

**SCRIPT FOR EXAMPLE ANSWER**

The woman doesn't have enough money for her expenses. Um . . . she has to pay tuition, and her dorm fee is due at the same time. Besides, she needs to buy books. So the problem is everything has to be paid now, and she won't get her scholarship check until the end of the month, and she won't be paid at work for two weeks. The man suggests that she use her credit card because she won't have to pay it off until the end of the month, but the problem is . . . the . . . the interest would be substantial if the scholarship check is delayed. The other idea—to take out a student loan—that seems better because the loan could be paid off on the day the check arrives instead of a fixed date, and it wouldn't cost much to get a short-term loan at the Student Credit Union. So . . . I support applying for a student loan.

**Checklist**

- ✓ The talk summarizes the problem and recommendations.
- ✓ The speaker's point of view or position is clear.
- ✓ The talk is direct and well-organized.
- ✓ The sentences are logically connected to each other.
- ✓ Details and examples support the opinion.
- ✓ The speaker expresses complete thoughts.
- ✓ The meaning is easy for the listener to comprehend.
- ✓ A wide range of vocabulary is used.
- ✓ There are only minor errors in grammar.
- ✓ The talk is within a range of 125–150 words.

**Question 6—Summaries**

In this question, you will be asked to give a summary of an academic lecture. You will have 20 seconds to prepare and 60 seconds to speak.

**EXAMPLE QUESTION**

*Using examples from the lecture, describe two general types of irrigation systems. Then explain the disadvantages of each type.*

**Task**

- Comprehend part of an academic lecture
- Summarize the main points

**Directions**

Read Question 6, the Lecture, and the Example Answer. Use the Checklist to learn how to rate a speaking response for this type of question.

**Lecture**

Two types of irrigation methods that are used worldwide are mentioned in your book. Flood irrigation . . . that has been a method in use since ancient times . . . and we still use it today where water is cheap. Basically, canals connect a water supply like a river or a reservoir to the fields where ditches are constructed with valves uh valves that allow farmers to siphon water from the canal, sending it down through the ditches. So that way the field can be totally flooded, or smaller, narrow ditches along the rows can be filled with water to irrigate the crop. But, this method does have quite a few disadvantages. Like I said, it's contingent upon cheap water because it isn't very efficient, and the flooding isn't easy to control, I mean, the rows closer to the canal usually receive much more water, and of course, if the field isn't flat, then the water won't be evenly distributed. Not to mention the cost of building canals and ditches and maintaining the system. So let's consider the alternative—the sprinkler system. In this method of

irrigation, it's easier to control the water and more efficient since the water is directed only on the plants. But, in hot climates, some of the water can evaporate in the air. Still, the main problem with the sprinklers is the expense for installation and maintenance because there's a very complicated pipe system and that usually involves a lot more repair and even replacement of parts, and of course, we have to factor in the labor costs in feasibility studies for sprinklers.

### EXAMPLE NOTES

#### Flood

- Not efficient
- Difficult to control—flat fields
- Initial expense to build canals, ditches
- Requires maintenance

#### Sprinkler

- Complicated pipe system
- Expensive to install, maintain—repair, replace
- Labor cost

### SCRIPT FOR EXAMPLE ANSWER

Two methods of irrigation were discussed in the lecture. First, flood irrigation. It involves the release of water into canals and drainage ditches that flow into the fields. The disadvantages of the flood method . . . um . . . well, it isn't very efficient since more water is used in flooding than the crops actually...uh, need, and also it isn't easy to control. Another problem is the initial expense for the construction of the canals and the connecting ditches as well as . . . as maintenance. And besides that, if the fields aren't flat, the water doesn't—I mean, it isn't distributed evenly. The second method is sprinkler irrigation which uses less water and provides better control, but there is some evaporation, and the pipe system's complicated and can be expensive to install and maintain, and there's usually a lot more labor cost because the equipment must be repaired and replaced more often than a canal system.

### **Checklist**

- ✓ The talk summarizes a short lecture.
- ✓ There are only minor inaccuracies in the content.
- ✓ The talk is direct and well-organized.
- ✓ The sentences are logically connected to each other.
- ✓ Details and examples support the main idea.
- ✓ The speaker expresses complete thoughts.
- ✓ The meaning is easy for the listener to comprehend.
- ✓ A wide range of vocabulary is used.
- ✓ The speaker paraphrases, using his or her own words.
- ✓ The speaker credits the lecturer with wording.
- ✓ There are only minor errors in grammar.
- ✓ The talk is within a range of 125–150 words.

## Computer Tutorial for the Speaking Section



The Speaking Section of the Next Generation TOEFL is being introduced as a telephone test. It is called the TAST (TOEFL Academic Speaking Test). Later, the TAST will be integrated into the Next Generation TOEFL as the Speaking Section, and it will be administered on the Internet. For now, dial the telephone number that you receive when you register. Then, follow the directions that you hear. You will be told when to prepare each answer and when to begin speaking. It is important to speak directly into the telephone. Speak up. If your voice is too soft, the rater will not be able to grade your answers.

## Advice for the Speaking Section

**Become familiar with the types of questions you will be asked.** If you are listening to the kinds of questions that you expect to hear, you will be more prepared to organize your answers. That is why it is so important to study using the review section in this book, and to practice using the model test.

**Develop a sense of timing for the short speaking answers.** You will be speaking for only 45–60 seconds, and that isn't very long to develop a complete answer. When you are answering the practice questions in this book, set a kitchen timer for 60 seconds and begin speaking. When the bell rings, stop. Did you complete your thought, or did you have more to say? Always use the timer when you are practicing. Soon you will develop a sense of the timing for the questions, and you will know how much you can say in a short answer.

**Practice using the telephone to speak.** Call a friend to practice some of the speaking questions by phone. Speak directly into the phone. Ask your friend to confirm that you are speaking at a good volume to be heard clearly.

**Maintain a positive attitude toward the experience.** It is natural to be a little anxious about speaking in a second language, but it is important not to become negative and frightened. Negative thoughts can interfere with your concentration, and you may not hear the questions correctly. Take some deep breaths before each question, and say this in your mind, "I am a good speaker. I am ready to speak." If you begin to have negative thoughts during the test, take another deep breath, and think "confidence" as you breathe in. Focus on listening to the questions. Focus on taking notes.

**Choose a quiet place to take your test.** Choose a room with a telephone where you can be alone. Close the door. Make a sign for the door asking friends and family not to enter while you are taking your test. Turn off pagers and cell phones. Eliminate other distracting noises. If you are disturbed while you are taking your test, you will not hear the questions, and you will lose valuable preparation time. Gather the materials that you need for the test. Always have an extra pencil in case you need it. Then, clear the desk or table that you will use for taking notes. If you see only the questions and your notes, you will focus more easily.

## Advice for Success

Do you talk to yourself? Of course you do. Maybe not aloud, but all of us have mental conversations with ourselves. So the question is *how* do you talk to yourself?

### Negative Talk

I can't study all of this.  
My English is poor.  
I won't get a good score.  
If I fail, I will be so ashamed.

### Positive Talk

I am studying every day.  
My English is improving.  
I will do my best.  
If I need a higher score, I can try again.

How would you talk to good friends to encourage and support them? Be a good friend to yourself. When negative talk comes to mind, substitute positive talk. Encourage yourself to learn from mistakes.





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# **REVIEW OF STRUCTURE**

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# Overview of the Structure Section

## QUICK COMPARISON—STRUCTURE PAPER-BASED TOEFL, COMPUTER-BASED TOEFL, AND NEXT GENERATION TOEFL

### *Paper-Based TOEFL*

Two types of questions are presented in separate parts. Part A has incomplete sentences, and Part B has sentences with underlined words and phrases.

All of the questions are multiple-choice.

Everyone taking the TOEFL answers the same questions.

Every question has only one answer.

You have twenty-five minutes to complete the section.

You answer on a paper Answer Sheet, filling in ovals marked Ⓐ, Ⓑ, Ⓒ, and Ⓓ.

You can return to previous questions, erase, and change answers on your Answer Sheet.

The score on the Structure Section is not combined with the score on the essay in the Test of Written English (TWE).

### *Computer-Based TOEFL*

Two types of questions are presented at random in one continuous section. You may see two incomplete sentences, one sentence with underlined words and phrases, another incomplete sentence, and so forth.

All of the questions are multiple-choice.

The computer will select questions based on your level of proficiency.

Every question has only one answer.

You may control the pace by choosing when to begin the next question, but the section is timed. A clock on the screen shows the time remaining for you to complete the section.

You click on the screen either in the oval or on the underlined word or phrase.

You cannot return to previous questions. You can change your answer before you click on **Confirm Answer**. After you click on **Confirm Answer**, you will see the next question. You cannot go back.

The score on the Structure Section is combined with the score on the essay in the Writing Section.

### *Next Generation TOEFL*

There is NO Structure Section.

## Directions and Examples for Structure Questions

The Structure Section of the TOEFL tests your ability to recognize standard written English as it is used in North America. The Structure Section is included in the Paper-Based TOEFL and the Computer-Based TOEFL, but it is not included as a separate section in the Next Generation TOEFL.

