such other African American female singers as Billie Holiday, were at that time the source of fame for Big Bands. Fitzgerald, more than all other singers, have inspired me to pursue a career in music.
Indefinite Pronouns A

An *indefinite pronoun* refers to a person, a place, a thing, or an idea that may or may not be specifically named.

Some indefinite pronouns are singular; others are plural. Certain indefinite pronouns may be either singular or plural, depending on how they are used.

**SINGULAR**  No one knows the answer.  Most of the article *is* interesting.

**PLURAL**  Several have submitted paintings.  Most of his articles *are* interesting.

**Exercise**  Above the indefinite pronoun in each sentence, write *S* if it is singular or *P* if it is plural. Then, underline the correct form of the verb in parentheses.

**Example 1.**  Everyone who likes vegetables (*enjoy, enjoys*) this meal.

1. Neither of the candidates (*has, have*) run for office before.
2. Most of the soup (*was, were*) gone.
3. None of the athletes (*was, were*) tired after the tournament.
4. A few of the volunteers for the job (*was, were*) selected.
5. (*Have, Has*) all of the cheese been eaten?
6. Someone from your fan club (*is, are*) waiting at the stage door.
7. None of the rain (*has, have*) seeped into the basement.
8. (*Is, Are*) either of the movies available to rent?
9. Everyone, including the movie critics, (*raves, rave*) about her latest movie.
10. Everybody in the meeting (*agrees, agree*) with your position.
11. Some of the cookies (*has, have*) a filling of strawberry jam.
12. (*Has, Have*) anyone calculated the circumference of this circle?
13. Few of the items on the shelf (*was, were*) marked with prices.
14. (*Do, Does*) many of Jason’s friends know about the surprise party?
15. All of the students in tenth grade (*was, were*) invited to the job fair.
16. (*Was, Were*) any of the varnish spilled on the carpet?
17. Somebody (*have, has*) already borrowed the camera from the equipment room.
18. Nothing (*surprise, surprises*) me anymore.
19. Each of the contest entries (*is, are*) evaluated by a panel of trained judges.
20. Everything in my locker (*smell, smells*) like the cologne I spilled in there.
Indefinite Pronouns B

An *indefinite pronoun* refers to a person, a place, a thing, or an idea that may or may not be specifically named.

Some indefinite pronouns are singular; others are plural. Certain indefinite pronouns may be either singular or plural, depending on how they are used.

**SINGULAR**  
Everybody likes Coach Wynn.  
None of the song *was* familiar.

**PLURAL**  
Few know of the job opening.  
None of the songs *were* familiar.

**EXERCISE A**  
Complete each of the following sentences by adding an indefinite pronoun that agrees with the verb.

*Example 1.* Unfortunately, ____________ of the quiche is left.

1. ____________ of the children was interested in swimming.
2. Does ____________ want my peanut butter sandwich?
3. ____________ of the students were surprised at the results of the experiment.
4. Has ____________ submitted a vote for class officers?
5. ____________ of Terry’s friends know how to sculpt with clay.
6. ____________ in the backyard has been rattling in the wind.
7. ____________ of the sisters have taken flute lessons for years.
8. Do ____________ of you know when the pep rally starts?
9. During the basketball game, ____________ of the snacks and drinks were sold.
10. ____________ of my research is finished now, but I haven’t begun writing the paper.

**EXERCISE B**  
Some of the following sentences contain errors in the agreement between indefinite pronouns and verbs. Cross out each incorrect verb form. Above it, write the correct form of the verb. If a sentence is already correct, write C after it.

*Example 1.* I looked for my contact lenses, but both *are* lost.

11. Is any of these books yours?
12. Several of us is going to the dance together in a limousine.
13. Neither of the horses are available to ride.
14. None of the runners were on the track yet.
15. One of the large pieces of cantaloupe *are* enough to satisfy my sweet tooth.
Compound Subjects A

**5c.** Subjects joined by *and* generally take a plural verb.

**5d.** Singular subjects joined by *or* or *nor* take a singular verb. Plural subjects joined by *or* or *nor* take a plural verb.

**5e.** When a singular subject and a plural subject are joined by *or* or *nor,* the verb agrees with the subject that is nearer the verb.

**EXAMPLES** Peru and Chile are South American countries.

Either the battery or the starter needs replacement.

Neither the Hendersons nor the Chongs want to attend the concert.

Neither the players nor the coach agrees with the referee’s call.

Neither the coach nor the players agree with the referee’s call.

**EXERCISE A** Underline the verb in parentheses that agrees with the compound subject of the sentence.

**Example 1.** Neither Whitney nor Angela *(appear, appears)* happy.

1. The producer and director of Schindler’s List *(was, were)* Steven Spielberg.
2. Eight crew members and a captain *(was, were)* hired for the cruise.
3. Neither her manuscript nor her research notes *(was, were)* lost in the fire.
4. Whoopi Goldberg or Billy Crystal *(is, are)* presenting the next award.
5. Rice and beans *(are, is)* her favorite meal.

**EXERCISE B** Some of these sentences contain subjects and verbs that do not agree in number. Other sentences are awkward constructions. Revise the sentences to make them clear and correct.

**Example 1.** Neither steak nor pasta are on my grocery list. *(Neither steak nor pasta is on my)*

grocery list.

6. Either Elena or one of her sisters are entering tomorrow’s marathon.

7. Neither the tools nor the lumber fits into the back of the van.

8. My voice coach and greatest supporter are Miriam Goldstein.

9. Neither the rain nor the music were a great addition to our picnic.

10. Does the juniors or the seniors share your lunch period?
Compound Subjects B

Subjects joined by *and* generally take a plural verb.

Singular subjects joined by *or* or *nor* take a singular verb. Plural subjects joined by *or* or *nor* take a plural verb.

When a singular subject and a plural subject are joined by *or* or *nor*, the verb agrees with the subject that is nearer the verb.

**EXAMPLES** Baseball and soccer are Simon's favorite sports.
Neither the president nor the vice president is at the press conference.
Either bobcats or wild boars appear in the new documentary.
Either pizza or sandwiches are served at the study group.
Either sandwiches or pizza is served at the study group.

**EXERCISE A** Underline the verb in parentheses that agrees with the compound subject of the sentence.

**Example 1.** Natural disasters and shipwrecks (*fascinate, fascinates*) many people.

1. Facts and a good photograph (*teach, teaches*) us about disasters.
2. In science class, my friends and I (*is, are*) reading about disasters.
3. Each day either Mr. Simms or students (*present, presents*) information on a disaster.
4. A tornado and a tidal wave (*is, are*) classified as natural disasters.
5. Earthquakes and floods (*fall, falls*) into the same category.
6. Either an avalanche or a rock slide (*make, makes*) a good research topic.
7. A shipwreck or a plane crash (*is, are*) a disaster, but not a natural disaster.
8. Neither the captain nor the passengers (*expect, expects*) a shipwreck.
9. Watery graves and underwater treasure (*is, are*) discussed in this book.
10. The book’s writer and photographer (*is, are*) Dr. Jimenez.

**EXERCISE B** In the following sentences, cross out any verb that does not agree with its subject. Above the verb, write the correct verb form. Write *C* above the verb if it already agrees with its compound subject.

**Example 1.** Either a ticket or a season pass *are* needed for admittance.

11. Thrilling rides and a tall roller coaster makes this amusement park enjoyable.
12. Either the water rides or the new roller coaster are down that path.
13. Neither Roger nor the twins want to ride the tallest roller coaster.
14. Ted and Natalie *is* going to the food court.
15. Two drinks or a sandwich *is* served at the study group.
Other Problems in Agreement A

Collective nouns may be either singular or plural, depending on their meaning in a sentence.

**SINGULAR**
The jury has reached a verdict.

**PLURAL**
The jury are in agreement.

**EXERCISE A** In the following sentences, underline the verb in parentheses that agrees with the collective noun.

**Example 1.** The audience *(is, are)* slowly finding their seats in the theater.

1. A troop of Boy Scouts *(is, are)* a welcome sight to a lost hiker.
2. During the past month, the army *(has, have)* run advertisements on television.
3. A swarm of bees *(is, are)* in the hollow log over there.
4. The visiting band *(is, are)* staying with families of our own band.
5. The choir *(meet, meets)* for practice at seven o’clock.
6. Beside the pond in the pasture, the herd of cows *(is, are)* waiting for the rancher to bring them hay.
7. The class *(was, were)* introduced to its state representative.
8. In dance class the group *(divide, divides)* into pairs for the warm-up exercise.
9. The assembly *(is, are)* invited to cast their votes for treasurer.
10. The public *(voice, voices)* its opinion by voting in elections.

**EXERCISE B** In the following sentences, cross out each incorrect verb form and write the correct verb form above it. If a sentence is already correct, write C above the verb.

**Example 1.** Are the choir selling their raffle tickets as a fund-raiser?

11. The faculty is in their classrooms.
12. My whole family were eager to meet its new neighbors.
13. A large number has received their rebates in the mail.
14. The softball team is working in pairs during today’s practice.
15. The jury is silently filing one by one into the jury box.
16. The club welcome Ms. Perez, our guest speaker.
17. Is staff given discounts on supplies?
18. A majority of the students have met with their guidance counselors.
19. A flock of geese are flying overhead.
20. The local police squad protects the entire neighborhood.
Other Problems in Agreement B

5g. A verb agrees with its subject but not necessarily with a predicate nominative.

**EXAMPLE** Our leading **crop** is blueberries.

5h. When the subject follows the verb, find the subject and make sure that the verb agrees with it.

**EXAMPLE** Here is a **bowl** of soup.

**EXERCISE A** In the following sentences, underline the subject. If the subject and verb do not agree, cross out the incorrect verb form and write the correct form above it. If the verb already agrees with the subject, write **C** above the verb.

**Example 1.** There is four place settings on the dining table.

1. Chelsea and Juan was the favorite couple at the dance.
2. Here is the beads for the handmade bracelet.
3. The winners are a secret until the ceremony.
4. When is the times for the school play auditions?
5. There are several reasons for my admiration of my mom.
6. The walls of the house is adobe.
7. What’s the results of your talk with Joey?
8. The late-night “intruder” were only Dave and Phillip.
9. Where are my box of oil paints?
10. The doctor’s first priority was the patients in the waiting room.

**EXERCISE B** In the following sentences, cross out any verb that does not agree with its subject. Then, write the correct form of the verb above the incorrect form.

**Example** Where is the hills where the treasure is buried?

There’s rumors about treasure buried in the hills behind my house. Long ago in the Old West, when bandits on horseback was a part of life, bandits rode through this area. Here are a book of stories about events from that time. The stories in the book is fiction, of course, but they are inspired by rumors of actual events. There is three hills behind my house—do you see them out the window? A chest of gold and gems are what I believe is hidden there. Here’s maps of the area, and they show a cave in the tallest hill. As the rumor goes, this cave were the living quarters for three bandits. They hid their treasure chest in the cave one night. Unfortunately for them, jail cells was their home the next night! The bandits were captured, but there were no evidence of their treasure. It has never been found.
Other Problems in Agreement C

5i. An expression of an amount (a measurement, a percentage, or a fraction, for example) may be singular or plural, depending on how it is used.

**EXAMPLES**  
Ten dollars was the price. Ten dollars were scattered across the room.  
Fifteen percent of the check is a fair tip. Fifteen percent of the members are in agreement.

**EXERCISE A**  
Underline the verb in parentheses that agrees with the expression of an amount.

**Example 1.** Three dollars (was, were) lying on the table.
1. Fifty percent of the tables (is, are) occupied.
2. Two years (is, are) the length of time I saved up for my car.
3. Three fourths of the painting (was, were) completed yesterday.
4. Four quarts (make, makes) a gallon.
5. Forty-five minutes (is, are) the length of one class period.
6. During the sale, thirty percent (is, are) marked off the prices.
7. Five gallons of paint (is, are) the right amount for painting my room.
8. Two cups of peeled, sliced apples (fill, fills) the bowl.
9. Three days (is, are) plenty of time to finish the work.
10. Seventy percent of the students (want, wants) a longer lunch period.

**EXERCISE B**  
Cross out any verb that does not agree with the expression of an amount. Write the correct verb form above the incorrect form. If the verb is already correct, write **C** above the verb.

**Example 1.** Ninety minutes are the length of the movie.

11. Three quarters of the flour have been added to the cake batter.
12. Around four years are needed to earn a typical college degree.
13. Five kilometers is the distance between your ranch and the nearest town.
14. Two pints fill a one-quart jar.
15. Two months of her vacation was quite warm: June and July.
16. Two thirds of the fruit salad are eaten already.
17. Three hours are enough time for test preparation.
18. The number of candidates for class president is surprisingly large.
19. Six dollars is neatly arranged on the table.
20. Sixteen ounces equal one pound.
Other Problems in Agreement D

5j. When the relative pronoun that, which, or who is the subject in an adjective clause, the verb in the clause agrees with the word to which the relative pronoun refers.

**EXAMPLES**
- The actors from our school **who are performing** today are Mattie and Phoebe.
- The actors from a school **that is** across town are Carlos and Ronny.

5k. A subject preceded by every or many a(n) takes a singular verb.

**EXAMPLES**
- Every student and teacher **was applauding**.
- Many a cheer **was heard**.

**EXERCISE A** In the following sentences, underline the correct verb in parentheses.

**Example 1.** Mimes are a type of entertainer who **(perform, performs)** without speaking.

1. Many a young person **enjoy, enjoys** the charming performance of mimes.
2. Kevin is the only one of my friends who **(have, has)** not seen a live performance.
3. Every act and skit of the mime **(centers, center)** on gesture, movement, and expression.
4. Actors from the silent film era who **(was, were)** mimes include Charlie Chaplin and Ben Turpin.
5. Entertainers such as the circus clown, who **(is, are)** known for nonverbal performance, are a kind of mime.
6. Emmett Kelly is one of those circus clowns who **(is, are)** hard to forget.
7. Many a child and parent **has, have** seen Emmett Kelly or a clown like him.
8. Television entertainers, who **(is, are)** generally quite vocal, can also be mimes.
9. The entertainer Sid Caesar, who **(was, were)** a master mime, had a television show in the 1950s.
10. Every student and practitioner of mime **(is, are)** sure to know about Marcel Marceau.

**EXERCISE B** In the following sentences if the verb does not agree with its subject, cross out the incorrect verb form and write the correct form above it. If the verb already agrees with the subject, write C above the verb.

**Example 1.** The films in the class that **are** on film history included a clip of Marceau.

11. The French mime Marcel Marceau, who was born in 1923, performs with graceful simplicity.
12. He studied at the School of Dramatic Art of the Sarah Bernhardt Theatre, which are in Paris.
13. Every fan and film student surely recognize his much-loved character Bip.
14. A group of mimes and Marceau, who were their leader, formed a mime troupe.
15. In the 1950s, many a country around the world were host to Marceau’s mime group.
Other Problems in Agreement E

51. The contractions don’t and doesn’t should agree with their subjects.

EXAMPLES  
You don’t enjoy wrestling matches.
He doesn’t have a ticket.

EXERCISE A  In the following sentences, underline the correct contraction in parentheses.

Example 1. You (don’t, doesn’t) know much about the Holocaust either, do you?

1. Maria (don’t, doesn’t) know much about the Holocaust either.
2. Many teenagers (don’t, doesn’t) read or learn about this part of history.
3. I (don’t, doesn’t) want to be uninformed about crucial historical events.
4. A curious person (don’t, doesn’t) have to learn from history books alone.
5. People who (don’t, doesn’t) read textbooks may enjoy reading historical fiction or biography.
6. Skillful authors (don’t, doesn’t) include information that is not factual.
7. (Don’t, Doesn’t) miss The Devil’s Arithmetic by Jane Yolen.
8. Readers of We Are Witnesses, a collection of teenagers’ diary entries, (don’t, doesn’t) want to put the book down.
9. My friend Andrew (don’t, doesn’t) often read about history, but he enjoyed these two books.
10. Sometimes on a Saturday afternoon, we (don’t, doesn’t) go outside; we read instead.

EXERCISE B  In the following sentences, if the form of don’t/doesn’t does not agree with its subject, cross it out and write the correct form above the error. If the sentence is already correct, write C above the contraction.

Example 1. Why doesn’t you take the day off work?

11. “Friends doesn’t keep secrets from one another,” said Matthew.
12. Rainy days don’t depress me in the least.
13. Fortunately, Mom don’t suspect the surprise birthday party.
14. You doesn’t have to drive; I will.
15. The football players doesn’t have another game until next Friday.
16. Mr. Rodriguez, I doesn’t mind mowing your lawn along with my own.
17. Why doesn’t clocks run counterclockwise?
18. Some birds don’t fly south for the winter.
19. For the party tonight, Antoine don’t have any rap music.
20. The newspaper don’t have a report of the fire at the waffle house.
Other Problems in Agreement F

5m. Some nouns that are plural in form take singular verbs.

**EXAMPLES** Genetics teaches us about heredity. Is the news on yet?

5n. Even when plural in form, the title of a creative work (such as a book, song, movie, or painting) generally takes a singular verb.

**EXAMPLES** Star Wars was directed by George Lucas. Computer Works is on Main Street.

5o. Even when plural in form, the name of a country, a city, or an organization generally takes a singular verb.

**EXAMPLES** Star Wars was directed by George Lucas. Computer Works is on Main Street.

**EXERCISE** In the following sentences, cross out any verb that does not agree with its subject. Above the verb, write the correct form of the verb. If the sentence is already correct, write C above the verb.

**Example 1.** Is your new pants marked “dry clean only”?

1. *Lord of the Flies* were my favorite book last year.
2. New Braunfels are a town on the Guadalupe River in Texas.
3. Molasses are delicious in homemade gingerbread.
4. “Free Fantasia: Tiger Flowers” contain memorable phrases such as “paradise of ironies.”
5. *The Birds* are a 1963 film directed by Alfred Hitchcock.
6. Mathematics challenge me to think creatively about solving problems.
7. My eyeglasses are smudged from the dog’s enthusiastic greeting.
8. Is electronics Mike’s specialty?
9. Copies and Parcels are advertising student rates on photocopies.
10. The United States is part of North America.
11. Global news are on at 6:00 each morning and at 10:00 each night.
12. *Buffaloes in Combat* was painted in India in the late sixteenth century.
13. Are civics being offered in this high school every term?
14. Of all sporting events, the Olympics is the most exciting to watch.
15. “The Hills,” by George Oppen, are written in first and second person.
16. “Old Times” is one of the songs on a CD by Stevie Ray Vaughan and Albert King.
17. Gymnastics are my passion.
18. Are pliers the right tool for this project?
19. Diego Rivera’s *The Riches of California* are quite large, measuring 22 by 13 feet.
20. Expensive binoculars hangs around the neck of the coast guard captain.
Pronoun-Antecedent Agreement: Number and Gender

A pronoun should agree in both number and gender with its antecedent.

(1) Use singular pronouns to refer to singular antecedents. Use plural pronouns to refer to plural antecedents.

**EXAMPLES** Henry Aaron ended his remarkable career in baseball in 1976. The players on the field celebrated their victory.

(2) Some singular pronouns indicate gender—masculine, feminine, or neuter (neither masculine nor feminine).

**EXAMPLES** Did Jenny leave her basketball in the gym? The ball has lost most of its air.

**Exercise** Circle the antecedent in each sentence, and underline the pronoun in parentheses that agrees with it.

**Example 1.** Where did your [brothers] buy (his, their) new skis?

1. The volleyball players are getting (her, their) new jerseys today.
2. The maintenance worker swept the surface of the court and then polished (it, him).
3. When Sandra decided to try out for cheerleader, (she, it) began practicing immediately.
4. Before practice began, the swimmers talked among (himself, themselves).
5. The soccer team’s bus has messages written in shoe polish on (their, its) windows.
6. I spoke to Aaron, and (he, they) will be happy to be the team’s pitcher.
7. At the sporting goods store, Megan selected new tennis balls and a hat for (itself, herself).
8. Leon and Marcos committed (themselves, himself) to a daily three-mile run.
9. When I saw Oscar and Phina near the soccer field, I called out to (it, them).
10. After the rock climbers checked the equipment, (he, they) began the steep ascent.
11. The basketball hoop outside has icicles hanging from (its, their) rim.
12. When I last saw Katrina, (they, she) was over by the batting cages.
13. During the game the girls on the other team looked to (their, her) coach for direction.
14. Centerville High’s students have dedicated (itself, themselves) to preserving the environment.
15. Kyle has made a good reputation for (itself, himself) as team captain.
16. Eric decided not to play football this year; instead, (he, they) will play golf.
17. Because the scoreboard wasn’t working properly, Mr. Ruiz repaired (them, it).
18. If you want to borrow Mindy’s tennis racket, you’ll have to ask (her, it) yourself.
19. Jamal was proud that (it, he) made the tie-breaking point.
20. The team’s mascot, an articulate parrot, often talks to (themselves, itself).
Pronoun-Antecedent Agreement: Indefinite Pronouns

Indefinite pronouns agree with their antecedents according to the following rules.

1. The indefinite pronouns *anybody, anyone, anything, each, either, everybody, everyone, everything, neither, nobody, no one, nothing, one, somebody, someone,* and *something* are singular.
   
   **EXAMPLE** Each of the police officers has received his or her duty assignment.

2. The indefinite pronouns *both, few, many,* and *several* are plural.

3. The indefinite pronouns *all, any, more, most, none,* and *some* may be singular or plural, depending on how they are used in a sentence.
   
   **EXAMPLES** Many of the students turned their reports in early.
   
   All of the paint is new; do you like it? All of the rugs are new; do you like them?

**EXERCISE** Circle the indefinite pronoun in each sentence. Then, underline the pronoun or pronoun group in parentheses that agrees with it.

Example 1. Some of the employees planned a birthday party for (his or her, their) boss.

1. Everything in the bargain bin should have (its, their) original price tag removed.
2. Some of the cookies had tooth marks on (it, them).
3. One of the campers on the father-son camping trip shared (his, their) food with me.
4. All of the flower bed was overgrown, so I bent down to weed (it, them).
5. Something lay on the sidewalk near the mailboxes, and (it, they) sparkled in the sun.
6. Either of the girls in our carpool could have left (her, their) backpack in our car.
7. Since some of the music sounded familiar, I knew I had heard (it, them) before.
8. I saw that most of the sodas and sports drinks listed sugar in (its, their) ingredients.
9. Few of the boxes in the supply closet have labels on (them, it).
10. Many of the pipes were not covered before the cold weather, so (it, they) froze.
11. Most of the stones had unique patterns and textures on (their, its) surfaces.
12. Everybody voted for (his or her, their) favorite performer in the talent show.
13. Both of the trees in front of the school have begun losing (its, their) leaves for the winter.
14. Some of the pastries are homemade by Jitu, who delivers (it, them) each morning.
15. All of the bookcases in the library have Dewey decimal numbers marked on (it, them).
16. None of the volunteers at the hospital had met (his or her, their) new director yet.
17. Most of the money had writing on (them, it).
18. Any of my friends could have given me the note during (their, his or her) break.
19. Several of the authors were available to autograph copies of (their, his or her) books.
20. Neither of my cats will let (itself, themselves) be petted by strangers.
Pronoun-Antecedent Agreement: Compound Subjects

Pronouns agree with compound antecedents according to the following rules.

(1) Use a plural pronoun to refer to two or more antecedents joined by and.

Note that antecedents joined by and that name only one person, place, thing, or idea take singular pronouns.

(2) Use a singular pronoun to refer to two or more singular antecedents joined by or or nor.

EXAMPLES Carmen and Janet have not memorized their lines yet.
The writer and director of the play offered his suggestions.
Neither Carmen nor Janet has memorized her lines for the play.

Exercise A

Circle the antecedent in each sentence. Then, underline the pronoun or pronoun group in parentheses that agrees with the antecedent.

Example 1. Either John or Dylan will spend (their, his) afternoon posting playbills.

1. The sofa and lamp should be placed in (its, their) proper positions on stage.
2. The stagehand and the carpenter worked carefully on (his or her, their) assignments.
3. The director or assistant director left (his or her, their) notes on the refreshment table.
4. A parent or sibling of an actor will be given a discount on (his or her, their) ticket.
5. The musicians and costume designers prepared (himself or herself, themselves) for opening night.
6. The second spotlight or the third spotlight needs (their, its) bulb replaced.
7. Neither Wendy nor Margaret had considered (herself, themselves) an actor until now.
8. The lead character and the supporting character delivered (his or her, their) lines flawlessly.
9. Cheese and crackers will be served at the cast party; (it, they) will be provided by a caterer.
10. Actors and stagehands posed for (their, his or her) photograph.

Exercise B

Circle the antecedent in each sentence. Then, decide whether the pronoun agrees with the antecedent. If the pronoun does not agree, cross it out and write the correct pronoun above it. If the pronoun already agrees, write C above it.

Example Carrie and Rowan took his or her cameras to the beach.

Crabs and sea gulls had made its homes in the sand, grass, and rocks by the water. A seashell or a starfish occasionally dotted the beach where the tide had left it. Swimmers and surfers entertained himself in the water. Near a large sand dune, a child and her grandmother built herself a sand castle. Neither Carrie nor Rowan remembered to eat their lunch. The sandwiches and cookies remained in its wrappings while the photographers enthusiastically roamed the beach looking for the next photographic scene.

Grammar, Usage, and Mechanics: Language Skills Practice
Pronoun-Antecedent Agreement: Collective Nouns

A collective noun is singular when the noun refers to the group as a unit and plural when the noun refers to the individual members or parts of the group.

Examples

The jury serving in the courtroom are eating their lunches.
The jury has withdrawn into its conference room.

Exercise A
Underline the pronoun in parentheses that agrees with the collective noun.

Example 1. The troop always waits near the barracks for (its, their) commander.

1. The committee discussed (its, their) personal goals for the coming year.
2. “The public should never take the law into (its, their) own hands,” advised the officer.
3. The family carefully packed (its, their) suitcases for the trip.
4. After hearing a moving speech, the majority enthusiastically clapped (its, their) hands.
5. The club perceived (itself, themselves) as average people despite their famous achievements.
6. At halftime the band picked up (its, their) instruments and marched onto the field.
7. The faculty arrived in twos and threes to take (its, their) places for the ceremony.
8. A flock of sheep are roaming throughout this canyon without (its, their) shepherd.
9. Performing the challenging song, the choir outdid (itself, themselves).
10. A number of trophies sat in (its, their) designated places in the trophy case.

Exercise B
In each of the following sentences, circle the collective noun. If the pronoun in each sentence does not agree with its antecedent, cross it out and write the correct pronoun above it. If the pronoun already agrees with its antecedent, write C above it.

Example 1. A swarm of bees hovered over their nest.

11. The team would like to welcome their newest member, Chris.
12. An army of men and women are setting up its campsites.
13. The class applauded its guest lecturer.
14. The flock built its nests in some of the larger trees near the lake.
15. During the crisis the group remained loyal to its fellow members.
16. Beneath the surface of the water, a school of fish made its way toward shore.
17. After the team’s victory, the cheerleading squad performed their final cheer.
18. After the dedication ceremony, the crowd made their way to the exits.
19. The assembly is holding its applause until the end of the show.
20. Before the audience had taken its seats, the filmstrip began to roll.
Pronoun-Antecedent Agreement: Other Problems A

5t. An expression of an amount (a measurement, a percentage, or a fraction, for example) may take a singular or plural pronoun, depending on how it is used.

**EXAMPLES** I spent **three weeks** at the lake, and I enjoyed **them**.

**Three weeks** is not a long time to wait. **It** should pass quickly.

5u. Some nouns that are plural in form take singular pronouns.

**EXAMPLES** Genetics interests me, and I intend to learn more about **it**.

We’ll discuss **Great Expectations** tomorrow. **It** was written by Charles Dickens.

**EXERCISE** In each of the following sentences, underline the pronoun in parentheses that agrees with its antecedent.

**Example 1.** Three fourths of the casserole is gone; we ate **(them, it)** at lunch.

1. Two thirds of the answers are correct, and I gave you credit for **(them, it)**.
2. Where in the mall is Trendy Accessories? I’ve been looking for **(them, it)** for thirty minutes.
3. Timothy presented a report on the Falkland Islands. **(Their, Its)** population is around 2,000.
4. Measure two teaspoons of vanilla. The recipe requires **(them, it)**, along with brown sugar.
5. In college, my brother is majoring in linguistics, and he really enjoys **(it, them)**.
6. I hung the binoculars on **(their, its)** hook in the closet.
7. Thirty inches is the distance you should measure. Then, mark **(them, it)** with a pencil.
8. I bought a copy of **The Canterbury Tales**. Geoffrey Chaucer wrote **(them, it)**.
9. Did you read Taneesha’s poem “Sunflowers”? She composed **(it, them)** for her mom.
10. Twenty-five percent of the price is marked off; **(this, these)** should equal five dollars.
11. Have you seen the British comedy **Fawlty Towers**? **(It, They)** used to air on Tuesday night.
12. I am reading about economics. **(These, It)** includes the production of wealth.
13. Cornfields was painted by Derek. **(Its, Their)** color scheme is mainly shades of gold.
14. I’m familiar with genetics because I studied **(them, it)** in college.
15. I set aside two hours to review for the exam. **(They, That)** should be sufficient.
16. I need to iron my blue shorts since I’m wearing **(it, them)** today.
17. One of my favorite songs is “Still Waters,” and I’m learning to play **(it, them)** on the guitar.
18. The cloth measures one hundred forty-four square inches. **(That, These)** equals one square foot.
19. I only report the news; I don’t invent **(them, it)**.
20. Have you been to Cedar Rapids? **(Those, That)** is my hometown.
Pronoun-Antecedent Agreement: Other Problems B

The number of a relative pronoun (such as that, which, or who) is determined by the number of its antecedent.

EXAMPLES
Mehmet is an athlete who always does his best. [singular antecedent athlete]
Our team has many players who always do their best. [plural antecedent players]

EXERCISE
Above the relative pronoun in each sentence, write S if it refers to a singular antecedent or P if it refers to a plural antecedent. Then, on the line provided, write a pronoun that agrees with the relative pronoun.

Example 1.
Saint Bernards are dogs that are valued for ______ pleasant nature.

1. These are the teenagers who spent ______ afternoons tutoring younger kids.
2. The sandwiches that have the crusts still on ______ are made with rye bread.
3. The sales associates who meet ______ sales quotas will receive a bonus.
4. The fax machine, which is on ______ stand in the corner, needs a new ink cartridge.
5. The running shoes that had reflective strips on ______ were the ones I bought.
6. Several people who desperately wanted tickets took ______ place in line early.
7. The next-door neighbors, who hired me to “house sit” ______ house, are on vacation.
8. Lisa, who spent ______ winter break in Florida, came back to school with a tan.
9. At the discount bookstore, I found several books that had authors’ signatures in ______.
10. The movie, which featured Tom Hanks in ______ leading role, was a success.
11. Sheila’s parents, who are proud of ______ daughter, usually attend her debate competitions.
12. The envelopes that have stamps on ______ are ready to mail.
13. The painting that needs ______ frame dusted is in the corner.
14. The first poem that I memorized in ______ entirety is “Stopping by Woods on a Snowy Evening.”
15. These posters, which have important information on ______, will be hung in the halls.
16. The flowers that have thorns on ______ should be trimmed carefully.
17. The keys, which normally hung from ______ hook in the kitchen, were nowhere to be found.
18. Musicians who aren’t afraid to take ______ seriously usually excel.
19. A brown spider, which spun ______ web in a corner, lay in wait for passing insects.
20. Brandon, who takes ______ dog for a run each morning before school, invited me to come along.
Review A: Subject-Verb Agreement

**Exercise A** Change each sentence according to the directions given in parentheses. Then, change the forms of verbs so that they agree with their subjects.

**Example 1.** Every farm in this part of the country has at least one tractor. (Change *Every farm* to *All farms.*)

1. Today very few farm children know how to harness a team of horses. (Change *very few farm children* to *almost no farm child.*)
2. Sixty years ago, horses or mules were essential for farming. (Change *horses or mules* to *a horse or a mule.*)
3. Most farm machinery at that time was literally “horsepowered.” (Change *machinery* to *machines.*)
4. Only about a tenth of the farms were equipped with tractors. (Change *a tenth of the farms* to *one farm in ten.*)
5. The farmers in this part of the country were proud of their horses. (Change *The farmers* to *Each farmer and their to his or her.*)

**Exercise B** In each of the following sentences, underline the correct verb in parentheses.

**Example 1.** Where (do, does) you practice basketball?

6. The study of foreign languages in the lower grades (is, are) becoming increasingly common.
7. Each student in the biology classes (has, have) visited the medical lab.
8. There (is, are) only a few more sandwiches left.
9. Forty-five dollars (is, are) the price of the new bike.
10. (Is, Are) each of the pictures painted by the same artist?
11. Every one of the club members (is, are) invited to the party.
12. Neither of the chairs (was, were) badly damaged in the fire.
13. Here (is, are) the books that you ordered.
14. Neither you nor he (was, were) ready to speak.
15. There (is, are) many more like this one.
EXERCISE A  Change each sentence according to the directions given in parentheses. Then, change the forms of pronouns and verbs in the sentence if necessary.

Example 1. All of the students in the school district have received their fall schedules. (Change All of the students to Every student.)

1. The boys in Troop 95 spend some of their free time working at the recycling center. (Change The boys to Each boy.)

2. Rudi and one of her sisters are responsible for washing the dishes. (Change and to or.)

3. This green butterfly and that blue one make their home primarily in South America. (Change This green butterfly and that blue one to This green butterfly, like that blue one.)

4. Stray cats or dogs frequently find their way to my door. (Change Stray cats or dogs to A stray cat or dog.)

5. All of the contestants who answered their questions correctly won prizes. (Change All of the contestants to Each contestant.)

EXERCISE B  Circle the antecedent in each sentence. Then, underline the pronoun or pronoun group in parentheses that agrees with the antecedent.

Example 1. Everybody in the chemistry lab must wear (their, his or her) safety goggles.

6. Many of the citizens have already paid (his or her, their) taxes.

7. Each of the committee members has voiced (his or her, their) opinion.

8. Alonzo and I planted the seeds and watered (it, them) carefully.

9. Neither Darlene nor Naomi has finished (her, their) term paper yet.

10. Because Luis is allergic to eggs, he avoids eating (it, them).

11. Each of the lost animals was returned to (its, their) owner.

12. Someone in the stands started stamping (his or her, their) feet loudly.

13. All of the workers were satisfied with (his or her, their) pay raises.

14. Evergreens are trees that do not shed (its, their) foliage in the fall.

15. Neither of the co-captains of the women’s tennis team won (her, their) match.
Review C: Agreement

**Exercise**  In most of the following sentences, a verb does not agree with its subject, or a pronoun does not agree with its antecedent. Cross out any incorrect verb or pronoun. Then, above it, write the correct form. If the sentence is already correct, write C next to its number.

**Examples**  1. Most were satisfied with his or her grade.

2. A squirrel or a bird **have** been eating the blackberries off the vine.

1. Neither potatoes nor rice **were** my favorite dish.

2. One of your answers **was** incorrect.

3. Either Marisa or **he** are going to be the delegate to the conference.

4. One of the boys **left** their raincoat on the bus.

5. Where is the **gifts** you bought?

6. Neither her brothers nor she expects the team **has** to win.

7. His feelings after the defeat **were** a combination of anger and disbelief.

8. Each of the delegates **will pay** their own expenses.

9. There was large quantities of surplus wheat in the grain elevators.

10. Two thirds of the day **were spent** getting the car repaired.

11. Neither Marco nor Lisette want to go fishing **a** this afternoon.

12. Most of the games at the fair **are intended** for very young children.

13. Their hopes for a successful play **was shattered** by poor reviews.

14. Each of the students **chose** their own project.

15. A large crowd of people **were clapping** their hands and cheering.

16. There is always at least two librarians at the reference desk.

17. Every understudy who **plan to succeed** must be ready to perform at a moment’s notice.

18. Not one of my classmates **were prepared** for the surprise quiz.

19. Some of the coins on the table **belongs** to me.

20. One quarter of the students **want to join** the drama club.
REVIEW D: AGREEMENT

In each of these sentences, underline the correct word or words in parentheses.

Examples 1. My brother or one of my sisters (is, are) responsible for the daily care of the horses.
2. The soccer player who has the number 12 on (their, her) jersey is my sister.

1. Our family is proud of (their, its) ethnic traditions.
2. The crosstown bus (don’t, doesn’t) stop at Columbus Circle anymore.
3. The most valuable ingredient in any cook’s soup is (their, his or her) secret spices.
4. (There’s, There are) several candidates on the primary ballot.
5. (Don’t, Doesn’t) she have a cousin who writes scripts for television dramas?
6. Karen is one of the students who (enjoy, enjoys) swimming.
7. Every student and faculty member took (their, his or her) seat at the symposium.
8. The Lower Depths (was, were) written by the Russian playwright Maxim Gorki.
9. Two thousand dollars (is, are) the monthly rent for Dr. Simon’s office.
10. My favorite team (has, have) never won the World Series.
11. Not one of the students turned in (his or her, their) assignment early.
12. The table that has a pile of books on (its, their) surface should be cleared.
13. Neither of the books (is, are) on the reading list.
14. Most of the students ate lunches that (they, he or she) had packed that morning.
15. The gleeful shrieking of the children (was, were) becoming annoying.
16. The horses that have (its, their) saddles on are ready for the rodeo.
17. My grandfather and his neighbors have formed (his, their) own neighborhood crime
   watch committee.
18. There (is, are) always several puppies and kittens at the shelter.
19. The computer that has (their, its) screensaver on is available for your use.
20. Neither a book nor a movie (was, were) able to hold my attention last night.
Case Forms of Personal Pronouns

Case is the form that a noun or pronoun takes to show its relationship to other words in a sentence. In English, there are three cases: nominative, objective, and possessive. Personal pronouns have different forms for the different cases.

<table>
<thead>
<tr>
<th>Case</th>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOMINATIVE CASE</td>
<td>He bought it yesterday.</td>
<td>We are glad that they could come.</td>
</tr>
<tr>
<td>OBJECTIVE CASE</td>
<td>Give the job to her and me.</td>
<td>Todd gave us a message for you.</td>
</tr>
<tr>
<td>POSSESSIVE CASE</td>
<td>My bike is next to yours.</td>
<td>Our house is near their house.</td>
</tr>
</tbody>
</table>

**Exercise A** Above each underlined personal pronoun, write 1st for first person, 2nd for second person, or 3rd for third person. Then, write N for nominative case, O for objective case, or P for possessive case. Finally, write S for singular or PL for plural.

Examples 1. Senator Specter sent us a campaign newsletter. 2. The newsletter interested her in its content.

1. Cokie Roberts began her career in broadcasting over thirty years ago.
2. We recently saw her on a panel discussion regarding election procedures.
3. Several candidates gave their opinions concerning the primaries.
4. Ms. Roberts posed questions to each of them.
5. I was extremely impressed with her ability to focus on the issues.
6. Our state has scheduled its primary for March 10.
7. The program helped me understand the importance of primaries.
8. I’ve made up my mind regarding the candidates, too.
9. Our current senator has served for two terms.
10. Will you be giving him your support, Gina?

**Exercise B** On the line provided, add the pronoun described in parentheses to complete each sentence.

Example 1. Is this your car, Brady? (second person singular, possessive)

11. I will read this poem aloud to . (second person plural, objective)
12. Have the artists finished murals yet? (third plural, possessive)
13. We have made up minds on the issue. (first plural, possessive)
14. After the movie, ordered a pizza. (third plural, nominative)
15. The sudden, loud clap of thunder startled . (first singular, objective)
The Nominative Case A

**6a.** A subject of a verb should be in the nominative case.

**EXAMPLES**

- She plays the guitar.
- He and I had never been to a game at the Spectrum.

**6b.** A predicate nominative should be in the nominative case.

**EXAMPLES**

- It was he who called and left a message.
- The mysterious visitors might have been they.

**EXERCISE A**

For each sentence, if the underlined pronoun is correct write C above it. If it is not correct, cross it out and write the correct form of the pronoun above it.

**Example 1.** My choice for the student delegate will be her.

1. The man who sponsored the radio marathon was him.
2. My brother and me went on a camping trip.
3. Both her aunt and she speak fluent Chinese.
4. The junior class and us will sponsor the annual book fair.
5. Jim and them received scholarships from the Rotary Club.
6. The panelists selected for the quiz show may have been Luis and her.
7. It wasn’t I who left the baseball equipment out on the field.
8. Was the winner of the tournament Augusta or him?
9. Raul and her have read almost every novel by Ernest Hemingway.
10. After the concert, Pia and them want to meet in the parking lot.

**EXERCISE B**

The following paragraph contains errors in the case forms of personal pronouns. Cross out each incorrect pronoun, and write the correct form of the pronoun above it.

**Example 1.** We three students are working on a presentation on Dorothy Parker.

Among fiction lovers who appreciate Dorothy Parker are we. Parker was a famous American writer and critic. Her and her colleagues formed a literary circle that met regularly at the Algonquin Hotel in New York City. It was them who became known as the Algonquin Round Table. They were a witty, extremely talented group. Parker was perhaps the wittiest of all. For example, it was her who wanted her gravestone to read, “Pardon my dust.” While the three of us were researching Parker, we collected other witty comments. We discovered a comment Parker made regarding Katharine Hepburn’s performance in a play. Parker said that Hepburn “ran the gamut of emotions from A to B.” All in all, us lovers of sarcasm consider Parker a genius.
for CHAPTER 6: USING PRONOUNS CORRECTLY

The Nominative Case B

6a. A subject of a verb should be in the nominative case.

**EXAMPLES**
- **They** went to a lacrosse game yesterday.
- **She** has been playing the cello daily.

6b. A predicate nominative should be in the nominative case.

**EXAMPLES**
- **It is** we who should baby-sit on Friday.
- The winners of the dance contest are **he** and **she**.

**Exercise** Write an appropriate personal pronoun on each blank in the following sentences.

**Example** The student who will speak next is ________.

Ms. Rosewood said, “Marcy, are ________ ready with your report? It is ________ who are next, and ________ are interested in your topic.”

Marcy stood before the class and said, “Most people enjoy listening to the radio, but ________ may not know who invented FM broadcasting. Are ________ curious? Well, ________ can tell about this amazing inventor. Have ________ heard of Edwin H. Armstrong? It is ________ who made the crucial discoveries and filed the patents that made FM broadcasting possible.

“First, ________ will tell you about Armstrong’s background. While still a teenager, ________ decided to become an inventor and immediately began work in the attic of his house. In college, ________ experimented with wireless transmission and earned a gold medal from the Institute of Radio Engineers for the discovery of the feedback circuit in wireless transmission. Until ________ developed this circuit, wireless signals were barely audible using earphones; ________ were certainly not audible from across a room.

“In 1933, Armstrong filed four patents. ________ were for circuits that comprised a new radio system. Because the system required changes in transmitters and receivers, ________ was not an immediate success. Armstrong spent more than $300,000 of his own money building the first full-scale FM station. The radio industry became interested, and ________ slowly accepted and implemented Armstrong’s technology.

“Throughout his life Armstrong was involved in patent suits brought by rival inventors. ________ gradually consumed his money and his spirit, and in 1954, ________ passed away. Despite this tragedy, you and ________ have benefited from Armstrong’s work. It is ________ radio enthusiasts of the twenty-first century who enjoy Armstrong’s twentieth-century invention.”

*Grammar, Usage, and Mechanics: Language Skills Practice*
The Objective Case A

A direct object should be in the objective case.

EXAMPLE We watched them from the window.

An indirect object should be in the objective case.

EXAMPLE The actor gave me his autograph.

An object of a preposition should be in the objective case.

EXAMPLE Please give these tickets to him and her.

EXERCISE A Underline the correct pronoun in parentheses to complete each sentence.

Example 1. Dr. Masoaka has been treating Rafael and (I, me) for our colds.

1. Sean entertained Luisa and (I, me) with a tale of Irish folklore.
2. Shizuo’s employer gave (he, him) the raise that he had requested.
3. The tour guide gave Elia and (her, she) free souvenirs.
4. The remaining tickets were awarded to Jim Bob and (I, me).
5. Nobody remembered the words of the song except Elena and (he, him).
6. A reporter interviewed (we, us) after the quiz show.
7. Please tell (them, they) about your plans for next summer.
8. For (we, us), the best part of the movie involved the underwater chase.
9. The singing dogs will perform with Consuela and (I, me).
10. In addition to (I, me), Howin will be joining the yearbook staff.

EXERCISE B If the underlined pronoun is incorrect, cross it out and write the correct pronoun above it.
If it is already correct, write C.

Example 1. I made Valentine cards for you and (I, me) them.

11. Fran sent Marlo and he a letter.
12. Ms. Bonetta told Sasha and I about the sale.
13. To us, the price of admission seems rather high.
14. Do Mom and Dad know that I’ll be home after both of they?
15. The costume designer has finally given him his costume for the play.
The Objective Case B

6c. A direct object should be in the objective case.

**Example** Tell **us** about your new job.

6d. An indirect object should be in the objective case.

**Example** Shelby gave **her** the bag of potatoes.

6e. An object of a preposition should be in the objective case.

**Example** Do these boxes have anything inside **them**?

**Exercise A** On each blank provided, write a personal pronoun in the objective case that will complete the sentence correctly. Use a variety of pronouns, but do not use you or it.

**Example 1.** Because my younger brother asked nicely, I lent **him** my dirt bike.

1. This information will remain between you and ________.
2. If Mom or Grandma asks where I am, tell ________ I’m at Sophie’s house.
3. Standing before the row of paintings, I studied each of ________ carefully.
4. The mail carrier brought letters for you and ________.
5. Karla is at the front desk; give your application form to ________.
6. Martina challenged ________ to a race around the track.
7. Casey bought ________ lunch.
8. Your pet rabbits are hungry; you should feed ________ these vegetable scraps.
9. Tell ________ your secret!
10. When you see Robert, please give ________ these two magazines.

**Exercise B** For each sentence below, if the underlined pronoun is incorrect, cross it out and write the correct pronoun above it. If the pronoun is correct, write C above it.

**Example** Patti made heirloom quilts for both Tamara and **me**.

Patti continually searches for interesting sewing projects and then sews **them** beautifully. For example, she not only sewed the curtains in her room, but she designed **the** and a matching quilt herself. Tell **her** or her dad your favorite colors, and Patti will use **them** in a project for **you**. Whenever my friends and I are at Patti’s house, her dad proudly shows **them** and **her** latest accomplishments. Patti may act embarrassed, but I know she appreciates the admiration from her dad and **me**. She is currently working on customized birthday gifts for you and **he**. Once, I gave Patti one of my favorite formal dresses, which I had outgrown. She made two fancy, decorative pillows out of it.
Nominative and Objective Case Pronouns

A subject of a verb should be in the nominative case.

EXAMPLES They were surprised to learn that the winner was she.

A predicate nominative should be in the nominative case.

EXAMPLES They were surprised to learn that the winner was she.

A direct object should be in the objective case.

EXAMPLES Let’s eat them right away.

An indirect object should be in the objective case.

EXAMPLES Kurt gave her the phone message.

An object of a preposition should be in the objective case.

EXAMPLES Please send any questions to me.

Exercise A
Underline the correct pronoun in parentheses in each sentence.

Example 1. (Her, She) and Mrs. Martin have been friends since childhood.

1. Ask Lorna and (they, them) about the outcome of the race.
2. (Us, We) have little time for watching television.
3. It was (her, she) who organized the new filing system.
4. Ramona was uncertain whether she would vote for (he, him) or not.
5. Between you and (me, I), that painting is worth more than the artist is asking for it.
6. We will help both you and (she, her) with your projects.
7. The clerk said the smaller size would fit you better than it would fit (her, she).
8. The school newspaper’s front-page article is about (us, we).
9. The package was sent to Raj and (me, I).
10. The drama coaches are Mr. Rolando and (them, they).

Exercise B
In the following sentences, if a pronoun is incorrect, cross it out and write the correct form above it. If a sentence is correct, write C next to the number.

Example 1. You should give the watch to Josh and she for safekeeping.

11. The argument between Tomás and he soon grew into a major contest between rival factions.
12. If it had not been for Luis and she, the fund-raising project would have failed.
13. She is a better swimmer, but the coach said she needed both of us on the team.
14. It is not fair to let all the boys except they go on a holiday.
15. Before going on the trip, you need written permission from your parents and I.
The Possessive Case

The possessive pronouns mine, yours, his, hers, its, ours, and theirs can be used in the same way that the personal pronouns in the nominative and objective cases are used.

**EXAMPLE** His won first place, while they won second place for theirs.

The possessive pronouns my, your, his, her, its, our, and their are used to modify nouns and pronouns.

**EXAMPLE** His poem won first place. [His modifies poem.]

A noun or pronoun preceding a gerund generally should be in the possessive case.

**EXAMPLE** I was not surprised at his winning the contest.

**EXERCISE** Write a pronoun in the possessive case to correctly complete each sentence.

**Example 1.** Will _______ playing the piano wake the baby?

1. “________ needs more blue in it,” said the art teacher.
2. Mick gave _______ room a thorough cleaning before his friends came over.
3. _______ running the store during my absence is a good idea.
4. _______ house is the third one from the corner.
5. The neighbors’ car is not in _______ driveway.
6. The kitten sat in a patch of sunlight and daintily licked _______ paws.
7. _______ jogging through the neighborhood has become a routine.
8. The pleasure is _______.
9. I’ll ask _______ mom for directions to the animal shelter.
10. During the movie, _______ talking on the cell phone disturbed several people.
11. It is only two miles from my house to _______.
12. The newspaper will print _______ notice on Friday.
13. My secretary will call _______ lawyer and arrange the meeting.
14. _______ was purchased by an antique dealer.
15. Cynthia planted _______ in the garden plot behind the house.
16. At the archaeology meeting, we’ll tell you about _______ discovery.
17. I’ll give _______ careful consideration.
18. All students must get _______ parent’s or guardian’s permission for the field trip.
19. Over the years, _______ teaching has won awards several times.
20. The skis in the attic are _______.

*Grammar, Usage, and Mechanics: Language Skills Practice*
Case Forms A

6a. A subject of a verb should be in the nominative case.

6b. A predicate nominative should be in the nominative case.

EXAMPLES He will conduct the interview.
The photographer is she.

6c. A direct object should be in the objective case.

6d. An indirect object should be in the objective case.

6e. An object of a preposition should be in the objective case.

EXAMPLES Give it to Mary.
I promised them a copy of the article.
I gave the book to him yesterday.

6f. The possessive pronouns mine, yours, his, hers, its, ours, and theirs can be used in the same way that the personal pronouns in the nominative and objective cases are used.

6g. The possessive pronouns my, your, his, her, its, our, and their are used to modify nouns and pronouns.

6h. A noun or pronoun preceding a gerund generally should be in the possessive case.

EXAMPLES His wearing tinted contact lenses changes his eye color. Mine are blue.

EXERCISE On each blank, write a pronoun that will correctly and logically complete the sentence.

Example 1. Mom will give either you or __________ the keys to the car.

1. The Japanese restaurant’s new sushi chef is ______.

2. ________ told me about his dreams for the future.

3. Mr. Greeson gave Kimberly and ________ extra help on our geometry homework.

4. We’ll work on our homework together at ________ house.

5. Call ________ when you’re ready to go.

6. Without you and ________, the outing was boring.

7. When I outgrow clothing, I give it to Laura or ________.

8. Gina gave ________ the Web site’s address.

9. ________ is the trophy in the middle of the second shelf.

10. ________ cooking the meal was a great help.
Case Forms B

A subject of a verb should be in the nominative case.

A predicate nominative should be in the nominative case.

EXAMPLES  They arrived late.
            My manager is he.

A direct object should be in the objective case.

An indirect object should be in the objective case.

An object of a preposition should be in the objective case.

EXAMPLES  Describe them to the group.
            Send her your résumé.
            The lake has a bridge across it.

The possessive pronouns mine, yours, his, hers, its, ours, and theirs can be used in the same way that the personal pronouns in the nominative and objective cases are used.

The possessive pronouns my, your, his, her, its, our, and their are used to modify nouns and pronouns.

A noun or pronoun preceding a gerund generally should be in the possessive case.

EXAMPLES  Yours is the shovel near my truck. Our shoveling the snow was a help to Mark.

Exercise  For each sentence below, if the underlined pronoun is incorrect, cross it out and write the correct pronoun above it. If the underlined pronoun is already correct, write C above it.

Example 1. You’ll be riding to school each morning with he and Shannon.

1. For science class, Polly and me read an article about swans.

2. The winners of the tournament will be either the Eagles or we.

3. Him hitting a home run was the highlight of the game.

4. The clay sculpture in the student art exhibit is my.

5. As they skated in the ice rink, Ken took Rhonda’s hand in his.

6. Can you give the committee or we a hint about the outcome of the election?

7. The Carsons are working in our community garden.

8. The similarities between you and I are numerous.

9. Of all the sophomores, only Shane and her have lockers near the seniors.

10. Monique will be meeting Keller and he at the carnival on Saturday.
Who and Whom

The use of *who* (and *whoever*) or *whom* (and *whomever*) in a subordinate clause depends on how the pronoun functions in the clause.

**Who** is in the nominative case, and **whom** is in the objective case.

**NOMINATIVE CASE**

The person **who** wrote this poem is a great writer. [**Who** is the subject of the verb **wrote** in the clause **who wrote this poem**.]

**OBJECTIVE CASE**

Did you see **whom** Mr. Burns selected? [**Whom** is the direct object of the verb **selected** in the clause **whom Mr. Burns selected**.]

**EXERCISE A**

Underline the subordinate clause in each sentence. Then, above *who* or *whoever*, or *whom* or *whomever*, write **S** if the word is the subject of the clause, **PN** if it is the predicate nominative, **DO** if it is the direct object, or **OP** if it is the object of a preposition.

**Examples**

1. Do you know **who** the writer is?
2. The man to whom I was speaking is a great musician.

1. I don’t know to **whom** I should give my extra ticket.
2. Wasn’t Charles Dickens the author who wrote *Oliver Twist*?
3. I’ve just figured out **who** the person in the gorilla costume is.
4. Mario is the student whom the committee selected for the award.
5. Billie Holiday, whom my parents greatly admire, was a famous singer.
6. Everyone wondered **who** the new cheerleader would be.
7. We will invite **whomever** Jane wants.
8. I wonder **who** gave the anonymous donation to the school.
9. Dad will lend the car to **whoever** will wash it this weekend.
10. I saw a car in my driveway, and wondered **who** was there.

**EXERCISE B**

Underline the correct pronoun in parentheses in each sentence.

**Example**

1. Please give my compliments to (whoever, whomever) made the chili.

11. Was Henry Ford II the man (who, whom) designed the ill-fated Edsel?
12. The counselor (who, whom) she consulted gave her good advice.
13. William Faulkner was a novelist (who, whom) won the Nobel Prize.
14. Ms. Okimi would not tell us (who, whom) she preferred as a candidate.
15. Emily Dickinson, for (who, whom) we named this park, was a poet.
Appositives

A pronoun used as an appositive should be in the same case as the word to which it refers.

An appositive appears next to another noun or pronoun to identify or describe that noun or pronoun.

**Examples**

The winners, *she* and *I*, received gold medals. [The appositive *she* and *I* are in the nominative case because they refer to the subject *winners*.]

The awards committee gave the winners, *her* and *me*, gold medals. [The appositive *her* and *me* are both in the objective case because they refer to the indirect object *winners*.]

The pronouns *we* and *us* are sometimes used with noun appositives.

**Examples**

*We dancers* need frequent practice. The instructor taught *us dancers* a new step.

**Exercise A**  Underline the correct pronoun in parentheses in each sentence.

**Example 1.** Henry gave the weary hikers, Sharon and *(he, him)*, a ride home.

1. The party was planned by my two best friends, Alameda and *(she, her).*
2. For our guest speaker, *(we, us)* writers chose a famous poet.
3. Two foreign exchange students, José and *(I, me)*, led the parade.
4. The top awards went to my favorite actors, Denzel Washington and *(he, him)*.
5. The dancers in the final act were two professionals, Savion Glover and *(she, her)*.
6. Often, *(we, us)* left-handers struggle with scissors designed for righties.
7. We gave the tennis players, Wolfgang and *(she, her)*, more practice time.
8. Sometimes the fans are awfully rough on *(we, us)* referees.
9. The donors of the funds were prominent citizens, An Tsao and *(she, her)*.
10. Pictures of the two teams, the Bobcats and *(they, them)*, appeared in the paper.

**Exercise B**  In each sentence below, if the appositive pronoun is incorrect, cross it out and write the correct form above it. If the pronoun is already correct, write C above it.

**Example 1.** The cartoonists, Alex and *(her)*, delight their readers each week.

she

11. The two campers, Jill and him, found an abandoned mine shaft.
12. We sophomores and they are scheduled for yearbook pictures this week.
13. My relatives, Aunt Jessica and they, are helping me create a family tree.
14. The toddler sat happily between his sisters, Phoebe and she, at the circus.
15. Ask the recreation directors, Meredith and she, about the canoe outing.
Reflexive and Intensive Pronouns

A reflexive pronoun refers to the subject of a verb and may serve as a direct object, an indirect object, a predicate nominative, or an object of a preposition.

**Examples** You can teach **yourself** new habits.

An intensive pronoun has only one function: to emphasize its antecedent.

**Example** Jonathan **himself** will drive.

**Exercise** For each blank in the following sentences, write a pronoun ending in –self or –selves that correctly completes the sentence. Then, identify the pronoun by writing above it **REF** for reflexive or **INT** for intensive. If neither a reflexive nor an intensive pronoun would be correct, give a personal pronoun.

**Examples**

1. I asked the kindergartner, “Did you tie your shoes _______________?”

2. The winners of the cooking contest were Sonya and _______________.

1. Coach Woodard taught us to have confidence in _______________.

2. Julie committed _______________ to weekly piano lessons.

3. Bryan went straight to Ms. Ashok Mehta _______________ with his question.

4. I pushed _______________ an extra mile on the treadmill.

5. Have you ever said to _______________, “Am I awake, or am I dreaming?”

6. I planned the entire Super Bowl party _______________.

7. The mayor _______________ visited my school during our seminar on city government.

8. Roy rebuilt a motorcycle for _______________ and his brother.

9. My friends and _______________ have plans for the evening.

10. We _______________ are responsible for our own destiny.

11. Shaleen, Nick, and Juan frightened _______________ with their own ghost stories.

12. It is they _______________ who must pay for the trip.

13. Several of us promised _______________ that we would always remain loyal to each other.

14. After recuperating from the flu, Josh was _______________ again.

15. We sophomores congratulated _______________ on winning the Spirit Contest at the pep rally.

16. Angie and _______________ made a homemade vegetarian pizza.

17. Who said, “If you want something done right, do it _______________”? 

18. Rather than wait for someone else, Melinda cleaned the kitchen _______________.

19. I said to Cheryl and James, “You _______________ are responsible for catering the reception.”

20. Our parents and _______________ enjoyed the rafting trip.
A pronoun following than or as in an incomplete construction should be in the same case as it would be if the construction were completed.

**EXAMPLES**

Do you call Laura more than me? [Meaning: Do you call Laura more than you call me?]

Do you call Laura more than I? [Meaning: Do you call Laura more than I call Laura?]

**EXERCISE**

The following sentences are incomplete constructions. On the lines provided, rewrite each sentence including the missing part of the construction. Use the pronoun in parentheses that is in the case specified.

**Example 1.** Sherri served the children before (I, me). (objective)

Sherri served the children before she served me.

1. Todd runs with the dog more than (I, me). (nominative)

2. The judges liked Meg’s routine less than (I, mine). (possessive)

3. I waited on the elderly customer before (she, her). (objective)

4. We play more tournaments than (they, them). (nominative)

5. I love chocolate more than (your, you). (nominative)

6. The car pool picked up RayAnn before (he, him). (objective)

7. Kiki lives nearer the school than (we, us). (nominative)

8. Is Dan’s pony in as many shows as (her, hers)? (possessive)

9. You can wash our car after (them, theirs). (possessive)

10. I value friendship as much as (he, him). (nominative)
Clear Pronoun Reference A

A pronoun should refer clearly to its antecedent.

(1) Avoid an **ambiguous reference**, which occurs when any one of two or more words can be a pronoun's antecedent.

**AMBIGUOUS** Ludlow told Pete to wash his dirty socks. [Whose socks?]

**CLEAR** Pete's socks were dirty, and Ludlow told him to wash them.

(2) Avoid a **general reference**, which is the use of a pronoun that refers to a general idea rather than to a specific antecedent.

**GENERAL** The sky is black. That means rain is on its way. [no specific antecedent for *that*]

**CLEAR** The black sky means rain is on its way.

**Exercise** On the lines provided, revise each sentence to make its meaning clear.

**Example 1.** I won the race. That made me proud.  **Winning the race made me proud.**

1. Jill saw Ida while she was in town. __________________________________________

2. Hal told Milo that his brother was late. ________________________________________

3. The streets are coated with ice. That is why everyone stayed home. ______________

4. We swam in the river, which is always fun. ____________________________________

5. The last time Jerry saw Roberto, he didn't speak to him. ________________________

6. Seeing the hat and coat in the window, I bought it. ______________________________

7. Today is payday. It means I go to the bank. ____________________________________

8. I feed our parakeets. This is a daily responsibility. ______________________________

9. As soon as Mom and Jen arrived at the hotel, she called me. _____________________

10. Dave saw Trent in the crowded diner when he stood up. ________________________
A pronoun should refer clearly to its antecedent.

(3) Avoid a weak reference, which occurs when a pronoun refers to an antecedent that has been suggested but not expressed.

WEAK In the last inning, Earl hit it out of the park! [Hit what?]
CLEAR In the last inning, Earl hit the ball out of the park!

(4) Avoid an indefinite reference, which is the use of a pronoun that refers to no specific antecedent and that is unnecessary to the meaning of the sentence.

INDEFINITE In Calaveras County, they hold a frog-jumping contest. [no specific antecedent]
CLEAR Calaveras County holds an annual frog-jumping contest.

Exercise On the lines provided, revise each sentence to make its meaning clear.

Example 1. Chris sings well, and that one’s my favorite. Chris sings my favorite song well.

1. I scattered birdseed in the backyard, but they haven’t eaten it yet. __________________________

2. In Iowa they produce about ten percent of our nation’s food supply. __________________________

3. On my computer screen, it reflected the person standing behind me. __________________________

4. Lloyd is a farmer. Some of the ones he grows are peanuts and potatoes. __________________________

5. We are traveling to New Zealand. They speak English there. __________________________

6. In the atlas, it confirmed my guess that Mississauga is a Canadian city. __________________________

7. As President of the United States, you are guarded carefully. __________________________

8. At the auto parts shop, they are having a sale. __________________________

9. On the Web site, they guide you through the purchase process. __________________________

10. Lee is a painter. He has won awards for some of them. __________________________
Clear Pronoun Reference C

A pronoun should refer clearly to its antecedent.

1. Avoid an ambiguous reference, which occurs when any one of two or more words can be a pronoun's antecedent.
2. Avoid a general reference, which is the use of a pronoun that refers to a general idea rather than to a specific antecedent.
3. Avoid a weak reference, which occurs when a pronoun refers to an antecedent that has been suggested but not expressed.
4. Avoid an indefinite reference, which is the use of a pronoun that refers to no specific antecedent and that is unnecessary to the meaning of the sentence.

EXERCISE On the lines provided, revise each sentence to make its meaning clear.

Example 1. Kristy met Holly after she got off work. After Kristy got off work, she met Holly.

1. The bakery smells wonderful. Some of them are tarts and bread. ____________________________
2. Mel and I are flying kites this weekend, which should be fun. ____________________________
3. In the glossary, it said that a simile is a comparison using like or as. ____________________________
4. Before Bill met Chuck, he had never sky-dived. ____________________________
5. Eric can think of no one but Marcia. It must be love. ____________________________
6. Every summer in my town, they hold a rose festival. ____________________________
7. After seeing Faith's vases and Carola's bowls in pottery class, I bought one of her works. ____________________________
8. I'm taking a horseback riding class. They are gentle and friendly. ____________________________
9. Why do they interrupt regular TV news programs with commercials? ____________________________
10. Betsy and Kim worked in the store all weekend because her mom needed the help. ____________________________
Clear Pronoun Reference D

A pronoun should refer clearly to its antecedent.

(1) Avoid an ambiguous reference, which occurs when any one of two or more words can be a pronoun’s antecedent.
(2) Avoid a general reference, which is the use of a pronoun that refers to a general idea rather than to a specific antecedent.
(3) Avoid a weak reference, which occurs when a pronoun refers to an antecedent that has been suggested but not expressed.
(4) Avoid an indefinite reference, which is the use of a pronoun that refers to no specific antecedent and that is unnecessary to the meaning of the sentence.

EXERCISE On the lines provided, revise each sentence to make its meaning clear.

Example 1. Rita is a talented writer; this one is funny. Rita is a talented writer; this story is funny.

1. Larry called Trevor while he was at karate practice. ____________________________

2. I like it when I find really nice items at a flea market. ____________________________

3. Steven went fishing. This is his favorite pastime. ________________________________

4. I am always honest with my friends, but it isn’t always easy. ____________________

5. Before Lewis entered tenth grade with William, he went to a different school. _______

6. Jeremy is replacing loose shingles on the roof. It should be finished soon. _________

7. In pioneer times in America, you generally traveled by horse and buggy. ___________

8. My mom is a computer programmer. One of them that she knows is called Java. ______

9. I filled the gas tank. This will allow us to reach Dallas with no problem. ___________

10. The jewelry box was full. One of the ones it held was a ruby ring. ________________
Review A: Case Forms

**Exercise A** Underline the correct pronoun in parentheses.

**Example 1.** *(We, Us)* stargazers enjoy a trip to the observatory.

1. Janice and *(I, me)* have always lived next door to each other.
2. Janice’s father often takes *(we, us)* girls on trips.
3. Last month he took Janice and *(I, me)* to a nearby observatory to look at the stars.
4. The director of the observatory was a woman *(who, whom)* Janice’s father knew.
5. She introduced us to a research assistant *(who, whom)* showed us the big telescope.
6. The research assistant asked whether *(we, us)* girls were amateur astronomers.
7. *(She, Her)* and Janice’s father were both surprised when we admitted that we did not even know how to locate the North Star.
8. The two of them led Janice and *(I, me)* outside and showed us how to find the North Star by following the “pointers” in the Big Dipper.
9. Janice grasped the idea immediately, but I was a little slower than *(she, her)*.
10. Ever since our trip to the observatory, the two most enthusiastic stargazers in town are my friend and *(I, me)*.

**Exercise B** In each sentence, cross out any pronoun that is used incorrectly and write the correct pronoun above it. If a sentence is correct, write *C* before the number.

**Example 1.** Courtney bought lunch for herself and *me*.

11. Where are Parvis and him?
12. Did you invite Liza Beth and she?
13. Mr. Arimitsu is confident that the editors were *they*.
14. He is a man who you can trust.
15. His sister is a better student than *him*.
16. There was no argument between Bianca and *myself*.
17. The committee has not decided *whom* should be in charge.
18. Angelo and *him* should have known better.
19. Did she prepare dinner for her friends and *yourself*?
20. We saw you and *they* at the game.
Review B: Clear Reference

**EXERCISE**  The following sentences contain ambiguous, general, weak, and indefinite references. On the lines provided, revise each sentence to make its meaning clear.

**Example 1.** In the instructions, it shows how the parts fit together.  

The instructions show how the parts fit together.

1. Damon works at the YMCA. It is an interesting job.  _____________________________________

2. After seeing Trisha and Mindy in the mall, I called her.  __________________________________

3. In modeling, they often must stand perfectly still.  _____________________________________

4. I’m planting a backyard garden, which is fun.  __________________________________________

5. Petra is at an audition; that is why she can’t study with us.  _______________________________

6. I did my math homework carefully; some of them were difficult.  _________________________

7. After reading Craig’s mystery story and Bruce’s science fiction story, the editor bought his work for the next issue.  ________________________________________________

8. I live near a fruit orchard. They are apple.  ____________________________________________

9. On the commercial, it said the sale continues through Friday.  ____________________________

10. I relax by reading a magazine. They keep you updated on sports and fashion topics. ________
Review C: Case Forms and Clear Reference

**Exercise A**  In each sentence below, cross out each pronoun that is used incorrectly. Then, write the correct form above it. If a sentence is already correct, write C next to the number.

**Example 1.** This is the new friend who I mentioned to you earlier.

1. You and him should come over after dinner.
2. Whom shall I say is calling?
3. You work more carefully than me.
4. Are Lanette and her in the same homeroom?
5. No one was surprised when both you and her made the team.
6. The one who asked for the newspaper was she.
7. Did the librarian give you and he a reading list?
8. You and him can bring in the groceries now, thank you.
9. Between you and I, we don’t need their help.
10. I don’t know who you should ask about the quiz.

**Exercise B**  The following sentences contain ambiguous, general, weak, and indefinite references. On the lines provided, revise each sentence to make its meaning clear.

**Example 1.** I saw Ms. Martin making photocopies. This means we’ll have a pop quiz.

I saw Ms. Martin making photocopies, so I think we’ll have a pop quiz.

11. I eat a vegetarian diet. One of the those I like best is tofu with vegetables.

12. Annette is performing in the talent show, which should be entertaining.

13. If you are famous, the *paparazzi* may become intrusive.

14. Darnell spoke to Tyrone before he began football practice.

15. Cliff is ambidextrous. This means he can use both hands equally well.
EXERCISE A  Each of the following sets of expressions is incorrect. Revise the incorrect expression on the line provided. Base your answer on standard formal usage.

Example 1. not for Ingrid or she  
1. to you and I  
2. the girl who we saw  
3. Max and him already left.  
4. Ask him rather than I.  
5. They like the same books as us.

EXERCISE B  The following sentences contain ambiguous, general, weak, and indefinite references. On the lines provided, revise each sentence to make its meaning clear.

Example 1. Tate scuba dives. He took a course in it last summer.  
6. Greg asked Frank if his paycheck had been left in the car.  
7. In the article it describes a hurricane’s destructive power.  
8. Freddie is a talented painter; one of them hangs in the hall.  
9. Phina creates mosaic tables. That is why she collects broken tiles.  
10. I had no phone messages, which was a disappointment.
The Principal Parts of Verbs

The four principal parts of a verb are the base form, the present participle, the past, and the past participle.

<table>
<thead>
<tr>
<th>BASE FORM</th>
<th>catch</th>
<th>be</th>
<th>take</th>
</tr>
</thead>
<tbody>
<tr>
<td>[is] painting</td>
<td>[is] catching</td>
<td>[is] being</td>
<td>[is] taking</td>
</tr>
<tr>
<td>painted</td>
<td>caught</td>
<td>was, were</td>
<td>took</td>
</tr>
<tr>
<td>[has] painted</td>
<td>[has] caught</td>
<td>[has] been</td>
<td>[has] taken</td>
</tr>
</tbody>
</table>

**EXERCISE A** For each of the following sets of verbs, underline the form that is specified in italics.

**Example** past participle
1. drive, (is) driving, drove, (has) driven

present participle
1. whisper, (was) whispering, whispered, (have) whispered

past participle
2. wear, (is) wearing, wore, (has) worn

base
3. enumerate, (is) enumerating, enumerated, (had) enumerated

present participle
4. make, (was) making, made, (has) made

past
5. announce, (is) announcing, announced, (have) announced

**EXERCISE B** On the line provided, identify the form of each of the following verbs by writing B for base, P-P for present participle, PT for past, or PT-P for past participle.

**Examples** P-P
1. (were) laughing

   2. sang

   6. (is) traveling

   16. (are) saving

   7. tore

   17. swim

   8. (have) spoken

   18. (have) surfed

   9. blink

   19. (is) grinning

   10. (had) scheduled

   20. took

   11. (is) walking

   21. (is) pouring

   12. saw

   22. (has) swung

   13. activate

   23. prepare

   14. (has) rung

   24. wrote

   15. was

   25. (was) taught
Regular Verbs

A regular verb generally forms its past and past participle by adding –d or –ed to the base form.

A few regular verbs have alternate past and past participle forms that end in –t.

<table>
<thead>
<tr>
<th>BASE FORM</th>
<th>save</th>
<th>enjoy</th>
<th>burn</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENT PARTICIPLE</td>
<td>[is] saving</td>
<td>[is] enjoying</td>
<td>[is] burning</td>
</tr>
<tr>
<td>PAST</td>
<td>saved</td>
<td>enjoyed</td>
<td>burned or burnt</td>
</tr>
<tr>
<td>PAST PARTICIPLE</td>
<td>[has] saved</td>
<td>[has] enjoyed</td>
<td>[has] burned or burnt</td>
</tr>
</tbody>
</table>

**Exercise A** On the line provided, write the past or past participle of the verb in parentheses to complete each of the following sentences correctly.

**Example 1.** Before the trip, I had ________ film in my camera. (load)

1. The bus to Tulum ________ at noon. (arrive)
2. Lush jungle ________ us. (surround)
3. The ruins of Tulum ________ like a huge castle. (look)
4. Scholars have ________ about when the Mayans built it. (argue)
5. The builders had ________ beautiful feathered serpents. (carve)
6. They had also ________ many pictures on the walls. (paint)
7. A fortified area called the Castillo ________ the ocean. (face)
8. We ________ up on one of the lower platforms. (climb)
9. Everyone ________ the beautiful wall decorations. (admire)
10. Instead of taking the bus home, we ________ by boat. (return)

**Exercise B** Revise each sentence below by crossing out the present tense verb and writing above it the form specified in parentheses. You may need to add has, have, or had.

**Example 1.** Carla likes her science teacher. (past participle)

11. Frantically, they search the attic and basement. (past)
12. Unfortunately, the speaker strays from the main point. (past)
13. Chen answers Sue’s letter within a week. (past participle)
14. Rebecca finally calms the frightened neighbor. (past participle)
15. Madeline gleefully leaps over puddles of melted snow. (past)
Irregular Verbs A

An irregular verb forms its past and past participle in some way other than by adding –d or –ed to the base form.

Irregular verbs form the past and past participle in several ways.

**CHANGING VOWELS**
begin, began, [has] begun; drink, drank, [has] drunk

**CHANGING CONSONANTS**
send, sent, [has] sent; make, made, [has] made

**CHANGING VOWELS AND CONSONANTS**
teach, taught, [has] taught; fly, flew, [has] flown

**MAKING NO CHANGE**
let, let, [has] let; burst, burst, [has] burst

**EXERCISE A** On the line provided, write the past or past participle of the verb in parentheses to complete each of the following sentences correctly.

**Example 1.** Noel has _________ me some study tips. (give)
1. Laura has _________ in the chorus for two years. (sing)
2. Julio has _________ golf lessons since spring. (take)
3. The president has _________ the first ball of the season. (throw)
4. Velma has _________ two short stories. (write)
5. The pond behind the school has _________ solid. (freeze)
6. She had measured the piece of wood very carefully before she _________ it. (cut)
7. Second base was _________ twice in the first game. (steal)
8. The dealer _________ the vase by accident. (break)
9. Yesterday Harry _________ to school on his bike. (come)
10. Ruben and Nancy _________ in the Boston Marathon. (run)

**EXERCISE B** Many of the following sentences contain an error in verb form. Cross out each incorrect verb form. Then, write the correct verb form above it. If a verb is already correct, write C above it.

**Example 1.** Before the movie’s end, I had _________ the entire bucket of popcorn.
11. During shipping, part of the package’s wrapping was tore.
12. My best friend broughted me a souvenir from his summer travels in Europe.
13. After the election, I heard the results on the radio.
14. The priest had rang the bells just after daybreak.
15. On the fishing trip last weekend, Kenneth catched a perch and a catfish.
Irregular Verbs B

**Exercise A**  On the line provided, write the past or past participle of the verb in parentheses to complete each of the following sentences correctly.

**Example 1.** Several books _______ from the shelf and clattered to the floor. (fall)
1. After the movie we _______ to a nearby pizza parlor. (go)
2. Jorge already _______ me about your picnic in the park. (tell)
3. Paul had _______ the topic of his report by that evening. (choose)
4. I _______ it was you making that sound! (know)
5. The construction workers _______ a hotel on the empty lot. (build)
6. Felicia has never _______ in public before. (sing)
7. Morgan cheered when the dart _______ the bull’s-eye. (hit)
8. The hardworking employee had _______ each of the tasks on the list by closing. (do)
9. I think I _______ my keys in the restaurant. (leave)
10. I trust Darla and often have _______ her borrow my books and jewelry. (let)

**Exercise B**  Many of the following sentences contain an error in verb form. Underline each incorrect verb form. Then, write the correct verb form above it. If a verb is already correct, write C above it.

**Example 1.** The thief had went by that time.

11. These shoes costed too much.
12. A flock of birds flied overhead just before sunset yesterday.
13. I have ate already.
14. Who put these muddy shoes on the carpet?
15. Both boxers fighted hard in the ring.
16. Vicky has wore the same hat two days in a row.
17. After an hour’s worth of rock climbing, I had became thirsty.
18. Well before her birthday, I had send Grandmother a card.
19. No one has ever cut my hair this attractively before!
20. Final exams have began.
Irregular Verbs C

An irregular verb forms its past and past participle in some way other than by adding –d or –ed to the base form.

EXERCISE A  Underline the correct verb form in parentheses in each of the following sentences.

Example 1. Before the snow began, the cows (come, came) in from the pasture.

1. Barry forced the key into the lock and (bended, bent) it.
2. Will you stay for dinner? I (maked, made) taco salad.
3. When I saw the look on Toni’s face, I knew I had (said, say) too much.
4. Lottie has (finded, found) her calling in life: working as a physical therapist.
5. Have you ever (have, had) a case of laryngitis?
6. When I got home, I sniffed the air and (knew, known) someone had let a wet dog into the house.
7. Unfortunately, we (spended, spent) all our money and couldn’t afford a limousine.
8. I have (seeked, sought) you out to ask an important question.
9. Indira, exhausted from the day, (slept, sleepeed) soundly.
10. Sue was sure she had (hidden, hidded) a spare house key in the flower bed.

EXERCISE B  Many of the following sentences contain an error in verb form. Cross out each incorrect verb. Then, write the correct verb above it. If a sentence is already correct, write C before the numeral.

Example 1. Someone has took the oars from this rowboat.

11. After a brief appearance, the whale gone back out to sea.
12. The mother duck leaded her ducklings to the water.
13. By the end of my first day on the job, I had sell several jet skis and some snorkeling equipment.
14. For years a friendly manatee has swam in the bay behind my house.
15. During a sudden storm, a ship full of swords, armor, and other antiques had sank near those rocks.
16. I have dove with a team of professional divers many times.
17. Over time, water has wore all rough edges from these stones.
18. According to legend, mermaids sometimes have sung to fishermen in these waters.
19. Late in the evening, pelicans flew overhead.
20. The crew done all their duties according to the schedule.
Irregular Verbs D

An irregular verb forms its past and past participle in some way other than by adding –ed or –ed to the base form.

**Exercise A** On the line provided, write the past or past participle of the verb in parentheses to complete each of the following sentences correctly.

**Example 1.** Last summer I _________ some winter clothing at great prices. (buy)

1. After the storm we discovered that several tree branches had _________ across the road. (fall)
2. After they had _________ several miles in silence, they began to sing. (ride)
3. Hot and dusty from the long walk through the fields, the men seized the jugs of water and _________ every drop. (drink)
4. She _________ every opportunity to encourage us in our work. (take)
5. When heavy rains continued day after day, the water _________ through the dam. (burst)
6. During the hurricane, flying debris _________ most of the windows. (break)
7. Has everyone _________ the supplies back where they belong? (put)
8. Because I had _________ in advance, I skipped the ticket line. (pay)
9. At sunset, Martina _________ on the sea wall and gazed out to sea. (stand)
10. Justin would have made a home run if Raquel hadn’t _________ the ball. (catch)

**Exercise B** Underline the correct verb form in parentheses in each of the following sentences.

**Example 1.** I have (chose, chosen) the dessert for our candlelight dinner.

11. Carlos stopped at the store and (buy, bought) pens and paper.
12. Previously, we had (dived, dove) near this small coral reef.
14. Ryan (feele, felt) much stronger after working out for three months.
15. From deep in my beach bag, I (got, gotten) sunscreen and lip balm.
16. Sasha has never (forgiven, forgave) me for forgetting her birthday.
17. In the final game of the season, Sara (broke, broken) several school records.
18. Tabitha (seen, saw) a shy smile on Beth’s face.
19. In yesterday’s seminar, the lifeguards (teached, taught) us about riptides and other water dangers.
20. I am so excited! I have never (won, winned) a contest before!
Irregular Verbs E

An irregular verb forms its past and past participle in some way other than by adding –d or –ed to the base form.

