

**Jefferson County Sheriff's Office  
in partnership with  
Jefferson County Public Schools  
Adult and Continuing Education**

**Academic Study Guide  
for  
Deputy Sheriff Recruit Applicants**

*For information on skills upgrades for this position or any other,  
call 502-485- 7101*

## **Introduction**

Jefferson County Public Schools (JCPS) Adult and Continuing Education is proud to be a partner in the hiring process of new recruits for the Jefferson County Sheriff's Office (JCSO). It is the responsibility of Adult Education to provide assessment and educational services for those applying for employment with JCSO. At the onset of the application process, recruits are required to demonstrate appropriate reading and writing levels, which once attained, the process continues.

The three areas of assessment, reading, language, and writing, are discussed in this booklet to better prepare the applicant to achieve the needed levels to move forward with the hiring process. For those who fall short of the required levels, workshops or long-term instruction is provided at no cost.

## **Reading**

Applicants must achieve a passing score of 10.0 out of a possible 12.9 in order to complete this assessment.

This test measures the basic reading skills of adults and their ability to construct meaning from a variety of life skills and prose selections. The content highlights numerous overlapping objectives, ranging from word-meaning skills to critical-thinking skills. Vocabulary is measured as a part of the reading process. Numerous facets of the reading process are measured using documents and forms that are familiar in our everyday lives, as well as excerpts from published fiction and nonfiction that reflect our cultural diversity. There are also items that specifically test the examinee's ability to find and use information in reference and consumer sources.

## **Language**

The goal of adult language instruction is to help adults learn the communication skills necessary to function effectively both on the job and in daily life. The focus in adult education programs is on general writing competency. This test assesses skills in the areas of usage, mechanics, sentence formation, and paragraph development. Language items are presented in meaningful contexts that reflect the writing process as it is taught in adult programs and applied in life.

Most language items focus on problem areas typically encountered when adults engage in such tasks as writing a business letter, a resume, or a job-related report.

# Writing

The following criteria are used to evaluate the essay writing exercise:

## **Response to the Prompt**

The controlling ideas (a stated idea or implied thesis, focus, or dominant impression) is developed in a multi-paragraph, though possible formulaic, response to the prompt. The controlling ideas of focus may be too general or too narrow.

## **Organization**

The writer demonstrates a clear organization of paragraphs in relation to one another, although there may be one paragraph not clearly related to the thesis. The writer demonstrates some ability to introduce and conclude the paper.

## **Development and Details**

The writer demonstrates some depth of insight, employing satisfactory use of information in moderately developed body paragraphs. Details are based either directly or indirectly on related readings, personal experience, observations, and/or class discussion. The essay may include a paragraph with insufficient support or weak logic, and the writer may tend to repeat ideas rather than explore them. The writer uses more “showing” than “telling” writing, employing effective examples and concrete descriptions to illustrate abstractions and generalizations. The writing demonstrates adequate use of transitions between paragraphs and sentences. The writer uses complete sentences with effective coordination and subordination.

## **Conventions of Edited American English (EAE)**

The essay may display some, but not many, grammatical, mechanical and spelling errors. These errors do not interfere substantially with the reader’s ability to understand the writer’s ideas.

## **Word Choice**

The writer demonstrates adequate diction to express an appropriate tone. Word choice is generally mature and accurate in conveying specific ideas. The writer’s tone is consistent on the whole, although there may be occasional lapses.

# **Accelerated Writing**

Excerpted from  
*Steck- Vaughn Writing Skills*

## **Essay:**

Essay Scoring Guide  
The Five Paragraph Essay  
Evaluating and Revising the Essay

## **Part 1 - Mechanics:**

Capitalization  
Comma Use I  
Comma Use II  
Semicolons and Commas  
Apostrophes  
Quotation Marks

## **Part 2 - Usage:**

Subject/Verb Agreement I  
Subject/Verb Agreement II  
Subject/Verb Agreement III  
Irregular Verbs I  
Irregular Verbs II  
Perfect Tense  
Commonly Confused Verbs  
Plural and Possessive Nouns  
Pronoun Antecedents  
Indefinite Pronoun Antecedents  
Pronoun Errors  
Homonyms  
Adjectives

## **Sentence Structure:**

Sentence Fragments  
Run-on Sentences  
Sentence Combining I  
Sentence Combining II  
Parallel Structure  
Subordination  
Misplaced Modifiers  
Dangling Modifiers  
Unclear Pronoun Reference  
Pronoun Reference in a Passage  
  
Combining Sentences/FANBOYS  
Our Changing Language

Reviewer:

## Essay Scoring Guide

Examinee:

Numerical score	1.0 – 1.9	2.0 – 2.9	3.0 – 3.9	4.0 – 4.9	
Writing Level	Inadequate	Marginal	Adequate	Effective	
Reader Response ? Scoring Component ?	Reader generally has difficulty identifying or following the writer's ideas	Reader sometimes has difficulty understanding or following the writers ideas	Reader has little difficulty understanding the writer's ideas.	Reader immediately understands and easily follows the writer's ideas.	Score on each component ?
Response to the Prompt	Tries to address prompt, but writing presents no clear thesis or main idea.	Addresses the prompt, but writing focus is weak and may shift.	Uses the writing prompt to establish a main idea with adequate focus.	Presents a clearly focused main idea that addresses the prompt directly throughout the essay.	
Organization	Fails to organize ideas in any coherent manner; paragraphs are poorly structured or lacking	Displays some evidence of organization but does not execute the standard essay model.	Displays an identifiable plan that includes an introduction, supporting details, and a conclusion.	Establishes a clear, logical organization that reflects the standard essay model.	
Development and Details	Shows little or no development; writing lacks details or examples or presents irrelevant information; transitions are poor or non-existent.	Attempts some development, but content knowledge is insufficient to support the main idea; development may be limited to listing, repetition or generalization.	Focused but occasionally uneven; demonstrates good understanding of the topic, but not all supportive statements are well developed.	Demonstrates a thorough understanding of the topic; supporting details are entirely relevant; transitions are smooth, and the flow enhances reader comprehension.	
Conventions of Edited American English (EAE)	Sentence structure lacks control; commits major errors in use of conventions of EAE.	Sentence structure is controlled inconsistently; writing has numerous errors in at least two categories.	Sentence structure is generally controlled; few major errors in conventions of EAE.	Consistently controls sentence structure; writing is practically free from major errors in all categories.	
Word Choice	Uses weak, trite, or inappropriate words.	Displays narrow range of word choice; selections are often inappropriate.	Makes appropriate word choices; vocabulary is well developed.	Demonstrates a broad and varied vocabulary; word choices are correct and precise.	
				TOTAL SCORE:	

Note: See Specifications Sheet for additional detail about each Scoring Component.

# The Five-Paragraph Essay

## Introduction

One paragraph introduces the essay.

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**Thesis statement** tells the main idea of the entire essay.

**Preview sentences** tell the approach to the topic.

**Background sentences** may be included to give information about the topic.

## Body

Three paragraphs develop the topic by supporting the thesis statement.

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### Body Paragraph 1

**Topic sentence** tells the paragraph's main idea.

**Supporting sentences** give details, examples, facts, and opinions about the topic sentence.

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### Body Paragraph 2

**Topic sentence** tells the paragraph's main idea.

**Supporting sentences** give details, examples, facts, and opinions about the topic sentence.

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### Body Paragraph 3

**Topic sentence** tells the paragraph's main idea.

**Supporting sentences** give details, examples, facts, and opinions about the topic sentence.

## Conclusion

One paragraph wraps up the essay.

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**Restates** the thesis statement.

**Reviews** the main support.

## Evaluating and Revising the Essay

### Evaluating

- Evaluating your ideas and organization
- Evaluating your use of the conventions of English

### Revising

- Revising your ideas and organization
- Revising your use of the conventions of English

When evaluating and revising the presentation of ideas in your essay, first consider these three areas – your response to the prompt, organization, and development and details. Then consider your use of the conventions of English and word choice.

Yes	No	Response to the Prompt
?	?	(1) Is there a clear main idea?
?	?	(2) Does the essay stick to the topic?
		Organization
?	?	(3) Does the introductory paragraph include a thesis statement and a preview?
?	?	(4) Does each body paragraph have a topic sentence and details related to the topic sentence?
?	?	(5) Does the concluding paragraph restate the thesis statement and review the ideas?
?	?	(6) Are there smooth transitions between paragraphs and between sentences?
		Development and Details
?	?	(7) Do the paragraphs include specific details and examples that support the topic sentence?
?	?	(8) Does the essay support the thesis statement?
?	?	(9) Is the essay free of irrelevant details?
		Conventions of Standard Written English
?	?	(10) Are the ideas written in complete sentences?
?	?	(11) Is there a variety of sentence structures?
?	?	(12) Do all the subjects and verbs agree?
?	?	(13) Are verbs in the correct tense?
?	?	(14) Are punctuation marks used correctly?
?	?	(15) Are words spelled correctly?
?	?	(16) Are capital letters used correctly?
		Word Choice
?	?	(17) Is the use of words varied and appropriate?
?	?	(18) Are words used precisely?

## Part 1 – Mechanics

### Capitalization

Study: 1. Capitalize the names of specific people, places, events, and organizations.

*Example:* Alice went to see Dr. Jones in the Brown Building.

2. Capitalize the beginning of a sentence in quotation marks.

*Example:* I said, “Our softball game starts at noon.”

3. Never capitalize the names of the seasons.

*Example:* We plant a garden in the spring and the fall.

4. Always capitalize the titles of persons.

*Example:* District Judge Wilma Brown will hear the court case.

5. Capitalize directions only when they refer to a specific area of the city, country, or world.

*Example:* Florida is part of the South.

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Directions: Circle the word or words that contain capitalization errors in the following sentences. Some sentences are correct as written.

1. The reports, detailing the difficulties encountered by terminally ill persons who could not afford insurance, were presented to the Director of the State health agency.

2. Although Tanya had lived in Cleveland for the past twenty years, she originally came from the south.

3. Mr. Pearman, who exercises regularly at the YMCA, called doctor Jackson about the unusual pain in his back.

4. The quality of American cars has increased; as a result, the sale of Japanese and german cars has decreased.

5. Florists sell more flowers on Mother’s Day than on any other holiday of the year.

6. The Environmental Protection Agency last week declared, “Pollution is still threatening the future of America.”

7. According to the Constitution, the Federal Government has the power to

levy taxes, declare War, and enforce legislation.

8. The number of endangered species in the pacific ocean has generated concern by the Oceanographic Society.

9. Kingston, the capital of Jamaica, has suffered a large increase in unemployment due to a reduction in the Tourist trade.

10. After Mrs. Ramirez’s son graduated from High School, he worked two years before entering a vocational program at Rock Valley community college.