### Paper-Based TOEFL (PBT)

The directions for the Paper-Based TOEFL are reprinted with the permission of Educational Testing Service (ETS) from the official *Information Bulletin* for the Supplemental Paper-Based TOEFL.

### Section 2 — Structure and Written Expression

This section is designed to measure your ability to recognize language that is appropriate for standard written English. There are two types of questions in this section, with special directions for each type.

#### Structure

**Directions:** These questions are incomplete sentences. Beneath each sentence you will see four words or phrases, marked (A), (B), (C), and (D). Choose the **one** word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and fill in the space that corresponds to the letter of the answer you have chosen.

Look at the following examples:

#### Example I

Geysers have often been compared to volcanoes  
\_\_\_\_\_ they both emit hot liquids from below  
the Earth's surface.

- (A) due to
- (B) because
- (C) in spite of
- (D) regardless of

#### Sample Answer

(A) ● (C) (D)

The sentence should read, "Geysers have often been compared to volcanoes because they both emit hot liquids from below the Earth's surface." Therefore, you should choose answer (B).

#### Example II

During the early period of ocean navigation,  
\_\_\_\_\_ any need for sophisticated instruments  
and techniques.

- (A) so that hardly
- (B) where there hardly was
- (C) hardly was
- (D) there was hardly

#### Sample Answer

(A) (B) (C) ●

The sentence should read, "During the early period of ocean navigation, there was hardly any need for sophisticated instruments and techniques." Therefore, you should choose answer (D).

#### Written Expression

**Directions:** In these questions, each sentence has four underlined words or phrases. The four underlined parts of the sentence are marked (A), (B), (C), and (D). Identify the **one** underlined word or phrase that must be changed in order for the sentence to be correct. Then, on your answer sheet, find the number of the question and fill in the space that corresponds to the letter of the answer you have chosen.

Look at the following examples:

**Example I**

Guppies are sometimes call rainbow fish because  
 of the males' bright colors.  
 A B C D

**Sample Answer**

B  C  D

The sentence should read, "Guppies are sometimes called rainbow fish because of the males' bright colors." Therefore, you should choose answer (A).

**Example II**

Serving several term in Congress, Shirley  
 Chisholm became an important United States  
 politician.  
 A B C D

**Sample Answer**

A  B  C  D

The sentence should read, "Serving several terms in Congress, Shirley Chisholm became an important United States politician." Therefore, you should choose answer (B).

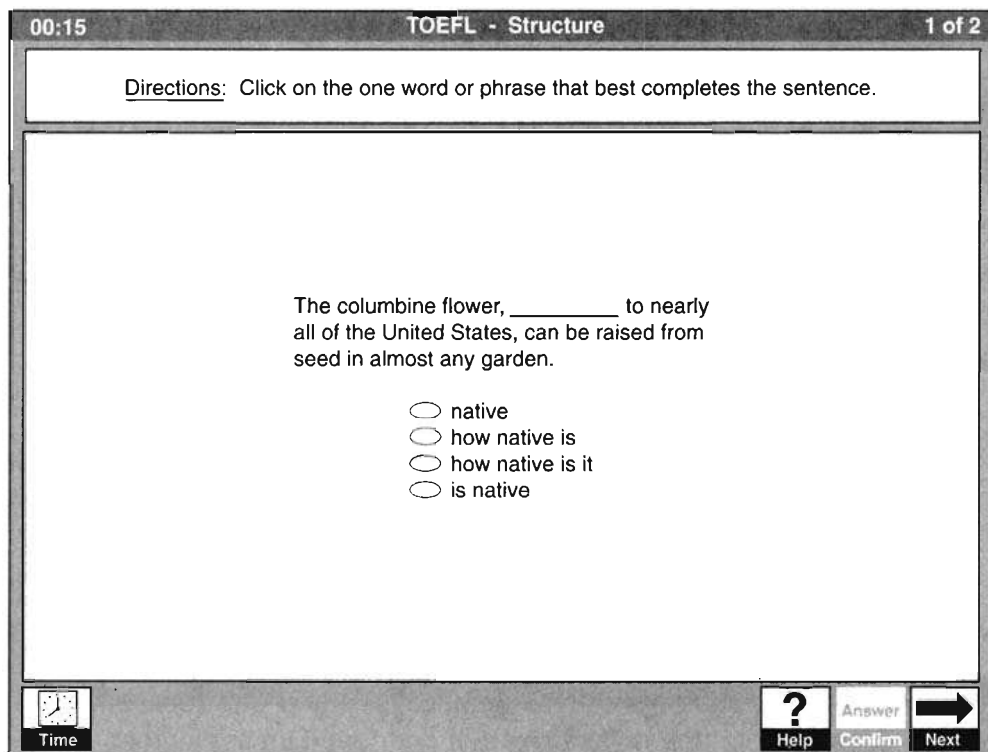
**Computer-Based TOEFL**

The directions for the Computer-Based TOEFL are reprinted with the permission of Educational Testing Service (ETS) from the official *Information Bulletin* for the Computer-Based TOEFL.

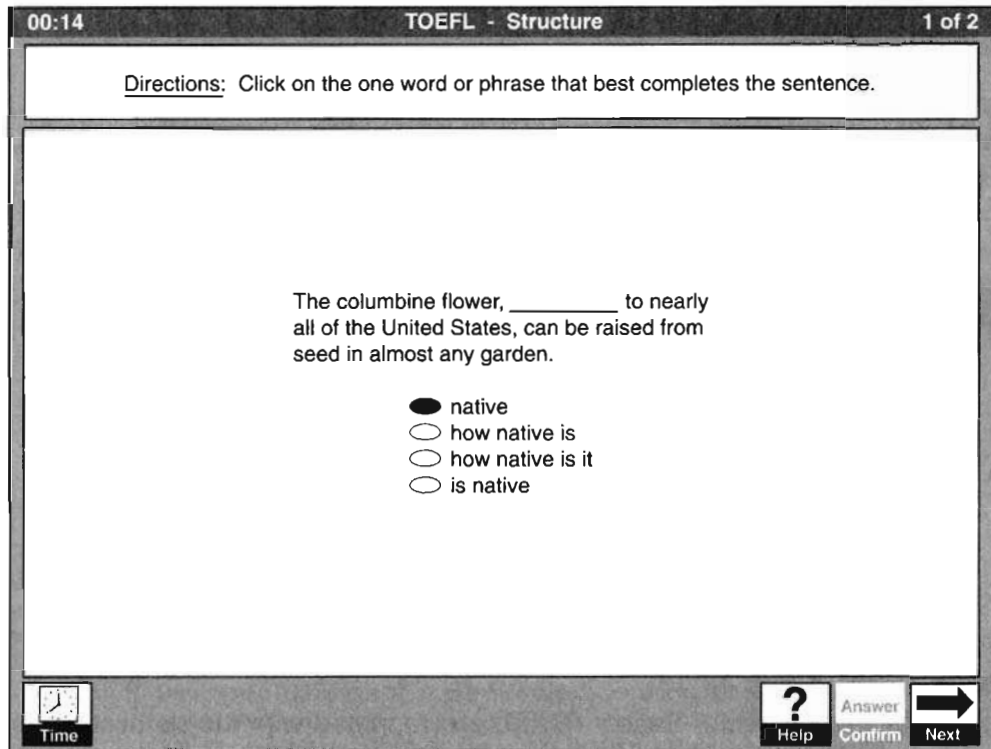
This section measures the ability to recognize language that is appropriate for standard written English. There are two types of questions in this section.

In the first type of question, there are incomplete sentences. Beneath each sentence, there are four words or phrases. You will choose the one word or phrase that best completes the sentence.

*Here is an example.*



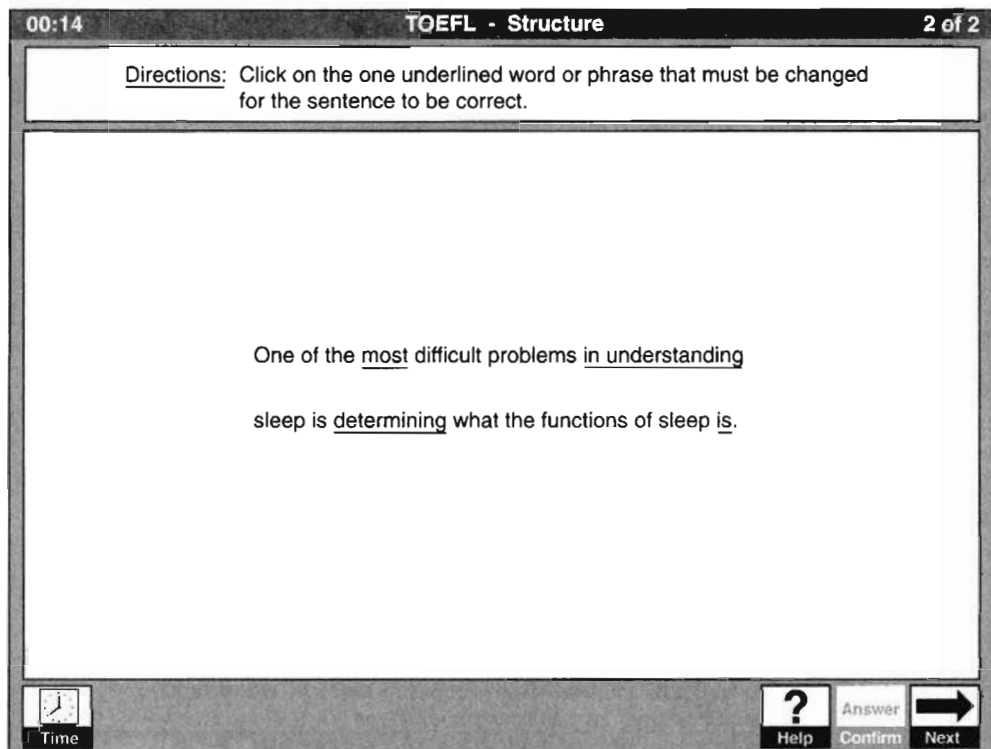
Clicking on a choice darkens the oval. The correct answer is indicated on the screen below.