**Exercise A**  On the line provided, write the past or past participle of the verb in parentheses to complete each of the following sentences correctly.

Example 1. Because he ________ his work so well, he got a raise. (do)

1. Although Emily Dickinson ________ poetry most of her life, very little of her work was published until after her death. (write)

2. The animals ________ all the water, so he gave them some more. (drink)

3. Regarding weeds as unwanted intruders, she pulled them from the ground and ________ them on the compost pile. (throw)

4. The water was cold and daylight was fading, so he ________ only a short distance before turning back to shore. (swim)

5. The dew ________ during the night, covering each twig and blade of grass with a crisp, silvery coating. (freeze)

6. After my brother had ________ his new puppy a bath, he seemed wetter than the dog. (give)

7. She ________ in such a hushed voice that the people in the audience strained to hear her. (speak)

8. Frightened by the traffic, the deer ________ back into the forest. (run)

9. Leading the parade was an officer who ________ a prancing black horse. (ride)

10. When the church bell ________ on Tuesday evening, the villagers became alarmed. (ring)

**Exercise B**  Many of the following sentences contain an error in verb form. Underline each incorrect verb form. Then, write the correct verb above it. If a sentence is already correct, write C before the numeral.

Example 1. The athlete has tore a ligament in his leg.

11. The players had feel the excitement of the crowd in the stands.

12. At one time I had went to school with one of the players on the opposing team.

13. In the blink of an eye, the player on second had stole third base.

14. An assistant brung water to the thirsty players.

15. Sadly, a single mistake had cost us the game.
Lie and Lay

The verb lie means “to rest,” “to recline,” or “to be in a place.” Lie does not take a direct object. The verb lay means “to put (something) in place.” Lay generally takes a direct object.

**Examples**

Tori is lying on the sofa. She has lain there since lunch.

I will lay the baby in his crib. I laid his blanket down first.

**Exercise A** In each sentence below, underline the correct verb form in parentheses.

**Example 1.** If you (lie, lay) your hand on the glass tabletop, you’ll leave fingerprints.

1. While I am (laying, lying) the tablecloth on the table, you can get the plates.
2. The discarded clothing (lay, laid) on the floor where I had left it.
3. Eddie was (lying, laying) in the hammock when the rain began.
4. Yesterday, after washing it by hand, I (lay, laid) the sweater flat for drying.
5. A student who is ill may (lay, lie) down in the nurse’s office.
6. Ouch! I had (lain, laid) my hand on the stove before I realized it was hot.
7. I was (laying, lying) in bed when the earthquake occurred.
8. The waiter (laid, lay) chopsticks beside my plate.
9. The faded newspaper had (laid, lain) in the sun too long.
10. Someone has (lain, laid) a wet towel on the sofa.

**Exercise B** If a verb form in the following sentences is incorrect, cross it out and write the correct form above it. If the verb is already correct, write C above it.

**Example 1.** Monica laid on a quilt beneath the starry sky.

11. I could have lain the rug in Jessie’s room.
12. May I lay in the hammock in your backyard?
13. The builder should lie the pane of glass gently across the table for now.
14. Our hosts are laying an assortment of snacks on the coffee table.
15. Those old wagon wheels have laid beside the fence for years.
16. My opponent lay all her cards on the table.
17. Several coins are laying beside the cash register.
18. Despite the thunder and lightning, Sandra lay peacefully asleep.
19. The clown laid his curly green wig beside the other pieces of his costume.
20. Thomas laid on the beach each morning during his vacation.
Sit and Set

The verb sit means “to rest in a seated, upright position” or “to be in place.” Sit seldom takes a direct object. The verb set means “to put (something) in a place.” Set generally takes a direct object.

**EXAMPLES** The new student can sit in this desk. No one has been sitting here.
I set the flowers on the table. I had already set candles on the table.

**EXERCISE A** In each sentence below, underline the correct verb form in parentheses.

**Example 1.** I became tired of walking and (sat, set) on a park bench.

1. Please (set, sit) the packages on the table in the kitchen.
2. I always (sit, set) in the recliner to watch television.
3. I have (sat, set) the sprinkler on the lawn; you can turn on the water now.
4. A pot of potato and leek soup is (setting, sitting) on the stove.
5. The gardener gently (set, sat) young plants in the holes in the dirt.
6. Steve is (sitting, setting) the new parts beside the malfunctioning computer.
7. When we went to the opera, we (set, sat) in a box above the regular seats.
8. Carol will be (setting, sitting) with Janet and Shanique in the movie.
9. I had (set, sat) on the bench before I realized the varnish was still wet.
10. My friends had (set, sat) their birthday gifts for me on the table near the cake.

**EXERCISE B** If a verb in the following sentences is incorrect, cross it out and write the correct form above it. If the verb is already correct, write C above it.

**Example 1.** The chef sat an assortment of ingredients on the counter.

11. Beside the oven, a kitchen timer set.
12. An assistant chef sat a carving knife near the smoked ham.
13. She had set on a high stool at the work counter.
14. She is sitting cherry tomatoes around the border of the platter.
15. Eight individual spinach salads are setting on the top shelf of the refrigerator.
16. Tall glasses of ice water had sat on the serving tray for ten minutes.
17. The basket of sourdough bread and the bowl of butter can set here.
18. Earlier in the day, a pastry chef had sat a Key lime pie in the dessert case.
19. The asparagus and artichoke dip should not sit too long without refrigeration.
20. The raw potatoes have been setting in a marinade of spices and broth.
Rise and Raise

The verb *rise* means “to go up” or “to get up.” *Rise* does not take a direct object. The verb *raise* means “to lift” or “to cause (something) to rise.” *Raise* generally takes a direct object.

**EXAMPLES**
Larry has *risen* early today. The sun *rose* at 5:55 A.M.

I was *raising* the flag on my mailbox when Nora *raised* her hand in greeting.

**EXERCISE A** In each sentence below, underline the correct verb form in parentheses.

**Example 1.** The watchdog *(rose, raised)* when it heard a noise.

1. The grizzly bear was *(raising, rising)* on its hind legs in defense of its cubs.
2. On the sidelines of the game, Megan *(raised, rose)* to her feet and cheered enthusiastically.
3. When he discovered the theft, the security guard immediately *(rose, raised)* an alarm.
4. Only dough with a leavening agent such as yeast will *(raise, rise)*.
5. Because the toy was so popular, the store owner *(raised, rose)* its price.
6. Brandy, the singer and actress, had *(risen, raised)* to stardom while still a teenager.
7. You *(rise, raise)* a good point in the third paragraph of your paper.
8. The students in the yoga class are *(raising, rising)* their hands high above their heads.
9. The man on the dock had *(raised, risen)* his hand as a shade against the sun.
10. All students in the assembly *(raised, rose)* to their feet.

**EXERCISE B** On the blank in each of the following sentences, write the correct form of *rise* or *raise*.

**Example 1.** The helium-filled balloons have ____________ higher in the breeze.

11. Timothy ____________ a good point about the importance of recycling in our discussion about the environment.
12. Gwen has ____________ ostriches on her ostrich farm for ten years.
13. At the sports awards banquet, Nicole ____________ when her name was called.
14. Steam has ____________ from these grates in the street ever since cold weather began.
15. Because I had ____________ the windows, fresh air blew through the house.
16. Do not ____________ while the boat is moving.
17. If you ____________ the lid on that box, you’ll find the surprise I have for you.
18. I ____________ from the floor in front of the TV and stretched my legs.
19. The cheerleaders have ____________ a banner above their heads.
20. Carlotta ____________ from her chair and offered it to the man with a cast on his leg.
Six Troublesome Verbs

Six verbs that can be troublesome are lie and lay, sit and set, and rise and raise.

EXAMPLES

Claude had lain on his bed, and his mom laid a blanket over him.

We will sit here, and the caterers can set the buffet table over there.

A flock of birds rose, and I raised my binoculars to observe them.

EXERCISE A

In each sentence below, underline the correct verb form in parentheses.

Example 1. Your backpack is (laying, lying) on your desk.

1. We (lay, laid) on the white sandy beaches of Paradise Island.
2. The nobility (sat, set) in the balcony of the Globe Theater.
3. Kino, the main character, must (raise, rise) at dawn to dive for pearls.
4. Professor Jee (lay, laid) her final exams on the desk before she left.
5. Dr. Ceballos had (sat, set) his camera on a table.
6. The baby’s voice (rose, raised) in a cry of hunger.
7. Has the wet newspaper (lain, laid) on the table all day?
8. The superintendent suddenly (raised, rose) her hand and asked for silence.
9. (Lie, Lay) down and rest before the next act.
10. Personal income has not (risen, raised) enough to keep up with inflation.

EXERCISE B

If a form of lie, lay, sit, set, rise, or raise in the following sentences is incorrect, cross it out and write the correct form above it. If the sentence is already correct, write C to the left of the numeral.

Example 1. I am setting by the aisle.

11. The theater grew quiet when the curtain raised.
12. Julie had just sat something on the shelf.
13. When I set down, Julie brought over a black vase.
14. Gently, she lay the vase on the table.
15. A beautiful sienna vase by Popovi Da was laying in front of me.
16. We left our lawn furniture setting on the patio.
17. They lain the bricks in a pile next to where we sat the wood.
18. When the dough has risen for fifteen minutes, turn it out onto the floured board.
19. When we are rising from bed in the morning, people in China are laying down to sleep.
20. An hour ago he laid down to watch television, but he fell asleep.
Tense A

7d. The tense of a verb indicates the time of the action or the state of being expressed by the verb.

Each tense has another form, called the progressive form, which is used to express continuing action or state of being. The progressive form consists of the appropriate tense of the verb be and the present participle of a verb.

7e. Each of the six tenses has its own uses.

Exercise

Above each underlined verb, identify its tense by writing present, past, future, present perfect, past perfect, or future perfect. Also, indicate if the tense is in the progressive form by writing prog above the verb.

Example 1. By the end of sophomore year, I shall have achieved many personal goals.
Tense B

The tense of a verb indicates the time of the action or the state of being expressed by the verb.

Each tense has another form, called the **progressive form**, which is used to express continuing action or state of being. The progressive form consists of the appropriate tense of the verb *be* and the present participle of a verb.

Each of the six tenses has its own uses.

**Exercise** On the line provided, write the form of the verb called for in parentheses.

**Example 1.** I __________________ that show twice yesterday. (*see, past*)

1. Jess __________________ as fast as he could. (*run, past perfect progressive*)
2. Takara __________________ the class tomorrow. (*address, future*)
3. Mr. Saito __________________ that the dog is friendly. (*conclude, present perfect*)
4. I __________________ the chapter, but I have questions about one section. (*review, past*)
5. Rajesh __________________ to band camp each summer. (*go, present*)
6. When I turn twenty-one, I __________________ for six years. (*work, future perfect*)
7. This brisk wind __________________ a cloud of dust. (*create, present perfect*)
8. I __________________ a pack of gum, but I couldn’t find it. (*buy, past perfect*)
9. Marisela __________________ a serape on her wall. (*hang, past progressive*)
10. Marc __________________ the design of the Web site when you arrive tomorrow. (*finish, future perfect*)
11. My mom cooks, and my dad __________________ the dishes. (*wash, present*)
12. I __________________ my mistake almost immediately. (*realize, past*)
13. Manuel __________________ Leigh that he would be there. (*promise, past perfect*)
14. Grace’s grandmother __________________ for city council. (*run, future progressive*)
15. Finally! I __________________ my ring! (*find, present perfect*)
16. By June, the book club __________________ all the books on this list. (*read, future perfect*)
17. Mr. Patel __________________ his son how to change gears. (*teach, past*)
18. Park rangers __________________ the bridge across the stream. (*repair, past perfect*)
19. Ned __________________ basketball practice by the time we arrive. (*finish, future perfect*)
20. The tailor __________________ on that button after he hems these trousers. (*sew, future*)
Consistency of Tense

Do not change needlessly from one tense to another.

1. When describing events that occur at the same time, use verbs in the same tense.
   
   **EXAMPLE**  Gail loaded film in the camera and took several pictures as the eagle soared overhead.

2. When describing events that occur at different times, use verbs in different tenses to show the sequence of events.

   **EXAMPLE**  She took the film to the processor and will enter the pictures in a contest when they come back.

**Exercise**  In the sentences below, cross out any verb tense error and write the correct form above it. If a sentence is already correct, write C to the left of the numeral. (Note: There is more than one way to revise some sentences; give only one answer.)

**Example 1.** Connie called her brother and asked him over for dinner.

1. Tomorrow night we will go to the concert, and Jane joined us.
2. If you have asked me earlier, I would have been able to give you an answer.
3. Ever since Marilu will have become president of the company, sales have increased.
4. My niece Claire had left before Harold arrives.
5. When you are at the store, did you pick up any onions?
6. I had decided to try out for the team even before the coach called me.
7. Pascal had been living in Italy for two months when he was meeting Rosa.
8. What happened to the box of cereal we have been buying yesterday?
9. Perhaps we will never know how it disappeared from the cupboard.
10. Joel lifted the suitcase and has set it in the overhead bin on the airplane.
A modal is a helping (or auxiliary) verb that is joined with a main verb or an infinitive to express an attitude toward the action or state of being of the main verb.

1. The modal *can* or *could* is used to express ability.

2. The modal *may* is used to express permission or possibility.

   **EXAMPLES** Can you lift that heavy box? I *could* lift it, but my wrist is sprained. You *may* borrow my new bike; however, you *may not* like it.

3. The modal *might*, like *may*, is used to express possibility. Often, the possibility expressed by *might* is less likely than the possibility expressed by *may*.

4. The modal *must* is used most often to express a requirement. Sometimes, *must* is used to express an explanation.

   **EXAMPLES** Brittany *might* win the race, but Cheryl is a faster runner. All contest entries *must* be postmarked by June 9, 2009.

**EXERCISE** For each of the following sentences, write an appropriate modal on the blank provided. Choose your answer from the modals *can, could, may, might,* and *must.*

**Example 1.** “Dad, _____________ I get a pet canary?” asked Hamid.

1. I _____________ hear my neighbors through the thin walls of my apartment.
2. The scientist _____________ have had a breakthrough in her search for an antidote.
3. Antonio thinks it _____________ snow tomorrow although there is only a 25 percent chance of snow.
4. I _____________ go out for track, but I should probably spend my afternoons studying.
5. Dorian _____________ not read without glasses or contact lenses.
6. The tire _____________ have been punctured by a nail.
7. Someone _____________ have lost this bracelet while swimming here yesterday.
8. Each student _____________ wear safety goggles in shop class.
9. I _____________ have taken the bus home, but I preferred walking.
10. Brandon _____________ know the Web site address.
Modals B

A modal is a helping (or auxiliary) verb that is joined with a main verb or an infinitive to express an attitude toward the action or state of being of the main verb.

(5) The modal ought is used to express an obligation or a likelihood.

(6) The modal will or shall is used to express future time.

**EXAMPLES**
- Ryan ought to receive an award.
- The ceremony ought to have started by now.
- The package will arrive in three to five days.

(7) The modal should is used to express a recommendation, an obligation, or a possibility.

(8) The modal would is used to express the conditional form of a verb.

**EXAMPLES**
- We should place new items in the display case.
- If my uncle opened a bakery, he would be fulfilling a lifelong dream.

**EXERCISE** For each of the following sentences, write an appropriate modal on the blank provided. Choose your answer from the modals ought, will, shall, should, and would.

**Example 1.** This gift ought to make Joni very happy.

1. We ought not say anything to Bahri-Gilani; it will be a surprise.
2. Anyone have questions about the test, I will gladly answer them.
3. If you exercised with me, I know you should enjoy it.
4. You go to the dance with me?
5. We should overcome these difficulties and be stronger because of them.
6. Do you think I could get the job?
7. The director stated, “These lines should be delivered tearfully.”
8. Nelle should enter the art contest; she is sure to win.
9. Could you excuse me for a moment? I need to make a phone call.
10. Customers ought not come behind the counter.
Modals Review

A modal is a helping (or auxiliary) verb that is joined with a main verb or an infinitive to express an attitude toward the action or state of being of the main verb.

The helping verbs can, could, may, might, must, ought, shall, should, will, and would are used as modals.

**EXAMPLE** Our study group *could* meet at my grandfather’s coffee shop.

**EXERCISE** For each of the following sentences, write an appropriate modal on the blank provided. Choose your answer from the modals listed at the top of this page.

**Example 1.** You _______________ take the medicine exactly as the doctor prescribed.

1. When _______________ I see you again?
2. Because the leaves of the mountain laurel are poisonous, children and pets _______________ not be permitted to eat or chew on them.
3. You _______________ borrow my cashmere sweater if you don’t get it dirty.
4. The Greenville Rams _______________ win the playoff, but odds are in favor of the Panthers.
5. In order to get a job there, you _______________ have a social security number.
6. Sandra _______________ have become a writer, but she studied medicine instead.
7. My younger sister _______________ count to ten in four different languages.
8. If I had known you were there, I _______________ have sat with you.
9. We _______________ to have a party for our parents’ anniversary.
10. The alarm system _______________ sound if a window or door is opened.
11. This Chinese dish is very spicy, and you _______________ not like it.
12. Intruders _______________ beware of the guard dogs.
13. If I had a compass, I _______________ tell you which way is north.
14. Jada _______________ have forgotten our agreement to meet here at six o’clock.
15. _______________ Angie cook?
16. Wesley _______________ to be commended for his work on the set for the play.
17. If I knew the answer to the question, I _______________ tell you.
18. When _______________ I pick you up for dinner?
19. I _______________ read that book, but I’d rather read this one about an adventure at sea.
20. Eric _______________ change the oil in your car.
Active and Passive Voice

When the subject of a verb performs the action, the verb is in the **active voice**. When the subject of a verb receives the action, the verb is in the **passive voice**.

**ACTIVE**  Megan **played** the guitar.
**PASSIVE**  The guitar **was played** by Megan.

**EXERCISE A**  In each of the following sentences, identify the voice of the verb by writing above it **A** for active or **P** for passive.

*Example 1.* The ballad **was sung** by Tiffany.

1. Janice **was told** by the doctor to rest.
2. At first, Alfredo **was puzzled** by the math problem.
3. Po Lan’s mother and father **encouraged** her.
4. The dogwood blossoms **were surrounded** by bumblebees.
5. Helga’s lost kitten **was found** by a neighbor.
6. Liona **was hit** by a fast-moving ball.
7. Robert Frost **wrote** “The Road Not Taken.”
8. Grazing sheep **covered** the pasture.
9. The trapeze artist **was watched** closely by the crowd.
10. The bouquet of flowers **was selected** by Nahele.

**EXERCISE B**  On the line provided, revise each sentence below so that the verb is in the active voice.

*Example 1.* The books **were carried** by Leta. **Leta carried the books.**

11. The leaves **were blown** from the trees by the winter winds.
12. Michael **was temporarily blinded** by the sun.
13. The amplifier **was repaired** by my cousin.
14. The Kings’ house **was painted** by college students last summer.
15. The wedding cake **was decorated** with sugar roses by Angelica.
Using and Revising the Passive Voice

The passive voice should be used sparingly.

Use the passive voice when you want to emphasize the receiver of the action or when you do not know, or do not want to reveal, the performer of the action.

**Examples**
- A lifeboat full of sailors **was discovered** off the coast.
- The museum **was robbed** yesterday.

**Exercise** On the lines provided, revise any of the following sentences that contain awkward or unnecessary passive-voice constructions. If you think a sentence is best the way it is, write C and explain why.

**Example 1.** An ancient mummy was discovered in a secluded burial site.

**C.** Passive voice emphasizes the receiver of the action.

1. A body can be embalmed with preservatives for burial.

2. Mummification was practiced by South American Incas, Egyptians, and others.

3. Internal organs were removed by ancient Egyptian embalmers.

4. At one point in history, the organs were treated and replaced by the embalmer.

5. Linen bandages were wrapped around the body.

6. In the Middle Ages, the embalming solution was considered medicinal.

7. Mummified bodies were pounded into “mummy” by apothecaries and healers.

8. Mummy was then given as medicine by apothecaries.

9. Mummy was later made from the bodies of felons and suicides.

10. The use of mummy was continued by Europeans until the 1700s.
Mood

Mood is the form a verb takes to indicate the attitude of the person using the verb.

1. The indicative mood is used to express a fact, an opinion, or a question.
2. The imperative mood is used to express a direct command or request.
3. The subjunctive mood is used to express a suggestion, a necessity, a condition contrary to fact, or a wish.

Exercise In each of the following sentences, identify the mood of the verb by writing above it IND for indicative, IMP for imperative, or SUB for subjunctive.

Example 1. Do you enjoy compelling, realistic fiction? 
1. If you were called a monster by a lawyer, how would you feel?
2. If the lawyer thought you had committed a crime, would people believe him?
3. Keep these questions in mind as you read Monster.
4. It is vital that sixteen-year-old Steve Harmon remain positive throughout his trial.
5. He is accused of playing a role in the fatal shooting of a convenience-store owner.
6. If I were in Steve’s place, I would certainly panic.
7. Listen to what Steve does to remain calm during the trial.
8. He is an aspiring filmmaker, and he chronicles the trial in movie script format.
9. I recommend that you try this practice when you are in a stressful situation.
10. Many people realize the therapeutic value of writing about problems.
11. Steve keeps a journal in which he records thoughts about his life before and after the murder.
12. The movie script and journal entries form the book that you read.
13. During certain portions of the book, some readers may think that Steve is guilty.
14. Other readers will be sure that Steve is innocent.
15. Christopher Myers, son of the author Walter Dean Myers, illustrated Monster.
16. If I were Christopher, I would be proud of working on such a project with my dad.
17. Consider the Michael L. Printz Award.
18. The Young Adult Library Services Association (YALSA) believes that outstanding books for teenagers should be honored.
19. Someone suggested that YALSA consider Monster for its Michael L. Printz Award.
20. YALSA believed the suspenseful, realistic Monster had earned the award.
Review A: The Principal Parts of Verbs

**EXERCISE A** One sentence in each of the following sets of sentences contains an error in verb form. Draw a line through the error. Then, write the correct form of the verb above the error.

**Example 1.** [a] He has written a poem. [b] They have took a break. [c] It had burst.

1. [a] The lake had frozen over. [b] The sweater has shrunk. [c] I have rode that horse.
3. [a] They have stolen apples. [b] You had chosen well. [c] He has drove the tractor.
4. [a] It had broke. [b] He has bought shoes. [c] They had fallen.
5. [a] You drank it. [b] We drived there. [c] She ran fast.
6. [a] He stole it. [b] The bell rang. [c] She had spoke.
7. [a] We have wrote. [b] She has fallen. [c] It was frozen.
8. [a] You had given. [b] He has went. [c] They have taken.
9. [a] We had ridden. [b] It had begun. [c] He has chose.

**EXERCISE B** On the line provided, write the correct form (past or past participle) of the verb in parentheses.

**Example 1.** Has anyone ever ________ dancing lessons willingly? (begin)

11. I think that most people have ________ to their first dancing lessons unwillingly. (go)
12. I ________ a fit before going to my first dancing lesson. (throw)
13. It was my mother who ________ me there. (take)
14. I ________ from the very start that there was no use arguing about it. (see)
15. The woman who ________ the dancing school was one of my mother’s friends. (run)
16. She ________ over and welcomed us when we appeared for the first class. (come)
17. I ________ down in a corner and hoped no one would see me. (sit)
18. I stayed in my chair until an instructor had ________ to me firmly two or three times. (speak)
19. Soon she had ________ my hand and led me out on the floor. (take)
20. I ________ my best to follow the lesson, but I didn’t learn very fast. (do)
Review B: Troublesome Verbs and Tense

**EXERCISE A** Some of the following sentences contain errors in verb usage. Draw a line through each incorrect verb. Then, write the correct verb above the error. If a sentence is already correct, write C to the left of the numeral.

**Example 1.** Ricardo set his catcher’s mitt on the bench.

1. Those books have lain on the shelf for a long time.
2. By nine o’clock in the morning, the temperature had raised to ninety-five degrees.
3. A watchdog was laying at the front gate, ready to pounce on any unsuspecting stranger who might approach the house.
4. The man set in a comfortable chair near the fireplace.
5. After 6:00 P.M., the price of movie admission raises to eight dollars.
6. Before you leave, please straighten the newspapers that are laying all over the table.
7. Out of breath, the woman set the heavy package on the floor.
8. We rose the curtain to see if the sun had risen.
9. Having grown tired of wandering around the house, the sick child laid down to rest.
10. The lazy dog would just set there in its favorite spot for hours.

**EXERCISE B** The following passage contains needless changes in tense. Above each underlined verb, write the verb in the correct tense. If the tense is already correct, write C.

**Example** What is the most embarrassing accident that you will have?

I had a curious accident one day last summer. Late one afternoon I am riding my bicycle down a busy street when someone suddenly opens the door of a parked car right in front of me. The bicycle slammed into the car door, and I am thrown into the front seat, right next to the driver. When I realize that the driver happens to be one of the science teachers from the high school, I was overcome with embarrassment. Much to my surprise, however, the teacher apologizes to me at length and blames himself for being careless. Do you think this incident proves that teachers know they make mistakes, too?
Review C: Principal Parts, Tense, and Voice

EXERCISE A  On the line provided, write the correct form (past or past participle) of the verb in parentheses.

Example 1. The small, yapping Chihuahua has nearly _______ me crazy. (drive)
1. After careful deliberation she _______ to run for office. (choose)
2. I am interested in reading the essay that you have _______. (write)
3. He had _______ the entire length of the pool. (swim)
4. My imagination had _______ away with me. (run)
5. Has the lake _______ over yet? (freeze)

EXERCISE B  In the following sentences, cross out each verb that is in the wrong tense or that is in an awkward passive voice. Then, write a revision on the line provided. If a sentence is already correct, write C on the line.

Example 1. Although United States voters have never elected a female president, many women _______ to high government positions.

Although United States voters have never elected a female president, many women _______ to high government positions.

6. Katherine Davalos Ortega has worked in her family’s restaurant and other businesses when she was a small child. ______________________________

7. She was told that being Hispanic might prevent her from getting a teaching position. _______

8. As a result, a business career was pursued by her instead. ______________________________

9. By 1975, she will become the first woman president of a California bank. ______________________________

10. Ms. Ortega, in recognition of her professional abilities, was nominated by President Reagan to be Treasurer of the United States. ______________________________
审查D：情态动词和语气

**练习A** 在下列句子中，每个空白处写一个合适的情态动词。从情态动词 can, could, may, might, must, ought, shall, should, will, and would 中选择。

**示例1**。大多数幼儿园的孩子**可以**记住自己的电话号码。

1. 我**应该**向你挥手，如果我看到你。

2. 你和你的朋友**应该**在星期六借我的车。

3. 我**不应该**为他辩护；不幸的是，我没有。

4. 代课老师**可能**明天回来，但Raign老师可能会感觉好一些。

5. 计算机文件**应该**经常保存，以防万一崩溃。

6. 没有人**应该**在冬天不穿外套。

7. 你会**会**会系各种结在童子军教的结吗？

8. 明天我们将**会**找到谁是赢家。

9. 医生说我要**必须**每天吃蔬菜。

10. 当你的照片冲洗好后，我们会**会**打电话给你。

**练习B** 在下列句子中，将下划线动词的语气注明在上面：**IND** for indicative, **IMP** for imperative, or **SUB** for subjunctive.

**示例1**。你数羊来帮助你入睡吗？

11. 有些人数羊来帮助他们入睡。

12. 我认为云更有趣。

13. 自从我第一次从飞机窗口看到它们，云就一直让我着迷。

14. 我需要保持内心的平静，因为我可以看着云的形状和缓慢移动。

15. 你知道我从来没有见过两片完全相同的云吗？

16. 想想你观察到的云的形状。

17. 如果我是一朵云，我将很像一团乱七八糟的棉花被随机地扔进一堆。

18. 正如你一样，你也可能希望你像一朵云一样无忧无虑。

19. 父亲建议我成为气象学家。

20. 请告诉我你对我从事云雕塑事业的看法。
Adjective or Adverb?

If a word in the predicate modifies the subject of the verb, use the adjective form. If it modifies the verb, use the adverb form.

**ADJECTIVE** That music is **quiet**. [**Quiet** follows the linking verb **is** and modifies the subject **music**.]

**ADVERB** The band played **quietly**. [**Quietly** modifies the verb **played**.]

While many adverbs end in –ly, others do not. Furthermore, some adjectives also end in –ly. Some words can be used as both adjectives and adverbs.

**ADVERBS** I’ll call you **later**. Who finished **first**?

**ADJECTIVES** The **unruly** children are annoying. My **first** choice is Brahms.

**Exercise A** In each of the following sentences, draw an arrow from the underlined adjective or adverb to the word it modifies.

**Example 1.** She speaks **only** Dutch.

1. In European fairy tales, a dragon is usually bad.
2. Chinese dragons, however, are said to bring **good** fortune.
3. During the last Chinese New Year, a dragon moved **slowly** down the street.
4. I felt **bad** because I missed seeing the runner carrying the pearl of fire.
5. However, we all clapped **loudly** as we watched the parade.

**Exercise B** In each of the following sentences, label the underlined word **ADJ** for adjective or **ADV** for adverb. Then, draw an arrow from the underlined word to the word it modifies.

**Example 1.** Ballet is a theatrical form of dance that **first** developed during the Renaissance.

6. Forms of dance contain **recognizable** elements.
7. The elements enable **knowledgeable** people to identify the type of dance.
8. A ballet usually includes the elements of music, costume, and scenery.
9. Anna Pavlova (1881–1931) was a famous ballerina from Russia.
10. Pavlova toured widely during her career.
11. In the 1910s and 1920s, the ballets of Sergei Diaghilev (1872–1929) were **popular**.
12. The productions of Diaghilev reflected a **skillful** collaboration between choreographer, designer, and composer.
13. Professionals are not the only ones who practice ballet.
14. Members of the **general** public take classes for fun or exercise.
15. Children happily perform **The Nutcracker** at Christmas.
Phrases Used as Modifiers

Like one-word modifiers, phrases can also be used as adjectives and adverbs.

**EXAMPLES**

A letter for Laura arrived. [The prepositional phrase for Laura acts as an adjective that modifies the noun letter.]

Frozen solid, the sandwiches were not edible. [The participial phrase Frozen solid acts as an adjective that modifies the noun sandwiches.]

His statement was too far-fetched to believe entirely. [The infinitive phrase to believe entirely acts as an adverb that modifies the adjective far-fetched.]

**EXERCISE A**
In each of the following sentences, draw an arrow from the underlined phrase to the word it modifies.

Example 1. The hoarse voice did not sound like Rachel’s voice.

1. Now is not the time to play games.
2. Professor De La Rosa is writing instructions on the chalkboard.
3. Napping soundly, I did not hear the doorbell ring.
4. The answer to your question is yes.
5. When the streets are slick, drive with caution.
6. Sprinkled with pepper, the mashed potatoes tasted much better.
7. The sea churned too roughly for the windsurfers.
8. The wedding invitation, written in calligraphy, was unusual and quite beautiful.
9. “This is the document to encrypt with the new code,” said the military officer.
10. The fan, anchored to the ceiling, provided welcome relief from the heat.

**EXERCISE B**
In each of the following sentences, label the underlined phrase ADJ for adjective or ADV for adverb. Then, draw an arrow to the word the phrase modifies.

Example 1. One of my heroes is General Colin Powell.

11. Born in Harlem, Colin Powell is the son of Jamaican immigrants.
12. Powell’s parents taught him the value of hard work and education.
13. After graduating from college, Powell was commissioned as a second lieutenant in the Army.
14. For heroic achievement in combat, he earned a Bronze Star Medal.
15. Suffering from his own wounds, he had led his battalion to safety.
Clauses Used as Modifiers

Like words and phrases, clauses can also be used as adjectives and adverbs.

**EXAMPLES**

1. The person **whom you saw** is Maggie. [The adjective clause *whom you saw* modifies the noun *person*.]
2. I went outside **after I cleaned my room**. [The adverb clause *after I cleaned my room* modifies the verb *went*.]

**EXERCISE A** In each of the following sentences, draw an arrow from the underlined clause to the word it modifies. Then, label the clause by writing above it *ADJ* for adjective or *ADV* for adverb.

**Examples**

1. The landscape architect **whom the hotel hired** is Petra.
2. Whenever I have a tough day, I jog at the track **after school**.

1. Before he bought a video from the Web site, Alfred checked other sites for a better price.
2. The game show contestant **who won the grand prize** was the woman from Montana.
3. The first comb **that you should use on the horse** is the wire currycomb.
4. Regis nibbled on fruit slices **while Scott sipped apple juice**.
5. Dale studies mathematics and science **carefully because he wants to be an engineer**.

**EXERCISE B** In each of the following sentences, underline the clause that is used as a modifier. Then, draw an arrow from the clause to the word it modifies.

**Example**

1. The novel **that we are reading in English class** is *Animal Farm*.

6. After I read *Animal Farm*, I became interested in the life of the author George Orwell.
7. George Orwell is the pen name **that Eric Arthur Blair used**.
8. Orwell was born **to English parents who were living in Bengal, India**.
9. Before he became a novelist, Orwell served in the Indian Imperial Police in Burma.
10. The country **that is now called Myanmar** was known as Burma then.
11. Orwell began writing essays, stories, and novels **after he left Burma**.
12. The poor **who lived in Europe** were the subject of *Down and Out in Paris and London*.
13. Another Orwell novel, which I read last year, is *1984*.
14. When he wrote the essay “Shooting an Elephant,” Orwell included autobiographical material.
15. Before he died in 1950, Orwell had become famous and prosperous from his writing.
Phrases and Clauses Used as Modifiers

Like one-word modifiers, phrases and clauses can also be used as adjectives and adverbs.

**PHRASES**

The cheese dip for the vegetables is in the refrigerator.

The players gathered at the volleyball net to choose teams.

**CLAUSES**

My favorite color, which is chartreuse, is a shade of green.

The police questioned the suspect because his fingerprints were on the weapon.

**EXERCISE**

In each of the following sentences, draw an arrow from the underlined phrase or clause to the word it modifies. Then, label the phrase or clause by writing above it **ADJ** for adjective or **ADV** for adverb.

**Example 1.** After I read about the Children’s Crusade, I wrote a story about Nicholas.

1. During the summer of 1212, thousands of European children launched a religious crusade.
2. The children who formed the group were led by a French shepherd boy, Stephen.
3. In a vision, Stephen had received a letter from Jesus to deliver to the French king.
4. Journeying with the letter to the king, Stephen was joined by thousands of other children.
5. Some of the group decided to conquer the Holy Land, which was held by Muslims.
6. According to their plan, they would take the Holy Land with love, not violence.
7. Around thirty thousand children reached the French seaport Marseille before disaster struck.
8. Merchants who had offered them free transport to the Holy Land sold them as slaves in North Africa.
9. Inspired by Stephen’s crusade, a ten-year-old boy named Nicholas continued Stephen’s work.
10. In 1218, Nicholas, a German, began preaching about the Children’s Crusade of 1212.
11. The children whom he attracted as followers numbered around twenty thousand.
12. Their path to the Holy Land led through Italy, where they split into groups.
14. Because they needed to cross the Mediterranean Sea, some children went to Genoa.
15. No ship’s captain was agreeable enough to allow them passage.
16. Traveling to Rome, some of the children encountered the pope, Innocent III.
17. Innocent III, who felt compassion toward the children, released them from their crusade vows.
18. Betrayed by slave traders, many of the children were sold as slaves.
19. One mystery that remains is the fate of Nicholas, the leader.
20. After the crusade was over, no trace of him remained.
**Bad and Badly/Good and Well**

*Bad* is an adjective. In most cases, *badly* is an adverb.

- **ADJECTIVE** The odor coming from my locker is **bad**. [*Bad* modifies the noun *odor.*]
- **ADVERB** The locker **badly** needs a cleaning. [*Badly* modifies the verb *needs.*]

*Good* is an adjective. It modifies nouns and pronouns but not verbs. *Well* may be used either as an adjective or as an adverb. As an adjective, *well* has two meanings: “in good health” and “satisfactory.” As an adverb, *well* means “capably.”

- **ADJECTIVE** The team’s performance was **good**. [*Good* modifies the noun *performance.*]
- **ADVERB** Oksana played especially **well**. [*Well* modifies the verb *played.*]

**Exercise A** In each of the following sentences, underline the modifier in parentheses that is correct according to the rules of standard, formal English.

**Example 1.** He has been coughing (bad, badly) all morning.

1. The planks on this side of the bridge are (good, well), but the others are broken.
2. The piano was so out of tune that it sounded (bad, badly) even to me.
3. Katia draws so (good, well) that everyone is sure she will win the art contest.
4. I feel (bad, badly) when I don’t make good grades in my classes.
5. “All is (good, well),” the guard reported.
6. I spoke (bad, badly) in my first public speeches, but I have since gotten better.
7. My sister scored very (good, well) on the PSAT.
8. After several days of rest, I felt (good, well) enough for a short walk outdoors.
9. Without sunscreen, Duncan’s fair skin burns (bad, badly) in the sun.
10. The doctor was pleased to see her patient was finally (good, well).

**Exercise B** Most of the following sentences contain an error in the form of a modifier (bad, badly, good, or well). Underline each error, and write the correct form of the modifier above it. If a sentence is already correct, write C after it.

**Example 1.** I was amazed at how good Chuck danced.

11. With so much salt, the meatloaf tasted badly.
12. You did quite good on that pop quiz.
13. The child wasn’t well for several days after his trip overseas.
14. LaTanya speaks French good enough to get her ideas across.
15. The student in driver’s education drove bad.
Slow and Slowly/Real and Really

Slow is usually an adjective. Slowly is always an adverb.

**ADJECTIVE**
- They danced a **slow** waltz. [Slow modifies the noun *waltz*.]

**ADVERB**
- They danced **slowly**. [Slowly modifies the verb *danced*.]

Real is an adjective meaning “actual” or “genuine.” Really is an adverb meaning “actually” or “truly.”

**ADJECTIVE**
- The frosting is made with **real** butter. [Real modifies the noun *butter*.]

**ADVERB**
- Some “butter” is **really** flavored margarine. [Really modifies the verb *is*.]

**EXERCISE A** In each of the following sentences, underline the modifier in parentheses that is correct according to the rules of standard, formal English.

**Example 1.** The beginning driver drove more (slow, slowly) than the other drivers.

1. I am a (slow, slowly) learner, but I learn more than those who don’t study.
2. This telephone rings (real, really) loudly; I hope it has a volume control.
3. Before lifting weights, Tom always stretches his muscles (slow, slowly).
4. I wondered if the stones in the necklace were (real, really) or fake.
5. I am (real, really) sorry about what I did.
6. The bright orange sun sank (slow, slowly) below the horizon.
7. My Californian cousin has become a (real, really) movie star.
8. I swept the metal detector (slow, slowly) above the sand.
9. Did Zorro ever (real, really) exist?
10. Walking (slow, slowly), the group of children chatted softly.

**EXERCISE B** Complete each of the following sentences correctly by writing slow, slowly, real, or really on the line provided.

**Example 1.** The shadowy figure moved **slowly** through the darkness.

11. The flatware on the dining table is __________ silver, not stainless steel.
12. Gabrielle Reece is a __________ good athlete.
13. The drip from the faucet is __________, but we should fix it anyway.
14. The skateboarder coasted __________ to a stop.
15. The __________ hero of the incident is Meghan, who used CPR on the victim.
Eight Troublesome Modifiers

*Bad* is an adjective. In most cases, *badly* is an adverb. *Good* is an adjective. *Well* may be used either as an adjective or as an adverb. As an adjective, *well* has two meanings: “in good health” and “satisfactory.” As an adverb, *well* means “capably.”

**ADJECTIVES**

*His injury is* **bad**, but his doctor is **good**. He’ll be **well** again soon.

**ADVERBS**

*Although practice went well, the team lost badly.*

*Slow* is usually an adjective. *Slowly* is always an adverb. *Real* is an adjective meaning “actual” or “genuine.” *Really* is an adverb meaning “actually” or “truly.”

**ADJECTIVES**

*The slow traffic was caused by a* **real** horse-drawn carriage.

**ADVERBS**

*The truth slowly dawned on me, and then I laughed really loudly.*

**EXERCISE A** In each of the following sentences, underline the modifier in parentheses that is correct according to the rules of standard, formal English.

**Example 1.** Eddie will play if he feels (good, well) enough.

1. Your orange shirt looks (good, well) with those pants.
2. The bus driver drove (real, really) carefully in the rush-hour traffic.
3. This furniture polish smells (bad, badly).
4. I can ice-skate really (well, good).
5. Those boots don’t look too (bad, badly) to me.
6. We felt (bad, badly) that you missed the class trip.
7. Nahele can’t draw as (well, good) as his brother.
8. The line was moving so (slow, slowly) that I feared we’d miss our train.
9. Our dress rehearsal didn’t go (well, good) at all.
10. For emphasis, Officer Katz spoke (slowly, slow).

**EXERCISE B** Each of the following sentences contains an underlined adjective or adverb. If the modifier is incorrect, write the correct form of the modifier above it. If the modifier is correct, write C above it.

**Example 1.** I think Valentine’s Day is a real romantic holiday.

11. A relationship that is progressing slow may benefit from a romantic dinner.
12. Some people are real serious when they say “No chocolates!”
13. They are careful about eating good all of the time.
15. On Valentine’s Day I make all my friends feel well by giving them tiny candy hearts with messages on them.
Regular Comparison

Modifiers change form to show comparison.

The three degrees of comparison are positive, comparative, and superlative.

<table>
<thead>
<tr>
<th></th>
<th>POSITIVE</th>
<th>COMPARATIVE</th>
<th>SUPERLATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>fine</td>
<td>finer</td>
<td>finest</td>
<td></td>
</tr>
<tr>
<td>silly</td>
<td>sillier</td>
<td>silliest</td>
<td></td>
</tr>
<tr>
<td>slowly</td>
<td>more slowly</td>
<td>most slowly</td>
<td></td>
</tr>
<tr>
<td>accessible</td>
<td>less accessible</td>
<td>least accessible</td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE A** In each of the following sentences, underline the correct form of the modifier in parentheses.

**Example 1.** This breeze is the (briskerest, briskest) wind we’ve had all week.

1. Learning to parachute was the (excitingest, most exciting) part of the course.
2. He runs (fast, faster) than any other boy on the team.
3. Patricia is the (more graceful, graceful) of the two dancers.
4. My father chose the (most expensive, expensivest) of the three drills.
5. This African Goliath beetle is the (heavy, heaviest) we’ve seen.
6. This baby photo is the (most beautiful, beautifulest) one.
7. A clean kitchen may be the (most effective, effectivest) prevention of pests.
8. This poem is funny, but that one is (funny, funnier).
9. The parking lot at school seems (crowded, less crowded) this year than last year.
10. I think that spearmint is (mild, milder) than peppermint.

**EXERCISE B** Above the parentheses in each sentence, write the correct form of the modifier described in parentheses.

**Example 1.** Learning Chinese was (increasing comparative of difficult) than learning French.

11. Of all the languages I’ve studied, Spanish was the (increasing superlative of easy) to learn.
12. Translating a passage from Spanish to English is (increasing comparative of fun) for me than solving math problems.
13. I read information about languages (increasing comparative of frequently) than others my age.
14. My father speaks Yiddish (increasing comparative of fast) than I do.
15. Yiddish speakers are (decreasing comparative of common) than they once were.
Irregular Comparison

Modifiers change form to show comparison.

The three degrees of comparison are **positive**, **comparative**, and **superlative**.

The comparative and superlative degrees of some modifiers are irregular in form.

<table>
<thead>
<tr>
<th>POSITIVE</th>
<th>bad</th>
<th>well</th>
<th>little</th>
<th>far</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPARATIVE</td>
<td>worse</td>
<td>better</td>
<td>less</td>
<td>farther or further</td>
</tr>
<tr>
<td>SUPERLATIVE</td>
<td>worst</td>
<td>best</td>
<td>least</td>
<td>farthest or furthest</td>
</tr>
</tbody>
</table>

Do not add *–er, –est, more, or most* to irregularly compared forms.

Incorrect: more worse, worser more better, betterest
Correct: worse better

**Exercise A** Above the parentheses in each sentence, write the correct form of the modifier described in parentheses.

**Example 1.** Mayor Cook created (many, comparative) jobs than the last mayor.

1. Cats have a (good, comparative) sense of balance than many other animals.
2. Of the five competitors, Gisella threw the shot put (far, superlative).
3. Far (many, comparative) people live on that island than I thought.
4. I hope you feel (well, comparative) tomorrow.
5. Ed contributed (little, comparative) than anyone else in class.
6. Salim is the (good, superlative) athlete in our school.
7. The less they slept, the (bad, comparative) they felt.
8. Of all the contestants, Rufino performed (well, superlative).
9. It was the (bad, superlative) winter the pioneers had experienced.
10. I like Tony (much, comparative) than I did earlier.

**Exercise B** Most of the following sentences have errors in the use of comparative and superlative degrees of comparison. Underline each error, and write the correct form of the modifier above it. If a sentence is already correct, write C after it.

**Example 1.** Sheila’s temperature is higher than Tariq’s; she is iller than he is.

11. The firefighter said this is the baddest fire she has ever seen.
12. Rhonda, although short, is gooder at basketball than many of us.
13. Of the three desserts offered, I like fruit salad mostest.
14. The patient declared, “This is the wellest I’ve felt in days!”
15. Our new apartment is farther from the center of town than the old one.
Regular and Irregular Comparison A

Modifiers change form to show comparison.

The three degrees of comparison are **positive**, **comparative**, and **superlative**.

The comparative and superlative degrees of some modifiers are irregular in form.

<table>
<thead>
<tr>
<th>POSITIVE</th>
<th>blue</th>
<th>funny</th>
<th>creative</th>
<th>calm</th>
<th>much</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPARATIVE</td>
<td>bluer</td>
<td>funnier</td>
<td>more creative</td>
<td>less calm</td>
<td>more</td>
</tr>
<tr>
<td>SUPERLATIVE</td>
<td>bleuest</td>
<td>funniest</td>
<td>most creative</td>
<td>least calm</td>
<td>most</td>
</tr>
</tbody>
</table>

**EXERCISE**  Most of the following sentences contain an error in the use of a modifier. Underline each error and write the correct form above it. If a sentence is already correct, write **C** after it.

**Example 1.** My hunger was more bad than I had thought, so I ordered three sandwiches.

1. This storm was even badder than the last one.
2. During the 1960s, Medgar Evers was one of the most outspoken civil rights activists.
3. My speech was humorouser than any other speech in the class.
4. Sharla was the intelligenter of the two job applicants.
5. Do you think Pocahontas was courageouser than Sacagawea?
6. Juan, Ricardo’s twin brother, was more old by three-and-a-half minutes.
7. After Carmen started lifting weights, she bragged that she was stronger than her brother.
8. People who live along this road complain that it is the most bad in the entire township.
9. Floyd and his son are both landscape designers, but Floyd is the more well known of the two.
10. After the band had practiced, their performance sounded better.
11. Both the strawberry and the vanilla yogurt tasted good, but the strawberry was more sweet.
12. Looking across the water at the sunset, you can see the magnificentest view you can imagine.
13. Angelina is the most young of the three friends.
14. A new house is going to be expensiver today than it would have been a few years ago.
15. Why didn’t you answer distinctlizer?
16. I thought the questions on that test were more hard than usual.
17. Of all the go-carts in the race, Bart’s went the most far.
18. Of the three poems I showed to the editor, he thought this one was written the wellest.
19. Beth and Ronny finished their science experiment more fast than the other teams.
20. Vicky became ill yesterday, and today she is iller than before.
Regular and Irregular Comparison B

Modifiers change form to show comparison.

The three degrees of comparison are positive, comparative, and superlative.

The comparative and superlative degrees of some modifiers are irregular in form.

| POSITIVE | soon | windy | fortunate | slowly | bad |
| COMPARATIVE | sooner | windier | more fortunate | less slowly | worse |
| SUPERLATIVE | soonest | windiest | most fortunate | least slowly | worst |

**Exercise A** Above the parentheses in each sentence, write the correct form of the modifier described in parentheses to complete the sentence.

**Example 1.** Nancy is the (increasing superlative of forgetful) person I know.

1. This is the (increasing superlative of bad) drought we’ve had in a long time.
2. Larry’s story is (decreasing comparative of believable) than Heath’s story.
3. Twenty dollars is the (increasing superlative of much) I can spend at the mall.
4. I was (increasing comparative of tired) after today’s kickboxing class than I was after the previous class.
5. Rob thinks that Norman is the (decreasing superlative of friendly) person in art class.
6. The scorched potatoes tasted bad, but the dry fish tasted (increasing comparative of bad).
7. Garrett enjoyed the trip (increasing comparative of little) than the others did.
8. Of the ten children who became ill, Charlie is the (increasing superlative of ill).
9. At the recital David played (increasing comparative of well) than usual.
10. The election results are the (decreasing superlative of surprising) news in the report.

**Exercise B** In the following paragraph, underline each error in the comparative and superlative forms of modifiers. Then, above the error, write the correct form of the modifier.

**Example [1]** What is the most good teenage musical group ever?

[11] In the 1980s some musical groups were more well known than others. 
[12] One of the unusualest popular groups was a band called Menudo. 
[13] The singing group itself was more well known than any of its members because the individual members kept changing. 
[14] When a singer reached the age of sixteen, he was replaced by a more young one. 
[15] Thus, the sound remained consistenter than the performers.
Use of Comparative and Superlative Forms A

**8c.** Use the comparative degree when comparing two things. Use the superlative degree when comparing more than two.

**COMPARATIVE** I like washing dishes more than drying them. [two things]

**SUPERLATIVE** The task I like most is cooking dinner. [more than two things]

**8d.** Include the word other or else when comparing one member of a group with the rest of the group.

**EXAMPLE** Alice is a better math student than anyone else in her class.

**8e.** Avoid using double comparisons.

**EXAMPLE** Juana is taller (not more taller) than Erica.

**EXERCISE A** Above the modifier in parentheses in each sentence, write the correct form of the modifier to complete the sentence.

**Example 1.** Of all the entries, this essay is the (most sophisticated).

1. Of the three skaters, Karen moved (assuredly).
2. That was the (violent) storm of the summer.
3. Luckily, these instructions are (simple) than those.
4. That is one of the (scary) films I’ve ever seen!
5. Of all the talks, the last was the (interesting).
6. Julio is the (practical) member of his family.
7. Sirens are probably the (irritating) of all noises.
8. That show was (entertaining) than last year’s.
9. This January is the (warm) of any I can remember.
10. This crate is (big) than the one that holds our books.

**EXERCISE B** Most of the following sentences contain an error in the use of a modifier. Underline each error and write the correct form above it. If a sentence is already correct, write C after it.

**Example 1.** My manicured yard looks better than any yard on the street.

11. Elsie is funnier than any woman I know.
12. I browsed through a number of shirts and selected the one I liked more.
13. Philip has a better chance at winning the audition than anyone else.
14. Riding dirt bikes is most fun than riding a ten-speed bicycle.
15. This container of yogurt is the less fresh one on the shelf.
Use of Comparative and Superlative Forms B

8f. Be sure your comparisons are clear.

When making comparisons, indicate clearly what items are being compared. State both parts of a comparison completely if there is any chance of misunderstanding.

**UNCLEAR** My biology paper was much better than history. [A paper is compared to a class.]

**CLEAR** My biology paper was much better than my history paper.

**UNCLEAR** I like seafood more than Harry. [Is Harry being compared to seafood?]

**CLEAR** I like seafood more than Harry does.

**EXERCISE** On the lines provided, revise the sentences below to make the comparisons clear.

**Example 1.** I visit Grandmother Olson more often than Aunt Sabrina.  

I visit **Grandmother Olson** more often than I visit **Aunt Sabrina**.

1. Alyssa’s handwriting is less legible than José.  

2. Tana’s argument for the change was better supported than Kim.  

3. These items from the drugstore are cheaper than the salon.  

4. While in India, Wynona photographed the Taj Mahal more often than Elzie.  

5. The football program at my new school appears to be better than my last school.  

6. I laughed at the humorous mistake as much as Glenda.  

7. Marty sent a larger bouquet of flowers to Candace than Raquel.  

8. The volume on the radio is higher than the TV.  

9. On Saturday, Dayna spent more on groceries than Judy.  

10. Jerome complimented his date as often as Terry.
Use of Comparative and Superlative Forms: Review

8c. Use the comparative degree when comparing two things. Use the superlative degree when comparing more than two.

8d. Include the word other or else when comparing one member of a group with the rest of the group.

8e. Avoid using double comparisons.

8f. Be sure your comparisons are clear.

Exercise In each of the following sentences, add or delete a word or words to correct an error in the use of a modifier. Draw a caret (^) to show where words should be added, and write the words above the caret. Cross out words that should be deleted. If a sentence is already correct, write C after it.

Example 1. The price of a good haircut is higher than last year.

1. I found the television’s remote control before my brother.
2. Of all the football players who played in the rain, Todd is muddier.
3. This is the least thickest the ice on the lake has been all winter.
4. I like steamed rice, but I like fried rice best.
5. If you hurry, you’ll get better seats than anyone.
6. The essay question on the English exam was harder than biology.
7. Although the idea is the silliest one I’ve heard, I like it anyway.
8. The buffet table held corn, carrots, and beans. I chose corn since I like it better.
9. The mother-daughter camping trip occurs before any activity of the year.
10. The skirts on this rack are smaller than that rack.
11. Frankie tossed the ball higher than Johnny.
12. Of the two dishes, the shrimp tempura is less healthier than the steamed shrimp.
13. Everyone agrees that Brent writes more exciting stories than anyone in the class.
14. I buy more clothes over the Internet than stores.
15. Which of the two biographies is more passionately written?
16. When I was in the fifth grade, I thought Dixie Porter was the most prettiest girl in the world.
17. Luis likes his career more than Irma.
18. Of the numerous items I placed in the consignment store, the carved chest is more valuable.
19. I prefer goldfish to any pet because they don’t bark, scratch, or need to go outside.
20. The temperatures in Florida are milder than Maine.
Correcting Dangling Modifiers

Avoid using dangling modifiers.

A modifying word, phrase, or clause that does not clearly and sensibly modify a word or word group in a sentence is a **dangling modifier**. To correct a dangling modifier, add or replace words to make the meaning clear and logical.

**DANGLING**  After winning the Pulitzer Prize for *Fences*, *The Piano Lesson* was written. [Who won the Pulitzer Prize?]

**CLEAR**  After winning the Pulitzer Prize for *Fences*, August Wilson wrote *The Piano Lesson*.

**EXERCISE**  Revise the sentences below to correct the dangling modifiers. Write the revised sentences on the lines provided. If a sentence is already correct, write C on the line.

**Example 1.**  To finish the report early, Carly’s study time must not be interrupted.

_**To finish the report early, Carly must not interrupt her study time.**_

1. After turning on the radio, the baby woke up.

2. Cooked very slowly, the casserole was delicious.

3. Startled by the unexpected noise, the heron took flight.

4. Looking in the closet, her camera was found.

5. After eating yogurt, grapefruit juice doesn’t taste very good.

6. Aiming at the target, the arrow hit the tree.

7. When trying to understand new words, a dictionary is useful.

8. Playing too close to the house, a window was broken.

9. To reach the highest branch, Masako needed a longer ladder.

10. While washing the dishes, a china cup was broken.
Correcting Misplaced Modifiers

Avoid using misplaced modifiers.

A word, phrase, or clause that seems to modify the wrong word or word group in a sentence is a *misplaced modifier*. Place modifying words, phrases, and clauses as near as possible to the words they modify.

**MISPLACED**  Perched in the cage, I admired the large, gray parrot. [Was I perched in the cage?]

**CLEAR**  I admired the large, gray parrot perched in the cage.

**MISPLACED**  The students were planning a field trip in the library. [Was the field trip going to be in the library?]

**CLEAR**  The students in the library were planning a field trip.

**EXERCISE**  If a sentence contains a misplaced modifier, underline the misplaced modifier and draw an arrow from the modifier to the place it should go. If the sentence is already correct, write C after it.

**Example 1.** We examined the donated books and only chose the best ones for our library.

1. I bought a ladder to fix the roof that was sturdy.
2. Martin watched a radiant sunset climbing a hill.
3. Wanda offered me the book swinging in the hammock.
4. The horse without a saddle galloped toward the stable.
5. Earl discovered many beetles examining the rosebushes.
6. A letter without a stamp arrived from Phoenix.
7. Lorraine swatted the flies near the sandwiches that were buzzing around.
8. Carlos found another fuse in the drawer that was no good.
9. Isabel bought a blue dress from the clothing store in the mall with black stripes.
10. Under my bed I found my revised history paper.
Dangling and Misplaced Modifiers A

8g. Avoid using dangling modifiers.

To correct a dangling modifier, add or replace words to make the meaning clear and logical.

DANGLING  After looking on every street in the neighborhood, the lost cat was found.

CLEAR  After looking on every street in the neighborhood, Cynthia found the lost cat.

8h. Avoid using misplaced modifiers.

Place modifying words, phrases, and clauses as near as possible to the words they modify.

MISPLACED  Blaring from the stereo, I didn't recognize the strange music.

CLEAR  I didn't recognize the strange music blaring from the stereo.

EXERCISE A  Underline the misplaced modifier in each of the following sentences. Then, draw an arrow from the modifier to the place where it should go in the sentence.

Example 1. The sheriff approached the town riding a huge white stallion.

1. From our seats we could see the stage clearly in the balcony.

2. The guest speaker had dedicated his book to his dog who was an archaeologist.

3. I bought the red coat from the new shop with the enormous hood.

4. Shining brightly in the distance, the weary travelers were happy to see a restaurant sign.

5. The magazine is in the pile on the third shelf that you requested.

EXERCISE B  Revise the following sentences to correct dangling modifiers. Write the revised sentences on the lines provided.

Example 1. Seeing the dolphins in the water, photographing them was my first thought.

Seeing the dolphins in the water, I immediately wanted to photograph them.

6. After raking the leaves, they were carried to the compost pile.

7. Walking in the sunshine, it felt warm.

8. Peering through the trees, the path ahead was evident.

9. Relieved, all of the tests had passing grades.

10. To save money, many coupons were clipped.
Avoid using dangling modifiers.

**DANGLING**  Before entering the contest, the rules must be understood.

**CLEAR**  Before entering the contest, you must understand the rules.

Avoid using misplaced modifiers.

**MISPLACED**  Barbara gave her guests a tour of her home for the weekend.

**CLEAR**  Barbara gave her guests for the weekend a tour of her home.

**EXERCISE**  Revise the following sentences to correct dangling or misplaced modifiers. Write the revised sentences on the lines provided.

**Example 1.**  Looking at the disaster, the cause was evident.

Looking at the disaster, I thought the cause was evident.

1. The winners marched off the platform carrying ribbons and trophies.

2. The smoke alarm went off while cooking my dinner.

3. A young woman knocked on the door wearing a suit and a hat.

4. Several students remained after class and spoke to the teacher who had questions.

5. Rosetta is performing shows for children in hospitals that are very entertaining.

6. To finish my project in shop class, more varnish would be necessary.

7. Mother found a package outside our house tied with ribbons.

8. Feeling quite hungry, the librarian’s only thought was her upcoming lunch break.

9. Covered in cream cheese, my friends will love these bagels.

10. Walking from door to door, fliers were hung on each doorknob.
Review A: Forms of Modifiers

**EXERCISE**  Most of the following sentences contain an incorrect form of a modifier. Draw a line through each incorrect modifier. Then, above it, write the correct form. If a sentence is already correct, write C after it.

**Examples**

1. The quarterback didn’t feel good, so he rested all weekend.
2. If a player doesn’t practice faithfully enough, he or she won’t be ready for the game.

1. Even when the team plays good, the coach is seldom pleased.
2. Why should a coach feel bad about a loss or a tie game?
3. The coach believes that a loss or tie reflects poor on his ability.
4. Schools and colleges want teams that are coached successful.
5. A successful coach’s team, of course, seldom loses badly.
6. If the team plays good, the coach will be happy.
7. Sometimes the losing players feel real disappointed.
8. The coach offers the players valuable advice.
9. Teams could win easy if all the players did as the coach instructed.
10. Teams who don’t practice as often as they should improve more slow.
11. Is it easy to think clear in a locker room?
12. If a coach speaks too sharp, players may stop listening.
13. If a lecture is real negative, some players might not respond well.
15. To generalize about sports is to speak inaccurate.
16. After a long game against challenging opponents, the players felt tired.
17. A whining child behaved bad during the entire game.
18. Despite the grounds crew’s efforts to paint the yard lines even, the paint job looked bad.
19. If you work more carefully and draw each line slow, you will see better results.
20. Because he was hot and tired after playing for so long, Carlos wasn’t real excited about the game.
**EXERCISE A** In each of the following sentences, draw a line through the error in comparison. Then, above it, write the correct form. If the error is a missing word, draw a caret (^) where the word should be inserted and then write the word above the caret.

**Examples** 1. Of the two of you, she is clearly tallest.

2. Rhode Island is smaller than any state.

1. Mallory is the worse clarinet player I’ve ever heard.

2. Nico sings more better than anyone else in his class.

3. English is the more difficult subject for me.

4. Of the two sports, tennis is probably most popular.

5. Whoever in the class answers most quickest will win the game.

6. That star shines more brightly than any star in its galaxy.

7. Of all the songs I’ve heard you play, that last one was better.

8. Your brother is the more handsome senior I know.

9. Miguel is the most sincerest young man I’ve ever met.

10. Your car idles least smoothly than mine.

**EXERCISE B** Most of the following sentences contain an error in comparison. If the error is an incorrect form of a modifier, draw a line through the error. Then, above it, write the correct form. If the error is a missing word, draw a caret (^) where the word should be and then write the word above the caret. If a sentence is already correct, write C after it.

**Example** 1. Ours was the most happiest win of all.

11. When you compare football and baseball, football is the roughest game of the two.

12. For the most part, the players on the football team are bigger than the baseball team.

13. A tackle may be bigger than anyone in his class.

14. No player is more friendlier than our team captain.

15. Our team manager talks with the players more than the coach.

16. What was the worse moment of the team manager’s life?

17. Of the two possibilities, this one is the most logical.

18. When our equipment disappeared, the manager was more stunned than anyone.

19. When it reappeared, the manager was more relieved than the coach was.

20. Our coach is better than any coach in the city.
Review C: Dangling and Misplaced Modifiers

**Exercise A** Most of the following sentences contain a dangling modifier. On the lines provided, revise each sentence so that its meaning is clear and correct. If a sentence is already correct, write C.

**Example 1.** While on routine patrol, a motorist in distress attracted the officer’s notice.

> While on routine patrol, the officer noticed a motorist in distress.

1. Stapling the pages carefully, Tamika admired the report.

2. Covered with sweat from the hot sun, the ocean looked inviting.

3. To iron my delicate silk shirt, the setting on the iron must be the correct temperature.

4. Before learning of the party, my weekend seemed boring.

5. Typing the command into the computer, the file was saved on the hard drive.

**Exercise B** Most of the following sentences contain a misplaced modifier. Circle the misplaced modifier. Then, draw an arrow to show where it should go in the sentence. If a sentence is already correct, write C after it.

**Example 1.** Everyone saw that the pass was dropped but the referee.

6. Our coach thanked me for the safety that produced the winning points after the game.

7. Between the bench and the press box, we learned there was a telephone.

8. The team was taken on a tour of the campus visiting our school.

9. After the game we saw a skit about a family’s adventures in a magical forest.

10. At the end of the skit, a boy was reunited with his family who had wandered off by himself.

11. Watching the skit closely, the actors received loud applause from the athletes.

12. A cheerleader is rarely seen talking to the football captain in a long dress.

13. She was thanking him for a corsage of roses that he had given her.

14. The sports reporters could hear our pep band playing in the press box.

15. The dog had interrupted a play that was chased off the field.
Review D: Correct Use of Modifiers

**Examples**

1. The gift was more costlier than I had expected it to be.
   
   The gift was more costly than I had expected it to be.

2. A blue girl’s coat has been found.
   
   A girl’s blue coat has been found.

**Exercise**

Most of the following sentences contain an incorrect form of a modifier, a misplaced modifier, or a dangling modifier. On the lines provided, revise each sentence that contains an error. If a sentence is already correct, write C.

1. Seeing that no damage had been done, the cars drove away in opposite directions. ________

2. The cold juice tasted real good to the thirsty runner. __________________________

3. Which pet have you had longest, your rabbit or your cat? ________________________

4. Walking careful over the broken cobblestones, the woman made her way down the lane. ___

5. I feel certain that you will get a good grade if you study well. ___________________

6. Working long hours, success came to him after many years. ______________________

7. Although her choice of colors wasn’t the best, she arranged the flowers good. __________

8. By looking through a telescope, the far shore could be seen dimly. ________________

9. Of the three movies we watched last weekend, the third one was the most scariest. ______

10. A well-trained police officer remains calmly in emergencies. ______________________
**Glossary of Usage A**

Review the glossary entries on pages 282–286 of your textbook for information on the correct usage of the following terms:

- *a, an*
- *accept, except*
- *affect, effect*
- *ain’t*
- *all right*
- *all the farther, all the faster*
- *allusion, illusion*
- *a lot*
- *and etc.*
- *being as, being that*
- *beside, besides*
- *anyways, anywhere, everywhere, nowhere, somewhere*
- *between, among*
- *borrow, lend, loan*
- *bring, take*
- *bust, busted*
- *a while, awhile*
- *because*

**Exercise**

For each of the following sentences, underline the correct word or word group in parentheses. Base your answer on formal, standard usage.

**Example 1.** When we backpack through the canyon, we will *(bring, take)* plenty of water.

1. In biology, we studied the *(affects, effects)* of air pollution.
2. Gordon promised to *(bring, take)* souvenirs back from his trip to New Orleans.
3. *(Beside, Besides)* the alternates, the coach said we needed two more players and a goalie.
4. This store will *(accept, except)* your check as long as you have identification.
5. When you go out to the garage, please *(bring, take)* this bag of trash.
6. We have been here for an hour, but we *(ain’t, aren’t)* catching any fish.
7. The reason I called you is *(because, that)* I have a question.
8. Will you *(lend, loan)* me your umbrella?
9. Without more wind in the sails, this is *(as fast as, all the faster)* the sailboat can go.
10. The menu offered fifteen entrees to choose *(between, among)*.
11. Are you *(allright, all right)*?
12. After the storm, there was *(a lot, alot)* of mud in the yard.
13. The story made *(illusions, allusions)* to the Bible.
14. Big Rapids isn’t *(anywhere, anywheres)* near Detroit.
15. Where is my *(hammer, hammer at)*?
16. I will be there in *(awhile, a while)*.
17. *(Being that, Because)* she is the oldest, she gets to choose the video.
18. Don’t *(bust, break)* the switch on the camera.
19. I like to read science fiction, fantasy, horror, *(etc., and etc.)*
20. The movie lasts *(a, an)* hour and a half.
Glossary of Usage B

Review the glossary entries on pages 288–289 of your textbook for information on the correct usage of the following terms:

- can, may
- could of
- discover, invent
- don't, doesn't
- emigrate, immigrate
- fewer, less

**Exercise A**
Each of the sentences below has one underlined word or word group. If that word or word group contains a usage error or an informal or awkward usage, write the correct word or word group above it. If the sentence is already correct, write **C**.

**Example 1.** Can I get you something to drink?

1. Garrett A. Morgan, despite facing severe racial prejudice, **discovered** the first traffic light.
2. Please buy **less** bottles of soft drinks and more fruit juice at the store.
3. I **could of** defended my actions, but I did not.
4. The sky is overcast; we **may** get some rain soon.
5. My grandparents sometimes **doesn’t** understand me.
6. The Statue of Liberty reminds us of the many people who **emigrated** to the United States.
7. If I make a weekly schedule, I waste **fewer** time than if I don’t make a schedule.
8. During World War II, many Jews were forced to **immigrate** from their countries.
9. Holly, who is very tall, **can** reach the top shelf.
10. I **invented** a new, quicker route home from school.

**Exercise B**
In each of the following sentences, cross out all errors in usage. Then, above the error, write the standard English usage. If the sentence is already correct, write **C**.

**Example 1.** Many well-known models have been in the business **less** years than Iman.

11. The famous model Iman **immigrated** from Somalia.
12. Her family was wealthy, but she saw many Somalians who had **fewer** money.
13. She **could of** stayed in her hometown of Mogadishu, but she did not.
14. Photographer Peter Beard **invented** Iman at the University of Nairobi.
15. You may have seen her on fashion runways or in a movie.
16. With her fine bone structure, Iman **may** definitely perform her modeling assignments well!
17. Many immigrants in Iman’s position might of put their homeland behind them.
18. Iman, however, don’t let the memory of Somalia fade away.
19. She **invented** the importance of homeland and keeps Somalia in her mind.
20. In this way, she can project a certain image to the people watching her.
Glossary of Usage C

Review the glossary entries on pages 289–290 of your textbook for information on the correct usage of the following terms:

- **had of**
- **he, she, it, they**
- **hopefully**
- **had ought, hadn’t ought**
- **hisself, theirselves, theirself, theirselves**
- **imply, infer**

**Exercise A** In each of the following sentences, underline the word or word group in parentheses that is correct according to standard, formal English usage.

**Example 1.** He collected all of the flags (hisselves, himself).

1. From your extensive collection of flags, I can (imply, infer) that you like flags.
2. If I (had, had of) known about your collection, I’d have brought my own flags.
3. You (had ought, ought) to get the Ohio state flag.
4. The (Ohioans they, Ohioans) have an unusually shaped state flag.
5. Ohioans know (themselves, theirselves) to be the only state whose flag is not a parallelogram.
6. (Hopefully, I hope) I’ll find a picture of the flag in this reference book.
7. The top and bottom (edges they, edges) create a pennant shape.
8. The (flag, flag it) also has a triangular notch cut out of the right edge.
9. My description (implies, infers) a forked edge on the right side of the flag.
10. I (hadn’t ought, ought not) forget to mention the flag’s colors: red, white, and blue.

**Exercise B** In each of the following sentences, underline the error in standard, formal usage. Then, above the underlined word or words, write the standard English usage. If the sentence is already correct, write C.

**Example 1.** The iris it is Tennessee’s state flower.

11. The horticulture club are proud of theirselves for creating the exhibit of state flowers.
12. Hopefully these pasqueflowers from South Dakota will grow in my state.
13. I can imply their appearance from the description in this article.
14. You hadn’t ought to pick bluebonnets from the side of Texas highways.
15. Mr. Garza he told me that Maine’s state flower is the pine cone.
16. I wish I had of gotten some native violets in Illinois.
17. I didn’t mean to imply that Oklahoma’s flower, the mistletoe, is unattractive.
18. My Georgian cousin she used Cherokee roses in the decorations for her graduation party.
19. My escort to the pageant in Florida chose the bouquet of orange blossoms hisself.
20. We had ought to photograph the yucca while we are in New Mexico.
Glossary of Usage D

Review the glossary entries on pages 292–293 of your textbook for information on the correct usage of the following terms:

<table>
<thead>
<tr>
<th>kind of, sort of</th>
<th>leave, let</th>
<th>learn, teach</th>
</tr>
</thead>
<tbody>
<tr>
<td>kind of a(n), sort of a(n)</td>
<td>like, as, as if, as though</td>
<td>of off, off of</td>
</tr>
<tr>
<td>kinds, sorts, types</td>
<td>a number of, the number of</td>
<td></td>
</tr>
</tbody>
</table>

EXERCISE In each of the following sentences, underline the word or word group in parentheses that is correct according to standard, formal English usage.

Example 1. (A number of, The number of) entrants in the chili cook-off is quite large.

1. What (kind of a, kind of) sandwich do you like best?
2. There was a beautiful view of the ocean (outside, outside of) the cabin window.
3. Please (let, leave) me borrow the notes you took in history class on Friday.
4. I am sure I will be able to (teach, learn) all of my lines over the weekend.
5. Zahara’s answer was (kind of, rather) vague.
6. Have you ever tried wearing one of (this types, these types) of hats?
7. (A number of, The number of) stories in our storytelling festival are set in the distant future.
8. The police have found the bicycle that was stolen (off, from) you.
9. That loud crash outside sounded (as though, like) it were nearby.
10. On Saturday afternoon my sister will (teach, learn) me to drive a car.
11. Move the cat (off, off of) the couch, please.
12. He acts (like, as though) he owns the place.
13. These (sort, sorts) of activities are strenuous.
14. (Leave, Let) the children go to the movies.
15. This car looks (like, as if) it has been abandoned.
16. Is it possible to (learn, teach) yourself calculus?
17. The horses run free (outside, outside of) the corral.
18. This is the (kind of, kind of a) song that I really like.
19. (The number of, A number of) bird species on the island is remarkable.
20. This painting looks (like, as if) it were painted by a child.
EXERCISE A  In each of the following sentences, underline the word or word group in parentheses that is correct according to formal, standard English usage.

Example 1. We were prepared (some, somewhat) for the hurricane.

1. We will not be able to make tacos (without, unless) you buy some cheese.
2. The Great Pyramid of Cheops was larger (then, than) any other pyramid.
3. Hermit crabs are (them, those) crabs that make their homes in other animals’ shells.
4. These are the pages (that, what) you must study by Wednesday.
5. Ms. Pong is the woman (which, that) painted that mural.
6. You are (suppose to, supposed to) carry the trash out to the curb.
7. I can hit (that, that there) fencepost with an arrow shot from my bow.
8. I heard (where, that) the mayor would not run for reelection.
9. Kareem will (try and, try to) score a touchdown in this play.
10. We had driven quite a (way, ways) out of town before we got a view of the lake.

EXERCISE B  In each of the following sentences, cross out the error in formal, standard usage. Then, above it, write the standard English usage. If the sentence is already correct, write C.

Example 1. Onomatopoeia is when a word imitates the sound associated with its meaning.

11. This rhyming dictionary will help your poetry writing some.
12. I used to compose sonnets using a rhyming dictionary for help in word choice.
13. Blank verse is when the lines in a poem do not rhyme.
14. This here blank verse poem has five iambic feet per line.
15. Free verse is poetry where there is no regular rhyme scheme, meter, or stanza formation.
The Double Negative

Avoid using *double negatives* in your writing and speaking. A double negative is the use of two negative words when one is enough. Common negative words are *hardly, no, not (n’t), nothing, none,* and *scarcely.*

**DOUBLE NEGATIVE**
I didn’t hardly have time to eat.

**STANDARD**
I hardly had time to eat.

**STANDARD**
I didn’t have time to eat.

**EXERCISE A** Read each of the following sentences, and decide whether it contains a double negative. On the line provided write either **DN** for *double negative* or **S** for *standard.*

**Examples**

1. Nancy hasn’t missed no football games this year.

2. Rufino hasn’t missed any football games this year.

3. Linebacker Chris Singleton and his twin didn’t hardly look different.

4. Until 1989, Kevin hadn’t hardly been sick at all.

5. That year, Kevin didn’t scarcely feel well.

6. It turned out that he didn’t have nothing mild.

7. Leukemia is a blood disease, and some people with it don’t get no better.

8. Since Kevin was an identical twin, he didn’t have to worry about finding a bone-marrow donor.

9. Chris didn’t hesitate none when his brother needed him.

10. He couldn’t scarcely worry about football when his brother’s life was at stake.

11. Today, Kevin doesn’t have any more leukemia symptoms.

12. Now he says that he doesn’t take life for granted no more.

**EXERCISE B** Revise each of the following sentences to correct double negatives. First, cross out the words that need to be changed. Then, write the revision above them.

**Example**

1. The winners can’t hardly wait for the presentation of the awards.

2. Sharks don’t have no bones in their bodies.

3. I could hear something crawling through the grass, but I couldn’t see nothing.

4. Isabel hadn’t scarcely enough gasoline in the car to get home.

5. I thought I had a red pencil, but I couldn’t find none.

6. I couldn’t hardly tell the difference between the twins until I had known them awhile.
Nonsexist Language

Avoid using gender-specific language. Instead, use nonsexist language. Nonsexist language is language that applies to people in general, both male and female.

**GENDER-SPECIFIC** The councilman addressed our committee about homelessness.

**NONSEXIST** The council member addressed our committee about homelessness.

**Exercise A** In each of the following sentences, underline the gender-specific term. Then, above the term, write a revision using nonsexist language.

**Example 1.** How can the common man help the poor and hungry?

1. In my neighborhood, the mailmen are collecting donations of canned food.
2. A deliveryman will take all the donations to a local soup kitchen.
3. Some of the businessmen in nearby shops and offices set out boxes for donations.
4. They help their fellow man by taking these donations to a shelter for the homeless.
5. Some people think that mankind has become cold and uncaring.
6. The workers and housewives who donate food and clothing know that some people do care.
7. I know a seamstress who gives free sewing lessons at a women’s shelter.
8. Our local weatherman collects coats each winter for the Salvation Army.
9. My cousin, who is a male nurse, donates his Saturdays to an inner-city health clinic.
10. With enough manpower, we will make a significant difference in our community.

**Exercise B** In each of the following sentences, cross out the gender-specific terms and awkward expressions. Then, above the term or expression, write a revision using nonsexist language.

**Example 1.** Paul volunteers as a foreman for Habitat for Humanity.

11. Each of our congressmen volunteered his or her time to shelters in his or her hometown.
12. Enrico, who is a fireman, donated and installed fire extinguishers in tenement houses.
13. Any policeman who volunteered his or her time was asked to give personal-safety clinics.
14. Some stewards and stewardesses hosted a meeting on jobs in the airline industry.
15. A seamstress donated children’s sleepwear made of a man-made, flame-proof material.
Review A: Common Usage Problems

**Exercise A** In each of the following sentences, underline the word or word group in parentheses that is correct according to the rules of standard, formal usage.

**Example 1.** *(Let, Leave)* me show you how to operate that camera.

1. It’s a long *(way, ways)* from here to Lisbon.
2. Elias Howe *(discovered, invented)* the sewing machine.
3. When I go to camp, I always *(bring, take)* my fishing gear.
4. The dry weather is likely to have a bad *(affect, effect)* on the crops.
5. He made *(fewer, less)* mistakes than I did.
6. We will report the theft to the *(policeman, police officer)* who is standing over there.
7. You should not have *(any, no)* trouble with this assignment.
8. I hope you will *(accept, except)* my apology.
9. From what you said, the audience *(implied, inferred)* things that you had not intended.
10. For many years *(emigration, immigration)* out of that country has been severely restricted.

**Exercise B** Revise the following sentences to correct problems in usage. First, underline the word or word group that needs to be changed. Then, write the revision above it. If a sentence is already correct, write C above it. Base your answer on standard, formal usage.

**Examples 1.** A *weatherman’s* education is extensive.

2. The poem contains many *illusions* to classical mythology.

11. A hiking party they spotted a brush fire and reported it to the ranger station.
12. Mrs. Ho wouldn’t leave us go to the auditorium for rehearsal until we had cleaned up the classroom.
13. Being as I needed money, I took a part-time job.
14. Both firemen were affected by the heat from the raging flames.
15. She knows so much about science that she ought to get good grades in a chemistry course.
16. I wish I could of gone on the trip.
17. The commissioners will try and have their reports ready before the city council meets next week.
18. Both of the people which were under suspicion had good alibis.
19. The missing suitcase could not be found nowhere.
20. We were surprised to see her driving one of them foreign cars.
Review B: Common Usage Problems

**EXERCISE A** In each of the following sentences, underline the word or word group in parentheses that is correct according to the rules of standard, formal usage.