11. While he was on a fact-finding tour of rural Tennessee, Senator Millikan offered the local citizens a chance to express their views regarding the proposed interstate highway.

12. Television was primarily responsible for making the World aware of the devastating drought in Africa during the 1980’s.

## ***Part 1 - Mechanics***

### Comma Use I

- Study:
1. Use a comma to separate more than two items in a list.  
Example: People reacted to the earthquake with fear, disbelief, anger, and confusion.
  2. Use commas to separate a descriptive word or phrase from the noun being described.  
Example: Joan Haskell, my dentist, has been in practice for ten years.
  3. Use a comma to separate a part of a sentence that cannot stand alone only when that part comes first.  
Example: When the rain started, we all ran inside the building.
  4. Use a comma to separate long introductory phrases from the rest of the sentence.  
Example: Because the symptoms of mononucleosis include feeling tired and achy, it is often confused with the flu.
- 

Directions: Insert commas where needed in the following sentences. Some sentences do not need commas.

1. Volunteers to prepare food package individual meals and deliver food to elderly shut-ins are needed by the Community Action Center.
2. Answering questions regarding nuclear waste the spokesperson for the electric company was visibly nervous.
3. Anthony Ching the union's shop steward provides the company with a list of repairs needed each week to ensure worker safety.
4. The newspaper editor asked the reporter to investigate the accident determine the real cause and identify the person responsible for the damage.
5. Until she had completed the probationary period the new employee was not allowed to use the chemicals alone.
6. To fully understand the situation the dismayed parents asked to speak to the principal.
7. Patients are taught about sound nutrition appropriate exercise and stress reduction.
8. Mrs. Landover the most active club member suggested conducting a bowl-a-thon to raise money.
9. After the job was completed the contractor checked to see if the customers were satisfied.
10. The list containing the names addresses and phone numbers of each of the applicants was given to the employment office.
11. Jonathan Welch a senator from Texas introduced legislation that would provide stricter punishment for drug pushers.
12. On the way to her job Ms. Chaney drops off her daughter at the Sunshine Child Care Center.
13. Isaac Asimov an award winning scientist has also written many books.
14. When spring begins many Americans prepare their income tax forms for the Internal Revenue Service.
15. Our summer garden is producing corn squash tomatoes cucumbers and green peppers.
16. Wind insects bats birds moths and butterflies help plants to transfer their pollen from the male to the female plants.
17. Agates semiprecious stones have bands of different colors.

*Part 1 - Mechanics*

Comma Use II

- Study:
1. Do not use commas to set off words that are essential in describing the subject.  
Example: The man who wrecked the car had been drinking.
  2. Do not use a comma to separate the subject and the verb in a sentence.  
Example: My friend from high school met us for dinner.
  3. Do not use a comma to separate compound verbs, subjects, or objects within a sentence.  
Example: The child screamed and cried when the bee stung her.
  4. Never use a comma unless you know a comma use rule for that situation.

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Directions: Rewrite the following sentences on another piece of paper, correcting any comma errors. If there are no comma errors, write correct as written.

1. The vocational component of Dawson Technical Institute offers programs in machine repair data processing and respiratory therapy.
2. The woman, who identified the criminal, was given a reward by the prosecutors.
3. The carpet which they purchased only two years ago was completely ruined by the flood.
4. To comply with state health regulations people without shoes are not allowed into most restaurants.
5. Lacemakers, the store that is going out of business, has been a landmark in the downtown area for the past fifty years.
6. The anxious father paced the floor and talked continuously until his wife delivered the baby.
7. Mr. McArthur a self-made millionaire is a major contributor to the minority scholarship program.
8. Yesterday the excited bride-to-be bought the invitations addressed the envelopes and deposited them, in the mail.
9. Because of the delay in processing the orders the managers asked the employees to work overtime.
10. The driver of the car that went speeding through the red light was stopped immediately by the police.
11. Victor recommended by his supervisor was given a promotion to line foreman.
12. Sarah Williams whom I've known for fifteen years was given the Outstanding Adult Student Award for her commitment to helping others further their education.
13. The runner who was determined to win first place concentrated on his breathing.
14. Wanting to lose weight in order to improve his health Mr. Ferro contacted several diet programs.
15. When planting flowers, or vegetables always water the ground thoroughly.
16. Citizens who want good leaders must get out to vote in local elections.
17. The care with the sun roof power windows and power locks is the one I want.
18. The passengers and the crew boarded the airplane slowly.

**Part 1 – Mechanics**

Semicolons and Commas

- Study: 1. Use a comma to join clauses that could stand alone but are joined by the linking words and, but, or, for, and nor.  
Example: Let’s vote on this plan, and let’s take action right away.
2. Use a semicolon to join clauses that can stand alone but are not joined by a linking word.  
Example: Our meeting will start at two o’clock; it will be brief.
3. Use a semicolon to separate clauses that could stand alone when there are other commas in the sentence.  
Example: We called the police, the fire department, and the emergency medical service; they all responded to the wreck.
4. Use a semicolon to join two clauses that could stand alone but are joined by the linking words listed below, and always set off this linking word with a comma.  
Example: We need a new car; however, we don’t have enough cash for a down payment.

Linking Words

accordingly	moreover	nonetheless	instead	still
for instance	therefore	in fact	besides	then
for example	consequently	however	otherwise	thus
furthermore	nevertheless	indeed	hence	

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Directions: Insert the correct punctuation needed in the following sentences.

- Mrs. Sheared works full-time but she also attends the Washington Evening School to prepare for her GED examination.
- According to management the painters are paid an adequate salary however the painters are continuing to request salary raises.
- The caseworkers were upset they had just been informed that the child had run away from home again.
- Many people believe that drunk drivers should have their licenses revoked moreover they believe that drunk drivers who are involved in accidents should go to jail.
- Doctors urge patients to develop a healthier diet and they encourage regular exercise to strengthen the heart muscle.
- The number of African-American Hispanic and Asian minorities is growing in fact by the year 2010 almost 40 percent of the population under 18 will be minority.
- The unpopular candidate tried to address the key issues in the campaign but the angry crowd kept interrupting his speech.
- Discrimination based on gender has been made illegal however many women proclaim that it still exists.
- The phone customers were enraged the long distance call rate was being increased again.
- Only 15 percent of court-ordered child support is ever paid by fathers consequently many children are not receiving adequate support.
- Let’s stop at the new restaurant I’m starving.
- The Andersons must leave at 6:00 a.m. otherwise they will miss their flight to Las Angeles.

*Part 1 – Mechanics*

Apostrophes

- Study: 1. Use apostrophes in contractions to take the place of missing letters.  
Example: She won't drive, so I'll do it.  
2. Use apostrophes to show possession.  
Example: My daughter's glasses are broken.
- 

Directions: Insert apostrophes in the following sentences where needed. Some sentences do not need apostrophes.

1. The furniture store owner refused to cancel the buyers contract.
2. The suspects fingerprints will be checked against the computer fingerprint division at FBI headquarters to determine if she has a prior record.
3. Floridas residents are generally older than residents in the other forty-nine states.
4. NASA has decided to stop production of its super missiles since the missiles fuel tanks were found to be dangerous.
5. Local school systems have to pay for their drivers training.
6. The woman, denying any wrongdoing, insisted that the jewels were hers.
7. The judge replied that he couldn't preside at the childrens hearing.
8. Unfortunately, the firefighters werent able to control the flames, and the fire spread to nearby buildings.
9. Evidently, the cars exhaust pipes hadnt been working properly for at least three weeks.
10. The task force released its report to the city council members.
11. Although evidence was found that the man was innocent, its unclear why he was in the apartment.
12. Franks automobile wont stat when the temperature is below zero.
13. The Congress strongly disapproved of the Presidents solution to the arms race.
14. The foreign visitors were surprised by Chicagos windy weather.
15. The court reporters missing notes were later found on her desk.
16. The familys vacation to the Wisconsin Dells scenic gorge wasnt very expensive.
17. It isn't always easy to spot deceptive advertising, but if the offer sounds too good to be true, it probably is.
18. Were feeding our neighbors dog for a week while they are out of town.
19. The oil companys responsibility for the Valdez, Alaska oil cleanup should continue as long as oil remains on the beaches.
20. Michael Jackson didnt want his sister LaToya to write a kiss-and-tell book about their family but LaToya said, "I'll make sure the book is published."
21. My husband promised hed call, but the phone didnt ring and Ive been in the house.
22. In 1989 President Bush called for the American space program to go to Mars, but money will be the plans biggest problem.

## Part 1 – Mechanics

### Quotation Marks

Study: Quotations are used to set off someone’s exact words. Generally, commas and other punctuation marks are placed inside the second quotation mark. A comma is also used to introduce a quotation.

Example: “It’s time for you children to go to bed.” said Mother.

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Directions: Insert quotation marks and commas in the following sentences where needed. Some sentences are correct as written.

1. The mayor’s aide reported, Mayor Stillwater has appointed an interim director to fill the vacancy caused by Ms. Terrell’s resignation.
2. The hotel manager announced, There will be a complimentary dinner for those guests who were disturbed by the noise.
3. The lottery winner screamed, I can’t believe I won!
4. Although you can’t say that stress directly causes people to be ill said the health counselor stress does significantly affect a person’s general health.
5. When the tenants band together to protest unsanitary living conditions, the landlords are more easily persuaded to make improvements explained the lawyer.
6. At an international meeting to support a ban on ozone-destroying chemicals, the concerned representative noted The Earth’s ozone helps filter the sun’s ultraviolet rays that cause skin cancer. Without it, we would all die.
7. Speaking about a proposed law to ban pornography, the activist said We are drowning in garbage, and this law is a long overdue lifeline.
8. An unemployment specialist reported Low pay is the top reason that millions of on-worker households are poor.
9. Explaining why customers received monthly bills exceeding \$10,000, the company spokesperson said The computer had a malfunction in the program that prepares the bills.
10. We provide the best service claimed the car dealer and can arrange financing for almost anyone.
11. Detroit’s mayor Colman Young told reporters One thing you learn as mayor is how long it takes to get something done; you have to stay on it.
12. When asked how soon Americans will have smart credit cards, the expert advised Not right away; it’s expensive to put in the computer terminals that accept the cards.
13. If you wouldn’t give your baby a bottle of gin the day after birth, why give it one the day before? asked the doctor who advised pregnant mothers against drinking alcohol.
14. Inpatient mental hospitalization of teenagers has increased drastically said the doctor to the audience of concerned parents.
15. Whether Pete Rose gambles on the baseball field is his own business said my brother, but I replied No, because he’s a public figure that kids look up to, it’s everyone’s business.
16. Research has shown, said the biologist, that Britain’s 5 million house cats kill over 20 million birds a year.