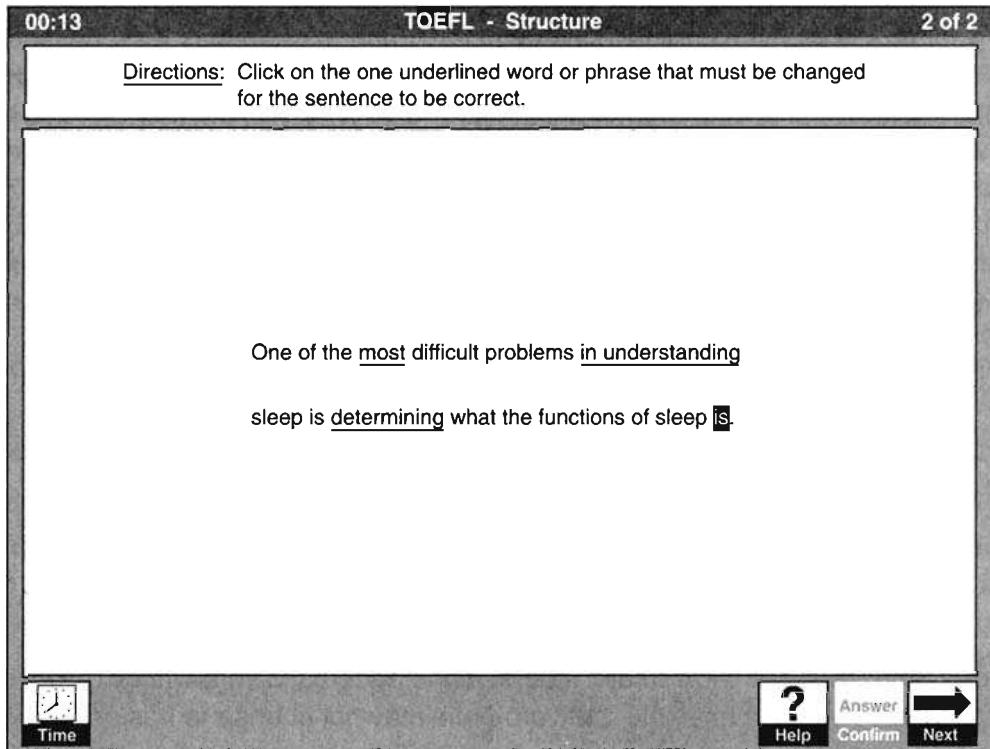
After you click on **Next** and **Confirm Answer**, the next question will be presented.

The second type of question has four underlined words or phrases. You will choose the one underlined word or phrase that must be changed for the sentence to be correct.

*Here is an example:*



Clicking on an underlined word or phrase will darken it. The correct answer is indicated on the screen below.



The sentence should read: One of the most difficult problems in understanding sleep is determining what the functions of sleep are. After you click on **Next** and **Confirm Answer**, the next question will be presented.

### ***Next Generation TOEFL***

There is no Structure Section in the Next Generation TOEFL. Structure is scored on the rating scale for both the Speaking Section and the Writing Section.

## **Review of Problems and Questions for the Structure Section**

This Review can be used to prepare for both the Paper-Based TOEFL and the Computer-Based TOEFL. For the most part, the same types of problems are tested on both the Paper-Based TOEFL and the Computer-Based TOEFL. All of the questions on both the Paper-Based TOEFL and the Computer-Based TOEFL are multiple-choice. Computer-assisted questions have special directions.

### **Strategies and Symbols for Review**

#### ***Strategies***

How will this Review of Structure help you?

It won't teach you every rule of English grammar, but it will provide you with a review of the problems in structure and written expression that are most commonly tested on the TOEFL.

Use this review to study and to check your progress. Follow three easy steps for each problem.

1. *Review the generalization.* First, read the explanation and study the word order in the chart. Then, close your eyes, and try to see the chart in your mind.

2. *Study the examples.* Focus on the examples. First, read them silently, noting the difference between the correct and incorrect sentences. Then, read the underlined parts of the correct sentences aloud.
3. *Check your progress.* First, complete the exercise. Each exercise has two questions—one similar to Part A and the other similar to Part B on the Structure and Written Expression section of the TOEFL. Then, check your answers, using the Answer Key in Chapter 9 of this book.

If you are studying in an English program, use this review with your grammar book. After your teacher presents a grammar rule in class, find it in the table of contents of this review (see pages 107–109). Refer to the generalization, study the examples, and check your progress by completing the exercise.

When you go to your next grammar class, you will be more prepared. When you go to your TOEFL examination, you will be more confident. With preparation, you can succeed in school and on the TOEFL.

### **Symbols**

In order for you to use the patterns and rules of style in this review, you must understand five kinds of symbols.

**Abbreviations.** An abbreviation is a shortened form. In the patterns, five abbreviations, or shortened forms, are used: *S* is an abbreviation for *Subject*, *V* for *Verb*, *V Ph* for *Verb Phrase*, *C* for *Complement*, and *M* for *Modifier*.

**Small Letters.** Small letters are lowercase letters. In the patterns, a verb written in small (lowercase) letters may not change form. For example, the verb *have* may not change to *has* or *had* when it is written in small letters.

**Capital Letters.** Capital letters are uppercase letters. In the patterns, a verb written in capital (uppercase) letters may change form. For example, the verb *HAVE* may remain as *have*, or may change to *has* or *had*, depending upon agreement with the subject and choice of tense.

**Parentheses.** Parentheses are curved lines used as punctuation marks. The following punctuation marks are parentheses: ( ). In the patterns, the words in parentheses give specific information about the abbreviation or word that precedes them. For example, *V (present)* means that the verb in the pattern must be a present tense verb. *N (count)* means that the noun in the pattern must be a countable noun.

**Alternatives.** Alternatives are different ways to express the same idea. In the patterns, alternatives are written in a column. For example, in the following pattern, there are three alternatives:

had would have could have	participle
---------------------------------	------------

The alternatives are *had*, *would have*, and *could have*. Any one of the alternatives may be used with the participle. All three alternatives are correct.

# TYPES OF PROBLEMS

Patterns and rules of style like those in this Review of Structure frequently appear on Section 2 of the TOEFL.

The emphasis that is placed on various patterns and style problems changes from year to year on the TOEFL. Research indicates that those problems shown in bold print in the reference list below are most frequently tested on current examinations.

To prepare for Section 2 of the TOEFL, study the problems in this chapter. Give special attention to the problems in bold print.