**Example 1.** Do you know the name of the person who *(discovered, invented)* zippers?

1. I’d like to *(learn, teach)* myself how to type.
2. The contestants shook hands as the announcer proclaimed, “May the best *(person, man)* win!”
3. *(Among, Between)* the three people running for office, I am the best-qualified candidate.
4. When you are tired of working, please sit down *(beside, besides)* Jake.
5. Tori and Phina never tell us *(anything, nothing)* about their activities.
6. The author *(implied, inferred)* that she would write a sequel.
7. According to a recent census, there are *(fewer, less)* young people today than there were twenty years ago.
8. In science class we learned about the *(affect, effect)* of acid rain on crops.
9. Wendy hasn’t met the new student *(either, neither)*.
10. No one in the class *(accept, except)* Daniella speaks a foreign language fluently.

**EXERCISE B** Revise the following sentences to correct problems in usage. First, underline the word or word group that needs to be changed. Then, write the revision above it. If a sentence is already correct, write *C* above it. Base your answer on standard, formal usage.

**Examples 1.** Carlito answered an ad for deliverymen, and he may get the job.

11. Your essay is longer than any that I have written.
12. What sort of a party are you planning?
13. Being that you are taller than I, would you please hang the picture for me?
14. When a pipe busted last week, our house was flooded.
15. I could of done better if I had prepared more thoroughly.
16. I didn’t join you because I was kind of tired.
17. Nowhere do the rules say that you cannot vote for yourself.
18. She could hardly believe that she had won first prize.
19. Where did you leave the book at?
20. This book is more interesting than the last one I read.
Review C: Common Usage Problems

**EXERCISE** In each of the following sets of expressions, one expression contains a usage problem. Write the letter of the expression on the line provided. Then, write a revision in standard, formal usage.

**Example 1.**

[a] didn’t say anything  
[b] fewer synthetic fibers  
[c] the newly hired male nurse

1. [a] can hardly think  
   [b] everything except that  
   [c] I had ought to

2. [a] seemed like we should  
   [b] everywhere we go  
   [c] a little way farther

3. [a] we must have done  
   [b] letting the dog out  
   [c] this here house

4. [a] the teacher who coaches  
   [b] try and find it  
   [c] a broken plate

5. [a] the crew’s foreman  
   [b] between the two of us  
   [c] fall off the fence

6. [a] that kind of answer  
   [b] this sort of a book  
   [c] jumped off the pier

7. [a] didn’t tell me anything  
   [b] acted like they were tired  
   [c] looking brighter than ever

8. [a] He had never been there.  
   [b] He could hardly see.  
   [c] Leave him finish it.

9. [a] I should of stayed.  
   [b] She might have left.  
   [c] He had never been there.

10. [a] feeling somewhat better  
    [b] an appeal to the common man  
    [c] letting him go home
for CHAPTER 10: CAPITALIZATION  pages 312–313

First Words, I and O, Salutations and Closings

10a. Capitalize the first word in every sentence.

EXAMPLE The cellist received a standing ovation after his performance.
The first word of a quoted sentence should begin with a capital letter.
EXAMPLE Brian asked, “Will you meet us in the lobby?”
Traditionally, the first word in a line of poetry is capitalized.

10b. Capitalize the pronoun I and the interjection O.

EXAMPLE As your servant, I bow before you, O beloved King.

10c. Capitalize the first word in both the salutation and the closing of a letter.

EXAMPLES Dear Armen, My dearest Teresa, Sincerely yours, Yours truly,

EXERCISE A Underline each word that should be capitalized in the following sentences.

Example 1. the usher whispered, “may i please see your ticket?”
1. the main character said to the tiny ant, “what can i do for you, o mighty master?”
2. we watched that movie, and oh, did we laugh!
3. in the attic i found a box of old family photographs.
4. our class discussed the meaning of the line “the midnight sun casts shadows o’er my dreams.”
5. her letters to me usually begin with “my dear Kayla,” and end with “love always, Grandma.”

EXERCISE B Underline each word that should be capitalized in the following items.

Example 1. when spring arrives, i begin counting the days until summer vacation.
6. Plutarch once said, “the mind is not a vessel to be filled but a fire to be lighted.”
7. “a fire to be lighted” suggests the mind’s potential.
8. “my dearest Sandra,” the handwritten letter began.
9. Grandmother closed the letter with a simple “love, Grandma.”
10. i always sign my letters to friends by writing “yours truly, Lisa” in cursive letters.
11. Finn asked, “have you seen the new documentary about Cuba?”
12. Heather answered, “no, not yet, but it’s on my list.”
13. the first line i read in the poem was “hear us, o Zeus.”
14. what i heard was—oh, it’s not important.
15. Walt Whitman’s tribute begins, “o Captain! My Captain!”
### Exercise A

Underline each letter that should be capitalized in the following items. If an item is already correct, write **C** on the line provided.

**Example**

- Dr. Mary M. Boyd’s office
  - Dr.
  - Mary
  - M.
  - Boyd’s
  - Office

1. Dr. Mary M. Boyd’s office
2. Reading a Dickens classic
3. Mary McLeod Bethune
4. My favorite Shakespearean sonnet
5. M.F.K. Fisher
6. The legendary mountain people
7. Fluffy’s grooming habits
8. Texas Patriot Don Erasmo Seguin
9. The respected Rebecca Thatcher, Ph.D.
10. Learning about Dr. Martin Luther King, Jr.

### Exercise B

For each of the following items, circle any letter that is incorrectly capitalized.

**Example**

- Former Presidential Candidate H. Ross Perot

11. The Well-known H. G. Wells Novel
12. Lassie The Courageous Collie
13. My Family Doctor, Emily Shapiro, M.D.
14. The Battles Of William The Conqueror
15. Auction Of A Renoir Masterpiece
 Proper Nouns and Adjectives B

(3) Capitalize geographical names.

COUNTRIES Vietnam Canada Nigeria
TOWNS, CITIES San Juan St. Louis Tel Aviv
STATES Pennsylvania South Dakota Rhode Island
REGIONS the Southwest the Middle East New England
ISLANDS Oahu Pontine Islands Roanoke Island
MOUNTAINS Monte Rosa Pyrenees Pindus Mountains
BODIES OF WATER Philippine Sea Atlantic Ocean Shark Bay
PARKS, FORESTS Brechtel Park Black Forest Sequoia National Park
ROADS, STREETS Route 66 West Fifth Street Blue Ridge Parkway

EXERCISE A Underline each word that should be capitalized in the following items. If an item is already correct, write C on the line provided.

Example ______ 1. east of the mississippi river

______ 1. helicopter ride over the island of maui
______ 2. hiking through saskatchewan province
______ 3. north of the township
______ 4. a desert in the middle east
______ 5. a cruise on the mediterranean sea
______ 6. the capital city of haiti
______ 7. touring the east coast
______ 8. a country in the southern hemisphere
______ 9. driving on interstate 10
______ 10. door county, wisconsin

EXERCISE B For each of the following items, circle any letter that is incorrectly capitalized.

Example 1. Scuba Diving off the Yucatan Peninsula

11. The West
12. The City of Detroit
13. Lafayette Parish Bus Route
14. Nova Scotia Coastline
15. The Sunbelt
16. South of Houston
17. A Region of South Dakota
18. Expedition on Mount Everest
19. Ferry to Dauphin Island
20. Bay Of Naples
Proper Nouns and Adjectives C

10d. Capitalize proper nouns and proper adjectives.

(4) Capitalize the names of organizations, teams, institutions, and government bodies.

**ORGANIZATIONS**
- Girl Scouts of America
- American Kennel Club

**TEAMS**
- Lakeview High Cougars
- San Antonio Spurs

**INSTITUTIONS**
- Westside Clinic
- Brown University

**GOVERNMENT BODIES**
- Environmental Protection Agency
- Federal Bureau of Investigation

(5) Capitalize the names of businesses and the brand names of business products.

**BUSINESSES**
- General Electric
- Sudz-o-matic Laundries

**BUSINESS PRODUCTS**
- Motorola phone
- Honda Odyssey
- Timex watch

**EXERCISE A** Underline each word that should be capitalized in the following items. If an item is already correct, write C on the line provided.

Example

_____ 1. apple macintosh computer

1. driving a new toyota tacoma pickup
2. st. jude children’s research hospital patient
3. cheering chicago bulls fans
4. duke university admissions office
5. north carolina state senate committee
6. american medical association recommendations
7. kelley’s hardware store specials
8. campaign for democratic reforms
9. habitat for humanity volunteer
10. a tour of the smithsonian institution

**EXERCISE B** For each of the following items, circle any letter that is incorrectly capitalized. If an item is already correct, write C on the line provided.

Example

_____ 1. Ticket for a Portland Trailblazers Game

11. Newcomb College Freshman
12. St. Louis Cardinals Cap
13. Executives of Dell Computer Corporation
14. Frost National Bank Checking Account
15. National Honor Society Member
16. Congress
17. Southwestern Bell Operator
18. United States Air Force Academy
19. Department of State
20. The League of Women Voters
Proper Nouns and Adjectives D

10d. Capitalize proper nouns and proper adjectives.

(6) Capitalize the names of buildings and other structures.

**EXAMPLES** Paramount Theater  the White House  Great Pyramid
Grand Hotel  Sears Tower  Golden Gate Bridge

(7) Capitalize the names of monuments, memorials, and awards.

**EXAMPLES** Muir Woods National Monument  Vietnam Veterans Memorial
Lincoln Memorial  Congressional Medal of Honor  Grammy Award

**EXERCISE A** Underline each word that should be capitalized in the following items. If an item is already correct, write C on the line provided.

**Example** 1. the eiffel tower observation deck

1. a rialto theater production
2. a tour of the taj mahal
3. the pulitzer prize-winning novel
4. the leaning tower of pisa
5. field trip to mount rushmore national memorial
6. photographing the brooklyn bridge
7. craters of the moon national monument
8. honored by the national society of film critics award
9. a civil rights memorial
10. the top of the empire state building

**EXERCISE B** For each of the following items, circle any letter that is incorrectly capitalized. If an item is already correct, write C on the line provided.

**Example** 1. The Famed Heisman Trophy Winner

11. Crossing the Natchez Trace Parkway Bridge
12. Newspaper Article about Windsor Castle
13. The Ceiling of the Sistine Chapel
14. Crossing a Suspension Bridge
15. Booker Prize for Literature
EXERCISE A  Underline each word that should be capitalized in the following items. If an item is already correct, write C on the line provided.

**Example**  _____ 1. fighting in the **American revolution**

____ 1. learning about the middle ages
____ 2. super bowl
____ 3. easter celebration
____ 4. the last day of the month
____ 5. living through the great depression
____ 6. new york city marathon competitor
____ 7. sunday brunch
____ 8. spring flowers
____ 9. the period of the reformation
____ 10. special olympics volunteer

EXERCISE B  For each of the following items, circle any letter that is incorrectly capitalized. If an item is already correct, write C on the line provided.

**Example**  _____ 1. Memorial Day **trip** to the Lake

____ 11. Annual Labor Day Sale
____ 12. April Fool’s Day Surprise
____ 13. Choosing a Father’s Day Present
____ 14. Washington State Fair
____ 15. Bastille Day
Proper Nouns and Adjectives F

10d. Capitalize proper nouns and proper adjectives.

(9) Capitalize the names of nationalities, races, and peoples.

**EXAMPLES**
- Pueblo
- Hungarian
- Arabic
- Cambodian
- Hispanic
- African American
- Cherokee
- Mexican American

(10) Capitalize the names of religions and their followers, holy days and celebrations, sacred writings, and specific deities.

**RELIGIONS AND FOLLOWERS**
- Taoism
- Islam
- Christian
- Buddhist
- Hanukkah
- Good Friday
- Ramadan
- Easter
- the Bible
- the Koran
- Rig-Veda
- Psalms

**EXERCISE** Underline each word that should be capitalized in the following items. If an item is already correct, write C on the line provided.

**Example**

____ 1. devout buddhist monk

____ 1. studying the talmud each week

____ 2. confucian social principles

____ 3. american indian tradition

____ 4. a lovely passover feast

____ 5. a presbyterian minister

____ 6. memorizing verses from genesis

____ 7. a maple leaf on the canadian flag

____ 8. making a muslim pilgrimage

____ 9. sufi poetry honoring allah

____ 10. navajo lineage in my family

____ 11. an italian restaurant

____ 12. a copy of the bhagavad-gita

____ 13. a meeting with the lutherans

____ 14. the japanese ambassador

____ 15. a british newspaper

____ 16. Athena’s temple

____ 17. the european team

____ 18. reading from the torah

____ 19. a grecian urn

____ 20. an image of vishnu
Proper Nouns and Adjectives

**Exercise A** For each of the following items, circle any letter that is incorrectly capitalized. If an item is already correct, write C on the line provided.

**Example** 
1. An Ocean Voyage on the Monitor
   
1. piocking the Spruce Goose
   
2. a Telescopic View of the Andromeda Galaxy
   
3. Crossing Territory on the Orient Express
   
4. a Tour of the Famous Queen Mary
   
5. the Rings of Saturn
   
6. Studying the Constellation of Ursa Major
   
7. Photographs of the Spirit of St. Louis
   
8. the Tragedy of the R.M.S. Titanic’s Sinking
   
9. a Planned Spaceflight to Mars
   
10. the Moon as the Earth’s Only Natural Satellite

**Exercise B** In each of the following sentences, circle any letter that should be changed from lowercase to capital or from capital to lowercase.

**Example** 1. The Little Dipper is a part of the larger Constellation Ursa Minor.

11. Jason is researching the Civil War battle between the monitor and the merrimack, two iron-plated Ships.

12. Which ship did Columbus actually sail on, the niña, the pinta, or the santa maría?

13. Sometimes, Pluto is actually closer to the sun than Neptune.

14. The band is practicing a song about a famous train called the city of New Orleans.

15. Is Betelgeuse really six hundred times as large as the Sun?
EXERCISE A  Each of the following sentences contains at least one error in capitalization. Cross out each incorrect word, and write it correctly in the space above.

Example 1. Studying the Cherokee in social studies class, we read about chief Wilma Mankiller.

1. Hae Sin could see the rings around Saturn with the telescope she had built for physics class.
2. The spacecraft **Magellan** was sent to gather information about Venus.
3. On August 28, 1963, more than 200,000 people gathered near the Washington Monument and the Lincoln Memorial to hear Dr. Martin Luther King, Jr., speak.
4. I learned in my History II class that Dr. King won the Nobel Peace Prize in 1964.
5. The only language course that Theodore could fit into his schedule was German.

EXERCISE B  Underline each word that should be capitalized in the following items. If an item is already correct, write C on the line provided.

Example  ____ 1. an American History class

 ____ 6. two juniors and a sophomore
 ____ 7. Westminster Abbey
 ____ 8. the D-Day invasion
 ____ 9. gold medal flour
 ____10. early summer
 ____11. classes in sculpting stone
 ____12. Spanish History
 ____13. the Federal Reserve Bank
 ____14. on Yom Kippur
 ____15. the boat **Ariadne**

Proper Nouns and Adjectives

Capitalize proper nouns and proper adjectives.

Do not capitalize the names of school subjects, except course names followed by a number and the names of language classes.

**EXAMPLES**
- Geography
- Algebra
- History
- Calculus II
- Art 101
- Sociology 212
- English
- Spanish
- French
- Japanese
EXERCISE A  On the line provided, rewrite each of the following items, using the correct capitalization.

Example 1. the special olympics  the Special Olympics

1. first national bank  
2. navajo settlement  
3. alice walker  
4. a vietnamese grocery store  
5. Gulf Of Mexico  
6. the president’s council on aging  
7. academy award  
8. moons of jupiter  
9. gallaudet university  
10. charlotte hornets  

EXERCISE B  Each of the following sentences contains at least one error in capitalization. Cross out each incorrect word, and write it correctly in the space above.

Example 1. Martin Harper, Jr., will contribute an article about the history of the American Red Cross.

11. Students from my English class at Evans High school in warren township entered the contest.
12. The guest speaker for chemistry class today will be H. Lorenzo Webber, M.D.
13. Linda planned to leave Cleveland, on the southern shore of Lake Erie, travel southwest, and cross the Mississippi River at St. Louis, Missouri.
14. Our neighbor Mr. Renfro sometimes takes care of our dog, Bubba, when we travel out of town.
15. Mr. Itoh has planned excursions to Yellowstone National Park and the Black Hills region.
16. They held the Fourth of July picnic at Potter Park.
17. Kaloma plans to attend the University of Virginia in the fall.
18. Several mummies from Ancient Egypt are on display at the British Museum.
19. The American Automobile Association printed a booklet on Memorial Day celebrations.
20. Every Saturday morning, the Bijou theater shows old westerns.

Grammar, Usage, and Mechanics: Language Skills Practice 203
Titles A

10f. Capitalize titles.

(1) Capitalize a person’s title when the title comes before the person’s name.

EXAMPLES Dr. An Wang  Superintendent Ignacio  General Levine

Generally, a title used alone or following a person’s name is not capitalized.

EXAMPLE Ferdinand Morales, the city’s new mayor, will lead the parade.

A title used alone in direct address is generally capitalized.

EXAMPLE Will you promise, Mayor, to weigh the proposal carefully?

(2) Capitalize a word showing family relationship when the word is used before or in place of a person’s name, unless the word follows a possessive noun or pronoun.

EXAMPLES Aunt Leona  Grandpa Goodall  Eliza’s grandpa  my uncle Carlos

EXERCISE Circle each letter that is incorrectly lowercased or capitalized in the following items. If an item is already correct, write C on the line provided.

Example _____ 1. Did President Carter veto the bill?

_____ 1. I gave her and professor Cho a copy of my research paper.

_____ 2. Mr. Hemphill recently met Carrie Benjamin, our local business leader of the year.

_____ 3. Can you discuss your long-range military strategy, captain?

_____ 4. The county elected a new district attorney today.

_____ 5. We are honored to accommodate you, senator Hall.

_____ 6. My sister and I gave grandmother Todd a lovely brooch for her birthday.

_____ 7. It has taken principal Harvey and ms. Lee ten minutes to silence the students in the main auditorium.

_____ 8. President-elect Brown must wait two weeks before assuming office on the council.

_____ 9. Our classmates think aunt Betty makes the best chocolate chip cookies.

_____ 10. The speaker of the house rose to greet the king of Denmark.
EXERCISE A  Circle each letter that is incorrectly lowercased or capitalized in the following items. If an item is already correct, write C on the line provided.

Example ______ 1. My uncle’s favorite old television program is Third Rock from the Sun.

______ 1. I keep a small print of Botticelli’s la primavera taped to my bedroom mirror.
______ 2. Would you like to rent a copy of Casablanca this Friday?
______ 3. Edgar, who would like to be an engineer, has a subscription to popular science magazine.
______ 4. Mr. Scott said there will be questions about the Treaty Of Versailles on the test.
______ 5. My brother and I never miss an episode of the fascinating nova.
______ 6. Last summer Roseleen saw a production of the importance of being earnest.
______ 7. Dad can’t find today’s copy of The New York Times anywhere in the front yard.
______ 8. The first chapter of the grapes of wrath is very nicely constructed.
______ 9. Peter reads both the columbia journalism review and the san jose mercury news.
______ 10. “As time goes by” is the title of my grandparents’ special song.

EXERCISE B  Complete the following sentences by writing appropriate titles on the line provided. Use correct capitalization.

Example 1. Last weekend, I read To Build a Fire

11. My favorite movie is ____________________________
12. The best poem I have ever read is ____________________________
13. ____________________________ was just played on the radio.
14. The library just subscribed to ____________________________
15. The next production of the drama club will be ____________________________
for CHAPTER 10: CAPITALIZATION  pages 326-328

MECHANICS

Titles: Review

10f. Capitalize titles.

(1) Capitalize a person’s title when the title comes before the person’s name.

Examples: Sen. Mikulski  Justice Scalia  Mayor Chong

(2) Capitalize a word showing family relationship when the word is used before or in place of a person’s name, unless the word follows a possessive noun or a pronoun.

Examples: Uncle Hector  Grandmother Brooks  your grandmother  my aunt Melba

(3) Capitalize the first and last words and all other important words in titles and subtitles.

Examples: “The Sahara: Wildlife of the Desert”  Gone with the Wind

Exercise A  Each of the following sentences contains at least one error in capitalization. Circle each lowercased letter that should be a capital, and draw a diagonal line through each capital letter that should be lowercased.

Example 1. May we please confer in your chambers, judge?

1. No one expected archbishop Desmond Tutu to attend the ceremony.

2. Dixie asked her Aunt Margaret if she had ever seen the movie the miracle worker.

3. Willis delivers papers for the detroit free press.

4. Countee Cullen wrote the poem “from the dark tower.”

5. Suzanne, Terri, and dad all attended the school play, Fiddler On The Roof.

Exercise B  On the lines provided, rewrite the following items, using capital and lowercase letters as needed. If an item is already correct, write C.

Example 1. The Return Of The Native  The Return of the Native

6. the dallas morning news

7. former governor Ann Richards

8. the television program 60 Minutes

9. the bill of rights

10. The first chapter in the guidebook

11. the painting the night watch

12. the last chapter of the catcher in the rye

13. the poem “the Love song of J. alfred Prufrock”

14. the book Year of Liberty: the Great Irish Rebellion of 1798

15. field marshal Bernard Montgomery
## Abbreviations

10.g. Generally, abbreviations are capitalized if the words that they stand for are capitalized.

<table>
<thead>
<tr>
<th>EXAMPLES</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mt. Olympus</td>
<td>Tampa, Fla.</td>
</tr>
<tr>
<td>267 Spring Ave.</td>
<td>Apt. 101</td>
</tr>
<tr>
<td>Cisco Systems, Inc.</td>
<td>American Assn. of Retired Persons</td>
</tr>
<tr>
<td>AP [Associated Press]</td>
<td>AFC [American Football Conference]</td>
</tr>
</tbody>
</table>

### Exercise
Rewrite the following sentences, correcting errors in the use and capitalization of abbreviations.

**Example 1.** Linwood J. Hynes hails from Woodland, MI.

*Linwood J. Hynes hails from Woodland, Michigan.*

1. A ferry operates on Lake Michigan between Muskegon, MI, and Green Bay, WI.
2. Doctor, do you have time to see ms. Wahl this afternoon?
3. The bus to LA leaves every morning at 10:15.
4. The man in the passing jeep was Gen. Eisenhower.
5. We live on Grand st. in Jackson, Miss.
6. The speed limit in this area is 25 MPH.
7. The patient is now in the care of dr. Thomas Seguin, m.d.
8. Dan’s favorite program is shown on Pbs.
9. My favorite president was A. Lincoln.
10. Do you enjoy the music of Harry Connick, Junior?
1. The Greek playwright Euripides wrote *Iphigenia At Aulis*.

2. Have you ever been to Reed City, MI?

3. The star of *Indiana Jones and the Temple of Doom* is H. Ford.

4. Soon we will be able to address my sister as Dr. Emily Jackson, Ph.D.

5. Gov. Harrington attended a conference at Nasa headquarters.

6. My Uncle’s favorite poem is “Stopping By Woods On A Snowy Evening.”

7. Has mayor Levine agreed to speak at Washington H. S.’s graduation?

8. Carefully add three oz. of saline solution to the mixture.

9. José went to visit aunt Maria in Waukesha, Wisc.

10. How many artists have recorded “yesterday” by J. Lennon and P. McCartney?
Review A: Using Capital Letters

**Exercise A**
In each of the following pairs of items, circle the letter of the item that is capitalized correctly.

**Example 1.**
- [a] a hotel in Culver City
- [b] a Hotel in Culver City

1. [a] a Japanese kimono
2. [a] in a French-canadian newspaper
3. [a] sailing up the Amazon River
4. [a] a movie at the Avalanche Theater
5. [a] one hotel in Culver City
6. [a] Jacques Cousteau’s ship, the calypso
7. [a] Gertrude Castaneda, R.N.
8. [a] distance between Mars and Earth
9. [a] studying History and English
10. [a] an article in Ebony

**Exercise B**
Most of the following sentences contain at least one error in capitalization. Circle each lowercased letter that should be a capital, and draw a diagonal line through each capital letter that should be lowercased. If a sentence is already correct, write C on the line provided.

**Example**

1. Evan said that her little Brother had seen Toy Story at least ten times.

11. A Statue of general Washington stands in the town’s main square.
12. please give me your advice, o my wisest of friends.
13. she said, “isn’t that hotel located on the east side of Times Square?”
14. on tuesday Irene went hiking on Sentry mountain with her younger sister.
15. in his speech on St. Patrick’s Day, Mayor Brown mentioned Irish-American friendship.
16. Is Raleigh the Capital of north Carolina?
17. Why, gerald, i didn’t know your Great-Grandfather fought in the Spanish-American War.
18. We waited in line for hours, but, oh, the concert was worth the wait!
19. sometimes i help out at my parents’ store, which is on Jefferson Avenue.
20. “the nation’s park system includes Glacier National Park,” ms. garza continued.
EXERCISE A  In each of the following pairs of items, circle the letter of the item that is capitalized correctly.

Example 1. [a] Sony corp.  [b] Sony Corp.
1. [a] drove to Maricopa county  [b] drove to Maricopa County
2. [a] mirrors from the Bronze Age  [b] mirrors from the Bronze age
3. [a] a Labor day celebration  [b] a Labor Day celebration
4. [a] traveled West on the highway  [b] traveled west on the highway
5. [a] the Boston College team  [b] the Boston college team
6. [a] my pet rabbit buttons  [b] my pet rabbit Buttons
7. [a] Suds for Buds Pet Grooming  [b] suds for buds Pet Grooming
8. [a] the Stanley Cup  [b] the Stanley cup
9. [a] the Revolutionary war  [b] the Revolutionary War
10. [a] courses in Art and Spanish  [b] courses in art and Spanish

EXERCISE B  Most of the following sentences contain at least one error in capitalization. Circle each lowercased letter that should be a capital, and draw a diagonal line through each capital letter that should be lowercased. If a sentence is already correct, write C on the line provided.

Example ______ 1. He made the check out to the u.s. dept. of the treasury.

______ 11. Our local Theater is auditioning cast members for The sound of music.
______ 12. My aunt, a chef, works for a local restaurant named Pandora’s Box.
______ 13. Her cousin has applied for a job at Compudata, inc.
______ 14. yesterday i climbed Squaw peak and got a wonderful view of Phoenix, Arizona.
______ 15. My high school is at Fifth Avenue and Forty-third Street.
______ 16. Have you ever been to Albany, the Capital of New York?
______ 17. Carlos asked, “are you going to try out for the soccer team, hank?”
______ 18. Please ask your Aunt for a copy of her book, Traveling with Pets.
______ 19. Did you see the articles in PC Magazine about the new Dell Computers?
______ 20. In Washington, D.C., one Senator announced plans for a new domestic program.
EXERCISE A  Most of the following sentences contain at least one error in capitalization. Circle each lowercased letter that should be a capital, and draw a diagonal line through each capital letter that should be lowercased. If a sentence is already correct, write C on the line provided.

Example  ______ 1. After watching [Primetime], we had a discussion about the election.

______ 1. Mount rushmore National Park has large sculptures of four U.S. Presidents.
______ 2. The Captain told the team members, “we have to win this game!”
______ 3. A new pet store called Creepy critters opened near my house last summer.
______ 4. My best friend’s family is planning to move West to Utah in May.
______ 5. He asked, “Where is the university located, north or south of here?”
______ 6. A hurricane is moving Northward along the Atlantic coast.
______ 7. There is a chapter of the National Honor Society at our High School.
______ 9. Two Broadway theaters are presenting shakespearean plays.
______ 10. President Clinton addressed a group of reporters on the lawn of the White house.

EXERCISE B  In the following paragraph, circle each lowercase letter that should be a capital.

Example [1] I have also studied [Whitman’s poem “When lilacs last in the dooryard bloom’d.”]

[11] in 1866, walt whitman published a book of poetry called [Sequel to Drum-Taps]. [12] the most famous poem from that collection is the one about the assassination of abraham lincoln titled “o captain! my captain!” [13] in this poem, the speaker is mourning the death of Lincoln. [14] The line “exult, o shores, and ring, o bells” conveys the great depth of the speaker’s grief. [15] The first time that i read this poem, oh, was i sad!
MECHANICS

End Marks

A statement (a declarative sentence) is followed by a period.

EXAMPLE  Charles Drew was a famous scientist and doctor.

A direct question (an interrogative sentence) is followed by a question mark.

EXAMPLE  Will you be going to the basketball game tonight?

An exclamation (an exclamatory sentence or a strong interjection) is followed by an exclamation point.

EXAMPLES  Wow! How beautiful the mariachi music was!

A request or command (an imperative sentence) is followed by either a period or an exclamation point.

EXAMPLES  Please don’t walk on the new grass.  Get your dog out of my garden!

EXERCISE A  On the line provided, classify each sentence by writing DEC for declarative, INT for interrogative, EXC for exclamatory, or IMP for imperative. Then, add the appropriate end mark to the sentence.

Example  IMP  1. Turn that music down at once!

1. Did you have a good time in Sacramento
2. A good breakfast is essential to a well-balanced diet
3. Look out for that runaway horse
4. What a ridiculous idea that is
5. Some berries would taste good on that cereal

EXERCISE B  Insert appropriate end marks in the following sentences.

Example  1. Are you going to the movies this Friday?

6. Please put the hammer back where you found it
7. What an extraordinary movie that was
8. Will the plane arrive in Vienna on time
9. Many of John Wayne’s best films were directed by John Ford
10. Lana didn’t know why the new key wouldn’t work
11. In England, the day after Christmas is known as Boxing Day
12. Be careful That’s an expensive piece of pottery
13. Have you ever wondered why the sky turns green before a tornado
14. Oh What a lovely bouquet of flowers
15. Remy could scarcely believe what he was seeing
Many abbreviations are followed by a period.

Abbreviate given names only if the person is most commonly known by the abbreviated form of the name.

**EXAMPLES**  Booker T. Washington  Susan B. Anthony  N. Scott Momaday

You may abbreviate social titles whether used before the full name or before the last name alone.

**EXAMPLES**  Ms. Ana Ling  Dr. Ricardo Fuentes  Mr. Johnson

You may abbreviate civil and military titles used before full names or before initials and last names. Spell them out before the last names alone.

**EXAMPLES**  Gov. Frank O’Bannon  Governor O’Bannon

Abbreviate titles and academic degrees that follow proper names.

**EXAMPLES**  Franco Jamison, Sr.  Robert Chuen, Ph.D.

**Exercise**  On the lines provided, rewrite the following items, abbreviating words where permissible and inserting periods where necessary.

**Example**  Gen. Richard N. Hawthorne, Jr.

1. General Richard N Hawthorne, Junior

   1. the Reverend Burton Erickson

   2. Representative John Conyers

   3. Senator Kay Bailey Hutchison

   4. General Colin L Powell

   5. Rodney Johnson, Philosophiae Doctor

   6. Doctor Martin Luther King, Junior

   7. John Kim, Medical Doctor

   8. Mister Stephen Pesce cane

   9. the novelist J G Farrell

   10. Colonel Conrad Kilgore
Abbreviations B

Many abbreviations are followed by a period.

Abbreviations for many agencies and organizations are written as acronyms, without periods.

**EXAMPLES** DEA, Drug Enforcement Administration  
WRAF, Women's Royal Air Force

In regular text, spell out names of states and other political units. Abbreviate such names in tables, notes, and bibliographies.

**EXAMPLES** Uncle Hiroshi's trip included stops in Detroit, Michigan, and Dayton, Ohio. [regular text]

Detroit, Mich.  
Dayton, Oh. [table, note, or bibliography]

**EXERCISE A** For each of the following sentences, underline the words that are commonly written as acronyms and write the acronym on the line provided.

**Example**

1. This report was written by the General Accounting Office.  
   GAO

   1. Both of my parents are graduates of Michigan State University.

   2. All stockbrokers are governed by the rules of the Securities and Exchange Commission.

   3. After high school, Claudia plans to enlist in the United States Navy.

   4. Much good around the world has been done by the United Nations.

   5. My uncle is an agent with the Federal Bureau of Investigation.

**EXERCISE B** On the lines provided, rewrite the following sentences to correct errors in the use of abbreviations. If a sentence is already correct, write C.

**Example**

1. Have you ever been to Los Angeles, Calif.?

   Have you ever been to Los Angeles, California?

   6. My mother was born near Springfield, IL.

   7. We are moving to New York, NY, next month.

   8. The book was published in Missoula, Montana, in 1999.

   9. The poet T. S. Eliot was born in St. Louis, MO, but lived much of his life in London, Eng.

Many abbreviations are followed by a period.

Abbreviate the two most frequently used era designations, *A.D.* and *B.C.*

**EXAMPLES** The kingdom of Kush developed around 2000 *B.C.* and was a major cultural center until about *A.D.* 350.

In regular text, spell out the names of months and days. You may abbreviate them in tables, notes, and bibliographies.

**EXAMPLES** My sister will be married on the second *Saturday* of *September*. [regular text]

- Sat.
- Sept.

The abbreviations *A.M.* and *P.M.* both follow the numerals designating the time.

**EXAMPLES** We began painting at 9:00 *A.M.* and took our lunch break at 12:30 *P.M.*

In regular text, spell out the names of units of measurement. Such names may be abbreviated in tables and notes when they follow a numeral.

**EXAMPLES** How many *liters* of water should a 130-*pound* person drink per day? [regular text]

- 4 l water
- 130 lbs

**Exercise** In the following sentences, underline any errors in the use of abbreviations and write the correct form above the sentence.

Example 1. The hearing will begin promptly at 7:30 *P.M.* on Jan. 15, 2009.

1. King John signed the *Magna Carta* in 1215 *AD*.
2. The class starts promptly at 8:15 *A.M.*, so try to be on time.
3. Work began on the *Parthenon* in *B.C.* 447.
4. The basement to the house needs to be dug 12 *ft* deep.
5. “Then, in the fourth century *B.C.*,” said the narrator, “Alexander the Great was born.”
6. There are traces of *inhabitants* at the site as early as 650 *A.D.*, archaeologists say.
7. How many *ft* are there in a mile?
8. Sunday services are held at 7:00 *A.M.*, 9:00 *A.M.*, and 6:00 *P.M.*
9. The first *invasions* of the Anglo-Saxons may have occurred as early as the fifth century *A.D.*
10. All entries in the contest must be submitted by Fri., Dec. 8, 2009, at one o’clock *P.M.*
Abbreviations Review

Many abbreviations are followed by a period.

**Exercise**  On the lines provided, rewrite the following sentences, correcting errors in the use of abbreviations.

**Example 1.** Langston was treated by Dr. Elena Chavez, MD, in Chicago, IL.

Langston was treated by Dr. Elena Chavez (or, Elena Chavez, M.D.), in Chicago, Illinois.

1. In BC 384, the philosopher Aristotle was born.

2. The keynote speaker for the conference will give her address at 9:00 AM on Oct. 28, 2001.

3. Doesn’t the water table start at a depth of 12 ft, 9 in?

4. My grandmother lived for a long time at 1428 Rae Dell Ave., Austin, TX.

5. Please forward all mail to Michiko Conroy, 1200 Michigan Ave, Ann Arbor, MI 48104.

6. According to the dictionary, Chaucer may have been born in 1340 AD.

7. Mr Walter R Estlund comes from Minneapolis, Minn.

8. Now, add the following to the stew: 1 tsp. salt, 1 tbsp. basil, 6 oz. chicken broth.

9. The television set’s measurements are as follows: 26 in wide, 18 in deep, and 22 in tall.

10. Martina Gonzalez, PhD, has recently been hired by O.S.H.A.
Commas with Items in a Series

11f. Use commas to separate items in a series.

**Example** The parents hid Easter eggs behind rocks, under picnic tables, and in the trees.

11g. Use commas to separate two or more adjectives preceding a noun.

**Example** Hector was an inquisitive, intelligent student.

**Exercise** Add commas where they are needed in the following sentences. If a sentence is already correct, write C before the item number.

**Example 1.** The book contains many photographs of our wild, beautiful national parks.

1. Kanoa’s winning painting was of a scarlet rose a yellow tulip and a blue iris.
2. The main ingredient in Katya’s salad dressing is delicious tangy blue cheese.
3. Dennis Talia and Giuseppe volunteered to rake the park.
4. The hurricane season brought hail high winds and thunderstorms to the coast.
5. I cooked and cleaned and went shopping for my elderly aunt.
6. She baked a loaf of bread she made soup and she cut up some fresh berries.
7. Randall’s jogging route took him around the lake up a steep hill and across an empty field.
8. I believe that large old colorful rug was woven by my grandmother.
9. The thick black clouds gathering overhead threatened rain at any moment.
10. The fire began because of an electrical short circuit.
11. The ship left harbor on a cool clear evening.
12. Mars is sometimes known as the angry red planet.
13. We had to decide among the dog the cat and the marmoset.
14. He looked for his glasses on the kitchen counter on his desk and on the bedside table.
15. Some of my favorite Cajun foods include jambalaya red beans and rice and gumbo.
16. The damp gray mist crept over the moors as the moon rose.
17. The shortstop dashed forward snatched up the ball and hurled it toward first base.
18. The hiking trail wound up the hill through the thicket and alongside the waterfall.
19. The three books that make up *The Lord of the Rings* are *The Fellowship of the Ring* *The Two Towers* and *The Return of the King*.
20. I don’t think that shirt looks good with the bright purple tie.
Commas with Independent Clauses

Use a comma before and, but, for, nor, or, so, or yet when the conjunction joins independent clauses.

**EXAMPLES**
Radha loves to play in chess tournaments, and she is an able player.
Jeff finished his chemistry project first, but his results were not reliable.

Don’t confuse a compound sentence with a simple sentence that has a compound verb.

**COMPOUND SENTENCE** Cal wrote a short story, and he sent it to a magazine editor.
**SIMPLE SENTENCE** Cal wrote a short story and sent it to a magazine editor.

**EXERCISE** Add commas where they are needed in the following sentences. If a sentence is already correct, write C before the item number.

**Example 1.** Don’t talk to the lifeguard, or she will lose her concentration.

1. Guillermo ordered two books from a catalog but they haven’t arrived yet.
2. Hank gave away the tickets for he had made other plans and couldn’t go.
3. Dr. Ling saw her surgery patients and then left for the conference.
4. The play was received well by the audience but the critics disliked it.
5. He refused to build a new fence nor would he repair the old one.
6. The test was very difficult yet everyone in the class passed it.
7. There was a long line in front of the theater so we decided to go to a concert.
8. Are you going to the football game or do you want to play squash?
9. Jason followed all the directions carefully but could not get the plants to grow.
10. The lake was calm and the moon was a bright, yellow crescent.
11. We’ve tried all sorts of cat foods yet Sparky is never satisfied.
12. Gustavo lifted the lid of the box and looked inside.
13. Basia had not cleaned her room nor had she started tidying the garage.
14. Ross missed the most spectacular meteor of the night for he had his back turned at the time.
15. I don’t really like scary movies but I’ll come with you anyway.
16. Suzanne brought some snacks to the party and her sister Rosalynne brought some punch.
17. Did you let the dog out this afternoon or did he get out on his own?
18. Margaret welcomed her guests and offered each of them a glass of punch.
19. My sister had not come home yet so I decided to start dinner by myself.
20. I cannot list the encyclopedia in my bibliography for I did not use it while writing my report.
Commas with Nonessential Clauses and Phrases

11i. Use commas to set off nonessential subordinate clauses and nonessential participial phrases.

A **nonessential** (or **nonrestrictive**) subordinate clause or participial phrase contains information that is not necessary to the basic meaning of the sentence.

- **NONESSENTIAL CLAUSE** Gloria, who lives next door, is my best friend.
- **NONESSENTIAL PHRASE** Myron, sitting by the pond, thought about his future.

An **essential** (or **restrictive**) subordinate clause or participial phrase is not set off by commas because it contains information that is necessary to the meaning of the sentence.

- **ESSENTIAL CLAUSE** The playwright whom I most admire is Lillian Hellman.
- **ESSENTIAL PHRASE** All people working in that factory assemble cars.

**Exercise A** On the line provided before each sentence, write **N** if the underlined clause or phrase is nonessential. Write **E** if it is essential. Then, add commas wherever they are needed.

**Example**  
1. The roses, which look nice in that vase, were a gift from Al.

   ____ 1. She returned all the books that she had borrowed from the library.
   ____ 2. All students trying out for the track team should be excellent runners.
   ____ 3. Robert Frost who taught at Harvard University was a great poet.
   ____ 4. The man leading the parade is the mayor of our town.
   ____ 5. The Nineteenth Amendment to the U.S. Constitution which was adopted in 1920 granted women the right to vote.
   ____ 6. Trucks carrying explosives were not allowed to pass through the tunnel.
   ____ 7. I believe you’ll like the chicken enchiladas which are a specialty at this restaurant.
   ____ 8. Our kitchen recently remodeled is the most comfortable room of all.
   ____ 9. Sylvia studied the theater’s show times listed on page 8 of the newspaper.
   ____10. Everyone who wants to have a successful garden must weed it regularly.

**Exercise B** Add commas to the following sentences where necessary. If a sentence is already correct, write **C** before the item number.

**Example**  
1. Moira, thinking hard, finally remembered the answer to the question.

   11. John who was named after his father decided to name his son something else.
   12. Dermot remembering his training lifted the box with his knees and not with his back.
   13. The students who finished the test before eleven o’clock were allowed to leave early.
   14. The congresswoman first elected to the House of Representatives in 1998 served for six years.
   15. Many books written by Stephen King have been made into movies.
Commas with Introductory Elements

**EXAMPLES**
- Yes, I'd like to see that movie.  [introductory word]
- Okay, let's see it tonight.  [mild exclamation]
- Smoldering, the embers emitted a soft glow.  [participle or participial phrase]
- From all of the Mexican foods on the table, I took a small serving of each.  [long or multiple prepositional phrases]
- While the spectators cheered, Pasqual ran forty yards.  [adverb clause]

**EXERCISE** Add commas where they are needed in the following sentences. If a sentence is already correct, write C before the item number.

Example 1. Riding on the bus, Tanay suddenly felt sleepy.

1. When I moved from Georgia to North Dakota I learned what winter means!
2. Well I want to read more about the candidates before I make my decision.
3. Walking through the museum we saw many interesting exhibits.
4. At the end of The African Queen Charlie and Rose get married.
5. Yes I would be happy to give you a ride to the airport.
6. While mowing the lawn Gigi found a small patch of forget-me-nots.
7. In the shop window we saw Eric Kraft’s latest novel.
8. On a clear day in the early spring flocks of migrating birds swept by.
9. Why what a surprise to travel all the way to New York and meet a neighbor!
10. Whispering Lars told her the secret ingredient in his spaghetti sauce.
11. Laughing Jim put the magazine back on the table.
12. Well let me think about that for a moment.
13. Of all the short stories in the anthology my favorite is “A Rose for Emily” by William Faulkner.
14. While the audience was dazzled by the flash the magician disappeared.
15. When the scarecrow said good-bye to Dorothy Steve began to cry.
16. On the lawn we found the morning newspaper.
17. Sweating the runner finished the race at the hottest part of the day.
18. Okay let’s start the game.
19. Out of all the cats in the shelter Jorge picked the orange tabby.
20. As her father looked on proudly Celia took the gold medal for gymnastics.
Commas with Interrupters

11k. Use commas to set off an expression that interrupts a sentence.

(1) Use commas to set off nonessential appositives and nonessential appositive phrases.

**EXAMPLE** Paul Newman, the famous actor and director, is a generous philanthropist.

(2) Use commas to set off words used in direct address.

**EXAMPLE** As I have said before, Luisa, you are a fine writer.

(3) Use commas to set off parenthetical expressions.

**EXAMPLE** I believe, in fact, that this city needs more recreational areas.

**Exercise** Add commas where they are needed in the following sentences. If a sentence is already correct, write C before the item number.

Example 1. The first city on their itinerary was Harrisburg, the capital of Pennsylvania.

1. Senator Schwartz I believe is the best candidate for that office.
2. Elephants the largest mammals in Africa are now considered endangered.
3. Dorothea tell me about your scholarship to Stanford University.
4. Ana is the only student in our school in fact who has ever lived in China.
5. I’d like to understand Kris your feelings that led to your decision.
6. Are you familiar with the works of the photographer Julia Cameron?
7. Dr. Montero the only pediatrician on the staff has office hours today.
8. Only synthetic materials she says will be used in clothes of the future.
9. In Casablanca for example Humphrey Bogart delivers a startling performance.
10. I’d appreciate your prompt reply Mr. Montgomery.
11. If I’ve told you once Nicci I’ve told you a thousand times, don’t slouch at the dinner table.
12. Do you know the car I mean the red convertible with the silver hubcaps?
13. Accepting the award will be Emily James the producer of the documentary.
14. This manuscript reads like the work of author Sandra Cisneros.
15. Meanwhile the train pulled into Waterloo Station.
16. M. R. James not Henry James wrote the ghost story “Casting the Runes.”
17. Dr. Livingston I presume?
18. The actor Edward James Olmos will be our speaker this morning.
19. The elephant for instance is native to both Africa and India.
20. Have you ever seen Paths of Glory the anti-war film by Stanley Kubrick?
Using Commas

Use commas to separate items in a series.

Use commas to separate two or more adjectives preceding a noun.

Use a comma before and, but, for, nor, or, so, or yet when the conjunction joins independent clauses.

Use commas to set off nonessential subordinate clauses and nonessential participial phrases.

Use a comma after certain introductory elements.

Use commas to set off an expression that interrupts a sentence.

**Exercise**  Add commas where they are needed in the following sentences. If a sentence is already correct, write C before the item number.

**Example 1.** Lisa, may I offer you some juice or a glass of spring water?
1. Oh have you seen my dog Wolfie?
2. Tonya who read the book before I did enjoyed it enormously.
3. Seth wanted to play in the band but he couldn’t make it to rehearsal on Tuesday.
4. Have you seen the movie, too?
5. Clarence by practicing all weekend was able to play the song on the guitar on Monday.
6. The reflection off the water threw bright quivering spots against the side of the boat.
7. Reverie our high school’s literary magazine is accepting submissions.
8. The initial research was done by Raji, Candace, and Benson.
9. Gosh you’ve really grown since I saw you last.
10. Have you ever seen 2001: A Space Odyssey the film by Stanley Kubrick?
11. The batter knocked the dirt off her cleats put on a helmet and took a couple of swings.
12. Which towel do you want, the red one the blue one or the green one?
13. Linda considered attending the seminar but decided to stay home and work instead.
14. The bright red car nosed carefully through the narrow crowded street.
15. The dark mysterious stranger loomed in the doorway.
16. Yes I think you could say I’m bored.
17. The actress who played Queen Elizabeth Judi Dench won an Academy Award.
18. You may help yourself to the buffet, or you may order from the menu.
19. My friend Barton McManus Jr. has a great recipe for curry.
20. Tom Hanks Sylvester Stallone and Gene Hackman have all done voices for animated films.
Conventional Uses of Commas

1. Use commas in certain conventional situations.

(1) Use commas to separate items in dates and addresses.

**EXAMPLES** On Monday, January 3, 2008, my brother learned that he had been accepted at Wittenberg University in Springfield, Ohio.

(2) Use a comma after the salutation of a personal letter and after the closing of any letter.

**EXAMPLES** Dear Margarita, Dear Ms. Varghese, Yours truly, Sincerely,

(3) Use a comma to set off an abbreviation, such as Jr., Sr., or M.D., that follows a person’s name.

**EXAMPLE** Rita S. Sanchez, M.D., is our family doctor.

**EXERCISE A** Add commas where they are needed in the following items. If an item is already correct, write C before the item number.

Example 1. On June 8, 2009, I hope to visit my cousins in San Juan, Puerto Rico.

1. On November 15 2006 the mayoral race was won by Herbert E. Thomas Jr.

2. By Tuesday February 29 2009 you must have your car inspected.


4. Sincerely yours
   Charlene Watson DVM


**EXERCISE B** Insert commas where they are needed in the following personal letter.

Example I received my acceptance letter on March 15, 2009.

May 31 2009

Dear Mr. Jackson

On June 11 2009 I will finally graduate. I want to thank you for being such an inspiring, dedicated teacher. Your classes were always interesting, challenging, and enlightening. You always encouraged me to follow my dreams.

Thanks for writing such a terrific recommendation for me! Please plan on visiting me there next fall. My address will be 1255 Village Avenue Springfield Ohio 45501.

Sincerely

Rashard Brooks
Commas: Review

Review pages 344–360 of your textbook for rules on the use of commas.

**Exercise** In the following sentences, insert commas where necessary.

**Example 1.** Our art teacher, Ms. Sasajima, is one of the best painters I know.

1. The tour guide handed out tickets, programs, maps, and brochures.
2. Sally knew that she would succeed if she studied hard, read all the books, and attended class.
3. Sparks was a wet, cold, miserable, hungry dog by the time we got home.
4. They had fresh, cold, orange juice at breakfast.
5. Colin called the twins and I took care of all the other arrangements.
6. My sisters agreed with me but I had a hard time convincing Uncle Stu.
7. Laszlo Neumann who won the Nichols Prize last year will perform at the Arts Center.
8. Austria’s capital is Vienna, which is well-known for its architecture and gracious lifestyle.
9. Wow did you see that fly ball?
10. You will I trust pass on the message.
11. My new address is 45 Basil Road, Stony Brook, New York 11732.
12. On Monday January 15 2009, the Bigelows’ new baby was born.
13. After lunch the Pasternaks’ new neighbors, the Botsteins, came over for coffee.
14. Portman Callow Jr. will be our new state representative.
15. Sure I’ll come if you want me to.
16. The main language of Finland is Finnish, which is distantly related to Hungarian.
17. Lionel lives at 122 Main Street, Kyle, Texas 78664.
18. Didn’t Thaddeus Flatow, the famous modern composer, write an opera called *Maria Theresia*?
19. Tim please answer the phone.
20. The graduation ceremony will of course be held in College Hall.
Review A: End Marks and Abbreviations

**Exercise A** Add the appropriate end mark to each of the following sentences.

1. What’s the name of the woman with the dachshund
2. Stop the car immediately
3. The helicopter descended as low as the treetops
4. Be careful not to let the cat out when you open the door
5. Look out The ladder is falling
6. Come to dinner at our house tomorrow night
7. Do you remember where you left the keys to the cabinet
8. Set the groceries on the counter
9. May I offer a suggestion
10. So, what do you think

**Exercise B** On the lines provided, rewrite the following sentences to correct any errors in the use of abbreviations. Also, abbreviate words where permissible and insert or delete periods where necessary.

1. Trish L LeBlanc resides at 2800 Congress Ave., Austin, Texas, 78704.

   Trish L. LeBlanc resides at 2800 Congress Avenue, Austin, TX 78704.

2. Rep. Tataglia of NY serves on the oversight committee for the National Aeronautics and Space Administration.


4. Please send my mail to 1124 Mile Rd., Big Rapids, Mich. 49307.

5. Doctor Wanda Jackson will attend the annual A.M.A. convention this year.

6. The Roman Empire was established by the emperor Augustus in BC 27, and lasted until it was divided in the fourth century AD.
**Exercise A** Add commas where they are needed in the following sentences. If a sentence is already correct, write C before the item number.

**Example 1.** Studying the stars and planets, the Incas used their observations to predict the seasons.

1. When the Spaniards arrived in South America they found that most of the western part of the continent was controlled by the Incas.
2. At the time of the Spanish conquest the Inca empire extended as far north as Ecuador and as far south as Chile and Argentina.
3. The remains of the capital city of the Incas can be seen today at Cuzco a city in southern Peru.
4. The Incas were excellent architects engineers and artisans.
5. Unlike the Aztecs and the Mayas however the Incas never developed a system of writing.
6. Their historical traditions were preserved in spoken form not in written form.
7. They used knotted strings to keep track of official statistics and accounts.
8. These knotted strings which were called quipus served as an aid to the memory.
9. The Incas had no currency system but they developed an ingenious method of collecting taxes.
10. All taxes were collected in the form of labor: farmwork on government lands service in the military forces or work on public construction projects.

**Exercise B** Add commas where they are needed in the following sentences. If a sentence is already correct, write C before the item number.

**Example 1.** The architect, not the construction company, is responsible for the design.

11. The *Readers’ Guide* is an index to magazine articles stories and poems.
12. Kelly and Jerome who are taking an advanced computer course produced a graphic display.
13. My uncle lives in Montgomery the capital of Alabama.
14. When you fly cross-country you can sometimes pass the time by watching a movie.
15. The players sitting on the bench hoped for a chance to enter the game.
16. Hoping for good weather my parents planned a family picnic.
17. Did you know Mr. Franklin that Thomas has moved to Buffalo New York?
18. I do not have the report ready today but I hope to finish it by Friday.
19. Many people were involved in creating costumes designing sets and composing music.
20. Well I didn’t know that you expected to be invited.
Review C: End Marks and Commas

**Exercise** Add commas, periods, question marks, and exclamation points where they are needed in the following sentences.

**Example 1.** They hiked in the Blue Ridge Mountains, which are famous for their beautiful views.

1. Smiling and bowing the dancer took another curtain call.
2. Didn’t you answer the telephone, Tiffany?
3. We moved to Colorado on September 30, 2008.
4. I’m sorry Rae, but I didn’t hear what you said.
5. Oh you don’t have to tell me if you don’t want to.
6. The letter was addressed to Chane E. Johnson M.D.
7. In our school classes regularly begin at 8:15 A.M.
8. Last summer I did nothing for two months but swim, sail and fish.
9. My how cold it is.
10. Her father has gone to Denver, Colorado on a business trip.
11. The play was written by J. D. Tallchief a junior.
12. My sister was born on January 25, 1998 and I was born on May 22, 1995.
13. Don’t you know where the bookstore is, Elvin.
14. Katrina, don’t sneak up on me like that.
15. Before the game was over most of the players were covered with mud.
16. Margaret Mead Ph.D., was a famous anthropologist.
17. We must be late for the lights in the theater are dim.
18. On our team players vote to choose the captain.
19. After our exciting raft trip down the rapids of the Colorado we had many stories to share.
20. Smiling nervously the children took their positions on stage.
21. Herbert E Fiorello Jr has an office on Sunset Boulevard.
22. Are you sure that the store is located on Tetra Avenue.
23. I’ll meet you on the corner of Fourteenth Street at 8:30 A.M.
25. We saw Harry Connick, Jr, perform at the benefit concert.
Semicolons A

12a. Use a semicolon between independent clauses that are closely related in thought and that are not joined by and, but, for, nor, or, so, or yet.

**EXAMPLE**  The big game is tomorrow; I’m mentally prepared.

12b. Use a semicolon between independent clauses joined by an conjunctive adverb or a transitional expression.

**EXAMPLE**  The garden was my idea; therefore, I should be in charge of it.

**EXERCISE**  Insert semicolons where they are needed.

**Example 1.**  Nod your head if you agree; I can’t tell by your facial expression alone.

1. David prefers classical music; I prefer blues.
2. Miguel wants to go on vacation this summer; therefore, he is working after school to save money.
3. The rain started late last night; it is expected to stop sometime this afternoon.
4. Gladys brought four apples to the barn; however, her horse ate only three of them.
5. Li voted against the tax increase; she expressed her opinions at the town meeting.
6. The sailboat race began on time; unfortunately, the judges were late.
7. No one in the audience noticed the loud crash; it sounded like part of the movie.
8. The women wanted to play softball; the men decided to sit in the shade.
9. Liang is a moody person; he is often, for example, quiet and withdrawn.
10. The orchestra stopped playing; the dancers sat down.
11. Mrs. McDuff had longed for peace and quiet; she only got it when the neighbors moved.
12. Papa is eager to retire; his last day at work is next Friday.
13. The kids wanted to watch a video; the adults preferred to go outside.
14. Martha was always punctual; the rest of the class usually came in late.
15. Joel is not here today; therefore, we will have to postpone his birthday celebration.
16. Our terrier enjoys hiding things; those things sometimes include our shoes and socks.
17. Pierre did his best on the exam; his reward was the highest grade in the class.
18. The train rounded the curve at high speed; the deer just barely got out of the way in time.
19. General Dupont remembers the day war was declared; he says he was in his parents’ kitchen.
20. Sergio Montale, the famous tenor, is singing tonight; all seats have been sold out for weeks.
Semicolons B

**12c.** You may need to use a semicolon (rather than a comma) before a coordinating conjunction to join independent clauses that contain commas.

**EXAMPLE** On Tuesday, March 11, we’ll be in Atlanta; and the day after that, barring any glitches, we’ll be in Chicago.

**12d.** Use a semicolon between items in a series if the items contain commas.

**EXAMPLE** My grandmother is going on an AARP tour to Prague, Czech Republic; Vienna, Austria; and Stockholm, Sweden.

**EXERCISE** In the following sentences, put a caret (^) over any comma that should be a semicolon, and write a semicolon above the caret.

**Example 1.** Kim had pen pals in Tokyo, Japan; Paris, France; and Toledo, Spain.

1. The tour will include stops in St. Petersburg, Russia; Kiev, Ukraine; Bucharest, Romania; Athens, Greece; and Cairo, Egypt.

2. In a surge of productivity, Jim watered the lawn, took out the trash, and swept the driveway, and his sister, Jenny, washed the car and the dog.

3. Ruth has relatives living in Jerusalem, Israel; London, England; and Rome, Italy.

4. The committee invited speeches from Maya Angelou, a poet; Amy Tan, a novelist; and Neil Simon, a playwright.

5. You may sign up for the seminar on Wednesday, January 29; Friday, February 7; Monday, February 10; or Friday, February 14.

6. The only people who came to the meeting were Jim, a writer; Mike, a car mechanic; Olivia, a dancer; and José, a computer programmer.

7. Last Friday, at the very last minute, we handed in our papers, and according to the schedule, we should get our grades next month.

8. Our class is currently studying *A Tale of Two Cities*, the Dickens novel; *The Fire Next Time*, James Baldwin’s masterpiece; and *The Chosen*, Chaim Potok’s story about two Brooklyn boys.

9. Wednesday I’ll be at home working on my project, if I have the time, but on Thursday, if all goes according to plan, I’ll be on my way overseas.

10. The band members plan to raise funds by holding a car wash on Friday, November 16, from 6:00 to 9:00 P.M.; Saturday, November 17, from 10:00 A.M. to 5:30 P.M.; and Sunday, November 18, from 2:00 to 6:00 P.M.
Semicolons C

12a. Use a semicolon between independent clauses that are closely related in thought and that are not joined by and, but, for, nor, or, so, or yet.

12b. Use a semicolon between independent clauses joined by a conjunctive adverb or a transitional expression.

12c. You may need to use a semicolon (rather than a comma) before a coordinating conjunction to join independent clauses that contain commas.

12d. Use a semicolon between items in a series if the items contain commas.

EXERCISE In the following sentences, insert semicolons where they are needed. Put a caret (^) over any comma that should be a semicolon, and write a semicolon above the caret.

Example 1. If the meeting finishes in time, we should be out by 6:30, if it runs over, we’ll give you a call.

1. The sun is beginning to set soon the sky will be dark.

2. Performances will take place several times this month with matinees on Saturday, August 12, Sunday, August 13, and Saturday, August 26.

3. Tom, our raucous young neighbor, started playing the drums every night after dinner, soon the noise was so bad we had to complain to his parents.

4. Going to the lake was my idea therefore, I should make the reservations.

5. We always wash our car on the weekend judging by its appearance, they wash theirs, too.

6. Give Jane a call if you want a ride to the meeting I won’t be able to make it.

7. Grandfather has lived in Cork, Ireland, Boston, Massachusetts, Providence, Rhode Island, and Kenosha, Wisconsin.

8. Ted, my cousin, and Sally, his friend, are coming over to dinner, so Ernie, my older brother, and I are doing the cooking.

9. Most trees, such as the elm, the sycamore, the oak and the birch, lose their leaves in the winter, there are some, however, such as the pine, that retain their leaves in all seasons.

10. On Monday, March 10, the band is scheduled to arrive, and two days later, if all goes well, they’ll be performing at the White House.
Use a colon to mean “note what follows.”

1. Use a colon before a list of items, especially after expressions such as the following and as follows.

   **Example** The duties of this job are as follows: help unload the delivery trucks, sweep the aisles, and stack items on the shelves.

2. Use a colon before a long, formal statement or quotation.

   **Example** Then he addressed the crowd: “Many of you here have become discouraged. You feel that no one cares that this power plant is polluting your water and your air. Don’t give up, though. Together we are making progress, and together we will shut this thing down!”

3. Use a colon before a statement that explains or clarifies a preceding statement.

   **Example** Sami left before the rest of us: She had to be there early to help with the costumes.

**Exercise** Some of the following sentences are missing colons. Insert colons where necessary. Also, triple underline any letter that should be capitalized but is not. If a sentence is correct as it is, write C at the end of the sentence.

**Example 1.** For lunch, Henry ate a double-decker sandwich, a big salad, and an orange: he was very hungry.

1. We will read works by the following poets Emerson, Poe, Dickinson, and Frost.
2. Hershel looked for his calculator in the kitchen drawers, his closet, and his bookbag.
3. Sara arrived at the party late: she had trouble getting her car to start.
4. At the end of her lecture, Mrs. Bell had this to say: “as you have learned, the Romanticism of the nineteenth century was much more than an emphasis on romantic love. It was, in a way, an intellectual movement—a movement that gives us insight into the way authors of the nineteenth century viewed humanity.”
5. My goals are as follows: to go to college, to study medicine, and to become a surgeon.
6. For her birthday, Sofia received these gifts: a sweater, two books, gloves, and roses.
7. The Tsongs donated several items for the raffle: a lamp, two chairs, and some books.
8. Helen stayed home yesterday: she wasn’t feeling well.
9. Patrick Henry offered these words on freedom: “give me liberty or give me death.”
10. Angela ordered three magazines: Time, Essence, and The New Yorker.
Colons B

12g. Use a colon in certain conventional situations.

(1) Use a colon between the hour and the minute.

**EXAMPLES** 4:30 P.M. today         7:55 A.M.

(2) Use a colon between chapter and verse in Biblical references.

**EXAMPLES** John 3:16               Colossians 3:2

(3) Use a colon between a title and a subtitle.

**EXAMPLES** *Star Wars: Return of the Jedi*  *Ishi: Last of His Tribe*

(4) Use a colon after the salutation of a business letter.

**EXAMPLES** To Whom It May Concern:  Dear Ms. Fielding:

**EXERCISE** In the following sentences, insert colons where necessary. If a sentence is correct as it is, write C at the end of the sentence.

**Example 1.** Misha is leaving at 5:15 P.M. this afternoon.

1. Mom frequently quotes from the Bible; her favorite quotation is from Exodus 1:6–15.
2. Every morning at 7:00 A.M., the alarm clock goes off and the dog starts barking.
3. There are numerous museums and art galleries in Chicago, the nation’s third-largest city.
4. Mira is reading *Gandhi A Life*, a biography of the Mahatma.
5. Dear Mr. Adams

   Please acknowledge receipt of the enclosed shipment.

   Sincerely,

   Jeff Holt

6. Under the couch I found the old copy of *Yodeling A Beginner’s Primer* that I thought I had lost.

7. Isn’t II Samuel 6:14 the passage in the Bible in which David dances before the Lord?

8. Dr. Sharif wrote a fascinating little book called *Tessellation The Art of Illusion*.

9. Tamara looked for Scamp in the hallway, under the stairs, and in the attic.

10. Between 3:30 and 5:00 every afternoon, the noise in the street is unbelievable.
Colons C

12e. Use a colon to mean “note what follows.”

**EXAMPLE** You need to shop for several items: brown shoelaces, a quart of milk, five or six carrots, and a tube of toothpaste.

12f. Use a colon before a statement that explains or clarifies a preceding statement.

**EXAMPLE** Suddenly, Margo screamed: There were fire ants all over her feet.

12g. Use a colon in certain conventional situations.

**EXAMPLES**

8:30 P.M. Matthew 2:13 Dear Sir:

**EXERCISE** Add colons where necessary in each of the following sentences. Also, triple underline any letter that should be capitalized but is not.

**Example 1.** Please bring the following items to the picnic tomorrow: a volleyball, a volleyball net, and a cooler.

1. Dear Dr. Heather Williams
3. Tonya will do her book report on *Asian American Dreams The Emergence of an American People*.
4. My father is reading *Galileo’s Daughter A Historical Memoir of Science, Faith, and Love*.
5. Ricardo, set your alarm for 5:15 A.M. we have to pick up your grandfather at 7:00 A.M.
6. The following are my favorite fantasy writers Ursula K. Le Guin, Robert Holdstock, John Crowley, and J.R.R. Tolkien.
7. Jimmy had this to say about the new schedule adopted at last night’s school board meeting “I’m glad the school board approved the new schedule. I think it will be a benefit to students and teachers alike.”
8. After opening the elaborately wrapped present, Jane became confused the box that someone had taken great pains to wrap was empty.
9. Over the summer vacation, Lee visited four states Utah, Colorado, New Mexico, and Arizona.
10. No one expresses despair better than Shakespeare’s doomed king Macbeth “Tomorrow and tomorrow and tomorrow / Creeps in this petty pace from day to day, / To the last syllable of recorded time.”
Review A: Semicolons and Colons

**Exercise A**  In the following sentences, place semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** The view from the pass includes the following landmarks: Lake Geneva, except for the extreme eastern part, Geneva itself, including suburbs and outlying districts, and the entire chain of the Savoy Alps.

1. My father drinks black coffee, my mother prefers tea.
2. Dear Mrs. R. Volpe
3. All applicants for the job must furnish the following items of information, date of birth, grade in school, and names of two personal references.
4. We had all been warned about the test, nonetheless, few of us were prepared for it.
5. We should take Jerry out to lunch, he really came through for us on that project.
6. These three girls have been nominated for vice-president of the class Siobhan Reilly, Olive Caccione, and Sarah Golder.
7. It had rained all morning, at 10:00 p.m., however, the sun appeared.
8. I thought you had read the book, otherwise, I wouldn’t have asked you about it.
9. The candidate finished her speech with a final comment “If I am elected, I will do everything in my power to fulfill the promises I have made.”
10. Richard bought a new CD titled *Julian Bream The Ultimate Guitar Collection*.

**Exercise B**  In the following sentences, place semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** Carol bought balloons, plates, and napkins, and Joel bought party hats and snacks.

11. John 3:16 is probably the most famous scripture in the Bible.
12. Jane went to the play with Cora, Peter, and David, and Alex, Jane’s brother, went with Gary.
13. Felix didn’t get to sleep until 2:30 A.M., he had to finish an important project.
15. The new reporters on the staff of the school newspaper are Joaquín Sanders, a sophomore, and Leslie Crim, a junior, and Virgil Bates, a member of the senior class, is the new managing editor.
Review B: Semicolons and Colons

**EXERCISE A** Correct the punctuation in the following sentences by placing semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** I can stay until 3:00 P.M., at 4:00 P.M. I am expected at home.

1. Here are my New Year’s resolutions to read more, to exercise more, and to eat fewer snacks.

2. Dear Mrs. Kay

3. At 5:45 P.M., Jocelyn and Theresa arrived at the auditorium. Jocelyn put up streamers, posters, and banners, and Theresa set up the sound equipment, chairs, and podium.

4. Barry wants to title his autobiography *Barry Retrospective of a Great Man*.

5. The applicant was very nervous during the interview, nonetheless, she got the job.

6. Before making a hiring decision, the personnel director considered the following qualifications, work experience, educational background, and personality.

7. The book was a conduit for her bad feelings, it gave her a more positive outlook.

8. The three students who are vying for first place in the talent show are Marla Jones, a singer, Jerry Green, a pianist, and Leslie Ricardo, a dancer.

9. I am an excellent swimmer, my brother, on the other hand, prefers skating.

10. Three students received A’s on the test Johnnie B. Baker, Toni Mancuso, and Rory Milano.

**EXERCISE B** Correct the punctuation in the following sentences by placing semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** A. Thomas is a very unusual author; she wrote her first book at the age of thirteen.

11. Gary deserves to win his science project is clearly the best in the room.


14. The last words of the dying pirate were mysterious “From the base of the torso tree, take long steps three. From that spot toward the shore, walk apace twenty more. There, if you stand at sunset’s wane, you will see the shadow that leads to spoils and gain.”

15. I decided to decorate my room with some stuff I found in the attic a movie poster, which once belonged to my brother, an old New York Yankees pennant, the first pennant I bought with my own money, and a model of the original starship *Enterprise*.
Review C: Semicolons and Colons

EXERCISE A  Correct the punctuation in the following sentences by placing semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.


1. Mr. Jackson’s plane arrived twenty minutes late because of the dense fog, consequently, he missed the flight to Denver.
2. The Arthurs are not home, they’ve left for work.
3. Amy wanted to visit Tucson, San Diego, and Austin, but Helen wanted to visit Seattle, Las Vegas, and Phoenix.
4. The meeting is scheduled for 3:30 this afternoon please don’t be late.
5. The following committees will report budget, membership, awards, and programs.

EXERCISE B  Insert semicolons and colons where necessary in the following letter.

Example [1] Are you familiar with *Sharing the Universe: Perspectives on Extraterrestrial Life*?

[6] Dear Sir or Madam

[7] I am preparing a report on SETI, or the Search for Extraterrestrial Intelligence, and I would like to be as well prepared as possible. I have already read *We Are Not Alone The Continuing Search for Extraterrestrial Intelligence* by Walter Sullivan. [8] My science teacher has recommended that I get your opinion on SETI. She has also suggested that I read books by the following authors Carl Sagan, Frank Drake, and Jean Heidmann.

[9] I know that not all scientists are optimistic about the chances for extraterrestrial life the book *Rare Earth Why Complex Life Is Uncommon in the Universe* makes the case that earth is the only place in the universe where animal life lives. [10] I am eager to learn about your views on SETI. Thank you for your time I hope to hear from you soon!

Yours sincerely,

Arundhati Chandrasekhar
Italics and Titles

Italics are printed letters that lean to the right. *This sentence is printed in italics.* When you are writing or typing, indicate italics by underlining.

**UNDERLINING** I enjoyed the book *The Heart Is a Lonely Hunter.*

**ITALICS** I enjoyed the book *The Heart Is a Lonely Hunter.*

Use italics (underlining) for titles and subtitles of books, plays, long poems, periodicals, works of art, movies, TV series, and long musical works and recordings.

**EXERCISE A** Underline all words that should appear in italics in the following sentences.

**Example 1.** Mar’a refers to Van Gogh’s *Sunflowers* in the twelfth section of her long poem *Daughters of the Earth.*

1. Eric’s favorite painting is N.C. Wyeth’s *Robin Hood and His Mother on Their Way to Nottingham Fair.*
2. Have you ever read Mark Twain’s *The Adventures of Tom Sawyer*?
3. George Orwell’s novels include *Animal Farm* and 1984.
4. The school drama group will stage *The Tragedy of Julius Caesar* next week.
5. James Russell Lowell edited a magazine called *the North American Review*.
6. Of all of Billy Joel’s albums, I think that *The Stranger* is his best.
7. My grandfather rarely misses an episode of *Sixty Minutes*.
8. I can’t decide which is the better film, *Lawrence of Arabia* or *The Third Man*.
9. Have you listened Ravel’s long musical composition called *Bolero*?
10. Donatello’s *Julius Caesar* can be found in the Louvre, in Paris.

**EXERCISE B** Underline the titles that should appear in italics in the following paragraph.

**Example** [1] Last night I watched an episode of *Great American Writers* that focused on Leslie Marmon Silko.


Grammar, Usage, and Mechanics: Language Skills Practice
Italics: Names, Letters, Symbols, and Foreign Words

13b. Use italics (underlining) for the names of ships, trains, aircraft, and spacecraft.

EXAMPLES  
Spirit of St. Louis  
Carpathia

13c. Use italics (underlining) for words, letters, symbols, and numerals referred to as such and for foreign words that have not been adopted into English.

EXAMPLES  
the number 8  
bonjour

EXERCISE A  Underline all words, letters, numerals, and symbols that should appear in italics in the following sentences.

Example 1. There’s no t in the word pizza, but it sounds as if there is.

1. The Queen Elizabeth, once a transatlantic ship, is now docked in California.
2. Sally K. Ride, the first American woman in space, flew aboard Challenger on the seventh shuttle mission.
3. Try the pollo asado with a little of this sauce.
4. I know the writer of the article is enthusiastic, but she has used too many !’s.
5. Pierre writes his 7’s with a line through the middle.
6. Do the words dale and vale mean the same thing?
7. The book Twenty Thousand Leagues Under the Sea is set on a submarine called Nautilus.
8. The Italian word trattoria is a term used for an inexpensive restaurant.
9. In Spanish, the letter h is always silent.
10. To praise a Chinese cook, use the expression ding hao, which means “excellent.”

EXERCISE B  Underline the words or letters that should appear in italics in the following paragraph.

Example  [1] Brad could not decide whether to give his train a name from another language, such as the Latin fero.


[12] Derrick explained that he was inspired by the name of Charles Lindbergh’s plane, the Spirit of St. Louis.  [13] “What do you think of the Ghost of Christmas Past as the name for my model train?” Brad asked. Derrick said he didn’t think it was the same kind of spirit.  [14] The word spirit has more than one meaning.  [15] “If you do name it that, however,” Derrick said, “paint the letters in alternating green and red, and make the G, C, and P in the name look creepy.”

NAME  
CLASS  
DATE

for CHAPTER 13: PUNCTUATION page 385

MECHANICS 13b. 13c.

ELEMENTS OF LANGUAGE | Fourth Course
Italics Review


**EXERCISE A** Underline all words, letters, numerals, and symbols that should appear in italics in the following sentences.

**Example 1.** Did you read the article on Shakespeare’s *As You Like It* in *The Atlantic Monthly*?

1. Anne Tyler’s novel *Breathing Lessons* won a Pulitzer Prize.
3. Jorge and Melinda attended a performance of Mozart’s *Don Giovanni*.
4. Do you ever confuse handwritten 4’s with 9’s?
5. *Semper fidelis* is the motto of the U.S. Marine Corps.
6. I watched a TV show called *On the Ocean Floor* about the search to find the wreck of the *Titanic*.
7. The t in the word *beret* is silent.
8. Someone told Martha the & symbol was called an ampersand.
9. There should be a show on TV called *No Commercials*.
10. Tim dreams of taking a ride on the space shuttle *Endeavour*.

**EXERCISE B** Underline all words, letters, numerals, and symbols that should appear in italics in the following sentences.

**Example 1.** Why did Malcolm X choose the letter X for his name?

11. Langston Hughes’ autobiography is called *The Big Sea*.
13. The French *merci* and the Spanish *gracias* both mean “thank you.”
14. The new children’s train at the park is called the *Sutton Sidewinder*.
15. Edgar Lee Masters wrote *Spoon River Anthology*, a favorite of mine.
16. Do you write capital Q’s with little curlicue tails?
17. The # symbol on the telephone is the pound sign.
18. Can you believe she has never seen the movie *Star Wars*?
19. If the president flies in Air Force One, what does the vice president fly in?
20. Mrs. Chang reminded us there is only one l in the word *traveled*. 
Quotation Marks in Direct Quotations

Use quotation marks to enclose a direct quotation—a person’s exact words.

**Examples**

“Now is the time,” Ms. Shapiro reminded us, “to practice your skills.”

“The play is about to begin,” the usher said. “Please take your seats.”

“The azaleas are beginning to bloom,” said Glinka, “and they’re especially beautiful this year.”

Marcia planted what she called “the happy flowers”: tulips, sunflowers, and daisies. Who said, “This is my favorite flower?”

**Exercise A** Add quotation marks as needed to the following sentences.

**Example 1.** Who said, “These assignments need to be completed by Friday”?

1. Let’s visit the children’s museum, suggested Marcela, and we’ll be able to see the new robots they’ve added.

2. Jerome said, I think I may have solved the mystery; we waited for him to continue.

3. Don’t most children know the song that begins, Mary had a little lamb?

4. Is anyone in here? asked the visitor. Would someone please answer?

5. If you could buy a mountain, asked Andrés, which mountain would you buy?

**Exercise B** On the lines provided, rewrite these sentences to correct all errors in punctuation and capitalization.

**Example 1.** Bill asked, where did I put my coat? *Bill asked, “Where did I put my coat?”*

6. I am the king of the world! the child shouted. *

7. Jennifer referred to three of her pets as “the friendliest and easiest to handle:” the striped kitten, the old Bassett Hound, and the parrot. *

8. Joel said, in my hometown, we used to walk along the Mississippi River levee. *

9. Rabbits, added Gwendolyn, can make excellent pets for responsible pet owners. *

10. Theodore remarked This is my favorite poem; we had heard Theodore say that about several different poems, however. *
Quotation Marks in Dialogue and Passages A

When you write dialogue (a conversation), begin a new paragraph every time the speaker changes, and enclose each speaker's words in quotation marks.

When a quoted passage consists of more than one paragraph, put quotation marks at the beginning of each paragraph and at the end of the entire passage. Do not put quotation marks after any paragraph but the last.

**EXERCISE** Add quotation marks as needed to each of the following dialogues. Additionally, insert the paragraph mark (¶) before any word that should begin a new paragraph.

**Example 1.** “How are we doing today?” the nurse asked. ¶ “I feel fine,” said the patient.

1. What are we going to be studying today? asked Raymond. We will be studying three sonnets written in three different periods of history, answered the teacher.

2. The treasurer of the club said, Here’s the report. We’re not doing as badly as we thought, said the club president.

3. Which part should I read? asked the actor. Read only the first and third paragraphs, answered the director, and omit the rest of the page.

4. I read about Winston Churchill today, said Jacqueline. Did you find it interesting? asked Connie. Oh, yes, answered Jacqueline, I’m going to be writing my history report about him.

5. People in history class say clever things, Rita complained. I could never be that witty. Yasmin agreed. I have trouble staying awake, she said. It’s my first class after lunch.

6. Are you coming with us to see the French film? asked Pierre. Yes, I think I will, answered Clara. It will be a good opportunity to practice my listening skills in French.

7. The cats will need fresh food and water twice a day while I’m gone, said Miki. You don’t have to worry, answered Tsiyoshi. They’re in good hands with me.

8. I need to schedule an appointment for Wednesday, said the anxious caller. What time would you like to come in? asked the receptionist. Please schedule me for the first opening in the morning, answered the patient.

9. Who wants to go to the zoo with me today? asked Mrs. Carter. I do, said Juan. I can’t go today, said Rudolfo. I have to stay home and study.

10. Shekoufeh asked, Do you know what my name means in Persian? No, answered Amy. What does it mean? It’s a type of flower, explained Shekoufeh.
Quotation Marks in Dialogue and Passages B

When you write dialogue (a conversation), begin a new paragraph every time the speaker changes, and enclose each speaker’s words in quotation marks.

When a quoted passage consists of more than one paragraph, put quotation marks at the beginning of each paragraph and at the end of the entire passage. Do not put quotation marks after any paragraph but the last.

**EXERCISE**

Add quotation marks as needed to each of the following dialogues. Additionally, insert the mark (¶) before any word that should begin a new paragraph.

**Example 1.** "I think Dr. King wrote the best speech ever written," explained Nell. ¶Josie disagreed, saying, "Lincoln wrote the most moving speech."