*Part 2 – Usage*

Subject/Verb Agreement I

Study: 1. Identify the subject of a sentence. The subject tells who or what. Decide whether the subject is singular or plural. Use a singular verb with a singular subject and a plural verb with a plural subject.

Examples: This movie is exciting. Those movies are rated PG.

2. Singular verbs end in s or es.

Examples: He has agreed to the terms. He agrees to the terms.

3. Plural verbs do not end in s.

Examples: They have agreed to the terms. They agree to the terms.

4. When the subject is I or You, use a plural verb.

Examples: I agree to the terms. You agree to the terms.

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Directions: Circle the correct verb form in each sentence.

1. According to the public defender, everything (has, have) been discussed relative to the plea bargain agreement.

2. The accident victims (was, were) taken to St. Anthony's Hospital in Rockford.

3. The committee (has, have) been discussing the possibility of meeting bimonthly.

4. High blood pressure (increases, increase) the danger of serious heart problems for many people.

5. In the afternoon, I (tries, try) to be home by the time the school bus arrives.

6. There (has, have) been very little rainfall for the last two years; as a result, the drought has become more severe.

7. You don't (wants, want) to delay the repairs any longer than necessary.

8. (Does, Do) anybody understand the new procedures well enough to train the temporary help?

9. As the doctor indicated, you must (takes, take) all of the prescribed medicine.

10. The new fast-food restaurant (brings, bring) customers to the old mall.

11. Many truck drivers (expects, expect) that the highway patrol will strictly enforce the sixty-five mile-per-hour speed limit.

12. Private companies increasingly (dumps, dump) toxic wastes in sites that are a hazard to community residents.

13. The citizens' watchdog group (is, are) lobbying for a reduction in health insurance rates.

14. Regardless of the reason for the attack, I (plans, plan) to press charges against the owner of the dog.

15. Parents of children with disabilities often (becomes, become) frustrated at many school systems' refusal to accommodate their children's special needs.

16. Jimmy Stewart (is, are) publishing his first book of poems at the age of 81.

17. Most people (avoid, avoids) going to the dentist because fees are so high.

18. Americans (eat, eats) 12 pounds of carrots, 118 pounds of potatoes, and 25 pounds of lettuce per person yearly.

19. If treated and removed in the earliest stages, most skin cancers (is, are) completely curable.

*Part 2 – Usage*

Subject/Verb Agreement II

Study: 1. When two subjects are joined with a correlative conjunction (either, or; neither, nor; whether, or; not only, but also; both, and), the verb agrees in number with the subject closest to it.

Example: Neither my children nor their dog is out in the yard.

2. Some words are always singular (anyone, everybody) even though they refer to more than one.

Example: Everybody on my bowling team is here tonight.

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Directions: Circle the correct word to complete each sentence.

1. All of the migrant workers (anticipates, anticipate) the end of the harvest season.

2. Each of the packages (was, were) examined through the X-ray machine before being loaded on the plane.

3. Neither the lawyer nor her clients (believe, believes) the company's offer is satisfactory.

4. Both Mr. Rains and Mr. Sherrod (agrees, agree) that the important issue is how to protect the child from further abuse.

5. The secret tapes that contained the disputed conversation (was, were) accidentally misplaced.

6. Either the electrical wires or the light switch (was, were) installed improperly.

7. Few of the remaining parts (has, have) agreed to support the new union contract.

8. Most of the employees (has, have) agreed to support the new union contract.

9. Everything, except for the programs, (has, have) been arranged for the graduation ceremony.

10. Several of the packages delivered yesterday (was, were) returned because they (was, were) not complete orders.

11. Whether the witness's statements or the evidence (was, were) falsified has yet to be determined.

12. Nothing, not even increased TV coverage of the droughts in Africa and the American Midwest, (has, have) resulted in reduced water usage by homeowners.

13. Neither the president of the company nor her advisers (wants, want) to take the risk of developing an unsafe product.

14. Not only butter but also many other dairy products (contain, contains) high levels of fat that can increase cholesterol levels.

15. Nobody, not even the parents who suggested the activities (has, have) offered to supervise an event at the school carnival.

16. Both conscientious work and flexible skills (is, are) needed by a productive employee.

17. Not only Saudi Arabia but also several other countries in the Middle East (encourages, encourage) greater energy consumption by Americans.

18. Either Mrs. Payton or two other members of the club (is, are) responsible for the annual spring fund-raising event.

19. Any of the candidates who wish to attend the opening of the new senior

citizens' center (needs, need) to notify the mayor's office by Tuesday.

20. Mrs. Jefferson informed the secretaries that neither the administrative assistant nor the vice-president (has, have) access to the confidential computer security codes.

*Part 2 – Usage*

Subject/Verb Agreement III

Study: 1. In reversed order sentences, the subject often follows the verb.

Example: What is the price of two speakers?

2. For sentences that contain interrupting phrases between the subject and verb, use a verb that agrees with the subject, not with a noun in the interrupting phase.

Example: The sales clerk, though he has speaking skills, is not good at counting money.

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Directions: Determine if the verb used in each of the following sentences is correct. If so, write “C” in the blank. If the verb is not correct, write the correct form of the verb.

1. The construction of the new office buildings were delayed due to the unfavorable weather conditions this past spring.

\_\_\_\_\_

2. This month there are several items that must be completed before we begin any new projects.

\_\_\_\_\_

3. Where was the security officers during the robbery?

\_\_\_\_\_

4. There was excitement in the office when the supervisor announced the availability of child care services.

\_\_\_\_\_

5. The popularity of some insurance packages usually relate to their low monthly cost.

\_\_\_\_\_

6. The habits one acquires as a child is often hard to break as an adult.

\_\_\_\_\_

7. What is the evidence of his irresponsible actions?

\_\_\_\_\_

8. Do the new videocassette recorders have a remote control unit?

\_\_\_\_\_

9. The bus driver, in addition to her other responsibilities, check on the unattended children during the trip.

\_\_\_\_\_

10. The recent bills from the phone company shows a new surcharge on local calls.

\_\_\_\_\_

11. Portia Allen, one of the curators of the African-American Museum of Art, have purchased some sculptures done in the South before the Civil War.

\_\_\_\_\_

12. The famous athlete, appearing at several community events, is calling for a drug-free city.

\_\_\_\_\_

*Part 2 – Usage*

Irregular Verbs I

Study: The past participle form of a verb needs a helping verb. If a helping verb is not present, use the simple past tense form.

Example: The phone has rung six times.

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Directions: Write the correct form of the irregular verb (shown in parentheses) in the blank to complete each sentence.

1. Because his care wouldn't start, Edwin was \_\_\_\_\_ for missing the crucial meeting. (forgive)
2. Have you \_\_\_\_\_ the letter of complaint about the defective blender to the company? (write)
3. What the action had \_\_\_\_\_ was anger the already frustrated homeowners. (do)
4. Mr. Harris, the man who had caused the accident, \_\_\_\_\_ the victim to the hospital. (take)
5. The Planning Commission has \_\_\_\_\_ permission to build a new shopping mall at the southeast end of town. (give)
6. Through an academic scholarship program, the university has \_\_\_\_\_ to recruit more minority students. (begin)
7. The proposed airport has \_\_\_\_\_ the property owners' chances of receiving fair bids on the homes since no one wants to live with the constant noise. (hurt)
8. After the press conference was over, the director of the health services department \_\_\_\_\_ about the free AIDS screening program. (speak)
9. After the telephone had \_\_\_\_\_ for five minutes without an answer, Mrs. Rivera decided to check on her elderly neighbor in person. (ring)
10. The sudden, violent hurricane \_\_\_\_\_ three mobile homes onto the highway before the residents could leave the area. (blow)
11. The mother had, for some time, \_\_\_\_\_ that the medical tests showed a promising recovery for her daughter who had leukemia, but she did not want to become overly optimistic. (knew)
12. At the funeral for Reverend Williams, the choir from Greater Love Baptist Church has \_\_\_\_\_ several of his favorite hymns. (sing)
13. Because of the dangerous traffic, the children were \_\_\_\_\_ from crossing the street unless accompanied by an adult. (forbid)
14. It was while he was boarding the bus to return to the army base that the soldier had \_\_\_\_\_ and broken his leg. (fall)
15. The damage to his lungs was \_\_\_\_\_ during the twenty years he had smoked menthol cigarettes. (do)

*Part 2 – Usage*

Irregular Verbs II

Study: An irregular verb usually changes its spelling to form the past and past participle forms.

---

Directions: Each of the following sentences has one error in verb usage. Circle the error and write the correct form of the verb in the blank following each sentence.

1. While on her exercise program, Juanita jogged twice a week, attended an aerobic dance class once a week, and swum three times a week.

\_\_\_\_\_

2. Houseplants often grow better when they are spray with a mixture of water and fertilizer.

\_\_\_\_\_

3. Since Ivan had drove to the airport before, he know that traffic might be heavy, so we left twenty minutes earlier than I had planned.

\_\_\_\_\_

4. There was something wrong with the refrigerator since when I awoke on Tuesday morning everything, even the milk, had froze.

\_\_\_\_\_

5. Make sure you knock loudly because the doorbell has been broke since last week.

\_\_\_\_\_

6. As the ambulance attendant began to pack up his instruments, he told me it was fortunate we had called immediately since the child could have bled to death.

\_\_\_\_\_

7. The police department has drawed up a plan to fight gang crime, but the plan hasn't yet been given to the Chief for approval.

\_\_\_\_\_

8. The car sank after it had went over the bridge into the river.

\_\_\_\_\_

9. Because the robbery had occurred while she was actually in the house, she was shook by the fact that she could have been harmed if the thieves had known she was there.

\_\_\_\_\_

10. I had forgot that many synthetic fabrics shrink when left in a hot dryer for an entire cycle.

\_\_\_\_\_

11. When the recording artist sung her favorite song, my girlfriend pressed her hands against her lips and threw him a kiss.

\_\_\_\_\_

12. Joshua had been surprised when Grandpa Myers had gave him the watch that had become a family heirloom.

\_\_\_\_\_

13. On July 19, Norman Najirny speaked on a TV news show about inadequate funding for public education.

\_\_\_\_\_

## Part 2 – Usage

### Perfect Tense

Study: 1. The present perfect tense shows action that was completed in some indefinite time in the past or an action that began in the past and continues into the present. It is formed by using the helping verb has or have with the verb's past participle.

Example: She has worked here for several years.

2. The past perfect tense shows action that began and ended before another past action began. It is formed by using had with a past participle.

Example: You had finished working before I got here.

3. The future perfect tense shows future action that will begin and end before another future action begins. It is formed by using shall have or will have with a past participle.