## PATTERNS

### Problems with Verbs

#### Problems with Main Verbs

- 1** Missing Main Verb
- 2** Verbs that Require an Infinitive in the Complement
- 3** Verbs that Require an *-ing* Form in the Complement
- 4** Verb Phrases that Require an *-ing* Form in the Complement

#### Problems with Tense

- 5** Irregular Past Forms

#### Problems with Conditionals

- 6** **Factual Conditionals—Absolute, Scientific Results**
- 7** Factual Conditionals—Probable Results for the Future
- 8** Contrary-to-Fact Conditionals—Change in Conditions *Unless*

#### Problems with Subjunctives

- 9** Importance—Subjunctive Verbs
- 10** Importance—Impersonal Expressions

#### Problems with Infinitives

- 11** Purpose—Infinitives

### Problems with Passives

- 12** **Passives—Word Order**
- 13** **Belief and Knowledge—Anticipatory *It***

#### Problems with HAVE + Participle

- 14** Predictions—*Will Have* + Participle

#### Problems with Auxiliary Verbs

- 15** **Missing Auxiliary Verb—Active**
- 16** **Missing Auxiliary Verb—Passive**

### Problems with Pronouns

- 17** Object Pronouns after Prepositions
- 18** Relative Pronouns that Refer to Persons and Things

### Problems with Nouns

- 19** Count Nouns
- 20** Noncount Nouns
- 21** Nouns with Count and Noncount Meanings
- 22** Noncount Nouns that Are Count Nouns in Other Languages
- 23** Singular and Plural Expressions of Noncount Nouns
- 24** Infinitive and *-ing* Subjects
- 25** Nominal *That* Clause



## Problems with Adjectives

### Problems with Determiners

- 26 Noncount Nouns with Qualifying Phrases—*The*
- 27 No Meaning *Not Any*
- 28 *Almost All of the* and *Most of the*

### Problems with Other Adjectives

- 29 Nouns that Function as Adjectives
- 30 Hyphenated Adjectives
- 31 Cause-and-Result—*So*

## Problems with Comparatives

- 32 Exact Similarity—*the Same as* and *the Same*
- 33 General Similarity—*Like* and *Alike*
- 34 General Difference—*to Differ from*
- 35 Comparative Estimates—Multiple Numbers
- 36 Comparative Estimates—*More Than* and *Less Than*
- 37 Comparative Estimates—*As Many As*
- 38 Degrees of Comparison—Superlative Adjectives
- 39 Degrees of Comparison—Irregular Adjectives
- 40 Double Comparatives
- 41 Illogical Comparatives—General Similarity and Difference

## Problems with Prepositions

- 42 Addition—*Besides*
- 43 Cause—*Because of* and *Because*

## Problems with Conjunctions

### Problems with Correlative Conjunctions

- 44 Correlative Conjunctions—Inclusives *not only . . . but also*

### Problems with Other Conjunctions

- 45 Future Result—*When*
- 46 Indirect Questions

## Problems with Adverbs and Adverb-Related Structures

- 47 Negative Emphasis
- 48 Duration—*For* and *Since*
- 49 Generalization—*As a Whole* and *Wholly*

## Problems with Sentences and Clauses

- 50 Sentences and Clauses

## STYLE

### Problems with Point of View

- 1 Point of View—Verbs
- 2 Point of View—Verbs and Adverbs

### Problems with Agreement

- 3 Agreement—Modified Subject and Verb
- 4 Agreement—Subject with Appositive and Verb
- 5 Agreement—Verb-Subject Order
- 6 Agreement—Noun and Pronoun
- 7 Agreement—Subject and Possessive Pronouns

### Problems with Introductory Verbal Modifiers

- 8 Verbal Modifiers—*-ing* and *-ed* Forms
- 9 Verbal Modifiers—Infinitives of Purpose to Introduce Instructions

### Problems with Parallel Structure

- 10 Parallel Structure—In a Series
- 11 Parallel Structure—After Correlative Conjunctions

### Problems with Redundancy

- 12 Redundancy—Unnecessary Phrases
- 13 Redundancy—Repetition of Words with the Same Meaning
- 14 Redundancy—Repetition of Noun by Pronoun

### Problems with Word Choice

- 15 Transitive and Intransitive Verbs—*Raise* and *Rise*
- 16 Transitive and Intransitive Verbs—*Lay* and *Lie*
- 17 Transitive and Intransitive Verbs—*Set* and *Sit*
- 18 Similar Verbs—*Make* and *Do*
- 19 Prepositional Idioms
- 20 Parts of Speech

# PATTERNS

*Patterns* are the parts of a sentence. In some books, *patterns* are called *structures*. In *patterns*, the words have the same order most of the time.

Some of the most important patterns are summarized in this review section. Remember, the generalizations in the charts and explanations for each pattern refer to the structure in the examples. There may be similar structures for which these generalizations are not appropriate.

## Problems with Verbs

A *verb* is a word or phrase that expresses existence, action, or experience.

There are two kinds of verbs in English. They are the *main verb* and the *auxiliary verb*. In some grammar books, the *auxiliary verb* is called a *helping verb* because it is used with a *main verb*.

Every verb in English can be described by the following formula:

$$\text{VERB} = \text{tense} + (\text{modal}) + (\text{have} + \text{participle}) + (\text{be} + \text{-ing}) + \text{verb word}$$

Each of the parts of this formula will be summarized in one or more of the problems in this review. Don't spend time studying it now. Just refer to it as you progress through this review section.

## PROBLEMS WITH MAIN VERBS

In English, a sentence must have a main verb. A sentence may or may not have an auxiliary verb.



### Missing Main Verb

Remember that every English sentence must have a subject and a main verb.

S	V	
The sound of the dryer	bothers	my concentration

Avoid using an *-ing* form, an infinitive, an auxiliary verb, or another part of speech instead of a main verb.

### EXAMPLES

INCORRECT: The prettiest girl in our class with long brown hair and brown eyes.

CORRECT: The prettiest girl in our class has long brown hair and brown eyes.

- INCORRECT: In my opinion, too soon to make a decision.  
 CORRECT: In my opinion, it is too soon to make a decision.
- INCORRECT: Do you know whether the movie that starts at seven?  
 CORRECT: Do you know whether the movie that starts at seven is good?  
*or*  
 Do you know whether the movie starts at seven?
- INCORRECT: Sam almost always a lot of fun.  
 CORRECT: Sam is almost always a lot of fun.
- INCORRECT: The book that I lent you having a good bibliography.  
 CORRECT: The book that I lent you has a good bibliography.

**EXERCISES**

**Part A: Choose the correct answer.**

- Arizona \_\_\_\_\_ a very dry climate.  
 (A) has  
 (B) being  
 (C) having  
 (D) with

**Part B: Choose the incorrect word or phrase and correct it.**

Venomous snakes with modified teeth connected to poison glands in which the venom is secreted and stored.  
 (A) (B) (C) (D)



**Verbs that Require an Infinitive in the Complement**

Remember that the following verbs require an infinitive for a verb in the complement.

- |                |                |                 |                |                 |
|----------------|----------------|-----------------|----------------|-----------------|
| <i>agree</i>   | <i>decide</i>  | <i>hesitate</i> | <i>need</i>    | <i>refuse</i>   |
| <i>appear</i>  | <i>demand</i>  | <i>hope</i>     | <i>offer</i>   | <i>seem</i>     |
| <i>arrange</i> | <i>deserve</i> | <i>intend</i>   | <i>plan</i>    | <i>tend</i>     |
| <i>ask</i>     | <i>expect</i>  | <i>learn</i>    | <i>prepare</i> | <i>threaten</i> |
| <i>claim</i>   | <i>fail</i>    | <i>manage</i>   | <i>pretend</i> | <i>wait</i>     |
| <i>consent</i> | <i>forget</i>  | <i>mean</i>     | <i>promise</i> | <i>want</i>     |

S	V	C (infinitive)	M
We	had planned	to leave	day before yesterday

Avoid using an *-ing* form after the verbs listed. Avoid using a verb word after *want*.

**EXAMPLES**

INCORRECT: He wanted speak with Mr. Brown.

CORRECT: He wanted to speak with Mr. Brown.

INCORRECT: We demand knowing our status.

CORRECT: We demand to know our status.

INCORRECT: I intend the inform you that we cannot approve your application.

CORRECT: I intend to inform you that we cannot approve your application.

INCORRECT: They didn't plan buying a car.

CORRECT: They didn't plan to buy a car.

INCORRECT: The weather tends improving in May.

CORRECT: The weather tends to improve in May.

**EXERCISES****Part A: Choose the correct answer.**

One of the least effective ways of storing information is learning \_\_\_\_\_ it.

(A) how repeat

(B) repeating

(C) to repeat

(D) repeat

**Part B: Choose the incorrect word or phrase and correct it.**

Representative democracy seemed evolve simultaneously during the eighteenth and nineteenth cen-

(A) (B) (C)

turies in Britain, Europe, and the United States.

(D)

**Verbs that Require an *-ing* Form in the Complement**

Remember that the following verbs require an *-ing* form for a verb in the complement:

*admit*

*appreciate*

*avoid*

*complete*

*consider*

*delay*

*deny*

*discuss*

*enjoy*

*finish*

*keep*

*mention*

*miss*

*postpone*

*practice*

*quit*

*recall*

*recommend*

*regret*

*risk*

*stop*

*suggest*

*tolerate*

*understand*

S	V	C (-ing)	M
He	enjoys	traveling	by plane

Avoid using an infinitive after the verbs listed.

*Forbid* may be used with either an infinitive or an *-ing* complement, but *forbid from* is not idiomatic.

### EXAMPLES

INCORRECT: She is considering not to go.

CORRECT: She is considering not going.

INCORRECT: We enjoyed talk with your friend.

CORRECT: We enjoyed talking with your friend.

INCORRECT: Hank completed the writing his thesis this summer.

CORRECT: Hank completed writing his thesis this summer.

INCORRECT: I miss to watch the news when I am traveling.

CORRECT: I miss watching the news when I am traveling.

INCORRECT: She mentions stop at El Paso in her letter.

CORRECT: She mentions stopping at El Paso in her letter.

### EXERCISES

#### Part A: Choose the correct answer.

Strauss finished \_\_\_\_\_ two of his published compositions before his tenth birthday.