1. Did you read the short story for English class? asked Melvin. Yes, I read it last night, answered María, and I really enjoyed it.
2. Are you going on the class field trip? asked Sheila. I've never visited the natural science museum before, answered Marc, so I signed up for the longer field trip on Friday. Then I'll be riding the bus with you, answered Sheila. I signed up for the longer visit, also.
3. I can’t wait to see you and Uncle Tomás, said Esperanza. It won’t be much longer, answered Pam. Your uncle and I will be on the next flight to Atlanta.
4. My parents just bought a new car, said Douglas. What kind of car did they buy? asked Sarah. I don’t know what make it is, answered Douglas, but it is a hideous bright green color.
5. Does your dog do any tricks? asked Roberto. Sure, replied Camila. He can beg, roll over, and eat! Eating is not a trick! answered Roberto. That’s what you think, added Camila.
6. When I was six, I could do cartwheels and flips, said Sergei. Can you still do any acrobatics? asked Natasha. Only in the water, answered Sergei.
7. What did the coach ask us to do first? asked the swimmer in the second lane. We are supposed to warm up for fifteen minutes with dolphin kicks, answered another swimmer.
8. Which book did you choose to read? asked Terry. I read a biography of composer Igor Stravinski, answered Kimberly.
9. Are you going to the park with us? asked Jane. What time are you leaving? asked Karl. As soon as you’re ready, answered Jane. Let’s go right now, announced Karl.
10. History class was interesting today, said Noriyuki. It was like hearing a bunch of short stories, answered Carlos. Some of those short stories seemed like tall tales to me! said Noriyuki.
Quotation Marks and Titles

**Exercise A** Insert quotation marks where they are needed in the following sentences.

**Example 1.** Is Kendra’s favorite poem “The Moon Was But a Chin of Gold”?

1. The TV show’s Hooray for Hollywood episode contains some of the cast’s best moments.
2. Mrs. Tennant told the class that the essay How I Spent My Summer Vacation on her desk had no name on it.
3. Tyler and Guillaume studied the imagery in the poem Ex-Basketball Player.
4. Do you recall reading an article called Cooking with Bananas?
5. Ray thought the setting of Stopping by Woods on a Snowy Evening was very beautiful.
6. Chapter 4 of the book is Koala Bears and Other Hazards, not Life Down Under.
7. Devika gets very teary-eyed singing Auld Lang Syne.
8. Tony is writing an article for the school newspaper. School in Space? is the title.
10. Tara can recite the lines of Heart! We will forget him! from memory.

**Exercise B** Insert quotation marks to enclose correctly the titles found in the following paragraph.


Single Quotation Marks, Slang, and Technical Terms

13h. Use single quotation marks to enclose a quotation or a title within a quotation.

**EXAMPLES** Sami said, “The coach asked, ‘Why were you late for practice?’ and then he made me run four laps.”
Brad Michaels said to the audience at his Russian concert, “I’d like to end the evening with the song ‘Back in the U.S.S.R.,’ by the Beatles.”

13i. Use quotation marks to enclose slang words, technical terms, and unusual uses of words.

**EXAMPLES** Allen Ginsberg was a prominent poet of the “beat” generation.
“Stengelese” was a type of double talk named after baseball manager Casey Stengel.

**EXERCISE A** Add quotation marks to these sentences, using double and single quotation marks as needed.

**Example 1.** Mr. Turner asked, “Did you read the poem ‘We Real Cool’?”

1. I’m not sure, she said, who first said Remember the Alamo!
2. Marion said, Then he said, Stay away from that tree.
3. I read in the newspaper, Todd said, that many teens enjoy mountain biking.
4. Wasn’t it Sandra, she asked, who said, I’ll remember to pick up the dessert?
5. Akela said, My favorite poem to read aloud is The Hollow Men.
6. The coach yelled, Who said Time out?
7. Irving Berlin wrote the song God Bless America, Suki informed the class.
8. It was Timothy, Dan explained, who came up with our team’s slogan We shall meet our obstacles with confidence.
9. No one knows who first used the expression G. I. Joe, Dr. Shaw said.
10. According to Mrs. Simmons, Jim mentioned, Everything comes to an end eventually.

**EXERCISE B** Select five current slang expressions or technical terms. On the line provided, use each expression in a complete sentence. Make sure that you punctuate the sentences correctly and use language appropriate for the classroom.

**Example 1.** Marcus said the car looked “phat,” not fat.
Ellipsis Points

13j. Use ellipsis points (…) to mark omissions from quoted material.

(1) When you omit words from the middle of a sentence, use three spaced ellipsis points.
(2) When you omit words from the beginning of a sentence within a quoted passage, keep the previous sentence’s end punctuation and follow it with the points of ellipsis.
(3) When you omit words at the end of the sentence within a quoted passage, keep the sentence’s end punctuation and follow it with the points of ellipsis.
(4) When you omit one or more complete sentences from within a quoted passage, keep the previous sentence’s end punctuation and follow it with the points of ellipsis.

13k. Use three ellipsis points (…) to indicate a pause in written dialogue.

EXERCISE  Omit the underscored parts of the following sentences and write the resulting sentences on the lines given. Use ellipsis points to punctuate each omission correctly.

Example 1. “It is time for a change, my fellow citizens, and we must act now.”  “It is time for a change. . . . [W]e must act now.”

1. “In my classmate’s essay on salad ‘The Grass We Eat,’ Brent discusses the variety of edible leaves that people consume all over the world.”

2. Marianne wrote in her essay, “I believe children are the key to our future. They will continue their ancestors’ quest for happiness and truth. Therefore, we should try to nurture them.”

3. “Elizabeth has worked as a secretary and reporter for the local magazine. She has also appeared regularly on radio shows.”

4. “Roberto has written articles for various newspapers. They have been syndicated in many newspapers. He has also written essays published in scholarly journals.”

5. “Tom is a very funny person. Carlota thinks that it is no mistake that he received the award for best new comedian.”
Quotation Marks Review A

Review pages 387–392 of your textbook for punctuation rules for writing quotations, dialogues, and titles.

**Exercise** Add quotation marks where they are necessary in each of the following sentences.

**Example 1.** The author titled Chapter 3 “Where Do We Go from Here?”

1. I admire Nikki Giovanni’s poem, Poem for a Lady Whose Voice I Like.
2. Stevie Wonder wrote the song You Are the Sunshine of My Life.
3. Where are you going? asked my mother. It’s getting late.
4. This quotation is from my English class essay entitled Understanding Me.
5. Margaret said, They paved the old dirt road and put up a parking lot in the old wheat field.
6. I’ll try, exclaimed Alex, but I don’t know if I’ll be able to convince him.
7. My sister’s poem for class, said Bill, is about birds and is called The Flight of the Free.
8. Where are you going? asked Stacey. Don’t you realize we could be late for the concert?
9. I think Mary said Walk two blocks and then turn right, said Mark with a quizzical look.
10. The horse that won the race was known to be a mudder.
11. Jailhouse Rock is one of my all-time favorite songs, Aunt Missy told us.
12. Has anybody seen my new green jacket? quizzed Jack. I can’t find it anywhere!
13. The first poem in Michael’s collection is called The Mystery.
14. As soon as Jed turned the corner, he heard a man shout, Look! That bird just stole my sandwich!
15. Every time she walks by the polling center, Demetria notices the sign for Kelly The Kid Turner, who is running for county commissioner.
16. Of all the short stories written in our summer writing class, my favorite was the one called Julie Sue’s Famous Fifteen Minutes.
17. Suzanne said, Have you got a parrot?
18. Can you believe this? remarked Keshon. Last night I had a dream that I was a cartoon.
19. Mr. Norton said, Class, please turn to page 167 and read the essay titled Strengthening Your Writing.
20. When I asked Mom for permission, said Georgina, she told me Okay, but only as long as you clean your room first.
Quotation Marks Review B

Review pages 387–392 of your textbook for punctuation rules for writing quotations, dialogues, and titles.

Exercise 1. Tasha listed these sports as way cool: golf, skateboarding, karate, and fly fishing.

Example 1. Tasha listed these sports as “way cool”: golf, skateboarding, karate, and fly fishing.

1. The advertising slogan, “Try It and Buy It,” is puzzling to me, Kim said. __________________________

2. Hunter said, “Jane’s saying, ‘Speak softly to avoid attracting attention,’ is wise advice.” ________

3. My favorite Beatles’ song is Let It Be, Carlo said. ____________________________________________

4. Andrea said, The sign on my cousin’s bedroom door reads Enter at Your Own Risk. ________

5. The fish is swimming in circles, said Marco. I wonder why it’s doing that. _________________________

6. “According to the sign-up sheet, announced Miss Green, Annie will read her poem, called Morning Glories, right now.” __________________________

7. I don’t mind being called “Lefty,” retorted Uncle Miguel, there’s nothing wrong with being left-handed. __________________________

8. Yesterday Dad told us that “one of his favorite songs is “Desperado.”” __________________________

9. In a quiet whisper, Millicent asked, “Did you hear what she just said”? _________________________

10. The guide told the tourists, ‘Remember three things:’ stay together on the trail, listen to my instructions, and have fun! ______________________________
Review A: Italics and Quotation Marks

EXERCISE A In the following sentences, supply italics (underlining) or quotation marks wherever needed.

Example 1. Lowell’s poem “Patterns” can be found in The Home Book of Verse.

1. Tomorrow’s history assignment is reading Chapter 9, The Middle Ages in England.
2. Two of her favorite old-time movies are Foreign Correspondent and The Maltese Falcon.
3. In Silent Snow, Secret Snow, a short story by Conrad Aiken, a boy thinks he hears snow falling, but there is none.
4. Joseph and His Brothers, a novel by Thomas Mann, is based on a Biblical legend, Arthur said.
5. My favorite aunt subscribes to The Wall Street Journal, a newspaper devoted to business and financial news.

EXERCISE B Add, delete, or replace quotation marks and other marks of punctuation as needed in the following sentences.

Example 1. Barbara exclaimed happily, “What a surprise!”

6. Did the sign say Slow or Stop?
7. Our favorite proverb is this one: Wisdom is the principal thing; therefore get wisdom.
8. Actually, no camera is truly automatic, she explained.
9. Mr. Pakunas asked, How and why does osmosis take place?
10. When you answer me, the officer barked explosively, call me Sir.
11. The following students from our school have entered a contest called Talented Teens: Ned Baum, Lucia Gaines, and Estelle Peterson.
12. Have you read Eudora Welty’s story A Worn Path?, he asked.
13. Wasn’t it Shakespeare who wrote, Ill blows the wind that profits nobody.
14. A delighted child screamed, It’s snowing!
15. No, I have no definite plans for Saturday said Betty.
Review B: Italics, Quotation Marks, and Ellipsis Points

**EXERCISE A**  On the line provided, write two titles or names that belong in each category. Underline all words that should appear in italics, and add quotation marks where needed.

Example 1.  musical works  *Beethoven’s Ode to Joy, Stravinsky’s Rite of Spring*

1. ships or airplanes

2. songs

3. albums

4. poems

5. periodicals

**EXERCISE B**  Omit the underscored parts of the following sentences, and write the resulting sentences on the lines given. Use ellipsis points to punctuate each omission correctly.

Example 1.  The fire engine sped past. Sam covered his ears, and those on the sidewalk stood still.

*The fire engine sped past... [T]hose on the sidewalk stood still.*

6. Courtney has an uncle in Madrid, some friends in Rome, and a great-aunt in Istanbul.

7. The tower jutted from the old walls at an angle not exactly perpendicular to the ground.

8. Warren is a big fan of Romantic poets, but he does not enjoy reading Wordsworth. How can he like the Romantics and not enjoy Wordsworth? Warren says Blake is more interesting.

9. Theodore’s favorite tree is the pecan, which he likes even more than the oak. There is a small grove of pecan trees behind his house, near the creek.

10. Julie is the highest scorer on the volleyball team. She decided to go to college when she was awarded a scholarship.
Review C: Italics, Quotation Marks, and Ellipsis Points

ExercisE A  In each of the following sentences, supply italics (underlining) or quotation marks wherever they are needed.

Example 1. *My Several Worlds* is one of two autobiographies by Pearl Buck.

1. One of my favorite poems by Langston Hughes is *Dreams*, which is included in his collection *The Dream Keeper and Other Poems*.

2. Through the Tunnel, a short story by Doris Lessing, deals with the transition from childhood to adulthood.

3. I particularly enjoy reading the food section in the *Wednesday* edition of the *Washington Post*.

4. I hope to see the movie *Star Wars* when it is shown on television.


ExercisE B  Add quotation marks where they are needed in the following sentences.

Example 1. “Do you know how to get to San Miguel de Allende?” he asked.

6. Theo exclaimed, I can’t believe I ate the whole thing!

7. It’s unfortunate that you did, said the doctor.

8. The coach asked, Who is on first?


10. The moral of one of Aesop’s tales is Beware of grasping at shadows; you just may lose the substance.

11. Actually, I’ll be free this afternoon, she commented.

12. Jamie said, The common saying familiarity breeds contempt may be true, but I prefer the saying absence makes the heart grow fonder.

13. Why, oh, why, cried Eric, do we always wait until the last minute!

14. The driver asked, Whatever happened to the sign *Falling Rocks*?

15. The child declared, I’d like to come with you to the park.
Apostrophes A

The possessive case of a noun or pronoun shows ownership or possession.

14a. To form the possessive of most singular nouns, add an apostrophe and an s.

When forming the possessive of a singular noun ending in an s or a z sound, add only an apostrophe if the noun has more than one syllable and the addition of s would make the noun awkward to pronounce.

**EXAMPLES**
- Maria’s cat
- the animal’s food
- Mr. Waters’ yard

14b. To form the possessive case of a plural noun ending in s, add only the apostrophe.

The few plural nouns that do not end in s form the possessive case by adding an apostrophe and an s.

**EXAMPLES**
- the ponies’ saddles
- the mice’s nests
- the deer’s natural predators

**EXERCISE A** Rewrite the following phrases, using the possessive case.

**Example 1.** the den of wolves

1. men of Columbia
2. games for children
3. books by Alcott
4. the legs of the table
5. plays by Euripides
6. the house of Ms. Andrews
7. the cabs of those drivers
8. the views of a citizen
9. lunch for Lois
10. the skis that Alvin owns

**EXERCISE B** Some of the possessive case nouns in these phrases are correct, and others are not. On the lines provided, revise those that are incorrect. If a phrase is correct, write C on the line.

**Example 1.** women’s office

11. James’s kite
12. my two coach’s pep talk
13. the mens’ team
14. four geese’s eggs
15. the children’s bicycles

_C_
Apostrophes B

14c. Do not use an apostrophe with possessive personal pronouns or with the possessive pronoun whose.

14d. To form the possessive of an indefinite pronoun, add an apostrophe and an s.

**EXAMPLES**

- That is my coat. That coat is mine.
- That is someone’s hat. Everybody’s ideas have been heard.

**EXERCISE A** Rewrite the following sentences by changing the possessive pronoun in each from a complement or object of a preposition to an adjective placed before the noun.

**Example 1.** This is a pencil of hers. This is her pencil.

1. Is this encyclopedia yours? __________________________________________________________________________
2. He bought a puppy of theirs. __________________________________________________________________________
3. That dachshund is a dog of someone. ______________________________________________________________________
4. This bookcase is ours. _________________________________________________________________________________
5. The environment is the concern of everyone. __________________________________________________________________

**EXERCISE B** Some of the possessive case pronouns in the following sentences are correct, and others are not. On the lines provided, revise those that are incorrect. If a sentence is correct, write C on the line.

**Example 1.** Dave picked up the jacket from the seat, but when he got home he found the jacket was someone else’s.

Dave picked up the jacket from the seat, but when he got home he found the jacket was someone else’s.

6. Jonah and Billie spent the day at the mechanic’s, which was not either’s idea of fun.

7. One dog at the show wore a little suit; it’s owner wore a matching dress.

8. His is the fastest radio-controlled airplane I have ever seen.

9. Renaldo was looking for a pencil to borrow, so I loaned him your’s.

10. Patrice and Jeremy have been each others’ best friend since they were born.
Apostrophes C

14e. Form the possessive of only the last word in a compound noun, such as the name of an organization or a business, and in a word group showing joint possession.

EXAMPLES my mother-in-law’s cat  Rafael and Tom’s report

14f. Form the possessive of each noun in a word group that expresses individual possession of similar items.

EXAMPLE Mary’s and Daniel’s reports are on the desk.

Exercise A  On the lines provided, write the possessive forms of the following items.

Example 1. the store of Frank and Herman

1. the camera Kate and Ali share

2. the dog of the Juarez family

3. a painting by his sister-in-law

4. the books belonging to the law firm of Goldsmith, Moss, and Schwartz

5. the works of Twain and the works of Hawthorne

Exercise B  Some of the possessives in the following sentences are correct, and others are not. On the lines provided, revise those that are incorrect. If a sentence is correct, write C on the line.

Example 1. Clarissa and Tad’s scores on the test were both very high.

6. Molly and his science fair project involved a few controlled explosions.

7. I admire both Sheena and Vaughn’s determination in finishing the race.

8. Tobias and Catherine’s Spanish class went on a field trip yesterday.

9. Gia and Bert’s batches of cookies taste exactly the same.

10. After the dance, they plan to go to Harrison’s and Sullivan’s Cafe.
Apostrophes Review A

14a. To form the possessive of most singular nouns, add an apostrophe and an s.

14b. To form the possessive case of a plural noun ending in s, add only the apostrophe.

14c. Do not use an apostrophe with possessive personal pronouns or with the possessive pronoun whose.

14d. To form the possessive of an indefinite pronoun, add an apostrophe and an s.

14e. Form the possessive of only the last word in a compound noun, such as the name of an organization or a business, and in a word group showing joint possession.

14f. Form the possessive of each noun in a word group that expresses individual possession of similar items.

Exercise Some of the following possessives are correct, and others are not. On the lines provided, revise those that are incorrect. If a possessive is already correct, write C on the line.

Example 1. Jane and Ellen’s bicycles  Jane’s and Ellen’s bicycles

1. Harold’s and her parakeet                                     
2. that telescope of your’s                                      
3. James’ garden                                                 
4. the mice’s litters                                             
5. the FBI’s investigation                                      
6. it’s bottom drawer                                            
7. Garcia and Rodriguez’s Restaurant                             
8. the football of his’s                                        
9. the monkey’s tails                                            
10. someone else’s nameplate                                     


Apostrophes D

14g. Use an apostrophe to show where letters, words, or numerals have been omitted in a contraction.

Do not confuse contractions with possessive pronouns.

**EXAMPLES**

- I'm sure it's his book. Let's guess whom he'll vote for.
- Who's graduating in '05? Whose car is parked here?

Generally, the adverb not can be shortened to n't and added to a verb without any change in the spelling of the verb. However, cannot becomes can't and will not becomes won't.

**EXAMPLES**

- I did not go to the meeting. I didn't go to the meeting.
- I will not go to the meeting. I won't go to the meeting.

**EXERCISE A**

On the lines provided, change these items into contractions.

**Example 1.** cannot

1. will not
2. we are
3. she is
4. were not
5. he has
6. it is
7. you are
8. he would
9. we had
10. should have

**EXERCISE B**

The following paragraph contains ten errors in the usage of contractions and possessive pronouns. Cross out any errors and write the corrections above them.

**Example**

It's been a long time since I've been to a museum.

Ther's a great exhibit at the Philadelphia Maritime Museum. Im sure your going to enjoy it because of it's superior quality and because of you're interest in crew races. The exhibit features Thomas Eakins, who's painting's are incredibly lifelike. Some of his works are of crews rowing in Philadelphia. To make his paintings of the crews accurate, Eakins first took they're pictures. Then he made elaborate sketches, figuring out the exact perspective. Their all their in the exhibit—the photographs, sketches, and finished paintings.
Apostrophes E

Use an apostrophe and an s to form the plurals of numerals, symbols, all lowercase letters, some uppercase letters, and some words referred to as words.

**EXAMPLES** In his report on ballet, Jim’s handwritten *tutu’s* all had *u’s* that looked like *o’s*.

**EXERCISE A** On the lines provided, write the plurals of the following items, using apostrophes.

**Example 1.** p and q p’s and q’s

1. ABC
2. I and O
3. Oh and Ah
4. t
5. so
7. if, and, or but
8. 1950
9. all of the 7
10. X and O

**EXERCISE B** On the lines provided, write the plurals of these items, using apostrophes.

**Example 1.** U and A U’s and A’s

11. please and thank you
12. 3
13. @
14. !
15. 4 and 5
16. P. S.
17. 85
18. yes and no
19. oh
20. *
Apostrophes Review B

14a. To form the possessive of most singular nouns, add an apostrophe and an s.

14b. To form the possessive case of a plural noun ending in s, add only the apostrophe.

14c. Do not use an apostrophe with possessive personal pronouns or with the possessive pronoun whose.

14d. To form the possessive of an indefinite pronoun, add an apostrophe and an s.

14e. Form the possessive of only the last word in a compound noun, such as the name of an organization or a business, and in a word group showing joint possession.

14f. Form the possessive of each noun in a word group that expresses individual possession of similar items.

14g. Use an apostrophe to show where letters, words, or numerals have been omitted in a contraction.

14h. Use an apostrophe and an s to form the plurals of numerals, symbols, all lowercase letters, some uppercase letters, and some words referred to as words.

**Exercise** Some of the following possessives are correct, and others are not. On the lines provided, revise those that are incorrect. If a possessive is correct, write C on the line.

**Example 1.** Carlos’ notebook

- Carlos’s notebook

1. the one UFOs behavior
2. the bus’ drivers hat
3. someone elses’
4. Keyshon’s and her chess game
5. the kite and its tail
6. Mr. Jones’ address
7. four 7s
8. too many therefore
9. a womens’ shop
10. my sister’s-in-law’s job
Apostrophes Review C

14a. To form the possessive of most singular nouns, add an apostrophe and an s.
14b. To form the possessive case of a plural noun ending in s, add only the apostrophe.
14c. Do not use an apostrophe with possessive personal pronouns or with the possessive pronoun whose.
14d. To form the possessive of an indefinite pronoun, add an apostrophe and an s.
14e. Form the possessive of only the last word in a compound noun, such as the name of an organization or a business, and in a word group showing joint possession.
14f. Form the possessive of each noun in a word group that expresses individual possession of similar items.
14g. Use an apostrophe to show where letters, words, or numerals have been omitted in a contraction.
14h. Use an apostrophe and an s to form the plurals of numerals, symbols, all lowercase letters, some uppercase letters, and some words referred to as words.

EXERCISE Most of the following sentences contain errors in apostrophe usage. Cross out the error and write the word correctly above it. If a sentence is correct as it stands, write C after the sentence.

Example 1. The student council's decision was applauded for its wisdom.
1. After a week's absence the student had a lot of schoolwork to do.
2. Always remember to dot your i's.
3. Students' papers are on file in the main office.
4. The Washington's house was flooded last week.
5. Bad weather forced the Lees to cancel the children's party.
6. In a democracy everyone's vote counts.
7. That book is one of theirs.
8. The geese hissed at Fiona and my bicycles.
9. The judges were impressed by the dancer's skill and by her poise.
10. None of the clerks could find the men's shirts.
Hyphens A

**14i.** Use a hyphen to divide a word at the end of a line.

(1) Do not divide a one-syllable word.
(2) Divide a word only between syllables.

**EXAMPLE** Emily Dickinson lived a life of solitude.

(3) Divide an already hyphenated word only at the hyphen.

<table>
<thead>
<tr>
<th>Incorrect</th>
<th>Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>I feel quite self-confident.</td>
<td>I feel quite self-confident.</td>
</tr>
</tbody>
</table>

(4) Do not divide a word so that one letter stands alone.

<table>
<thead>
<tr>
<th>Incorrect</th>
<th>Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>My poem is about China.</td>
<td>My poem is about China.</td>
</tr>
</tbody>
</table>

**EXERCISE A** For each word below, write Correct if the hyphen or hyphens mark places where the word may be divided. Write Incorrect if the word may not be divided at each of the marked points.

**Example 1.** running

1. terrible
2. self-aware
3. angle
4. extraordinary
5. plate

**EXERCISE B** On the lines provided, write these words with hyphens, showing possible places in which to break them if they were to appear at the end of a line. If you are unsure where to break a word, look it up in a dictionary. If a word should not be divided at the end of a line, write No Hyphen.

**Example 1.** simple

6. cannot
7. undo
8. return
9. strength
10. technique
11. syllable
12. self-awareness
13. chilling
14. around
15. anatomy
Hyphens B

Some compound words are written as one word; some are hyphenated; and some are written as two or more words.

**EXAMPLES** steamboat steam-driven steam engine

14j. Use a hyphen with compound numbers from twenty-one to ninety-nine and with fractions used as modifiers.

14k. Use a hyphen with the prefixes all-, ex-, great-, and self-; with the suffixes -elect and -free; and with all prefixes before a proper noun or proper adjective.

14l. Hyphenate a compound adjective when it precedes the noun it modifies.

Do not use a hyphen if one of the modifiers is an adverb ending in –ly.

**EXERCISE A** Insert hyphens where necessary in the following phrases. If the phrase is already correct, write C on the line provided.

**Example** 1. a well-trained dog

1. twenty four delegates 6. the president elect of France
2. an ex football player 7. a really great opportunity
3. a self conscious dancer 8. one fourth tablespoon of oil
4. a vacation in mid July 9. a pro Russian trade agreement
5. one third cup of milk 10. a suit that was custom fitted

**EXERCISE B** On the lines provided, rewrite these phrases, correcting any errors in the placement of hyphens. If a sentence is already correct, write C on the line.

**Example** 1. her ex husband 14h. her ex-husband

11. a self-appointed expert
12. an intentionally-dropped ball
13. thirty two students
14. a man who is self-important
15. a pre Columbian vase
16. a one-third return on an investment
17. one-fourth of the time
18. her great uncle
19. the best-all-around player
20. a play that is well-written
Hyphens C

Some compound words are written as one word; some are hyphenated; and some are written as two or more words.

**EXAMPLES** red*head*  red*hot*  red tape

14j. Use a hyphen with compound numbers from twenty-one to ninety-nine and with fractions used as modifiers.

14k. Use a hyphen with the prefixes all-, ex-, great-, and self-; with the suffixes -elect and -free; and with all prefixes before a proper noun or proper adjective.

14l. Hyphenate a compound adjective when it precedes the noun it modifies.

Do not use a hyphen if one of the modifiers is an adverb ending in –ly.

**EXERCISE A** Insert hyphens where necessary in the following phrases. If the phrase is already correct, write C on the line provided.

Example ______ 1. a well-played game

______ 1. a self-absorbed actor ______ 6. a convention in mid February

______ 2. an ex-scientist ______ 7. a really fine shot

______ 3. two thirds teaspoon of salt ______ 8. the secretary elect of the council

______ 4. eighty-eight keys ______ 9. a post Cold War treaty

______ 5. three quarters cup of flour ______ 10. a dictionary that is up to date

**EXERCISE B** On the lines provided, rewrite these phrases, correcting any errors in the placement of hyphens. If a sentence is already correct, write C on the line.

Example 1. an aide de camp ______ an aide-de-camp

11. one-third of the students

12. a three-quarter turn

13. a well known song

14. the first-back-yard basketball court

15. a pre-Victorian poet

16. a recently-added class

17. twenty two blackbirds

18. a self-styled critic

19. his ex father in law

20. an oven that is self-cleaning
Dashes

**14m.** Use a dash to indicate the beginning and the end of an abrupt break in thought or speech or to indicate an unfinished thought.

**EXAMPLES**

Wild deer—look! there’s one over there—often come to this field.

“Where—where have you been?” he stammered.

“I believe that—” she began but then stopped shyly.

**14n.** Use a dash to mean *namely, that is, or in other words,* or to otherwise introduce an explanation. Also, use a dash after the explanation if the sentence continues.

**EXAMPLE**

My dad’s store—a clothing store in Melrose—sells those shoes.

**EXERCISE** In each of the following sentences, insert dashes where necessary.

**Example 1.** Matt, or Matthew he goes by either name is a hard worker.

1. In any inclement weather snow, sleet, hail, or heavy rain we like to take the vehicle with four-wheel drive.

2. The score was absurdly low a total of only forty points for a varsity game.

3. Teya has four other pets a dog, two ferrets, and a Shetland pony.

4. “Could I please speak to” George began, but he had already been put on hold.

5. The goal of the game checkmating the opponent’s king often gets more difficult the fewer pieces you have left.

6. Yvonne’s uncle moved to Switzerland to realize his lifelong dream becoming a world-class yodeler.

7. Your application you should have been told this earlier was supposed to have been mailed no later than last week.

8. “What” Pedro started to say but stopped himself. “Elian, is that really you?”

9. The clutter in our neighbor’s backyard two cars, three sheds, a swingset, and a life-size metal sculpture of a mastodon had already attracted quite a bit of attention.

10. What I need I’m sorry; I should have said it more clearly is a small stone, not a small stoat.
Parentheses

**Use parentheses to enclose informative or explanatory material of minor importance.**

**EXAMPLES**

- Monarch Street (just two blocks from here) is a major thoroughfare.
- Wash the floor with hot water. (Don’t forget to add soap!)
- Bastille Day (it’s the fourteenth of July) is celebrated by the Sallé family.

**EXERCISE**

Rewrite each of the following sentences on the lines provided, adding parentheses where necessary.

**Example 1.** This painting a watercolor is of my grandmother’s house.

This painting (a watercolor) is of my grandmother’s house.

1. She began painting six years ago that was 1997 and hasn’t stopped since.

2. My grandmother lives in Tucson it’s in southern Arizona and likes it there.

3. Have you ever seen a saguaro a kind of cactus?

4. There are lots of cactuses in southern Arizona. Is the plural of cactus cacti?

5. My favorite time of the day is sunset I’m never awake for sunrise.

6. When the sun sets about six o’clock this time of year over the desert, the sky lights up.

7. My sister Carla she is only ten has started painting as well.

8. I don’t do anything artistic myself; I’m more of an athlete. I can’t sit still for very long.

9. While my grandmother and sister paint, I go hiking. Hiking the mountains and canyons in Arizona is incredible!

10. I tell them that when I become a world-famous mountain climber which should happen when I’m about twenty-five I’ll let them paint my portrait.
Brackets

Use brackets to enclose an explanation or added information within quoted or parenthetical material.

**Examples**

Coach Chan reported that the team was “one hundred percent, absolutely, positively ready for [the rematch against arch-rival Central High School] next week.”

**Exercise**

Read the following brief passage. Then, revise each of the numbered sentences that follow by adding brackets as they are needed to enclose additions to quoted material.

**Example 1.** Principal Lawrence claims that “Johnson [athletic teams] can hold [their] own with anyone in the district.”

Central High School and Johnson High School have a rivalry that “goes back decades, to when I attended class here,” Principal Debra Lawrence says. “At the start, it was Central who beat us at every sport. Now, we here at Johnson can hold our own with anyone in the district.”

Coach Chan agrees. “When I first got here, all anyone would ever talk about was the Central game. So far, we’ve won six and lost four, which isn’t too bad, considering our opposition.”

As one student expressed the rivalry, “Off the field, we’re best friends, but when we’re playing each other, there’s nobody we want to beat more than Central.”

1. One student reports that “there’s nobody we Johnson High teams want to beat more than Central.”

2. Principal Debra Lawrence says that the rivalry “goes back decades, to when she attended class here at Johnson.”

3. Coach Chan attests that when he “first got here to Johnson High School, all anyone would ever talk about was the Central game.”

4. Do you agree with Coach Chan that Johnson’s record of six wins and four losses against Central High School “isn’t too bad, considering our Johnson’s opposition”?

5. Principal Lawrence wasn’t exaggerating when she said, “At the start, it was Central who beat us Johnson High School at every sport.”
Hyphens, Parentheses, Dashes, Brackets

14i. Use a hyphen to divide a word at the end of a line.

14m. Use a dash to indicate the beginning and the end of an abrupt break in thought or speech or to indicate an unfinished thought.

14n. Use a dash to mean namely, that is, or in other words, or to otherwise introduce an explanation. Also, use a dash after the explanation if the sentence continues.

14o. Use parentheses to enclose informative or explanatory material of minor importance.

14p. Use brackets to enclose an explanation or added information within quoted or parenthetical material.

EXERCISE A  On the lines provided, write these words with hyphens, showing possible places in which to break them if they were to appear at the end of a line. If you are unsure where to break a word, look it up in a dictionary. If a word should not be divided at the end of a line, write No Hyphen.

Example 1. breadth  No Hyphen

1. proofread
2. width
3. semiconscious
4. course
5. opaque
6. free-floating
7. gloomy
8. abstract
9. lovely
10. self-sustaining

EXERCISE B  On the line before each sentence, write D if the underlined words should be set off by dashes. Write P if they should be set off by parentheses. Write B if they should be set off by brackets.

Example B 1. Cynthia wrote in her essay that she has “loved studying photography for many years and that taking pictures has long been a passion of hers.”

11. Margaret Bourke-White I love her photographs! led a fascinating life.
12. Margaret also called Peggy traveled all over the world.
13. Along the way she obtained two strange pets alligators!
14. Her war photos especially those showing prisoners of war make me shudder.
15. My best friend, Cynthia, wrote, that “Margaret Bourke-White’s picture of Stalin is an especially masterful shot, showing as it does his determination and strength.”
**Exercise**  Most of the following sentences contain one or more errors in apostrophe usage. On the line provided, rewrite the sentence correctly.

1. **Example 1.** His sister’s-in-law book had lost it’s spine.  
   ____________

2. The firefighters boots were at the foot of their beds.  
   ____________

3. Jana wrote her 7s with a crossbar, as the French write theirs.  
   ____________

4. After three days of traveling, both Millers and Allans teams reached the mountains.  
   ____________

5. The director listened attentively to everyones ideas.  
   ____________

6. The editor-in-chiefs suggestions were good ones.  
   ____________

7. Sally and James’ reports each had two grades: one for content and one for form.  
   ____________

8. Carlos’s and Bobby’s plan helped in the search for the childrens dog.  
   ____________

9. Both the Wilsons and the Thomases picnics were held in the Thomases backyard.  
   ____________

10. Your letters are hard to read because you never cross your ts.  
    ____________

11. Most of the FBI’s agents doubted the womans word.  
    ____________
Review B: Punctuation

**EXERCISE A** Following are five sets of expressions. One of the expressions in each set contains an error in the use of hyphens or apostrophes. Rewrite the expression in its correct form on the line provided.

**Example 1.**

[a] the child who’s here  
[b] Ciara’s and Ramona’s sister  
[c] a well-informed person

1. [a] Jonah’s and Sam’s feelings  
[b] each other’s views  
[c] a blue gray shirt

2. [a] if you’re ready  
[b] NASAs plans  
[c] his p’s and q’s

3. [a] a poorly organized paper  
[b] his self sufficiency  
[c] two hours later

4. [a] a well done steak  
[b] five minutes of waiting  
[c] Tomas’s lost pen

5. [a] the president-elect  
[b] any person’s promise  
[c] forty four teammates

**EXERCISE B** On the lines provided, rewrite the following sentences. Punctuate the sentences by inserting dashes, parentheses, or brackets where they are needed. Hint: Do not add commas or semicolons.

**Example 1.** I don’t understand why the car needs to be overhauled—it’s practically brand-new.

6. The Steiners I don’t believe you’ve met them are neighbors of ours.

7. We do odd jobs to earn money washing windows, mowing lawns, cleaning basements.

8. The index includes more data on this experiment. See page 783 Graph 3.

9. Everyone knows the first words “Four score and seven years ago . . .” of the Gettysburg Address.

10. Alec Guinness 1914–2000 was a star of theater and film.
Review C: Punctuation

Exercise A Following are five sets of expressions. One of the expressions in each set contains an error in the use of hyphens or apostrophes. Rewrite the expression in its correct form on the line provided.

Example 1. [a] the storm of 88 __________________________ the storm of ’88
  [b] Find the X’s
  [c] flipped its lid

1. [a] an hour’s time __________________________
   [b] your brother’s-in-law’s name
   [c] nobody’s car

2. [a] Thirty third Street __________________________
   [b] a few days’ journey
   [c] everyone’s presents

3. [a] twelve o clock __________________________
   [b] my ex-counselor
   [c] one third of the class

4. [a] your self esteem __________________________
   [b] five days before
   [c] a carelessly drawn sketch

5. [a] Jonah’s and Sam’s pet __________________________
   [b] every person’s beliefs
   [c] an after-lunch appointment

Exercise B Punctuate each of the sentences by inserting dashes, parentheses, or brackets where they are needed. Hint: Do not add commas or semicolons in these sentences.

Example 1. I can’t figure out what happened to my pen; it was on my desk a minute ago!

6. Did you realize that my aunt, my mother’s sister is married to your uncle Emil?

7. The zookeeper’s announcement “A cat has escaped!” did not alarm us.

8. My sister she’s a copywriter for an advertising company writes poetry in her spare time.

9. We dined at the home of Mrs. Algoma Whitefeather the former Algoma Tucker.

10. Mayor Jenkins stated, “The problem the current crime wave is under control.”
**for CHAPTER 15: SPELLING pages 423-424**

**Good Spelling Habits**

**15a.** To learn the spelling of a word, pronounce it, study it, and write it.

1. Pronounce words carefully.
2. Spell by syllables.
3. Use a dictionary.
4. Proofread for careless spelling errors.
5. Keep a spelling notebook to list and review difficult words.

**EXERCISE A** Proofread the following sentences, underlining misspelled words. If you are unsure about the spelling of any word, use a dictionary. Above the misspelled word, write the word correctly.

**Example 1.** One of my favorite movie stars is Harrison Ford.

1. George Lucas produced his first film when he was a college student.
2. The film, entitled *THX 1138:4EB*, won first prize at the National Student Film Festival in 1967.
3. Upon graduation from the University of Southern California, Lucas made *American Graffiti*.
4. Featured in a minor role in that film was newcomer Harrison Ford.
5. *American Graffiti* was such a popular movie that Lucas was able to persuade a major Hollywood studio to support “a little space movie.”
6. That “little movie” evolved into *Star Wars*, which was an overnight success.
7. Lucas then hired Lawrence Kasdan to complete a script for the sequel, *The Empire Strikes Back*.
8. Kasdan also wrote the third film of the *Star Wars* trilogy, *The Return of the Jedi*.
9. The *Star Wars* vehicles made a star out of actor Harrison Ford.

**EXERCISE B** In each of the following groups of words, one word is misspelled. Underline the misspelled word. Then, write the word correctly on the line provided.

**Example 1.** financial, sophomore, situated, civilization

11. liability, perspiration, souvenir, benefited
12. suger, lightning, coming, grammar
13. priority, answer, athelete, calendar
14. conscience, February, villain, maintainance
15. straight, seperate, dissimilar, Tuesday

*Grammar, Usage, and Mechanics: Language Skills Practice*
EXERCISE A  In the following sentences, underline any misspelled words. Above each misspelled word, write the word correctly. If a sentence is already correct, write C after it.

Example 1. How much does the parcel weigh?

1. I believe that the reign of King Juan Carlos of Spain began in 1975.
2. Stripping all the beige paint off the old table was quite an achievement.
3. Bert pulled in the horse’s reins and brought the sleigh to a stop.
4. The employee’s deceit was discovered, and he was fired.
5. The automobile manufacturers concede that diesel engines are more efficient.
6. One of Brazil’s chief exports to foreign countries is cocoa.
7. A thief has succeeded in seizing the diamonds.
8. The tool shed contained neither shovels nor rakes.
9. Because he is a weight lifter, Hugo eats plenty of protein daily.
10. The priest received his visitors in the garden at the back of the cathedral.

EXERCISE B  In each of the following sentences, underline the word in parentheses that is spelled correctly.

Example 1. The sculpture was draped with a (viel, veil) until the formal presentation.

11. The sculptor is a (freind, friend) of mine.
12. Kareem’s completion of the statue was a great (acheivement, achievement).
13. He has already (received, recieved) praise for some of his other sculptures.
14. Kareem devotes most of his (leisure, liesure) time to sculpting.
15. He creates statues using (either, iether) stone or clay.
EXERCISE A
In each of the following sentences, underline the word in parentheses that is spelled correctly.

Example 1. After lunch, we will (proceed, proceed) to install the software.

1. Bugs in the software have caused sales to (recede, recede).
2. Questions and complaints about the product (preceded, preceded) returns for refunds.
3. The software company (conceded, conceded) that an updated version is necessary.
4. Soon a new version of the program will (superceded, supersede) the current version.
5. The software company will soon (proceed, proceed) to launch its advertising campaign.
6. A software company must (accede, accede) to its customers’ demands.
7. The company is confident that the new version will (succeed, sucede).
8. Expectations, however, often (exceed, exceed) reality.
9. A systems administrator must often (intercede, intersede) with software manufacturers.
10. Many software engineers work to make a software program (succeed, succeed).

EXERCISE B
Underline the error in each of the following sentences. Then, above the error, write the word correctly. If a sentence is already correct, write C after it.

Example 1. Due to a dry spell, the water level has receded.

11. The sound of loud laughter preceded Paul into the room.
12. The rookie player proceeded to become a star outfielder.
13. Before the tides recede, we’ll unload the freight from the ship at the pier.
14. The lawyer promised to intercede with the police for her client.
15. Marta is focused and dedicated; she will surely succeed at her goals.
16. Do you think the others will accede to our plan?
17. During the argument, Matt refused to concede a single point.
18. We expect the river to recede after the rain stops.
19. The substitute teacher’s plans superceded those of Mr. Beasley.
20. It is wise not to exceed the speed limit.
Adding Prefixes

When adding a prefix, do not change the spelling of the original word.

**EXAMPLES**  
pre + view = preview  
mis + state = misstate

**EXERCISE**  
On the lines provided, write each of the following words, adding the prefixes given.

**Example 1.**  
mis + use = _____________

1. re + decorate = _______________
2. un + necessary = _______________
3. re + election = _______________
4. dis + service = _______________
5. im + possible = _______________
6. mis + matched = _______________
7. pre + view = _______________
8. de + regulate = _______________
9. il + legible = _______________
10. dis + embark = _______________
11. un + pack = _______________
12. im + prove = _______________
13. de + rail = _______________
14. un + do = _______________
15. pre + fabricate = _______________
16. re + evaluate = _______________
17. de + construct = _______________
18. mis + judged = _______________
19. il + logical = _______________
20. re + energize = _______________
Suffixes –ly and –ness

When adding the suffix –ly or –ness, do not change the spelling of the original word.

**Examples**

- soft + ly = softly
- huge + ness = hunge

Words ending in y usually change the y to i before –ly and –ness.

**Examples**

- busy + ly = busi
- empty + ness = empti

**Exceptions**

duly slyly truly wholly dryness

**Exercise A**

On the lines provided, write each of the following words, adding the suffixes given.

**Example 1.**

large + ly = largely

1. severe + ly =
2. tidy + ly =
3. fresh + ness =
4. social + ly =
5. careless + ness =
6. barren + ness =
7. brave + ly =
8. curly + ness =
9. total + ly =
10. funny + ness =

**Exercise B**

Most of the following sentences contain an error in the spelling of a word ending in –ly or –ness. Underline the error. Then, above the error, write the word correctly. If a sentence is already correct, write C after it.

**Example 1.**

Jill loyally defended her friend’s reputation.

11. Test the cake for doneness by inserting a toothpick in the center.
12. The young officer courageously performed his duties.
13. Thea rowed her boat rapidly across the lake.
14. Darnell’s cheerfulness lifted my spirits.
15. The letter was signed, “Yours truely, A Secret Admirer.”
16. The runners drank water thirstily.
17. The sweetness of the lemonade was created with an artificial sweetener.
18. These flower arrangements are really lovly!
19. The saltyness of the potato soup caused Ron not to eat it.
20. Lisa’s inventivness is legendary.
Silent e

15g. Drop the final silent e before adding a suffix beginning with a vowel.

**EXAMPLES**
- tune + ing = tuning
- pure + ity = purity

Exception: Keep the final silent e (1) in words ending in ce or ge before a suffix beginning with a or o, (2) in dye and in singe before -ing, and (3) in mile before -age.

**EXAMPLES**
- courage + ous = courageous
- dye + ing = dyeing
- mile + age = mileage

15h. Keep the final silent e before adding a suffix beginning with a consonant.

**EXAMPLES**
- grace + ful = graceful
- same + ness = sameness

**EXCEPTIONS**
- ninth
- awful
- argument

**EXERCISE A**
On the line provided, combine each word with the suffix, as directed.

**Example 1.** rate + ing = _________ rating

1. scare + ing = ________________
2. desire + able = ________________
3. separate + ed = ________________
4. fine + est = ________________
5. retire + ing = ________________
6. pronounce + able = ________________
7. defense + less = ________________
8. confine + ment = ________________
9. opportune + ity = ________________
10. continue + ous = ________________

**EXERCISE B**
In each of the following groups of words, one word is misspelled. Underline the misspelled word. Then, on the line provided, write the word correctly.

**Example 1.** traceable, preparing, outrageous __________ preparing

11. nineth, hopeful, hoping ______________________
12. advertisement, arguement, scary ______________________
13. mileage, rareity, coping ______________________
14. frustrated, laminated, eraseable ______________________
15. writing, dancing, making ______________________
16. discouragement, taped, safest ______________________
17. movable, believeable, undertaker ______________________
18. laced, shaking, eliteist ______________________
19. ensnareing, movement, awful ______________________
20. baking, intimidateing, biting ______________________
USAGE

EXERCISE  In each of the following sentences, underline the word in parentheses that is spelled correctly.

Example 1. The day was filled with fun and (merryment, merriment).

1. Some of the teenagers (played, plaied) a game of touch football.
2. Ron and Frannie helped by (carr ing, carrying) bags of food to the picnic tables.
3. Martin made it his (business, busyness) to offer everyone a bottle of water.
4. Felix (laid, laid) red-and-white checkered cloths across the tables.
5. Fortunately, the mild spring weather was conducive to an (enjoyable, enjoiable) day outdoors.
6. Bart had (relaid, relayed) the message that everyone should bring sports equipment.
7. Carlos saw Jeremy (trying, triing) to carry a heavy plastic trash bin.
8. When Carlos peeked inside the bin, he (spyed, spied) dozens of water balloons.
9. Several playful dogs were (scurring, scurrying) among the people playing softball.
10. Doug assigned himself the (enviable, envyable) task of sampling desserts for the baking contest.
11. In the center of a large field, a group of friends was (flying, fling) a long-tailed kite.
12. Kris (easily, easyly) recruited enough people for a sand volleyball game.
13. A few latecomers (hurried, hurried) across the parking lot to join the crowd.
15. “Yes,” agreed someone else. “We’ve (delaid, delayed) lunch long enough!”
16. “This banana bread has a few nuts in it,” stated Marsha, “but the walnut bread is much (nuttyer, nuttier).”
17. Kris (say ed, said), “I’ll have slices of both.”
18. Doug asked, “How much curry is in the (carried, curry ed) chicken?”
19. Waving her hands in front of her face, Marsha complained, “These (flys, flies) are everywhere!”
20. “Yes,” agreed Felix, “they and the ants are (annoying, annoyance).”
Doubling Final Consonants

Double the final consonant before adding a suffix that begins with a vowel if the word (1) has only one syllable or has the accent on the final syllable and (2) ends in a single consonant preceded by a single vowel.

**EXAMPLES**

spin + er = spinner  run + ing = running  prefer + ing = preferring

For words ending in w or x, do not double the final consonant.

**EXAMPLES**

fewer  faxes  throwing

**EXERCISE A** On the line provided, combine each word with the suffix, as directed.

**Examples**

1. trap + ed = trapped
2. report + er = reporter

1. occur + ed =
2. commit + ing =
3. shop + er =
4. act + or =
5. refer + al =

6. happen + ed =
7. perplex + ed =
8. snow + ing =
9. chant + ing =
10. begin + er =

**EXERCISE B** In each of the following groups of words, one word is misspelled. Underline the misspelled word. Then, on the line provided, write the word correctly.

**Example**

1. boxed, snaped, chatted snapped

11. fixxed, patted, imported

12. entrapped, readding, referred

13. jumped, guffawwing, runner

14. transmittable, cropped, unforgetable

15. packking, bowed, dropped

16. stabbed, trimed, cooped

17. tanning, redder, foggier

18. rigging, stirring, snobish

19. alarmist, hitting, sadder

20. pretending, acquitted, treadding
Prefixes and Suffixes Review

When adding a prefix, do not change the spelling of the original word.

When adding the suffix -ly or -ness, do not change the spelling of the original word.

Drop the final silent e before adding a suffix beginning with a vowel.

Keep the final silent e before a suffix beginning with a consonant.

For words ending in y preceded by a consonant, change the y to i before adding any suffix that does not begin with i.

For words ending in y preceded by a vowel, keep the y when adding a suffix.

Double the final consonant before a suffix that begins with a vowel if the word (1) has only one syllable or has the accent on the final syllable and (2) ends in a single consonant preceded by a single vowel.

**Examples** misspell, nicely, dining, useful, liveliness, enjoyable, dropped

**Exercise** On the line provided, combine each word with the prefix or suffix, as directed.

Examples 1. ir + reversible = irreversible
2. spiciness
3. dis + content =
4. un + natural =
5. im + mobile =
6. total + ly =
7. sedate + ly =
8. foreign + ness =
9. careless + ness =
10. dare + ing =
11. nice + est =
12. course + ous =
13. deny + ed =
14. convey + able =
15. deploy + ment =
16. annoy + ing =
17. bag + ed =
18. regret + able =
19. stun + ing =
20. plate + ful =
21. arrange + ment =
22. resolute + ly =
23. deny + able =
24. merry + ment =
25. alarm + ist =

Grammar, Usage, and Mechanics: Language Skills Practice
Forming Plurals of Nouns A

The singular form of a noun names one person, place, thing, or idea. The plural form names more than one. Remembering the following rules will help you spell the plural forms of nouns.

(1) For most nouns, add _s_.

(2) For nouns ending in _s, x, z, ch_, or _sh_, add _es_.

_EXAMPLES_ report — reports  class — classes  bench — benches

(3) For nouns ending in _y_ preceded by a vowel, add _s_.

(4) For nouns ending in _y_ preceded by a consonant, change the _y_ to _i_ and add _es_.

_EXAMPLES_ monkey — monkeys  poppy — poppies

**EXERCISE A** On the line following each singular noun, write its plural form.

**Example 1.** brush _br_ _brushes_

1. key _k_ _keys_
2. banana _b_ _bananas_
3. pox _p_ _poxes_ (Note: Incorrect)
4. country _c_ _countries_
5. bunch _b_ _bunches_
6. athlete _a_ _athletes_ (Note: Incorrect)
7. kiss _k_ _kisses_
8. play _p_ _plays_
9. jinx _j_ _jinxes_ (Note: Incorrect)
10. cry _c_ _cries_ (Note: Incorrect)
11. crutch _c_ _crutches_
12. bush _b_ _bushes_
13. incinerator _i_ _incinerators_
14. crate _c_ _crates_
15. toy _t_ _toys_
16. fox _f_ _foxes_ (Note: Incorrect)
17. bunny _b_ _bunnies_ (Note: Incorrect)
18. push _p_ _pushes_
19. waltz _w_ _waltzes_ (Note: Incorrect)
20. prefix _p_ _prefixes_ (Note: Incorrect)

**EXERCISE B** Each of the following sentences contains one plural noun that is spelled incorrectly. Underline the misspelled plural noun. Then, above it, write the correct form of the plural.

**Example 1.** For the costume party, we decided to go as Pilgrims and _turkeys_.

21. We went to the costume shop to see what kinds of costumes they had hanging on the _rackes_.
22. Several _boxxes_ held face paints and temporary-color hair sprays.
23. Accessory _s_ such as wigs, hats, purses, fans, and eyeglasses were also displayed.
24. Shallow _trayes_ beneath the glass counter displayed rings, necklaces, and fake fingernails.
25. After looking at an assortment of fake noses, masks, fake wounds, and eye _patchs_, I changed my mind and decided to go as a pirate.
EXERCISE A

In each of the following sentences, underline the correct spelling of the word in parentheses to complete the sentence.

Example 1. Looking at the falling (leafs, leaves), Rick knew he soon would be busy.

1. Rick repairs (roofs, rooves) and does other similar jobs.
2. Rick, Nigel, and their (wifes, wives) own Handy House and Lawn Services.
3. They live and work by the (mottos, mottoes) you see written here.
4. Hilary is a specialist at laying tiles for (patioes, patios).
5. Rosa figures (ratios, ratioes) and analyzes figures as she manages the accounts.
6. Each day, she works with (sheafs, sheaves) of paper: invoices, purchase orders, work orders, and schedules.
7. Hilary recently designed a backyard garden for (tomatos, tomatoes) and other vegetables.
8. Nigel built new fences for a rancher who was having trouble with (wolves, wolfs).
9. Rick, Nigel, Hilary, and Rosa all enjoy what they’re doing with their (lives, lifes).
10. They all share the same (believes, beliefs): find a job you enjoy, and enjoy your work every day.

EXERCISE B

In each of the following groups of plural nouns, one plural noun is misspelled. Underline the misspelled word. Then, on the line provided, write the word correctly.

Example 1. radios, sopranos, rodeoes  rodeos

11. tempos, reefs, knives

12. themselfs, cliffs, torpedoes

13. chefs, studioes, pianos

14. igloos, shelves, tariffs

15. altos, mosquitoes, Eskimoes
Forming Plurals of Nouns C

The singular form of a noun names one person, place, thing, or idea. The plural form names more than one. Remembering the following rules will help you spell the plural forms of nouns.

(8) The plurals of a few nouns are formed irregularly.
(9) For a few nouns, the singular and the plural forms are the same.

**EXAMPLES**
- man—men
- ox—oxen
- child—children
- pants—pants
- Japanese—Japanese
- deer—deer

**EXERCISE A** In the following sentences, underline the correct spelling of the word in parentheses.

**Example 1.** The pet store has at least a dozen white (mice, mouses).

1. I bought a new kind of toothpaste that whitens (teeth, tooths).
2. The chef selected several large (salmons, salmon) and several lobsters.
3. The dirt path was packed hard from the tramp of many (feet, foots).
4. I read my little sister a bedtime story about two (gooses, geese) who lived in the city.
5. The group of exchange students included three (Chineses, Chinese).
6. Marta befriended several (women, womans) who jogged at the same time as she.
7. Jamaal watched with interest the documentary on (spacecraft, spacecrafts).
8. (Louses, Lice) are tiny, flat parasites with sucking mouthparts.
9. Do you remember the rhyme that begins, “Little Bo Peep has lost her (sheeps, sheep)”?
10. Looking at the two pairs of (pliers, plierses), I chose the pair with rubber-coated handles.

**EXERCISE B** In each of the following sentences, one plural noun is misspelled. Underline the misspelled word. Then, above it, write the word correctly.

**Example 1.** Kevin is a mechanic who specializes in helicopters and other aircrafts.

11. The city councilmans voted to table three issues until after elections.
12. Ms. Robles, the art teacher, distributed rulers and scissorses to the classes.
13. All of the park rangers wore binoculars around their necks.
14. The team of archaeologists discovered two new speciess of dinosaurs.
15. Male mooses can weigh over 1,500 pounds.
Review of Forming Plurals of Nouns A

151. The singular form of a noun names one person, place, thing, or idea. The plural form names more than one. Remembering the following rules will help you spell the plural forms of nouns.

(1) For most nouns, add s.
(2) For nouns ending in s, x, z, ch, or sh, add es.
(3) For nouns ending in y preceded by a vowel, add s.
(4) For nouns ending in y preceded by a consonant, change the y to i and add es.
(5) For some nouns ending in f or fe, add s. For others, change the f or fe to v and add es.
(6) For nouns ending in o preceded by a vowel, add s.
(7) For most nouns ending in o preceded by a consonant, add es.
(8) The plurals of a few nouns are formed irregularly.
(9) For a few nouns, the singular and the plural forms are the same.

**EXAMPLES**

- pen—pens
- box—boxes
- guy—guys
- berry—berries
- sheriff—sheriffs
- thief—thieves
- stereo—stereos
- hero—heroes
- tooth—teeth
- deer—deer

**EXERCISE** On the line following each singular noun, write its plural form.

**Examples**

1. leaf __________ leaves
2. reindeer __________

1. alley __________
2. goose __________
3. stitch __________
4. half __________
5. theory __________
6. echo __________
7. jeans __________
8. roof __________
9. burglary __________
10. gas __________
11. dish __________
12. wife __________
13. mouse __________
14. house __________
15. binoculars __________
16. tomato __________
17. knife __________
18. royalty __________
19. brush __________
20. ox __________
21. strength __________
22. child __________
23. donkey __________
24. Sioux __________
25. county __________
Compound Nouns

The singular form of a noun names one person, place, thing, or idea. The plural form names more than one. Remembering the following rules will help you spell the plural forms of nouns.

(10) For most compound nouns, form the plural of only the last word of the compound.

**EXAMPLES**
- toothpick — toothpicks
- hairbrush — hairbrushes

(11) For compound nouns in which one of the words is modified by the other word or words, form the plural of the word modified.

**EXAMPLES**
- mother-in-law — mothers-in-law
- president-elect — presidents-elect

**EXERCISE A** On the line following each singular noun, write its plural form.

**Example 1.** phonebook _______________ phonebooks

1. backpack __________________________
2. old-timer __________________________
3. blueberry __________________________
4. ex-senator __________________________
5. father-in-law ________________________
6. fingernail __________________________
7. justice of the peace __________________
8. navel orange _______________________
9. maid-of-honor _______________________
10. Japanese American __________________

**EXERCISE B** In each of the following sentences, underline the correct spelling of the word in parentheses to complete the sentence.

**Example 1.** One of the (managers-on-duty, manager-on-duties) asked for Lian’s help.

11. Lian folded (tablecloth, tablecloths) and placed them on the shelves.
12. One of Lian’s (sister-in-laws, sisters-in-law), Amy, entered the store.
13. As she arranged the pairs of (candlesticks, candlesstick) on shelves, Lian said hello to Amy.
14. Amy was one of the two (editor in chiefs, editors in chief) that she knew.
15. Amy worked with other (Asians American, Asian Americas) on the staff of an Asian culture magazine.
Words from Other Languages

15.1. The singular form of a noun names one person, place, thing, or idea. The plural form names more than one. Remembering the following rules will help you spell the plural forms of nouns.

(12) For some nouns borrowed from other languages, plurals are formed as in the original languages.

**EXAMPLES**

- alumnus—alumni
- parenthesis—parentheses

A few nouns borrowed from other languages have two acceptable plural forms. A dictionary lists the preferred form in English first.

**EXAMPLES**

- formula—formulas or formulae
- cactus—cactuses or cacti

**EXERCISE** Above the underlined noun in each sentence, write its plural form.

**Example 1.** My mom and aunt are alumna of the same college.

1. The painting depicted three seraph with angelic faces.
2. Marcos printed copies of the datum he found on the Internet.
3. Lunar and solar eclipses are not common phenomenon.
4. Thea consulted several index before she found the information she needed.
5. To qualify for the scholarship, an applicant would have to meet several criterion.
6. The detective described several basis for his theory.
7. Which of these medium do you like best: radio, television, or newspaper?
8. The Hammonds planted cactus beneath their windows as a security technique.
10. Part of Taylor’s job is to type memorandum.
11. For the geometry exam, I memorized five mathematical formula.
12. “Do you handle crisis well?” asked the fire chief of the job applicant.
13. Our homework is to measure the radius of these circles.
14. Bradley and Oscar are alumnus of my high school.
15. Maria consulted two of the appendix for further information.
16. For tomorrow’s class, read the chapter on bacterium.
17. David placed the quotation in parenthesis.
18. The tiny insect had two antenna on its head.
19. In his psychology class, Raleigh studied several interesting psychosis.
20. The valentine was decorated with hearts and two cherub.
Numerals, Letters, Symbols, and Words Used as Words

The singular form of a noun names one person, place, thing, or idea. The plural form names more than one. Remembering the following rules will help you spell the plural forms of nouns.

(13) To form the plurals of numerals, most capital letters, symbols, and most words referred to as words, add an s or both an apostrophe and an s.

**EXAMPLES**
- 1900–1900s or 1900’s
- X—Xs or X’s
- hello—hellos or hello’s

Add both an apostrophe and an s to form the plurals of all lowercase letters, certain capital letters, and some words referred to as words.

**EXAMPLES**
- a—a’s
- l—l’s
- chair—chair’s

**EXERCISE** Above the underlined numeral, letter, symbol, or word in each sentence, write its plural form.

**Example 1.** Both of the **pear’s** in this circular from the market are misspelled.

1. Do all e-mail addresses have @ in them?
2. The treasure map had two large, black **X** on it.
3. We are reading poetry written in England during the early 1800.
4. Try varying your word choice instead of using so many **very** in your writing.
5. **A** are my favorite grade, of course.
6. Are these capital **O**, or are they zeroes?
7. Write **$** at the left of the dollar amounts.
8. Marina had dotted all her **i** with little hearts.
9. I counted three **um** as you delivered your oral report.
10. Mark all of the extra large shirts with **XL**.
11. Most of the people in my class were born in the late ‘80.
12. My aunt thinks that **7** are lucky.
13. If you use **and** between the items in the list, do not use commas.
14. In her typed messages, Leona uses colons and ) to form “smiley faces.”
15. The **e** in the Healthy Deli’s sign are burned out.
16. Gilbert’s **hi** are always friendly.
17. How many **l** are in **hullabaloo**?
18. Fake phone numbers are usually formed by using **5** for the first three digits.
19. In your list of goals, use ***** to begin the items.
20. The URL should begin with three **w**.
Review of Forming Plurals of Nouns B

The singular form of a noun names one person, place, thing, or idea. The plural form names more than one. Remembering the following rules will help you spell the plural forms of nouns.

(10) For most compound nouns, form the plural of only the last word of the compound.
(11) For compound nouns in which one of the words is modified by the other word or words, form the plural of the word modified.
(12) For some nouns borrowed from other languages, plurals are formed as in the original languages.
(13) To form the plurals of numerals, most capital letters, symbols, and most words referred to as words, add an s or both an apostrophe and an s.

**EXAMPLES**

<table>
<thead>
<tr>
<th>Singular Form</th>
<th>Plural Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>footrest</td>
<td>footrests</td>
</tr>
<tr>
<td>chief of staff</td>
<td>chiefs of staff</td>
</tr>
<tr>
<td>medium</td>
<td>media</td>
</tr>
<tr>
<td>100</td>
<td>100s or 100’s</td>
</tr>
<tr>
<td>T</td>
<td>Ts or T’s</td>
</tr>
<tr>
<td>&amp;</td>
<td>&amp;s or &amp;’s</td>
</tr>
<tr>
<td>very</td>
<td>verys or very’s</td>
</tr>
</tbody>
</table>

**EXERCISE** On the line provided, write the plural form of each of the following nouns.

Examples 1. alumnus ___________ alumni

2. 5 ___________ 5s or 5’s

1. # ___________
2. toothbrush ___________
3. 1990 ___________
4. A ___________
5. review ___________
6. vice president ___________
7. editor in chief ___________
8. parenthesis ___________
9. % ___________
10. i ___________
11. hello ___________
12. Z ___________
13. cactus ___________
14. sister-in-law ___________
15. stepchild ___________
16. K ___________
17. 3 ___________
18. @ ___________
19. phenomenon ___________
20. son-in-law ___________
21. if ___________
22. grand jury ___________
23. * ___________
24. 1700 ___________
25. P ___________
for CHAPTER 15: SPELLING  pages 435–436

Numbers

15m. Spell out a number that begins a sentence.

EXAMPLE  Four thousand thirty people bought tickets to the concert series.

15n. Spell out a cardinal number—a number that states how many—that can be expressed in one or two words. Otherwise, use numerals.

EXAMPLES  The twenty-eight delegates represented two thousand voters.
I believe that 4,030 people bought tickets to the concert series.

15o. Spell out an ordinal number—a number that expresses order.

EXAMPLE  This is my fourth hike up to the summit of Mount Whitney. [not 4th]

15p. Use numerals to express numbers in conventional situations.

EXAMPLES  Room 34  10 percent  56 Elm St.  July 12, 2000  8:30 A.M.

EXERCISE  Each sentence contains two choices in parentheses. Underline the choice that completes the sentence correctly.

Example 1. (Thirty-six, 36) students are in my homeroom class.

1. The population of our town is (twenty-five thousand, 25,000) people.
2. Thanksgiving occurred on the (27th, twenty-seventh).
3. My address is (Eighty-seven, 87) West Mapleshade Lane.
4. This is the (tenth, 10th) poem by Langston Hughes that I have analyzed.
5. (Five thousand dollars, $5,000) seems too high a price for that car.
6. The seminar will be held in the conference room in Room (5, Five).
7. At the campground were (twenty-nine, 29) guides and 242 campers.
9. I’ll meet you after school at (three fifteen, 3:15).
10. The Girl Scout troop sold over (eight hundred, 800) boxes of cookies.
**Exercise** Underline the word in parentheses that correctly completes the meaning of each sentence below.

**Example 1.** During the test, I didn’t let distractions *(affect, effect)* my concentration.

1. I didn’t feel *(all together, altogether)* safe, so I asked for an escort to my car.
2. If you see debris or an animal in the road, you should *(brake, break)* the car.
3. The nap had a good *(affect, effect)* on my mood.
4. My bruised shin soon felt *(all right, allright)* after I applied an ice pack.
5. The boys were *(already, all ready)* full, so we skipped the last course.
6. Hartford is Connecticut’s *(capital, capitol)*.
7. The club members were *(already, all ready)* to elect a new president.
8. His snide remarks *(affected, effected)* my opinion of him.
9. A rounded dome complements the *(capital’s, capitol’s)* classic lines.
10. Is he sure that he’ll raise enough *(capital, capitol)* for the business venture?
11. I have *(already, all ready)* been to the dentist for my six-month checkup.
12. At the front of the church were the organ, the *(altar, alter)*, and the pulpit.
13. Once you’ve gathered your laundry *(altogether, all together)*, we’ll go to the laundromat.
14. “The contract will become void if you *(altar, alter)* it,” said the lawyer.
15. The sign in the store said, “If you *(brake, break)* it, you buy it.”
16. “We are *(altogether, all together)* happy to have you with us this weekend,” said Grandma.
17. I use sunscreen to prevent some of the damaging *(affects, effects)* of the sun’s rays.
18. The painting depicted a knight in armor kneeling at a *(altar, alter)*.
19. The birthday cake and punch are *(already, all ready)*, but the decorations are not finished.
20. Five-year-old Trina printed her name in large *(capital, capitol)* letters.
ExercisE Underline the word in parentheses that correctly completes the meaning of each sentence below.

Example 1. We’ll skip (desert, dessert) so we won’t be late to the movie.

1. In my sewing (coarse, course), we are making quilt squares.
2. The City Arts (Consul, Council, Counsel) is petitioning the city for more funds.
3. The union president (formally, formerly) worked as fork lift operator.
4. Yesterday in shop class, I (choose, chose) my next project.
5. Most colleges have (councilors, counselors) available to help students adjust to college life.
7. The Sahara (desert, dessert) is huge: it covers about 3,500,000 square miles.
8. I meant to (complement, compliment) you on your eloquent speech.
9. Which of your poems will you (chose, choose) as your contest entry?
10. Of (coarse, course) we will pick you up from the airport.
11. “Who would (desert, dessert) a cute puppy like this one?” said Josephine.
12. This evening, the mayor will (formally, formerly) announce his intention to run for office again.
13. The (coarse, course) pathway hurt the soles of my bare feet.
14. Bettina’s (council, counsel) was this: prioritize homework and quit the part-time job.
15. Stark black does not (compliment, complement) everyone’s complexion.
16. I would like the fruit parfait for (desert, dessert).
17. As an elective, I signed up for a (coarse, course) in screenwriting.
18. “Will the (councilors, counselors) approach the bench,” directed Judge Jazaar.
19. When Clark fell ill, Polly (chose, choose) Brent as her new partner for the duet.
20. Given the situation, what would you (council, counsel) me to do?
Words Often Confused C

Review the Words Often Confused covered on pages 440–441 of your textbook for information on the correct spelling and usage of the following terms:

- hear, here
- its, it’s
- lead, led, lead
- loose, lose
- miner, minor
- moral, morale
- passed, past

**Exercise** Underline the word in parentheses that correctly completes the meaning of each sentence below.

**Example 1.** As part of the remodeling project, all (lead, led) pipes are being replaced.

1. Let’s stop (hear, here) at this restaurant for a seafood dinner.
2. The brawny (miner, minor) wielded a pick and shovel.
3. If we (loose, lose) this game, we won’t qualify for the playoffs.
4. We feel (its, it’s) unnecessary to dress formally for dinner.
5. It is not a (miner, minor) crime for a soldier to desert the military.
6. The (moral, morale) of the story is, “The person who stands for nothing will fall for anything.”
7. I can (hear, here) some church bells in the distance.
8. Who (lead, led) the band as they marched in the Fourth of July Parade?
9. “Do you know anything about the nanny’s (passed, past)?” asked Corie.
10. Mr. Wharton will (lead, led) the orchestra on the concert tour.
11. Is this pipe made of steel or (lead, led)?
12. Team (moral, morale) was high after the pep rally.
13. When I apologized to Arturo, he said, “We won’t dwell in the (passed, past).”
14. Bob has a habit of jingling the (loose, lose) change in his pocket.
15. The heavy wrought-iron gate sagged on (it’s, its) hinges.
16. Who said, “You can (lead, led) a horse to water, but you can’t make it drink”?
17. Kareem turned on his left turn signal and then (passed, past) the car in front of him.
18. Tory, a doll collector, stores each doll in (it’s, its) original packaging.
19. The party can truly begin now that the band is (hear, here).
20. If you (lose, loose) my phone number, just check the phone book.
Words Often Confused D

Review the Words Often Confused covered on pages 441–443 of your textbook for information on the correct spelling and usage of the following terms:

- peace, piece
- quiet, quite
- stationery, stationary
- personal, personnel
- principal, principle
- shone, shown
- than, then

**Exercise** From the choices in parentheses, underline the correct word to complete each sentence.

**Example 1.** Roll out the pie crust; *(than, then)*, place it in the bottom of the pie plate.

1. I keep my pens and *(stationary, stationery)* in the desk.
2. Tara was careful not to drive faster *(than, then)* the speed limit.
3. At the back of the store was a door labeled “*(Personnel, Personal)* Only.”
4. Our *(principal, principle)* spoke about honesty and hard work.
5. They bolted the cabinet to the floor to make the cabinet *(stationary, stationery)*.
6. LuAnn mended the hem on her dress with a *(peace, piece)* of clear tape.
7. The film festival has *(shone, shown)* two films by a university student team.
8. That night, the stars *(shone, shown)* brightly in the clear sky.
9. The *(principal, principle)* ingredients of the bread are flour, baking soda, salt, and shortening.
10. The sidewalks, coated with a thin veneer of ice, were *(quiet, quite)* slippery.
11. Domingo marked the envelope, “*(Personal, Personnel)* and Confidential.”
12. Andrew's voice was *(quiet, quite)* but authoritative.
13. First we’ll attend the lecture, and *(than, then)* we’ll go to the reception.
14. Tonight’s lecture will be shorter *(than, then)* last night’s.
15. Abby felt a sense of *(piece, peace)* about the decision she had made.
16. Eric never backs down from his *(principals, principles)*.
17. The air was so still that each leaf of the tree was perfectly *(stationary, stationery)*.
18. James prepared an agenda for the meeting of company *(personal, personnel)*.
19. Steve installed the new computer game, and *(than, then)* he rebooted his computer.
20. After the treaty was signed, *(peace, piece)* prevailed.
Usage Exercise

From the choices in parentheses, underline the correct word or word group to complete each sentence.

Example 1. Kay and Phil aren’t here; I think (their, there, they’re) hiking in the hills.

1. If the (weather, whether) is fair, we’re going on a hike.
2. (Who’s, Whose) dog is that?
3. The dog is going on the hike, (to, too, two).
4. I don’t know (weather, whether) I can hike ten full miles.
5. (Who’s, Whose) carrying a canteen or bottle of water?
6. In case of an emergency, I’ve got a cell phone clipped to my (waist, waste).
7. The day is (to, too, two) hot to go without a hat.
8. Make sure that (your, you’re) hiking boots are laced securely.
9. We wouldn’t want anyone (to, too, two) trip over loose laces.
10. Dylan and Jordan have both brought (their, there, they’re) compasses.
11. If (your, you’re) all ready, we’ll start the hike now.
12. For the first mile, we’ll walk in single file rather than (two by two, to by to, too by too).
13. As you know, all (waist, waste) paper should be “packed out” — that is, carried back out of the wilderness in your backpack or pockets.
14. We should pause and wait for Cindy and Fiona; (their, there, they’re) lagging behind.
15. (Your, You’re) going to enjoy the view from the top of the highest hill.
16. At regular intervals, sip water (weather, whether) you feel thirsty or not.
17. Anyone (who’s, whose) not tired can continue on to the next hilltop.
18. If you are (to, too, two) tired for more hiking, you can rest here until we come back.
19. You will have regained (your, you’re) strength by the time we’re ready to hike home.
20. You can wait for us over (their, there, they’re) under those trees.
EXERCISE  On the line provided, combine each word with the prefix or suffix or write the plural form, as directed.

Examples 1. pre + adolescence =  preadolescence  
2. thief [plural] =  thieves  

1. sure + ly =  
2. spy [plural] =  
3. come + ing =  
4. ir + reverent =  
5. glory + ous =  
6. belief [plural] =  
7. co + operate =  
8. remit + ance =  
9. tooth [plural] =  
10. wife [plural] =  
11. un + necessary =  
12. argue + ment =  
13. dis + assemble =  
14. donkey [plural] =  
15. notice + able =  
16. father-in-law [plural] =  
17. nine + ty =  
18. rodeo [plural] =  
19. un + lucky =  
20. match [plural] =  
21. dis + agree =  
22. marry + ing =  
23. tomato [plural] =  
24. box [plural] =  
25. de + classify =  

NAME  
CLASS  
DATE
EXERCISE A  From the choices in parentheses, underline the correct word or word group to complete each sentence.

Example 1. LaTasha is (altogether, all together) pleased with her completed English paper.

1. The bride and groom stood together at the (altar, alter).
2. My brother likes science fiction better (than, then) detective stories.
3. Children learning to write often use only (capital, capitol) letters.
4. (Your, You’re) not going to change my mind.
5. What are we going to have for (desert, dessert) tonight?
6. I was afraid he would (loose, lose) the money.
7. (Their, They’re) planning to invite you to the party.
8. Mr. Arp has (shone, shown) us the building designed by I. M. Pei.
9. Do you know (weather, whether) cats are colorblind?
10. Her favorite (coarse, course) is history.

EXERCISE B  In each of the following sentences, underline the word or word group that is used incorrectly. Above the error, write the correct word or word group to complete the sentence.

Example 1. Billie and to of her friends arrived at the party all together.

11. The company president’s personnel stationery is engraved with his initials.
12. This tire has a peace of glass embedded in its tread.
13. The effect of the magic trick was all together astonishing.
14. Whose taking you home after your soccer game?
15. In my oral report, you’ll here about Emily Dickinson and the life she led.
16. Ms. Randall, is it allright if I go talk to Principal LeFevre now?
17. The consul received many complements on his political acumen.
18. During the field trip to the state capital, we took a brake to visit a water park.
19. After a noisy day at work, the minor enjoyed the peace and quiet of his cozy home.
20. I packed fruit cups for dessert since their healthier than cookies.
EXERCISE A  On the line provided, combine each word with the prefix or suffix listed or write the plural form, as directed.

Examples  1. flute + ist = flutist
            2. tributary [plural] = tributaries

1. un + nerving = ________________  11. bereave + ment = ________________
2. sister-in-law [plural] = ________________  12. 7 [plural] = ________________
3. polite + ly = ________________  13. potato [plural] = ________________
4. continue + ous = ________________  14. & [plural] = ________________
6. acquaint + ance = ________________  16. tune + ing = ________________
7. dis + approve = ________________  17. very [plural] = ________________
8. life [plural] = ________________  18. ax [plural] = ________________
9. nine + ty = ________________  19. conceive + able = ________________
10. carry + ing = ________________  20. patio [plural] = ________________

EXERCISE B  From the choices in parentheses, underline the correct word or word group to complete each sentence.

Example  1. The coach decided to (altar, alter) a few of the plays.

21. The (moral, morale) is “Look before you leap.”
22. What character traits are necessary to (succeed, succede) in life?
23. (It’s, Its) a beautiful day, isn’t it?
24. These new instructions will (supersede, superceed) the previous ones.
25. I think that we drove (passed, past) the turnoff.
EXERCISE A  From the choices in parentheses, underline the correct word or word group to complete each sentence.

Example 1. The coach decided to (*altar, alter*) a few of the plays.

1. The two prospectors were lost in the (*desert, dessert*) for several days.
2. (*10,000, Ten thousand*) fans filled the concert hall.
3. Can you name all the (*capital, capitol*) cities in the United States?
4. I chose to take an elective (*coarse, course*) in dress design.
5. We will need about (*100, one hundred*) feet of thick rope.
6. Please dress (*formally, formerly*) for the party.
7. Submit your job application to the (*personal, personnel*) department.
8. The usher has (*shone, shown*) the guests to their seats.
9. Only (*25, twenty-five*) days remain until my birthday.
10. We plan to go first to the park and (*than, then*) to the movies.

EXERCISE B  In each of the following groups of words, one word is misspelled. Underline the misspelled word. Then, on the line provided, write the word correctly.

Example 1. beginner, curateor, prefix  ____________  curator

11. mouses, toothbrushes, houses  ______________
12. monkeys, recede, rooves  ______________
13. interceed, immature, chiefs of staff  ______________
14. children, carefully, bitterly  ______________
15. diservice, accede, a's  ______________
16. proceed, exceed, concede  ______________
17. boxes, useing, trapped  ______________
18. churches, parentheses, diseases  ______________
19. receive, weight, neice  ______________
20. ordinarily, truly, radically  ______________
Sentence Fragments and Run-On Sentences A

Exercise  Identify each of the following word groups by writing above it F if the word group is a sentence fragment, R if it is a run-on sentence, or S if it is a complete sentence.

Example 1. Although we had already eaten dinner at home.

1. You shouldn’t have said that, you probably hurt her feelings.
2. I’m sure that I left my glasses on the arm of the couch.
3. The doorbell rang, the dog barked and ran to the front door.
4. When we were at the shore last summer, every morning just after the sun came up.
5. Where in the world did you find that costume?
6. She wanted to go to the movies, but everyone else wanted to go to the ice rink.
7. This puzzle has over a thousand pieces, we’ve been working on it for weeks.
8. Looked through six volumes of the encyclopedia.
9. Wherever the children looked, in the yard, under the furniture, in the cupboards and closets.
10. You sound a little congested, do you have a cold?
11. After we finish folding the laundry and putting it away.
12. What an elegant coat that is!
13. Please explain that again; I don’t know what you’re talking about.
14. On the way to school, the most amazing car, painted purple and green.
15. How many kinds of alligators and crocodiles in that zoo?
16. Next Saturday would be better for me.
17. First we rode the Ferris wheel, then we got in line for the rollercoaster.
18. Despite the weather forecast, we planned a picnic lunch.
19. Please have a seat.
20. He woke up early, ate breakfast, and read the newspaper, after that he went to work.
EXERCISE  On the short lines provided, identify each numbered word group as a sentence fragment (F), a run-on sentence (R), or a complete sentence (S). Then, on the long lines provided below, rewrite the paragraph, correcting sentence fragments and run-ons.

Example [1]  F  The idea of pools where the general public can go not being new.
       The idea of pools where the general public can go is not new.

[1]  F  The bath houses built by the Romans, for example.  [2]  S  Bath houses of the ancient Roman Empire have a well-known history, often different pools were kept at different temperatures.  [3]  F  Some of the Roman bath houses with shops, libraries, and sports facilities.  [4]  S  Built the largest one in Rome when Emperor Caracalla ruled.  [5]  F  Wherever the Romans went, they established such bath houses, one in England gave the town its name, Bath.  [6]  S  A practical location because of the area’s natural hot springs.  [7]  S  Long after the fall of the Roman Empire, English people enjoyed the public pools.  [8]  S  Baths and public pools exist in many parts of the world today, they are very popular in Japan.  [9]  S  Both in Budapest, Hungary, and in Moscow, the capital of Russia.  [10]  S  Pools attract people in any location, they are a good place to chat, do informal business, or just relax.
EXERCISE A  In each of the following sentences, underline the verb in parentheses that agrees in number with its subject.

Example 1. Neither Renata nor her sister (is, are) going to the dance on Friday night.

1. Two of our cats and our dog (were, was) presents from my uncle and aunt.
2. Not one of our animals (is, are) very well-behaved.
3. The colors in that painting (appears, appear) particularly vibrant in this light.
4. My cousin and I usually (ride, rides) bikes on Saturday.
5. Which one of these sweaters (go, goes) with this pair of pants?
6. Both the park near the river and the baseball field (is, are) owned by the city.
7. Either James or Nigel (come, comes) from Australia.
8. (Have, Has) either of them ever visited New Zealand?
9. None of the children (remembers, remember) all of his or her telephone number.
10. My class (is, are) studying the formation of rivers and lakes.