Example: We will have finished working before dinner starts.

---

Directions: Complete each sentence by writing the correct perfect tense verb form in the blank.

1. Because of the higher plane fares established last year, passenger on trains \_\_\_\_\_ this year.  
(increase)

2. By the end of next year, the current popularity of neon-colored tennis shoes \_\_\_\_\_. (decline)

3. Before leaving camp last year, the boys \_\_\_\_\_ how to tie several kinds of knots. (learn)

4. Before this last incident, I thought you \_\_\_\_\_ that if you break the rules, you automatically will be punished. (understand)

5. Over 250,000 tourists \_\_\_\_\_ the theme park before the end of the summer season. (visit)

6. By the end of last week, management \_\_\_\_\_ all of the employees of the intended plant closing. (notify)

7. The airline \_\_\_\_\_ the plane two weeks prior to the accident. (inspect)

8. The disabled workers \_\_\_\_\_ that city buses equipped with wheelchair lifts. (suggest)

9. The company's effort to clean up the contaminated wastes \_\_\_\_\_ before the court order was obtained. (begin)

10. After the divorce, Mary \_\_\_\_\_ a difficult time supporting the children until Frank began to pay child support. (have)

11. For the last five years, Discount City \_\_\_\_\_ a child care service for its customers while they shop. (offer)

12. By the end of the day, the volunteers \_\_\_\_\_ flowers in each of the downtown planter to make the area more attractive. (plant)

13. Every week since they were married three years ago, Mr. and Mrs. Ling \_\_\_\_\_ at the Garden Spot Restaurant on Saturday night. (eat)

## Part 2 – Usage

### Commonly Confused Verbs

Study: A few verbs need special attention since they are often used incorrectly.

<u>Present</u>	<u>Past</u>	<u>Past Participle</u>	<u>(Meaning)</u>
lie	lay	lain	(to recline or rest)
lay	laid	laid	(to place an object)
set	set	set	(to place an object)
sit	sat	sat	(to take a seat)
rise	rose	risen	(to go up or to get up)
raise	raised	raised	(to lift up)

---

Directions: Check the appropriate meaning needed in each of the following sentences. Then circle the correct verb form.

1. Because of increased property taxes, the landlord is (raising, rising) the rent next month.
2. The papers you are searching for are (lying, laying) on the desk in the office.
3. The office manager (sit, set) down the coffee on the conference table.
4. To make a flaky pizza dough, let it (raise, rise) for a least an hour before placing it in the pans.
5. The dock worker asked the delivery man to (sit, set) boxes on the other end of the delivery platform.
6. The Queen Carpet Company had (laid, lain) the carpet in the house only two days before the Ortegas moved in.
7. Children learn responsibility by helping with minor tasks such as (sitting, setting) the table for dinner.
8. Mrs. Thomas had (laid, lain) in the hospital for two days before the police had been able to notify her children.
9. During our vacation in Atlantic City, I picked up over fifty shells I found (laying, lying) out on the beach and brought them home.
10. In reference to the charges of mismanagement, the owner said, “You can believe we won’t take this (sitting, setting) down.”
11. When the patient had (rose, risen) the next morning, the pain had almost disappeared.
12. As we were driving east towards Pennsylvania, the sun was (raising, rising) over the horizon.
13. During the family reunion, my favorite cousin and I went outside and (lay, laid) under the trees where we had played for years.
14. According to some analysts, consumer prices have (raised, risen) in the past ten years because of higher manufacturing costs.
15. On the way home from the birthday party, our son (lay, laid) his present on the back seat of the car.
16. I have (set, sat) on this bus and read many newspapers on my daily trips to work and home.

*Part 2 – Usage*

Plural and Possessive Nouns

- Study: 1. Plural nouns simply refer to more than one person, object, idea, or place.  
Example: I replaced the two front tires on my car.
2. Possessive nouns use an apostrophe to show ownership. Singular possessive is spelled with 's. Plural possessive is spelled with s'.  
Example: My mother's car and my brothers' cars all need new tires.
3. To decide whether a plural or a possessive noun form is needed, check the noun's meaning in the sentence. If the noun shows something else belongs to it, use the possessive form.

---

Directions: Circle the one incorrect plural or possessive noun in each of the following sentences. Write the correct form in the blank after each sentence.

1. The mother's youngest child was the only one who had problem's with his teeth.

\_\_\_\_\_

2. Students in China demonstrated to press the government to institute civil rights' such as freedom of speech.

\_\_\_\_\_

3. The governments proposed funding cuts of veterans services has angered many Vietnam era veterans.

\_\_\_\_\_

4. The man asked his children's permission to remarry because he wanted to let them know that their opinions' were important to him.

\_\_\_\_\_

5. Governor Lujan' plan to attract business's by providing them with tax incentives was applauded by the Better Business Association.

\_\_\_\_\_

6. While following the deers' trail, the three hunters recounted stories about memorable previous hunts.

\_\_\_\_\_

7. A new state law protects public employees who expose co-workers' fraudulent practices from threats or retaliation by the agencies for whom the employees work.

\_\_\_\_\_

8. After the searchers located the missing peoples, the Red Cross provided emergency medical attention and warm blankets.

\_\_\_\_\_

9. The Transit Authority agreed yesterday to change four buses' routes in order to better serve the communitys surrounding Chicago.

\_\_\_\_\_

10. Sunshine Food Market's prices are always lower than the other grocery stores prices.

\_\_\_\_\_

11. Harry accidentally dropped one of the bookcase's glass shelves while he was unpacking the carton.

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12. The crashes impact completely destroyed the engine of the car, but fortunately the passengers weren't seriously injured.

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**Part 2 – Usage**

Pronoun Antecedents

Study: The word to which a pronoun refers is called an antecedent. A pronoun must agree with its antecedent in number (singular or plural), in gender (masculine, feminine, or neuter), and in person (first, second, or third).

Example: Mark and Amy have finished their lunch.

---

Directions: Circle the pronoun that is incorrectly used in each sentence. Complete the columns with the correct pronoun and antecedent for each. The first one is completed as an example.

	<u>Correct Pronoun</u>	<u>Antecedent</u>
1. Mr. Peabody was having trouble completing him tax forms	<u>his</u>	<u>Mr. Peabody</u>
2. After eating, the satisfied cat licked her paws.	_____	_____
3. Together the Baileys and they agreed to share them expenses for the repairs.	_____	_____
4. The old house with plenty of storage space and a large yard has their good points.	_____	_____
5. Both Edward and Allan have had his difficulties with the law.	_____	_____
6. Like the neighbor, Ms. Gutierrez is planting their garden early this year.	_____	_____
7. Felicia couldn't recall which box did not have their top sealed.	_____	_____
8. Either Jennifer or Maxine is providing their own food for lunch.	_____	_____
9. You may forget the duffel bag if you leave them in the locker room during our aerobics class.	_____	_____
10. Neither Jimmy nor Sam brought along pictures of the wedding.	_____	_____
11. The people of France celebrated the 200 <sup>th</sup> anniversary of them independence with fireworks and parades.	_____	_____

*Part 2 – Usage*

Indefinite Pronoun Antecedents

Study: 1. Indefinite pronouns do not refer to particular persons or things.

<u>Singular Pronouns</u>			<u>Plural Pronouns</u>	
anybody	everyone	nothing	both	many
anyone	everything	one	few	several
each	neither	somebody		
either	nobody	someone		
everybody	no one			

2. A pronoun that refers to an indefinite pronoun antecedent must agree with that pronoun in gender, number, and person.

Example: Neither of the cats got its dinner.

---

Directions: Circle the pronoun in parentheses that agrees with the antecedent.

1. Each of the truck drivers received (his, their) mileage check and new load orders.
2. Every one of the electricians has (his, their) fair share of the work.
3. We will not be able to accomplish our objectives if everyone won't do (his, their) fair share of the work.
4. Several of the women bought (herself, themselves) ceramic statues at the museum party.
5. Perhaps one of the international tourists accidentally left (his, their) camera at the airport.
6. Anyone who can provide proof of purchase will have (his, their) camera at the airport.
7. Neither of the sales representatives was granted (her, their) request for a transfer.
8. Both of the caseworkers were informed of (his, their) reassignment to the emergency investigation unit.
9. If everyone wanted to schedule (his, their) vacation in July, it would cause production problems.
10. Each of the samples arrived in (its, their) own package.
11. A few were informed that (he, they) would be laid off at the end of August.
12. Nobody, not even the kids who were involved, would tell (his, their) side of the story.
13. Either Ben or Zack will have to admit the truth about (his, their) involvement in the accident.
14. Because of the delay in processing, neither of the ladies received (her, their) order within six weeks as promised.
15. There has been a great deal of confusion about whether anyone can file (his, their) case in small claims court.
16. Many of the employees want (its, their) insurance claims to be filed by Personnel.
17. No one wants (his or her, their) taxes to increase, but most people want more services from government.
18. Everybody in the group of expectant mothers wanted to add to (her, their) knowledge about raising children.

19. If anybody in the Men's Garden Club wants to bring (his, their) spouse to the meeting, visitors are always welcome.

20. A few of the players on the softball team said that (he, they) could practice after work.

21. One of the nurses said that (she, they) could work a double shift.

*Part 2 – Usage*

Pronoun Errors

Study: Subject pronouns must be used in compound subjects. When used with nouns, pronouns are always placed last. A subject pronoun is also used when a pronoun in the predicate refers to the subject and follows a linking verb.

Example: The winner of the race was she.

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Directions; Rewrite the following sentences, correcting any pronoun errors.

1. Terry, Jose, and him took their wives out to dinner together.

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2. Tonight us and the Browns are going to see the just released movie.

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3. The general did not know it was them who arrived at the military base.

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4. The reporter asked if it was me who reported the fire.

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5. While playing at the park, him and the children found a stray cat that they brought home.

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6. After the reception, Mr. and Mrs. Santucci and them stopped by the house before going to the reception.

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**Part 2 – Usage**

Homonyms

Study: Some pronouns are confused with words that sound like them.

1. It's: a contraction of the pronoun it and the verb is  
Its: a possessive pronoun showing ownership
2. They're: a contraction of the pronoun they and the verb are  
There: an adverb that show direction  
Their: a possessive pronoun that shows ownership
3. Who's: a contraction of the pronoun who and the verb is  
Whose: a pronoun showing possession
4. You're: a contraction of the pronoun you and the verb are  
Your: a possessive pronoun

---

Directions: Insert the correct word from the list above in the blank in each of the following sentences.