- (A) written
- (B) write
- (C) to write
- (D) writing

#### Part B: Choose the incorrect word or phrase and correct it.

Many people have stopped to smoke because they are afraid that it may be harmful to their health.

- (A)
- (B)
- (C)
- (D)



## Verb Phrases that Require an *-ing* Form in the Complement

Remember that the following verb phrases require an *-ing* form for a verb in the complement:

<i>approve of</i>	<i>do not mind</i>	<i>keep on</i>
<i>be better off</i>	<i>forget about</i>	<i>look forward to</i>
<i>can't help</i>	<i>get through</i>	<i>object to</i>
<i>count on</i>	<i>insist on</i>	<i>think about</i>
		<i>think of</i>

S	V Ph	C (-ing)	M
She	forgot about	canceling	her appointment

Avoid using an infinitive after the verb phrases listed. Avoid using a verb word after *look forward to* and *object to*.

Remember that the verb phrase *BE likely* does not require an *-ing* form but requires an infinitive in the complement.

### EXAMPLES

INCORRECT: She is likely knowing.

CORRECT: She is likely to know.

INCORRECT: Let's go to the movie when you get through to study.

CORRECT: Let's go to the movie when you get through studying.

INCORRECT: We can't help to wonder why she left.

CORRECT: We can't help wondering why she left.

INCORRECT: I have been looking forward to meet you.

CORRECT: I have been looking forward to meeting you.

INCORRECT: We wouldn't mind to wait.

CORRECT: We wouldn't mind waiting.

### EXERCISES

#### Part A: Choose the correct answer.

Many modern architects insist on \_\_\_\_\_ materials native to the region that will blend into the surrounding landscape.

- (A) use
- (B) to use
- (C) the use
- (D) using

#### Part B: Choose the incorrect word or phrase and correct it.

During Jackson's administration, those who did not approve of permit common people in the White

(A) (B)

House were shocked by the president's insistence that they be invited into the mansion.

(C) (D)

## PROBLEMS WITH TENSE

Many grammar books list a large number of *tenses* in English, but the two basic tenses are present and past.

Auxiliary verbs are used with main verbs to express future and other special times.


 A black square with a white diagonal line. The word "PROBLEM" is written in white, slanted, uppercase letters along the top-left to bottom-right diagonal. The number "5" is written in white, bold, sans-serif font in the center of the square.

## Irregular Past Forms

Remember that past forms of the following irregular verbs are not the same as the participles:

<b>Verb Word</b>	<b>Past Form</b>	<b>Participle</b>
<i>be</i>	<i>was/were</i>	<i>been</i>
<i>beat</i>	<i>beat</i>	<i>beaten</i>
<i>become</i>	<i>became</i>	<i>become</i>
<i>begin</i>	<i>began</i>	<i>begun</i>
<i>bite</i>	<i>bit</i>	<i>bitten</i>
<i>blow</i>	<i>blew</i>	<i>blown</i>
<i>break</i>	<i>broke</i>	<i>broken</i>
<i>choose</i>	<i>chose</i>	<i>chosen</i>
<i>come</i>	<i>came</i>	<i>come</i>
<i>do</i>	<i>did</i>	<i>done</i>
<i>draw</i>	<i>drew</i>	<i>drawn</i>
<i>drink</i>	<i>drank</i>	<i>drunk</i>
<i>drive</i>	<i>drove</i>	<i>driven</i>
<i>eat</i>	<i>ate</i>	<i>eaten</i>
<i>fall</i>	<i>fell</i>	<i>fallen</i>
<i>fly</i>	<i>flew</i>	<i>flown</i>
<i>forget</i>	<i>forgot</i>	<i>forgotten</i>
<i>forgive</i>	<i>forgave</i>	<i>forgiven</i>
<i>freeze</i>	<i>froze</i>	<i>frozen</i>
<i>get</i>	<i>got</i>	<i>gotten or got</i>
<i>give</i>	<i>gave</i>	<i>given</i>
<i>go</i>	<i>went</i>	<i>gone</i>
<i>grow</i>	<i>grew</i>	<i>grown</i>
<i>hide</i>	<i>hid</i>	<i>hidden</i>
<i>know</i>	<i>knew</i>	<i>known</i>
<i>ride</i>	<i>rode</i>	<i>ridden</i>
<i>run</i>	<i>ran</i>	<i>run</i>
<i>see</i>	<i>saw</i>	<i>seen</i>
<i>shake</i>	<i>shook</i>	<i>shaken</i>
<i>show</i>	<i>showed</i>	<i>shown</i>
<i>shrink</i>	<i>shrank</i>	<i>shrunk</i>
<i>sing</i>	<i>sang</i>	<i>sung</i>
<i>speak</i>	<i>spoke</i>	<i>spoken</i>
<i>steal</i>	<i>stole</i>	<i>stolen</i>
<i>swear</i>	<i>swore</i>	<i>sworn</i>
<i>swim</i>	<i>swam</i>	<i>swum</i>
<i>take</i>	<i>took</i>	<i>taken</i>
<i>tear</i>	<i>tore</i>	<i>torn</i>
<i>throw</i>	<i>threw</i>	<i>thrown</i>
<i>wear</i>	<i>wore</i>	<i>worn</i>
<i>weave</i>	<i>wove</i>	<i>woven</i>
<i>withdraw</i>	<i>withdrew</i>	<i>withdrawn</i>
<i>write</i>	<i>wrote</i>	<i>written</i>



S	V (past)	M
The concert	began	at eight o'clock

Avoid using a participle instead of a past for simple past statements.

### EXAMPLES

INCORRECT: They done it very well after they had practiced.

CORRECT: They did it very well after they had practiced.

INCORRECT: Before she run the computer program, she had checked it out with her supervisor.

CORRECT: Before she ran the computer program, she had checked it out with her supervisor.

INCORRECT: We eat dinner in Albuquerque on our vacation last year.

CORRECT: We ate dinner in Albuquerque on our vacation last year.

INCORRECT: My nephew begun working for me about ten years ago.

CORRECT: My nephew began working for me about ten years ago.

INCORRECT: I know that you been forty on your last birthday.

CORRECT: I know that you were forty on your last birthday.

### EXERCISES

#### Part A: Choose the correct answer.

Before the Angles and the Saxons \_\_\_\_\_ to England, the Iberians had lived there.

- (A) coming
- (B) come
- (C) came
- (D) did come

#### Part B: Choose the incorrect word or phrase and correct it.

When Columbus seen the New World, he thought that he had reached the East Indies by way of a  
 (A) (B) (C) (D)  
 Western route.

## PROBLEMS WITH CONDITIONALS

*Conditionals* are statements with *if* or *unless*. They are opinions about the conditions (circumstances) that influence results, and opinions about the results.

There are two kinds of conditionals. In most grammar books, they are called *real* or *factual* conditionals and *unreal* or *contrary-to-fact* conditionals. *Factual conditionals* express absolute, scientific facts, probable results, or possible results. *Contrary-to-fact conditionals* express improbable or impossible results.



## Factual Conditionals—Absolute, Scientific Results

Remember that *absolute conditionals* express scientific facts. *Will* and a verb word expresses the opinion that the result is absolutely certain.

CONDITION				RESULT		
If	S	V (present)	,	S	V (present)	
If	a catalyst	is used	,	the reaction	occurs	more rapidly

or

CONDITION				RESULT			
If	S	V (present)	,	S	will	verb word	
If	a catalyst	is used	,	the reaction	will	occur	more rapidly

Avoid using *will* and a verb word instead of the present verb in the clause beginning with *if*. Avoid using the auxiliary verbs *have*, *has*, *do*, and *does* with main verbs in the clause of result.

### EXAMPLES

INCORRECT: If water freezes, it has become a solid.

CORRECT: If water freezes, it becomes a solid.

or

If water freezes, it will become a solid.

INCORRECT: If children be healthy, they learn to walk at about eighteen months old.

CORRECT: If children are healthy, they learn to walk at about eighteen months old.

or

If children are healthy, they will learn to walk at about eighteen months old.

INCORRECT: If orange blossoms are exposed to very cold temperatures, they withered and died.

CORRECT: If orange blossoms are exposed to very cold temperatures, they wither and die.

or

If orange blossoms are exposed to very cold temperatures, they will wither and die.

INCORRECT: If the trajectory of a satellite will be slightly off at launch, it will get worse as the flight progresses.

CORRECT: If the trajectory of a satellite is slightly off at launch, it gets worse as the flight progresses.

or

If the trajectory of a satellite is slightly off at launch, it will get worse as the flight progresses.

INCORRECT: If light strikes a rough surface, it diffused.

CORRECT: If light strikes a rough surface, it diffuses.

or

If light strikes a rough surface, it will diffuse.

**EXERCISES**

**Part A: Choose the correct answer.**

If water is heated to 212 degrees F. \_\_\_\_\_ as steam.

- (A) it will boil and escape
- (B) it is boiling and escaping
- (C) it boil and escape
- (D) it would boil and escape

**Part B: Choose the incorrect word or phrase and correct it.**

If a live sponge is broken into pieces, each piece would turn into a new sponge like

(A)

(B)

(C)

the original one.