EXERCISE B  In each of the following sentences, cross out any verb that does not agree with its subject, and write the correct form of the verb above the incorrect form. If all the verbs in a sentence are correct, write C above the sentence.

Example 1. Either Jessica or Kai practice piano for two hours every day.

11. You must be thinking about Jessica; Kai plays the violin.
12. How do she find the time to practice that much?
13. Both she and her brother wakes up early every morning to practice.
14. Do her brother play an instrument, too?
15. He takes violin lessons with Kai, but he also enjoys practicing with his sister.
16. Neither Jessica nor her brother mind the practice time.
17. One of their grandmothers—their mother’s mother—are a professor of music at the university.
18. The whole family, including their other brother and both parents, have musical talent.
19. Have either Jessica or anyone else in her family ever played in public?
20. None of them play professionally, but all of them belong to music groups.
**Subject-Verb Agreement B**

**Exercise A** In each of the following sentences, decide whether the underlined verb agrees in number with its subject. If the verb form is incorrect, cross it out, and write above it the correct form. If the verb is already correct, write C above it.

**Example 1.** Each of the houses on that block are painted a different color.

1. The book that I borrowed last month is overdue.
2. Unless he get up too late, Ralph usually walks to school.
3. Neither Russell nor his brothers has ever been on an airplane.
4. One of his brothers want to be a pilot.
5. Both my grandfather and his brother, my great-uncle Bill, live in Fargo.
6. They used to be farmers, but neither of them farm any longer.
7. Miguel, together with Alicia and Heather, have prepared a slide show.
8. The layout on these pages of the newspaper look too crowded to me.
9. Most of the children in that elementary school live in this neighborhood.
10. Are either the pool in Garrison Park or the pool in Stacy Park open yet?

**Exercise B** In each of the following sentences, circle the subject of the underlined verb. Then, if the verb does not agree in number with its subject, write the correct form of the verb above the incorrect form. If the verb already agrees, write C above it.

**Example 1.** The mother of those boys is upset because both of them was playing in the street.

11. The rehearsal will not begin until all of the musicians have taken their seats.
12. One of the trombone players and one of the clarinetists is missing.
13. If seventy-five percent of the eggs hatches, how many chicks will we have?
14. Marissa, along with several of her classmates, volunteer at the children’s hospital.
15. The price of avocados have varied a lot over the past year.
16. Spaghetti and meatballs is my father’s favorite dish.
17. If the majority of the club don’t want to meet next month, then we’ll cancel the meeting.
18. The highlight of the banquet were the awards.
19. Two fifths of my allowance go into my savings account.
20. How many pieces of chicken do we need for the picnic?
Pronoun-Antecedent Agreement A

**Exercise A** In each of the following sentences, circle the antecedent of the pronoun in parentheses. Then, underline the pronoun in parentheses that agrees with the antecedent.

**Example 1.** Every student in the class has to finish (their, his or her) project by next Friday.

1. Some people say that dogs come when you call (it, them), but cats take a message and get back to you later.
2. One of the girls in my gym class twisted (their, her) ankle on the stairs.
3. The members of the concert band will arrive early to tune (its, their) instruments.
4. How long has the United States had (their, its) present system of government?
5. Every citizen should exercise (their, his or her) right to vote.
6. Anyone who is entering a project in the science fair should set up (his or her, their) display.
7. If we work together with the ninth-graders to raise the funds (themselves, ourselves), we won’t have to ask our parents for so much money for the trip.
8. Reggie and Clara reminded (themselves, himself or herself) that the last bus would leave at 6:00 P.M.
9. If they miss that bus, one of them will have to call (his or her, their) parents for a ride.
10. Unless we can use the darkroom, we won’t be able to develop (our, their) photographs.

**Exercise B** In each of the following sentences, cross out any pronoun that does not agree with its antecedent. Then, write the correct pronoun above the incorrect pronoun. If the sentence is already correct, write C above it.

**Example 1.** The new camera club has already elected **their** officers.

11. All three runners from our school have finished her races.
12. My dog Dusty, who was one of a litter of seven puppies, is sleeping in her doghouse.
13. Clay’s younger brother and sister always have peanut butter sandwiches in his or her lunches.
14. Not everyone has turned in his or her permission form yet.
15. Most of the books looked interesting, but it cost too much.
16. I prefer to use molasses because their taste is stronger and more distinctive.
17. The encyclopedia is on the shelves over there; which volumes of it do you need?
18. Rachel, who shares a room with two of her sisters, really enjoys her company.
19. According to my father, when he and his brother were young, he both liked spinach.
20. A search party located the boys in the morning, after they had looked for them all night.
Pronoun-Antecedent Agreement B

**Exercise** Complete each of the following sentences by writing a pronoun that agrees with its antecedent.

**Example 1.** We need to repair these stone walls before one of ____________ collapses.

1. I need the scissors, but I can’t remember where I left ________________.
2. Anyone who hasn’t decided on a topic needs to make ________________ decision.
3. Both Clarence and his brother keep ________________ in good condition.
4. My grandparents rode in the camper, and my cousin drove ________________ car for them.
5. One of our dogs enjoys ________________ bath, but the other runs away when it’s time for a bath.
6. Despite ________________ fatigue, the hikers set up camp and cooked a simple meal.
7. Let the bread cool on a rack after you take ________________ out of the oven.
8. The booster club members met ________________ fund-raising goal.
9. Measure two thirds of a cup of milk and mix ________________ into the batter.
10. When the ten o’clock news comes on, ________________ may have a story about the regional track meet.
11. The soccer team was disappointed that ________________ did not make a single goal.
12. I won’t make that pasta and casserole again; none of the guests seemed to like ________________.
13. Rowena took her little brother to the barber shop to have ________________ hair cut.
14. Either Michael or Fernando hopes to become a doctor when ________________ grows up.
15. According to my count, only about thirty percent of the plastic containers we collected are recyclable; maybe we should count ________________ again.
16. Please ask those people over there if one of them left ________________ umbrella in the auditorium.
17. All of the members have agreed to bring ________________ photographs.
18. None of the boys would admit that ________________ had broken the window.
19. The judge asked the jury if ________________ needed more time to reach a decision.
20. Please get the bag of groceries out of the car and put ________________ on the table.
Pronoun Forms A

EXERCISE A  In each of the following sentences, underline the correct pronoun in parentheses.

Example 1.  No one on my team runs faster than (him, he).

1. Mr. Jeffers asked us, Tranh and (I, me), to join your group.
2. Neither of (we, us) tap dance fans can even do the two-step.
3. All of the other girls on the golf team have had more practice than (she, her).
4. It is (they, them) who are making a mistake they will regret.
5. The sudden screeching of an owl startled the new scouts and (he, him).
6. The Nobel Prize will be awarded to four other scientists and (she, her) this year.
7. My parents always like to know (who, whom) else is invited to the party.
8. Leo’s manager gave Jenna and (he, him) a lesson about the cash register.
9. Your friends claim that you are a better cook than (I, me).
10. Mrs. Wong, Coach Wood, and (she, her) have agreed to serve as sponsors.

EXERCISE B  In each of the following sentences, cross out any incorrect pronoun and write the correct pronoun above it.

Example 1.  She and me are the only students who finished the test early.

11. Do you know whom is rehearsing on the stage this afternoon?
12. The salesclerk showed my mother and I at least ten pairs of shoes.
13. Us tenth-graders are already looking forward to graduation.
14. My family and me have visited over twenty national parks.
15. We were supposed to meet Clarissa and Mario at the movies, but we didn’t hear from they in time.
16. The chores were divided among David, Kevin, and he.
17. Whomever wants to work on the mural should wear old clothes on Friday.
18. Take Ms. Simmons and he these papers when you go to the office.
19. The woman who designed the winning float in the parade is her.
20. To who should the students turn in this application, and by when?
**Pronoun Forms B**

**Exercise** In each of the following sentences, underline the correct pronoun in parentheses. Then, identify the use of the pronoun by writing above it S for subject, PN for predicate nominative, DO for direct object, IO for indirect object, OP for object of a preposition, or A for appositive.

**Example 1.** My best friends, Tammy and (her, she), gave me a surprise party on my birthday.

1. (Whom, Who) wants to help make posters this weekend?
2. Please show (us, we) drama students the plans for the new auditorium.
3. Four of my cousins, Rich, Steve, Karen, and (he, him), are older than I am.
4. Nadia couldn’t remember whether she had invited Carol and (she, her) to the party.
5. The most cheerful person in our class is (her, she).
6. The coach asked three members of the team—Nick, Calvin, and (me, I)—to stay after practice for a few minutes.
7. Next summer, my father will teach my brother and (I, me) how to drive a car.
8. LaShonda didn’t think the tomatoes looked ripe, so she didn’t buy any of (they, them).
9. Either (she, her) or her grandmother does most of the family’s grocery shopping.
10. After (them, they) pick up their clothes, we will take the children to the park.
11. What Simone and (she, her) planned to wear to the costume party was a big secret.
12. After we ran into Celie and Carl outside the restaurant, we went inside and sat with (him or her, them) for a few minutes.
13. Are the women who own the landscaping business (them, they)?
14. (Them, They) and my brothers have gone to the same summer camp every year.
15. Didn’t your grandmother ask you to mow the lawn for (she, her)?
16. The people you wanted me to call and remind about the meeting are (who, whom)?
17. Kristin, Maxine, Lena, and Tom are some of the students (who, whom) should be asked to help.
18. Tell Nate or (I, me) the combination to your locker so that one of us can bring your books home for you.
19. After the dance performance, my parents gave flowers to my sister and (me, I).
20. Please draw Sam and (I, me) a map to your house.
Clear Pronoun Reference A

**EXERCISE** On the lines provided, rewrite the following sentences, correcting any inexact pronoun references. If a sentence is already correct, write C on the line.

**Example 1.** I didn’t want a second helping of spaghetti, which no one at the table could believe.

No one at the table could believe that I didn’t want a second helping of spaghetti.

1. Before Ann and Miriam started their research, she had to sharpen her pencils.

2. Whenever the sky looks that threatening, it usually means we can expect a bad thunderstorm.

3. My brothers like to jump on the trampoline, which is why they are always at Neil’s house.

4. In the newspaper article, it did not say when the parade will start.

5. My aunt and uncle told my parents that they would not be able to go to the concert.

6. In my school, they like to have an assembly every Friday morning.

7. According to the report I heard, teenagers and young adults are not getting enough calcium.

8. My father told my brother that he needed to get the car washed.

9. If we want to be on time, that means we’d better leave in the next ten minutes.

10. Julie repeated the instructions to Cynthia until she was sure that she could do the problem.
Clear Pronoun Reference B

**Exercise** On the lines provided, rewrite the following sentences, correcting any inexact pronoun references. If a sentence is already correct, write $C$ on the line.

**Example 1.** On the sign outside the store, it said “No dogs allowed.”

*The sign outside the store said "No dogs allowed."*

1. Raul admired sketches of buildings, which is why he thought of being an architect.

2. In the fourteenth chapter, the author explains about red and white blood cells.

3. The bank apologized for the inconvenience, but this was no comfort to the clients in line.

4. Even though rain was predicted, it didn’t stop them from counting on this picnic.

5. The specialist and the patient discussed the problems she had been having.

6. On the radio, they said the price of gasoline is going up again.

7. For the choir’s first selection, it was a medley of spirituals.

8. The visiting authors talked to the students about their writing.

9. Rosanne reminded Matty to choose a recipe that she would find easy to prepare.

10. By the time Cletus got the clothes off the line, it had already started raining.
Verb Tense

**Exercise A** In each of the following sentences, determine whether the underlined verb is in the correct tense. If the tense of the verb is incorrect, write the correct form of the verb above the incorrect form. If the tense of the underlined verb is already correct, write C above it.

**Example 1.** When you arrived at the theater, please look for us.

1. Last Friday night, we had gone to the game after we ate dinner.
2. By this time next week, we will have finished our review of geometric solids.
3. When we visited the Bahamas last summer, we have seen some amazing fish.
4. Despite the advances that medical science has made, much research into the causes of cancer remained to be done.
5. If the train leaves at 4:00 p.m., we will have arrived before dark.
6. When she calls, I had already begun to cook dinner.
7. I have removed the hinges and sanded the door, so now I was ready to paint.
8. The dog had dug a hole under the fence and has escaped from the yard.
9. Before the alarm begins to ring, I was already up and dressed.
10. On Saturday mornings, we usually eat a late breakfast, run errands, and have done chores.

**Exercise B** The verb tenses in the following paragraph are used inconsistently and illogically. Underline any verb that is in the incorrect tense, and write the correct form of the verb above it.

**Example [1]** The Basques are a group of people who will have lived on both sides of the border between France and Spain.

[11] The Basque area in the western Pyrenees Mountains will undergo political change in recent times. [12] Even though King Juan Carlos began to return Spain to democratic rule in 1975, the Basque inhabitants would want independence. [13] In 1980, the people of this unique region are voting overwhelmingly for self-government. [14] Spain decides to grant them home rule. [15] The Basque inhabitants, with their distinct culture and language, would have wanted home rule for a long time.
Verb Forms A

**Exercise**  In each of the following sentences, underline the incorrect verb form and write the correct form above it.

**Example 1.** None of the students had *spoken* to the teacher about the homework assignment.

1. At the bookstore, I *chose* a biography and two books of poetry.
2. By the time we reached the station, our train had already *left*.
3. Please sit the vase of flowers in the middle of the dining room table.
4. The team was disappointed because they had *lost* the game.
5. I could have *bought* three new sweaters for the amount of money that jacket cost.
6. She would have enjoyed the campout more if she had *brought* her scarf and hat.
7. The children slowly *dragged* the toboggan up the hill.
8. I would have *ate* more of my lunch, but I ran out of time.
9. That old dog has been *laying* in the shade all day.
10. By tonight, I will have *written* more than ten pages of my paper.
11. I wish my mother had talked to me before she *threw* my old shoes away.
12. All night long, the wind from the ocean *blew* strongly.
13. Before my grandfather could *become* a U.S. citizen, he had to pass a test.
14. Nicholas and his sister have *swum* in this lake before.
15. My family *sought* advice from our mechanic when we wanted to buy a new car.
16. The horse must have *ran* away during the night.
17. How many times do you think we have *ridden* this bus to school in the past two years?
18. I couldn’t hear her very well, but I think that’s what she *meant*.
19. Ray turned on the news to find out if the temperature had *risen*.
20. The girls had already *sent* the pictures to their grandparents.
Verb Forms B

**EXERCISE A**  On the line provided, write the correct past or past participle form of the verb given.

*Example 1.*  *take*  By next year, Berto will have ___________ his driver's test.

1. *begin*  Six weeks ago, Berto and Salim ______________ a driving class.
2. *drive*  The two friends have ______________ on freeways and narrow roads.
3. *forget*  Once Salim observed, because he had ______________ his learner’s permit.
4. *become*  Both sophomores have ______________ quite confident of their skills.
5. *go*  Berto won’t discuss the day he almost ______________ through a red light.
6. *give*  As his older sister, I have ______________ him plenty of advice.
7. *speak*  Yesterday, the instructor ______________ highly of him to our parents.
8. *ride*  I have ______________ with him, and I must admit he's careful.
9. *swear*  He and his friend Salim have ______________ to improve the reputation of teenage drivers.
10. *get*  I know I was happy when I ______________ my license.

**EXERCISE B**  In each of the following sentences, underline the base form of the verb that will complete the sentence correctly. Then, on the line provided, write the correct form of the verb.

*Example 1.*  *lie, lay*  Malcolm’s sunburn proved he had ______________ in the sun too long.

11. *rise, raise*  Every morning, just before the sun ______________, our rooster crows.
13. *lie, lay*  Even on Sundays, when most people ______________ in bed a little longer, I am up at the crack of dawn.
15. *rise, raise*  We have ______________ chickens, ducks, and geese for many years.
16. *sit, set*  Whenever we ______________ in the yard, the chickens come to visit.
17. *rise, raise*  When my little brother chased one of the geese, it ______________ its wings.
18. *sit, set*  The hens are usually ______________ on their eggs.
19. *lie, lay*  One of the hens ______________ her eggs under our porch.
20. *sit, set*  Don’t ______________ your lemonade down; the ducks will drink it.
Comparative and Superlative Forms A

**Exercise A** In each of the following sentences, underline the correct form of the adjective or adverb in parentheses.

**Example 1.** This fireworks display is *(impressiver, more impressive)* than last year’s was.

1. Which of your two neighbors have you known *(longer, longest)*?
2. She always finished her work *(more quickly, quicklyer)* than anyone else.
3. His brother has some of the *(more interesting, most interesting)* fish I’ve ever seen.
4. None of the students, including Jorge, is *(ready, readier)* for the test.
5. *(Mucher, More)* work remains to be done in that area.
6. These are some of the *(most aggressive, more aggressive)* mosquitoes we’ve encountered all summer.
7. Unfortunately, *(manier, many)* children in the United States are not covered by health insurance.
8. Samantha did a lot *(well, better)* on her test than she thought she would.
9. It’s too bad that he had to leave the game early because he didn’t feel *(better, well)*.
10. In high school we have *(more, manier)* classes that last longer than an hour.

**Exercise B** In the following sentences, underline any double comparison or other error in the use of comparative and superlative forms of modifiers. Then, write the correct form above the incorrect usage.

**Example 1.** Someday I will explore the most *(deepest)* parts of the ocean.

11. Believe it or not, the world ocean—called that because all oceans are connected—is the most *(largest)* region on earth.
12. Many find its scenery more *(spectacularer)* than any landscape.
13. Learning that seventy percent of the earth’s surface is water, people are more *(respectfuller)* of the world ocean.
14. If Mount Everest were submerged in the most *(deep)* part of the ocean, its peak would be a mile below the surface.
15. In the future, gooder research of ocean life may help solve the problem of food shortages.
EXERCISE A  In each of the following sentences, underline the correct form of the adjective or adverb in parentheses.

Example 1. Of these four puppies, which do you like (better, best)?

1. (More, Most) trees in our yard still have their leaves.
2. What is the (least, lowest) offer you will accept for the car?
3. He usually doesn’t hear (worse, badly), but he has an ear infection.
4. That little girl just told me the (delightful, most delightful) story!
5. She couldn’t decide whether she liked the coat or the jacket (best, better).
6. When the peaches are (ripe, more riper), we will pick our own at a nearby orchard.
7. I wish I had heard (much, more) music, but I had to leave early.
8. The discussion this afternoon will be (more informal, informaller) than yesterday’s discussion was.
9. Can you solve this puzzle in the (fewer, fewest) possible moves?
10. These potato pancakes taste (weller, better) than the ones I ate last week.

EXERCISE B  In the following sentences, underline any double comparison or other error in the use of comparative and superlative forms of modifiers. Then, write the correct form above the incorrect usage.

Example 1. This talk show host’s stories are even more sillier than his jokes are.

11. I agree; this is probably the most boringest show I’ve seen in a long time.
12. We should spend least time watching TV.
13. Well, some programs are a lot more better than this one is.
14. Why are some of the people on television paid mucher money than others?
15. You and I did watch a gooder series about space exploration recently.
Misplaced Modifiers

**Exercise**  On the lines provided, rewrite the following sentences to correct the misplaced modifiers. You may need to rearrange or add words to make the meaning of a sentence clear.

**Example 1.** I unintentionally put the pen into my shirt pocket that was leaking.

*I unintentionally put the pen that was leaking into my shirt pocket.*

1. Singing an ancient spiritual song, the tourists listened to the old people of the village.

2. Vast and calm, we watched the sun set over the Pacific Ocean.

3. The crowd cheered as the runner rounded the bases, stomping and whistling loudly.

4. The hurricane finally hit the coast that had been stalled out in the ocean.

5. Twitching its tail and meowing hungrily, the man placed a saucer of food in front of the kitten.

6. The woman gave one of the cones to a man, who had bought two ice cream cones.

7. As we walked among the trees, we could hear the songs of the birds, towering and ancient.

8. Rolling down the hill backwards, the man ran after his car.

9. When she fell off the tricycle, the woman comforted the little girl.

10. The purple martin house is now occupied by sparrows that we put up last fall.
Dangling Modifiers

**Exercise**  On the lines provided, rewrite each of the following sentences to correct the dangling modifier. You may need to rearrange or add words to make the meaning of a sentence clear.

**Example 1.** After an exciting day at the amusement park, dinner at home was relaxing.

After an exciting day at the amusement park, we had a relaxing dinner at home.

1. While waiting in line, the music started.

2. Before visiting my grandparents, the flat tire had to be fixed.

3. To teach someone to drive, patience and a calm manner are important.

4. When sledding down the big hill near my house, a rock was in the path of the sled.

5. Prepared and well-rested, the final exam in geometry was not at all difficult.

6. Leaving through a gate that someone had left open, the road was blocked by the cows’ passage.

7. Determined to unravel the mystery, all the clues were re-examined.

8. Hurrying through the crowd as the final whistle blew, the train pulled out of the station.

9. As a stranger in the city, the one-way streets and traffic circles were confusing.

10. Weary from days of traveling under the hot desert sun, the oasis provided shade and water.
Misplaced and Dangling Modifiers

**EXERCISE** Each of the following sentences contains a dangling or misplaced modifier. On the lines provided, rewrite each sentence so that its meaning is clear.

**Example 1.** The hikers were prepared to take photos of butterflies walking along the path.

*Walking along the path, the hikers were prepared to take photos of butterflies.*

1. After next week our supervisor selected two trainees to assume regular duties.

2. While reaching for the second prize, the first place trophy was knocked over by Pete.

3. To achieve a higher grade on finals, steady learning throughout the term is wise.

4. After being left in disrepair, we found the cabin roof let in rain and wind.

5. Aunt Lyla saw a poodle on her way to the dentist.

6. Allison posted her report card on the refrigerator, full of self-confidence.

7. Walking the dogs in the park on Sunday afternoon, it began to rain hard.

8. Repainted from top to bottom, the neighbors admired the historic cottage.

9. The principal said there was too much trash on the floor over the loudspeaker.

10. Having filled out the application, an interview with a supervisor was set up.
Double Negatives and Other Errors

**Exercise A** In the following sentences, eliminate any double negatives by crossing out incorrect words and writing the correct forms above them if necessary.

**Example 1.** I couldn’t see no one around to help me.

1. We were so tired that we couldn’t barely put one foot in front of the other.
2. There weren’t no sandwiches left by the time I got through the cafeteria line.
3. That store doesn’t accept no employment applications by telephone.
4. She looked for graph paper everywhere in the house, but she didn’t find none.
5. Jerome didn’t want to read neither of those books for his report.
6. My mother said that we can’t go swimming in the river no more.
7. Don’t tell me you haven’t never eaten Italian food!
8. Why didn’t no one remember to bring a camera?
9. Wasn’t nobody available to unlock the gymnasium doors?
10. The little boys were so excited that they couldn’t hardly sleep the night before the trip.

**Exercise B** On the lines provided, rewrite each of the following sentences to correct any double negatives and other errors in usage.

**Example 1.** There wasn’t hardly anybody on the beach early this morning.

Hardly anybody was on the beach early this morning.

11. Ain’t nobody come up with that idea before.
12. We can’t bag no more trash until the trucks haul this load away.
13. Losing her temper, my little sister said, “Can’t nobody tell me what to do!”
14. Don’t you want no second helping of these mashed potatoes?
15. The streets were so confusing that we couldn’t scarcely tell which way to turn.
Standard Usage A

**Exercise A** In each of the following sentences, underline the correct word or words in parentheses.

**Example 1.** The cat was (setting, sitting) on the table, licking its whiskers.

1. Despite the hours she spent studying, she did (real, really) (bad, badly) on the exam.
2. Could you (loan, lend) me five dollars until the weekend?
3. There are (alot, a lot) (fewer, less) clouds in the sky than there were earlier today.
4. He (use, used) to repair his guitar (hisself, himself).
5. From (they’re, their) discussion during class, she (inferred, implied) that everyone agreed with her position.
6. The story of my grandfather’s (immigration, emigration) from Russia has been passed down for generations.
7. Naomi’s mother said that she would (learn, teach) us two girls how to weave.
8. *(Whom, Who)* were you calling on the telephone?
9. The movie *(what, that)* I told you about is *(suppose, supposed)* to start at eight o’clock.
10. Some books, such as *(Uncle Tom’s Cabin, The Jungle)*, have *(affected, effected)* social change.

**Exercise B** On the lines provided, rewrite each of the following sentences to correct any errors in usage.

**Example 1.** Matt decided to try and remember whether he might of loaned his bike to James.

11. She ought not to of turned off the alarm clock, but she was kind of tired this morning.
12. The reason she can’t hardly keep her eyes open is because she stayed up late last night.
13. We probably should of planted less flowers and more vegetables this year.
14. A number of students was standing in the hallway like they didn’t have nowhere to go.
15. Without they catch a later train, they don’t have but two hours to tour the museum.
Exercise A  In the following sentences, underline the words that are used incorrectly or informally according to the rules of standard English usage. Then, write the correct usage above the incorrect usage.

Example 1. We were supposed to have been there an hour ago.

1. The candy and trinkets were divided between the triplets.
2. You will burn up less calories walking than jumping rope.
3. Beside American history and chemistry, Mia studies algebra.
4. Being that it is noon, lunch hour begins now.
5. In Shakespeare’s works are many illusions to mythology.
6. That there dog doesn’t like the mail carrier.
7. She read where the tickets would go on sale at seven o’clock in the morning.
8. He would have called, but he was already late.
9. Don’t he know that the moon affects the tides?
10. Do you think you can get this strawberry jam stain off of my shirt?

Exercise B  On the lines provided, rewrite the following paragraph, correcting any words or phrases used incorrectly or informally according to the rules of standard English usage.

Example [1] Are you inferring that he doesn’t really want a job?

Are you implying that he doesn’t really want a job?

[11] I would not of believed what my friend Ike wore to his job interview if I had not seen him with my own eyes. [12] Beside a tuxedo with plaid lapels, he wore a top hat whose brim was bent. [13] He looked like he might of been going to a prom during the days of Charles Dickens! [14] I told him that wearing those kind of clothes for an interview at the ice cream shop could backfire some, but my warning had no affect on him. [15] Hopefully, he learned his lesson, but he is still looking everywhere for a place to earn money this summer.
Capitalization A

**Exercise A** In each of the following sentences, circle any letter that should be capitalized but is not.

**Example 1.** Do you want to go out for Chinese or Italian food with Aunt Rita and Uncle Nick?

1. Jean lives with her family in the Hancock Arms Apartments on forty-fifth street.
2. Mom and Dad’s business advisor, Uncle Raymond, developed the advertising campaign.
3. Greta read me an article about Buddhist monasteries in Tibet.
4. Most passenger trains in the U.S., such as the Sunset Limited, are run by Amtrak.
5. Everyone in the Ecology Club voted for a trip to the Atlantic coast.
6. Classes at Tubman High School begin August 30, but the next Monday, Labor Day, is a holiday.
7. “I asked Dad,” Reggie began, turning to look at Frank, “if he could take us fishing at Lake Jefferson.”
8. Visitors to Yosemite and Yellowstone National Parks have the opportunity to see some of the most beautiful areas of the American West.
9. Your parents or grandparents probably remember exactly where they were when they heard that President John F. Kennedy was assassinated on November 22, 1963.
10. Every year on Halloween, our radio station replays Orson Welles’s adaptation of H.G. Wells’s novel *The War of the Worlds*.

**Exercise B** Most of the sentences in the following paragraph contain capitalization errors. Circle any letter that should be capitalized and draw a slash (/) through any letter that should be lowercase. If the capitalization in a sentence is correct, write **C** above the sentence.

**Example** [1] On July 15, the Morning Edition of the newspaper carried an apology and a correction from the Editor, James Wylie.

[11] The **gracy city gazette** always apologizes for its errors. [12] The article we printed on Tuesday, “on with the festival!,” was not entirely accurate. [13] We misquoted the dates for the Peaches and Cream Festival. [14] A parade will kick off festivities on July 29. [15] Gracy City Council members will lead the way to the Norwegian Pioneer Memorial Monument in Lincoln Park. [16] They will also hold groundbreaking ceremonies for the new Gracy Memorial Hospital after the parade. [17] Festival activities will continue through the third of August. [18] We hope this clears up any inaccurate information printed by this newspaper. [19] Please accept Editor Wylie’s apologies for earlier errors. [20] Most of all, don’t forget to join your neighbors for all the Summer fun!
Capitalization B

**EXERCISE**  In each of the following sentences, circle any letter that should be capitalized and draw a slash (/) through any letter that should be lowercase.

**Example 1.** Did you ask Dr. Fishbein or her Dental Assistant about your toothache during your appointment last Friday?

1. Mom and dad always watch *meet the press* and *Washington Week in Review* on Sunday mornings.
2. Simms & Sons, on Fifty-Seventh street, is a Company that specializes in restaurant furniture.
3. In *The Westing Game*, a novel by Ellen Raskin, the lyrics of “America The Beautiful” provide clues to the Mystery.
4. “Ladies and Gentlemen,” the speaker began, “we must let the Mayor and City Council know exactly how we feel about the plans to put a Natural Gas pipeline through our neighborhoods.”
5. In England, Boxing Day, the day after Christmas, is the traditional day to exchange gifts.
6. That airline does not fly to New Mexico’s Capital, Santa Fe.
7. Our neighbor, Dr. Pat Kelly, has a Ph.D. degree in American History, not an M.D. degree.
8. The University of Texas at Austin and the University of Michigan in Ann Arbor have Tens of Thousands of students.
9. Does Mr. Keaton expect us to read this whole chapter, “the westward expansion,” in one night?
10. I didn’t see that Program last Tuesday because our town does not have an NBC affiliate.
11. The audience waited while Senator Bates organized her notes and adjusted the microphone.
12. The cats, Persephone and Demeter, were named after characters in Ancient Greek Myths.
13. The north star, Polaris, appears to be almost directly above the north pole.
14. When you reach the Intersection of Broadway and San Pedro Street, turn right, or east.
15. The VCR isn’t working, so I guess we’ll have to listen to CDs.
16. Send your film to P.O. Box 11122, Seattle, WA 99002; you’ll receive your pictures and a free roll of film in about Two Weeks.
17. Does the museum of modern art have any Summer internships for High School students?
18. Unless you live in the southern hemisphere, you won’t be familiar with Constellations such as the southern cross and centaurus.
19. The defense lawyer refused to comment about Judge Mewhirter’s ruling.
20. “In case of an Emergency,” the notice read, “Please call 911 to reach EMS or the police.”
Commas A

**EXERCISE**  In each of the following sentences, insert commas where necessary.

Example 1. Mr. Wilson, would you initial my schedule change, please?

1. Do you want to walk to school tomorrow morning or should we sleep a little later and catch the bus?

2. This recipe calls for nuts, raisins, and chocolate chips.

3. On Tuesday October 24 at 4:00 p.m. the junior class will assemble in the auditorium.

4. No I appreciate the invitation but I’ve already made plans for Saturday night.

5. Whenever I see a rainbow I recall my grandmother’s stories about leprechauns and their pots of gold.

6. That man Jesse’s uncle works for one of the airlines in Dallas, Texas.

7. Ms. Branter who teaches physical education classes coaches the soccer and volleyball teams.

8. Many people celebrated the end of the millennium on December 31, 1999 but others insisted upon waiting until December 31, 2000.

9. He wanted to go skateboarding with his friends of course but he hadn’t finished his chores.

10. According to her sister Marty is applying to Georgia Tech, Texas A&M and LSU.

11. That was my best broad jump so far Dave.

12. My grandmother who is over seventy gets up every morning at six o’clock walks three miles and then goes for a swim at the YMCA pool.

13. Unfortunately one of our scheduled speakers Dr. F. E. Maxwell Jr. can’t make it today.

14. He apparently missed his connection and is now waiting in the airport in Raleigh, North Carolina until the airline can find him a seat on another flight.

15. The crisp clear fall weather was invigorating.

16. Celie despite her cold insisted on running in the 10K race.

17. “Elias we don’t have enough money to buy another car” his father explained “and unless you saved money you couldn’t afford the gasoline not to mention the insurance.”

18. Imelda and Esmeralda my twin nieces will start school next year in the fall.

19. The rehearsals are scheduled for Wednesday December 6 and Friday December 8.

20. After we finish our exams in June we’re all planning a trip to the beach.
EXERCISE  In each of the following sentences, insert any missing commas and draw a slash (/) through any unnecessary commas.

Example 1. My father’s older brother, my uncle Steve, and his partner are going to show us how to change a flat tire.

1. Camila, and her mother Sra. Alcocer will be preparing all the food for the party.
2. We have games this Friday and Saturday next Friday and Saturday and I believe the following, Friday as well.
3. According to the weather forecast the storm, will reach our area in the middle of the night sometime after midnight.
4. Cassie’s address is 1339 Milam Street Apartment 12-B and her phone number is 604-7490.
5. Although he is almost never late for school he overslept, this morning.
6. Next weekend I am going camping with Nate my best friend, since elementary school.
7. On Thursday and Friday the performances of Fiddler on the Roof will begin at seven o’clock but on Saturday the curtain goes up at eight o’clock.
8. Please take this flyer to the front office ask Ms. Jameson, to approve it and make thirty copies for the class.
9. My dogs whose names are Wolfie and Bear are huge but gentle.
10. The concert despite the fact that all the tickets were sold out was cancelled.
11. Fortunately we will be able to get our money back but the process will take several weeks.
12. Mom if you have a few minutes could you please show me how to sew this button on?
13. My grandparents who became U.S. citizens only a few years ago never forget to vote.
14. In the dim flickering light of the candles the children’s eyes shone, as they opened their gifts.
15. “Everyone in the class” Mr. Martin said “except for Nelson Glenn and Christine has turned in a permission slip for the field trip.”
16. The Customer Service Department I believe has an 800-number so the call will be free.
17. I have classes, at 9:00 and 10:30 lunch at 12:05 and a meeting after school today.
18. None of the materials on that cart including the magazines may be checked out.
19. She brought a notebook, and a tape recorder to the interview, she had scheduled.
20. There is one item, in that catalog, item number 7767 the rain jacket that would be very useful.
Semicolons and Colons

EXERCISE  In each of the following sentences, insert colons and semicolons where appropriate.

Example 1. When you’re in Ireland, be sure to include the following on your itinerary: the Book of Kells, which is housed at Trinity College; the Ring of Kerry, a scenic route in the western part of Ireland; and of course, Blarney Castle.

1. The flight leaves at 1:30 P.M.; it arrives in Paris at 7:45 A.M. the next day.

2. When you are at the office supply store, please pick up the following supplies for my science fair project: a tri-fold display board, two clear report covers, and a package of graph paper.

3. Some of the relatives at my family reunion came from as far away as Honolulu, Hawaii; Anchorage, Alaska; and Portland, Maine.

4. You can’t buy both the boots and the shoes; you’ll have to choose one or the other.

5. Bettina introduced us to everyone in her family: her mother and father, who came to the United States from Germany when they were in their 20’s; her brother Ralf, who owns a catering business; and her sister Margaret, who is still in elementary school.

6. The castle was begun in 1294 and occupied off and on for the next two centuries; it was conquered and burnt about 1500.

7. My brother plays the piano; I take guitar and flute lessons.

8. My father is a man of many talents: he is an accomplished amateur golfer, an avid gardener, and a published poet.

9. Aaron seldom watches television; he says he has better things to do.

10. Please look in the cupboard and tell me whether we need any of these items from the grocery store: tomato soup, peanut butter, macaroni, vegetable oil, and crackers.
**Quotation Marks and Other Punctuation A**

**EXERCISE A**  In the following sentences, insert quotation marks where necessary.

Example 1. “Nadia!” Rita shouted. “Did you hear about the skating party?”

1. What skating party? asked Nadia, turning to face her friend. When? Where?
2. Let me look at my notes, said Rita, and I’ll tell you all the details.
3. Rita continued, Oh, here they are! This backpack has so many pockets I can never find anything.
4. You were saying . . . ? prompted Nadia.
5. Everyone should meet at Marilyn’s house at four o’clock on Saturday, Rita said.
6. Unfortunately, Rita, said Nadia with a sigh, there’s a little problem.
7. What kind of problem? asked Rita. The rink isn’t expensive, and you can rent skates there.
8. Nadia sighed again and said in a whisper, I don’t know how to skate.
9. Oh, that’s all right! Rita said. You’ll catch on fast, and we can all help you.
10. Do you really think so? asked Nadia. Well then, I can’t wait!

**EXERCISE B**  On the lines provided, rewrite each of the following sentences, underlining any words that should be italicized and inserting quotation marks, apostrophes, hyphens, dashes, parentheses, brackets, and ellipsis points where necessary.

Example 1. Do you want to borrow my copy of The Old Man and the Sea or Daniels copy?

Do you want to borrow my copy of The Old Man and the Sea or Daniel’s copy?

11. Well, let me see. Im sure this is the right direction, said Cecily, looking at her compass.

12. I think it was about 10:00 pm, said the witness. I know that because he the defendant always walked his dogs around the block at that time.

13. Only the sopranos not I are able to reach the high notes in The Star Spangled Banner.


15. Everyone in Ms. Cranfields literature class has to read Shakespeares Julius Caesar.
EXERCISE  On the lines provided, rewrite the following dialogue, correcting the punctuation and capitalization. Be sure to start a new paragraph when the speaker changes.

Example [1] What did you do this weekend asked Kevin, as he and Carl were walking to school.

"What did you do this weekend?" asked Kevin, as he and Carl were walking to school.

Apostrophes

**Exercise**  In each of the following sentences, insert apostrophes where necessary.

**Example 1.** Maria’s aunts’ names are Clara and Bella.

1. She won’t be able to come with us to tonight’s dance performance.
2. In a little over two hours, we can be packed and ready to leave for Grandma Joness house.
3. We shouldn’t have tried to take this test without a good night’s sleep.
4. Didn’t I tell you we should have gone to sleep before two o’clock in the morning?
5. In the late 1990s, many Americans bought large cars, even though smaller cars’ mileage ratings were better.

6. The Gonzalez’s ranch is in New Mexico, near its border with Texas.
7. The newspapers’ political editor came to the journalism classes’ awards banquet.
8. Well meet at the Smiths’ house; then Saras dad will take us to the movies.
9. The company’s president will take you to the conference room on the building’s second floor.
10. That’s an incredibly long kite tail; its at least forty or fifty feet long!
11. Carla’s family gave the landlord one month’s notice before they moved out of the apartment.
12. Don’t you agree it’s a beautiful morning?
13. My mother always says, “Mind your ps and qs,” but she can’t tell me the origin of the saying.
14. Well, my father’s favorite saying is “Cross all your ts and dot all your is.”
15. Three schools’ representatives to the District Student Council met to discuss their concerns about the school boards’ plans.
16. The dogs’ leashes are on a hook in the closet; Guss’s leash is the long green one.
17. Now’s the time to ask for your parents’ help.
18. Well all go together in Nathans’ brothers car.
19. The roads’ sharp curves and potholes make it an inexperienced drivers worst nightmare.
20. He’s just gotten his learners permit, and his sisters husband is teaching him to drive.
EXERCISE  On the lines provided, rewrite each of the following sentences, underlining any word that should be italicized and inserting appropriate punctuation marks.

Example 1. Key West Florida is closer to Cuba about 90 miles than it is to the Florida mainland about 100 miles.

Key West, Florida, is closer to Cuba (about 90 miles) than it is to the Florida mainland (about 100 miles).

1. Key West the last of the Florida Keys is connected to the mainland by the Overseas Highway

2. In 1905 when Henry Flagler 1830 1913 decided to extend the railroad to Key West Key West was Floridas most populated city

3. It was also the United States closest deep water port to the proposed Panama Canal

4. During the seven year long construction period hurricanes threatened the project several times at one time over four thousand men were working on the rail route

5. Many native born Key Westers a person born on the two by four mile island is called a Conch pronounced konk are descended from early residents who salvaged shipwrecks.

6. When the cry Wreck ashore went up everyone would rush out to see what could be salvaged

7. One of Key Wests well known residents was the author Ernest Hemingway 1899 1961 who owned a house on the island from 1931 until his death

8. Today the Hemingway House is among the islands most popular tourist attractions

9. While he lived in Key West Hemingway wrote several novels including For Whom the Bell Tolls and short stories such as The Short Happy Life of Francis Macomber

10. Hemingway owned nearly fifty cats todays visitors still look for those cats descendants especially the six toed ones which are easy to spot
All Marks of Punctuation Review B

EXERCISE  Proofread the following letter for correct use of end marks, commas, semicolons, colons, apostrophes, hyphens, dashes, parentheses, quotation marks, and italics. Add or delete punctuation as needed.

Example 1  Please bring the following to the meeting: tickets, money, and questions.

Dear Sir or Madam

Since June 10, 2005 I have been a member of Mysteries’ Unlimited. In your last club newsletter you invited members to send in their original mysteries, for possible publication. I have been writing stories for several years but I’ve never submitted anything for publication.

I am enclosing a copy of my story Broken Glasses. The story’s setting is Exeter, England. I grew up there, so the setting is depicted accurately! A cabdriver disappears without a trace except for his’ broken glasses. The narrator is Glenda, a self-confident schoolgirl about my age who lives across the street from the missing driver. After finding the glasses in the street, Glenda pursues additional clues: loud music, screeching tires, and flashlights at midnight. Although she is painfully shy, she interviews at least twenty-five people: friends, neighbors, and customers of the cab driver in her effort to find him. She contacts the police of course but most of them she does make one friend on the police force. The friend dismisses her well founded worries as the product of an overactive imagination.

Aren’t they embarrassed when the girl solves the mystery? Can you guess how? By the way, the story contains no violence or weapons.

Please consider publishing my original story in your annual anthology (Best Mysteries). I have enclosed a self-addressed stamped envelope for your reply.

Sincerely

Francine Gomez
Spelling A

**EXERCISE A** In each of the following sentences, two words are underlined. If a word is misspelled, write the word correctly above it. If a word is spelled correctly, write C above it.

**Example 1.** Finally, the team had to **concede** defeat.

1. If you finish early, **proceed** to the next section of the test immediately.
2. Either you **believe** in the **movement** or you don’t.
3. City taxes rarely go for building music **studios**.
4. Insect **larvae** are sometimes found underneath **leaves**.
5. The **bookkeeper** has an accurate record of the bank deposits.
6. After she read the poem, an appreciation of literary **beauty** **swept** her.
7. Scientists often report any **modifications** to their **theories**.
8. **Roofs** in those **countries** are made of natural materials.
9. Those **youngsters’** manners are awful, and they are always **disobeying** their parents.
10. Don’t get in an argument about whose achievement was the greatest.

**EXERCISE B** In each of the following sentences, underline any misspelled word and write the correct spelling above it.

**Example 1.** 7 miles into the race, the muscles in my **calves** began to ache.

11. I think that television show is overated.
12. The exhibit contained artifacts from an ancient **buryal** site.
13. My brother’s **collection** of pennys is truly amazeing.
14. He was disatisfied with the service he had received at the restaraunt.
15. Unfortunatly, I don’t understand these chemical **formula**.
16. The **questionaire** was the 4th one she had answered in as many days.
17. The **blizzard** knocked down the power lines and **blanketted** the town in snow.
18. Twelvth-grader’s in our school take a class trip every spring.
19. My **sister-in-law’**s are both sopranoes, and my brothers are bass’s.
20. At the zoo, I especially enjoyed seeing the **wolves**, the kangaroos, and the **deers**.
Spelling B

EXERCISE In each of the following sentences, underline any misspelled word and write the correct word above it.

Example 1. After we finished sewing the costumes, we died them.

1. When he forgets to cross his ts, they look just like his ls.
2. After a satisfying lunch, we all took a nap.
3. Sharon was dismayed when she realized she had missed the rehearsal on Wednesday.
4. My great grandfather founded his business shortly after he came to the United States.
5. Let me check my calendar; I believe I have a practice that afternoon.
6. There are basically only two solutions to this problem.
7. She had been coughing for days and her voice sounded hoarse.
8. His costume was the winner for “Best Character from History.”
9. Please post notices on the bulletin boards so that everyone will know about tonight’s meeting.
10. Wayne is a conscientious student; he is always studying.
11. The batter should have reached the consistency of sour cream or yogurt.
12. My family tried to get a room at the motel, but there were no vacancies.
13. The superintendent of schools has substantial teaching experience.
14. In the part of the county that is outside the city, the sheriff is the chief law enforcement officer.
15. I received a pamphlet explaining the summer programs available for high school students.
16. An extraordinary traffic jam outside the stadium caused us to be late for the tournament.
17. Sadly, he has a tendency to exaggerate things.
18. As the hot-air balloons ascended, the crowd cheered.
19. I have looked in every conceivable place, but I still can’t find my journal.
20. Despite the freezing temperatures, the ski trip was unforgettable.
**Words Often Confused**

**Exercise A** In each of the following sentences, underline the word in parentheses that correctly completes the sentence.

**Example 1.** Did you *(chose, choose)* the pasta or the stew at lunch?

1. Has your family decided what *(rout, route)* to take on the drive to Anchorage?
2. Except for a few *(miner, minor)* errors, Shima’s report is excellent.
3. Job openings are posted on the *(personnel, personal)* director’s bulletin board.
4. Native peoples of the *(plains, planes)* continued to move westward.
5. Citizens of the world hope for *(piece, peace)* among all nations.
6. To boost team *(morale, moral)*, Coach Van Winkle ran laps, too.
7. Do you think having the garage sale was a *(waste, waist)* of time?
8. William doesn’t know *(whether, weather)* to ask Ms. Ling for a retest.
9. The dome on the state *(capital, capitol)* is being cleaned.
10. Their use of *(coarse, course)* language during the formal dinner made a poor impression.

**Exercise B** In each of the following sentences, underline any misused word and write the correct word above it. If all the words in a sentence are used correctly, write C after the sentence.

**Example 1.** I have an appointment with the career *(counselor, counselor)* this afternoon.

11. He wasn’t aware that the moon effects the tides on earth.
12. One of this political party’s principals is that all meetings should be open to the public.
13. The motion to except the engineering company’s contract past unanimously.
14. Don’t stomp on the brake pedal; press it calmly and steadily.
15. She was formally an attorney in private practice, but now she owns a bookstore.
16. Their trying to give you a complement.
17. Whose planning to submit an application to the personal department?
18. In the dark tunnel, the lights on the minors’ helmets shown eerily.
19. The path lead to a quite picnic area.
20. Did you here the guide’s talk about the history of the capital building?
Spelling and Words Often Confused

**EXERCISE**  In each of the following sentences, underline each misspelled or misused word and write the correct word above it.

**Example 1.** Annie hadn’t meant to brake the window.

1. My grandparents recently sold the house they had owned for 42 years.
2. They have all ready packed everything; the house looks desserted.
3. Occasionally, I here sirens in the night.
4. In the passed, she had always enjoyed family re-unions.
5. You should try a peace of the banana bread; its really delicious!
6. Everytime we loose a game, our moral plummets.
7. Days in the desert sun must have effected his thinking.
8. During the bicycle maintenance class, we were shone how to adjust breaks and fix a flat.
9. You’re parents don’t like to waist money.
10. In my experince, surprise partys are alot of fun.
11. Last Tuesday, our state senator gave us a personnel tour of the capitol.
12. The commencement ceremony will include a speech by a famous alumni.
13. On the 2nd Wednesday of every month, the nieghborhood association meets.
14. Do any of there friends or aquaintences work for that company?
15. At the end of they’re feild trip to the museum, all the sophomores bought souvenirs.
16. A single, magnificent painting of a pack of wolfs was the dominant object in the room.
17. One of our requirments for graduation is a grammar coarse.
18. Did she loose her sunglasses or merely missplace them?
19. One characteristic of many succesful athletes is self confidence.
20. Its allright; I know you must have been extremly fatigued after the race.
Review A: Usage

Exercise A  If a sentence contains a subject-verb or pronoun-antecedent agreement error, underline the incorrect word and write the correct word or words above it. If the sentence is already correct, write C after it.

Example 1. Few people knows the truth.

1. Thailand, unlike many other Asian countries, were never a European colony.
2. For 15,000 years Aboriginal Australians have used the boomerang to hunt for its food.
3. Tigers that stalk humans is rare.
4. A designer of Italian automobiles often has formal art training in their background.
5. The Chinese people evaporated seawater in wide heated pans to get salt.
6. Sue don’t know that the Hebrew word shalom mean “peace.”
7. Dr. Martin Luther King, Jr., advocated nonviolent action to make a nation correct their injustices.
8. Some of the inhabitants of Quebec speaks French and English equally well.
9. Its mild climate and spectacular scenery make the Riviera a popular destination.
10. No one chose to write their report about the brief war between England and Argentina in 1982.

Exercise B  Rewrite each of the following sentences, correcting any errors in the use of modifiers.

Example 1. Always sensibly dressed, the weather never worries her.

She never worries about the weather, for she is always sensibly dressed.

11. Being that I plan to go into engineering, excellent math skills are required.

12. Its sirens blaring and its lights flashing, the children watched the fire engine speed by.

13. Counting all the leftovers, more apples than oranges were found to have been eaten.

14. Dim but twinkling, the most young boy looked out his bedroom window at the first star.

15. That was one of the most poignant and more touching stories than any I’ve read.
EXERCISE  Rewrite the following sentences, correcting any punctuation and capitalization errors.

Example 1. I couldn't believe what I read, about truffles the other day exclaimed Kanisha.

"I couldn't believe what I read about truffles the other day!" exclaimed Kanisha.

1. What in the world are truffles Kim asked?

2. Well her friend said they're a fungus that looks a little like mushrooms they grow underground and some people consider them a great delicacy

3. Wanting to know more, Kim asked How do truffle hunters know where the truffles are?

4. “Not easily answered Kanisha” In France pigs are trained to sniff them out

5. “I suppose” Kim said shaking her head that a handful of truffles must be incredibly expensive

6. Kanisha had also learned the following, about truffles that they usually grow, around the roots of trees especially Oaks, that they may be as small as a pea or as large as an orange and that they first became popular near the end of the 15th Century

7. The main french truffières truffle grounds are in Périgord and Vaucluse.

8. Some People are sensitive to the scent of truffles others look for other signs small yellow flies that hover over the ground for example that truffles are below the surface

9. Truffles a member of the genus, Tuber have been prized as food since ancient times!

10. If you're ever offered the chance to eat truffles even a tiny piece try them they're wonderful
EXERCISE  On the lines provided, rewrite the following letter, correcting any errors in usage and mechanics.

Example  One rainy, Saturday afternoon I decided to write a letter to my friend, Marcy who have moved to Albuquerque right before school begun

One rainy Saturday afternoon, I decided to write a letter to my friend Marcy, who had moved to Albuquerque right before school began.

January 13 2009

dear Marcy

 Its been a long time since I had wrote an old fashioned letter but I wanted to use the stationary my Grandmother give me for my birthday Next time Ill e-mail you that's alot more faster While waiting for the rain to stop a letter to a friend is a good way to get back in touch with them Ive been fine how are you doing All of your Classmates particularly Renata Christopher and Sandra sayed to say hi Renata told me to tell you Im quoting her exactly Save a place for me at the university of new mexico maybe you too could be roomates

 guess what Ms Jimenez shes the teacher in biology II is from new mexico says the sandia mountains are absolute beautiful especially at sunrise and sunset Maybe ill try and visit you someday and see it for myself Until than send me some pictures

 Are you still planing to visit during the holidays Let me know well have a party

Always Your Friend,

Lynn;
ANSWER KEY
Chapter 1: Parts of Speech
Overview, pp. 1–25

Common, Proper, Concrete, and Abstract Nouns, p. 1

EXERCISE
1. A [Com, A (or Con)] constitution may have a bill of rights.
4. That candidate is a staunch supporter of a [Com, A (or Con)] republican form of government.
5. The Articles of Confederation were approved in 1781.
6. This document established “a firm league of friendship” among the states.
7. The editorial in today’s [Com, Con] newspaper defended the proposed amendment.
8. The Supreme Court can decide cases involving public officials.
9. Have you read the most recent book about the trial of [Com, A] Aaron Burr?
10. He was tried for [Com, A] treason.

Compound Nouns and Collective Nouns, p. 2

EXERCISE A
1. coll
2. comp
3. comp
4. coll
5. coll
6. coll
7. comp
8. comp

EXERCISE B
11. How many players are on a team in baseball?
12. My sister-in-law plays the oboe in the local orchestra.
13. The crowd had already sat through the two-hour speech when President Lincoln rose to read the Gettysburg Address.
14. Leslie always lapses into baby talk when she sees a litter of kittens.
15. The band included one song that sounded as if it had been recorded in an echo chamber.
16. The class presented Ms. Stockdale with a bouquet of baby’s breath.
17. The TV weatherperson explained to the audience how a barometer works.
18. In order to get a good batch of cookies, you need to use the best oatmeal available.
19. A school of [Com, A] killer whales followed in the wake of the ship.
20. The bird-watchers were awe-struck as the flock of geese lifted into the sky.

Pronouns and Antecedents, p. 3

Possessive pronouns in items 1 and 3, Ex. A, and items 14 and 15, Ex. B, also may be identified as possessive adjectives.

EXERCISE A
1. If you didn’t tell Mr. Attansio about his car, and I didn’t, then who did?
2. That pie has a nice flavor to it.
3. What did she say about your new haircut?
4. Nobody knows me as well as I know myself.
5. All of us in the class wondered if anyone else was as amused by the film as we were.
6. Neither of them has a question about the project.
7. They repaired the truck themselves.
8. Although only some of the students admitted it to themselves, everyone in the class enjoyed reading the stories.
9. “These pumpkins,” he said, “aren’t nearly as large as those.”
10. One piece of fruit will be enough for me, thank you.

**Exercise B**

11. The sound from the stereo was too loud, and it woke up the neighbors.

12. Sometimes Virgil will eat asparagus; sometimes he won’t.

13. First, Juan washed the car; then he waxed it.

14. Uncle Bart could never bring himself to praise his sister’s cooking, no matter how good it was.

15. Debra handed the baby to her husband, John, who put him in the crib.

**Personal, Reflexive, and Intensive Pronouns, p. 4**

**Exercise A** Possessive pronouns in items 2, 3, 4, 7, and 9 also may be identified as possessive adjectives.

1. I hope that the skates are worth the money that you paid for them.

2. Jared offered me a free ticket to his uncle’s play.

3. Mike and Zahara played their guitars, and then Ethel got her guitar and joined them.

4. Our coats look so much alike that I can’t tell which coat is mine and which is yours.

5. Angie wrote to me and explained why she couldn’t visit us this summer.

6. If you ask me, Carla, I think you should take the class in lifesaving.

7. After he passed the pilot’s exam, he took us for a ride in his new airplane.

8. Isn’t she the person whose athletic prowess dazzled us during the soccer game last Saturday?

9. My father loves that music by chanting monks, but it drives me crazy.

10. He blocked the pass and caught the ball himself, but as he ran down the field with it, he was brought down by a running back.

**Exercise B**

11. He poured himself a glass of milk.

12. Somebody said that Terry designed all of the costumes herself.

13. You take care of yourself, okay?

14. The cat pulled itself up the side of the sofa.

15. The homeowners painted their house themselves.

**Demonstrative, Interrogative, and Relative Pronouns, p. 5**

**Exercise A**

1. What is the question?

2. This is the last of the paint.

3. Which of the videos does Ben want to rent, this one or that?

4. Those are the shoes that Lainie bought for the dance.

5. Whose books are these?

6. Mary Ellen asked the same question that Padgett did.

7. The casserole that Dad made last week tasted much better than this.

8. To whom did Dave give the birthday card?

9. That is a problem which has troubled the community for many years.

10. Take that, you scoundrel!

**Exercise B**

11. Tom is the person that Cheryl had in mind for the job.

12. Those will do quite nicely.

13. Neil is the student whose photograph was in the paper during the science fair.
14. Which of the flowers would work best on the homecoming float?

15. This is the song performed by the choir in last night’s performance.

**Indefinite Pronouns, p. 6**

**EXERCISE A**

1. Much is promised to someone who is willing to risk everything.
2. Knock on their door and see if anybody is home.
3. The twins rely on themselves more than they rely on anyone else.
4. Many tried out for the play, and the drama teacher chose almost everyone.
5. Jared forgot about everything but his science fair project.
6. Several of us are meeting her for lunch in the cafeteria.
7. Doesn’t anybody here besides you speak Spanish?
8. Nobody forgot to bring a backpack on the field trip.
9. All of the members of the chess club wondered who would win the tournament this year.
10. Neither of the brothers was willing to ask someone for help.

**EXERCISE B**

*Answers may vary. Typical responses are given.*

11. anybody
12. everything
13. Everyone
14. More

**Identifying Pronouns, p. 7**

**EXERCISE A**

The possessive pronoun in item 3 also may be identified as a possessive adjective.

1. Before painting, they went to the hardware store to buy paint.
2. The paint that Bryan had originally wanted for the living room was no longer available.
3. Beth suggested two alternative colors, but neither matched their furniture.
4. After searching for an hour, Beth found a shade of green that both of them liked.
5. They returned home and quickly began preparing to paint.
7. “You can stir the paint while I put drop cloths over the furniture.”
8. “That is a good idea,” he replied.
9. Then Bryan realized he would also need to move some furniture in the bedroom that they intended to paint.
10. As a result, Beth had to paint the entire living room herself.

**EXERCISE B**

The possessive pronoun in item 12 also may be identified as a possessive adjective.

11. indefinite
12. personal
13. personal
14. demonstrative
15. relative
16. reflexive
17. demonstrative
18. interrogative
19. intensive
20. personal

**Adjectives and the Words They Modify, p. 8**

**EXERCISE A**

1. The little electric car chugged over the steep hill and into the valley.
2. A bitter wind was blowing off the ocean the night that Keith heard the eerie howling.
3. The **unpublished** story revealed a **new** side of Faulkner to the scholar.

4. The **clear** view of the distant ocean was slowly obstructed by the **new** skyscraper.

5. The **gray** cat stretched itself out in the **warm** sunshine pouring through the **window**.

**EXERCISE B**

6. I heard a lovely piece of music on the **portable** radio this morning.

7. The **red** telephone on the desk rang loudly, startling the maintenance worker.

8. The sky is often **clear** this time of the year.

9. The kitten playfully dug its **sharp** claws into the **old** dog, who snapped at the kitten.

10. Tony can bring **fifteen** chairs to the graduation party, if you need them.

11. Hang the apron on the little hook inside the **pantry** door and put the oven mitt back in the **left-hand** drawer.

12. Many people don’t understand that a **snowstorm** can be **dangerous**.

13. This **recipe** makes a delicious **pie**, but it **does** call for **ten** apples.

14. Out of the bedroom **window**, Nils could see a **young** deer.

15. Why does Mr. Ecklund always use a **red** pencil to mark homework assignments?

**Pronoun or Adjective? p. 9**

**EXERCISE**

1. **Many** of the houses in this neighborhood were built by the same contractor.

2. The **freshest** fruits in the store are the **apples** and pears, **which** were picked only yesterday.

3. **These** are not the books I ordered.

4. A **few** days from now, we’ll be able to laugh about the situation.

5. **Which** play are we going to see?

6. Remember to **seat** those who come late at the back of the church.

7. Katya enjoys **most** movies, though she prefers comedies.

8. **These** old photographs were left to me by my grandmother.

9. **Some** prefer a cold meal to a hot one.

10. **Those** rosebushes are lovely!

11. **Some** children are naturally talented at singing and playing an instrument.

12. Of all the items on display, **which** do you prefer?

13. **Most** of us have already been swimming today.

14. Mai enjoys being out in nature more than most people do.

15. **Many** people will be coming from out of town for the wedding.

16. The symphony has three movements; **each** has a different tempo.

17. Will **all** members of the squadron please report to the ready room?

18. The doctor will try to see **all** of you today.

19. **This** sort of painting is best seen in natural light.

20. **This** is my final offer.

**Noun or Adjective? p. 10**

**EXERCISE**

1. My mother writes a **newspaper** column once a week.

2. Originally, Mike’s family came from **Los Angeles**.
3. Jamal’s older brother is a successful record producer.

4. Tish has switched to a diet rich in grains, vegetables, and fruit.

5. Colin likes all sorts of music, but his favorite is opera.

6. Who answered the telephone when you called?

7. Are those storm clouds along the horizon?

8. The Los Angeles freeways are some of the most crowded roads in the world.

9. Please refold the newspaper when you’re finished with it.

10. My older sister just received her degree in music education.

11. The lecturer found a fruit basket in his hotel room.


13. Aunt Mimi still has a lot of her old rock ‘n’ roll records on vinyl.

14. The gale force winds of the storm caused a great deal of damage along the coast.

15. The launch controller decided to proceed with the countdown.

16. The author of my favorite book came to town to give a lecture.

17. He did a book signing at the local bookstore.

18. Duke Ellington was one of the founders of the big-band sound in jazz.

19. The launch of a space shuttle is always spectacular.

20. If you have a complaint about your service, you should call the telephone company.

Main and Helping Verbs, p. 11

Exercise

1. Mr. Okagi was working in his garden.

2. I have known Gabrielle for many years.

3. The Baxters are building a swimming pool in their backyard.

4. If you had been wearing the mask, I might not have recognized you.

5. Where did she say the ladder should go?

6. Some friends of Caitlin’s are having a party next Saturday night.

7. Would you like an invitation?

8. Had I known about the concert earlier, I would have gone with you.

9. Randall should know that his supervisor might ask him for an explanation of his absences.

10. Will you or will you not join the dance?

11. Can a dog that small jump that high?

12. Rafiq had known about the change in schedule as early as last week.

13. I would help you carry the sofa, but as you can see, my hands are full already.

14. After they had been eliminated in the first round of the championship, the team’s ride home on the bus was very quiet.

15. He should have written his answers to the assignment yesterday.

16. We are always singing Nedra’s praises.

17. Have they lived in the house very long?

18. While the carpenter is working in one room of the new house, the plumber is finishing up in another room.
19. If Mozart had only lived longer, he might have composed even greater works.

20. Mr. Boylan will sign copies of his book after he has given a reading from it.

**Verb Phrases, p. 12**

**EXERCISE A**

1. Before the Louisiana Purchase, the Louisiana Territory was owned by France.

2. President Jefferson must have wanted information about these interior lands.

3. Meriwether Lewis, Jefferson’s private secretary, and William Clark were chosen as the leaders of an expedition into the Louisiana Territory.

4. A young Shoshone woman, Sacagawea, was living in a Mandan village near Lewis and Clark’s camp.

5. Didn’t she accompany them on their expedition as an interpreter and guide?

**EXERCISE B**

The Lewis and Clark expedition had followed a trail that led to the Rocky Mountains. Those high mountain peaks must have appeared impassable to the members of the expedition. How could they ever get to the other side? Fortunately, Sacagawea knew these mountain passes. This was the land that she had traveled through as a youngster with the Shoshone before she had been captured by enemies. The expedition eventually encountered Sacagawea’s own Shoshone people. Her brother had become a chief of the Shoshone, and Sacagawea convinced him that he should provide the explorers with horses, food, and canoes so that the expedition could continue through the mountains to the ocean. On November 7, 1805, the explorers reached the Pacific Ocean. Sacagawea has not been forgotten. Two mountain peaks, two lakes, and a state park have been named in honor of the young Shoshone woman who came to the aid of Lewis and Clark.

**Action Verbs and Linking Verbs A, p. 13**

**EXERCISE A**

1. The crowd remained spellbound throughout the magician’s performance.

2. Estelle turned the page of her science book.

3. Marcus should have arrived by now.

4. The solution to that problem remains a mystery to me.

5. I smell the aroma of a freshly mowed lawn.

6. The stone felt smooth and velvety.

7. The tomato turned red on the vine.

8. That vegetable soup smells delicious.

9. Cory felt a few rain drops on his head.

10. Is Samantha older than Jessica?

**EXERCISE B**

11. The ocean is too calm for surfing.

12. Josh feels disappointed by the absence of surf.

13. The surf had been rough only one week ago.

14. Tomorrow the wind may become stronger.

15. Then the waves should be higher.

**Action Verbs and Linking Verbs B, p. 14**

**EXERCISE**

1. Although most of the tour group went to the museum, Ms. Ruiz remained behind at the hotel.

2. The Hanson brothers are the best hockey players in the state.

4. The project looks intimidating, but it really isn’t.
5. In spite of his advancing years, our dog Tadger remains a handsome animal.
6. Taste this stew and tell me if you think it’s spicy enough.
7. The detective looked carefully at the footprint in the dirt.
8. The storm yesterday blew down an old maple tree in our yard.
9. Was the delivery service prompt with the package?
10. Suzanne’s casserole tastes delicious, just like the casserole Mother used to make.
11. By the first of next month, Eric will have been a champion bicyclist for seven years.
12. If Steve isn’t careful, he may injure himself while rock climbing.
13. Does this movie seem boring to you?
14. Please tell me again how much you liked my story.
15. When Charlie finished the book, he recommended it to his older brother.
16. The cows appear unhurt by the hailstorm.
17. Curt often impresses people with his knowledge of movie trivia.
18. Are most of the shoes in the shop this expensive?
19. The letter just appeared on my desk one morning.
20. Ms. Lindenmayer’s plan for the debate tournament sounded good to the faculty committee.

Transitive and Intransitive Verbs, p. 15

EXERCISE A
1. In the 1700s, the British expelled thousands of Acadians from Canada.
2. Many of those Acadians moved to Louisiana.
3. In Louisiana the name “Acadian” evolved into “Cajun.”
4. Cajun settlements spread across the southern part of Louisiana.
5. The paintings of Cajun artist George Rodrigue capture the flavor of Cajun life.

EXERCISE B
6. The people of New Orleans assembled along the streets for the Mardi Gras parade.
   The Cajun chef assembled the ingredients for gumbo on the counter.
7. The cars in the Louisiana Sugarcane Festival parade moved slowly down the street.
   The workers quickly moved the shrimp off the boat to the waiting trucks.
8. Marc Savoy, a Cajun musician, plays the accordion.
   The Cajun band plays every Saturday morning.
9. The tourists met that chef, the host of a popular Cajun cooking show.
   The two families met for a fishing trip on the bayou.
10. My favorite author has written a new novel.
    Karen has written in her journal every day for three years.
Adverbs and the Words They Modify, p. 16

**Exercise** Students’ identification of words modified may vary in item 12.

1. In the morning, the campers carefully built a fire and quickly began preparing breakfast.
2. The magician deftly pulled one colorful scarf after another from the hat.
3. The third baseman easily caught the pop fly.
4. Professor Losoya never had heard such a racket in his laboratory.
5. Yesterday I received an e-mail from my friend in Tokyo.
6. This very useful device will be a great addition to any household.
7. At the end of the recital, the audience applauded enthusiastically.
8. The extremely eager young actors gathered early at the door of the audition hall.
9. Will Cousin Bruce be arriving today or tomorrow?
10. Aunt Marta gave Carlie an uncommonly generous helping of mashed potatoes.
11. My father gives overly detailed instructions.
12. The bus will leave for St. Louis early tomorrow.
13. The demolition crew very carefully placed the explosive charges in the old building.
14. At the stroke of midnight, the crowd in Times Square noisily greeted the new year.
15. The juggler’s ridiculously red shirt distracted the audience from his juggling.
16. The coach explained the play especially carefully to the rookies on the team.
17. This thoroughly hilarious film will be playing at a theater soon.
18. The extremely cranky child cried loudly when his rattle was taken away.
19. The cleverly modified car easily won the road rally.
20. Occasionally an immensely patient farmer can become frustrated by the pace of farming.

Noun or Adverb? p. 17

**Exercise A**

1. Edwina takes a personal interest in the match on Friday.
2. She hopes Teresa will not be knocked down.
3. In addition to ups, everyone experiences a down now and then.
4. Teresa is strong but doesn’t move very fast.
5. She has been able to maintain her weight without having to go on a fast.
6. Her opponent, Gabriella, will train tonight.
7. Tonight will be her first opportunity to use the new ring.
8. Although she is small, she boxes well.
9. Teresa will have to draw upon her deep well of pugilistic skill.
10. Teresa trains days and works nights.

**Exercise B**

**Answers will vary widely. Sample responses are given.**

11. Our city has just finished renovating our historic downtown.
   Do you prefer to do your shopping downtown?
12. Will the last to leave please turn out the lights?
   Which stretching exercise should we do last?
13. Tuesday is the day that Aliki volunteers at the library.
   Shara attended a study session Tuesday.
14. The first of June is my father’s birthday. The families with young children were allowed to board the plane first.
15. Outside is the right place for throwing the football, not inside! The children can’t play outside because of the dense fog.

Prepositions, p. 18

**EXERCISE A**

1. Joe found a mouse **underneath** the kitchen table.
2. If it rains, the picnic will be moved **inside** the house.
3. If we don’t get the supplies **in time** for the trip, we can **do without** them.
4. Jack and Jill tumbled **down** the hill.
5. The first mate took command **of** the ship when the captain went **below** deck.

**EXERCISE B**

6. In **1519**, Hernando Cortés led an expedition to Mexico.
7. **Under** his command were 508 soldiers and 110 sailors.
8. **After** a long voyage he reached Mexico, where a mighty empire had been established **by** the Aztecs.
9. **According to** historians, Cortés and his small army had trouble seizing control **of** the empire because of the Aztecs’ sophisticated military organization.
10. **However**, with the help of many enemies **of** the Aztecs, Cortés conquered the Aztec empire **in** 1521.
11. Cortés gathered his troops and dismantled every ship **except** one.
12. He then marched **toward** the Aztec capital, Tenochtitlan.

13. Several hundred Aztec chiefs escorted Cortés and his forces **into** the city.
14. An Aztec delegation carrying splendid gifts walked **behind** Emperor Montezuma II.
15. An Aztec chief set gifts of golden ornaments **before** Cortés.

Preposition or Adverb? p. 19

**EXERCISE**

Students’ sentences will vary. Sample responses are given.

1. You knocked my hat off! The cat jumped off the table.
2. It rolled under the porch. Weave the fabric strips over then under to create a pattern.
3. There are all sorts of bugs underneath. Did you look underneath the sofa?
4. We were happy that Sam decided to come along. Tina planted petunias along the sidewalk.
5. I’m going **inside** to tell everyone what you did. The air inside the cave was cool and moist.
7. That hat never fit **on** my head very well anyway. We cannot move on until we solve the immediate problem.
8. You can see the barn **right past** those trees. They walked past without saying a word.
9. Will your hand fit **through** there? The task is overwhelming, but somehow we will muddle through.
10. The rabbit quickly scampered **over** the hill. Can you come over after school tomorrow?
Conjunctions, p. 20

Exercise

1. The polar bear is a carnivore and lives almost solely by hunting.

2. Polar bears are wonderfully equipped to exist in the wild, for a dense, white fur covers them completely.

3. Not only does fur grow between the pads on their feet, but also several inches of fat covers much of their bodies.

4. Polar bears can both gallop at a speed of up to twenty-five miles per hour and swim six miles an hour.

5. Female polar bears can breed every three years, and they give birth in snow-covered dens.

6. A den is warmer than the outside air, for the female bear seals the entry with snow.

7. The sleeping bear’s heart rate, respiration, and metabolism drop, and this sleep is a form of hibernation.

8. Unlike that of a deep hibernator, though, the polar bear’s temperature remains constant, so the bear can spring into action almost immediately.

9. Polar bears have a highly developed sense of smell and can detect food up to ten miles away.

10. They are well known for their swimming abilities, but they can also run on land at high speeds.

Interjections, p. 21

Exercise A

1. Hooray! Our soccer team is in the finals.

2. Ugh! The field is so muddy.

3. I don’t mind playing in the rain, but yuck, I don’t like getting covered with mud.

4. Oh, I think it will be fun.

5. Oops! I slipped.

6. Luther, wow, you’ve got mud all over you.

7. Would you, ah, help me get up, please?

8. Hey! Watch out, or you’ll fall, too.

9. Yikes! Your warning came too late.

10. Well, there’s the whistle, so I guess the game is about to begin.

Exercise B

Answers will vary widely. Sample responses are given.

11. Ouch! This rose bush is particularly thorny!

12. “Aha!” exclaimed the detective. “This is a crucial piece of information.”

13. Oh, wow, have you ever seen hair as blue as that before?

14. Sh, the movie’s about to start.

15. This procedure should take, um, about ten minutes.

Determining Parts of Speech, p. 22

Exercise

1. Some friends went downtown to see the latest movie.

2. Others went roller-skating at a nearby rink.

3. Is that the rink with all the fancy lights?

4. Another friend has invited us back to his house for a party.

5. What should we have for a midnight snack?

6. Do you think that we will still be up at midnight?

7. The casserole, which is left over from dinner, tastes better cold than hot.

8. Which sandwich do you prefer?

9. Do you want American or Swiss cheese on your sandwich?
10. Any kind of cheese sandwich is fine with me.
11. Tonight is my favorite night of the week.
12. I volunteer at the nursing home tonight.
13. He let the dog out an hour ago.
14. Call me tomorrow night.
15. Do you have a call button beside your bed at the hospital?
16. Give him orchids, for they are his favorite.
17. Which do you prefer?
18. One dancer mirrors the other in a striking duet.
19. We still need more supplies, so we’ll make one more trip to the store.
20. Of course, he refused to look in a mirror.

Review A: Identifying Parts of Speech, p. 23
EXERCISE A

While yet an obscure young writer, Robert Louis Stevenson traveled through Belgium and France by canoe and donkey. His account of this trip was his first book, An Inland Voyage. Although Stevenson wrote a number of plays, articles, and short stories, he is probably best remembered for the works that children love. Treasure Island, Kidnapped, and A Child’s Garden of Verses have been popular since they were first published.

Stevenson, who became a writer after studying engineering and law, suffered from ill health all his life. Well, he and his wife searched for a healthful climate for the ailing writer. Eventually, they settled in the South Seas, on the island of Samoa. There the natives revered him; they called him Tusitala, which means “teller of tales.” Stevenson died in Samoa at the age of forty-four. At his request, he was buried high on a Samoan mountain. His famous poem “Requiem,” which is inscribed on his tomb, ends: “Home is the sailor, home from sea, / And the hunter home from the hill.”

EXERCISE B

21. Jules Verne, a nineteenth-century novelist, was one of the first writers of science fiction.
22. Tales of imaginary voyages and incredible exploits had been popular long before Verne’s time.
23. Verne, however, combined fantastic adventures with scientific “explanations.”
24. Several of his novels, including Around the World in Eighty Days, are still read today.
25. Of course, it is now easy to circle the world in eighty days, but modern science has not yet duplicated the feats described in Verne’s Journey to the Center of the Earth and his Twenty Thousand Leagues Under the Sea.

Review B: Identifying Parts of Speech, p. 24
EXERCISE A

Before William Shakespeare died in 1616, he had achieved some degree of success as a popular playwright and actor. However, few would have predicted the impact that he has had on our language, literature, and culture. Many of Shakespeare’s expressions have become part of everyday speech. Many of his lines are quoted extensively both on stage and off. The following lines are among the many that have inspired readers—theatergoers for the last three centuries: “Neither a borrower nor a lender be.” “Something is rotten in the state of Denmark.” “This was the noblest Roman of them all.”

EXERCISE B
21. I waited uneasily in the outer office until the principal called, “Come in!”
22. In some folk dances, each participant dances separately, improvising steps to the rhythm of the music.
23. Most drivers stop before turning onto a highway, even if there is no stop signal at the intersection.
24. The hikers took the trail to the left when they left the campsite.
25. All but Joel went to the restaurant, but most did not eat.
26. I returned home early because I wanted to see who was at home.
27. As we looked around, we discovered a small shop around the corner.
28. Blue is my favorite color, so I’m going to order a blue sweater.
29. Those fell from those trees.
30. If you hand me that pen, I’ll write the number in my own hand.

Review C: Identifying Parts of Speech, p. 25

EXERCISE A
1. Over a three-month period he was able to win her over to his point of view.
2. I believe that I left your book in the drawer on the left.
3. They hadn’t expected so many people, so they had to bring in more chairs.
4. That is not the best place for that lamp.
5. When you chip away at that hard stone, make sure that you don’t get a chip in your eye.

EXERCISE B
6. No one knew the answer to the riddle posted on the Web site.
7. According to the directions on the inside cover, only two players are needed.
8. The student hesitantly qualified his answer with a shrug.
9. Hold on tightly as you climb to the top of the ladder!
10. I asked José and Lenora to meet me at the library, but they both decided to study at home.
11. I am quite capable of doing it, thank you.
12. Errol is looking forward to excavating those.
13. In the past, she has encouraged teamwork.
14. That orange suits you.
15. Which orange do you mean?
Chapter 2: The Parts of a Sentence, pp. 26–48

Sentences and Sentence Fragments, p. 26

**EXERCISE A**

1. F  
2. F  
3. F  
4. S  
5. F  
6. S  
7. S  
8. F  
9. F  
10. F

**EXERCISE B**

11. F  
12. S  
13. F  
14. S  
15. S

Subjects and Predicates, p. 27

**EXERCISE**

1. Until recently, tourists could reach the tiny island only by boat.  
2. The island of Bequia remains relatively untouched by the trappings of modern life.  
3. A need for economic growth has led to the construction of an airport.  
4. Some islanders are worried about the loss of the old way of life.  
5. Six hundred species of butterfly have been recorded on Tobago and Trinidad.  
6. The Tobago Forest Preserve has protected much of the island from tourism.  
7. About a half mile offshore is beautiful Buccoo Reef.  
8. Sun-drenched fishing villages dot the scenic coastline.  
9. On Little Tobago Island, eager bird-watchers may spot several kinds of exotic birds.  
10. The red-billed tropicbird is one of the magnificent birds inhabiting the forests of Tobago.  
11. Many other birds migrate over the area.  
12. Different kinds of trees, shrubs, and wildlife are abundant on the islands.  
13. Tobagonians share their island with many types of snakes, lizards, and frogs.  
14. Different kinds of bats, including the fish-eating bat, inhabit the island.  
15. Four types of forests can be found in Tobago.  
16. The mangrove forest occupies the wetlands.  
17. The coastal edge of the island and the surrounding beaches are home to the littoral woodlands.  
18. The seasonal deciduous forest extends to the lower level of the mountain range.  
19. The evergreen rain forest covers the top of the mountain range.  
20. The streams of Tobago also provide homes to many types of fish and crabs.

Simple and Complete Subjects, p. 28

**EXERCISE A**

1. Twenty people applied for the job.  
2. Last year my mother traveled to China.  
3. The cat’s thick fur was soft to the touch.  
4. Is The Hobbit your favorite book?  
5. The wet, exhausted hiker was happy to see the shelter.  
6. The long rain yesterday turned our yard green overnight.  
7. Suddenly, the old bridge began to sag in the middle.  
8. The large, orange ball bounced over my head.  
9. The dog just had puppies.  
10. Cool, fresh air blew through the open window.
**Exercise B**

11. A young boy was wandering alone through the large shopping mall.

12. The fearful child began to cry.

13. Several concerned shoppers tried to help him.

14. The frightened child, however, would not speak.

15. Finally, an elderly lady walked up to the child.

16. The kind lady began to tell the child a story.

17. Her long, funny story was about a prince.

18. The handsome prince had gotten lost on the way to see his lady.

19. A beautiful white horse helped the prince find his way.

20. After telling the story, the kindhearted lady helped the child find his mother.

**Simple and Complete Predicates, p. 29**

**Exercise A**

1. Nicci and Jackie sat on the porch swing for the photograph.

2. Carl lifted the lid of the pot.

3. The old barn leaned a little to one side.

4. The four cowboys walked down the street in a line.

5. One of the players brought her own soccer ball to the match.

6. The dog slept on the porch all afternoon.

7. The plumber shut off the water under the sink.

8. We have made our final selection from the menu.

9. Will Carter come to the party on Friday?

10. You need this book for class tomorrow.

**Exercise B**

11. Margarette designed a beautiful garden in the backyard.

12. She planted very special tulips along the edges of the garden.

13. One day Margarette went outside to water the garden.

14. Margarette heard an unusual noise coming from the edges of the garden.

15. The tulips were making a soft noise.

16. Margarette knelt down near one of the tulips.

17. The tulip talked to Margarette in a soft, delicate voice.

18. A small red tulip was thanking Margarette for watering it!

19. The voices of the tulips always amazed Margarette.

20. After all, not too many people have heard the gentle voice of a tulip.

**Complete and Simple Subjects and Predicates, p. 30**

**Exercise A**

1. The Gómez family goes to a nearby park almost every weekend.

2. The two youngest boys enjoy playing soccer with their friends.

3. The older girls prefer to go bird-watching through the park’s beautiful trails.

4. Sometimes the entire family goes hiking together.

5. A long day at the park is a favorite pastime for the Gómez family.

**Exercise B**

6. Modern composer Dan Welcher was born in 1948.
7. Welcher earned degrees from the Eastman School of Music and Manhattan School of Music.