1. The store that sells only cookies will open \_\_\_\_\_ third site next week in the mall.
2. The person \_\_\_\_\_ responsible has not yet been identified.
3. \_\_\_\_\_ very fortunate that she was offered a scholarship; she wouldn't have been able to attend otherwise.
4. Due to their past involvement, \_\_\_\_\_ being asked to help the new volunteers learn their responsibilities.
5. The packing crates we need are over \_\_\_\_\_ by the wall.
6. The child \_\_\_\_\_ parents encourage good study habits usually does well in school.
7. Please bring \_\_\_\_\_ suggestions regarding safety to the next meeting.
8. The McDonald family took \_\_\_\_\_ dog with them
9. \_\_\_\_\_ when they went to visit Mrs. McDonald's mother in Florida.
10. \_\_\_\_\_ position on gun control after the shooting incident.
11. \_\_\_\_\_ being asked to bring a dish for your company picnic.
12. While good nutrition is important, \_\_\_\_\_ also necessary to get an adequate amount of exercise.
13. To register for any job listed on the board you must have \_\_\_\_\_ social security card with you.
14. The actor \_\_\_\_\_ most popular at any given time usually has a special, innocent look about him or her.
15. Because \_\_\_\_\_ so organized, they can get a lot accomplished each day.

**Part 2 - Usage**

## Adjectives

Study: 1. To compare two people, places, or things, use the comparative degree (words usually ending in -er or using more).

Example: Can you work faster or more productively?

2. To compare more than two people, places, or things, use the superlative degree (words usually ending in -est or using most). Never use more or most with adjectives ending in -er or -est.

Example: You are the most productive employee we have.

---

Directions: Each of the following sentences contains an error in adjective usage. Circle the error and correct it on the line below.

1. Between Derrick and Paul, Derrick has the best chance of being promoted.

\_\_\_\_\_

2. Of all the people I know, Louise is the more patient.

\_\_\_\_\_

3. We're going to buy the used car because it's least expensive than the new care we wanted bout couldn't afford.

\_\_\_\_\_

4. At the restaurant, we saw the most biggest lobster we've ever seen.

\_\_\_\_\_

5. It is difficulter than I thought it would be to put up patterned wallpaper.

\_\_\_\_\_

6. The fender of the car was more smother after the repair shop finished it.

\_\_\_\_\_

7. Mrs. Carter, who has seen many exotic plants, remarked that this was the more unusual one.

\_\_\_\_\_

8. Of the two neighbors who often enjoyed the warm summer evenings, the Reeds' patio was always neatest.

\_\_\_\_\_

9. My husband feels comfortable here than at my mother's house so we appreciate your letting us stay for the night.

\_\_\_\_\_

10. Because snow drifts on this road, it is the dangerousest road in the county.

\_\_\_\_\_

11. He said he felt most rested today than he did yesterday.

\_\_\_\_\_

12. That area of the city seems to be more quiet than any other.

\_\_\_\_\_

13. I was attracted to him because I thought he was the funnier man I had ever met.

\_\_\_\_\_

14. It was hard to tell who was angriest, Mr. Chappell or Mr. Warner.

\_\_\_\_\_

**Part 3 - Sentence Structure**

Sentence Fragments

Study: A sentence must have a subject and a predicate and must express a complete thought.

Example: The Supreme Court members announced a ruling on the case about flag burning.

---

Directions: Identify each of the following groups of words by writing an F if the group of words is a fragment, or by writing S if it is a sentence. Then, on another sheet of paper, rewrite the fragments as complete sentences.

\_\_\_\_\_1. A class of adults learning about how to make their own car repairs.

\_\_\_\_\_2. Police crackdowns could raise adult drug arrests by about 80 percent.

\_\_\_\_\_3. The laborers' union council to decide what sites to picket.

\_\_\_\_\_4. Charged with drunken driving after falling asleep at a traffic light.

\_\_\_\_\_5. Mr. Contreras, the only resident who is against the plan.

\_\_\_\_\_6. Plans to buy the deluxe vacuum cleaner since it is on sale.

\_\_\_\_\_7. The State Representative challenged the state-operated lottery, but his challenge was voted down.

\_\_\_\_\_8. A survey of twenty-two cities that are considering new property taxes.

\_\_\_\_\_9. To combat child abuse, the agency has requested an additional thirty social workers.

\_\_\_\_\_10. To repair over half of the state's crumbling bridges.

\_\_\_\_\_11. After deciding on going to the lake and buying the necessary fishing permits.

\_\_\_\_\_12. The low-income housing project which will be located near Huntley Park.

\_\_\_\_\_13. A prison construction project could employ over one hundred community residents.

\_\_\_\_\_14. Over two thousand people attended the annual Malcolm X Day in honor of the slain civil rights leader's birthday.

\_\_\_\_\_15. Educators planning to boycott the reduction of funds for the community college library's computer system.

\_\_\_\_\_16. The brown shrimp harvest is expected to be the biggest in three years.

\_\_\_\_\_17. Most of the drug-related deaths reported in 1989.

\_\_\_\_\_18. On the way to the local discount store, seeing a video store's offer of three movies for \$5.00

\_\_\_\_\_19. To discuss the role of women in history, a three-day conference is planned.

\_\_\_\_\_20. The school committee member, arguing that "children have the right to know how to protect themselves."

*Part 3 - Sentence Structure*

Run-on Sentences

Study: Run-on sentences are two or more sentences strung together in one very long sentence. The run-on expresses two or more complete thoughts and confuses readers. Run-on sentences can usually be corrected by separating the ideas into two or more sentences. Run-on sentences can also be corrected by using appropriate conjunctions and punctuation.

Example: Jake got a speeding ticket; he is taking a defensive driving course.

---

Directions: Rewrite one of the two paragraphs below, correcting any run-on sentences. Add words as necessary to form complete sentences.

Paragraph 1:

People who have been divorced know that the breakup of a marriage can leave deep scars on their children who often think they are at fault for the divorce and blame themselves for being “bad” children. Children are also afraid that they will become latchkey kids, sometimes they fear that they will become homeless or have to live in a shelter, or they may have fantasies about the absent parent returning, or become victims of custody battles and have to choose between their mother and father.

Paragraph 2:

The credit card industry is less than forty years old and some credit cards have offered real convenience, those accepting credit cards include hospitals for open-heart surgery and the federal government for income taxes. Credit cards have made debt the American way of life so instead of saving for a washer and dryer people merely charge them but do not realize that it may cost them more to charge than to pay cash. As a result of easy access to credit, many American families are over their heads in debt.

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**Part 3 - Sentence Structure**

Sentence Combining I

Study: Two related sentences are often joined with a linking word (conjunction) to form one compound sentence. The conjunction must properly reflect the meaning of the sentence. Some common linking words include: and, nor, but, otherwise, consequently, or, however, for example, in addition, and meanwhile.

Example: I read the list of apartments for rent; however, none accepts pets.

---

Directions: Insert an appropriate linking word from the list above in the blank in each of the sentences below. Add correct punctuation if needed.

1. Computers perform many repetitive tasks \_\_\_\_\_ they cannot replace people's ability to think.

2. The woman had little hope for recovery \_\_\_\_\_ her husband believed she could fight the disease.

3. Do you want to spend the evening at home watching TV \_\_\_\_\_ would you rather go bowling?

4. The traffic was heavier than usual \_\_\_\_\_ we were late for our appointment.

5. You need to inspect each part carefully \_\_\_\_\_ you may miss some of the defective ones.

6. Exercise helps to strengthen your heart \_\_\_\_\_ it also helps to control your weight.

7. The government sometimes wastes money \_\_\_\_\_ it paid \$6.00 apiece for door hinges which cost about seventy-five cents at a hardware store.

8. Plants are not very expensive gifts \_\_\_\_\_ they are readily available almost everywhere.

9. In Illinois, citizens were encouraged to spend more money \_\_\_\_\_ in Texas, citizens were urged to put more of their money in savings accounts.

10. You cannot smoke in that part of the building \_\_\_\_\_ can you have food or drink here.

11. I really like living on the West Coast \_\_\_\_\_ I miss the change of seasons in the Midwest.

12. You have completed the probationary period successfully \_\_\_\_\_ you are eligible for union membership.

13. The homeowners obviously didn't know about the flood conditions \_\_\_\_\_ they would have begun making preparations for it sooner.

14. Many people aren't interested in local politics \_\_\_\_\_ only one-sixth of the city residents voted in the last election.

15. This brand of toilet tissue is more expensive \_\_\_\_\_ it is softer and has more sheets per roll

### *Part 3 - Sentence Structure*

#### Sentence Combining II

Study: There are several ways to combine sentences. Sometimes one sentence can be changed into a phrase or a dependent clause. Other times, sentences can be joined either the appropriate coordinate conjunction (and, but, or, nor, for, yet). When combining sentences, check the new sentence for correct punctuation.

Example: Some people prefer city living, yet others prefer the country.  
While some people prefer the city, others prefer the country.

---

Directions: For each group of sentences below, combine them and write a new sentence on another sheet of paper. Check your punctuation.

1. Advanced Business System's training program was very costly. Their record of job placement was excellent.
2. The police officer is very efficient. She often gets tired of the paperwork.
3. He bought a new set of carpet mats for the car. They were on sale last week.
4. Most brands of lunch meat contain artificial preservatives. Artificial preservatives are used to retard spoilage.
5. We can leave for the restaurant soon. I need to make these phone calls first.
6. I will finish washing the windows. Could you please mow the lawn?
7. Some companies use drug testing. It is a standard part of their pre-employment process.
8. Grocery stores in the inner city and the suburbs are often run by the same company. There are often differences in prices for the same product.
9. "Happy Days Are Here Again" was a popular song. It was one of the most well-known songs of the 1930's.
10. The package was mailed on Wednesday by Mrs. Sinatra. It was addressed to her grandchild.
11. The report caused controversy within the agency. It was recently filed by the Internal Investigation Unit.
12. The list showed that fees vary widely. Lawyers charged from \$225 to \$2,500 for an uncontested divorce.
13. The Disney-MGM Studios Theme park is near Orlando, Florida. It cost \$500 million to build.
14. General Motors' Corvette ZR1 has a top speed of 180 m.p.h. This car can go from 0 to 60 m.p.h. in 4.2 seconds.
15. Scientists R. Stanley Pons and Martin Fleischmann claimed they found a simpler way to generate fusion. Many other scientists said that their work was flawed.
16. I had a car accident when I was sixteen. I had nightmares for ten years afterward.

### Part 3 - Sentence Structure

#### Parallel Structure

Study: Parallel sentence structure involves making sure that related words or phrases within a sentence are in similar form. When a series of verbs, nouns, adjectives, adverbs, or phrases are joined with a linking word make all the items parallel in form.

Example: (not parallel): The leader of the group is shrewd, tough, and has power.

(parallel): The leader of the group is shrewd, tough, and powerful.