(D)



**Factual Conditionals—Probable Results for the Future**

Remember that *will* and a verb word expresses the opinion that the results are absolutely certain. In order of more to less probable, use the following modals: *will, can, may*.

If	S	V (present)		,	S	will can may	verb word	
If	we	find	her address	,	we	will	write	her

S	will can may	verb word		if	S	V (present)		
We	will	write	her	if	we	find		her address

Avoid using the present tense verb instead of a modal and a verb word in the clause of result.

**EXAMPLES**

- INCORRECT: If you put too much water in rice when you cook it, it got sticky.  
 CORRECT: If you put too much water in rice when you cook it, it will get sticky.  
*or*  
It will get sticky if you put too much water in rice when you cook it.
- INCORRECT: If they have a good sale, I would have stopped by on my way home.  
 CORRECT: If they have a good sale, I will stop by on my way home.  
*or*  
I will stop by on my way home if they have a good sale.
- INCORRECT: We will wait if you wanted to go.  
 CORRECT: We will wait if you want to go.  
*or*  
If you want to go, we will wait.
- INCORRECT: If you listen to the questions carefully, you answer them easily.  
 CORRECT: If you listen to the questions carefully, you will answer them easily.  
*or*  
You will answer them easily if you listen to the questions carefully.
- INCORRECT: If we finished our work a little early today, we'll attend the lecture at the art museum.  
 CORRECT: If we finish our work a little early today, we'll attend the lecture at the art museum.  
*or*  
We'll attend the lecture at the art museum if we finish our work a little early today.

**EXERCISES****Part A: Choose the correct answer.**

- If services are increased, taxes \_\_\_\_\_.
- (A) will probably go up
  - (B) probably go up
  - (C) probably up
  - (D) going up probably

**Part B: Choose the incorrect word or phrase and correct it.**

- If you don't register before the last day of regular registration, you paying a late fee.
- (A) (B) (C) (D)



## Contrary-to-Fact Conditionals—Change in Conditions *Unless*

Remember that there is a subject and verb that determines the change in conditions after the connector *unless*.

S	V	unless	S	V	
Luisa	won't return	unless	she	gets	a scholarship

Avoid deleting *unless* from the sentence; avoid deleting either the subject or the verb from the clause after *unless*.

### EXAMPLES

INCORRECT: I can't go I don't get my work finished.

CORRECT: I can't go unless I get my work finished.

INCORRECT: They are going to get a divorce unless he stopping drugs.

CORRECT: They are going to get a divorce unless he stops taking drugs.

INCORRECT: You won't get well unless you are taking your medicine.

CORRECT: You won't get well unless you take your medicine.

INCORRECT: Dean never calls his father unless needs money.

CORRECT: Dean never calls his father unless he needs money.

INCORRECT: We can't pay the rent unless the scholarship check.

CORRECT: We can't pay the rent unless the scholarship check comes.

### EXERCISES

#### Part A: Choose the correct answer.

Football teams don't play in the Super Bowl championship \_\_\_\_\_ either the National or the American Conference.

- (A) unless they win
- (B) but they win
- (C) unless they will win
- (D) but to have won

#### Part B: Choose the incorrect word or phrase and correct it.

Usually boys cannot become Boy Scouts unless completed the fifth grade.

- (A)
- (B)
- (C)
- (D)

**PROBLEMS WITH SUBJUNCTIVES**

Some verbs, nouns, and expressions require a subjunctive. A subjunctive is a change in the usual form of the verb. A subjunctive is often a verb word in English.



**Importance—Subjunctive Verbs**

Remember that the following verbs are used before *that* and the verb word clause to express importance.

- |                |                  |
|----------------|------------------|
| <i>ask</i>     | <i>recommend</i> |
| <i>demand</i>  | <i>request</i>   |
| <i>desire</i>  | <i>require</i>   |
| <i>insist</i>  | <i>suggest</i>   |
| <i>prefer</i>  | <i>urge</i>      |
| <i>propose</i> |                  |

S	V	that	S	verb word	
Mr. Johnson	prefers	that	she	speak	with him personally

Avoid using a present or past tense verb instead of a verb word. Avoid using a modal before the verb word.

Note: The verb *insist* may be used in non-subjunctive patterns in the past tense. For example: *He insisted that I was wrong.*

**EXAMPLES**

- INCORRECT: The doctor suggested that she will not smoke.  
 CORRECT: The doctor suggested that she not smoke.
- INCORRECT: I propose that the vote is secret ballot.  
 CORRECT: I propose that the vote be secret ballot.
- INCORRECT: The foreign student advisor recommended that she studied more English before enrolling at the university.  
 CORRECT: The foreign student advisor recommended that she study more English before enrolling at the university.
- INCORRECT: The law requires that everyone has his car checked at least once a year.  
 CORRECT: The law requires that everyone have his car checked at least once a year.
- INCORRECT: She insisted that they would give her a receipt.  
 CORRECT: She insisted that they give her a receipt.

**EXERCISES**

**Part A: Choose the correct answer.**

Less moderate members of Congress are insisting that changes in the Social Security System \_\_\_\_\_ made.

- (A) will
- (B) are
- (C) being
- (D) be

**Part B: Choose the incorrect word or phrase and correct it.**

Many architects prefer that a dome is used to roof buildings that need to conserve floor space.

- (A) (B) (C) (D)



**10 Importance—Impersonal Expressions**

Remember that the following adjectives are used in impersonal expressions.

- essential*
- imperative*
- important*
- necessary*

it is	adjective	infinitive	
It is	important	to verify	the data

*or*

it is	adjective	that	S	verb word	
It is	important	that	the data	be	verified

Avoid using a present tense verb instead of a verb word. Avoid using a modal before the verb word.

**EXAMPLES**

INCORRECT: It is not necessary that you must take an entrance examination to be admitted to an American university.

CORRECT: It is not necessary to take an entrance examination to be admitted to an American university.

*or*

It is not necessary that you take an entrance examination to be admitted to an American university.

INCORRECT: It is imperative that you are on time.

CORRECT: It is imperative to be on time.

*or*

It is imperative that you be on time.

INCORRECT: It is important that I will speak with Mr. Williams immediately.

CORRECT: It is important to speak with Mr. Williams immediately.

*or*

It is important that I speak with Mr. Williams immediately.

INCORRECT: It is imperative that your signature appears on your identification card.

CORRECT: It is imperative to sign your identification card.

*or*

It is imperative that your signature appear on your identification card.

INCORRECT: It is essential that all applications and transcripts are filed no later than July 1.

CORRECT: It is essential to file all applications and transcripts no later than July 1.

*or*

It is essential that all applications and transcripts be filed no later than July 1.

## EXERCISES

### Part A: Choose the correct answer.

It is necessary \_\_\_\_\_ the approaches to a bridge, the road design, and the alignment in such a way as to best accommodate the expected traffic flow over and under it.

- (A) plan
- (B) to plan
- (C) planning
- (D) the plan

### Part B: Choose the incorrect word or phrase and correct it.

It is essential that vitamins are supplied either by foods or by supplementary tablets for normal growth to occur.

(A)

(B)

(C)

(D)



## PROBLEMS WITH INFINITIVES

An infinitive is *to* + the verb word.

### PROBLEM

# 11

## Purpose—Infinitives

Remember that an infinitive can express purpose. It is a short form of *in order to*.

S	V	C	infinitive (purpose)	
Laura	jogs		to stay	fit
She	takes	vitamins	to feel	better

Avoid expressing purpose without the word *to* in the infinitive. Avoid using *for* instead of *to*.

### EXAMPLES

- INCORRECT: Wear several layers of clothing for keep warm.  
 CORRECT: Wear several layers of clothing to keep warm.
- INCORRECT: David has studied hard the succeed.  
 CORRECT: David has studied hard to succeed.
- INCORRECT: Don't move your feet when you swing for play golf well.  
 CORRECT: Don't move your feet when you swing to play golf well.
- INCORRECT: Virginia always boils the water twice make tea.  
 CORRECT: Virginia always boils the water twice to make tea.
- INCORRECT: Wait until June plant those bulbs.  
 CORRECT: Wait until June to plant those bulbs.

### EXERCISES

#### Part A: Choose the correct answer.

In the Morrill Act, Congress granted federal lands to the states \_\_\_\_\_ agricultural and mechanical arts colleges.

- (A) for establish
- (B) to establish
- (C) establish
- (D) establishment

#### Part B: Choose the incorrect word or phrase and correct it.

Papyrus was used for to make not only paper but also sails, baskets, and clothing.

- (A)      (B)                                      (C)                                      (D)

## PROBLEMS WITH PASSIVES

A passive changes the emphasis of a sentence. Usually in a passive, the event or result is more important than the person who causes it to happen.

For example, *born*, *known as*, and *left* are participles. They are commonly used with BE in passive sentences. Why? Because the person born, the person known, and the person or thing left are the important parts of the sentences.