8. Dan Welcher is one of the most original and exciting modern American composers.

9. Dan Welcher has composed many types of music, including symphonies, operas, and chamber music.

10. The Chicago Symphony, the St. Louis Symphony, and many other orchestras have performed Welcher’s music.

Finding the Subject, p. 31

EXERCISE

1. The people of Mexico have a great appreciation of his work.

2. Is Rivera known for any particular style?

3. His murals of Mexico’s social problems are famous.

4. We looked at that painting of two Mexican women with a baby.

5. How does the artist achieve the feeling of tranquility in that picture?

6. What do you think of the muted colors?

7. Don’t those soft pastel colors convey a sense of calm?

8. There is a copy of that picture in this brochure about the artist.

9. What is the title of that painting?

10. Here is an article about Rivera.

11. Which years was Rivera in the United States?

12. Have you seen photographs of his murals?

13. Some of the murals show different aspects of Mexican history.

14. Do you know about his wife, Frida Kahlo?

15. Wasn’t Kahlo an accomplished artist, also?

16. There have been many great artists of the twentieth century.

17. What kinds of art influenced Rivera?

18. Several different styles of art influenced the artist.

19. Was he influenced by postmodernism and cubism?

20. There are significant moments in history reflected in Rivera’s works. [or There are significant moments in history reflected in Rivera’s works.]

The Understood Subject, p. 32

EXERCISE

1. Jerome

2. you

3. you

4. Constance

5. you

6. you

7. Karl

8. Ginger

9. you

10. you

11. you

12. Teddy

13. Jim

14. you

15. you

16. you

17. Paolo

18. you

19. you

20. We

Compound Subjects, p. 33

EXERCISE

1. Exercise, a healthful diet, and sufficient rest are essential for good health.

2. Either Raoul or Marty will win the election.

3. The oaks, the maples, and the sycamores have lost their leaves.

4. Greta or Sheila will water the garden this afternoon.

5. Sheep, goats, and chickens wandered around in the large yard.

6. The musicians, dancers, and actors met for a final dress rehearsal.
7. Either Jon or I will wash the dishes tonight.
8. Did the children and their parents enjoy the camping trip?
9. Randy, Martha, and Jennifer were the top three finishers in the math competition.
10. Will Monday or Tuesday be a good day for a meeting?
11. The police and the fire department responded to the alarm.
12. Planes, trains, and buses are all means of public transportation.
13. Will Victor or Elian answer the question?
14. The hippos and giraffes crowded around the water hole.
15. Either exercise or an extended vacation will help relieve your stress.
16. *The Grapes of Wrath* and *East of Eden* are two novels by John Steinbeck.
17. The barn and the front pasture were flooded during the storm.
18. In spite of Roger’s objection, Kelly and Wilson painted the doghouse bright red.
19. John Lennon and Paul McCartney were the two chief songwriters for the Beatles.
20. Did Ross, Margaret, and Chen recognize the bicycle?

**Compound Verbs, p. 34**

**EXERCISE**

1. The speech will be televised live at noon and rerun at six.
2. I have finished my research and can now write my report.
3. The teacher reviewed the material and asked each student a question.
4. I put the plants in the sunlight and watered them thoroughly.
5. We talked, laughed, and sang during the long bus ride.
6. Have the students researched the issue or discussed different possibilities yet?
7. I will go to the movies, see a play, or visit a museum this weekend.
8. The actress could sing and dance quite well.
9. Jack put on his coat and went out into the snow.
10. The entertainer juggled several balls and performed acrobatics.
11. Will you pack your bags and confirm your airline reservations today?
12. The audience rose to their feet and applauded loudly.
13. The picnickers gathered the leftovers, collected the trash, and cleaned the tables.
14. Next summer we will hike, climb mountains, and ride our bikes in Colorado.
15. Did Uncle William receive the package and examine it?
16. We read the papers, signed them, and mailed them back to the agency.
17. Will you come to my house and help me with some repairs?
18. After school, we exercise at the gym and then do our homework.
19. The customer looked at her receipt and asked about her change.
20. Our grandmother paints, sews, and plays flute quite well.

**Compound Subjects and Verbs, p. 35**

**EXERCISE**

1. Will the players and their team captain introduce themselves?
2. The four boys ran to the line, picked up a stick, and raced back to the start.

3. Jeanette and her brother will be at choir practice early.

4. Did you feed the cats and change their water?

5. Are Maía and Paula rehearsing tonight?

6. The members of the committee discussed the proposition and then voted against it.

7. We washed the vegetables, sliced them, and then cooked them with spices.

8. Ducks, geese, and swans were swimming around the large lake.

9. Luigi doesn’t swim, run, or cycle very often.

10. Florentine painted a picture of black doves and hung it in the living room.

11. The book and the movie were equally dull.

12. Bob and Geno put on their helmets and rode their bikes.

13. Dietrich studied hard for his exam and made a high grade.

14. Are the cardinals and blue jays visible from here?

15. Sasha and Boris played a hard game of tennis and then swam in the lake.

16. The tourists took photographs, asked questions, and looked around curiously.

17. Jacqui washed the clothes, hung them to dry, and folded them neatly.

18. We listened to the song and asked the singer many questions about it.

19. Will the coach teach us a new drill and practice it with us?

20. When will the crew and passengers board the plane?

Complements, p. 36

Exercise

1. The pilot checked the gauges carefully.

2. Have you given your brother his lunch yet?

3. After a long day at work, the nurse felt exhausted.

4. Wanda became an engineer after graduation.

5. I read science fiction and mysteries most often.

6. After the concert, the musicians seemed satisfied.

7. Did you find a book about real estate yet?

8. The committee planned the construction and maintenance of roadways.

9. After the football game, Duane appeared tired.

10. Stephen mailed his grandmother a music box.

11. Send a birthday card to your uncle John.

12. The sweater looks green to me.

13. Has Richie submitted a college application yet?

14. The candidate sent the reporter a copy of his speech.

15. Bring me the bread knife, please.

16. Steve enjoys horror novels and action movies.

17. Will Moira send her poem to a magazine?

18. Errol is often late.

19. This book is not the one.

20. The babysitter gave little Nora her dinner.
The Subject Complement: Predicate Nominatives, p. 37

**EXERCISE A**

1. Louis is a mathematician and a teacher.
2. Were those two girls the winners?
3. After years of hard work, she became a superb ballerina.
4. Should Barney have been the leader of this team?
5. What an excellent singer she is!
6. The pianist is a composer, also.
7. Mrs. Woodward became an excellent nurse.
8. Her doves’ names are Juliette, Musetta, and Luigi.
9. What a mistake that could have been!
10. My father has been an engineer, a scientist, and a professor.

**EXERCISE B**
*Answers will vary. Sample responses are given.*

11. My favorite movie star is Myrna Loy.
12. The winner of the spelling bee is the second grader wearing the blue jacket.
13. Ms. Ozu had been a student assistant before she became a teacher.
14. Is Chet the new president of the student council?
15. The best day to visit the museum is Tuesday.

The Subject Complement: Predicate Adjectives, p. 38

**EXERCISE A**

1. Carlos has grown much taller through the years.
2. Does the soup taste too salty to you?
3. How beautiful her voice is!
4. The seas appear calm this morning.
5. The kitten looked quite content in its new box.
6. The modern music sounded odd to us.
7. Does Jorge seem happy in his new home?
8. The roses from the bush outside smell sweet.
9. François is satisfied with his new job.
10. How soft and delicate the baby bird seems!

**EXERCISE B**
*Answers will vary. Sample responses are given.*

11. How colorful the sunset is this evening!
12. Lira often feels hungry after soccer practice.
13. As the sky grew darker, the stars grew brighter.
14. Jennifer seems pleased about winning the award.
15. This ghost story is scarier than I remembered.

Subject Complements, p. 39

**EXERCISE**

1. Latex becomes rubbery when heated.
2. Rubber tappers from the Amazon sell latex, which they extract from rubber trees, to manufacturers; this substance is the basis for many rubber products.
3. The rubber tappers are mostly poor and uneducated, but they are hard workers.
4. The ranchers and farmers were greedy for land and began to burn the rain forest at an alarming rate.
5. These fires were dangerous not only to the thousands of species of plants and animals of the forest but also to the livelihood of the rubber tappers.
6. Chico Mendes was a rubber tapper and a member of a workers’ union.
7. He became the spokesperson for and a hero to the poor rubber tappers.
8. He warned that the destruction of the Amazon rain forest was a threat to the world.

9. Environmentalists from around the world took notice of Mendes's message, but local ranchers and farmers became angry with Mendes.

10. It was a surprise to the world when two local ranchers assassinated Chico Mendes on December 22, 1988.

**Objects: Direct Objects, p. 40**

**EXERCISE A**

1. The nobles wore steel armor and helmets.
2. He was a successful warrior thanks to his great war horse.
3. Women in splendid gowns attended the tournaments.
4. A knight would often throw a scarf to his lady during the events.
5. People of the Middle Ages respected chivalry, bravery, and honor.
6. Medieval students studied the craft of alchemy.
7. Travelers took shelter in a castle or monastery.
8. Educated nobles enjoyed the tales of Chaucer and the poetry of Petrarch.
9. King Edward III’s son was the Black Prince.
10. King Edward III started a war with France.

**EXERCISE B**

11. In 1346, trading ships carried infected black rats into Italian ports.
12. Fleas on the rats spread a dangerous disease.
13. The bubonic plague killed thousands throughout Europe until 1352.
14. It attacked people of all ages.
15. Medieval doctors found no cure for the plague.

**Objects: Indirect Objects, p. 41**

**EXERCISE A**

1. Are you reading the book I gave you?
2. I mailed my brother the birthday gift.
3. Juanita sent her teacher an Easter card.
4. Would you like a drink with your sandwich?
5. Please send me a copy of the letter.
6. The flight attendant offered the passengers drinks and snacks.
7. Are you going to buy plates and napkins for the picnic?
8. The dog chased its tail for several minutes.
9. Please hand me the pitcher of orange juice, Franco.
10. Have you given Janice your answer yet?

**EXERCISE B**

11. Why don’t you tell us a story?
12. Aunt Maria brought me a souvenir from Thailand.
13. The driver told the officer his version of the accident.
14. Please offer cousin Tina my condolences.
15. Lester loaned Miranda a sweater.

**Objects: Direct and Indirect Objects, p. 42**

**EXERCISE A**

1. The committee chairperson gave her the gavel.
2. Our pool’s lifeguard left Manuerto the free passes.
3. The interview will give Emily a chance to visit the college.
4. The algebra teacher lent her a new ruler.
5. Aerobic dancing provided us an opportunity for vigorous exercise.
6. The track star jumped hurdles and ran relays during the meet.
7. The pet store owner gave the puppy a bone.
8. The doctor prescribed penicillin for the child’s illness.
9. The counselor offered the students some advice.
10. Their discovery of radium and polonium earned Pierre and Marie Curie the Nobel Prize in physics.

Exercise B
11. Kareem taught his sister an African American folk song.
12. The president signed the energy bill after the congressional vote.
13. The Lions Club awarded Mrs. Rosa a silver tray for community service.
14. The tree branch struck the car’s windshield with a crash.
15. Toni Morrison read the audience an excerpt from her novel.

Parts of a Sentence, p. 43

Exercise
1. Ruth became the new treasurer for the bicycle club.
2. Felix wrote Martha a long letter while she was away.
3. The students seemed tired after the long lecture.
4. We finished our geometry homework before dinner.
5. The principal offered the seniors some good advice about choosing a college.
6. Has the coach given the players their gloves?
7. The salad tasted better after you added the horseradish.
8. The winner of this year’s poetry competition was Carita.
9. The sophomores chose a new team name.
10. What a great leader he became!
11. The magician appeared nervous during the beginning of her performance.
12. Will Jacqueline be our new tutor?
13. Hear this beautiful poem by Emily Dickinson.
14. Are the counselors going to send us a list of recommended books?
15. We went to the shopping mall and bought some candles and a vase.
16. Ron gave me some paint, a few brushes, and a large pad to practice with.
17. The soup that my grandmother made smells spicy.
18. When will Trevor become a performer?
19. The snow felt cold, but we continued to play outside.
20. Are those black birds with yellow spots starlings?
4. **INT**—Oh, why shouldn’t we brag just a bit?
5. **DECL**—It’s never becoming to brag.
6. **DECL**—I can’t believe we won. [or **EXCL**—
    I can’t believe we won!]
7. **IMP**—Keep your excitement to yourself.
8. **INT**—Do you hear that applause?
9. **DECL**—It’s so loud. [or **EXCL**—It’s so loud!]
10. **DECL**—Let’s go accept our trophy.

**Review A: Sentences and Sentence Fragments, p. 45**

**EXERCISE**

7. S 14. F

**Review B: Sentence Parts, p. 46**

**EXERCISE A**

1. Do many of us worry about the future?
2. To most of us, the future probably seems uncertain.
3. Will we go to college?
4. What kinds of jobs will we have?
5. Some of us are wondering about marriage and children.
6. Even very young boys and girls sometimes worry about world conditions.
7. We surely cannot predict the future with any certainty.
8. In my opinion, one should not waste time and fret about the future.
9. One should plan ahead but should also enjoy the present.
10. **(You)** Tell me your thoughts about the future.

**EXERCISE B**

11. Several years ago my family bought a new place in Arizona.
12. At that time my friends were college students in Texas.
13. We sent them an invitation for a weekend visit.
14. They were happy and accepted the invitation immediately.
15. Our home was a ranch about thirty miles from the nearest town.
16. We sent them detailed directions for getting to the ranch.
17. A bus was the only link between the ranch and the town.
18. Unfortunately, my friends arrived in town after 6:00 P.M. and missed the last bus.
19. The only hotel in town was full.
20. The friendly police chief gave my friends a room for the night in the local jail.

**Review C: Sentence Parts, p. 47**

**EXERCISE A**

1. How far in advance do you usually shop for birthday presents?
2. In my opinion, birthdays are very important occasions.
3. Gifts for others should reflect their tastes, not yours.
4. One must consider the recipients’ interests carefully.
5. Not many of my relatives share my sister’s interests or like her tastes.
6. **Her choice** of gift for a grandparent or an aunt or an uncle is often inappropriate.

7. Neither subtle hints nor candid suggestions **penetrate** her consciousness.

8. Fortunately, all of us recognize the thought behind the present.

9. **(You)** Tell me your opinions about birthday gifts.

10. Would you consider a job as a personal shopper?

**EXERCISE B**

11. The reading assignment was an informative **PN** article about medical ethics.

12. The haiku is a major **form** of Japanese verse.

13. The last mile of a ten-mile hike always seems longest.

14. Do you give your **pets** enough **water** during the summer?

15. The jurors carefully considered the **allegations** of the defense counsel.

16. The audience at the awards dinner grew **restless** during the long speeches and fidgeted uncomfortably.

17. To the playwright’s surprise, his work became the talk of the town.

18. I gave my **brother** a book for his birthday last year.

19. The group improvised and sang the **song without accompaniment**.

20. They sent us a detailed **list** of suggestions for the camping trip.

**Review D: Kinds of Sentences, p. 48**

**EXERCISE**

1. **EXCL**—What fantastic weather we had on our vacation!

2. **INT**—Where is the nearest fire station?

3. **DECL**—How we will raise the money is a good question.

4. **IMP**—Ask the owner’s permission before feeding the animals.

5. **IMP**—Stop making all that noise!

6. **INT**—Can you recommend anyone for the job?

7. **INT**—If necessary, may we call on you for help?

8. **INT**—At what time do you get off work?

9. **DECL**—I have a job at the local supermarket this summer.

10. **INT**—Would you mind helping me with my homework?

11. **EXCL**—What an exciting trip that was!

12. **INT**—When did the first settlers arrive in Australia?

13. **DECL**—Where the meeting will be held is anybody’s guess.

14. **INT**—Does the University of Washington have a medical school?

15. **EXCL**—How pleased your parents must be!

16. **IMP**—Go to Mrs. Panico’s office and give her this note.

17. **DECL**—A noted chemist has been invited to speak at the next assembly.

18. **IMP**—In case of emergency, dial this number.

19. **INT**—What is the correct English translation of that Latin expression?

20. **IMP**—If you have any questions, be sure to ask your teacher.
Chapter 3: The Phrase, pp. 49–71

Phrases, p. 49

**EXERCISE**

1. phrase
2. phrase
3. phrase
4. phrase
5. no
6. phrase
7. no
8. phrase
9. phrase
10. phrase

**Prepositional Phrases, p. 50**

**EXERCISE A**

1. The bus drove by a large, red barn.
2. An enormous picture was painted on one wall.
3. The picture reached above the second story.
4. It showed an eighteenth-century man in a white shirt.
5. The picture was painted by a local artist.

**EXERCISE B**

6. Spike Lee was born in Georgia.
7. He studied at a New York university.
8. The video store near my house carries his films.
9. Lee appears in some films.
10. His father wrote the music for this movie.

**Adjective Phrases, p. 51**

**EXERCISE A**

1. Both Alaska and Hawaii were once territories of the United States.
2. The name for the mainland portion of Alaska was once Aláškak.
3. The origin of the name for Hawaii is unknown.
4. These are two of our most beautiful states.
5. Many people from all over enjoy these magical places.

**EXERCISE B**

Answers will vary.

6. The early inhabitants of the caves drew hunting scenes on the walls.
7. No one in the audience spoke during the performance.
8. The magician called upon two people from the crowd.
9. A single fingerprint on the mantle turned out to be a critical clue.
10. Erica lent me two magazines from her collection.

**Adverb Phrases, p. 52**

**Note:** For pages 61–62, students’ identification of words modified may vary for some items.

**EXERCISE A**

1. Please return your books to the library shelves.
2. Harry is helpful in a crisis.
3. During the last century my ancestors came to this country.
4. Pete found some sesame oil on the top shelf.
5. Chinese food is well-known for its delicious flavors.
6. Mother served dinner at the kitchen table.
7. After the holiday we put the ornaments away in the attic.
8. We ate fresh fruit for dessert.
9. For the first time I felt confident.
10. The kids remained quiet during the movie.

**EXERCISE B**

Answers will vary. Sample responses are given.

11. We fried the fish we had caught in the morning.
12. Do you enjoy playing the violin in the symphony?
13. The desk seems to be broken in a bad way.
14. Run as fast as you can to the car!
15. That actor is quite famous for his Broadway work.

Adjective and Adverb Phrases, p. 53

EXERCISE A

1. Chameleons are famous for their ability to change color to match their surroundings.
2. However, true chameleons, which live mainly in Madagascar and Africa, do not change color to camouflage themselves.
3. The chameleons of Madagascar do change color in response to light, temperature, and fear of attack.
4. Chameleons change color by collecting or diluting pigmented cells called melanophore cells.
5. They are funny-looking lizards with as many as three horns on their heads and bulging eyes that move separately from each other.

EXERCISE B

Answers will vary. Sample responses are given.

6. Did she blow out all of the candles on her cake, adjective phrase?
7. Be sure to sign your name on the bottom line, adverb phrase.
8. I enjoy cooking fish in the campground, adverb phrase.
9. The moviegoers’ hearts pounded during the exciting car chase, adverb phrase.
10. I counted at least twenty guests in tuxedos, adjective phrase.

Participles, p. 54

EXERCISE A

1. Our excited meteorologists told us that the storm’s name was Clive.
2. It was the first storm in recorded history to reach our town.
3. The worried townspeople hastily nailed up boards and filled sand bags.
4. My grandparents recalled a similarly chilling storm from their youth.
5. When the storm hit, everyone hunkered down in their mildewing basements.
6. Several hours later, the storm abated and relieved neighbors came up to see the damage.
7. The surprised townspeople found, to their delight, that only the city park needed repairs.
8. Uprooted trees had fallen on the playground.
9. Several dozen energized volunteers worked together to cut up and stack the branches.
10. Only a few days later, delighted children were once again playing on the swings and slides.

EXERCISE B

11. Long before Elvis and the Beatles, pianists were mesmerizing audiences, (fascinate)
12. Among pianist Franz Liszt’s fans were half-swooning women. (adore)
13. Women were not Ludwig von Beethoven’s problem, however. (Faint)
14. This composer sometimes forgot that he was also the soloist, rose from the piano, and began to conduct in wild, extravagant gestures. (rivet)
15. Once, Beethoven became so involved in the music that he accidentally jostled a boy whose job was to hold a candle, knocking the candlestick out of the boy’s hand. (embarrassed)

Participial Phrases, p. 55

EXERCISE A

1. This bowl, carved in the hills of Tennessee, is unique.

2. Chopping the carrots quickly, the chef finished the stew.

3. Given all the facts, we reached our decision quickly.

4. The power lines, damaged by the storm, needed repairs.

5. Fifteen men, clothed in military uniforms, presented the flags.

6. The hikers, exhausted by the long climb, slept soundly that night.

7. Stopping to tie my shoelace, I noticed an unusual insect on the sidewalk.

8. The cat, seeing movement in the bushes, crouched low in the grass.

9. Covered by a cloth napkin, the loaf of bread in the basket was still warm.

10. She returned to the house, remembering the keys and the book.

EXERCISE B

11. The potato, first cultivated in South America, is a versatile food.

12. Discovered by the Spanish in Peru, the potato reached Europe in the 1550s.

13. This vegetable, once worshipped by the Incas, was first scorned by the Europeans.

14. Some people, confusing the potato with another plant, thought the vegetable was poisonous.

15. Actually, potatoes are quite nutritious, providing adults with various vitamins and minerals.

Participles and Participial Phrases, p. 56

EXERCISE

1. Few people know about the process required to become a knight.

2. By the twelfth century, a program challenging both mind and body had been developed.

3. Boys growing up in noble households began training for knighthood at a young age.

4. Leaving their family homes, they were fostered in the houses of influential friends or uncles.

5. The boys learned etiquette, cared for horses, and exercised to build the musculature needed to carry heavy arms.

6. Demonstrating his ability to hunt, fence, and ride, a fourteen-year-old became a squire.

7. At about the age of twenty-one, well-trained in arts of defense, the young man was ready to undergo initiation into knighthood.

8. The ritual usually began when the squire, freshly bathed, put on ceremonial robes of white and red.

9. He spent the night in the chapel and offered his sword, blessed by a priest, to the service of his lord.

10. Now called an acolyte, the young man put on his best clothes and went in to a breakfast feast.
Gerunds, p. 57

EXERCISE

1. Swimming, another aquatic sport, demands physical endurance.

2. A more leisurely form of exercise is **walking**.

3. Although it may seem leisurely, **sailing** also requires strength.

4. Petra prefers water-skiing and is quite good at it.

5. For me, nothing beats the thrill of **cycling**!

6. Was Olympian Babe Zaharias best known for her **running**?

7. Wasn’t her forte **golfing**?

8. Which contestants won medals in **tumbling**?

9. **Figure skating** is certainly a graceful sport!

10. Every person should find a way of **exercising** for health and for pleasure.

11. Some kinds of exercise require **planning** and expense.

12. Sports, however, are not the only means of **staying** fit.

13. Even **bird-watching** can offer opportunities for exercise.

14. Avid **bird-watchers** often do a lot of **hiking**.

**indirect object**

15. On weekends, give **gardening** a try.

16. **Hoeing** gives a person’s arms and shoulders a real workout.

17. In the fall, fallen leaves need **raking**.

18. **My least favorite kind of yardwork** is mowing.

19. For some people, of course, working provides exercise.

20. **Vacuuming** and other household chores also require effort and energy.

Gerund Phrases, p. 58

EXERCISE

1. Jumping out of airplanes sounds scary to **me**.

2. Our reason for calling you is to invite you to our graduation.

3. I don’t mind **shoveling** snow once in a while.

4. Skidding on wet pavement causes many accidents.

5. You will enjoy meeting **Hatim**.

6. Sweating over a hot stove in August is not fun.

7. My favorite weekend activity is **singing** with a local band.

8. Achieving a perfect score gave **Molly** a sense of pride.

9. Instead of subtracting the service charge, Chad added it.

10. Daydreaming about problems can be a source of creative ideas.
11. After dining at a nice restaurant, they went to a movie.

12. His idea of a pleasant Saturday is fishing from the bridge.

13. One service club's holiday project is caroling at the hospital.


15. By shopping early in the morning, we will get the freshest produce.

16. My hobbies include reading mysteries and biographies.

17. His arms were sore after kneading the dough for ten pizzas.

18. Choosing a college to attend can be overwhelming.

19. Mike doesn't like waiting for the bus at night.

20. Her part-time job is packing computer components at the factory.

Gerunds and Gerund Phrases, p. 59

EXERCISE A
1. Buying a good telescope is a good way to get started.

2. Also, many colleges have a practice of opening their observatories to the public.

3. One other helpful activity is studying star charts to learn the layout of the sky.

4. Some amateur astronomers also invest time in photographing the stars.

5. Discovering a comet is the dream of a few persistent skywatchers.

6. The tradition of naming comets after the first person or people to sight them brings a kind of fame to these skywatchers.

7. For most stargazers, however, a night of lying out under the stars is pleasure enough.

8. Several times a year, people can enjoy viewing meteor showers.

9. Sometimes you can see up to forty meteors an hour, simply by being outside at the right time!

10. The sky is filled with the streaking of meteors among the stars.

EXERCISE B
Answers will vary. Sample responses are given.

11. Planting a garden is another relaxing activity.

12. Some gardeners enjoy debating the choice of plants for their beds.

13. A pleasant way to end a day in the garden is snoozing in the hammock.

14. Some gardeners benefit from subscribing to gardening magazines.

15. Tasting the first vegetables harvested from one's own garden is a treat!

Participial Phrases and Gerund Phrases, p. 60

EXERCISE
1. Eating out in Tokyo is fun.

2. The problem is choosing among so many different restaurants.

3. Pointing at the puppy, Jim said he really wanted to get one.

4. In botany class, we became quite good at identifying types of flowers.

5. After dinner, feeling happy and full, we thanked our hosts.

6. Going to the beach this summer will be a lot of fun.

7. Searching for an answer, I looked in a current dictionary.

8. Smiling proudly, the little boy pointed to his new toys.
9. I have always enjoyed eating sushi.
10. It’s too bad that preparing sushi is Mom’s least favorite thing to do!
11. Buying a used car requires research.
12. The little boy stomped into his room, slamming the door behind him.
13. The team has a slim chance of finishing in the top four.
14. The dog, wagging its tail wildly, bounded out to meet us.
15. Quickly paying for the groceries, she ran out of the store.
16. Decorating this birthday cake will take at least an hour.
17. My cousin actually enjoys taking tests.
18. Sorting through the old photographs, we found a portrait of our grandfather.
19. The alligator, gliding silently through the dark water, approached its prey.
20. My least favorite part of this job is scraping the paint off the woodwork.

Infinitives, p. 61

EXERCISE A

1. I like to keep my stapler and tape right at hand.
2. The dictionary is on the next shelf, ready to answer my questions about spelling.
3. To succeed in math is a special goal of mine.
4. I often use a calculator to check my work.
5. I intend to study for my next algebra exam.
6. I also need to complete an essay for my history class.
7. That’s a project to begin early!
8. I keep an alarm clock on my desk to remind me of how much study time remains.
9. To concentrate for an hour is sometimes a challenge.
10. I am sure to excel in my classes if I stick with my study habits.

EXERCISE B

Answers will vary. Sample responses are given.

11. To plan a good vacation takes time and thought.
12. I would like to describe my used car to you.
13. This exercise requires you to exhale slowly over a count of ten.
14. Oh, my, how I hate to iron my cotton clothes!
15. To build their own house is their dream.

Infinitive Phrases, p. 62

EXERCISE A

1. For some, the attempt to understand his writing is a challenge.
2. They find it hard to understand the sixteenth-century expressions.
3. However, most people like to see the plays performed.
4. To prevent the audience from becoming bored, Shakespeare included comic scenes.
5. He also tried to include music and songs in many plays.
6. To see a play staged can be a great pleasure.
7. Many famous actors have wanted to play the part of Hamlet.
8. Scholars are still curious to learn more about Shakespeare’s life.
9. He is known to have been the son of a glove maker in Stratford-on-Avon.
10. His goal was to be both a playwright and an actor.

EXERCISE B
Answers will vary. Sample responses are given.

11. To forget the lines would be a disaster.

12. It might help to fasten the lines to my mirror so that I can see them while dressing.

13. The lines to notice are the ones I stumbled on yesterday in rehearsal.

14. “To sleep, perchance to dream”—that’s certainly a memorable line!

15. I thought at first that it would be easy to read the lines well, but it takes practice!

Infinitives and Infinitive Phrases, p. 63

EXERCISE
1. The pictures to see are my family’s baby pictures.

2. Of course, to call my own baby pictures anything but beautiful would be lying!

3. To record the growth of our family is another of our goals.

4. We keep many family pictures in our house to remind us of the importance of our past.

5. I like to study the old, crumbling photo of my great-grandparents.

6. The photographer chose to take the picture on my great-grandparents’ porch.

7. I use looking at this picture as a way to imagine how hard they worked on their farm.

8. I never met them, but I am told that they managed to raise corn, potatoes, and other vegetables for the family’s table.

9. My goal is to imitate their hard work and hopefulness.

10. I often pause to think about this brave and enterprising couple.

Verbal Phrases A, p. 64

EXERCISE A

1. Learning about the history of coffee led me to the conclusion that coffee hasn’t been around forever.

2. The story is that about 850 A.D., an Arab goatherd noticed his goats acting strangely.

3. Investigating the goats’ behavior, Kaldi tasted the berries of a bush the goats had been eating.

4. The berries were coffee berries, and Kaldi, feeling the effects of the caffeine, told others of his discovery.

5. The newly discovered coffee was under production in Arabia by the fifteenth century.

6. Europe had to wait for coffee until the sixteenth and seventeenth centuries.

7. Some people started using coffee not only as a beverage but also as a medicine.

8. Drinking coffee in the new coffeehouses was a prime form of entertainment in the 1700s.

9. People sipped their coffee and read newspapers, talking about the latest news.

10. Some people’s idea of a pleasant time is to drink coffee with friends.

EXERCISE B Answers will vary.

11. One way to become dizzy is to spin quickly in circles.

12. Creeping along plants is the caterpillar’s mode of transportation.

13. He set a goal of succeeding at the track meet.
14. The audience rose to acknowledge the entrance of the judge.

15. Entering the vast cavern, we fell to an amazed hush.

**Verbal Phrases B, p. 65**

**Exercise A**

1. I started to think about the choice in my sophomore year of high school.

2. You can start by reading books that describe colleges.

3. You may want to narrow your choices to colleges in your state or to private colleges.

4. A college renowned for its strong academic program is always a good choice.

5. Some students, looking forward to making new friends at college, also examine social opportunities.

6. Of course, there is no harm in considering a school with a good sports program, too.

7. Cheering your team on until you are hoarse in the throat is fun.

8. The excitement of a good game helps students to blow off steam.

9. In the end, however, students considering their four years of college must focus on the education they will gain.

10. Another option is to take advantage of your school counselor’s knowledge and assistance.

**Exercise B**  
*Answers will vary.*

11. Driving a car is a big step towards independence.

12. Our garage band, recording our first CD, could not believe that our dreams had come true.

13. The hardest thing about secrets is keeping them.

14. Don’t even try to deny that you ate the last piece of cantaloupe!

15. Pronouncing their words clearly, the actors made sure that the audience understood the story.

**Appositives, p. 66**

**Exercise**

1. The puppy, a Pomeranian, had long, wavy fur.

2. We gave the dry cleaner, Mr. Nowlin, our suits to press.

3. We especially wanted to hear the cellist Yo-Yo Ma.

4. The hottest months, June, July, and August, are my favorites.

5. The book details the activities of Timmy Roybal, a Pueblo.

6. Samuel Maverick, a cattle rancher, refused to brand his animals.

7. My mentor, Jane Galway, is helping me research colleges.

8. Terrill Park, my hometown, holds a parade each year for Independence Day.

9. My friend Anandi is learning to snowboard.

10. The last day of exams, Friday, is on our minds constantly.

11. The house, a turn-of-the-century mansion, is now a museum.

12. We’ve looked everywhere for our dog Jake.

13. Dr. Renwick, the violin teacher, also plays cello and viola.

14. Who wrote the poem “Ode on a Grecian Urn”?
15. The younger of the two boys in that family, Sam, looks like his grandfather.
16. The dessert, a magnificent chocolate cake, stood in the center of the table.
17. You should call your aunt Sarah this weekend.
18. He must take this medicine, an antibiotic, for ten days.
19. The addition to their house, an extra bedroom, took six months.
20. Mr. Galven, the assistant principal, wants to see you in his office.

Appositive Phrases, p. 67

EXERCISE

1. Dorothy Parker, the poet and short-story writer, is remembered for her wit.
2. A college education, a dream of many, is a worthy pursuit.
3. The gold ring, a family heirloom, was given to my grandmother by her mother.
4. Our family car, a rusty 1991 station wagon, still runs well despite its age.
5. We traveled to Horseshoe City, a tiny town left over from the state’s mining days.
6. Charon, the tiny moon of Pluto, is named for a character in Greek mythology.
7. Fear of walking under ladders, a superstition held by many people, is baseless.
9. Oxalis, a clover-like plant, makes a colorful garden border.
10. The piano, a neglected old spinet, stood in the dusty corner.
11. This book, a collection of short stories, was due yesterday.
12. The essay contest, one of several sponsored by the newspaper, is open to all students.
13. My cousin, now a private pilot in Alaska, used to be afraid of flying.
14. Central Avenue, the main street of the town, is lined with shops and restaurants.
15. The magazine article, a feature story about hot-air balloonists, was fascinating.
16. Three bowls and a platter, examples of the potter’s best work, are on display in the gallery.
17. Usually a slow, shallow stream, the creek now raged out of its banks.
18. That movie, one of the best I’ve ever seen, should win several awards.
19. My mother, the eighth of eleven children, grew up in North Dakota.
20. Jeremy, until recently an unexceptional student, is determined to excel in math.

Appositives and Appositive Phrases, p. 68

EXERCISE

1. Pluto was once considered the ninth planet in the solar system, although its steep orbit at times brings it inside the orbit of its nearest neighbor, Neptune.
2. On this dwarf planet, a complete rotation, one day and night, takes 6.39 Earth days.
3. We have not known about this dwarf planet, which was downgraded from an official planet, for very long.
4. In fact, it was discovered by Clyde Tombaugh, an amateur astronomer at the Lowell Observatory.
5. Tombaugh located Pluto in Gemini, a well-known constellation, on February 18, 1930.
6. For a time, scientists wondered if Pluto were an escaped moon of Neptune, a planet with many moons.

7. The discovery of Charon, Pluto’s tiny moon, brought this idea into question.

8. The dwarf planet is named after Pluto, Greco-Roman god of the underworld.

9. Fittingly, little Charon is named after a dreaded character in Greek myth, the ferryman who rowed the dead into the underworld.

10. Pluto and Charon are difficult to see, even with the best telescopes, but more information is discovered about them all the time.

**Review A: Phrases, p. 69**

**EXERCISE A**

1. During a test I used to become nervous or upset.

2. My mother discussed this with me last spring.

3. I had become quite upset about my final exams.

4. I had become very tense, and I had lost much of my appetite.

5. One day my mother sat down and explained the value of a little anxiety.

6. Although she was concerned, she talked very calmly about test taking.

7. Too much worry, she told me, is unhealthy for anyone.

8. No one in that situation can perform well.

9. Too much worry about a test can prevent clear thinking.

10. Her explanation of stress and anxiety was very helpful.

**EXERCISE B**

11. Many people never learn to stay afloat in the water.

12. Some of them, fearing the water, stay away from it.

13. Others, however, try again and again to become good swimmers.

14. Eventually some succeed in mastering the basic technique.

15. My sister, for instance, can now swim after spending many years in classes.

16. Undaunted by past failures, she would enroll in a new class each fall.

17. In class, she would cling to the side of the pool, kicking her feet.

18. Standing in shallow water, she would then practice her arm movements.

19. In deep water, though, she sometimes ended by paddling slowly to the side.

20. Then she would work up her nerve to begin again.

**Review B: Phrases, p. 70**

**EXERCISE A**

1. At first I thought I heard kittens.

2. The cries I heard were loud enough for a whole litter.

3. I took a saucer of milk and went upstairs.

4. I began an extensive search and wasted most of the afternoon.

5. To my surprise, I did not find the kitten I had expected.

6. Instead, I spotted a nest with two little pigeons in it.

7. That was very surprising to me.

8. Using some wood from my workroom, I built the pigeons a snug house.
9. Few of the neighborhood birds can boast such luxury.

10. Unfortunately, they are skittish and flighty as pets.

**EXERCISE B**

11. It is easy **to** grow luffa gourds.

12. Many people are quite successful at **raising** a large crop.

13. It takes about ten days for vines **to sprout** from seeds.

14. Plants nurtured by the sun flourish and produce many gourds.

15. Sun-ripened in about eighty days, the gourds may be harvested and eaten.

16. Left on the vines, the gourds eventually make sponges.

17. Consider the benefits of **growing** a single luffa crop.

18. Combining some of the luffas with apples and sweet potatoes, you can prepare a delicious treat.

19. You might use other luffas from the same crop to wash the dishes.

20. Giving luffas as gifts to your family and friends is another option.

**Review C: Phrases, p. 71**

**EXERCISE A**

1. Bicycling through the countryside is a **favorite hobby of mine**.

2. I enjoy the freedom **to get around on my own**.

3. I also ride my bike to school.

4. At 8:00 a.m., I am on my way, **pedaling furiously**.

5. Neither rain nor heat nor barking dogs keep me from **riding** my bike daily.

6. My current bike, an old three-speed model, is not well suited for long-distance riding.

7. Affectionately dubbed Wheels, it originally belonged to Carlos Ramirez.

8. Carlos, a former neighbor of mine, made me promise to keep Wheels clean and properly oiled.

9. Three years’ worth of repairs attests to my good faith in the matter.

10. Nevertheless, I am trying **to save enough money for an all-terrain bike**.

**EXERCISE B**

11. Swimming the length of the pool was one of the requirements for graduation.

12. This requirement, a longstanding rule at the college, was easy for many students.

13. To my sister, it was a difficult challenge.

14. She would jump into the pool with her friends standing by to cheer her on.

15. Despite her intentions, she never got farther than ten feet from the edge of the pool.

16. Nevertheless, she would try again, advancing and improving each time.

17. The instructor, a sympathetic person, became interested in my sister’s problem.

18. He convinced her that swimming did not mean risking her life.

19. My sister persisted, **finally passing the swimming requirement**.

20. In her case, swimming seemed to be a challenge that she accepted and met.
Chapter 4: The Clause, pp. 72–93

Clauses, p. 72

Exercise

1. Ever since she was a young girl, Harriet has loved flowers.

2. She is fond of all flowers, but she especially loves those with a beautiful fragrance.

3. Harriet’s backyard is bordered by many different varieties of roses that bloom profusely all summer.

4. Her favorite rosebush, a red, climbing variety, grows from a fifty-year-old cutting that was taken from a rosebush in her mother’s yard.

5. Did you know that she has taken cuttings from that bush and has given them to her daughter and granddaughter?

6. Since Harriet lives in Illinois, her garden is covered with snow during the winter and has no flowers for her to enjoy.

7. After reading an article about growing flowers in a greenhouse, Harriet turned her porch, which faces south, into a greenhouse.

8. Inspired by the beautiful gardenia bush that was a birthday gift, she fashioned a tabletop greenhouse of plant stakes and plastic.

9. Soon, the gardenia bush that had been the only plant in the greenhouse was joined by small cuttings.

10. The indoor and outdoor flowers add beauty to Harriet’s house and to her neighborhood, and the fragrant plants bring joy to the woman who so carefully tends them.

Independent Clauses, p. 73

Exercise

1. During the hurricane season, meteorologists keep a close eye on storm systems over oceans near the United States.

2. Hurricanes begin as easterly waves, which may grow and form an area of low pressure called a tropical depression.

3. When winds of a tropical depression reach 32 miles per hour, the depression officially becomes a tropical storm, and when the storm winds reach 74 miles per hour, the storm is classified as a hurricane.

4. Collecting data from the storms helps meteorologists because, from the data, they can forecast the size, strength, and timing of impending hurricanes.

5. Since hurricanes can have wind speeds of more than 200 miles per hour, they produce large waves, which are called storm surges.

6. Even if a hurricane’s winds do not cause severe damage, a community lying in a low area along the waterfront may be flooded by the storm surge.

7. One of the benefits of hurricane forecasting is the time the warnings give to residents who live in flood-prone areas.

8. Residents can decide whether they will stay for the duration of the storm or evacuate.

9. Evacuating can be difficult because hurricanes can measure 300 miles across.

10. Pay attention to weather forecasts from June to November, the months during which most hurricanes occur in the United States.
Subordinate Clauses, p. 74

**Exercise A**

1. Samuel just finished reading the book that he bought last weekend at the beach.
2. We will introduce Madeleine to everyone as soon as she arrives from the airport.
3. Have you ever wondered when that tree in the backyard was originally planted?
4. Margaret, whose essay on indigenous North American birds was nominated for an award, will present her research to the class on Friday.
5. Do you know who in the class will attend the symphony concert on Saturday night?

**Exercise B**

6. Whenever you walk in the park, pick up a few pieces of litter and throw them away.
7. Although we are having spaghetti for dinner, we’re also going to have a casserole for my brother and sister who don’t like pasta.
8. Because I live in this town, I think I know more about it than someone who doesn’t live here.
9. What I wish for every day, no one else knows.
10. After I come back from spring break, I’ll have only about two more months of school before summer break.

Independent and Subordinate Clauses B, p. 76

**Exercise A**

1. IND
2. IND
3. SUB
4. SUB

The Adjective Clause A, p. 77

**Exercise A**

1. IND
2. IND
3. SUB
4. SUB

Exercise B

1. The house that we bought needs work.
2. The band, which I had heard before, was wonderful.
3. Those people who already have tickets may go inside.
4. That crispy shrimp dish has a sauce that I like.
5. The weavers whom we met live in Cuzco.
6. Marcos, whose ambition is to become a restaurant chef, has enrolled at the Institute of Culinary Arts.
7. Have you met Emily, who is Greg’s first cousin?
8. The airline ticket to Chicago that I bought last week is nonrefundable.
9. The subject on which Dr. Kolar will be speaking Thursday is the art and science of repairing computers.

10. This is the scenic overlook where you can see the rolling hills on the left, the flat prairie on the right, and our beautiful city straight ahead.

The Adjective Clause B, p. 78

Exercise

1. Meals on Wheels, a volunteer organization, delivers hot, nutritious meals to people who are unable to shop and cook for themselves.

2. The nutrition programs that we know today can trace their roots back to World War II.

3. During the war, people in England whose homes were bombed often lost their kitchens.

4. The Women’s Volunteer Service for Civil Defense cooked and delivered meals to people who no longer could cook at home for themselves.

5. The hot meals, which the women delivered to the people with no cooking facilities and also to military personnel, came to be known as Meals on Wheels.

6. Where did the first American program that delivered meals to homebound senior citizens begin?

7. Philadelphia, Pennsylvania, is the city where the home-delivered meal service was pioneered.

8. Who would have believed that the program, which began serving only seven senior citizens, would grow to serve so many?

9. The number of meals that are delivered every day is in the millions.

10. The recipients of the meals not only receive nutritious food, which helps to keep them healthy, but they also receive the benefit of human contact with the volunteers.

Relative Pronouns, p. 79

Exercise

1. Jesse Owens, whose real name was James Owens, was a great athlete.

2. His birth, which was in 1913, took place on a farm in Alabama.

3. The place where he first showed indications of being a fast runner was junior high school.

4. One race, when he ran extraordinarily well, stands out.

5. People remember the 100-meter dash that he ran in 10.3 seconds.

6. At the 1936 Olympics, which were held in Germany, Owens won four gold medals.

7. Owens became the athlete every other athlete in track and field tried to emulate.

8. Owens had a stunt that he sometimes performed.

9. He would race against a racehorse, which was actually faster than he was.

10. Because the firing of the gun that was used to start the race usually caused the horse to balk, Owens would win many of the races.

The Adverb Clause A, p. 80

Exercise

1. When we got out of the traffic jam, we all relaxed.
2. According to Alexander Pope, “Fools rush in where angels fear to tread.”

3. When you return from your trip, show us your pictures.

4. While Mr. Thundercloud read the poem, everyone listened.

5. Unless someone notifies you, you should be at the airport by noon.

6. They discussed the problem for almost an hour, but they could not resolve the issue because neither side was listening.

7. In preparation for her grandmother’s arrival, Marissa emptied the two top drawers of the dresser so that her grandmother would have a place to put her clothes during the visit.

8. Even though John had read the chapter twice, he went over the material a third time.

9. My mother believes that you should do every task as well as you can, even if the job is very small.

10. You may go to the concert Saturday provided that you have finished your homework for the weekend.

The Adverb Clause B, p. 81

**EXERCISE**

1. When I was twelve, my family and I spent a week in Philadelphia, the City of Brotherly Love.

2. William Penn planned for the city that he founded to be a haven for religious freedom because he had been persecuted for practicing the Quaker religion.

3. Until it was abolished in 1984, a city regulation prohibited structures from being higher than Penn’s statue, 548 feet atop City Hall.

4. Philadelphia is considered the birthplace of the United States since both the Declaration of Independence and the Constitution were signed there.

5. Did you know that Philadelphia was the capital of the colonies while the patriots were rebelling against the British government?

6. If I am not mistaken, every year millions of tourists visit the Liberty Bell, Independence Hall, Carpenters’ Hall, and Congress Hall.

7. Historians believe that in 1777 Betsy Ross sewed the first flag of the United States in the house on Arch Street, although they are not certain.

8. Wherever you go in the historic district, you will find such famous structures as Christ Church, which was built beginning in 1727.

9. Even though I have visited many historic sites, few compare to Elfreth’s Alley, about thirty-five brick houses that have been occupied continuously since the early 1700s.

10. I believe the buildings in Southwark, which was settled by the Swedes in the early 1600s, are even older than the buildings in the downtown area.

Subordinating Conjunctions, p. 82

**EXERCISE**

1. After Kyle returned, he reported his findings.
2. Magdelena made an important announcement before the bell rang.

3. As soon as the weather warms up, let’s go camping.

4. We visited my grandmother whenever we could.

5. We’ll leave a light on until you return from the game.

6. Wherever I go, my dog follows.

7. The group sang while they waited for the school bus.

8. After we washed the car, we had a water fight.

9. Please answer every question if you can.

10. Michael ran as if someone were chasing him.

11. Although we planned to arrive early, the traffic was heavy and we were late.

12. We won’t start dinner until you arrive.

13. I understood the situation better after we discussed it.

14. We will go shopping tomorrow whether it is snowing or not.

15. Unless we have a late freeze, the peaches should do very well this year.

16. Even though he had taken the day off, Eric still worked diligently at home.

17. The veterinarian said to keep the dog quiet so that its incision would have a chance to heal.

18. You can borrow the one hundred dollars provided that you pay it back in one month.

19. Please call me soon because I need to make plans for our trip.

20. As long as you are getting the car washed, would you please go to that station where we went last week and get five gallons of gas?

**Adjective and Adverb Clauses, p. 83**

**Exercise A**

1. The two waterfalls that form Niagara Falls are the Horseshoe Falls in Ontario and the American Falls in New York.

2. Niagara Falls was carved about twelve thousand years ago when Lake Erie overflowed and formed the Niagara River.

3. For centuries, as the river flowed over the land to a high cliff, the water cut through the earth and eventually formed the falls.

4. The falls have cut a gorge about two hundred feet deep that extends for seven miles past the falls.

5. The water continues to erode the soft rock under the falls so that the ledges of the falls wear away at a rate of one inch to six feet per year, depending on the volume of water.

**Exercise B**

6. Josh’s father, who works at the library, loves all types of music.

7. In fact, as long as I have known him, Mr. Redmond has played an acoustic guitar.

8. Even though he is very talented, Mr. Redmond plays only for his family and friends.

9. Unless you know him well, you might ask, “Why doesn’t he become a professional musician?”

10. He explains that the noise level of the clubs is too loud for his hearing, which is very acute.
The Noun Clause A, p. 84

**EXERCISE A**

1. This is what you should wear inside a temple.
2. Find out which parts of the temple can be visited.
3. We don’t know whether we will see a temple elephant.
4. Whoever is offered fresh coconut is being honored.
5. I understand that I need permission to photograph people.

**EXERCISE B**

6. I have always believed that people like to laugh.
7. What you decide to do is completely up to you.
8. We’ll give whoever is left the prize.
9. Whatever Ms. Wing wants is fine.
10. His fear is that he will forget his lines.
11. My parents are very impressed by what I know about computers.
12. I have forgotten where I left my keys.
13. The problem was that Aaron hadn’t arrived yet.
14. I was very surprised by what happened in the race.
15. That the milk was sour was immediately obvious.

The Noun Clause B, p. 85

**EXERCISE**

1. Although I don’t agree with you, I can see how you would think that.
2. That the candidate for the Senate office was very conservative was not a widely known fact.
3. A steaming bowl of fish chowder, a slice of whole-wheat bread, and a glass of cold milk are what I want for lunch.
4. Mrs. Scovil told us to write our two-page persuasive essays on whatever controversial topics were most interesting to us.
5. Give whoever is the last to leave the keys to lock the door.
6. My parents chose where the family will spend its summer vacation.
7. That she looks so much younger than her years surprised me.
8. Whoever parked in the no-parking zone must move the car.
9. We did not realize that the information would not be available until next Saturday.
10. Gilbert taught whoever was interested the basic chess moves.
9. I leave for school at the last possible minute that I can.

10. I’ve never yet been late; why everyone worries so is beyond me.

**Subordinate Clauses B, p. 87**

**EXERCISE**

1. That the Brittany spaniel is good-natured and obedient is obvious to the neighbors.

2. Do not take the job if you are not able to lift heavy packages.

3. Give the door prize to whoever sold the most tickets to the banquet.

4. A sea horse looks like a tiny horse that has been joined to a fish’s body.

5. Before you decide on a career, consider carefully your abilities, interests, and opportunities.

6. I was looking for a book that has a poem by Emily Dickinson.

7. Did you know that the church’s centennial celebration was last weekend?

8. When you have finished peeling the potatoes and carrots, add them to the soup on the stove.

9. We have included gymnastics, which is a popular sport, in our new athletics program.

10. My Persian cat leaps into the air whenever she sees a flying insect.

**Sentences Classified According to Structure A, p. 88**

**EXERCISE A**

1. S

2. CD

3. S

4. CC

**EXERCISE B**

6. S

8. CC

10. CX

7. CX

9. CD

1. Before the contest began, the soloists were nervously pacing back and forth.

2. Tired of studying, Diego closed his book and turned on his stereo.

3. After the storm had uprooted the tree, some of the clean-up crew trimmed the branches, and others loaded them into trucks.

4. Without saying another word, Harriet collected her belongings, jammed them into a bag, and marched out of the meeting.

5. I waited impatiently as the postal worker approached our mailbox with my long-awaited package.

6. Take your jacket, or wear a sweater.

7. Jacques wished that he could go on the camping trip, but he couldn’t convince his parents to let him go because he had come home late three nights the week before.

8. The flowers that create the beautiful scene outside the courthouse window are cared for by a professional gardener.

9. The arrival of the candidates had been anticipated for months; the city officials were waiting for them at the reception.

10. The only person with a key was Mr. Pavarotti, the owner and operator of the store.
Review A: The Clause, p. 90

EXERCISE A

1. Travelers who drive across the Great Plains during the summer are often surprised by the size of the bridges spanning the streams.

2. Sometimes a half-mile-long bridge has been built across a stream that is little more than a muddy trickle.

3. They may wonder why the bridge is there at all.

4. If they revisited the spot in the springtime, they would understand the need for the bridge.

5. The tiny stream is transformed into a huge river when the spring rains come.

EXERCISE B

6. However, some of the rivers that drain the Great Plains dry up entirely during the summer.

7. If there is little rainfall during the autumn, the riverbeds may remain dry until March or April.

8. A spring thaw that is accompanied by heavy rains may lead to flood conditions.

9. Residents know that a small stream can become a wide river practically overnight.

10. The bridges crossing such a river have to be strongly constructed so that they can withstand the raging floodwaters.

11. The wooden bridges of earlier days were washed away or badly damaged whenever there was a rainy spring.

12. Construction teams would replace what the spring torrents had destroyed.

13. With steel and reinforced concrete, they built bridges that could withstand the spring floods.

14. That the new bridges would be needed only one or two weeks a year was obvious to the designers and the builders.

15. A Great Plains bridge is like a summer cottage that stands empty most of the year.

Review B: The Clause, p. 91

EXERCISE A

1. If you are in the neighborhood, stop by for a Texas-style barbecue.

2. That Daphne could not attend Diego’s party is unfortunate.

3. Latwanda’s cousins, who have lived in London for the past eight years, are in the United States for an extended visit.

4. Did Henri find the path that leads to the orchard?

5. Please let the phone ring at least ten times whenever you call.

EXERCISE B

6. One New Year’s resolution that I plan to keep is to hand in my homework on time.

7. If I don’t start writing my reports in advance, I am likely to be late in handing them in.

8. Few of my friends are as skilled at procrastinating as I am.

9. For me and others like me, the problem is not that the work is too difficult.

10. What is problematic for many of us is actually getting started.

11. Putting things off creates problems that can often be avoided.
12. For example, I nearly failed a Spanish course because I put off writing a paper on Cervantes.

13. After a little research, I knew exactly what I wanted to say.

14. I just wasn’t willing to set aside the time that I needed to write it.

15. I now pretend that every project is due at least two weeks in advance.

Review C: The Clause, p. 92

EXERCISE

1. Although bridges are built for practical purposes, many bridges are not only useful but also beautiful.

2. Old-fashioned covered bridges can still be seen in some parts of the country, chiefly in New England.

3. These bridges were not intended to be objects of art, but many people today consider them very lovely.

4. The simple lines and the weathered wood of a covered bridge go well with its rustic surroundings.

5. Those who design modern bridges take both usefulness and beauty into account.

6. The Brooklyn Bridge, which was opened in 1883, was one of the first steel suspension bridges in the United States.

7. Not only was the Brooklyn Bridge the longest suspension bridge of its time, but it was also one of the most artistically pleasing.

8. The bridge was recognized as an artistic triumph even before it was completed, and it quickly became a favorite subject for painters and photographers.

9. Many suspension bridges built during the twentieth century employ structural principles that were developed by the designer of the Brooklyn Bridge.

10. Two of the best-known suspension bridges of recent times are San Francisco’s Golden Gate Bridge and New York’s Verrazzano-Narrows Bridge.

Review D: The Clause, p. 93

EXERCISE

1. Because tennis is so physically demanding, it’s a sport in which strong young players can really shine.

2. Steffi Graf of Germany began playing tennis professionally at the age of thirteen.

3. Graf was still a teenager when she won four Grand Slam tennis championships and an Olympic gold medal.

4. Another Olympic winner, Zina Garrison Jackson, began playing tennis in Houston at the age of ten, and at seventeen, she won the junior singles titles at Wimbledon and at the U.S. Open.
5. The German tennis star Boris Becker won his first tournament competitions at the age of nine, but he didn’t become a professional player until he graduated from high school.

6. Michael Chang, who in 1989 became the youngest player to rank in the Top 5, won many national and international tennis competitions.

7. Another American player, Andre Agassi, started serving on a tennis court at the age of two, and he, too, excelled at an early age.

8. Agassi won six important tournaments when he was only eighteen.

9. Tracy Austin and Chris Evert also started young; in fact, Tracy Austin was only sixteen years old when she made headlines by winning the women’s title at the U.S. Open.

10. In tennis, young players really can become big winners.
Chapter 5: Agreement, pp. 94–116
Number, p. 94

EXERCISE A
7. S 14. S

EXERCISE B
21. Many of the citizens agree with the platform of the candidate.
22. Someone has suggested several good ideas for new uses of the old factory.
23. A print of a painting by Picasso hangs in the city library.
24. All of the women on the panel were given equal time to speak.
25. Theodore von Kármán, a leading aeronautics engineer, was born in Hungary.
26. Two senators from every state serve in the U.S. Congress.
27. Lukas and I have tickets to the Seurat exhibit at the Metropolitan Museum.
28. One of the gases in the earth’s atmosphere is argon.
29. The president was scheduling another trip to Japan.
30. Salt and sand on the roadways often damage the undersides of cars.

Subject-Verb Agreement A, p. 95

EXERCISE A
1. S 3. P 5. S
2. S 4. P

EXERCISE B
6. is 11. covers
7. live 12. stretches

8. visit 13. is
9. stands 14. see
10. are 15. forms

Subject-Verb Agreement B, p. 96

EXERCISE A
1. are 6. make
2. was 7. is
3. were 8. was
4. are 9. were
5. indicates 10. were

EXERCISE B
The late Ella Fitzgerald, of all American jazz singers, perhaps the most popular. Her remarkable abilities at improvisation were the source of her worldwide acclaim. Her first recordings of jazz music were made in 1938. Fitzgerald, along with such other African American female singers as Billie Holiday, at that time the source of fame for Big Bands. Fitzgerald, more than all other singers, has inspired me to pursue a career in music.

Indefinite Pronouns A, p. 97

EXERCISE
1. Neither of the candidates (has, have) run for office before.
2. Most of the soup (was, were) gone.
3. None of the athletes (was, were) tired after the tournament.
4. A few of the volunteers for the job (was, were) selected.
5. (Have, Has) all of the cheese been eaten?
6. Someone from your fan club (is, are) waiting at the stage door.
7. None of the rain (has, have) seeped into the basement.
8. (Is, Are) either of the movies available to rent?
9. Everyone, including the movie critics, **rave** about her latest movie.

10. Everybody in the meeting **agree** with your position.

11. Some of the cookies **have** a filling of strawberry jam.

12. **Have** anyone calculated the circumference of this circle?

13. Few of the items on the shelf **were** marked with prices.

14. **Do** many of Jason’s friends know about the surprise party?

15. All of the students in tenth grade **were** invited to the job fair.

16. **Was** any of the varnish spilled on the carpet?

17. Somebody **have** already borrowed the camera from the equipment room.

18. Nothing **surprises** me anymore.

19. Each of the contest entries **are** evaluated by a panel of trained judges.

20. Everything in my locker **smells** like the cologne I spilled in there.

**Indefinite Pronouns B, p. 98**

**EXERCISE A**

Answers will vary. Sample responses are given.

1. Neither
2. anybody
3. Some
4. everyone
5. Several

11. **Are** any of these books yours?

12. Several of us **are** going to the dance together in a limousine.

13. Neither of the horses **is** available to ride.

14. **C**

15. One of the large pieces of cantaloupe **is** enough to satisfy my sweet tooth.

**Compound Subjects A, p. 99**

**EXERCISE A**

1. was
2. were
3. were

14. **Do**?

15. **P** All of the students in tenth grade **were** invited to the job fair.

**EXERCISE B**

Student responses may vary slightly.

6. Either Elena is entering tomorrow’s marathon, or one of her sisters is entering it.

7. The tools don’t fit into the back of the van, nor does the lumber fit.

8. My voice coach and greatest supporter is Miriam Goldstein.

9. Neither the rain nor the music was a great addition to our picnic.

10. Do the juniors or the seniors share your lunch period?

**Compound Subjects B, p. 100**

**EXERCISE A**

1. teach
2. are
3. present
4. are
5. fall

11. **Are**

12. Either the water rides or the new roller coaster **are** down that path.

13. Neither Roger nor the twins want to ride the tallest roller coaster.

14. **C**

15. Two drinks or a sandwich **are** about the same.

**Grammar, Usage, and Mechanics: Language Skills Practice Answer Key**
Other Problems in Agreement A, p. 101

EXERCISE A
1. is  6. are
2. has  7. was
3. is  8. divides
4. are  9. are
5. meets  10. voices

EXERCISE B
11. are
The faculty is in their classrooms.
12. My whole family were eager to meet its new neighbors.
13. A large number have received their rebates in the mail.
14. The softball team is working in pairs during today’s practice.
15. The jury is silently filing one by one into the jury box.
16. The club welcome Ms. Perez, our guest speaker.
17. is
The staff given discounts on supplies?
18. A majority of the students have met with their guidance counselors.
19. A flock of geese is flying overhead.
20. The local police squad protects the entire neighborhood.

Other Problems in Agreement B, p. 102

EXERCISE A
1. Chelsea and Juan were the favorite couple at the dance.
2. Here are the beads for the handmade bracelet.
3. The winners are a secret until the ceremony.
4. When were the times for the school play auditions?
5. There were several reasons for my admiration of my mom.
6. The walls of the house are adobe.

EXERCISE B
11. Three quarters of the flour have been added to the cake batter.
12. Around four years were needed to earn a typical college degree.

Other Problems in Agreement C, p. 103

EXERCISE A
1. are
6. is
2. is
7. is
3. was
8. fills
4. make
9. is
5. is
10. want

EXERCISE B
11. Three quarters of the flour has been added to the cake batter.
12. Around four years are needed to earn a typical college degree.
13. Five kilometers is the distance between your ranch and the nearest town.

14. Two pints fill a one-quart jar.

15. Two months of her vacation was quite warm: June and July.

16. Two thirds of the fruit salad were eaten already.

17. Three hours is enough time for test preparation.

18. The number of candidates for class president is surprisingly large.

19. Six dollars is neatly arranged on the table.

20. Sixteen ounces equals one pound.

Other Problems in Agreement D, p. 104

EXERCISE A

1. enjoys 6. are
2. has 7. has
3. centers 8. are
4. were 9. was
5. is 10. is

EXERCISE B

11. The French mime Marcel Marceau, who was born in 1923, performs with graceful simplicity.

12. He studied at the School of Dramatic Art of the Sarah Bernhardt Theatre, which is in Paris.

13. Every fan and film student surely recognizes his much-loved character Bip.

14. A group of mimes and Marceau, who were their leader, formed a mime troupe.

15. In the 1950s, many a country around the world was host to Marceau’s mime group.

Other Problems in Agreement E, p. 105

EXERCISE A

1. doesn’t 6. don’t
2. don’t 7. Don’t
3. don’t 8. don’t
4. doesn’t 9. doesn’t
5. don’t 10. don’t

EXERCISE B

11. “Friends doesn’t keep secrets from one another,” said Matthew.

12. Rainy days don’t depress me in the least.

13. Fortunately, Mom doesn’t suspect the surprise birthday party.

14. You don’t have to drive; I will.

15. The football players doesn’t have another game until next Friday.

16. Mr. Rodriguez, I don’t mind mowing your lawn along with my own.

17. Why doesn’t clocks run counterclockwise?

18. Some birds don’t fly south for the winter.

19. For the party tonight, Antoine has any rap music.

20. The newspaper don’t have a report of the fire at the waffle house.

Other Problems in Agreement F, p. 106

EXERCISE

1. Lord of the Flies was my favorite book last year.

2. New Braunfels is a town on the Guadalupe River in Texas.

3. Molasses is delicious in homemade gingerbread.

4. “Free Fantasia: Tiger Flowers” contains memorable phrases such as “paradise of ironies.”

5. The Birds is a 1963 film directed by Alfred Hitchcock.

Grammar, Usage, and Mechanics: Language Skills Practice Answer Key
6. Mathematics challenges me to think creatively about solving problems.

7. My eyeglasses are smudged from the dog’s enthusiastic greeting.

8. Is electronics Mike’s specialty?

9. Copies and Parcels are advertising student rates on photocopies.

10. The United States is part of North America.

11. Global news are on at 6:00 each morning and at 10:00 each night.

12. *Buffaloes in Combat* was painted in India in the late sixteenth century.

13. Are civics being offered in this high school every term?

14. Of all sporting events, the Olympics are the most exciting to watch.


16. “Old Times” is one of the songs on a CD by Stevie Ray Vaughan and Albert King.

17. Gymnastics are my passion.

18. Are pliers the right tool for this project?

19. Diego Rivera’s *The Riches of California* is quite large, measuring 22 by 13 feet.

20. Expensive binoculars hang around the neck of the coast guard captain.

**Pronoun-Antecedent Agreement: Number and Gender, p. 107**

**Exercise**

1. The volleyball players are getting (her, their) new jerseys today.

2. The maintenance worker swept the surface of the court and then polished (it, him).

3. When Sandra decided to try out for cheerleader, (she, it) began practicing immediately.

4. Before practice began, the swimmers talked among (himself, themselves).

5. The soccer team’s bus has messages written in shoe polish on (their, its) windows.

6. I spoke to Aaron, and (he, they) will be happy to be the team’s pitcher.

7. At the sporting goods store, Megan selected new tennis balls and a hat for (itself, herself).

8. Leon and Marcos committed (themselves, himself) to a daily three-mile run.

9. When I saw Oscar and Phina near the soccer field, I called out to (it, them).

10. After the rock climbers checked the equipment, (he, they) began the steep ascent.

11. The basketball hoop outside has icicles hanging from (its, their) rim.

12. When I last saw Katrina (they, she) was over by the batting cages.

13. During the game the girls on the other team looked to (their, her) coach for direction.

14. Centerville High’s students have dedicated (itself, themselves) to preserving the environment.

15. Kyle has made a good reputation for (itself, himself) as team captain.

16. Eric decided not to play football this year; instead, (he, they) will play golf.

17. Because the scoreboard wasn’t working properly, Mr. Ruiz repaired (them, it).

18. If you want to borrow Mindy’s tennis racket, you’ll have to ask (her, it) yourself.

19. Jamal was proud that (it, he) made the tie-breaking point.

20. The team’s mascot, an articulate parrot, often talks to (themselves, itself).
**Pronoun-Antecedent Agreement: Indefinite Pronouns, p. 108**

**Exercise**

1. Everything in the bargain bin should have (its, their) original price tag removed.

2. Some of the cookies had tooth marks on (it, them).

3. One of the campers on the father-son camping trip shared (his, their) food with me.

4. All of the flower bed was overgrown, so I bent down to weed (it, them).

5. Something lay on the sidewalk near the mailboxes, and (it, they) sparkled in the sun.

6. Either of the girls in our carpool could have left (her, their) backpack in our car.

7. Since some of the music sounded familiar, I knew I had heard (it, them) before.

8. I saw that most of the sodas and sports drinks listed sugar in (its, their) ingredients.

9. Few of the boxes in the supply closet have labels on (them, it).

10. Many of the pipes were not covered before the cold weather, so (it, they) froze.

11. Most of the stones had unique patterns and textures on (their, its) surfaces.

12. Everybody voted for (his or her, their) favorite performer in the talent show.

13. Both of the trees in front of the school have begun losing (its, their) leaves for the winter.

14. Some of the pastries are homemade by Jitu, who delivers (it, them) each morning.

15. All of the bookcases in the library have Dewey decimal numbers marked on (it, them).

16. None of the volunteers at the hospital had met (his or her, their) new director yet.

17. Most of the money had writing on (them, it).

18. Any of my friends could have given me the note during (their, his or her) break.

19. Several of the authors were available to autograph copies of (their, his or her) books.

20. Neither of my cats will let (itself, themselves) be petted by strangers.

**Pronoun-Antecedent Agreement: Compound Subjects, p. 109**

**Exercise A**

1. The sofa and lamp should be placed in (its, their) proper positions on stage.

2. The stagehand and the carpenter worked carefully on (his or her, their) assignments.

3. The director or assistant director left (his or her, their) notes on the refreshment table.

4. A parent or sibling of an actor will be given a discount on (his or her, their) ticket.

5. The musicians and costume designers prepared (himself or herself, themselves) for opening night.

6. The second spotlight or the third spotlight needs (their, its) bulb replaced.

7. Neither Wendy nor Margaret had considered (herself, themselves) an actor until now.

8. The lead character and the supporting character delivered (his or her, their) lines flawlessly.

9. Cheese and crackers will be served at the cast party; (it, they) will be provided by a caterer.

10. Actors and stagehands posed for (their, his or her) photograph.

**Exercise B**

Crabs and sea gulls had made homes in the sand, grass, and rocks by the water. A seashell or a starfish occasionally dotted the beach where
the tide had left it. Swimmers and surfers entertained in the water. Near a large sand dune, a child and her grandmother built a sand castle. Neither Carrie nor Rowan remembered to eat their lunch. The sandwiches and cookies remained in its wrappings while the photographers enthusiastically roamed the beach looking for the next photographic scene.

Pronoun-Antecedent Agreement: Collective Nouns, p. 110

**EXERCISE A**

1. their 6. their
2. their [or its] 7. their
3. their 8. their
4. their 9. itself
5. themselves 10. their

**EXERCISE B**

11. The team would like to welcome their newest member, Chris.
12. An army of men and women are setting up its campsites.
13. The class applauded its guest lecturer.
14. The flock built its nests in some of the larger trees near the lake.
15. During the crisis the group remained loyal to its fellow members.
16. Beneath the surface of the water, a school of fish made its way toward shore.
17. After the team’s victory, the cheerleading squad performed their final cheer.
18. After the dedication ceremony, the crowd made their way to the exits.
19. The assembly is holding their applause until the end of the show.
20. Before the audience had taken its seats, the filmstrip began to roll.

Pronoun-Antecedent Agreement: Other Problems A, p. 111

**EXERCISE**

1. them 11. It
2. it 12. It
3. Its 13. Its
4. it 14. it
5. it 15. That
6. their 16. them
7. it 17. it
8. it 18. That
9. it 19. it
10. this 20. That

Pronoun-Antecedent Agreement: Other Problems B, p. 112

**EXERCISE**

1. These are the teenagers who spent their afternoon tutoring younger kids.
2. The sandwiches that have the crusts still on them are made with rye bread.
3. The sales associates who meet their sales quotas will receive a bonus.
4. The fax machine, which is on its stand in the corner, needs a new ink cartridge.
5. The running shoes that had reflective strips on them were the ones I bought.
6. Several people who desperately wanted tickets took their place in line early.
7. The next-door neighbors, who hired me to “house sit” their house, are on vacation.
8. Lisa, who spent her winter break in Florida, came back to school with a tan.
9. At the discount bookstore, I found several books that had authors’ signatures in them.

10. The movie, which featured Tom Hanks in its leading role, was a success.

11. Sheila’s parents, who are proud of their daughter, usually attend her debate competitions.

12. The envelopes that have stamps on them are ready to mail.

13. The painting that needs its frame dusted is in the corner.

14. The first poem that I memorized in its entirety is “Stopping by Woods on a Snowy Evening.”

15. These posters, which have important information on them, will be hung in the halls.

16. The flowers that have thorns on them should be trimmed carefully.

17. The keys, which normally hung from their hook in the kitchen, were nowhere to be found.

18. Musicians who aren’t afraid to take themselves seriously usually excel.

19. A brown spider, which spun its web in a corner, lay in wait for passing insects.

20. Brandon, who takes his dog for a run each morning before school, invited me to come along.

Review A: Subject-Verb Agreement, p. 113

EXERCISE A
1. Today almost no farm child knows how to harness a team of horses.

2. Sixty years ago, a horse or a mule was essential for farming.

3. Most farm machines at that time were literally “horsepowered.”

4. Only about one farm in ten was equipped with tractors.

5. Each farmer in this part of the country was proud of his or her horses.

EXERCISE B
6. is 11. is
7. has 12. was
8. are 13. are
9. is 14. was
10. Is 15. are

Review B: Pronoun-Antecedent Agreement, p. 114

EXERCISE A
1. Each boy in Troop 95 spends some of his free time working at the recycling center.

2. Rudi or one of her sisters is responsible for washing the dishes.

3. This green butterfly, like that blue one, makes its home primarily in South America.

4. A stray cat or dog frequently finds its way to my door.

5. Each contestant who answered his or her questions correctly won prizes.

EXERCISE B
6. Many of the citizens have already paid (his or her, their) taxes.

7. Each of the committee members has voiced (his or her, their) opinion.

8. Alonzo and I planted the seeds and watered (it, them) carefully.

9. Neither Darlene nor Naomi has finished (her, their) term paper yet.

10. Because Luis is allergic to eggs, he avoids eating (it, them).
11. Each of the lost animals was returned to (its, their) owner.

12. Someone in the stands started stamping (his or her, their) feet loudly.

13. All of the workers were satisfied with (his or her, their) pay raises.

14. Evergreens are trees that do not shed (its, their) foliage in the fall.

15. Neither of the co-captains of the women’s tennis team won (her, their) match.

Review C: Agreement, p. 115

Exercise
1. Neither potatoes nor rice is my favorite dish.

2. C

3. Either Marisa or he is going to be the delegate to the conference.

4. One of the boys left the raincoat on the bus.

5. Where are the gifts you bought?

6. C

7. His feelings after the defeat were a combination of anger and disbelief.

8. Each of the delegates will pay his or her own expenses.

9. There were large quantities of surplus wheat in the grain elevators.

10. Two thirds of the day was spent getting the car repaired.

11. Neither Marco nor Lisette want to go fishing this afternoon.

12. C

13. Their hopes for a successful play were shattered by poor reviews.

14. Each of the students chose her own project.

15. A large crowd of people was clapping their hands and cheering.

16. There are always at least two librarians at the reference desk.

17. Every understudy who plans to succeed must be ready to perform at a moment’s notice.

18. Not one of my classmates was prepared for the surprise quiz.

19. Some of the coins on the table belong to me.

20. C

Review D: Agreement, p. 116

Exercise
1. its

2. doesn’t

3. his or her

4. There are

5. Doesn’t

6. enjoy

7. his or her

8. was

9. is

10. has

11. his or her

12. its

13. is

14. they

15. was

16. their

17. their

18. are

19. its

20. was
Chapter 6: Using Pronouns Correctly, pp. 117–137

Case Forms of Personal Pronouns, p. 117

**EXERCISE A**

1. Cokie Roberts began her career in broadcasting over thirty years ago.
2. We recently saw her on a panel discussion regarding election procedures.
3. Several candidates gave their opinions concerning the primaries.
4. Ms. Roberts posed questions to each of them.
5. I was extremely impressed with her ability to focus on the issues.
6. Our state has scheduled its primary for March 10.
7. The program helped me understand the importance of primaries.
8. I’ve made up my mind regarding the candidates, too.
9. Our current senator has served for two terms.
10. Will you be giving him your support, Gina?

**EXERCISE B**

Among fiction lovers who appreciate Dorothy Parker are we. Parker was a famous American writer and critic. Her and her colleagues formed a literary circle that met regularly at the Algonquin Hotel in New York City. It was them who became known as the Algonquin Round Table. They were a witty, extremely talented group. Parker was perhaps the wittiest of all. For example, it was her who wanted her gravestone to read, “Pardon my dust.” While the three of us were researching Parker, we collected other witty comments. We discovered a comment Parker made regarding Katharine Hepburn’s performance in a play. Parker said that Hepburn “ran the gamut of emotions from A to B.” All in all, us lovers of sarcasm consider Parker a genius.

The Nominative Case A, p. 118

**EXERCISE A**

1. The man who sponsored the radio marathon was he.
2. My brother and I went on a camping trip.
3. Both her aunt and she speak fluent Chinese.
4. The junior class and we will sponsor the annual book fair.
5. Jim and them received scholarships from the Rotary Club.

6. The panelists selected for the quiz show may have been Luis and her.
7. It wasn’t I who left the baseball equipment out on the field.
8. Was the winner of the tournament Augusta or him?
9. Raul and I have read almost every novel by Ernest Hemingway.
10. After the concert, Pia and them want to meet in the parking lot.

**EXERCISE B**

Among fiction lovers who appreciate Dorothy Parker are we. Parker was a famous American writer and critic. Her and her colleagues formed a literary circle that met regularly at the Algonquin Hotel in New York City. It was them who became known as the Algonquin Round Table. They were a witty, extremely talented group. Parker was perhaps the wittiest of all. For example, it was her who wanted her gravestone to read, “Pardon my dust.” While the three of us were researching Parker, we collected other witty comments. We discovered a comment Parker made regarding Katharine Hepburn’s performance in a play. Parker said that Hepburn “ran the gamut of emotions from A to B.” All in all, us lovers of sarcasm consider Parker a genius.

The Nominative Case B, p. 119

**EXERCISE**

Ms. Rosewood said, “Marcy, are you ready with your report? It is you who are next, and we are interested in your topic.”

Marcy stood before the class and said, “Most people enjoy listening to the radio, but they may not know who invented FM
broadcasting. Are you curious? Well, I can tell about this amazing inventor. Have you heard of Edwin H. Armstrong? It is he who made the crucial discoveries and filed the patents that made FM broadcasting possible.

“First, I will tell you about Armstrong’s background. While still a teenager, he decided to become an inventor and immediately began work in the attic of his house. In college, he experimented with wireless transmission and earned a gold medal from the Institute of Radio Engineers for the discovery of the feedback circuit in wireless transmission. Until he developed this circuit, wireless signals were barely audible using earphones; they were certainly not audible from across a room.

“In 1933, Armstrong filed four patents. They were for circuits that comprised a new radio system. Because the system required changes in transmitters and receivers, it was not an immediate success. Armstrong spent more than $300,000 of his own money building the first full-scale FM station. The radio industry became interested, and it slowly accepted and implemented Armstrong’s technology.

“Throughout his life Armstrong was involved in patent suits brought by rival inventors. They gradually consumed his money and his spirit, and in 1954, he passed away. Despite this tragedy, you and I have benefited from Armstrong’s work. It is we radio enthusiasts of the twenty-first century who enjoy Armstrong’s twentieth-century invention.”

The Objective Case A, p. 120

EXERCISE A

1. me 5. him 8. us
2. him 6. us 9. me
3. her 7. them 10. me
4. me

EXERCISE B

11. Fran sent Marlo and he a letter.
12. Ms. Bonetta told Sasha and I about the sale.
13. To us, the price of admission seems rather high.
14. Do Mom and Dad know that I’ll be home after both of they?
15. The costume designer has finally given him his costume for the play.

The Objective Case B, p. 121

EXERCISE A

Answers may vary.

1. me 5. her 8. them
2. her 6. me 9. me
3. them 7. her 10. him
4. him

EXERCISE B

Patti continually searches for interesting sewing projects and then sews them beautifully. For example, she not only sewed the curtains in her room, but she designed they and a matching quilt herself. Tell she or her dad your favorite colors, and Patti will use them in a project for you. Whenever my friends and I are at Patti’s house, her dad proudly shows they and I her latest accomplishments. Patti may act embarrassed, but I know she appreciates the admiration from her dad and we. She is currently working on customized birthday gifts for you and me. Once, I gave Patti one of my favorite formal dresses, which I had outgrown. She made two fancy, decorative pillows out of it.
Nominative and Objective Case Pronouns, p. 122

EXERCISE A
1. them 5. me 8. us
2. We 6. her 9. me
3. she 7. her 10. they
4. him

EXERCISE B
11. The argument between Tomás and him soon grew into a major contest between rival factions.
12. If it had not been for Luis and her, the fund-raising project would have failed.
13. C
14. It is not fair to let all the boys except them go on a holiday.
15. Before going on the trip, you need written permission from your parents and I.

The Possessive Case, p. 123

EXERCISE
Answers may vary.
1. Yours 8. mine
2. his 9. my
3. Her 10. your
4. My 11. yours
5. their 12. our
6. its 13. my
7. Their 14. Theirs

EXERCISE, Answers may vary.
1. me
5. me
8. us
16. our
17. his
18. their
19. her
20. his

Case Forms A, p. 124

EXERCISE
Answers may vary.
1. she 5. me 8. us
2. He 6. them 9. Mine
3. me 7. her 10. Your
4. your

Case Forms B, p. 125

EXERCISE
1. For science class, Polly and I read an article about swans.
9. Dad will lend the car to whoever will wash it this weekend.