---

Directions: Circle the part of each sentence below that is not parallel. Then rewrite the sentence incorrect form on another sheet of paper.

1. The residents volunteered to board up abandoned buildings, wash graffiti off the walls, and are patrolling the park.

2. The employees were asked to stock the shelves, take inventory, and were sweeping the floor.

3. Beginning the preparations now will be better than to postpone them.

4. To prevent crime, both police protection and involving the community are necessary.

5. Mr. Cutter thinks travel is exciting because it allows him an opportunity to meet new people and for seeing different places.

6. The hospital staff asked the patient for his name, his address, and what his phone number was.

7. People tend to exercise more regularly if they take part in more than one activity; for example, a person could alternate bicycling, walking, and to swim occasionally.

8. It's quiet now because Josh is sleeping. Trina is playing outside, and Brian decided to read a book.

9. On the weekends we enjoy going out to eat, the shopping malls, and driving in the country.

10. Many fast food restaurants' milkshakes are not made with milk but rather with

fillers, flavorings, and many have added chemicals.

11. When examining a house, always check for water marks on the walls, how much pressure the water faucets have, and sediment in the pipes.

12. A small family business has a better chance of being profitable if its product is unique, uses common ingredients, and the prices are fairly low cost.

13. To live well requires a belief in one's self, an attitude of fairness, and having a desire to help others.

14. Using fertilizer, watering regularly, and making sure to weed every week can improve the harvest from your garden.

15. The Bill of Right guarantees our freedom of speech, our right to assemble peacefully, and we have the right to bear arms.

16. Neither exercising nor to eat less food is the best way to lose weight; the best way is to combine the two.

17. Good books, watching movies, and softball are three of my favorite hobbies.

18. At noon I'll deposit my paycheck, put gas in the car, and we need some bread.

**Part 3 - Sentence Structure**

Subordination

Study: Subordination is joining ideas of lesser importance to a main idea. To use subordination correctly, first identify the main idea and the subordinate idea in a sentence. Then use an appropriate subordinating word to link the ideas. The resulting sentence should be clear and logical.

Examples of subordinating words and their purposes are listed below:

Cause and Effect

because            in order to  
even if            in order that  
unless            so that

Comparison

as much as            as if  
as well as            just as  
considering that

Contrasts

although            unlike  
though            whereas  
unless            while

Time Related

as            since  
after            until  
as soon as            before  
whenever            while

---

Directions: On another sheet of paper, combine the sentences in each group, using a subordinating word that expresses the logical connection.

1. Johnson has to leave early. He has to pick up his son from the day care center.
2. The hurricane had destroyed the mobile home park. The federal government provided emergency assistance.
3. Newspapers can give specific details of a story. Television news usually only reports the general outline.
4. Tooth decay has decreased significantly. This is probably because toothpastes now contain fluoride.
5. The quality of future life depends on us. The Environmental Protection Agency wants to act now to protect the environment.
6. We could save enough money for the down payment. We would still need to have money for moving costs and initial repairs.
7. I will take Mother to visit her friends. I will stop at the cleaners and drop off the clothes.
8. The new findings show that dairy products contain fat. They also contain calcium and vitamins.
9. I would like to go with you. I have to care for my sister's children since she's in the hospital.
10. The problem of drug use needs to be addressed. Many of our children will become victims.
11. I don't get home from work until after 6:00. I miss seeing the 5:30 TV news shows every day.
12. My dental hygienist is gentle and does not cause me discomfort when she cleans my teeth. I plan to continue getting my teeth cleaned every six months.

### *Part 3 - Sentence Structure*

#### Misplaced Modifiers

**Study:** Modifiers are words or phrases that limit or expand your understanding of another word or phrase. Sometimes a modifier is used in the wrong place.

**Rule:** Modifiers should be placed as near as possible to the word or words they modify in order to clearly convey the meaning of a sentence.

**Incorrect:** Mr. Morey explained how to work the microwave oven the phone.

**Correct:** Mr. Morey explained on the phone how to work the microwave oven.

---

**Directions:** Some of the following sentences have misplaced modifiers; some sentences are correct as written. On another sheet of paper, rewrite the sentences below that contain misplaced modifiers, correcting the errors. Check the rewritten sentences for correct punctuation.

1. My neighbor bought the used car from a reputable dealer with low mileage.
2. The plant supervisor discussed the possibility of implementing the employee medical coverage plan during lunch.
3. We discussed plans for the annual company picnic in the boss's office.
4. I returned the defective lawn mower to the store that I had bought.
5. In the blender, the chef's assistant mixed the ingredients for the cake filling.
6. Behind the secretary's desk, the janitor located the missing file.
7. Mr. Meyers yelled at the children who were playing the in the street angrily.
8. Driving in the fog, the bus driver was unable to see the oncoming traffic.
9. The caseworker in the lobby with the beautiful long hair was explaining the application procedure to a client.
10. Destroyed by the fallen tree, Jorge looked sadly at the newly purchased car.
11. Jammed under the doorway, Mrs. Cheng found the missing lottery tickets.
12. Coming up the driveway on a skateboard, we waved to the smiling boy.
13. Containing over fifty-four software disks, Jennifer was cleaning out the file cabinet.
14. The painter began work on the rented house wearing overalls.
15. The Mississippi River has been polluted by factory waste which is over two miles wide.
16. Covered by the papers on the desk, we couldn't locate the keys to the computer room.
17. Mrs. Kaspar was waiting for her physician to call impatiently with the test results.
18. Wearing his full dress uniform, Jonathan was preparing for the arrival of the commander.
19. Disposing of the incriminating evidence, the police officers caught the bank manager who had been embezzling funds for years.
20. Elwin purchased a compact disc player from the audio store with seven special features.

### Part 3 - Sentence Structure

#### Dangling Modifiers

Study: A dangling modifier does not have the object to which the modifier refers in the sentence.

Incorrect: Driving to Memphis, the highway was extremely crowded.

Who was driving to Memphis? The highway can't drive itself. The reader does not know who was driving to Memphis. The corrected sentence makes clear who was driving.

Correct: While we were driving to Memphis, the highway was extremely crowded.

---

Directions: Some of the following sentences contain a dangling modifier. Underline any dangling modifiers, and then write a correct form of the sentence on another piece of paper. Some of the sentences are correct as written.

1. While enjoying lunch with my co-workers, my car was stolen.
2. Going to the hospital, the ambulance was hit by another car.
3. With time to spare, the printing crew finished the rush job.
4. At the age of thirteen, my family moved back East.
5. Walking home from the bus stop, the umbrella was caught by the wind and blew away.
6. The computer broke before I finished inputting the information.
7. Waiting for the check to arrive in the mail, the bills became overdue.
8. After working all day, the bed was a welcome sight.
9. Rushing to get to work, the flat tire on the car caused a delay.
10. While he was concentrating on the play-off game, his wife was preparing dinner.
11. Parking at the mall, my car was hit by a man who wasn't paying attention to what he was doing.
12. Wondering what to do next, the assembly line stopped while the supervisors discussed the problem.
13. Exhausted and sunburned, my trip would soon come to an end.
14. As the police were on the way to the accident, their own car was hit.
15. Walking through the discount store, the aisles were cluttered with merchandise.
16. Old and worn out, the real estate agent showed us the big house.
17. Having read the recipe, a casserole was baked for the guests.
18. Speaking to a group of strangers, my knees knocked and my hands shook.
19. The police officer advised the thief of his right to consult a lawyer before booking him.
20. While walking in the park, a huge dog bit my leg.
21. Reeling in the line quickly, the fish jumped off the hook.
22. After snooping around the office, the contact was found on a chair.

23. Dangling from the fishhook by its mouth, the excited boy reeled in his first fish.

24. Circling overhead, Jack watched the vultures hovering nearby.

**Part 3 - Sentence Structure**

Unclear Pronoun Reference

Study: Some sentences contain pronouns that are confusing because the antecedent for the pronoun is unclear. When this happens, you should substitute the noun referred to for the unclear pronoun.

Incorrect: Writing helps them clarify their thinking.

Correct: Writing helps people clarify their thinking.

---

Directions: Each of the following sentences contains an unclear pronoun reference. Circle each unclear pronoun. The rewrite each sentence, correcting any unclear pronouns.

1. Mrs. Hardin mentioned to Mrs. Mitchell that she could begin decorating the table for the buffet.

---

---

2. When employees and supervisors discuss safety conditions, they report what they think are the dangerous area in the plant.

---

---

3. With rain and snow, it's hard to get around town.

---

4. Mr. Underling has been asking Jeremy to bring his money for the trip.

---

---

5. Discussing the incident, it was said that Ms. West was not responsible for her behavior.

---

---

6. On a regular basis, they broadcast news that is positive and enhances the community.

---

---



## Combining Sentences

**F**or  
**A**nd  
**N**or  
**B**ut  
**O**r  
**Y**et  
**S**o

FANBOYS – This word is a memory device to help you remember the coordinating conjunctions that join words, phrases, and independent clauses.

CT = complete thought, also called an independent clause. It could stand alone as a sentence, because it has a subject, a verb, and a complete thought.

IT = incomplete thought, also called a dependent clause.

### Compound Sentences

(Both parts are complete thoughts)

**Correct** options      CT. CT.  
                                 CT, and CT. (FANBOYS + comma)  
                                 CT; CT.  
                                 CT; however, CT.  
                                 ; therefore,  
                                 ; for example  
                                 ; next

**Incorrect** options      CT CT.              (These are always wrong)  
                                 CT, CT.

### Complex Sentences

(One part is complete, one part is incomplete- the IT is subordinate to the CT)

Correct punctuation      IT, CT.              (IT introduces the CT)  
                                 CT, IC

**Subordinating Conjunctions** (These change a complete thought to an incomplete thought)

after, before, once, since, until, when, whenever, while  
in order that, so, so that  
where, wherever  
if, even if, unless  
whether  
although, even though, though  
as, because, since

## ANSWERS & EXPLANATIONS

### *Part 1 - Mechanics*

#### **Capitalization**

The corrected words are:

- |                            |                                    |
|----------------------------|------------------------------------|
| 1. director, state         | 8. Pacific Ocean                   |
| 2. South                   | 9. Jamaica, tourist                |
| 3. Doctor                  | 10. high school, Community College |
| 4. Japanese, German        | 11. correct as written             |
| 5. correct as written      | 12. world, Africa                  |
| 6. Pollution               |                                    |
| 7. federal government, war |                                    |