### Passives—Word Order

Remember that in a passive sentence the actor is unknown or not important. The subject is *not* the actor.

Passive sentences are also common in certain styles of scientific writing.

S	BE	participle	
State University	is	located	at the corner of College and Third

Avoid using a participle without a form of the verb BE.

#### EXAMPLES

- INCORRECT: My wedding ring made of yellow and white gold.  
 CORRECT: My wedding ring is made of yellow and white gold.  
 (It is the *ring*, not the person who made the ring, that is important.)
- INCORRECT: If your brother invited, he would come.  
 CORRECT: If your brother were invited, he would come.  
 (It is your *brother*, not the person who invited him, that is important.)
- INCORRECT: Mr. Wilson known as Willie to his friends.  
 CORRECT: Mr. Wilson is known as Willie to his friends.  
 (It is *Mr. Wilson*, not his friends, that is important.)
- INCORRECT: References not used in the examination room.  
 CORRECT: References are not used in the examination room.  
 (It is *references*, not the persons using them, that are important.)
- INCORRECT: Laura born in Iowa.  
 CORRECT: Laura was born in Iowa.  
 (It is *Laura*, not her mother who bore her, that is important.)

**EXERCISES****Part A: Choose the correct answer.**

In the stringed instruments, the tones \_\_\_\_\_ by playing a bow across a set of strings that may be made of wire or gut.

- (A) they produce
- (B) producing
- (C) are produced
- (D) that are producing

**Part B: Choose the incorrect word or phrase and correct it.**

Work is often measure in units called foot pounds.

- (A) (B)      (C)      (D)

**Belief and Knowledge—Anticipatory *It***

Remember that an anticipatory *it* clause expresses belief or knowledge. Anticipatory means before. Some *it* clauses that go before main clauses are listed below:

- It is believed*
- It is hypothesized*
- It is known*
- It is said*
- It is thought*
- It is true*
- It is written*

Anticipatory <i>it</i>	that	S	V	
It is believed	that	all mammals	experience	dreams

Avoid using an *-ing* form, a noun, or an infinitive instead of a subject and verb after an anticipatory *it* clause.

### EXAMPLES

- INCORRECT: It is hypothesized that the subjects in the control group not to score as well.  
 CORRECT: It is hypothesized that the subjects in the control group will not score as well.
- INCORRECT: It is generally known that she leaving at the end of the year.  
 CORRECT: It is generally known that she is leaving at the end of the year.
- INCORRECT: It is said that a buried treasure near here.  
 CORRECT: It is said that a buried treasure was hidden near here.
- INCORRECT: It is believed that a horseshoe bringing good luck.  
 CORRECT: It is believed that a horseshoe brings good luck.
- INCORRECT: It is thought that our ancestors building this city.  
 CORRECT: It is thought that our ancestors built this city.

### EXERCISES

#### Part A: Choose the correct answer.

\_\_\_\_\_ Giant Ape Man, our biggest and probably one of our first human ancestors, was just about the size of a male gorilla.

- (A) It is believed that
- (B) That it is
- (C) That is believed
- (D) That believing

#### Part B: Choose the incorrect word or phrase and correct it.

That it is believed that most of the earthquakes in the world occur near the youngest mountain ranges—the Himalayas, the Andes, and the Sierra Nevadas.

- (A) (B) (C) (D)

## PROBLEMS WITH HAVE + PARTICIPLE

*Have, has, or had + participle* express duration of time.



### Predictions—*Will Have + Participle*

Remember that *will have* followed by a participle and a future adverb expresses a prediction for a future activity or event.

adverb (future)	Such as	will	have	participle	
By the year 2010,	researchers	will	have	discovered	a cure for cancer.

Avoid using *will* instead of *will have*.

#### EXAMPLES

INCORRECT: You will finished your homework by the time the movie starts.

CORRECT: You will have finished your homework by the time the movie starts.

INCORRECT: Jan will left by five o'clock.

CORRECT: Jan will have left by five o'clock.

INCORRECT: Before school is out, I have returned all of my library books.

CORRECT: Before school is out, I will have returned all of my library books.

INCORRECT: We have gotten an answer to our letter by the time we have to make a decision.

CORRECT: We will have gotten an answer to our letter by the time we have to make a decision.

INCORRECT: Before we can tell them about the discount, they will bought the tickets.

CORRECT: Before we can tell them about the discount, they will have bought the tickets.

#### EXERCISES

##### Part A: Choose the correct answer.

By the middle of the twenty-first century, the computer \_\_\_\_\_ a necessity in every home.

- (A) became
- (B) becoming
- (C) has become
- (D) will have become

##### Part B: Choose the incorrect word or phrase and correct it.

It is believed that by 2010 immunotherapy have succeeded in curing a number of serious illnesses.

- (A)
- (B)
- (C)
- (D)

## PROBLEMS WITH AUXILIARY VERBS

Auxiliary verbs are additional verbs that may be used with main verbs to add meaning. For example, all of the forms of BE, HAVE, DO, and all modals are auxiliary verbs.

### PROBLEM

## 15

### Missing Auxiliary Verb—Active

Remember that some main verbs require auxiliary verbs.

	BE	-ing	
Mom	is	watering	her plants

	HAVE	participle	
Mom	has	watered	her plants

	MODAL	verb word	
Mom	should	water	her plants

Avoid using *-ing* forms without BE, participles without HAVE, and verb words without modals when *-ing*, a participle, or a verb word function as a main verb.

#### EXAMPLES

- INCORRECT: The party is a surprise, but all of her friends coming.  
 CORRECT: The party is a surprise, but all of her friends are coming.
- INCORRECT: She read it to you later tonight.  
 CORRECT: She will read it to you later tonight.
- INCORRECT: The sun shining when we left this morning.  
 CORRECT: The sun was shining when we left this morning.
- INCORRECT: We gone there before.  
 CORRECT: We have gone there before.
- INCORRECT: I can't talk with you right now because the doorbell ringing.  
 CORRECT: I can't talk with you right now because the doorbell is ringing.

**EXERCISES****Part A: Choose the correct answer.**

The giraffe survives in part because it \_\_\_\_\_ the vegetation in the high branches of trees where other animals have not grazed.

- (A) to reach
- (B) can reach
- (C) reaching
- (D) reach

**Part B: Choose the incorrect word or phrase and correct it.**

According to some scientists, the earth losing its outer atmosphere because of pollutants.

- (A) (B) (C) (D)

**Missing Auxiliary Verb—Passive**

Remember that the passive requires an auxiliary BE verb.

S	BE	participle
The plants	are	watered
The plants	have	been
The plants	should	be
		watered

Avoid using a passive without a form of BE.

**EXAMPLES**

INCORRECT: The phone answered automatically.

CORRECT: The phone is answered automatically.

INCORRECT: They have informed already.

CORRECT: They have been informed already.

INCORRECT: These books should returned today.

CORRECT: These books should be returned today.

INCORRECT: The plane delayed by bad weather.

CORRECT: The plane was delayed by bad weather.

INCORRECT: My paper has not typed.

CORRECT: My paper has not been typed.

**EXERCISES**

**Part A: Choose the correct answer.**

Hydrogen peroxide \_\_\_\_\_ as a bleaching agent because it effectively whitens a variety of fibers and surfaces.

- (A) used
- (B) is used
- (C) is using
- (D) that it uses

**Part B: Choose the incorrect word or phrase and correct it.**

If a rash occurs within twenty-four hours after taking a new medication, the treatment

- (A) should discontinued. (B) (C) (D)

**Problems with Pronouns**

You probably remember learning that “pronouns take the place of nouns.” What this means is that pronouns often are used instead of nouns to avoid repetition of nouns.

A pronoun usually has a reference noun that has been mentioned before in conversation or in writing. The pronoun is used instead of repeating the reference noun. In some grammar books, the reference noun is called the “antecedent of the pronoun” because it has been mentioned before. “Ante” means “before.” For example, in the following sentence, the word *them* is a pronoun that refers to the noun *secretaries*.

Many *secretaries* are using computers to help *them* work faster and more efficiently.

There are several different kinds of pronouns in English. Some of them are *personal* pronouns, which can be either subject or object pronouns; *possessive* pronouns; *relative* pronouns; *reflexive* pronouns; and *reciprocal* pronouns.



**Object Pronouns after Prepositions**

Remember that personal pronouns used as the object of a preposition should be object case pronouns.

	preposition	pronoun (object)
I would be glad to take a message	for	her

Remember that the following prepositions are commonly used with object pronouns:



<i>among</i>	<i>of</i>
<i>between</i>	<i>to</i>
<i>for</i>	<i>with</i>
<i>from</i>	

Avoid using a subject pronoun instead of an object pronoun after a proposition.