10. I saw a car in my driveway, and wondered who was there.

**EXERCISE B**

11. who

14. whom

12. whom

15. whom

13. who

**Appositives, p. 127**

**EXERCISE A**

1. her

5. she

8. us

2. we

6. we

9. she

3. I

7. her

10. them

4. him

**EXERCISE B**

11. The two campers, Jill and him, found an abandoned mine shaft.

12. We sophomores and they are scheduled for yearbook pictures this week.

13. My relatives, Aunt Jessica and they, are helping me create a family tree.

14. The toddler sat happily between his sisters, Phoebe and she, at the circus.

15. Ask the recreation directors, Meredith and her, about the canoe outing.

**Reflexive and Intensive Pronouns, p. 128**

**EXERCISE**  
Answers to items 9, 16, and 20 will vary, but they must be personal pronouns.

1. Coach Woodard taught us to have confidence in _______.

2. Julie committed _______ to weekly piano lessons.

3. Bryan went straight to Ms. Ashok Mehta _______ with his question.

4. I pushed _______ an extra mile on the treadmill.

5. Have you ever said to ____ yourself, “Am I awake, or am I dreaming?”

6. I planned the entire Super Bowl party _______.

7. The mayor _______ visited my school during our seminar on city government.

8. Roy rebuilt a motorcycle for _______.

9. My friends and _______ have plans for the evening.

10. We _______ are responsible for our own destiny.

11. Shaleen, Nick, and Juan frightened _______ with their own ghost stories.

12. It is they _______ who must pay for the trip.

13. Several of us promised _______ that we would always remain loyal to each other.

14. After recuperating from the flu, Josh was _______ again.

15. We sophomores congratulated _______ on winning the Spirit Contest at the pep rally.

16. Angie and _______ made a homemade vegetarian pizza.

17. Who said, “If you want something done right, do it _______”? 

18. Rather than wait for someone else, Melinda cleaned the kitchen _______.

19. I said to Cheryl and James, “You _______ are responsible for catering the reception.”
20. Our parents and we enjoyed the rafting trip.

Pronouns in Incomplete Constructions, p. 129

EXERCISE
1. Todd runs with the dog more than I run with the dog.
2. The judges liked Meg’s routine less than they liked mine.
3. I waited on the elderly customer before I waited on her.
4. We play more tournaments than they play.
5. I love chocolate more than you love it.
6. The car pool picked up RayAnn before it picked up him.
7. Kiki lives nearer the school than we live.
8. Is Dan’s pony in as many shows as hers is?
9. You can wash our car after you wash theirs.
10. I value friendship as much as he values it.

Clear Pronoun Reference A, p. 130

EXERCISE
Students’ revisions may vary.
1. Jill was in town, and Ida saw her.
2. Hal told Milo that Milo’s brother was late.
3. Everyone stayed home because the streets are coated with ice.
4. We swam in the river; swimming in the river is always fun.
5. Jerry didn’t speak to Roberto the last time Jerry saw him.
6. Seeing the hat and coat in the window, I bought the hat.
7. That today is payday means I go to the bank.
8. Feeding our parakeets is my daily responsibility.
9. Jen called me as soon as she and Mom arrived at the hotel.
10. Dave saw Trent in the crowded diner when Trent stood up.

Clear Pronoun Reference B, p. 131

EXERCISE
Students’ revisions may vary.
1. I scattered birdseed in the backyard, but the birds haven’t eaten it yet.
2. Iowa produces about ten percent of our nation’s food supply.
3. My computer screen reflected the person standing behind me.
4. Lloyd is a farmer. Some of the crops he grows are peanuts and potatoes.
5. We are traveling to New Zealand. New Zealanders speak English.
6. The atlas confirmed my guess that Mississauga is a Canadian city.
7. The President of the United States is guarded carefully.
8. The auto parts shop is having a sale.
9. The Web site guides you through the purchase process.
10. Lee has won awards for some of his paintings.

Clear Pronoun Reference C, p. 132

EXERCISE
Students’ revisions may vary.
1. The bakery smells wonderful. Some of the baked goods are tarts and bread.
2. Flying kites with Mel this weekend should be fun.
3. The glossary said that a simile is a comparison using like or as.
4. Before Bill met Chuck, Bill had never skydived.
5. Because Eric can think of no one but Marcia, he must be in love.
6. Every summer my town holds a rose festival.
7. After seeing Faith’s vases and Carola’s bowls in pottery class, I bought one of Faith’s works.
8. I’m taking a horseback riding class. The horses are gentle and friendly.
9. Why do commercials interrupt regular TV news programs?

10. Betsy and Kim worked in the store all weekend because Kim’s mom needed the help.

**Clear Pronoun Reference D, p. 133**

**EXERCISE**

*Students’ revisions may vary.*

1. Larry called Trevor while Trevor was at karate practice.

2. I like finding really nice items at a flea market.

3. Steven went fishing. Fishing is his favorite pastime.

4. I am always honest with my friends, but being honest isn’t always easy.

5. Before Lewis entered tenth grade with William, Lewis went to a different school.

6. Jeremy is replacing loose shingles on the roof. The project should be finished soon.

7. In pioneer times in America, people generally traveled by horse and buggy.

8. My mom is a computer programmer. One of the programming languages that she knows is called Java.

9. I filled the gas tank. The full tank will allow us to reach Dallas with no problem.

10. The jewelry box was full. One of the pieces it held was a ruby ring.

**Review A: Case Forms, p. 134**

**EXERCISE A**

1. I  
2. us  
3. me  
4. whom

5. who  
6. we  
7. She  
8. me  
9. she  
10. I

11. Where are Parvis and him?

12. Did you invite Liza Beth and her?

13. C

14. He is a man who you can trust.

15. His sister is a better student than him.

**Review B: Clear Reference, p. 135**

**EXERCISE**

*Students’ revisions may vary.*

1. Damon’s job at the YMCA is interesting.

2. After seeing Trisha and Mindy in the mall, I called Trisha.

3. Models often must stand perfectly still.

4. Planting a backyard garden is fun.

5. Since Petra is at an audition, she can’t study with us.

6. I did my math homework carefully; some of the problems were difficult.

7. After reading Craig’s mystery story and Bruce’s science fiction story, the editor bought Craig’s work for the next issue.

8. I live near an apple orchard.

9. The commercial said the sale continues through Friday.

10. I relax by reading a magazine. Magazines keep me updated on sports and fashion topics.

**Review C: Case Forms and Clear Reference, p. 136**

**EXERCISE A**

1. You and I should come over after dinner.

2. Whom shall I say is calling?

3. You work more carefully than she.

4. Are Lanette and he in the same home-room?
5. No one was surprised when both you and she made the team.

6. C

7. Did the librarian give you and him a reading list?

8. You and he can bring in the groceries now, thank you.

9. Between you and I, we don’t need their help.

10. I don’t know whom you should ask about the quiz.

**EXERCISE B**

*Students’ revisions may vary.*

11. I eat a vegetarian diet. One of the dishes I like best is tofu with vegetables.

12. Annette’s performance in the talent show should be entertaining.

13. The paparazzi may become intrusive to the famous.

14. Darnell spoke to Tyrone before Tyrone began football practice.

15. That Cliff is ambidextrous means he can use both hands equally well.
Chapter 7: Using Verbs Correctly, pp. 138–161

The Principal Parts of Verbs, p. 138

**Exercise A**
1. (was) whispering
2. (has) worn
3. enumerate
4. (was) making
5. announced

**Exercise B**
6. P-P
7. PT
8. PT-P
9. B
10. PT-P
11. P-P
12. PT
13. B
14. PT-P
15. PT
16. P-P
17. B
18. PT-P
19. P-P

Regular Verbs, p. 139

**Exercise A**
1. arrived
2. surrounded
3. looked
4. argued
5. carved
6. painted
7. faced
8. climbed
9. admired
10. returned

**Exercise B**
11. Frantically, they search the attic and basement. (past)
12. Unfortunately, the speaker strays from the main point. (past)
13. Chen has answered Sue’s letter within a week. (past participle)
14. Rebecca finally calms the frightened neighbor. (past participle)
15. Madeline gleefully leaps over puddles of melted snow. (past)

Irregular Verbs, p. 140

**Exercise A**
1. sung
2. taken
3. thrown
4. written
5. frozen
6. cut
7. stolen
8. broke
9. came
10. ran

**Exercise B**
11. During shipping, part of the package’s wrapping was torn.
12. My best friend brought me a souvenir from his summer travels in Europe.
13. After the election, I heard the results on the radio.
14. The priest had rung the bells just after daybreak.
15. On the fishing trip last weekend, Kenneth caught a perch and a catfish.

Irregular Verbs A, p. 140

**Exercise A**
1. sung
2. taken
3. thrown
4. written
5. frozen
6. cut
7. stolen
8. broke
9. came
10. ran

**Exercise B**
11. During shipping, part of the package’s wrapping was tore.
12. My best friend brought me a souvenir from his summer travels in Europe.
13. After the election, I heard the results on the radio.
14. The priest had rung the bells just after daybreak.
15. On the fishing trip last weekend, Kenneth caught a perch and a catfish.

Irregular Verbs B, p. 141

**Exercise A**
1. went
2. told
3. chosen
4. knew
5. built
6. sung
7. hit
8. done
9. left
10. let

**Exercise B**
Answers may vary.

**Exercise A**
11. These shoes cost too much.
12. A flock of birds flew overhead just before sunset yesterday.
13. I have ate already.
14. Who put these muddy shoes on the carpet?
15. Both boxers fought hard in the ring.
16. Vicky has worn the same hat two days in a row.
17. After an hour’s worth of rock climbing, I had become thirsty.

18. Well before her birthday, I had sent Grandmother a card.

19. No one has ever cut my hair this attractively before!

20. Final exams have begun.

Irregular Verbs C, p. 142

EXERCISE A
1. bent 6. knew
2. made 7. spent
3. said 8. sought
4. found 9. slept
5. had 10. hidden

EXERCISE B  Answers may vary.

11. After a brief appearance, the whale gone back out to sea.

12. The mother duck led her ducklings to the water.

13. By the end of my first day on the job, I had sold several jet skis and some snorkeling equipment.

14. For years a friendly manatee has swum in the bay behind my house.

15. During a sudden storm, a ship full of swords, armor, and other antiques had sunk near those rocks.

16. I have dived with a team of professional divers many times.

17. Over time, water has worn all rough edges from these stones.

Irregular Verbs D, p. 143

EXERCISE A
1. fallen 6. broke
2. ridden 7. put
3. drank 8. paid
4. took 9. stood
5. burst 10. caught

EXERCISE B  Answers may vary.

11. bought 16. forgiven
12. dived 17. broke
13. grew 18. saw
14. felt 19. taught
15. got 20. won

Irregular Verbs E, p. 144

EXERCISE A
1. wrote 6. given
2. drank 7. spoke
3. threw 8. ran
4. swam 9. rode
5. froze 10. rang

EXERCISE B  Answers may vary.

11. The players had felt the excitement of the crowd in the stands.

12. At one time I had gone to school with one of the players on the opposing team.

13. In the blink of an eye, the player on second had stolen third base.

14. An assistant brought water to the thirsty players.

15. C

Lie and Lay, p. 145

EXERCISE A
1. laying 6. laid
2. lay 7. lying
3. lying 8. laid
4. laid 9. lain
5. lie 10. laid
**EXERCISE B**

11. I could have lain the rug in Jessie’s room.

12. May I lay in the hammock in your backyard?

13. The builder should lie the pane of glass gently across the table for now.

14. Our hosts are laying an assortment of snacks on the coffee table.

15. Those old wagon wheels have lain beside the fence for years.

16. My opponent lay all her cards on the table.

17. Several coins are laying beside the cash register.

18. Despite the thunder and lightning, Sandra lay peacefully asleep.

19. The clown laid his curly green wig beside the other pieces of his costume.

20. Thomas laid on the beach each morning during his vacation.

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**Rise and Raise, p. 147**

**EXERCISE A**

1. rising  
2. rose  
3. raised  
4. rise  
5. raised

**EXERCISE B**

11. raised  
12. raised  
13. rose  
14. risen  
15. raised

**Six Troublesome Verbs, p. 148**

**EXERCISE A**

1. lay  
2. sat  
3. rise  
4. laid  
5. set

**EXERCISE B**

11. The theater grew quiet when the curtain rose.  
12. Julie had just sat something on the shelf.  
13. When I sat down, Julie brought over a black vase.  
14. Gently, she lay the vase on the table.
15. A beautiful sienna vase by Popovi Da was laying in front of me.
16. We left our lawn furniture setting on the patio.
17. They lain the bricks in a pile next to where we sat the wood.
18. C
19. When we are rising from bed in the morning, people in China are laying down to sleep.
20. An hour ago he laid down to watch television, but he fell asleep.

**Tense A, p. 149**

**EXERCISE**

1. We **past** the bike path through the woods.
2. By noon, they will **future perfect** have practiced for two hours.
3. Francine feels ill.
4. You will succeed if you try.
5. They had arrived before I got there.
6. She has visited China twice in the past three years.
7. Charo will be calling when she needs a ride.
8. You have talked on the telephone for two hours!
9. I will be glad to go to the movies with you tonight.
10. For a long time, I **past** believed in good-luck charms.
11. The psychiatrist had been preparing carefully for her next patient.
12. Brandy **present** watches cartoons on Saturday mornings.
13. As of next Friday, I shall have been employed here six months.

14. We will be happy with the results of our remodeling project.
15. Glenn is paying the final installment on his layaway purchase.
16. Your horse has gotten into the vegetable garden again.
17. If we keep up this pace, we **past perfect** will reach the campsite well before dark.
18. By midmorning, Nisha has **present perfect** given manicures to six clients.
19. The neighbors’ Rottweiler has **future perfect** barked all night.
20. By spring break, I will have saved enough money for an airplane ticket to Florida.

**Tense B, p. 150**

**EXERCISE**

1. had been running
2. will address
3. has concluded
4. reviewed
5. goes
6. will have worked
7. has created
8. had bought
9. was hanging
10. will have finished
11. washes
12. realized
13. had promised
14. will be running
15. have found
16. will have read
17. taught
18. had repaired
19. will have finished
20. will sew
Consistency of Tense, p. 151

EXERCISE
Answers may vary.

1. Tomorrow night we will go to the concert, and Jane joined us.
2. If you had asked me earlier, I would have been able to give you an answer.
3. Ever since Marilu will have become president of the company, sales have increased.
4. My niece Claire had left before Harold arrived.
5. When you were at the store, did you pick up any onions?
6. Pascal had been living in Italy for two months when he was meeting Rosa.
7. What happened to the box of cereal we have been buying yesterday?
8. Joel lifted the suitcase and has set it in the overhead bin on the airplane.

Modals A, p. 152

EXERCISE
Answers may vary.

1. can
2. may
3. might
4. could
5. must
6. may
7. must
8. must
9. could
10. might

Modals B, p. 153

EXERCISE
Answers may vary.

1. ought
2. Should
3. would
4. Will
5. shall
6. will
7. should
8. should
9. Will
10. ought
11. might
12. should
13. could
14. may
15. Can
16. ought
17. would
18. shall
19. could
20. will

Active and Passive Voice, p. 155

EXERCISE A

1. Janice by the doctor to rest.
2. At first, Alfredo by the math problem.
3. Po Lan’s mother and father her.
4. The dogwood blossoms by bumblebees.
5. Helga’s lost kitten by a neighbor.
6. Liona by a fast-moving ball.
7. Robert Frost “The Road Not Taken.”
8. Grazing sheep the pasture.
9. The trapeze artist by the crowd.
10. The bouquet of flowers by Nahele.

EXERCISE B

11. The winter winds blew the leaves from the trees.
12. The sun temporarily blinded Michael.
13. My cousin repaired the amplifier.
14. College students painted the Kings’ house last summer.
15. Angelica decorated the wedding cake with sugar roses.
Using and Revising the Passive Voice, p. 156

**EXERCISE**

*Answers may vary.*

1. C. Passive voice emphasizes the receiver of the action.
2. South American Incas, Egyptians, and others practiced mummification.
3. Ancient Egyptian embalmers removed internal organs.
4. At one point in history, embalmers treated and replaced the organs.
5. C. The performer of the action is not known.
6. C. The performer of the action is not known.
7. Apothecaries and healers pounded mummiﬁed bodies into “mummy.”
8. Apothecaries then gave mummy as medicine.
9. C. The performer of the action is not known.
10. Europeans continued the use of mummy until the 1700s.

**Mood, p. 157**

**EXERCISE**

1. If *you* were called a monster by a lawyer, how would you feel?
2. If the lawyer had thought you committed a crime, would people believe him?
3. Keep these questions in mind as you read *Monster*.
4. It is vital that sixteen-year-old Steve Harmon remain positive throughout his trial.
5. He is accused of playing a role in the fatal shooting of a convenience-store owner.
6. If I were in Steve’s place, I would certainly panic.
7. Listen to what Steve does to remain calm during the trial.
8. He is an aspiring filmmaker, and he chronicles the trial in movie script format.
9. I recommend that you try this practice when you are in a stressful situation.
10. Many people realize the therapeutic value of writing about problems.
11. Steve also keeps a journal in which he records thoughts about his life before and after the murder.
12. The movie script and journal entries written by this black teenager form the book that you read.
13. During certain portions of the book, some readers may think that Steve is guilty.
14. Other readers will be sure that Steve is innocent.
15. Christopher Myers, son of the author Walter Dean Myers, illustrated *Monster*.
16. If I were Christopher, I would be proud of working on an award-winning project with my dad.
17. Consider the Michael L. Printz Award.
18. The Young Adult Library Services Association (YALSA) believes that outstanding books for teenagers should be honored.
19. Someone suggested that YALSA consider *Monster* for its Michael L. Printz Award.
20. YALSA believed the suspenseful, realistic *Monster* had earned the award.

**Review A: The Principal Parts of Verbs, p. 158**

**EXERCISE A**

1. [a] The lake had frozen over. [b] The sweater has shrunk. [c] I have rode that horse.
3. [a] They have stolen apples. [b] You had chosen well. [c] He has drove the tractor.
4. [a] It had broke. [b] He has bought shoes. [c] They had fallen.
6. [a] You drank it. [b] We drove there. [c] She ran fast.
7. [a] He stole it. [b] The bell rang. [c] She had spoken.
8. [a] We have written. [b] She has fallen. [c] It was frozen.
9. [a] You had given. [b] He has went. [c] They have taken.
10. [a] We had ridden. [b] It had begun. [c] He has chose.

**EXERCISE B**

11. gone  16. came
12. threw  17. sat
13. took  18. spoken
14. saw  19. taken
15. ran  20. did

**Review B: Troublesome Verbs and Tense, p. 159**

**EXERCISE A**

1. C
2. By nine o’clock in the morning, the temperature had raised to ninety-five degrees.
3. A watchdog was laying at the front gate, ready to pounce on any unsuspecting stranger who might approach the house.
4. The man set in a comfortable chair near the fireplace.
5. After 6:00 P.M., the price of movie admission raises to eight dollars. [or . . . will rise to eight dollars.]
6. Before you leave, please straighten the newspapers that are laying all over the table.
7. C

**EXERCISE B**

I [11] had a curious accident one day last summer. Late one afternoon I [12] am riding my bicycle down a busy street when someone suddenly [13] opens the door of a parked car right in front of me. The bicycle [14] slammed into the car door, and I [15] am thrown into the front seat, right next to the driver. When I [16] realize that the driver [17] happens to be one of the science teachers from the high school, I [18] was overcome with embarrassment. Much to my surprise, however, the teacher [19] apologizes to me at length and [20] blames himself for being careless. Do you think this incident proves that teachers know they make mistakes, too?

**Review C: Principal Parts, Tense, and Voice, p. 160**

**EXERCISE A**

1. chose  4. run
2. written  5. frozen
3. swum

**EXERCISE B**  **Answers may vary.**

6. Katherine Davalos Ortega has worked in her family’s restaurant and other businesses when she was a small child. **Katherine Davalos Ortega worked in her family’s restaurant and other businesses when she was a small child.**
8. As a result, a business career was pursued by her instead. **As a result, she pursued a business career instead.**

9. By 1975, she will become the first woman president of a California bank. **By 1975, she had become the first woman president of a California bank.**

10. Ms. Ortega, in recognition of her professional abilities, was nominated by President Reagan to be Treasurer of the United States. **In recognition of Ms. Ortega’s professional abilities, President Reagan nominated her to be Treasurer of the United States.**

**Review D: Modals and Mood, p. 161**

**EXERCISE A**

*Answers may vary.*

1. would 6. should
2. may 7. Can
3. could 8. may
4. might 9. ought
5. should 10. will

**EXERCISE B**

11. Some people **count** sheep when they cannot sleep.

12. I think that clouds are more interesting to count.

13. Since I first *saw* them from an airplane window, clouds have fascinated me.

14. It is vital to my peace of mind that I watch clouds shifting shapes and traveling lazily across the sky.

15. Did you know that I have never seen two identical clouds?

16. Think of the shapes of clouds you have observed.

17. If I *were* a cloud, I would resemble misshapen cotton balls tossed at random into a pile.

18. Just as I do, you may wish you were as carefree as a cloud.

19. My father suggested that I become a meteorologist.

20. Please tell me what you think of my pursuing a career as a cloud sculptor.
Chapter 8: Using Modifiers Correctly, pp. 162–183

Adjective or Adverb? p. 162

**EXERCISE A**

1. In European fairy tales, a dragon is usually bad.
2. Chinese dragons, however, are said to bring good fortune.
3. During the last Chinese New Year, a dragon moved slowly down the street.
4. I felt bad because I missed seeing the runner carrying the pearl of fire.
5. However, we all clapped loudly as we watched the parade.

**EXERCISE B**

6. Forms of dance contain recognizable elements.
7. The elements enable knowledgeable people to identify the type of dance.
8. A ballet usually includes the elements of music, costume, and scenery.
9. Anna Pavlova (1881–1931) was a famous ballerina from Russia.
10. Pavlova toured widely during her career.
11. In the 1910s and 1920s, the ballets of Sergei Diaghilev (1872–1929) were popular.
12. The productions of Diaghilev reflected a skillful collaboration between choreographer, designer, and composer.
13. Professionals are not the only ones who practice ballet.
14. Members of the general public take classes for fun or exercise.
15. Children happily perform *The Nutcracker* at Christmas.

Phrases Used as Modifiers, p. 163

**EXERCISE A**

1. Now is not the time to play games.
2. Professor De La Rosa is writing instructions on the chalkboard.
3. Napping soundly, I did not hear the doorbell ring.
4. The answer to your question is yes.
5. When the streets are slick, drive with caution.
6. Sprinkled with pepper, the mashed potatoes tasted much better.
7. The sea churned too roughly for the windsurfers.
8. The wedding invitation, written in calligraphy, was unusual and quite beautiful.
9. “This is the document to encrypt with the new code,” said the military officer.
10. The fan, anchored to the ceiling, provided welcome relief from the heat.

**EXERCISE B**

11. Born in Harlem, Colin Powell is the son of Jamaican immigrants.
12. Powell’s parents taught him the value of hard work and education.
13. After graduating from college, Powell was commissioned as a second lieutenant in the Army.
14. For heroic achievement in combat, he earned a Bronze Star Medal.
15. Suffering from his own wounds, he had led his battalion to safety.

Clauses Used as Modifiers, p. 164

**EXERCISE A**

1. Before he bought a video from the Web site, Alfred checked other sites for a better price.
2. The game show contestant who won the grand prize was the woman from Montana.
3. The first comb that you should use on the horse is the wire currycomb.
4. Regis nibbled on fruit slices while Scott sipped apple juice.
5. Dale studies mathematics and science carefully because he wants to be an engineer.

**Exercise B**

6. After I read *Animal Farm*, I became interested in the life of the author George Orwell.
7. George Orwell is the pen name that Eric Arthur Blair used.
8. Orwell was born to English parents who were living in Bengal, India.
9. Before he became a novelist, Orwell served in the Indian Imperial Police in Burma.
10. The country that is now called Myanmar was known as Burma then.
11. Orwell began writing essays, stories, and novels after he left Burma.
12. The poor who lived in Europe were the subject of *Down and Out in Paris and London*.
13. Another Orwell novel, which I read last year, is *1984*.
14. When he wrote the essay “Shooting an Elephant,” Orwell included autobiographical material.
15. Before he died in 1950, Orwell had become famous and prosperous from his writing.

**Phrases and Clauses Used as Modifiers, p. 165**

**Exercise**

1. During the summer of 1212, thousands of European children launched a religious crusade.
2. The children who formed the group were led by a French shepherd boy, Stephen.
3. In a vision, Stephen had received a letter from Jesus to deliver to the French king.
4. Journeying with the letter to the king, Stephen was joined by thousands of other children.
5. Some of the group decided to conquer the Holy Land, which was held by Muslims.
6. According to their plan, they would take the Holy Land with love, not violence.
7. Around thirty thousand children reached the French seaport Marseille before disaster struck.
8. Merchants who had offered them free transport to the Holy Land sold them as slaves in North Africa.
9. Inspired by Stephen’s crusade, a ten-year-old boy named Nicholas continued Stephen’s work.
10. In 1218, Nicholas, a German, began preaching about the Children’s Crusade of 1212.
11. The children whom he attracted as followers numbered around twenty thousand.
12. Their path to the Holy Land led through Italy, where they split into groups.
14. Because they needed to cross the Mediterranean Sea, some children went to Genoa.
15. No ship’s captain was agreeable enough to allow them passage.
16. Traveling to Rome, some of the children encountered the pope, Innocent III.
17. Innocent III, who felt compassion toward the children, released them from their crusade vows.

18. Betrayed by slave traders, many of the children were sold as slaves.

19. One mystery that remains is the fate of Nicholas, the leader.

20. After the crusade was over, no trace of him remained.

**Bad and Badly/Good and Well, p. 166**

**Exercise A**

1. good 5. well 9. badly
2. bad 6. badly 10. well
3. well 7. well
4. bad 8. well

**Exercise B**

11. With so much salt, the meatloaf tasted badly.
12. You did quite good on that pop quiz.

13. C

14. LaTanya speaks French well enough to get her ideas across.

15. The student in driver’s education drove badly.

**Slow and Slowly/Real and Really, p. 167**

**Exercise A**

1. slow 5. really 9. really
2. really 6. slowly 10. slowly
3. slowly 7. real
4. real 8. slowly

**Exercise B**

11. real 14. slowly
12. really 15. real
13. slow

**Eight Troublesome Modifiers, p. 168**

**Exercise A**

1. good 5. bad 9. well
2. really 6. bad 10. slowly
3. bad 7. well
4. well 8. slowly

**Exercise B**

11. slowly 14. C
12. really 15. good
13. well

**Regular Comparison, p. 169**

**Exercise A**

1. most exciting 6. most beautiful
2. faster 7. most effective
3. more graceful 8. funnier
4. most expensive 9. less crowded
5. heaviest 10. milder

**Exercise B**

11. easiest 14. faster
12. more fun 15. less common
13. more frequently

**Irregular Comparison, p. 170**

**Exercise A**

1. better 6. best
2. farthest [or furthest] 7. worse
3. more 8. best
4. better 9. worst
5. less 10. more

**Exercise B**

11. The firefighter said this is the baddest fire she has ever seen.
12. Rhonda, although short, is gooder at basketball than many of us.

13. Of the three desserts offered, I like fruit salad mostest.
14. The patient declared, “This is the wellest I’ve felt in days!”

15. C
**Regular and Irregular Comparison A, p. 171**

**Exercise**

1. This storm was even **badder** than the last one.

2. **C**

3. My speech was **humorouser** than any other speech in the class.

4. Sharla was the **intelligener** of the two job applicants.

5. Do you think Pocahontas was **courageusser** than Sacagawea?

6. Juan, Ricardo’s twin brother, was **more old** by three-and-a-half minutes.

7. **C**

8. People who live along this road complain that it is the **most bad** in the entire township.

9. Floyd and his son are both landscape designers, but Floyd is the **more well known** of the two.

10. **C**

11. Both the strawberry and the vanilla yogurt tasted good, but the strawberry was **more sweeter**.

12. Looking across the water at the sunset, you can see the **magnificentest** view you can imagine.

13. Angelina is the **most young** of the three friends.

14. A new house is going to be **expensiver** today than it would have been a few years ago.

15. Why didn’t you answer **distinctlier**?

16. I thought the questions on that test were **more hard** than usual.

17. Of all the go-carts in the race, Bart’s went **farthest**.

18. Of the three poems I showed to the editor, he thought this one was written the **wellest**.

19. Beth and Ronny finished their science experiment **more last** than the other teams.

20. Vicky became ill yesterday, and today she is **illter** than before.

**Regular and Irregular Comparison B, p. 172**

**Exercise A**

1. worst

2. less believable

3. most

4. more tired

5. least friendly

6. worse

**Exercise B**

[11] In the 1980s some musical groups were **more well known** than others. [12] One of the **most unusual** popular groups was a band called Menudo. [13] The singing group itself was **more well known** than any of its members because the individual members kept changing.

[14] When a singer reached the age of sixteen, he was replaced by a **more young** one.

[15] Thus, the sound remained **more consistent** than the performers.

**Use of Comparative and Superlative Forms A, p. 173**

**Exercise A**

1. **most assuredly**

2. most violent

3. simpler

4. scariest

5. most interesting

6. most practical

7. **most irritating**

8. more entertaining

9. warmest

10. bigger

**Exercise B**

11. Elsie is funnier than any woman I know.

12. I browsed through a number of shirts and selected the one I liked **most**.

13. **C**
14. Riding dirt bikes is **more fun** than riding a ten-speed bicycle.

15. This container of yogurt is the **least fresh** one on the shelf.

**Use of Comparative and Superlative Forms B, p. 174**

**EXERCISE**

*Answers may vary.*

1. Alyssa’s handwriting is **less legible** than José’s.

2. Tana’s argument for the change was better supported than Kim’s was.

3. These items from the drugstore are **cheaper** than the ones at the salon.

4. While in India, Wynona photographed the Taj Mahal **more often** than Elzie did.

5. The football program at my new school appears to be **better** than the one at my last school.

6. I laughed at the humorous mistake as much as Glenda did.

7. Marty sent a larger bouquet of flowers to Candace than Raquel did.

8. The volume on the radio is **higher** than the volume on the TV.

9. On Saturday, Dayna spent **more** on groceries than Judy did.

10. Jerome complimented his date as often as Terry complimented his date.

**Use of Comparative and Superlative Forms: Review, p. 175**

**EXERCISE**

*Answers may vary.*

1. I found the television’s remote control before my brother.

2. Of all the football players who played in the rain, Todd is muddier.

3. This is the **thickest** the ice on the lake has been all winter.

4. I like steamed rice, but I like fried rice **best**.

5. If you hurry, you’ll get better seats than anyone.

6. The essay question on the English exam was **harder** than biology.

7. C

8. The buffet table held corn, carrots, and beans. I chose corn since I like it better.

9. The mother-daughter camping trip occurs **before** any activity of the year.

10. The skirts on this rack are **smaller** than that rack.

11. Frankie tossed the ball **higher** than Johnny.

12. Of the two dishes, the shrimp tempura is **less healthy** than the steamed shrimp.

13. Everyone agrees that Brent writes more exciting stories than anyone in the class.

14. I buy more clothes over the Internet than stores.

15. C

16. When I was in the fifth grade, I thought Dixie Porter was the **most prettiest** girl in the world.

17. Luís likes his career **more** than Irma.

18. Of the numerous items I placed in the consignment store, the carved chest is **most valuable**.

19. I prefer goldfish to any pet because they **don’t** bark, scratch, or need to go outside.

20. The temperatures in Florida are **milder** than Maine.

**Correcting Dangling Modifiers, p. 176**

**EXERCISE**

*Answers may vary.*

1. After turning on the radio, I woke up the baby.

2. C
3. C

4. Looking in the closet, she found her camera.

5. Grapefruit juice doesn’t taste very good when drunk after eating yogurt.

6. Aimed at the target, the arrow hit the tree.

7. When trying to understand new words, you will find a dictionary is useful.

8. Playing too close to the house, we broke a window.

9. C

10. While washing the dishes, he broke a china cup.

Correcting Misplaced Modifiers, p. 177

EXERCISE

Double arrows indicate modifiers that can appear in more than one place in the sentence.

1. I bought a ladder to fix the roof that was sturdy.

2. Martin watched a radiant sunset climbing a hill.

3. Wanda offered me the book swinging in the hammock.

4. C

5. Earl discovered many beetles examining the rosebushes.

6. C

7. Lorraine swatted the flies near the sandwiches that were buzzing around.

8. Carlos found another fuse in the drawer that was no good.

9. Isabel bought a blue dress from the clothing store in the mall with black stripes.

10. Under my bed I found my revised history paper.

Dangling and Misplaced Modifiers A, p. 178

EXERCISE A

1. From our seats, we could see the stage clearly in the balcony.

2. The guest speaker had dedicated his book to his dog who was an archaeologist.

3. I bought the red coat from the new shop with the enormous hood.

4. Shining brightly in the distance, the weary travelers were happy to see a restaurant sign.

5. The magazine is in the pile on the third shelf that you requested.

Dangling and Misplaced Modifiers B, p. 179

EXERCISE

Answers may vary.

1. Carrying ribbons and trophies, the winners marched off the platform.

2. The smoke alarm went off while I was cooking my dinner.

3. A young woman wearing a suit and a hat knocked on the door.

4. Several students who had questions remained after class and spoke to the teacher.

5. Rosetta is performing shows that are very entertaining for children in hospitals.

6. I needed more varnish to finish my project in shop class.

7. Mother found a package tied with ribbons outside our house.
8. Feeling quite hungry, the librarian thought only of her upcoming lunch break.
9. My friends will love these bagels covered in cream cheese.
10. Walking from door to door, they hung fliers on each doorknob.

Review A: Forms of Modifiers, p. 180

Exercise
1. Even when the team plays good, the coach is seldom pleased.
2. C
3. The coach believes that a loss or tie reflects poorly on his ability.
4. Schools and colleges want teams that are coached successfully.
5. C
6. If the team plays good, the coach will be happy.
7. Sometimes the losing players feel really disappointed.
8. C
9. Teams could win easily if all the players did as the coach instructed.
10. Teams who don’t practice as often as they should improve more slowly.
11. Is it easy to think clearly in a locker room?
12. If a coach speaks too sharply, players may stop listening.
13. If a lecture is really negative, some players might not respond well.
14. C
15. To generalize about sports is to speak inaccurately.
16. C
17. A whining child behaved badly during the entire game.
18. Despite the grounds crew’s efforts to paint the yard lines evenly, the paint job looked bad.
19. If you work more carefully and draw each line slowly, you will see better results.
20. Because he was hot and tired after playing for so long, Carlos wasn’t really excited about the game.

Review B: Comparison of Modifiers, p. 181

Exercise A
1. Mallory is the worst clarinet player I’ve ever heard.
2. Nico sings more better than anyone else in his class.
3. English is the most difficult subject for me.
4. Of the two sports, tennis is probably most popular.
5. Whoever in the class answers most quickly will win the game.
6. That star shines more brightly than any star in its galaxy.
7. Of all the songs I’ve heard you play, that last one was best.
8. Your brother is the more handsome senior I know.
9. Miguel is the most sincere young man I’ve ever met.
10. Your car idles least smoothly than mine.

Exercise B
Answers will vary.

11. When you compare football and baseball, football is the roughest game of the two.
12. For the most part, the players on the football team are bigger than the baseball team.
13. A tackle may be bigger than anyone on his class.
14. No player is more friendly than our team captain.

15. Our team manager talks with the players more than the coach. [or Our team manager talks with the players more than the coach.]

16. What was the worst moment of the team manager’s life?

17. Of the two possibilities, this one is the most logical.

18. When our equipment disappeared, the manager was more stunned than anyone.

19. C

20. Our coach is better than any coach in the city.

Review C: Dangling and Misplaced Modifiers, p. 182

EXERCISE A

Answers will vary.

1. C

2. Covered with sweat from the hot sun, I thought the ocean looked inviting.

3. To iron my delicate silk shirt, I must set the iron to the correct temperature.

4. Before learning of the party, I thought my weekend seemed boring.

5. Typing the command into the computer, I saved the file on the hard drive.

EXERCISE B

Double arrows indicate modifiers that can appear in more than one place in the sentence.

6. Our coach thanked me for the safety that produced the winning points after the game.

7. Between the bench and the press box, we learned there was a telephone.

8. The team was taken on a tour of the campus visiting our school.

9. C

10. At the end of the skit, a boy was reunited with his family who had wandered off by himself.

11. Watching the skit closely, the actors received loud applause from the athletes.

12. A cheerleader is rarely seen talking to the football captain in a long dress.

13. C

14. The sports reporters could hear our pep band playing in the press box.

15. The dog had interrupted a play that was chased off the field.

Review D: Correct Use of Modifiers, p. 183

EXERCISE

Answers may vary.

1. Seeing that no damage had been done, the two people drove their cars away in opposite directions.

2. The cold juice tasted really good to the thirsty runner.

3. Which pet have you had longer, your rabbit or your cat?

4. Walking carefully over the broken cobblestones, the woman made her way down the lane.

5. C

6. Working long hours, he achieved success after many years.

7. Although her choice of colors wasn’t the best, she arranged the flowers well.

8. By looking through a telescope, I could see the far shore dimly.

9. Of the three movies we watched last weekend, the third one was the scariest.

10. A well-trained police officer remains calm in emergencies.
Chapter 9: A Glossary of Usage, pp. 184–193

Glossary of Usage A, p. 184

EXERCISE

1. effects 11. all right
2. bring 12. a lot
3. Besides 13. allusions
4. accept 14. anywhere
5. take 15. hammer
6. aren’t 16. a while
7. that 17. Because
8. lend 18. break
9. as fast as 19. etc.
10. among 20. an

Glossary of Usage B, p. 185

EXERCISE A

1. Garrett A. Morgan, despite facing severe racial prejudice, discovered the first traffic light.
2. Please buy less bottles of soft drinks and more fruit juice at the store.
3. I could have defended my actions, but I did not.
4. C
5. My grandparents sometimes don’t understand me.
6. The Statue of Liberty reminds us of the many people who emigrated to the United States.
7. If I make a weekly schedule, I waste fewer time than if I don’t make a schedule.
8. During World War II, many Jews were forced to immigrate from their countries.
9. C
10. I invented a new, quicker route home from school.

EXERCISE B

11. The famous model Iman immigrated from Somalia.
12. Her family was wealthy, but she saw many Somalians who had fewer money.
13. She could have stayed in her hometown of Mogadishu, but she did not.
14. Photographer Peter Beard discovered Iman at the University of Nairobi.
15. C
16. With her fine bone structure, Iman may definitely perform her modeling assignments well!
17. Many immigrants in Iman’s position might have put their homeland behind them.
18. Iman, however, doesn’t let the memory of Somalia fade away.
19. She invented the importance of homeland and keeps Somalia in her mind.
20. C

Glossary of Usage C, p. 186

EXERCISE A

1. infer 6. I hope
2. had 7. edges
3. ought 8. flag
4. Ohioans 9. implies
5. themselves 10. ought not

EXERCISE B

11. The horticulture club are proud of themselves for creating the exhibit of state flowers.
12. Hopefully these pasqueflowers from South Dakota will grow in my state.
13. I can infer their appearance from the description in this article.
14. You hadn’t ought to pick bluebonnets from the side of Texas highways.
15. Mr. Garza he told me that Maine’s state flower is the pine cone.

16. I wish I had of gotten some native violets in Illinois.

17. C

18. My Georgian cousin she used Cherokee roses in the decorations for her graduation party.

19. My escort to the pageant in Florida chose the bouquet of orange blossoms himself.

20. We had ought to photograph the yucca while we are in New Mexico.

Glossary of Usage D, p. 187

EXERCISE
1. kind of
2. outside
3. let
4. learn
5. rather
6. these types
7. A number of
8. from
9. as though
10. teach

11. off
12. as though
13. sorts
14. as if
15. as if
16. teach
17. outside
18. kind of
19. The number of
20. as if

Glossary of Usage E, p. 188

EXERCISE A
1. unless
2. than
3. those
4. that
5. that
6. supposed to
7. that
8. that
9. try to
10. way
11. off
12. as though
13. as if
14. as if
15. as if

EXERCISE B
11. This rhyming dictionary will help your poetry writing.

12. C

13. Blank verse is when the lines in a poem do not rhyme.

14. This blank verse poem has five iambic feet per line.

15. Free verse is poetry where there is no regular rhyme scheme, meter, or stanza formation.

The Double Negative, p. 189

EXERCISE A
1. DN
2. DN
3. DN
4. DN
5. DN
6. S
7. DN
8. DN
9. S
10. DN

EXERCISE B
Answers may vary slightly.

11. Sharks don’t have any bones in their bodies.

12. I could hear something crawling through the grass, but I couldn’t see anything.

13. Isabel hadn’t quite enough gasoline in the car to get home.

14. I thought I had a red pencil, but I couldn’t find one.

15. I couldn’t hardly tell the difference between the twins until I had known them awhile.

Nonsexist Language, p. 190

EXERCISE A
Nonsexist terms may vary. Sample responses are given.

1. In my neighborhood, the letter carriers are collecting donations of canned food.

2. A delivery person will take all the donations to a local soup kitchen.

3. Some of the business people in nearby shops and offices set out boxes for donations.

4. They help their fellow man by taking these donations to a shelter for the homeless.

5. Some people think that mankind has become cold and uncaring.
6. The workers and housewives who donate food and clothing know that some people do care.

7. I know a seamstress who gives free sewing lessons at a women’s shelter.

8. Our local weatherman collects coats each winter for the Salvation Army.

9. My cousin, who is a male nurse, donates his Saturdays to an inner-city health clinic.

10. With enough manpower, we will make a significant difference in our community.

**EXERCISE B**

Nonsexist terms may vary. Sample responses are given.

11. Each of our congressmen volunteered his or her time to shelters in his or her hometown.

12. Enrico, who is a fireman, donated and installed fire extinguishers in tenement houses.

13. Any police officer who volunteered his or her time was asked to give personal-safety clinics.

14. Some stewardesses hosted a meeting on jobs in the airline industry.

15. A seamstress donated children’s sleepwear made of a man-made, flame-proof material.

**Review A: Common Usage Problems, p. 191**

**EXERCISE A**

1. way  
   6. police officer
2. invented  
   7. any
3. take  
   8. accept
4. effect  
   9. inferred
5. fewer  
   10. emigration

**EXERCISE B**

11. A hiking party they spotted a brush fire and reported it to the ranger station.

12. Mrs. Ho wouldn’t let us go to the auditorium for rehearsal until we had cleaned up the classroom.

13. Being as I needed money, I took a part-time job.

14. Both firemen were affected by the heat from the raging flames.

15. C could have try to

16. I wish I could have gone on the trip.

17. The commissioners will try to have their reports ready before the city council meets next week.

18. Both of the people who were under suspicion had good alibis.

19. The missing suitcase could not be found anywhere.

20. We were surprised to see her driving one of those foreign cars.

**Review B: Common Usage Problems, p. 192**

**EXERCISE A**

1. teach  
   6. implied
2. person  
   7. fewer
3. Among  
   8. effect
4. beside  
   9. either
5. anything  
   10. except

**EXERCISE B**

11. Your essay is longer than any that I have written.

12. What sort of a party are you planning? Because (or Since)

13. Being that you are taller than I, would you please hang the picture for me?

14. When a pipe burst last week, our house was flooded.

15. I could have done better if I had prepared more thoroughly.

16. I didn’t join you because I was kind of tired.
17. C
18. C
19. Where did you leave the book at?
20. This book is more interesting than the last one I read.

Review C: Common Usage Problems, p. 193

EXERCISE
Multiple choice answers will not vary; but revisions in standard, formal usage may. Sample revisions are given.

1. c I should [or I ought to]
2. a seemed as if we should
3. c this house
4. b try to find it
5. a the crew’s supervisor
6. b this sort of book
7. b acted as if they were tired
8. c Let him finish it.
9. a I should have stayed.
10. b An appeal to the common person
Chapter 10: Capitalization, pp. 194–211

First Words, I and O, Salutations and Closings, p. 194

EXERCISE A

1. the main character said to the tiny ant, “what can i do for you, o mighty master?”
2. we watched that movie, and oh, did we laugh!
3. in the attic i found a box of old family photographs.
4. our class discussed the meaning of the line “the midnight sun casts shadows o’er my dreams.”
5. her letters to me usually begin with “my dear Kayla,” and end with “love always, Grandma.”

EXERCISE B

6. Plutarch once said, “the mind is not a vessel to be filled but a fire to be lighted.”
7. “a fire to be lighted” suggests the mind’s potential.
8. “my dearest Sandra,” the handwritten letter began.
9. Grandmother closed the letter with a simple “love, Grandma.”
10. i always sign my letters to friends by writing “yours truly, Lisa” in cursive letters.

Proper Nouns and Adjectives A, p. 195

EXERCISE A

1. reading a dickens classic
2. mary mcleod bethune
3. my favorite shakespearean sonnet
4. m.f.k. fisher
5. c
6. the works of james joyce
7. fluffy’s grooming habits
8. texas patriot don erasmo seguin
9. the respected rebecca thatcher, ph.d.
10. learning about dr. martin luther king, jr.

EXERCISE B

11. The well-known H. G. Wells Novel
12. Lassie The Courageous Collie
13. My Family Doctor, Emily Shapiro, M.D.
14. The Battles Of William The Conqueror
15. Auction Of A Renoir Masterpiece

Proper Nouns and Adjectives B, p. 196

EXERCISE A

1. helicopter ride over the island of maui
2. hiking through saskatchewan province
3. c
4. a desert in the middle east
5. a cruise on the mediterranean sea
6. the capital city of haiti
7. touring the east coast
8. a country in the southern hemisphere
9. driving on interstate 10
10. door county, wisconsin
EXERCISE B
11. The West
12. The City of Detroit
13. Lafayette Parish Bus Route
14. Nova Scotia Coastline
15. The Sunbelt
16. South of Houston
17. A Region of South Dakota
18. Expedition on Mount Everest
19. Ferry to Dauphin Island
20. Bay Of Naples

Proper Nouns and Adjectives C, p. 197

EXERCISE A
1. driving a new toyota tacoma pickup
2. st. jude children’s research hospital patient
3. cheering chicago bulls fans
4. duke university admissions office
5. north carolina state senate committee
6. american medical association recommendations
7. kelley’s hardware store specials
8. C
9. habitat for humanity volunteer
10. a tour of the smithsonian institution

EXERCISE B
11. Newcomb College freshman
12. St. Louis Cardinals Cap
13. Executives of Dell Computer Corporation
14. Frost National Bank Checking Account
15. National Honor Society Member
16. C
17. Southwestern Bell Operator
18. C
19. C
20. The League of Women Voters

Proper Nouns and Adjectives D, p. 198

EXERCISE A
1. a rialto theater production
2. a tour of the taj mahal
3. the pulitzer prize-winning novel
4. the leaning tower of pisa
5. field trip to mount rushmore national memorial
6. photographing the brooklyn bridge
7. craters of the moon national monument
8. honored by the national society of film critics award
9. C
10. the top of the empire state building

EXERCISE B
11. Crossing the Natchez Trace Parkway Bridge
12. Newspaper Article about Windsor Castle
13. The Ceiling of the Sistine Chapel
14. Crossing a Suspension Bridge
15. C

Proper Nouns and Adjectives E, p. 199

EXERCISE A
1. learning about the middle ages
2. super bowl
3. easter celebration
4. C
5. living through the great depression
6. new york city marathon competitor
7. sunday brunch
8. C
9. the period of the reformation
10. special olympics volunteer
Exercise B

11. Annual Labor Day Sale
12. April Fool’s Day Surprise
13. Choosing a Father’s Day Present
14. C
15. C

Proper Nouns and Adjectives F, p. 200

Exercise

1. studying the talmud each week
2. confucian social principles
3. american indian tradition
4. a lovely passover feast
5. a presbyterian minister
6. memorizing verses from genesis
7. a maple leaf on the canadian flag
8. making a muslim pilgrimage
9. sufi poetry honoring allah
10. navajo lineage in my family
11. an italian restaurant
12. a copy of the bhagavad-gita
13. a meeting with the lutherans
14. the japanese ambassador
15. a british newspaper
16. C
17. the european team
18. reading from the torah
19. a grecian urn
20. an image of vishnu

Proper Nouns and Adjectives G, p. 201

Exercise A

1. C
2. a telescopic View of the Andromeda Galaxy
3. Crossing Territory on the Orient Express
4. a Tour of the Famous Queen Mary
5. the Rings of Saturn
6. Studying the Constellation of Ursa Major
7. Photographs of the Spirit of St. Louis
8. the Tragedy of the R.M.S. Titanic’s Sinking
9. a Planned Spaceflight to Mars
10. the Moon as the Earth’s Only Natural Satellite

Exercise B

11. Jason is researching the Civil War battle between the monitor and the merrimack, two iron-plated ships.
12. Which ship did Columbus actually sail on, the niña, the pinta, or the santa maría?
13. Sometimes, Pluto is actually closer to the sun than Neptune.
14. The band is practicing a song about a famous train called the City of New Orleans.
15. Is Betelgeuse really six hundred times as large as the Sun?

Proper Nouns and Adjectives H, p. 202

Exercise A

1. Hae Sin could see the rings around Saturn with the telescope she had built for physics class.
2. The spacecraft magellan was sent to gather information about... magellan
3. On August 28, 1963, more than 200,000 people gathered near the Lincoln Memorial to hear Dr. Martin Luther King, Jr., speak.
4. I learned in my II class that Dr. King won the Nobel Peace Prize in 1964.
5. The only language course that Theodore could fit into his schedule was german.
EXERCISE B
6. C
7. westminster abbey
8. the d-day invasion
9. gold medal flour
10. C
11. C
12. spanish history
13. the federal reserve bank
14. on yom kippur
15. the boat ariadne

Proper Nouns and Adjectives: Review, p. 203
EXERCISE A
1. First National Bank
2. Navajo settlement
3. Alice Walker
4. a Vietnamese grocery store
5. Gulf of Mexico
6. the President’s Council on Aging
7. Academy Award
8. moons of Jupiter
9. Gallaudet University
10. Charlotte Hornets

EXERCISE B
11. Students from my English class at Evans High School in Warren Township entered the contest.
12. The guest speaker for chemistry class today will be H. Lorenzo Webber, M.D.
13. Linda planned to leave Cleveland, on the southern shore of Lake Erie, travel southwest, and cross the Mississippi River at St. Louis, Missouri.
14. Our neighbor Mr. Renfro sometimes takes care of our dog, Bubba, when we travel out of town.
15. Mr. Itoh has planned excursions to Yellowstone National Park and the Black Hills region.
16. They held the Fourth of July picnic at Potter Park.
17. Kaloma plans to attend the University of Virginia in the fall.
18. Several mummies from ancient Egypt are on display at the British Museum.
19. The American Automobile Association printed a booklet on Memorial Day celebrations.
20. Every Saturday morning, the Bijou Theater shows old westerns.

Titles A, p. 204
Exercise
1. I gave her and [Professor Cho] a copy of my research paper.
2. Mr. Hemphill recently met Carrie Benjamin, our local [or] local business leader of the year.
3. Can you discuss your long-range military strategy, [Captain]?
4. C
5. We are honored to accommodate you, [Senator Hall].
7. It has taken [Principal Harvey and Ms. Lee] ten minutes to silence the students in the main auditorium.
8. C
10. C
Titles B, p. 205

EXERCISE A
1. I keep a small print of Botticelli’s primavera taped to my bedroom mirror.
2. C
3. Edgar, who would like to be an engineer, has a subscription to popular science magazine.
4. Mr. Scott said there will be questions about the Treaty of Versailles on the test.
5. My brother and I never miss an episode of the fascinating nova.
6. Last summer Roseleen saw a production of the importance of being earnest.
7. C
8. The first chapter of grapes of wrath is very nicely constructed.
9. Peter reads both the columbia journalism review and the san jose mercury news.
10. “As time goes by” is the title of my grandparents’ special song.

EXERCISE B
Answers will vary. Sample responses are given.
11. Star Wars
12. “Ode on a Grecian Urn”
14. National Geographic
15. Our Town

Titles: Review, p. 206

EXERCISE A
1. No one expected Archbishop Desmond Tutu to attend the ceremony.
2. Dixie asked her Aunt Margaret if she had ever seen the movie miracle worker.
3. Willis delivers papers for the detroit free press.
4. Countee Cullen wrote the poem “from the dark tower.”
5. Suzanne, Terri, and had all attended the school play, Fiddler on the Roof.

EXERCISE B
6. The Dallas Morning News
7. Former-Governor Ann Richards
8. C
9. the Bill of Rights
10. the first chapter in the guidebook
11. the painting The Night Watch
12. the last chapter of The Catcher in the Rye
13. the poem “The Love Song of J. Alfred Prufrock”
14. the book Year of Liberty: The Great Irish Rebellion of 1798
15. Field Marshal Bernard Montgomery

Abbreviations, p. 207

EXERCISE
2. Doctor, do you have time to see Ms. Wahl this afternoon?
3. The bus to Los Angeles leaves every morning at 10:15.
4. The man in the passing jeep was General Eisenhower.
5. We live on Grand Street in Jackson, Mississippi.
6. The speed limit in this area is 25 miles per hour.
7. The patient is now in the care of Dr. Thomas Seguin. [or The patient is now in the care of Thomas Seguin, M.D.]
8. Dan’s favorite program is shown on PBS.
9. My favorite president was Abraham Lincoln.
10. Do you enjoy the music of Harry Connick, Jr.?

Titles and Abbreviations: Review, p. 208

EXERCISE
1. The Greek playwright Euripides wrote Iphigenia at Aulis.
2. Have you ever been to Reed City, Michigan?
3. The star of *Indiana Jones and the Temple of Doom* is Harrison Ford.

4. Soon we will be able to address my sister as Dr. Emily Jackson. [or Emily Jackson, Ph.D.]

5. Governor Harrington attended a conference at NASA headquarters.

6. My uncle’s favorite poem is “Stopping by Woods on a Snowy Evening.”

7. Has Mayor Levine agreed to speak at Washington High School’s graduation?

8. Carefully add three ounces of saline solution to the mixture.

9. José went to visit Aunt Maria in Waukesha, Wisconsin.

10. How many artists have recorded “Yesterday” by John Lennon and Paul McCartney?


**EXERCISE A**

1. a  5. a  8. a

2. b  6. b  9. b

3. a  7. a  10. a

4. a

**EXERCISE B**


12. Please give me your advice, my wisest of friends.

13. She said, “Isn’t that hotel located on the east side of Times Square?”

14. On Tuesday Irene went hiking on Sentry Mountain with her younger sister.

15. In his speech on St. Patrick’s Day, Mayor Brown mentioned Irish-American friendship.

16. Is Raleigh the Capital of North Carolina?

17. Why, Gerald, didn’t you know your great-grandfather fought in the Spanish-American War.

18. C

19. Sometimes I help out at my parents’ store, which is on Jefferson Avenue.

20. The nation’s park system includes Glacier National Park,” Ms. Garza continued.


**EXERCISE A**

1. b  5. a  8. a

2. a  6. b  9. b

3. b  7. a  10. b

4. b

**EXERCISE B**

11. Our local Theater is auditioning cast members for *The Sound of Music.*

12. C

13. Her cousin has applied for a job at CompuData, Inc.

14. Yesterday I climbed Squaw Peak and got a wonderful view of Phoenix, Arizona.

15. C

16. Have you ever been to Albany, the Capital of New York?

17. Carlos asked, “Are you going to try out for the soccer team, Hank?”


19. Did you see the articles in *PC Magazine* about the new Dell Computers?

20. In Washington, D.C., one Senator announced plans for a new domestic program.

**Review C: Using Capital Letters, p. 211**

**EXERCISE A**

1. Mount Rushmore National Park has large sculptures of four U.S. Presidents.

2. The Captain told the team members, “We have to win this game!”
3. A new pet store called Creepy Critters opened near my house last summer.

4. My best friend’s family is planning to move West to Utah in May.

5. A hurricane is moving Northward along the Atlantic coast.

6. There is a chapter of the National Honor Society at our high school.


8. Two Broadway theaters are presenting Shakespearean plays.

9. President Clinton addressed a group of reporters on the lawn of the White House.

10. In 1866, Walt Whitman published a book of poetry called *Sequel to Drum-Taps*. The most famous poem from that collection is the one about the assassination of Abraham Lincoln titled “O Captain! My Captain!” In this poem, the speaker is mourning the death of Lincoln. The line “Exult, o shores, and ring, o bells” conveys the great depth of the speaker’s grief. The first time that I read this poem, oh, was I sad!
Chapter 11: End Marks and Commas, pp. 212–227

End Marks, p. 212

EXERCISE A

1. Did you have a good time in Sacramento?

2. A good breakfast is essential to a well-balanced diet.

3. Look out for that runaway horse!

4. What a ridiculous idea that is!

5. Some berries would taste good on that cereal.

EXERCISE B

6. Please put the hammer back where you found it.

7. What an extraordinary movie that was!

8. Will the plane arrive in Vienna on time?

9. Many of John Wayne’s best films were directed by John Ford.

10. Lana didn’t know why the new key wouldn’t work.

11. In England, the day after Christmas is known as Boxing Day.

12. Be careful. [or !] That’s an expensive piece of pottery. [or !]

13. Have you ever wondered why the sky turns green before a tornado?

14. Oh! What a lovely bouquet of flowers. [or !]

15. Remy could scarcely believe what he was seeing.

Abbreviations A, p. 213

EXERCISE A

the Rev. Burton Erickson

Rep. John Conyers

Sen. Kay Bailey Hutchison

Gen. Colin L. Powell

Dr. Martin Luther King, Jr.

Mr. Stephen Pescecone

the novelist J.G. Farrell

Col. Conrad Kilgore

Abbreviations B, p. 214

EXERCISE A

Both of my parents are graduates of Michigan State University.

All stockbrokers are governed by the rules of the Securities and Exchange Commission.

After high school, Claudia plans to enlist in the United States Navy.

Much good around the world has been done by the United Nations.

My uncle is an agent with the Federal Bureau of Investigation.

EXERCISE B

My mother was born near Springfield, Illinois.

We are moving to New York, New York, next month.
8. C

**Abbreviations C, p. 215**

**Exercise**

1. King John signed the Magna Carta in **A.D. 1215**.
2. The class starts promptly at **8:15 A.M.**, so try to be on time.
3. Work began on the Parthenon in **BC 447**.
4. The basement to the house needs to be dug **12 ft deep**.
5. “Then, in the fourth century **BC**,” said the narrator, “Alexander the Great was born.”
6. There are traces of inhabitants at the site as early as **650 A.D.**, archaeologists say.
7. How many ft are there in a mile?
8. Sunday services are held at **7:00 A.M., 9:00 A.M., and 6:00 P.M.**
9. The first invasions of the Anglo-Saxons may have occurred as early as the **fifth century A.D.**
10. All entries in the contest must be submitted by **Fri., Dec. 8, 2009** at one o’clock **P.M.**

**Abbreviations Review, p. 216**

**Exercise**

1. In **384 B.C.**, the philosopher Aristotle was born.
2. The keynote speaker for the conference will give her address at **9:00 A.M.** on **Oct. 28, 2001**.
3. Doesn’t the water table start at a depth of **12 feet, 9 inches**?
4. My grandmother lived for a long time at **1428 Rae Dell Avenue, Austin, Texas.**
5. Please forward all mail to Michico Conroy, 1200 Michigan Ave., [or Avenue], Ann Arbor, MI 48104.
6. According to the dictionary, Chaucer may have been born in **A.D. 1340**.
7. Mr. Walter R. Estlund comes from Minneapolis, Minnesota.
8. Now, add the following to the stew: **1 teaspoon salt, 1 tablespoon basil, 6 ounces chicken broth.**
9. The television set’s measurements are as follows: **26 inches wide, 18 inches deep, and 22 inches tall.**
10. Martina Gonzalez, **Ph.D.**, has recently been hired by OSHA.

**Commas with Items in a Series, p. 217**

**Exercise**

Optional commas are underlined.

1. Kanoa’s winning painting was of a scarlet rose, a yellow tulip, and a blue iris.
2. The main ingredient in Katya’s salad dressing is delicious, tangy blue cheese.
3. Dennis, Talia, and Giuseppe volunteered to rake the park. [If student interprets Dennis as a noun of direct address, then Dennis, Talia and Giuseppe volunteered to rake the park.]
4. The hurricane season brought hail, high winds, and thunderstorms to the coast.
5. C
6. She baked a loaf of bread, she made soup, and she cut up some fresh berries.
7. Randall’s jogging route took him around the lake, up a steep hill, and across an empty field.
8. I believe that large, old, colorful rug was woven by my grandmother.
9. The thick, black clouds gathering overhead threatened rain at any moment.
10.  
11. The ship left harbor on a cool, clear evening.
12.  
13. We had to decide among the dog, the cat, and the marmoset.
14. He looked for his glasses on the kitchen counter, on his desk, and on the bedside table.
15. Some of my favorite Cajun foods include jambalaya, red beans and rice, and gumbo.
16. The damp gray mist crept over the moors as the moon rose.
17. The shortstop dashed forward, snatched up the ball, and hurled it toward first base.
18. The hiking trail wound up the hill, through the thicket, and alongside the waterfall.
19. The three books that make up The Lord of the Rings are The Fellowship of the Ring, The Two Towers, and The Return of the King.
20.  
Commas with Independent Clauses, p. 218 

Exercise  
1. Guillermo ordered two books from a catalog, but they haven’t arrived yet.
2. Hank gave away the tickets, for he had made other plans and couldn’t go.
3.  
4. The play was received well by the audience, but the critics disliked it.
5. He refused to build a new fence, nor would he repair the old one.
6. The test was very difficult, yet everyone in the class passed it.
7. There was a long line in front of the theater, so we decided to go to a concert.
8. Are you going to the football game, or do you want to play squash?
9.  
10. The lake was calm, and the moon was a bright, yellow crescent.
11. We’ve tried all sorts of cat foods, yet Sparky is never satisfied.
12.  
13. Basia had not cleaned her room, nor had she started tidying the garage.
14. Ross missed the most spectacular meteor of the night, for he had his back turned at the time.
15. I don’t really like scary movies, but I’ll come with you anyway.
16. Suzanne brought some snacks to the party, and her sister Rosalynne brought some punch.
17. Did you let the dog out this afternoon, or did he get out on his own?
18.  
19. My sister had not come home yet, so I decided to start dinner by myself.
20. I cannot list the encyclopedia in my bibliography, for I did not use it while writing my report.

Commas with Nonessential Clauses and Phrases, p. 219 

Exercise A  

1. She returned all the books that she had borrowed from the library.
2. All students trying out for the track team should be excellent runners.
3. Robert Frost, who taught at Harvard University, was a great poet.
4. The man leading the parade is the mayor of our town.
5. The Nineteenth Amendment to the U.S. Constitution, which was adopted in 1920, granted women the right to vote.
6. Trucks carrying explosives were not allowed to pass through the tunnel.
7. I believe you’ll like the chicken enchiladas, which are a specialty at this restaurant.

8. Our kitchen, recently remodeled, is the most comfortable room of all.

9. Sylvia studied the theater’s show times listed on page 8 of the newspaper.

10. Everyone who wants to have a successful garden must weed it regularly.

EXERCISE B

11. John, who was named after his father, decided to name his son something else.

12. Dermot, remembering his training, lifted the box with his knees and not with his back.

13. [or students, who ... o’clock, were]


15. [C]

Commas with Introductory Elements, p. 220

EXERCISE

1. When I moved from Georgia to North Dakota, I learned what winter means!

2. Well, I want to read more about the candidates before I make my decision.

3. Walking through the museum, we saw many interesting exhibits.

4. At the end of The African Queen, Charlie and Rose get married.

5. Yes, I would be happy to give you a ride to the airport.

6. While mowing the lawn, Gigi found a small patch of forget-me-nots.

7. [C]

8. On a clear day in the early spring, flocks of migrating birds swept by.

9. Why, what a surprise to travel all the way to New York and meet a neighbor!

10. Whispering, Lars told her the secret ingredient in his spaghetti sauce.

11. Laughing, Jim put the magazine back on the table.

12. Well, let me think about that for a moment.

13. Of all the short stories in the anthology, my favorite is “A Rose for Emily” by William Faulkner.

14. While the audience was dazzled by the flash, the magician disappeared.

15. When the scarecrow said good-bye to Dorothy, Steve began to cry.

16. [C]

17. Sweating, the runner finished the race at the hottest part of the day.

18. Okay, let’s start the game.

19. Out of all the cats in the shelter, Jorge picked the orange tabby.

20. As her father looked on proudly, Celia took the gold medal for gymnastics.

Commas with Interrupters, p. 221

EXERCISE

1. Senator Schwartz, I believe, is the best candidate for that office.

2. Elephants, the largest mammals in Africa, are now considered endangered.

3. Dorothea, tell me about your scholarship to Stanford University.

4. Ana is the only student in our school, in fact, who has ever lived in China.

5. I’d like to understand, Kris, your feelings that led to your decision.

6. [C]

7. Dr. Montero, the only pediatrician on the staff, has office hours today.

8. Only synthetic materials, she says, will be used in clothes of the future.

9. In Casablanca, for example, Humphrey Bogart delivers a startling performance.

10. I’d appreciate your prompt reply, Mr. Montgomery.

11. If I’ve told you once, Nicci, I’ve told you a thousand times, don’t slouch at the dinner table.

12. Do you know the car I mean, the red convertible with the silver hubcaps?
13. Accepting the award will be Emily James, the producer of the documentary.

14. C

15. Meanwhile, the train pulled into Waterloo Station.

16. M. R. James, not Henry James, wrote the ghost story “Casting the Runes.”

17. Dr. Livingston—I presume?

18. C

19. The elephant, for instance, is native to both Africa and India.

20. Have you ever seen Paths of Glory, the anti-war film by Stanley Kubrick?

**Using Commas, p. 222**

**EXERCISE**

*Optional commas are underlined.*

1. Oh, have you seen my dog Wolfie?

2. Tonya, who read the book before I did, enjoyed it enormously.

3. Seth wanted to play in the band, but he couldn’t make it to rehearsal on Tuesday.

4. C

5. Clarence, by practicing all weekend, was able to play the song on the guitar on Monday.

6. The reflection off the water threw bright, quivering spots against the side of the boat.

7. Salon, the online magazine, did a story about the novelist E. L. Doctorow.

8. C

9. Gosh, you’ve really grown since I saw you last.

10. Have you ever seen 2001: A Space Odyssey, the film by Stanley Kubrick?

11. The batter knocked the dirt off her cleats, put on a helmet, and took a couple of swings.

12. Which towel do you want, the red one, the blue one, or the green one?

13. C

14. The bright red car nosed carefully through the narrow, crowded street.

15. The dark, mysterious stranger loomed in the doorway.

16. Yes, I think you could say I’m bored.

17. The actress who played Queen Elizabeth, Judi Dench, won an Academy Award.

18. C

19. My friend Barton McManus, Jr., has a great recipe for curry.

20. Tom Hanks, Sylvester Stallone, and Gene Hackman have all done voices for animated films.

**Conventional Uses of Commas, p. 223**

**EXERCISE A**

1. On November 15, 2006, the mayoral race was won by Herbert E. Thomas, Jr.

2. By Tuesday, February 29, 2009, you must have your car inspected.


4. Sincerely yours,

   Charlene Watson, DVM


**EXERCISE B**

May 31, 2009

Dear Mr. Jackson,

On June 11, 2009, I will finally graduate. I want to thank you for being such an inspiring, dedicated teacher. Your classes were always interesting, challenging, and enlightening. You always encouraged me to follow my dreams.

Thanks for writing such a terrific recommendation for me! Please plan on visiting me there next fall. My address will be 1255 Village Avenue, Springfield, Ohio 45501.

Sincerely,

Rashard Brooks
Commas: Review, p. 224

EXERCISE

Optional commas are underlined.

1. The tour guide handed out tickets, programs, maps, and brochures.
2. Sally knew that she would succeed if she studied hard, read all the books, and attended class.
3. Sparks was a wet, cold, miserable, hungry dog by the time we got home.
4. They had fresh, cold orange juice at breakfast.
5. Colin called the twins, and I took care of all the other arrangements.
6. My sisters agreed with me, but I had a hard time convincing Uncle Stu.
7. Laszlo Neumann, who won the Nichols Prize last year, will perform at the Arts Center.
8. Austria’s capital is Vienna, which is well-known for its architecture and gracious lifestyle.
9. Wow, did you see that fly ball?
10. You will, I trust, pass on the message.
11. My new address is 45 Basil Road, Stony Brook, New York 11732.
12. On Monday, January 15, 2009, the Bigelows’ new baby was born.
13. After lunch the Pasternaks’ new neighbors, the Botsteins, came over for coffee.
14. Portman Callow, Jr., will be our new state representative.
15. Sure, I’ll come if you want me to.
16. The main language of Finland is Finnish, which is distantly related to Hungarian.
17. Lionel lives at 122 Main Street, Kyle, Texas 78664.
18. Didn’t Thaddeus Flatow, the famous modern composer, write an opera called Maria Theresia?
19. Tim, please answer the phone.
20. The graduation ceremony will, of course, be held in College Hall.

Review A: End Marks and Abbreviations, p. 225

EXERCISE A

1. What’s the name of the woman with the dachshund?
2. Stop the car immediately! [or .]
3. The helicopter descended as low as the treetops.
4. Be careful not to let the cat out when you open the door.
5. Look out! The ladder is falling! [or .]
6. Come to dinner at our house tomorrow night.
7. Do you remember where you left the keys to the cabinet?
8. Set the groceries on the counter.
9. May I offer a suggestion?
10. So, what do you think?

EXERCISE B

11. Representative Tataglia of New York serves on the oversight committee for NASA.
12. Mr. Tom S. Petersen, Jr., hails from Wheeling, West Virginia.
13. Please send my mail to 1124 Mile Rd., Big Rapids, MI 49307.
14. Dr. Wanda Jackson will attend the annual AMA convention this year.
15. The Roman Empire was established by the emperor Augustus in 27 B.C., and lasted until it was divided in the fourth century A.D.
Review B: Commas, p. 226

EXERCISE A
Optional commas are underlined.

1. When the Spaniards arrived in South America, they found that most of the western part of the continent was controlled by the Incas.

2. At the time of the Spanish conquest the Inca empire extended as far north as Ecuador and as far south as Chile and Argentina.

3. The remains of the capital city of the Incas can be seen today at Cuzco, a city in southern Peru.

4. The Incas were excellent architects, engineers, and artisans.

5. Unlike the Aztecs and the Mayas, however, the Incas never developed a system of writing.

6. Their historical traditions were preserved in spoken form, not in written form.

7. C

8. These knotted strings, which were called quipu, served as an aid to the memory.

9. The Incas had no currency system, but they developed an ingenious method of collecting taxes.

10. All taxes were collected in the form of labor: farmwork on government lands, service in the military forces, or work on public construction projects.

EXERCISE B
Optional commas are underlined.

11. The Readers’ Guide is an index to magazine articles, stories, and poems.

12. Kelly and Jerome, who are taking an advanced computer course, produced an exciting graphic display.

13. My uncle lives in Montgomery, the capital of Alabama.

14. When you fly cross-country, you can sometimes pass the time by watching a movie.

15. C

16. Hoping for good weather, my parents planned a family picnic.

17. Did you know, Mr. Franklin, that Thomas has moved to Buffalo, New York?

18. I do not have the report ready today, but I hope to finish it by Friday.

19. People were involved in creating costumes, designing sets, and composing music.

20. Well, I didn’t know that you expected to be invited.

Review C: End Marks and Commas, p. 227

EXERCISE
Optional commas are underlined.

1. Smiling and bowing, the dancer took another curtain call.

2. Didn’t you answer the telephone, Tiffany?

3. We moved to Colorado on September 30, 1999.

4. I’m sorry, Rae, but I didn’t hear what you said.

5. Oh, you don’t have to tell me if you don’t want to.

6. The letter was addressed to Chane E. Johnson, M.D.

7. In our school, classes regularly begin at 8:15 A.M.

8. Last summer I did nothing for two months but swim, sail, and fish.

9. My, how cold it is!
10. Her father has gone to Denver, Colorado, on a business trip.
11. The play was written by J. D. Tallchief, a junior.
13. Don’t you know where the bookstore is, Elvin?
14. Katrina, don’t sneak up on me like that! [or .]
15. Before the game was over, most of the players were covered with mud.
16. Margaret Mead, Ph.D., was a famous anthropologist.
17. We must be late, for the lights in the theater are dim.
18. On our team, players vote to choose the captain.
19. After our exciting raft trip down the rapids of the Colorado, we had many stories to share.
20. Smiling nervously, the children took their positions on stage.
21. Herbert E. Fiorello, Jr., has an office on Sunset Boulevard.
22. Are you sure that the store is located on Tetra Avenue?
23. I’ll meet you on the corner of Fourteenth Street at 8:30 A.M.
24. Didn’t Dr. An Wang establish Wang Laboratories, Inc., in 1951?
25. We saw Harry Connick, Jr., perform at the benefit concert.
Chapter 12: Punctuation, pp. 228–236

Semicolons A, p. 228

EXERCISE

1. David prefers classical music; I prefer blues.
2. Miguel wants to go on vacation this summer; therefore, he is working after school to save money.
3. The rain started late last night; it is expected to stop sometime this afternoon.
4. Gladys brought four apples to the barn; however, her horse ate only three of them.
5. Li voted against the tax increase; she expressed her opinions at the town meeting.
6. The sailboat race began on time; unfortunately, the judges were late.
7. No one in the audience noticed the loud crash; it sounded like part of the movie.
8. The women wanted to play softball; the men decided to sit in the shade.
9. Liang is a moody person; he is often, for example, quiet and withdrawn.
10. The orchestra stopped playing; the dancers sat down.
11. Mrs. McDuff had longed for peace and quiet; she only got it when the neighbors moved.
12. Papa is eager to retire; his last day at work is next Friday.
13. The kids wanted to watch a video; the adults preferred to go outside.
14. Martha was always punctual; the rest of the class usually came in late.
15. Joel is not here today; therefore, we will have to postpone his birthday celebration.
16. Our terrier enjoys hiding things; those things sometimes include our shoes and socks.
17. Pierre did his best on the exam; his reward was the highest grade in the class.
18. The train rounded the curve at high speed; the deer just barely got out of the way in time.
19. General Dupont remembers the day war was declared; he says he was in his parents’ kitchen.
20. Sergio Montale, the famous tenor, is singing tonight; all seats have been sold out for weeks.

Semicolons B, p. 229

EXERCISE

1. The tour will include stops in St. Petersburg, Russia; Kiev, Ukraine; Bucharest, Romania; Athens, Greece; and Cairo, Egypt.
2. In a surge of productivity, Jim watered the lawn, took out the trash, and swept the driveway; and his sister, Jenny, washed the car and the dog.
3. Ruth has relatives living in Jerusalem, Israel; London, England; and Rome, Italy.
4. The committee invited speeches from Maya Angelou, a poet; Amy Tan, a novelist; and Neil Simon, a playwright.
5. You may sign up for the seminar on Wednesday, January 29; Friday, February 7; Monday, February 10; or Friday, February 14.
6. The only people who came to the meeting were Jim, a writer; Mike, a car mechanic; Olivia, a dancer; and José, a computer programmer.
7. Last Friday, at the very last minute, we handed in our papers; and according to the schedule, we should get our grades next month.
8. Our class is currently studying A Tale of Two Cities, the Dickens novel; The Fire Next Time, James Baldwin’s masterpiece; and The Chosen, Chaim Potok’s story about two Brooklyn boys.
9. Wednesday I’ll be at home working on my project, if I have the time; but on Thursday, if all goes according to plan, I’ll be on my way overseas.

10. The band members plan to raise funds by holding a car wash on Friday, November 16, from 6:00 to 9:00 P.M.; Saturday, November 17, from 10:00 A.M. to 5:30 P.M.; and Sunday, November 18, from 2:00 to 6:00 P.M.

**Semicolons C, p. 230**

**Exercise**

1. The sun is beginning to set; soon the sky will be dark.

2. Performances will take place several times this month with matinees on Saturday, August 12; Sunday, August 13; and Saturday, August 26.

3. Tom, our raucous young neighbor, started playing the drums every night after dinner; soon the noise was so bad we had to complain to his parents.

4. Going to the lake was my idea; therefore, I should make the reservations.

5. We always wash our car on the weekend; judging by its appearance, they wash theirs, too.

6. Give Jane a call if you want a ride to the meeting; I won’t be able to make it.

7. Grandfather has lived in Cork, Ireland; Boston, Massachusetts; Providence, Rhode Island; and Kenosha, Wisconsin.

8. Ted, my cousin, and Sally, his friend, are coming over to dinner; so Ernie, my older brother, and I are doing the cooking.

9. Most trees, such as the elm, the sycamore, the oak and the birch, lose their leaves in the winter; there are some, however, such as the pine, that retain their leaves in all seasons.

10. On Monday, March 10, the band is scheduled to arrive; and two days later, if all goes well, they’ll be performing at the White House.

**Colons A, p. 231**

**Exercise**

1. We will read works by the following poets: Emerson, Poe, Dickinson, and Frost.

2. 

3. Sara arrived at the party late; she had trouble getting her car to start.

4. At the end of her lecture, Mrs. Bell had this to say: “as you have learned, the Romanticism of the nineteenth century was much more than an emphasis on romantic love. It was, in a way, an intellectual movement—a movement that gives us insight into the way authors of the nineteenth century viewed humanity.”

5. My goals are as follows: to go to college, to study medicine, and to become a surgeon.

6. For her birthday, Sofia received these gifts: a sweater, two books, gloves, and roses.

7. The Tsongs donated several items for the raffle: a lamp, two chairs, and some books.

8. Helen stayed home yesterday; she wasn’t feeling well.

9. Patrick Henry offered these words on freedom: “give me liberty or give me death.”

10. Angela ordered three magazines: Time, Essence, and The New Yorker.
Colons B, p. 232

EXERCISE

1. Mom frequently quotes from the Bible; her favorite quotation is from Exodus 16:6–15.

2. Every morning at 7:00 A.M., the alarm clock goes off and the dog starts barking.

3. C

4. Mira is reading *Gandhi: A Life*, a biography of the Mahatma.

5. Dear Mr. Adams:

   Please acknowledge receipt of the enclosed shipment.

   Sincerely,

   Jeff Holt

6. Under the couch I found the old copy of *Yodeling: A Beginner's Primer* that I thought I had lost.

7. Isn’t II Samuel 6:14 the passage in the Bible in which David dances before the Lord?

8. Dr. Sharif wrote a fascinating little book called *Tesellation: The Art of Illusion*.

9. C

10. Between 3:30 and 5:00 every afternoon, the noise in the street is unbelievable.

Colons C, p. 233

EXERCISE

1. Dear Dr. Heather Williams:


3. Tonya will do her book report on *Asian American Dreams: The Emergence of an American People*.

4. My father is reading *Galileo’s Daughter: A Historical Memoir of Science, Faith, and Love*.

5. Ricardo, set your alarm for 5:15 A.M. we have to pick up your grandfather at 7:00 A.M.

6. The following are my favorite fantasy writers: Ursula K. Le Guin, Robert Holdstock, John Crowley, and J.R.R. Tolkien.

7. Jimmy had this to say about the new schedule adopted at last night’s school board meeting: “I’m glad the school board approved the new schedule. I think it will be a benefit to students and teachers alike.”

8. After opening the elaborately wrapped present, Jane became confused: the box that someone had taken great pains to wrap was empty.

9. Over the summer vacation, Lee visited four states: Utah, Colorado, New Mexico, and Arizona.

10. No one expresses despair better than Shakespeare’s doomed king Macbeth: “Tomorrow and tomorrow and tomorrow / Creeps in this petty pace from day to day, / To the last syllable of recorded time.”