#### **Comma Use 1**

- |   |   |
|---|---|
| 1. Volunteers to prepare food, package individual meals, and deliver food to elderly shut-ins are needed by the Community Action Center               | 9. After the job was completed, the contractor checked to see if the customers were satisfied.                                  |
| 2. Answering questions regarding nuclear waste, the spokesperson for the electric company was visibly nervous.  | 10. The list containing the names, addresses, and phone numbers of each of the applicants was given to the employment office.   |
| 3. Anthony Ching, the union's shop steward, provides the company with a list of repairs.  | 11. Jonathan Welch, a senator from Texas, introduced legislation that would provide stricter punishment for drug pushers.       |
| 4. The newspaper editor asked the reporter to investigate the accident, determine the real cause, and identify the person responsible for the damage. | 12. On the way to her job, Mr. Chaney drops off her daughter at the Sunshine Child Care Center.                                 |
| 5. Until she had completed the probationary period, the new employee was not allowed to use the chemicals alone.                                      | 13. Isaac Asimov, an award winning scientist, has also written many books.  |
| 6. To fully understand the situation, the dismayed parents asked to speak to the principal.   | 14. When spring begins, many Americans prepare their income tax forms for the Internal Revenue Service.                         |
| 7. Patients are taught about sound nutrition, appropriate exercise, and stress reduction.   | 15. Our summer garden is producing corn, squash, tomatoes, cucumbers, and green peppers.  |
| 8. Mrs. Landover, the most active club member, suggested conducting a bowl-a-thon to raise money.   | 16. Wind, insects, bats, birds, moths, and butterflies help plants to transfer their pollen from the male to the female plants. |
|   | 17. Agates, semiprecious stones, have bands of different colors.  |

## Comma Use II

The correctly punctuated sentences are:

1. The vocational component of Dawson Technical Institute offers programs in machine repair, data process, and respiratory therapy.
2. The woman who identified the criminal was given a reward by the prosecutors.
3. The carpet, which they purchased only two years ago, was completely ruined by the flood.
4. To comply with state health regulations, people without shoes are not allowed into most restaurants.
5. Correct as written.
6. The anxious father paced the floor and smoked continuously until his wife delivered the baby.
7. Mr. McArthur, a self-made millionaire, is a major contributor to the to the minority scholarship program.
8. Yesterday the excited bride-to-be bought the invitations, addressed the envelopes, and deposited them in the mail.
9. Because of the delay in processing the orders, the managers asked the employees to work overtime.
10. The driver of the car that went speeding through the red light was stopped immediately by the police.
11. Victor, recommended by his supervisor, was given a promotion to line foreman.
12. Sarah Williams, whom I've know for fifteen years, was given the Outstanding Adult Students Award for her commitment to helping others further their education.
13. Correct as written.
14. Wanting to lose weight in order to improve his health, Mr. Ferro contacted several diet programs.
15. When planting flowers or vegetables, always water the ground thoroughly.
16. Correct as written.
17. The car with the sun roof, power windows, and power locks is the one I want.
18. Correct as written.

## Semicolons and Commas

The correctly punctuated sentences are:

1. Mrs. Sheared works full-time, but she also attends the Washington Evening School to prepare for her GED examination.
2. According to management, the painters are paid an adequate salary; however, the painters are continuing to request salary raises.
3. The caseworkers were upset; they had just been informed that the child had run away from home again.
4. Many people believe that drunk drivers should have their licenses revoked; moreover, they believe that drunk drivers who are involved in accidents should go to jail.

5. Doctors urge patients to develop a healthier diet, and they encourage regular exercise to strengthen the heart muscle.

6. The number of African-American, Hispanic, and Asian minorities is growing; in fact, by the year 2010, almost 40 percent of the population under 18 will be minority.

7. The unpopular candidate tried to address the key issues in the campaign, but the angry crowds kept interrupting his speech.

8. Discrimination based on gender has been made illegal; however, many women proclaim that it still exists.

9. The phone customers were enraged; the long distance call rate was being increased again.

10. Only 15 percent of court-ordered child support is ever paid by fathers; consequently, many children are not receiving adequate support.

11. Let's stop at that new restaurant; I'm starving.

12. The Andersons must leave a 6:00 a.m.; otherwise, they will miss their flight to Los Angeles.

### **Apostrophes**

The words that need apostrophes are:

1. buyer's
2. suspect's
3. Florida's
4. missiles' fuel tanks
5. drivers
6. correct as written
7. couldn't, children's
8. weren't
9. car's, hadn't
10. correct as written
11. it's

12. Frank's, won't
13. President's
14. Chicago's
15. reporter's
16. family's, wasn't
17. isn't
18. We're, neighbors'
19. company's
20. didn't, I'll
21. he'd, didn't, I've
22. plan's

### **Quotation Marks**

1. The mayor's aide reported, "Mayor Stillwater has appointed an interim director to fill the vacancy caused by Ms. Terrell's resignation."

2. The hotel manager announced, "There will be a complimentary dinner for those guests who were disturbed by the noise."

3. The lottery winner screamed, "I can't believe I won!"

4. "Although you can't say that stress directly causes people to be ill," said the

health counselor, "stress does significantly affect a person's general health."

5. "When the tenants band together to protest unsanitary living conditions, the landlords are more easily persuaded to make improvements," explained the lawyer.

6. At an international meeting to support a ban on ozone-destroying chemicals, the concerned representative noted, "The Earth's ozone helps filter the sun's ultraviolet rays that cause skin cancer. Without it, we would all die."

7. Speaking about a proposed law to ban pornography, the activist said, "We are drowning in garbage, and this law is a long overdue lifeline."
8. An unemployment specialist reported, "Low pay is the top reason that millions of one-worker households are poor."
9. Explaining why customer received monthly bills exceeding \$10,000, the company spokesperson said, "The computer had a malfunction in the program that prepares the bills."
10. "We provide the best service," claimed the car dealer, "and can arrange financing for almost anyone."
11. Detroit's mayor Coleman Young told reporters, "One thing you learn as mayor is how long it takes to get something done; you have to stay on it."

12. When asked how soon Americans will have smart credit cards, the expert advised, "Not right away; it's expensive to put in the computer terminals in stores that accept the cards."
13. "If you wouldn't give your baby a bottle of gin the day after birth, why give it one the day before?" asked the doctor who advised pregnant mothers against drinking alcohol.
14. "Inpatient mental hospitalization of teenagers has increased dramatically," said the doctor to the audience of concerned parents.
15. "Whether Pete Rose gambles on the baseball field is his own business," said my brother, but I replied, "No, because he's a public figure that kids look up to, it's everyone's business."
16. "Research has shown," said the biologist, "that Britain's five million house cats kill over twenty million birds a year."

## ***Part 2 - Usage***

### **Subject/Verb Agreement I**

- |              |            |
|--------------|------------|
| 1. has       | 11. expect |
| 2. were      | 12. dump   |
| 3. has       | 13. is     |
| 4. increases | 14. plan   |
| 5. try       | 15. become |
| 6. has       | 16. is     |
| 7. want      | 17. avoid  |
| 8. Does      | 18. eat    |
| 9. take      | 19. are    |
| 10. brings   |            |

### **Subject/Verb Agreement II**

- |               |                |
|---------------|----------------|
| 1. anticipate | 8. have        |
| 2. was        | 9. has         |
| 3. believe    | 10. were, were |
| 4. agree      | 11. was        |
| 5. were       | 12. has        |
| 6. was        | 13. want       |
| 7. have, need | 14. contain    |

15. has
16. are
17. encourage

18. are
19. needs
20. has

### **Subject/Verb Agreement III**

1. was
2. C
3. were
4. C
5. were
6. was

7. have, need
8. Does
9. checks
10. show
11. has
12. C

### **Irregular Verbs I**

1. forgiven
2. written
3. done
4. took
5. given
6. begun
7. hurt
8. spoke

9. rung
10. blew
11. known
12. sung
13. forbidden
14. fallen
15. done

### **Irregular Verbs II**

1. swam
2. sprayed
3. driven
4. frozen
5. broken
6. bled
7. drawn

8. gone
9. shaken
10. forgotten
11. sang
12. given
13. spoke

### **Perfect Tense**

1. have increased
2. will have declined
3. had learned
4. had understood
5. will have visited
6. had notified
7. had inspected
8. suggested

9. had begun
10. had had
11. has offered
12. will have planted
13. have eaten

### **Commonly Confused Verbs**

1. raising

2. laying

3. set
4. rise
5. set
6. laid
7. setting
8. lain
9. laying
10. sitting

11. risen
12. rising
13. lay
14. risen
15. laid
16. sat

### Plural and Possessive Nouns

1. problems
2. rights
3. government's
4. opinions
5. businesses
6. deer's

7. agencies
8. people
9. communities
10. stores'
11. shelves
12. crash's

### Pronoun Antecedents

- |          |               |
|----------|---------------|
| 1. his   | Mr. Peabody   |
| 2. its   | cat           |
| 3. their | Baileys, they |
| 4. its   | house         |
| 5. their | Edward, Allan |
| 6. her   | Ms. Gutierrez |

- |           |                  |
|-----------|------------------|
| 7. its    | box              |
| 8. her    | Jennifer, Maxine |
| 9. it     | duffel bag       |
| 10. his   | Jimmy, Sam       |
| 11. their | The people       |

### Indefinite Pronoun Antecedents

1. his
2. his
3. his
4. themselves
5. his
6. his
7. her
8. their
9. his
10. its
11. they

12. his
13. his
14. her
15. his
16. their
17. his or her
18. her
19. his
20. they
21. she

### Pronoun Errors

1. Terry, Jose, and he took their wives out to dinner together.
2. Tonight the Browns and we are going to see the just released movie.
3. The general did not know it was they who arrived at the military base.

4. The reporter asked if it was I who reported the fire.
5. While playing at the park, the children and he found a stray cat that they brought home.
6. After the wedding, Mr. and Mrs. Santucci and they stopped by the house before going to the reception.

### **Homonyms**

- |            |             |
|------------|-------------|
| 1. its     | 8. their    |
| 2. who's   | 9. its      |
| 3. It's    | 10. You're  |
| 4. they're | 11. it's    |
| 5. there   | 12. your    |
| 6. whose   | 13. who's   |
| 7. your    | 14. their   |
|            | 15. they're |

### **Adjectives**

- |                        |                     |
|------------------------|---------------------|
| 1. better              | 8. neater           |
| 2. most patient        | 9. more comfortable |
| 3. less expensive      | 10. most dangerous  |
| 4. the biggest lobster | 11. more rested     |
| 5. more different      | 12. quieter         |
| 6. smoother            | 13. funniest        |
| 7. most unusual        | 14. angrier         |

### ***Part 3 - Sentence Structure***

#### **Sentence Fragments**

*Sentences will vary with students. Following are examples of correct sentences.*

1. A class of adults is learning about how to make their own car repairs.
2. Correct as written
3. The laborers' union council will meet to decide what sites to picket.
4. The person was charged with drunken driving after falling asleep at a traffic light.
5. Mr. Conteras, the only resident who is against the plan, did not attend.
6. She plans to buy the deluxe vacuum cleaner since it is on sale.
7. Correct as written.
8. A survey a twenty-two cities that are considering new property taxes was conducted.

9. Correct as written.
10. A contract was issued to repair over half of the state's crumbling bridges.
11. After deciding on going to the lake and buying the necessary fishing permits, we began our trip.
12. The low-income housing project will be located near Huntley Park.
13. Correct as written.
14. Correct as written.
15. Educators plan to boycott the reduction of funds for the community college library's computer system.
16. Correct as written.
17. Most of the drug-related deaths reported in 1989 were caused by cocaine.
18. On the way to the local discount store, I saw a video store's offer of three movies for \$5.00
19. Correct as written.
20. The school committee member argued that "children have the right to know how to protect themselves."

### **Run-on Sentences**

*Sample paragraphs follow. They could be corrected in other ways.*

#### **Paragraph 1:**

People who have been divorced know that the breakup of a marriage can leave deep scars on their children. Children often think they are at fault for the divorce. They blame themselves for being "bad" children. Children are also afraid that they will become latchkey kids. Sometimes they fear that they will become homeless or have to live in a shelter. They may have fantasies about the absent parent returning. Some become victims of custody battles and have to choose between their mother and father.

#### **Paragraph 2:**

The credit card industry is less than forty years old. Some credit cards have offered real convenience. Those accepting credit cards include hospitals for open-heart surgery and the federal government for income taxes. Credit cards have made debt the American way of life. Instead of saving for a washer and dryer, some people merely charge them. They do not realize that it may cost them more to charge than to pay cash. As a result of easy access to credit, many American families are over their heads in debt.

## Sentence Combining I

*Answers may vary. Following are examples.*

- |                    |                    |
|--------------------|--------------------|
| 1. ; however,      | 9. ; meanwhile,    |
| 2. , but           | 10. , nor          |
| 3. , or            | 11. , but          |
| 4. ; consequently, | 12. ; therefore,   |
| 5. ; otherwise,    | 13. ; otherwise,   |
| 6. ; in addition,  | 14. ; for example, |
| 7. ; for example,  | 15. ; however,     |
| 8. , and           |                    |

## Sentence Combining II

*Sentences will vary. Following are some examples.*

1. Advanced Business System's training program was very costly, but their record of job placement was excellent.
2. Although she often gets tired of the paperwork, the police officer is very efficient.
3. Last week he bought on sale a new set of carpet mats for the car.
4. Most brands of lunch meat contain artificial preservatives that are used to retard spoilage.
5. We can leave for the restaurant as soon as I make these phone calls.
6. While I finish washing the windows, could you please mow the lawn?
7. Some companies use drug testing as a standard part of their pre-employment process.
8. Even though grocery stores in the inner city and the suburbs are often run by the same company, there are often differences in prices for the same product.
9. "Happy Days Are Here Again" was one of the most well-known, popular songs of the 1930's.
10. The package, addressed to her grandchild, was mailed on Wednesday by Mrs. Sinata.
11. The report, recently filed by the Internal Investigation Unit, caused controversy within the agency.
12. The list showed that fees vary widely; for example, lawyers charged from \$225 to \$2,500 for an uncontested divorce.
13. The Disney-MGM Studios Theme Park, near Orlando, Florida, cost \$500 million to build.
14. General Motors' Corvette ZR1 has a top speed of 180 m.p.h. and can go from 0 to 60 m.p.h. in 4.2 seconds

15. Although scientists R. Stanley Pons and Martin Fleischmann claim they found a simpler way to generate fusion, many other scientists said that their work was flawed.

16. Because I had a car accident when I was sixteen, I had nightmares for ten years afterward.

### **Parallel Structure**

1. The residents volunteered to board up abandoned buildings, wash graffiti off the walls, and patrol the park.

2. The employees were asked to stock the shelves, take inventory, and sweep the floor.

3. Beginning the preparations now will be better than postponing them.

4. To prevent crime, both police protection and community involvement are necessary.

5. Mr. Cutter thinks travel is exciting because it allows him an opportunity to meet new people and to see different places.

6. The hospital staff asked the patient for his name, address, and phone number.

7. People then to exercise more regularly if they take part in more than one activity; for example, a person could alternate bicycling, walking, and swimming occasionally.

8. It's quiet now because Josh is sleeping, Trina is playing outside, and Brian is reading a book.

9. On the weekends we enjoy going out to eat, shopping in the malls, and driving in the country.

10. Many fast food restaurants' milkshakes are not made with milk but are made with fillers, flavorings, and added chemicals.

11. When examining a house, always check for water marks on the walls, water pressure in the faucets, and sediment in the pipes.

12. A small family business has a better chance of being profitable if its product is unique, uses common ingredients, and has fairly low prices.

13. To live well requires a belief in one's self, an attitude of fairness, and a desire to help others.

14. Using fertilizer, watering regularly, and weeding every week can improve the gravest from your garden.

15. The Bill of Rights guarantees our freedom of speech, or right to assemble peacefully, and our right to bear arms.

16. Neither exercising nor eating less food is the best way to lose weight; the best way is to combine the two.

17. Reading good books, watching movies, and playing softball are three of my favorite hobbies.

18. At noon, I'll deposit my paycheck, put gas in the care, and buy some bread.

## **Subordination**

*Sentences will vary. Some examples follow.*

1. Johnson has to leave early in order to pick up his son from the day-care center.
2. Since the hurricane had destroyed the mobile home park, the federal government provided emergency assistance.
3. Newspapers can give specific details of a story, whereas television news usually only reports the general outline.
4. Because toothpastes now contain fluoride, tooth decay has decreased significantly.
5. Because the quality of future life depends on us, the Environmental Protection Agency want to act now to protect the environment.
6. Even if we could save enough money for the down payment, we would still need to have money for moving costs and initial repairs.
7. When I take Mother to visit her friends, I will stop at the cleaners and drop off the clothes.
8. The new findings show that dairy products contain fat as well as calcium and vitamins.
9. Although I would like to go with you, I have to care for my sister's children since she's in the hospital.
10. Unless the problem of drugs is addressed, many of our children will become victims.
11. Since I don't get home from work until after 6:00, I miss seeing the 5:30 TV news shows every day.
12. Because my dental hygienist is gentle and does not cause me discomfort when she cleans my teeth, I plan to continue getting my teeth cleaned every six months.

## **Misplaced Modifiers**

*Some sentences can be corrected in more than one way. Following are examples of corrected sentences.*

1. My neighbor bought the used care with low mileage from a reputable dealer.
2. The plant supervisor discussed during lunch the possibility of implementing the employee medical coverage plan.
3. In the boss's office, we discussed plans for the annual company picnic.
4. I returned the defective lawn mower that I had bought to the store.
5. The chef's assistant mixed the ingredients for the cake filling in the blender.

6. The janitor located the missing file behind the secretary's desk.
7. Mr. Meyers yelled angrily at the children who were playing in the street.
8. The sentence is correct as written.
9. The caseworker with the beautiful long hair was explaining the application procedure to a client in the lobby.
10. Jorge looked sadly at the newly purchased car, destroyed by the fallen tree.
11. Mrs. Cheng found the missing lottery tickets jammed under the doorway.
12. We waved to the smiling boy coming up the driveway on a skateboard.
13. Jennifer was cleaning out the file cabinet containing over fifty-four software disks.
14. The painter, wearing overalls, began work on the rented house.
15. The Mississippi River, which is over two miles wide, has been polluted by factory waste.
16. We couldn't locate the keys, covered by papers on the desk, to the computer room.
17. Mrs. Kaspar was waiting impatiently for her physician to call with the test results.
18. The sentence is correct as written.
19. The police officers caught the bank manager, who had been embezzling funds for years, disposing of the incriminating evidence.
20. Elwin purchased a compact disc player with seven special features from the audio store.

### **Dangling Modifiers**

*Sentences may vary. Following are some example sentences.*

1. While I was enjoying lunch with my co-workers, my car was stolen.
2. While the ambulance was being driven to the hospital, it was his by another car.
3. Correct as written.
4. When I was thirteen, my family moved back East.
5. While I was walking home from the bus stop, my umbrella was caught by the wind and blew away.
6. Correct as written.
7. While I was waiting for the check to arrive in the mail, the bills became overdue.

8. After I had worked all day, the bed was a welcome sight.
9. While I was rushing to get to work, the flat tire on the car caused a delay.
10. Correct as written.
11. When I was parking at the mall, my car was hit by a man who wasn't paying attention to what he was doing.
12. As they were wondering what to do next, the assembly line stopped while the supervisors discussed the problem.
13. I was exhausted and sunburned, so my trip soon came to an end.
14. Correct as written.
15. As we were walking though the discount store, the aisles were cluttered with merchandise.
16. The real estate agent showed us the big house that was old and worn out.
17. After I read the recipe, I baked a casserole for the guests.
18. While I was speaking to a group of strangers, my knees knocked and my hands shook.
19. Before he booked the thief, the police officer advised the thief of his right to consult a lawyer.
20. While I was walking in the park, a huge dog bit my leg.
21. While Pat was reeling in the fish quickly, the fish jumped off the hook.
22. After we snooped around the office, we found the contract on a chair.
23. The excited boy reeled in his first fish which was dangling from the fishhook by its mouth.
24. While the vultures were circling overhead, Jack watched them hovering nearby.

### **Unclear Pronoun Reference**

*Sentences will vary. Following are examples of correct sentences.*

1. Mrs. Hardin mentioned to Mrs. Mitchell that Mrs. Mitchell could begin decorating the table for the buffet.
2. When employees and supervisors discuss safety conditions, the workers report what they think are the dangerous areas in the plant.
3. With rain and snow, I find it hard to get around town.
4. Mr. Underling has been asking Jeremy to bring Jeremy's money for the trip.
5. Discussing the incident, the reporter said that Ms. West was not responsible for her behavior.

6. On a regular basis, that television station broadcasts news that is positive and enhances the community.

### **Pronoun Reference in a Passage**

*Paragraphs will vary slightly. Following is an example paragraph.*

After studying 6,000 families, two researchers have listed the characteristics of strong families. In strong families, there is a sense of commitment to the family. Everyone knows that the family comes first. Work, friends, and possessions are second in importance to the family. People in strong family units appreciate each other and look at the positive strengths of each member. These families spend a great deal of time together doing things they like. Strong families cope well with crises and stress. They solve problems among them in constructive ways that increase family strength. Good communication in which adults and children talk to each other freely is another characteristic of strong families. Families become strong now by chance, but by design. By believing in each other and by working hard to build good relationships, every family can build its strength.