Review A: Semicolons and Colons, p. 234

Colons may be correct in items 5 and 13 if the word following the colon is capitalized.

EXERCISE A

1. My father drinks black coffee; my mother prefers tea.

2. Dear Mrs. R. Volpe:

3. All applicants for the job must furnish the following items of information: date of birth, grade in school, and names of two personal references.

4. We had all been warned about the test, nonetheless, few of us were prepared for it.

5. We should take Jerry out to lunch; he really came through for us on that project.

6. These three girls have been nominated for vice-president of the class: Siobhan Reilly, Olive Caccione, and Sarah Golder.

7. It had rained all morning; at 1:00 P.M., however, the sun appeared.
8. I thought you had read the book, otherwise, I wouldn’t have asked you about it.

9. The candidate finished her speech with a final comment: “If I am elected, I will do everything in my power to fulfill the promises I have made.”


**EXERCISE B**

11. John 3:16 is probably the most famous scripture in the Bible.

12. Jane went to the play with Cora, Peter, and David, and Alex, Jane’s brother, went with Gary.

13. Felix didn’t get to sleep until 2:30 A.M., he had to finish an important project.


15. The new reporters on the staff of the school newspaper are Joaquín Saunders, a sophomore, and Leslie Crim, a junior, and Virgil Bates, a member of the senior class, is the new managing editor.

**Review B: Semicolons and Colons, p. 235**

Colons may be correct for items 7 and 11 if the word following the colon is capitalized.

**EXERCISE A**

1. Here are my New Year’s resolutions to read more, to exercise more, and to eat fewer snacks.

2. Dear Mrs. Kay:

3. At 5:45 P.M., Jocelyn and Theresa arrived at the auditorium. Jocelyn put up streamers, posters, and banners, and Theresa set up the sound equipment, chairs, and podium.


5. The applicant was very nervous during the interview, nonetheless, she got the job.

6. Before making a hiring decision, the personnel director considered the following qualifications: work experience, educational background, and personality.

7. The book was a conduit for her bad feelings, it gave her a more positive outlook.

8. The three students who are vying for first place in the talent show are Marla Jones, a singer, Jerry Green, a pianist, and Leslie Ricardo, a dancer.

9. I am an excellent swimmer, my brother, on the other hand, prefers skating.

10. Three students received A’s on the test: Johnnie B. Baker, Toni Mancuso, and Rory Milano.
nant I bought with my own money, and a model of the original starship Enterprise.

Review C: Semicolons and Colons, p. 236
A colon may be substituted in item 2 and for the first semicolon in item 9 if the word following the colon is capitalized.

EXERCISE A
1. Mr. Jackson’s plane arrived twenty minutes late because of the dense fog, consequently, he missed the flight to Denver.
2. The Arthurs are not home; they’ve left for work.
3. Amy wanted to visit Tucson, San Diego, and Austin, but Helen wanted to visit Seattle, Las Vegas, and Phoenix.
4. The meeting is scheduled for 3:30 this afternoon; please don’t be late.
5. The following committees will report: budget, membership, awards, and programs.

EXERCISE B
[6] Dear Sir or Madam:
[7] I am preparing a report on SETI, or the Search for Extraterrestrial Intelligence, and I would like to be as well prepared as possible. I have already read We Are Not Alone: The Continuing Search for Extraterrestrial Intelligence by Walter Sullivan. [8] My science teacher has recommended that I get your opinion on SETI. She has also suggested that I read books by the following authors: Carl Sagan, Frank Drake, and Jean Heidmann.
[9] I know that not all scientists are optimistic about the chances for extraterrestrial life; the book Rare Earth: Why Complex Life Is Uncommon in the Universe makes the case that earth is the only place in the universe where animal life lives. [10] I am eager to learn about your views on SETI. Thank you for your time; I hope to hear from you soon!

Yours sincerely,
Arundhati Chandrasekhar
Chapter 13: Italics, Quotation Marks, and Ellipsis Points, pp. 237–250

Italics and Titles, p. 237

EXERCISE A

1. Eric’s favorite painting is N.C. Wyeth’s *Robin Hood and His Mother on Their Way to Nottingham Fair*.
2. Have you ever read Mark Twain’s *The Adventures of Tom Sawyer*?
3. George Orwell’s novels include *Animal Farm* and 1984.
4. The school drama group will stage *The Tragedy of Julius Caesar* next week.
5. James Russell Lowell edited a magazine called the *North American Review*.
6. Of all of Billy Joel’s albums, I think that *The Stranger* is his best.
7. My grandfather rarely misses an episode of *Sixty Minutes*.
8. I can’t decide which is the better film, *Lawrence of Arabia* or *The Third Man*.
9. Have you listened to Ravel’s long musical composition called *Bolero*?
10. Donatello’s *Julius Caesar* can be found in the Louvre, in Paris.

EXERCISE B


Italics: Names, Letters, Symbols, and Foreign Words, p. 238

EXERCISE A

1. The *Queen Elizabeth*, once a transatlantic ship, is now docked in California.
2. Sally K. Ride, the first American woman in space, flew aboard *Challenger* on the seventh shuttle mission.
3. Try the *pollo asado* with a little of that mole sauce.
4. I know the writer of the article is enthusiastic, but she has used too many ‘s.
5. Pierre writes his 7’s with a line through the middle.
6. Do the words *dale* and *vale* mean the same thing?
7. The *book Twenty Thousand Leagues Under the Sea* is set on a submarine called *Nautilus*.
8. The Italian word *trattoria* is a term used for an inexpensive restaurant.
9. In Spanish, the letter *h* is always silent.
10. To praise a Chinese cook, use the expression *ding hao*, which means “excellent.”

EXERCISE B

[11] Brad asked about his friend Derrick’s model train named the *Spirit of Des Moines*. [12] Derrick explained that he was inspired by the name of Charles Lindbergh’s plane, the *Spirit of St. Louis*. [13] “What do you think of the *Ghost of Christmas Past* as the name for my model train?” Brad asked. Derrick said he didn’t think it was the same kind of spirit. [14] The word *spirit* has more than one meaning. [15] “If you do name it that, however,” Derrick said, “paint the letters in alternating green and red, and make the G, C, and P in the name look creepy.”
Italics Review, p. 239

Exercise A
1. Anne Tyler’s novel *Breathing Lessons* won a Pulitzer Prize.
3. Jorge and Melinda attended a performance of Mozart’s *Don Giovanni*.
4. Do you ever confuse handwritten 4’s with 9’s?
5. *Semper fidelis* is the motto of the U.S. Marine Corps.
6. I watched a TV show called *On the Ocean Floor* about the search to find the wreck of the *Titanic*.
7. The *t* in the word *beret* is silent.
8. Someone told Martha the & symbol was called an *ampersand*.
9. There should be a show on TV called *No Commercials*.
10. Tim dreams of taking a ride on the space shuttle *Endeavour*.

Exercise B
11. Langston Hughes’ autobiography is called *The Big Sea*.
13. The French *merci* and the Spanish *gracias* both mean “thank you.”
14. The new children’s train at the park is called the *Sutton Sidewinder*.
15. Edgar Lee Masters wrote *Spoon River Anthology*, a favorite of mine.
16. Do you write capital Q’s with little curlicue tails?
17. The # symbol on the telephone is the pound sign.
18. Can you believe she has never seen the movie *Star Wars*?
19. If the president flies in *Air Force One*, what does the vice president fly in?
20. Mrs. Chang reminded us there is only one *l* in the word *traveled*.

Quotation Marks in Direct Quotations, p. 240

Exercise A
1. “Let’s visit the children’s museum,” suggested Marcela, “and we’ll be able to see the new robots they’ve added.”
2. Jerome said, “I think I may have solved the mystery”; we waited for him to continue.
3. Don’t most children know the song that begins, “Mary had a little lamb”?
5. “If you could buy a mountain,” asked Andrés, “which mountain would you buy?”

Exercise B
6. “I am the king of the world!” the child shouted.
7. Jennifer referred to three of her pets as “the friendliest and easiest to handle”: the striped kitten, the old Bassett Hound, and the parrot.
8. Joel said, “In my hometown, we used to walk along the Mississippi River levee.”
10. Theodore remarked, “This is my favorite poem”; we had heard Theodore say that about several different poems, however.

Quotation Marks in Dialogue and Passages A, p. 241

Exercise
1. “What are we going to be studying today?” asked Raymond. “We will be studying three sonnets written in three different periods of history,” answered the teacher.
2. The treasurer of the club said, "Here’s the report. We’re not doing as badly as we thought," said the club president.

3. "Which part should I read?" asked the actor. "Read only the first and third paragraphs," answered the director, "and omit the rest of the page."


5. "People in history class say clever things," Rita complained. "I could never be that witty." Yasmin agreed. "I have trouble staying awake," she said. "It’s my first class after lunch."

6. "Are you coming with us to see the French film?" asked Pierre. "Yes, I think I will," answered Clara. "It will be a good opportunity to practice my listening skills in French."

7. "The cats will need fresh food and water twice a day while I’m gone," said Miki. "You don’t have to worry," answered Tsiyoshi. "They’re in good hands with me."

8. "I need to schedule an appointment for Wednesday," said the anxious caller. "What time would you like to come in?" asked the receptionist. "Please schedule me for the first opening in the morning," answered the patient.

9. "Who wants to go to the zoo with me today?" asked Mrs. Carter. "I do," said Juan. "I can’t go today," said Rudolfo. "I have to stay home and study."

10. Shekoufeh asked, "Do you know what my name means in Persian?" "No," answered Amy. "What does it mean?" "It’s a type of flower," explained Shekoufeh.

Quotation Marks in Dialogue and Passages B, p. 242

Exercise

1. "Did you read the short story for English class?" asked Melvin. "Yes, I read it last night," answered María, "and I really enjoyed it."

2. "Are you going on the class field trip?" asked Sheila. "I’ve never visited the natural science museum before," answered Marc, "so I signed up for the longer field trip on Friday." "Then I’ll be riding the bus with you," answered Sheila. "I signed up for the longer visit, also."

3. "I can’t wait to see you and Uncle Tomás," said Esperanza. "It won’t be much longer," answered Pam. "Your uncle and I will be on the next flight to Atlanta."


EXERCISE A

1. “I’m not sure,” she said. “Who first said ‘Remember the Alamo!’?”

2. Marion said, “Then he said, ‘Stay away from that tree.’”

3. “I read in the newspaper,” Todd said, “that many teens enjoy mountain biking.”

4. “Wasn’t it Sandra,” she asked, “who said, ‘I’ll remember to pick up the dessert’?”

5. Akela said, “My favorite poem to read aloud is ‘The Hollow Men.’”

6. The coach yelled, “Who said ‘Time out’?”

7. “Irving Berlin wrote the song ‘God Bless America,’” Suki informed the class.

8. “It was Timothy,” Dan explained, “who came up with our team’s slogan ‘We shall meet our obstacles with confidence.’”

9. “No one knows who first used the expression ‘G. I. Joe,’” Dr. Shaw said.

10. “According to Mrs. Simmons,” Jim said, “everything comes to an end eventually.”

EXERCISE B

Responses will vary. Sample responses are given.

11. Did that reporter just mention “Filegate”?

12. Do you know anyone who still says “groovy”?

Quotation Marks and Titles, p. 243

EXERCISE A

1. The TV show’s “Hooray for Hollywood” episode contains some of the cast’s best moments.

2. Mrs. Tennant told the class that the essay “How I Spent My Summer Vacation” on her desk had no name on it.

3. Tyler and Guillaume studied the imagery in the poem “Ex-Basketball Player.”

4. Do you recall reading an article called “Cooking with Bananas”?

5. Ray thought the setting of “Stopping by Woods on a Snowy Evening” was very beautiful.

6. Chapter 4 of the book is “Koala Bears and Other Hazards,” not “Life Down Under.”

7. Devika gets very teary-eyed singing “Auld Lang Syne.”

8. Tony is writing an article for the school newspaper, “School in Space?” is the title.


10. Tara can recite the lines of “Heart! We will forget him!” from memory.

EXERCISE B

13. “Mate” is the Australian way to say friend.
14. Ted said, “I remember when all the kids said ‘bad’ when they meant ‘good.’”
15. Have you ever heard computer fans talk about “bytes” and “bits”?

Ellipsis Points, p. 245

EXERCISE
1. “In . . . ‘The Grass We Eat,’ Brent discusses the variety of edible leaves that people consume all over the world.”
2. Marianne wrote in her essay, “I believe children are the key to our future. . . . Therefore, we should try to nurture them.”
3. “Elizabeth has worked as a secretary and reporter. . . . She has also appeared regularly on radio shows.”
4. “Roberto has written articles for various newspapers. . . . He has also written essays published in scholarly journals.”
5. “Tom is a very funny person. . . . [It] is no mistake that he received the award for best new comedian.”

Quotation Marks Review A, p. 246

EXERCISE
1. I admire Nikki Giovanni’s poem, “Poem for a Lady Whose Voice I Like.”
2. Stevie Wonder wrote the song “You Are the Sunshine of My Life.”
3. “Where are you going?” asked my mother. “It’s getting late.”
4. This quotation is from my English class essay entitled “Understanding Me.”
5. Margaret said, “They paved the old dirt road and put up a parking lot in the old wheat field.”
6. “I’ll try,” exclaimed Alex, “but I don’t know if I’ll be able to convince him.”
7. “My sister’s poem for class,” said Bill, “is about birds and is called ‘The Flight of the Free.'”
8. “Where are you going?” asked Stacey. “Don’t you realize we could be late for the concert?”
9. “I think Mary said ‘Walk two blocks and then turn right,’” said Mark with a quizzical look.
10. The horse that won the race was known to be a “mudder.”
11. “Jailhouse Rock” is one of my all-time favorite songs, Aunt Missy told us.
12. “Has anybody seen my new green jacket?” quizzed Jack. “I can’t find it anywhere!”
13. The first poem in Michael’s collection is called “The Mystery.”
14. As soon as Jed turned the corner, he heard a man shout, “Look! That bird just stole my sandwich!”
15. Every time she walks by the polling center, Demetria notices the sign for Kelly “The Kid” Turner, who is running for county commissioner.
16. Of all the short stories written in our summer writing class, my favorite was Julie Sue’s “Famous Fifteen Minutes.” [or . . . was “Julie Sue’s Famous Fifteen Minutes.”]
17. Suzanne said, “Have you got a parrot?”
18. “Can you believe this?” remarked Keshon. “Last night I had a dream that I was a cartoon.”
19. Mr. Norton said, “Class, please turn to page 167 and read the essay titled ‘Strengthening Your Writing.’”
20. “When I asked Mom for permission,” said Georgina, “she told me ‘Okay, but only as long as you clean your room first.’”

Quotation Marks Review B, p. 247

EXERCISE
1. “The advertising slogan, ‘Try It and Buy It,’ is puzzling to me,” Kim said.
2. 
3. “My favorite Beatles’ song is ‘Let It Be,’” Carlo said.
4. Andrea said, “The sign on my cousin’s bedroom door reads ‘Enter at Your Own Risk.’”
5. “The fish is swimming in circles,” said Marco. “I wonder why it’s doing that.”
6. “According to the sign-up sheet,” announced Miss Green, “Annie will read her poem, called ‘Morning Glories,’ right now.”
7. “I don’t mind being called ‘Lefty,’” retorted Uncle Miguel. “There’s nothing wrong with being left-handed.”
8. Yesterday Dad told us that one of his favorite songs is “Desperado.”
9. In a quiet whisper, Millicent asked, “Did you hear what she just said?”
10. The guide told the tourists, “Remember three things: Stay together on the trail, listen to my instructions, and have fun!”

**Review A: Italics and Quotation Marks, p. 248**

**EXERCISE A**

1. Tomorrow’s history assignment is reading Chapter 9, “The Middle Ages in England.”
2. Two of her favorite old-time movies are Foreign Correspondent and The Maltese Falcon.
3. In “Silent Snow, Secret Snow,” a short story by Conrad Aiken, a boy thinks he hears snow falling, but there is none.
4. “Joseph and His Brothers,” a novel by Thomas Mann, is based on a Biblical legend,” Arthur said.
5. My favorite aunt subscribes to The Wall Street Journal, a newspaper devoted to business and financial news.

**EXERCISE B**

6. Did the sign say “Slow” or “Stop”?  
7. Our favorite proverb is this one: “Wisdom is the principal thing; therefore get wisdom.”
8. “Actually, no camera is truly automatic,” she explained.
9. Mr. Pakunas asked, “How and why does osmosis take place?”

**Review B: Italics, Quotation Marks, and Ellipsis Points, p. 249**

**EXERCISE A**

*Responses will vary. Sample responses are given.*

1. ships or airplanes: the *Lusitania*, the *Batwing*
2. songs: “*The Sound of Silence,*” “*Love Letters Straight from the Heart*”
3. albums: Dark Side of the Moon, Watercolors
4. poems: “*Uphill,*” “*Ulysses*”
5. periodicals: *Newsweek*, *Cricket*

**EXERCISE B**

6. Courtney has an uncle in Madrid . . . and a great-aunt in Istanbul.
7. The tower jutted . . . at an angle not exactly perpendicular to the ground.
8. Warren is a big fan of Romantic poets, but he does not enjoy reading Wordsworth . . . Warren says Blake is more interesting.
9. Theodore’s favorite tree is the pecan. . . . There is a small grove of pecan trees behind his house, near the creek.
10. Julie is the highest scorer on the volleyball team. . . . [5]she was awarded a scholarship.

Review C: Italics, Quotation Marks, and Ellipsis Points, p. 250

Exercise A

1. One of my favorite poems by Langston Hughes is “Dreams,” which is included in his collection The Dream Keeper and Other Poems.

2. “Through the Tunnel,” a short story by Doris Lessing, deals with the transition from childhood to adulthood.

3. I particularly enjoy reading the food section in the Wednesday edition of the Washington Post.

4. I hope to see the movie Star Wars when it is shown on television.


Exercise B

6. Theo exclaimed, “I can’t believe I ate the whole thing!”

7. “It’s unfortunate that you did,” said the doctor.

8. The coach asked, “Who is on first?”


10. The moral of one of Aesop’s tales is “Beware of grasping at shadows; you just may lose the substance.”

11. “Actually, I’ll be free this afternoon,” she commented.

12. Jamie said, “The common saying ‘familiarity breeds contempt’ may be true, but I prefer the saying ‘absence makes the heart grow fonder.”

13. “Why, oh, why,” cried Eric, “do we always wait until the last minute?”

14. The driver asked, “Whatever happened to the sign ‘Falling Rocks’?”

15. The child declared, “I’d like to come with you to the park.”
Chapter 14: Punctuation, pp. 251–268

Apostrophes A, p. 251

EXERCISE A
1. Columbia’s men
2. children’s games
3. Alcott’s books
4. the table’s legs
5. Euripides’ plays
6. Ms. Andrews’ house
7. those drivers’ cabs
8. a citizen’s views
9. Lois’s lunch
10. Alvin’s skis

EXERCISE B
11. C
12. my two coaches’ pep talk
13. the men’s team
14. four geese’s eggs
15. C

Apostrophes B, p. 252

EXERCISE A
1. Is this your encyclopedia?
2. He bought their puppy.
3. That dachshund is someone’s dog.
4. This is our bookcase.
5. The environment is everyone’s concern.

EXERCISE B
6. Jonah and Billie spent the day at the mechanic’s, which was not either’s idea of fun.
7. One dog at the show wore a little suit; its owner wore a matching dress.
8. C
9. Renaldo was looking for a pencil to borrow, so I loaned him yours.
10. Patrice and Jeremy have been each other’s best friend since they were born.

Apostrophes C, p. 253

EXERCISE A
1. Kate and Ali’s camera
2. the Juarez family’s dog
3. his sister-in-law’s painting
4. Goldsmith, Moss, and Schwartz’s books
5. Mark Twain’s and Hawthorne’s works

EXERCISE B
Answers may vary.
6. Molly’s and his science fair project involved a few controlled explosions.
7. I admire both Sheena’s and Vaughn’s determination in finishing the race.
8. C
9. Gia’s and Bert’s batches of cookies taste exactly the same.
10. After the dance, they plan to go to Harrison and Sullivan’s Cafe.

Apostrophes Review A, p. 254

EXERCISE
1. Harold’s and her parakeet
2. that telescope of yours
3. James’s garden
4. C
5. the FBI’s investigation
6. its bottom drawer
7. C
8. the football of his
9. the monkeys’ tails
10. someone else’s nameplate

EXERCISE A
1. won’t
2. we’re
3. she’s
4. weren’t
5. he’s
6. it’s
7. you’re
8. he’d
9. we’d
10. should’ve

EXERCISE B
There’s a great exhibit at the Philadelphia Maritime Museum. I’m sure you’re going to enjoy it because of its superior quality and because of your interest in crew races. The exhibit features Thomas Eakins. His paintings are incredibly lifelike. Some of his works are of crews rowing in Philadelphia. To make his
paintings of the crews accurate, Eakins first took their pictures. Then he made elaborate sketches, figuring out the exact perspective. Their all in the exhibit—the photographs, sketches, and finished paintings.

**Apostrophes E, p. 256**

**Exercise A**

1. ABC’s
2. I’s and O’s
3. Oh’s and Ah’s
4. t’s
5. so’s
6. Jr.’s
7. if’s, and’s, or but’s
8. 1950’s
9. all of the 7’s
10. X’s and O’s

**Exercise B**

11. please’s and thank you’s
12. 3’s
13. @’s
14. !’s
15. 4’s and 5’s
16. P.S.’s
17. 85’s
18. yes’s and no’s
19. oh’s
20. *’s

**Apostrophes Review B, p. 257**

**Exercise**

1. the one UFO’s behavior
2. the bus’s driver’s hat [or the bus driver’s hat]
3. someone else’s
4. C
5. C
6. Mr. Jones’s address
7. four 7’s
8. too many therefore’s
9. a women’s shop
10. my sister-in-law’s job

**Apostrophes Review C, p. 258**

**Exercise**

1. After a week’s absence the student had a lot of schoolwork to do.
2. Always remember to dot your i’s.
3. Students’ papers are on file in the main office.
4. The Washingtons’ house was flooded last week.
5. Bad weather forced the Lees to cancel the children’s party.
6. In a democracy everyone’s vote counts.
7. C
8. The geese hissed at Fiona’s and my bicycles.
9. The judges were impressed by the dancer’s skill and by her poise.
10. None of the clerks could find the men’s shirts.

**Hyphens A, p. 259**

**Exercise A**

1. correct
2. incorrect
3. incorrect
4. incorrect

**Exercise B**

6. can-not
7. un-do
8. re-turn
9. No hyphen
10. tech-nique

**Hyphens B, p. 260**

**Exercise A**

1. twenty-four delegates
2. an ex-football player
3. a self-conscious dancer
4. a vacation in mid-July
5. one-third cup of milk
6. the president-elect of France
7. C
8. one-fourth tablespoon of oil
9. a pro-Russian trade agreement
10. C
EXERCISE B
11. C
12. an intentionally dropped ball
13. thirty-two students
14. C
15. a pre-Colombian vase
16. C
17. one fourth of the time
18. her great-uncle
19. the best all-around player
20. a play that is well written

Hyphens C, p. 261
EXERCISE A
1. a self-absorbed actor
2. an ex-scientist
3. two-thirds teaspoon of salt
4. eighty-eight keys
5. three-quarters cup of flour
6. a convention in mid-February
7. C
8. the secretary-elect of the council
9. a post-Cold War treaty
10. a dictionary that is up-to-date

EXERCISE B
11. one third of the students
12. C
13. a well-known song
14. the first backyard basketball court
15. a pre-Victorian poet
16. a recently added class
17. twenty-two blackbirds
18. C
19. his ex-father-in-law
20. C

Dashes, p. 262

EXERCISE
1. In any inclement weather—snow, sleet, hail, or heavy rain—we like to take the vehicle with four-wheel drive.
2. The score was absurdly low—a total of only forty points—for a varsity game.

3. Teya has four other pets—a dog, two ferrets, and a Shetland pony.
4. “Could I please speak to—” George began, but he had already been put on hold.
5. The goal of the game—checkmating the opponent’s king—often gets more difficult the fewer pieces you have left.
6. Yvonne’s uncle moved to Switzerland to realize his life-long dream—becoming a world-class yodeler.
7. Your application—you should have been told earlier—was supposed to have been mailed no later than last week.
8. “What—” Pedro started to say but stopped himself. “Elian, is that really you?”
9. The clutter in our neighbor’s backyard—two cars, three sheds, a swingset, and a life-size metal sculpture of a mastodon—had already attracted quite a bit of attention.
10. What I need—I’m sorry; I should have said it more clearly—is a small stone, not a small stoat.

Parentheses, p. 263
EXERCISE
1. She began painting six years ago (that was 1997) and hasn’t stopped since.
2. My grandmother lives in Tucson (it’s in southern Arizona) and likes it there.
3. Have you ever seen a saguaro (a kind of cactus)?
4. There are lots of cactuses in southern Arizona. (Is the plural of cactus cacti?)
5. My favorite time of the day is sunset (I’m never awake for sunrise).
6. When the sun sets (about six o’clock this time of year) over the desert, the sky lights up.
7. My sister Carla (she is only ten) has started painting as well.
8. I don’t do anything artistic myself; I’m more of an athlete. (I can’t sit still for very long.)
9. While my grandmother and sister paint, I go hiking. (Hiking the mountains and canyons in Arizona is incredible!)
10. I tell them that when I become a world-famous mountain climber (which should happen when I’m about twenty-five) I’ll let them paint my portrait.

Brackets, p. 264

EXERCISE

Central High School and Johnson High School have a rivalry that “goes back decades, to when I attended class here,” Principal Debra Lawrence says. “At the start, it was Central who beat us at every sport. Now, we here at Johnson can hold our own with anyone in the district.”

Coach Chan agrees. “When I first got here, all anyone would ever talk about was the Central game. So far, we’ve won six and lost four, which isn’t too bad, considering our opposition.”

As one student expressed the rivalry, “Off the field, we’re best friends, but when we’re playing each other, there’s nobody we want to beat more than Central.”

1. One student reports that “there’s nobody we [Johnson High teams] want to beat more than Central.”
2. Principal Debra Lawrence says that the rivalry “goes back decades, to when [she] attended class here [at Johnson].”
3. Coach Chan attests that when he “first got here [to Johnson High School], all anyone would ever talk about was the Central game.”
4. Do you agree with Coach Chan that Johnson’s record of six wins and four losses against Central High School “isn’t too bad, considering our [Johnson’s] opposition”? 
5. Principal Lawrence wasn’t exaggerating when she said, “At the start, it was Central who beat us [Johnson High School] at every sport.”

Hyphens, Parentheses, Dashes, Brackets, p. 265

EXERCISE A

1. proof-read
2. No hyphen
3. semi-conscious
4. No hyphen
5. No hyphen
6. No hyphen
7. No hyphen
8. ab-stract
9. love-ly
10. No hyphen

EXERCISE B

1. D [or P]
2. D [or P]
3. B
4. D [or P]
5. D

Review A: Punctuation, p. 266

EXERCISE

1. The firefighters’ boots were at the foot of their beds.
2. Jana wrote her 7’s with a cross bar, as the French write theirs.
3. After three days of traveling, both Miller’s and Allan’s teams reached the mountains.
4. The director listened attentively to everyone’s ideas.
5. The editor-in-chief’s suggestions were good ones.
6. Sally’s and James’ reports each had two grades: one for content and one for form.
7. Carlos and Bobby’s plan helped in the search for the children’s dog.
8. Both the Wilsons’ and the Thomases’ picnics were held in the Thomases’ backyard.
9. Your letters are hard to read because you never cross your t’s.
10. Most of the FBI’s agents doubted the woman’s word.

EXERCISE B

1. [c] a blue-gray shirt
2. [b] NASA’s plans
3. [b] his self-sufficiency
4. [a] a well-done steak
5. [c] forty-four teammates

6. The Steiners—I don’t believe you’ve met them—are neighbors of ours.
7. We do odd jobs to earn money—washing windows, mowing lawns, cleaning basements.

8. The index includes more data on this experiment. (See page 783 [Graph 3].)

9. Everyone knows the first words—“Four score and seven years ago . . .”—of Lincoln’s “Gettysburg Address.” [or . . . (“Four score and seven years ago . . .”) . . .]

10. Alec Guinness (1914–2000) was a star of theater and film.

Review C: Punctuation, p. 268

EXERCISE A
1. [b] your brother-in-law’s name
2. [a] Thirty-third Street
3. [a] twelve o’clock
4. [a] your self-esteem
5. [a] Jonah and Sam’s pet

EXERCISE B Answers involving dashes and parentheses may vary.
6. Did you realize that my aunt (my mother’s sister) is married to your uncle Emil?
7. The zookeeper’s announcement—“A cat has escaped!”—did not alarm us.
8. My sister—she’s a copywriter for an advertising company—writes poetry in her spare time.
9. We dined at the home of Mrs. Algoma Whitefeather (the former Algoma Tucker).
10. Mayor Jenkins stated, “The problem [the current crime wave] is under control.”
Chapter 15: Spelling, pp. 269–295

Good Spelling Habits, p. 269

EXERCISE A

1. George Lucas produced his first film when he was a college student.

2. The film, entitled THX 1138:4EB, won first prize at the National Student Film Festival in 1967.

3. Upon graduation from the University of Southern California, Lucas made American Graffiti.

4. Featured in a minor role in that film was newcomer Harrison Ford.

5. American Graffiti was such a popular movie that Lucas was able to persuade a major Hollywood studio to support “a little space movie.”

6. That “little movie” evolved into Star Wars, which was an overnight success.

7. Lucas then hired Lawrence Kasdan to complete a script for the sequel, The Empire Strikes Back.

8. Kasdan also wrote the third film of the Star Wars trilogy, The Return of the Jedi.

9. The Star Wars vehicles made a star out of actor Harrison Ford.

10. Kasdan’s next project, Raiders of the Lost Ark, brought Ford the role of a lifetime—Indiana Jones.

EXERCISE B

11. liability, perspiration, souvenir, benefited

12. sugar, lightning, coming, grammar

13. priority, answer, athlete, calendar

14. conscience, February, villain, maintenance

15. straight, separate, dissimilar, Tuesday

ie and ei, p. 270

EXERCISE A

1. C

2. Stripping all the beige paint off the old table was quite an achievement.

3. Bert pulled in the horse’s reins and brought the sleigh to a stop.

4. C

5. The automobile manufacturers concede that diesel engines are more efficient.

6. One of Brazil’s chief exports to foreign countries is cocoa.

7. A thief has succeeded in seizing the diamonds.

8. The tool shed contained neither shovels nor rakes.

9. Because he is a weight lifter, Hugo eats plenty of protein daily.

10. The priest received his visitors in the garden at the back of the cathedral.

EXERCISE B

11. friend

12. achievement

13. received

-exe, -ceed, and -sede, p. 271

EXERCISE A

1. recede

2. preceded

3. conceded

4. supersede

5. proceed
EXERCISE B

11. The sound of loud laughter preceded Paul into the room.
12. The rookie player proceeded to become a star outfielder.
13. Before the tides recede, we’ll unload the freight from the ship at the pier.
14. The lawyer promised to intercede with the police for her client.
15. Do you think the others will accede to our plan?
16. During the argument, Matt refused to concede a single point.
17. The young officer courageously performed his duties.
18. The lettuce was signed, “Yours truly, A Secret Admirer.”
19. The sweetness of the lemonade was created with an artificial sweetener.
20. Lisa’s inventiveness is legendary.

Adding Prefixes, p. 272

EXERCISE Answers may vary slightly.

1. redecorate 11. unpack
2. unnecessary 12. improve
3. reelection 13. derail
4. disservice 14. undo
5. impossible 15. prefabricate
6. mismatched 16. reevaluate
7. preview 17. deconstruct
8. deregulate 18. misjudged
9. illegible 19. illogical
10. disembark 20. reenergize

Suffixes —ly and —ness, p. 273

EXERCISE A

1. severely 6. barrenness
2. tidily 7. bravely
3. freshness 8. curliness
4. socially 9. totally
5. carelessness 10. funniness

EXERCISE B

11. C
12. The young officer courageously performed his duties.
13. Thea rowed her boat rapidly across the lake.
14. Darnell’s cheerfulness lifted my spirits.
15. The letter was signed, “Yours truly, A Secret Admirer.”
16. C
17. The sweetness of the lemonade was created with an artificial sweetener.
18. These flower arrangements are really lovely!
19. The saltiness of the potato soup caused Ron not to eat it.
20. Lisa’s inventiveness is legendary.

Silent e, p. 274

EXERCISE A

1. scaring 6. pronounceable
2. desirable 7. defenseless
3. separated 8. confinement
4. finest 9. opportunity
5. retiring 10. continuous

EXERCISE B

11. nineth, hopeful, hoping
12. advertisement, argument, scary
13. mileage, rarity, coping
14. frustrated, laminated, eraseable
15. writing, dancing, making
16. discouragement, taped, safest
17. movable, believeable, undertaking  
   **believeable**  
18. laced, shaking, elitist  
   **elitist**  
19. ensnaring, movement, awful  
   **ensnaring**  
20. baking, intimidating, biting  
   **intimidating**  

**Words Ending in y**, p. 275  

**Exercise**  
1. played  
2. carrying  
3. business  
4. laid  
5. enjoyable  
6. relayed  
7. trying  
8. spied  
9. scurrying  
10. enviable  
11. flying  
12. easily  
13. hurried  
14. hungrily  
15. delayed  
16. nuttier  
17. said  
18. curried  
19. flies  
20. annoying  

**Doubling Final Consonants**, p. 276  

**Exercise A**  
1. occurred  
2. committing  
3. shopper  
4. actor  
5. referral  
6. happened  
7. perplexed  
8. snowing  
9. chanting  
10. beginner  

**Exercise B**  
11. fixed, patted, imported  
12. entrapped, reading, referred  
13. jumped, guffawing, runner  
14. transmittable, cropped, unforgettable  
15. packing, bowed, dropped  

**Prefixes and Suffixes Review**, p. 277  

**Exercise**  
1. discontent  
2. unnatural  
3. immobile  
4. totally  
5. sedately  
6. foreignness  
7. carelessness  
8. daring  
9. nicest  
10. courageous  
11. denied  
12. replying  
13. hastiness  
14. conveyable  
15. deployment  
16. annoying  
17. bagged  
18. regrettable  
19. stunning  
20. plateful  
21. arrangement  
22. resolutely  
23. deniable  
24. merriment  
25. alarmist  

**Forming Plurals of Nouns A**, p. 278  

**Exercise A**  
1. keys  
2. bananas  
3. poxes  
4. countries  
5. bunches  
6. athletes  
7. kisses  
8. plays  
9. jinxes  
10. cries  
11. crutches  
12. bushes  
13. incinerators  
14. crates  
15. toys  
16. foxes  
17. bunnies  
18. pushes  
19. waltzes  
20. prefixes  

**Exercise B**  
21. We went to the costume shop to see what kinds of costumes they had hanging on the racks.  
22. Several boxes held face paints and temporary-color hair sprays.
23. Accessories such as wigs, hats, purses, fans, and eyeglasses were also displayed.

24. Shallow trays beneath the glass counter displayed rings, necklaces, and fake fingernails.

25. After looking at an assortment of fake noses, masks, fake wounds, and eye patches, I changed my mind and decided to go as a pirate.

Review of Forming Plurals of Nouns A, p. 281

**EXERCISE**

1. alley
2. geese
3. stitches
4. halves
5. theories
6. echoes
7. jeans
8. roofs
9. burglaries
10. gases
11. dishes
12. wives
13. mice
14. houses
15. binoculars
16. tomatoes
17. knives
18. royalties
19. brushes
20. oxen
21. strengths
22. children
23. donkeys
24. Sioux
25. counties

**Compound Nouns, p. 282**

**EXERCISE A**

1. backpacks
2. old-timers peace
3. blueberries
4. ex-senators
5. fathers-in-law
6. fingernails
7. justices of the peace
8. navel oranges
9. maids-of-honor
10. Japanese Americans
11. tablecloths
12. sisters-in-law
13. candlesticks
14. editors in chief
15. Asian Americans

**EXERCISE B**

11. The city councilmen voted to table three issues until after elections.

12. Ms. Robles, the art teacher, distributed rulers and scissors to the classes.

13. All of the park rangers wore binoculars around their necks.

14. The team of archaeologists discovered two new species of dinosaurs.

15. Male mooses can weigh over 1,500 pounds.

Words from Other Languages, p. 283

**EXERCISE**

1. The painting depicted three seraph with angelic faces.
2. Marcos printed copies of the datum he found on the Internet.
3. Lunar and solar eclipses are not common phenomena.
4. Thea consulted several index before she found the information she needed.

5. To qualify for the scholarship, an applicant would have to meet several criterion.

6. The detective described several basis for his theory.

7. Which of these medium do you like best: radio, television, or newspaper?

8. The Hammonds planted cactus beneath their windows as a security technique.


10. Part of Taylor’s job is to type memorandum.

11. For the geometry exam, I memorized five mathematical formula.

12. “Do you handle crisis well?” asked the fire chief of the job applicant.

13. Our homework is to measure the radius of these circles.

14. Bradley and Oscar are alumnus of my high school.

15. Maria consulted two of the appendix for further information.

16. For tomorrow’s class, read the chapter on bacterium.

17. David placed the quotation in parenthesis.

18. The tiny insect had two antenna on its head.

19. In his psychology class, Raleigh studied several interesting psychosis.

20. The valentine was decorated with hearts and two cherubim.

**Numerals, Letters, Symbols, and Words Used as Words, p. 284**

**EXERCISE**

1. Do all e-mail addresses have @ in them? 

2. The treasure map had two large, black X on it.

3. We are reading poetry written in England during the early 1800s.

4. Try varying your word choice instead of using so many very in your writing.

5. A is my favorite grade, of course.

6. Are these capital O, or are they zeroes?

7. Write $ at the left of the dollar amounts.

8. Marina had dotted all her i with little hearts.

9. I counted three um as you delivered your oral report.

10. Mark all of the extra large shirts with XL.

11. Most of the people in my class were born in the late ’80.

12. My aunt thinks that 7 are lucky.

13. If you use and between the items in the list, do not use commas.

14. In her typed messages, Leona uses colons and ) to form “smiley faces.”

15. The e in the Healthy Deli’s sign are burned out.

16. Gilbert’s h is always friendly.

17. How many l are in hullabaloo?

18. Fake phone numbers are usually formed by using 5 for the first three digits.

19. In your list of goals, use * to begin the items.

20. The URL should begin with three w.
Review of Forming Plurals of Nouns B, p. 285

EXERCISE
1. #s [or #’s]
2. toothbrushes
3. 1990s [or 1990’s]
4. A’s
5. reviews [or review’s]
6. vice presidents
7. editors in chief
8. parentheses
9. %s [or %’s]
10. i’s
11. hello’s
12. Zs [or Z’s]
13. cactuses [or cacti]
14. sisters-in-law
15. stepchildren
16. Ks [or K’s]
17. 3s [or 3’s]
18. @s [or @’s]
19. phenomena [or phenomenons]
20. sons-in-law
21. ifs [or if’s]
22. grand juries
23. *s [or *’s]
24. 1700s [or 1700’s]
25. Ps [or P’s]

Numbers, p. 286

EXERCISE
1. 25,000
2. twenty-seventh
3. 87
4. tenth
5. Five thousand dollars
6. 5
7. 29
8. 25
9. 3:15
10. eight hundred

Words Often Confused A, p. 287

EXERCISE
1. altogether
2. brake
3. effect
4. all right
5. already
6. capital
7. all ready
8. affected
9. capital’s
10. capital
11. already
12. altar
13. all together
14. alter
15. break
16. altogether
17. effects
18. altar
19. all ready
20. capital

Words Often Confused B, p. 288

EXERCISE
1. course
2. Council
3. formerly
4. chose
5. counselors
6. consul
7. desert
8. compliment
9. choose
10. course
11. desert
12. formally
13. coarse
14. counsel
15. complement
16. dessert
17. course
18. counselors
19. chose
20. counsel

Words Often Confused C, p. 289

EXERCISE
1. here
2. miner
3. lose
4. it’s
5. minor
6. moral
7. hear
8. led
9. past
10. lead
11. lead
12. morale
13. past
14. loose
15. its
16. lead
17. passed
18. its
19. here
20. lose
Words Often Confused D, p. 290

**EXERCISE**
1. stationery
2. than
3. Personnel
4. principal
5. stationary
6. piece
7. shown
8. shone
9. principal
10. quite
11. Personal
12. quiet
13. then
14. than
15. peace
16. principles
17. stationary
18. personnel
19. then
20. peace

Words Often Confused E, p. 291

**EXERCISE**
1. weather
2. Whose
3. too
4. whether
5. Who’s
6. waist
7. too
8. your
9. to
10. their
11. you’re
12. two by two
13. waste
14. they’re
15. You’re
16. whether
17. who’s
18. too
19. your
20. there

Review A: Spelling Rules, p. 292

1. surely
2. spies
3. coming
4. irreverent
5. glorious
6. beliefs
7. cooperate
8. remittance
9. teeth
10. wives
11. unnecessary
12. argument
13. disassemble
14. donkeys
15. noticeable
16. fathers-in-law
17. ninety
18. rodeos
19. unlucky
20. matches
21. disagree
22. marrying
23. tomatoes
24. boxes
25. declassify

Review B: Words Often Confused, p. 293

**EXERCISE A**
1. altar
2. than
3. capital
4. You’re
5. dessert
6. lose
7. They’re
8. shown
9. whether
10. course

**EXERCISE B**
11. The company president’s personnel stationery is engraved with his initials.
12. This tire has a peace of glass embedded in its tread.
13. The effect of the magic trick was altogether astonishing.
14. Whose taking you home after your soccer game?
15. In my oral report, you’ll hear about Emily Dickinson and the life she led.
16. Ms. Randall, is it all right if I go talk to Principal LeFevre now?
17. The consul received many compliments on his political acumen.
18. During the field trip to the state capital, we took a brake to visit a water park.
19. After a noisy day at work, the miner enjoyed the peace and quiet of his cozy home.
20. I packed fruit cups for dessert since their healthier than cookies.
Review C: Spelling Rules and Words Often Confused, p. 294

EXERCISE A
1. unnerving
2. sisters-in-law
3. politely
4. continuous
5. A’s
6. acquaintance
7. disapprove
8. lives
9. ninety
10. carrying

EXERCISE B
21. moral
22. succeed
23. It’s

EXERCISE A
1. desert
2. Ten thousand
3. capital
4. course
5. one hundred

EXERCISE B
11. bereavement
12. 7’s [or 7’
13. potatoes
14. &s [or &’s]
15. chiefs
16. tuning
17. very’s [or very’s]
18. axes
19. conceiveable
20. patios

Review D: Spelling Rules and Words Often Confused, p. 295

EXERCISE A
1. formally
2. personnel
3. shown
4. twenty-five
5. then

EXERCISE B
11. mouses, toothbrushes, houses ___mice___
12. monkeys, recede, rooves ___roofs___
13. interceed, immature, chiefs of staff ___intercede___
14. children, carefully, bitterly ___carefully___
15. disservice, accede, a’s ___disservice___
16. proceed, exceed, concede ___concede___
17. boxes, useing, trapped ___using___
18. churches, parenthoses, diseases ___churches___
19. receive, weight, neice ___niece___
20. ordinarily, truly, radically ___radically___
Chapter 16: Correcting Common Errors, pp. 296–333

Sentence Fragments and Run-On Sentences A, p. 296

EXERCISE
1. R 11. F
2. S 12. S
3. R 13. S
4. F 14. F
5. S 15. F
7. R 17. R
8. F 18. S

Sentence Fragments and Run-On Sentences B, p. 297

EXERCISE
1. F 6. F
2. R 7. S
3. F 8. R
4. F 9. F
5. R 10. R

Revisions will vary.

[Bath houses were built by the Romans, for example. [2] Bath houses of the ancient Roman Empire have a well-known history. Often different pools were kept at different temperatures. [3] Some of the Roman bath houses had shops, libraries, and sports facilities. [4] The largest Roman bath house was built when Emperor Caracalla ruled. [5] Wherever the Romans went, they established such bath houses. One in England gave the town its name, Bath. [6] That part of England was a practical location for a bath house because of the area’s natural hot springs. [7] Long after the fall of the Roman Empire, English people enjoyed the public pools. [8] Baths and public pools exist in many parts of the world today. They are very popular in Japan. [9] There are many bath houses both in Budapest, Hungary, and in Moscow, the capital of Russia. [10] Pools attract people in any location. They are a good place to chat, do informal business, or just relax.

Subject-Verb Agreement A, p. 298

EXERCISE A
1. were 6. are
2. is 7. comes
3. appear 8. Has
4. ride 9. remember
5. goes 10. is

EXERCISE B
11. C
12. How does she find the time to practice that much?
13. Both she and her brother wake up early every morning to practice.
14. Does her brother play an instrument, too?
15. C
16. Neither Jessica nor her brother minds the practice time.
17. One of their grandmothers—their mother’s mother—is a professor of music at the university.
18. C
19. Have either Jessica or anyone else in her family ever played in public?
20. C

Subject-Verb Agreement B, p. 299

EXERCISE A
1. C
2. Unless he gets up too late, Ralph usually walks to school.
3. Neither Russell nor his brothers has ever been on an airplane.
4. One of his brothers wants to be a pilot.
5. C
6. They used to be farmers, but neither of them farms any longer.
7. Miguel, together with Alicia and Heather, has prepared a slide show.

8. The layout on these pages of the newspaper looks too crowded to me.

9. Are either the pool in Garrison Park or the pool in Stacy Park open yet?

EXERCISE B
11. The rehearsal will not begin until all of the musicians have taken their seats.

12. One of the trombone players and one of the clarinetists is missing.

13. If seventy-five percent of the eggs hatch, how many chicks will we have?

14. Marissa, along with several of her classmates, volunteers at the children’s hospital.

15. The price of avocados has varied a lot over the past year.

16. Spaghetti and meatballs is my father’s favorite dish.

17. If the majority of the club don’t want to meet next month, then we’ll cancel the meeting.

18. The highlight of the banquet were the awards.

19. Two fifths of my allowance goes into my savings account.

20. How many pieces of chicken do we need for the picnic?

Pronoun-Antecedent Agreement A, p. 300

EXERCISE A
1. Some people say that dogs come when you call it, them, but cats take a message and get back to you later.

2. One of the girls in my gym class twisted her ankle on the stairs.

3. The members of the concert band will arrive early to tune its, their instruments.

4. How long has the United States had their, its present system of government?

5. Every citizen should exercise their right to vote.

6. Anyone who is entering a project in the science fair should set up his or her, their display.

7. If we work together with the ninth-graders to raise the funds, themselves, ourselves, we won’t have to ask our parents for so much money for the trip.

8. Reggie and Clara reminded themselves, himself or herself that the last bus would leave at 6:00 P.M.

9. If they miss that bus, one of them will have to call his or her, their parents for a ride.

10. Unless we can use the darkroom, we won’t be able to develop our, their photographs.

EXERCISE B
11. All three runners from our school have finished their races.

12. Clay’s younger brother and sister always have peanut butter sandwiches in his or her lunches.

13. Most of the books looked interesting, but it cost too much.

14. I prefer to use molasses because their taste is stronger and more distinctive.

15. Rachel, who shares a room with two of her sisters, really enjoys her company.
19. According to my father, when he and his brother were young, he both liked spinach.
20. [A search party located the boys in the morning after they had looked for them all night.]

Pronoun-Antecedent Agreement B, p. 301

**EXERCISE**
1. them
2. his or her
3. themselves
4. their
5. its [or his or her]
6. their
7. it
8. their
9. it
10. it
11. they
12. them
13. his
14. he
15. them
16. his or her
17. their
18. he [or they]
19. it [or they]
20. it

Pronoun Forms A, p. 302

**EXERCISE A**
1. me
2. us
3. she
4. they
5. him
6. her
7. who
9. I
10. she

**EXERCISE B**
11. Do you know whom is rehearsing on the stage this afternoon?
12. The salesclerk showed my mother and I at least ten pairs of shoes.

**EXERCISE**

13. Us tenth-graders are already looking forward to graduation.
14. My family and me have visited over twenty national parks.
15. We were supposed to meet Clarissa and Mario at the movies, but we didn’t hear from them in time.
16. The chores were divided among David, Kevin, and he.
17. Whomever wants to work on the mural should wear old clothes on Friday.
18. Take Ms. Simmons and he these papers when you go to the office.
19. The woman who designed the winning float in the parade is her.
20. To whom should the students turn in this application, and by when?

Pronoun Forms B, p. 303

**EXERCISE**

1. (Whom, Who) wants to help make posters this weekend?
2. Please show (us, we) drama students the plans for the new auditorium.
3. Four of my cousins, Rich, Steve, Karen, and (he, him), are older than I am.
4. Nadia couldn’t remember whether she had invited Carol and (she, her) to the party.
5. The most cheerful person in our class is (her, she).
6. The coach asked three members of the team—Nick, Calvin, and (me, I)—to stay after practice for a few minutes.
7. Next summer, my father will teach my brother and (I, me) how to drive a car.
8. LaShonda didn’t think the tomatoes looked ripe, so she didn’t buy any of (they, them).
9. Either (she, her) or her grandmother does most of the family’s grocery shopping.

10. After the children pick up their clothes and make their beds, we will take [do] (them, they) to the park.

11. What Simone and (she, her) planned to wear to the costume party was a big secret.

12. After we ran into Celie and Carl outside the restaurant, we went inside and sat with (him or her, them) for a few minutes.

13. Are the women who own the landscaping business (them, they)?

14. (Them, They) and my brothers have gone to the same summer camp every year.

15. Didn’t your grandmother ask you to mow the lawn for (she, her)?

16. The people you wanted me to call and remind about the meeting are (who, whom)?

17. Kristin, Maxine, Lena, and Tom are some of the students (who, whom) should be asked to help.

18. Tell Nate or (I, me) the combination to your locker so that one of us can bring your books home for you.

19. After the dance performance, my parents gave flowers to my sister and (me, I).

20. Please draw Sam and (I, me) a map to your house.

Clear Pronoun Reference A, p. 304

EXERCISE
Revisions will vary.

1. Before Ann and Miriam started their research, Ann had to sharpen her pencils.

2. Whenever the sky looks that threatening, we can usually expect a bad thunderstorm.

3. The reason that my brothers are always at Neil’s house is that they like to jump on the trampoline.

4. The newspaper article did not say when the parade will start.

5. My aunt and uncle will not be able to go to the concert. They told my parents the news.

6. In my school, there is an assembly every Friday morning.

7. C

8. My father told my brother, “You need to get the car washed.”

9. If we want to be on time, we’d better leave in the next ten minutes.

10. Julie repeated the instructions to Cynthia until Cynthia was sure that Julie could do the problem.

Clear Pronoun Reference B, p. 305

EXERCISE
Revisions will vary.

1. Because Raul admired sketches of buildings, he thought of being an architect.

2. C

3. The bank apologized for the inconvenience, but this apology was no comfort to the clients in line.

4. Even though rain was predicted, the forecast didn’t stop them from counting on this picnic.

5. The specialist and the patient discussed the problems the patient had been having.

6. On the radio, the newscaster said the price of gasoline is going up again.

7. The choir’s first selection was a medley of spirituals.

8. The visiting authors talked to the students about the students’ writing.

9. Rosanne reminded Matty to choose a recipe that would be easy to prepare.

10. C

Verb Tense, p. 306

EXERCISE A

1. Last Friday night, we had gone to the game after we ate dinner.
2. When we visited the Bahamas last summer, we have seen some amazing fish.

3. Despite the advances that medical science has made, much research into the causes of cancer remains to be done.

4. If the train leaves at 4:00 p.m., we will have arrived before dark.

5. When she calls, I had already begun to cook dinner.

6. I have removed the hinges and sanded the door, so now I am ready to paint.

7. The dog had dug a hole under the fence and has escaped from the yard.

8. Before the alarm begins to ring, I was already up and dressed.

9. On Saturday mornings, we usually eat a late breakfast, run errands, and have done chores.

EXERCISE B


Verb Forms A, p. 307

EXERCISE

1. At the bookstore, I chose a biography and two books of poetry.

2. By the time we reached the station, our train had already left.
20. The girls had already sent the pictures to their grandparents.

Verb Forms B, p. 308

Exercise A
1. began 6. given
2. driven 7. spoke
3. forgotten 8. ridden
4. become 9. sworn
5. went 10. got

Exercise B
11. rise, raise Every morning, just before the sun rises, our neighbor’s rooster begins to crow.
12. sit, set I never set my alarm clock.
13. lie, lay Even on Sundays, when most people lie in bed a little longer, I am up at the crack of dawn.
14. lie, lay Last Sunday, I laid my head back down, and covered my ears with my pillow.
15. rise, raise Our neighbors have raised chickens, ducks, and geese for many years.
16. sit, set Whenever we sit outside in the yard, the chickens and ducks come over to visit.
17. rise, raise When my little brother chased one of the geese, it raised its wings and scared him off.
18. sit, set The hens are usually sitting on their eggs.
19. lie, lay One of the hens laid her eggs under our porch.
20. sit, set Don’t set your glass of lemonade on the ground; one of the ducks will drink it.

Comparative and Superlative Forms A, p. 309

Exercise A
1. longer
2. more quickly
3. most interesting
4. ready
5. More
6. most aggressive
7. many
8. better
9. well
10. more

Exercise B
11. Believe it or not, the world ocean—the largest region on earth—is the most largest region on earth.
12. Many find its scenery more spectacular than any landscape.
13. Learning that seventy percent of the earth’s surface is water, people are more respectful of the world ocean.
14. If Mount Everest were submerged in the deepest part of the ocean, its peak would be a mile below the surface.
15. In the future, gooder research of ocean life may help solve the problem of food shortages.

Comparative and Superlative Forms B, p. 310

Exercise A
1. Most
2. lowest
3. badly
4. most delightful
5. better
6. ripe
7. more
8. more informal
9. fewest
10. better

EXERCISE B
11. I agree; this is probably the most boring show I’ve seen in a long time.
12. We should spend least time watching TV.
13. Well, some programs are a lot more better than this one is.
14. Why are some of the people on television paid mucher money than others?
15. You and I did watch a gooder series about space exploration recently.

Misplaced Modifiers, p. 311

EXERCISE
Revisions may vary.

1. The tourists listened to the old people of the village singing an ancient spiritual song.
2. We watched the sun set over the vast and calm Pacific Ocean.
3. As the runner rounded the bases, the crowd cheered, stomping and whistling loudly.
4. The hurricane that had been stalled out in the ocean finally hit the coast.
5. The man placed a saucer of food in front of the kitten, which was twitching its tail and meowing hungrily.
6. The woman, who had bought two ice cream cones, gave one of the cones to a man.
7. As we walked among the towering and ancient trees, we could hear the songs of the birds.
8. The man ran after his car that was rolling down the hill backwards.
9. The woman comforted the little girl who skinned her knee when she fell off the tricycle.
10. The purple martin house that we put up last fall is now occupied by sparrows.

Dangling Modifiers, p. 312

EXERCISE
Revisions will vary.

1. While we were waiting in line, the music started.
2. Before we could visit my grandparents, the flat tire had to be fixed.
3. To teach someone to drive, a teacher must have patience and a calm manner.
4. When sledding down the big hill near my house, I encountered a rock in the path of the sled.
5. Prepared and well-rested, I found the final exam in geometry to be not at all difficult.
6. The road was blocked by cows that had left through a gate that someone had left open.
7. Determined to unravel the mystery, the detectives re-examined all the clues.
8. As I was hurrying through the crowd as the final whistle blew, the train pulled out of the station.
9. As a stranger in the city, she found the one-way streets and traffic circles confusing.
10. For nomads weary from days of traveling under the hot desert sun, the oasis provided shade and water.

Misplaced and Dangling Modifiers, p. 313

EXERCISE
Revisions will vary.

1. Our supervisor selected two trainees who will assume regular duties after next week.
2. While reaching for the second prize, Pete knocked over the first place trophy.
3. To achieve a higher grade on finals, students would be wise to learn steadily throughout the term.
4. After being left in disrepair, the cabin roof let in rain and wind.
5. On her way to the dentist, Aunt Lyla saw a poodle.
7. While we were walking the dogs in the park on Sunday afternoon, it began to rain hard.
8. The neighbors admired the historic cottage that had been repainted from top to bottom.
9. Over the loudspeaker, the principal said there was too much trash on the floor.
10. Having filled out the application, Janie scheduled an interview with a supervisor.

Double Negatives and Other Errors, p. 314

EXERCISE A
Revisions may vary.
1. We were so tired that we couldn’t barely put one foot in front of the other.
2. There weren’t any sandwiches left by the time I got through the cafeteria line.
3. That store doesn’t accept any employment applications by telephone.
4. She looked for graph paper everywhere in the house, but she didn’t find any.
5. Jerome didn’t want to read either of those books for his report.
6. My mother said that we can’t go swimming in the river ever more.
7. Don’t tell me you haven’t eaten Italian food!
8. Why didn’t anybody remember to bring a camera?
9. Wasn’t there anybody available to unlock the gymnasium doors?
10. The little boys were so excited that they couldn’t hardly sleep the night before the trip.

EXERCISE B
Revisions may vary.
11. Nobody’s come up with that idea before.
12. We can’t bag any more trash until the trucks haul this load away.
13. Losing her temper, my little sister said, “Nobody can tell me what to do!”

Standard Usage A, p. 315

EXERCISE A
1. really; badly
2. lend
3. a lot; fewer
4. used; himself
5. their; inferred

EXERCISE B
Revisions may vary.
11. She ought not to have turned off the alarm clock, but she was rather tired this morning.
12. The reason she can hardly keep her eyes open is that she stayed up late last night.
13. We probably should have planted fewer flowers and more vegetables this year.
14. A number of students were standing in the hallway as if they had nowhere to go.
15. Unless they catch a later train, they have but two hours to tour the museum.

Standard Usage B, p. 316

EXERCISE A
1. The candy and trinkets were divided among the triplets.
2. You will burn up fewer calories walking than jumping rope.
3. Besides American history and chemistry, Mia studies algebra.
4. Being that it is noon, lunch hour begins now.
5. In Shakespeare’s works are many allusions to mythology.
6. That there dog doesn’t like the mail carrier.
7. She read where the tickets would go on sale at seven o’clock in the morning.
8. He would have called, but he was already late.
9. Don’t he know that the moon affects the tides?

10. Do you think you can get this strawberry jam stain off of my shirt?

**EXERCISE B**

*Revisions may vary.*

[11] I would not have believed what my friend Ike wore to his job interview if I had not seen him with my own eyes. [12] Besides a tuxedo with plaid lapels, he wore a top hat with a bent brim. [13] He looked as if he might have been going to a prom during the days of Charles Dickens! [14] I told him that wearing that kind of clothing for an interview at the ice cream shop could backfire somewhat, but my warning had no effect on him. [15] I hope he learned his lesson, but he is still looking everywhere for a place to earn money this summer.

**Capitalization A, p. 317**

**EXERCISE A**

1. Jean lives with her family in the Hancock Arms apartments on forty-fifth street.
2. Mom and Dad’s business advisor, Uncle Raymond, developed the advertising campaign.
3. Greta read me an article about Buddhist monasteries in Tibet.
4. Most passenger trains in the US, such as the Sunset Limited, are run by Amtrak.
5. Everyone in the Ecology Club voted for a trip to the Atlantic coast.
6. Classes at Tubman High School begin August 30, but the next Monday, Labor Day, is a holiday.
7. “I asked Dad,” Reggie began, turning to look at Frank, “if he could take us fishing at Lake Jefferson.”

**EXERCISE B**

[11] The Gracy City Gazette always apologizes for its errors. [12] The article we printed on Tuesday, “On with the Festival!” was not entirely accurate. [13] We misquoted the dates for the Peaches and Cream Festival. [14] A parade will kick off festivities on July 29. [15] Gracy City Council members will lead the way to the Norwegian Pioneer Memorial Monument in Lincoln Park. [16] They will also hold groundbreaking ceremonies for the new Gracy Memorial Hospital after the parade. [17] Festival activities will continue through the third of August. [18] We hope this clears up any inaccurate information printed by this Newspaper. [19] Please accept Editor Wylie’s apologies for earlier errors. [20] Most of all, don’t forget to join your neighbors for all the Summer fun!

**Capitalization B, p. 318**

**EXERCISE**

1. Mom and Dad always watch Meet the Press and Washington Week in Review on Sunday mornings.
2. Simms & Sons, on Fifty-Seventh Street, is a Company that specializes in restaurant furniture.
3. In *The Westing Game*, a novel by Ellen Raskin, the lyrics of “America The Beautiful” provide clues to the Mystery.

4. “Ladies and Gentlemen,” the speaker began, “we are gathered here to let the Mayor and City Council know exactly how we feel about the plans to put a Natural Gas pipeline through our neighborhoods.”

5. In England, Boxing Day, the day after Christmas, is the traditional day to exchange gifts.

6. That airline does not fly to New Mexico’s Capital, Santa Fe.

7. Our neighbor, Dr. Pat Kelly, has a Ph.D. degree in American History, not an M.D. degree.

8. The University of Texas at Austin and the University of Michigan in Ann Arbor have tens of thousands of students.

9. Does Mr. Keaton expect us to read this whole chapter, “The Westward Expansion,” in one night?

10. I didn’t see that Program last Tuesday because our town does not have an NBC affiliate.

11. The audience waited while Senator Bates organized her notes and adjusted the microphone.

12. The cats, Persephone and Demeter, were named after characters in Ancient Greek Myths.

13. The North Star, Polaris, appears to be almost directly above the North Pole.

14. When you reach the intersection of Broadway and San Pedro Street, turn right, or east.

15. The VCR isn’t working, so I guess we’ll have to listen to CDs.

16. Send your film to P.O. Box 11122, Seattle, WA 99002; you’ll receive your pictures and a free roll of film in about two weeks.

17. Does the Museum of Modern Art have any summer internships for High School students?

18. Unless you live in the Southern Hemisphere, you won’t be familiar with constellations such as the Southern Cross and Centaurus.

19. The defense lawyer refused to comment about Judge Mewhirter’s ruling.

20. “In case of an Emergency,” the notice read, “Please call 911 to reach EMS or the police.”

Commas A, p. 319

EXERCISE

Optional commas are underscored.

1. Do you want to walk to school tomorrow morning, or should we sleep a little later and catch the bus?

2. This recipe calls for nuts, raisins, and chocolate chips.

3. On Tuesday, October 24, at 4:00 P.M., the junior class will assemble in the auditorium.

4. No, I appreciate the invitation, but I’ve already made plans for Saturday night.

5. Whenever I see a rainbow, I recall my grandmother’s stories about leprechauns and their pots of gold.

6. That man, Jesse’s uncle, works for one of the airlines in Dallas, Texas.

7. Ms. Branter, who teaches physical education classes, coaches the soccer and volleyball teams.

8. Many people celebrated the end of the millennium on December 31, 1999, but others insisted upon waiting until December 31, 2000.

9. He wanted to go skateboarding with his friends, of course, but he hadn’t finished his chores.
10. According to her sister, Marty is applying to Georgia Tech, Texas A&M, and LSU.

11. That was my best broad jump so far, Dave.

12. My grandmother, who is over seventy, gets up every morning at six o’clock, walks three miles, and then goes for a swim at the YMCA pool.

13. Unfortunately, one of our scheduled speakers, Dr. F. E. Maxwell, Jr., can’t make it today.

14. He apparently missed his connection and is now waiting in the airport in Raleigh, North Carolina, until the airline can find him a seat on another flight.

15. The crisp, clear fall weather was invigorating.

16. Celie, despite her cold, insisted on running in the 10K race.

17. “Elias, we don’t have enough money to buy another car,” his father explained, “and unless you save money, you couldn’t afford the gasoline, not to mention the insurance.”

18. Imelda and Esmeralda, my twin nieces, will start school next year in the fall.

19. The rehearsals are scheduled for Wednesday, December 6, and Friday, December 8.

20. After we finish our exams in June, we’re all planning a trip to the beach. [or After we finish our exams, in June . . .]

Commas B, p. 320
Optional commas are underscored.

Exercise
1. Camila, and her mother, Sra. Alcocer, will be preparing all the food for the party.

2. We have games this Friday and Saturday, next Friday and Saturday, and, I believe, the following Friday as well.

3. According to the weather forecast, the stormy weather will reach our area in the middle of the night, sometime after midnight.

4. Cassie’s address is 1339 Milam Street, Apartment 12-B, and her phone number is 604-7490.

5. Although he is almost never late for school, he overslept this morning.

6. Next weekend I am going camping with Nate, my best friend since elementary school.

7. On Thursday and Friday, the performances of Fiddler on the Roof will begin at seven o’clock, but on Saturday the curtain goes up at eight o’clock.

8. Please take this flyer to the front office, ask Ms. Jameson to approve it, and make thirty copies for the class.

9. My dogs, whose names are Wolfie and Bear, are huge but gentle.

10. The concert, despite the fact that all the tickets were sold out, was cancelled.

11. Fortunately, we will be able to get our money back, but the process will take several weeks.

12. Mom, if you have a few minutes, could you please show me how to sew this button on?

13. My grandparents, who became U.S. citizens only a few years ago, never forget to vote.

14. In the dim, flickering light of the candles, the children’s eyes shone as they opened their gifts.

15. “Everyone in the class,” Mr. Martin said, “except for Nelson, Glenn, and Christine, has turned in a permission slip for the field trip.”

16. The Customer Service Department, I believe, has an 800-number, so the call will be free.
17. I have classes at 9:00 and 10:30, lunch at 12:05, and a meeting after school today.

18. None of the materials on that cart, including the magazines, may be checked out.

19. She brought a notebook and a tape recorder to the interview she had scheduled.

20. There is one item in that catalog, item number 7767, the rain jacket, that would be very useful.

Semicolons and Colons, p. 321

EXERCISE  Colons may be substituted for semicolons in items 4, 8, and 9 if the word following the colon is capitalized.

1. The flight leaves at 1:30 P.M.; it arrives in Paris at 7:45 A.M. the next day.

2. When you are at the office supply store, please pick up the following supplies for my science fair project: a tri-fold display board, two clear report covers, and a package of graph paper.

3. Some of the relatives at my family reunion came from as far away as Honolulu, Hawaii; Anchorage, Alaska; and Portland, Maine.

4. You can’t buy both the boots and the shoes; you’ll have to choose one or the other.

5. Bettina introduced us to everyone in her family: her mother and father, who came to the United States from Germany when they were in their 20’s; her brother Ralf, who owns a catering business; and her sister Margaret, who is still in elementary school.

6. The castle was begun in 1294 and occupied off and on for the next two centuries; it was conquered and burnt about 1500.

7. My brother plays the piano; I take guitar and flute lessons.

8. My father is a man of many talents: he is an accomplished amateur golfer, an avid gardener, and a published poet.

9. Aaron seldom watches television; he says he has better things to do.

10. Please look in the cupboard and tell me whether we need any of these items from the grocery store: tomato soup, peanut butter, macaroni, vegetable oil, and crackers.

Quotation Marks and Other Punctuation A, p. 322

EXERCISE A


2. “Let me look at my notes,” said Rita, “and I’ll tell you all the details.”

3. Rita continued, “Oh, here they are! This backpack has so many pockets that I can never find anything.”

4. “You were saying. . . . ?” prompted Nadia.

5. “Everyone should meet at Marilyn’s house at four o’clock on Saturday,” Rita said.

6. “Unfortunately, Rita,” said Nadia with a sigh, “there’s a little problem.”


8. Nadia sighed again and said in a whisper, “I don’t know how to skate.”

9. “Oh, that’s all right!” Rita said. “You’ll catch on fast, and we can all help you.”

10. “Do you really think so?” asked Nadia. “Well then, I can’t wait!”

EXERCISE B

11. “Well, let me see. I’m sure this is the right direction,” said Cecily, looking at her compass.

12. “I think it was about 10:00 P.M.,” said the witness. “I know that because he [the defendant] always walked his dogs around the block at that time.”

13. Only the sopranos, not I, are able to reach the high notes in “The Star-Spangled Banner.”

15. Everyone in Ms. Cranfield’s literature class has to read Shakespeare’s Julius Caesar.

**Quotation Marks and Other Punctuation B, p. 323**

Some marks of punctuation may vary.

**Exercise**

2. “Nothing at all? Not one single thing?” exclaimd Kevin.
3. “The plumber—he’s my brother-in-law—was working on some old cast-iron pipes,” Carl began.
4. “You call that nothing!” exclaimed Kevin.
5. “Well, the basement flooded, and we spent most of the weekend mopping up water,” said Carl.
6. “You would have believed the mess! There was a foot, maybe even two feet, of water in the basement by the time we shut the water off.”

**Apostrophes, p. 324**

**Exercise**

1. She won’t be able to come with us to tonight’s dance performance.
2. In a little over two hours, we can be packed and ready to leave for Grandma Jones’s house.
3. We shouldn’t have tried to take this test without a good night’s sleep.
4. Didn’t I told you we should have gone to sleep before two o’clock in the morning?
5. In the late 1990s [or 1990’s], many Americans bought large cars, even though smaller cars’ mileage ratings were better.

6. The Gonzalezes’ ranch is in New Mexico, near its border with Texas.
7. The newspaper’s political editor came to the journalism classes’ awards banquet.
8. We’ll meet at the Smiths’ house; then Sara’s dad will take us to the movies.
9. The company’s president will take you to the conference room on the building’s second floor.
10. That’s an incredibly long kite tail; it’s at least forty or fifty feet long!
11. Carla’s family gave the landlord one month’s notice before they moved out of the apartment.
12. Don’t you agree it’s a beautiful morning?
13. My mother always says, “Mind your p’s and q’s,” but she can’t tell me the origin of the saying.
14. Well, my father’s favorite saying is “Cross all your t’s and dot all your i’s.”
15. Three schools’ representatives to the District Student Council met to discuss their concerns about the school board’s plans.
16. The dogs’ leashes are on a hook in the closet; Gus’s leash is the long green one.
17. Now’s the time to ask for your parents’ help.
18. We’ll all go together in Nathan’s brother’s car.
19. The road’s sharp curves and potholes make it an inexperienced driver’s worst nightmare.
20. He’s just gotten his learner’s permit, and his sister’s husband is teaching him to drive.

**All Marks of Punctuation Review A, p. 325**

**Exercise**

Optional commas are underscored. Answers to sentences 4 and 5 may vary.

1. Key West, the last of the Florida Keys, is connected to the mainland by the Overseas Highway.
2. In 1905, when Henry Flagler (1830–1913) decided to extend the railroad to Key West, Key West was Florida's most populated city.

3. It was also the United States' closest deep-water port to the proposed Panama Canal.

4. During the seven-year-long construction period, hurricanes threatened the project several times; at one time over four thousand men were working on the rail route.

5. Many native-born Key Westers (a person born on the two-by-four-mile island is called a Conch [pronounced "konk"] are descended from early residents who salvaged shipwrecks.

6. When the cry, "Wreck ashore!" went up, everyone would rush out to the wreck to see what could be salvaged.

7. One of Key West's well-known residents was the author Ernest Hemingway (1899–1961), who owned a house on the island from 1931 until his death.

8. Today, the Hemingway House is among the island's most popular tourist attractions.

9. While he lived in Key West, Hemingway wrote several novels, including For Whom the Bell Tolls, and short stories, such as "The Short Happy Life of Francis Macomber."

10. Hemingway owned nearly fifty cats; today's visitors still look for those cats' descendants, especially the six-toed ones, which are easy to spot.

All Marks of Punctuation Review B, p. 326

Exercise
Optional commas are underscored.


[2] Gwyneth, TX 77091
4000 B Academy Blvd.
Denver, CO 80602

[5] Dear Sir or Madam:

[6] Since June 10, 2002, I have been a member of Mysteries Unlimited. [7] In your last club newsletter, you invited members to send in their original mysteries for possible publication. [8] I have been writing stories for several years, but I've never submitted anything for publication. [9] I'm enclosing a copy of my story "Broken Glasses." [10] The story's setting is Exeter, England. I grew up there, so the setting is depicted accurately! [11] A cabdriver disappears without a trace, except for his broken glasses. The narrator is Glenda, a self-confident schoolgirl about my age who lives across the street from the missing driver. [12] After finding the glasses in the street, Glenda pursues additional clues: loud music, screeching tires, and flashlights at midnight. [13] Although she is painfully shy, she interviews at least twenty-five people—friends, neighbors, and customers of the cabdriver—in her effort to find him. [14] She contacts the police, of course, but most of them—she does make one friend on the police force—dismiss her well-founded worries as the product of an over-active imagination. [15] Aren't they embarrassed when the girl solves the mystery? [16] Can you guess how? [17] By the way, the story contains no violence or weapons. [18] Please consider publishing my original story in your annual anthology (Best Mysteries).
[19] I have enclosed a self-addressed, stamped envelope for your reply.

[20] Sincerely,
Francine Gomez

**Spelling A, p. 327**

**Exercise A**

1. If you finish early, proceed to the next section of the test immediately.
2. Either you believe in the movement or you don’t.
3. City taxes rarely go for building music studios.
4. Insect larvae are sometimes found underneath leaves.
5. The bookkeeper has an accurate record of the bank deposits.
6. After she read the poem, an appreciation of literary beauty seized her.
7. Scientists often report any modifications to their theories.
8. Roofs in those countries are made of natural materials.
9. Those youngsters’ manners are awful, and they are always disobeying their parents.
10. Don’t get in an argument about whose achievement was the greatest.

**Exercise B**

11. I think that television show is overrated.
12. The exhibit contained artifacts from an ancient burial site.
13. My brother’s collection of pennies is truly amazing.
14. He was dissatisfied with the service he had received at the restaurant.

**Spelling B, p. 328**

**Exercise**

1. When he forgets to cross his ts, they look just like his ls.
2. After a satisfying lunch, we all took a nap.
3. Sharon was dismayed when she realized she had missed the rehearsal on Wednesday.
4. My great-grandfather founded his business shortly after he came to the United States.
5. Let me check my calendar; I believe I have a practice that afternoon.
6. There are basically only two solutions to this problem.
7. She had been coughing for days and her voice sounded hoarse.
8. His costume was the winner for “Best Character from History.”
9. Please post notices on the bulletin boards so that everyone will know about tonight’s meeting.
10. Wayne is a conscientious student; he is always studying.
11. The batter should have reached the consistency of sour cream or yogurt.
12. My family tried to get a room at the motel, but there were no vacancies.

13. The superintendent of schools has substantial teaching experience.

14. In the part of the county that is outside the city, the sheriff is the chief law enforcement officer.

15. I received a pamphlet explaining the summer programs available for high school students.

16. An extraordinary traffic jam outside the stadium caused us to be late for the tournament.

17. Sadly, he has a tendency to exaggerate things.

18. As the hot-air balloons ascended, the crowd cheered.

19. I have looked in every conceivable place, but I still can’t find my journal.

20. Despite the freezing temperatures, the ski trip was unforgettable.

Words Often Confused, p. 329

EXERCISE A
1. route
2. minor
3. personnel
4. plains
5. peace
6. morale
7. waste
8. whether
9. capital
10. coarse

EXERCISE B
11. He wasn’t aware that the moon affects the tides on earth.

12. One of this political party’s principals is that all meetings should be open to the public.

13. The motion to accept the engineering company’s contract passed unanimously.

14. C

15. She was formally an attorney in private practice, but now she owns a bookstore.

16. Their trying to give you a compliment.

17. Whose planning to submit an application to the personal department?

18. In the dark tunnel, the lights on the miners’ helmets shown eerily.

19. The path lead to a quite picnic area.

20. Did you here the guide’s outline of the history of the capital building?

Spelling and Words Often Confused, p. 330

EXERCISE
1. My grandparents recently sold the house they had owned for forty-two years.

2. They have all ready packed everything; the house looks deserted.

3. Occasionally, I here sirens in the night.

4. In the passed, she had always enjoyed family re-unions.

5. You should try a piece of the banana bread; it’s really delicious!

6. Everytime we lose a game, our morale plummets.

7. Days in the desert sun must have affected his thinking.

8. During the bicycle maintenance class, we were shone how to adjust the brakes and how to fix a flat.

9. Your parents don’t like to waste money.

10. In my experience, surprise parties are a lot of fun.

11. Last Tuesday, our state senator gave us a personal tour of the capitol.

12. The commencement ceremony will include a speech by a famous alumnus.
13. On the 2nd Wednesday of every month, the neighborhood association meets.

14. Do any of their friends or acquaintances work for that company?

15. At the end of their field trip to the museum, all the sophomores bought souvenirs.

16. A single, magnificent painting of a pack of wolves was the dominant object in the room.

17. One of our requirements for graduation is a grammar course.

18. Did she lose her sunglasses or merely misplace them?

19. One characteristic of many successful athletes is self-confidence.

20. It’s all right; I know you must have been extremely fatigued after the race.

Review A: Usage, p. 331

EXERCISE A

1. Thailand, unlike many other Asian countries, were never a European colony.

2. For 15,000 years Aboriginal Australians have used the boomerang to hunt for its food.

3. Tigers that stalk humans are rare.

4. A designer of Italian automobiles often has formal art training in their background.

5. Sue doesn’t know that the Hebrew word shalom means “peace.”

6. Martin Luther King, Jr., advocated nonviolent action to make a nation correct its injustices.

7. Some of the inhabitants of Quebec speak French and English equally well.

8. What in the world are truffles?* Kim asked.

9. **“Well,” her friend said, “they’re a fungus that looks a little like mushrooms. They grow underground, and some people consider them a great delicacy.”**

10. No one chose to write their report about the brief war between England and Argentina in 1982.

EXERCISE B

Revisions will vary.

11. Because I plan to go into engineering, I need to have excellent math skills.

12. The children watched the fire engine speed by, its sirens blaring and its lights flashing.

13. After counting all the leftovers, we deduced that more apples than oranges had been eaten.

14. The youngest boy looked out his bedroom window at the first star, dim but twinkling.

15. That was one of the most poignant and touching stories I’ve ever read.

Review B: Mechanics, p. 332

EXERCISE

Corrections will vary.

1. **“What in the world are truffles?”* Kim asked.

2. **“Well,” her friend said, *“they’re a fungus that looks a little like mushrooms. They grow underground, and some people consider them a great delicacy.”**

3. Wanting to know more, Kim asked, *“How do truffle hunters know where the truffles are?”*

4. **“Not easily,” answered Kanisha. “In France pigs are trained to sniff them out.”**

5. *“I suppose,”* Kim said, shaking her head, *“that a handful of truffles must be incredibly expensive.”*

6. Kanisha had also learned the following about truffles; that they usually grow around the roots of trees, especially oaks, that they may be as small as a pea or as large as an orange, and that they first became popular near the end of the fifteenth century.

7. The main French truffières (truffle grounds) are in Périgord and Vaucluse.
8. Some people are sensitive to the scent of truffles. Others look for other signs—small yellow flies that hover over the ground, for example—that truffles are below the surface.

9. Truffles, a member of the genus Tuber, have been prized as food since ancient times!

10. If you're ever offered the chance to eat truffles, even a tiny piece, try them. They're wonderful!

Review C: Usage and Mechanics, p. 333

Exercise
Revisions will vary.

January 13, 2009

Dear Marcy,

It's been a long time since I have written an old-fashioned letter, but I wanted to use the stationery my grandmother gave me for my birthday. Next time I'll e-mail you; that's a lot faster.

While I'm waiting for the rain to stop, writing a letter to a friend is a good way to get back in touch. I've been fine. How are you doing? All of your classmates, particularly Renata, Christopher, and Sandra, said to say hi. Renata told me to tell you—I'm quoting her exactly—"Save a place for me at the University of New Mexico." Maybe you two could be roommates.

Guess what? Ms. Jimenez (she's the teacher in Biology II) is from New Mexico, and she says the Sandia Mountains are absolutely beautiful, especially at sunrise and sunset. Maybe I'll try to visit you someday and see them for myself. Until then, send me some pictures.

Are you still planning to visit during the holidays? Let me know—we'll have a party!

Always your friend,

Lynn