### EXAMPLES

- INCORRECT: The experiment proved to my lab partner and I that prejudices about the results of an investigation are often unfounded.  
 CORRECT: The experiment proved to my lab partner and me that prejudices about the results of an investigation are often unfounded.
- INCORRECT: Of those who graduated with Betty and he, Ellen is the only one who has found a good job.  
 CORRECT: Of those who graduated with Betty and him, Ellen is the only one who has found a good job.
- INCORRECT: Among we men, it was he who always acted as the interpreter.  
 CORRECT: Among us men, it was he who always acted as the interpreter.
- INCORRECT: The cake is from Jan, and the flowers are from Larry and we.  
 CORRECT: The cake is from Jan, and the flowers are from Larry and us.
- INCORRECT: Just between you and I, this isn't a very good price.  
 CORRECT: Just between you and me, this isn't a very good price.

### EXERCISES

#### Part A: Choose the correct answer.

Since the Earth's crust is much thicker under the continents, equipment would have to be capable of drilling through 100,000 feet of rock to investigate the mantle \_\_\_\_\_ .

- (A) beneath them
- (B) beneath their
- (C) beneath its
- (D) beneath they

#### Part B: Choose the incorrect word or phrase and correct it.

According to Amazon legends, men were forced to do all of the household tasks for the women war-

- (A) (B)  
 riors who governed and protected the cities for they.  
 (C) (D)

**PROBLEM**  
**18**

## Relative Pronouns that Refer to Persons and Things

Remember that *who* is used to refer to persons, and *which* is used to refer to things.

	someone	who	
She is	the secretary	who	works in the international office

Avoid using *which* instead of *who* in reference to a person.

	something	which	
This is	the new typewriter	which	you ordered

Avoid using *who* instead of *which* in reference to a thing.

### EXAMPLES

INCORRECT: The people which cheated on the examination had to leave the room.

CORRECT: The people who cheated on the examination had to leave the room.

INCORRECT: There is someone on line two which would like to speak with you.

CORRECT: There is someone on line two who would like to speak with you.

INCORRECT: Who is the man which asked the question?

CORRECT: Who is the man who asked the question?

INCORRECT: The person which was recommended for the position did not fulfill the minimum requirements.

CORRECT: The person who was recommended for the position did not fulfill the minimum requirements.

INCORRECT: The student which receives the highest score will be awarded a scholarship.

CORRECT: The student who receives the highest score will be awarded a scholarship.

### EXERCISES

#### Part A: Choose the correct answer.

Charlie Chaplin was a comedian \_\_\_\_\_ was best known for his work in silent movies.

- (A) who
- (B) which
- (C) whose
- (D) what

**Part B: Choose the incorrect word or phrase and correct it.**

Absolute zero, the temperature at whom all substances have zero thermal energy and thus,  
 (A) (B)  
the lowest possible temperatures, is unattainable in practice.  
 (C) (D)

## Problems with Nouns

You have probably learned that “a noun is the name of a person, place, or thing.” Nouns perform several functions in English, but “naming” is clearly the most important.

There are two basic classifications of nouns in English. In some grammar books, they are called *count nouns* and *noncount nouns*. In other grammar books, they are called *count nouns* and *mass nouns*. In still other grammar books, they are called *countable* and *uncountable* nouns.

All of these names are very confusing because, of course, everything can be counted. The problem is *how* to count it. And, in that respect, the two classifications of nouns are very different.

Count or countable nouns have both singular and plural forms. They are used in agreement with singular or plural verbs. In contrast, mass or noncount, uncountable nouns have only one form. They are used in agreement with singular verbs.

Often count or countable nouns are individual persons, places, or things that can be seen and counted individually. Often mass, noncount, or uncountable nouns are substances and ideas that are shapeless by nature and cannot be seen and counted individually.

But it is not always logic that determines whether a noun is count or noncount. Sometimes it is simply a grammatical convention—that is, a category that people agree to use in their language. Both beans and rice have small parts that would be difficult but not impossible to count. But beans is considered a count noun and rice is considered a noncount noun. Why? Because it is a grammatical convention.



### Count Nouns

Remember that *count nouns* have both singular and plural forms. Plural numbers can precede *count nouns* but not *noncount nouns*.

There are several categories of *count nouns* that can help you organize your study. Some of them are listed here.

- Names of persons, their relationships, and their occupations:

<i>one boy</i>	<i>two boys</i>
<i>one friend</i>	<i>two friends</i>
<i>one student</i>	<i>two students</i>

- Names of animals, plants, insects:

<i>one dog</i>	<i>two dogs</i>
<i>one flower</i>	<i>two flowers</i>
<i>one bee</i>	<i>two bees</i>

## 3. Names of things with a definite, individual shape:

*one car*            *two cars*  
*one house*        *two houses*  
*one room*         *two rooms*

## 4. Units of measurement:

*one inch*           *two inches*  
*one pound*        *two pounds*  
*one degree*       *two degrees*

## 5. Units of classification in society:

*one family*        *two families*  
*one country*      *two countries*  
*one language*    *two languages*

## 6. Containers of noncount solids, liquids, pastes, and gases:

*one bottle*        *two bottles*  
*one jar*            *two jars*  
*one tube*          *two tubes*

## 7. A limited number of abstract concepts:

*one idea*           *two ideas*  
*one invention*    *two inventions*  
*one plan*          *two plans*

Number (plural)	Noun (count-plural)
sixty	years

Avoid using a singular *count noun* with a plural number.

### EXAMPLES

INCORRECT: We have twenty dollar left.

CORRECT: We have twenty dollars left.

INCORRECT: I hope that I can lose about five pound before summer.

CORRECT: I hope that I can lose about five pounds before summer.

INCORRECT: Several of the people in this class speak three or four language.

CORRECT: Several of the people in this class speak three or four languages.

INCORRECT: The temperature has risen ten degree in two hours.

CORRECT: The temperature has risen ten degrees in two hours.

INCORRECT: The teacher has ordered two book, but they aren't in at the bookstore.

CORRECT: The teacher has ordered two books, but they aren't in at the bookstore.

**EXERCISES****Part A: Choose the correct answer.**

- A desert receives less than twenty-five \_\_\_\_\_ of rainfall every year.
- (A) centimeter  
 (B) a centimeter  
 (C) centimeters  
 (D) of centimeters

**Part B: Choose the incorrect word or phrase and correct it.**

In 1950 it was naively predicted that eight or ten computer would be sufficient to handle all of the scientific and business needs in the United States.

(A) (B) (C) (D)

**Noncount Nouns**

Remember that *noncount* nouns have only one form. They are used in agreement with singular verbs. The word *the* does not precede them.

There are categories of *noncount* nouns that can help you organize your study. Some of them are listed here.

1. Food staples that can be purchased in various forms:  
*bread*  
*meat*  
*butter*
2. Construction materials that can change shape, depending on what is made:  
*wood*  
*iron*  
*glass*
3. Liquids that can change shape, depending on the shape of the container:  
*oil*  
*tea*  
*milk*
4. Natural substances that can change shape, depending on natural laws:  
*steam, water, ice*  
*smoke, ashes*  
*oxygen*
5. Substances with many small parts:  
*rice*  
*sand*  
*sugar*

## 6. Groups of things that have different sizes and shapes:

*clothing* (a coat, a shirt, a sock)  
*furniture* (a table, a chair, a bed)  
*luggage* (a suitcase, a trunk, a box)

## 7. Languages:

*Arabic*  
*Japanese*  
*Spanish*

8. Abstract concepts, often with endings *-ness*, *-ance*, *-ence*, *-ity*:

*beauty*  
*ignorance*  
*peace*

9. Most *-ing* forms:

*learning*  
*shopping*  
*working*

noun (noncount)	verb (singular)	
Friendship	is	important

Avoid using *the* before a *noncount* noun. Avoid using a plural verb with a noncount noun.

**EXAMPLES**

INCORRECT: The happiness means different things to different people.

CORRECT: Happiness means different things to different people.

INCORRECT: Toshi speaks the Japanese at home.

CORRECT: Toshi speaks Japanese at home.

INCORRECT: Bread are expensive in the grocery store on the corner.

CORRECT: Bread is expensive in the grocery store on the corner.

INCORRECT: I like my tea with the milk.

CORRECT: I like my tea with milk.

INCORRECT: If you open the door, airs will circulate better.

CORRECT: If you open the door, air will circulate better.

**EXERCISES****Part A: Choose the correct answer.**

\_\_\_\_\_ at 212 degrees F. and freezes at 32 degrees F.

- (A) Waters boils
- (B) The water boils
- (C) Water boils
- (D) Waters boil

**Part B: Choose the incorrect word or phrase and correct it.**

The religion attempts to clarify mankind's relationship with a superhuman power.

- (A) (B) (C) (D)

**Nouns with Count and Noncount Meanings**

Remember that some nouns may be used as *count* or as *noncount* nouns depending on their meanings. Materials and abstract concepts are *noncount* nouns, but they may be used as *count* nouns to express specific meanings.

Count noun	Specific meaning	Noncount noun	General meaning
an agreement agreements	an occasion or a document	agreement	abstract concept all agreements
a bone bones	a part of a skeleton	bone	construction material
a business businesses	a company	business	abstract concept all business transactions
a cloth cloths	a piece of cloth	cloth	construction material
a decision decisions	an occasion	decision	abstract concept all decisions
an education educations	a specific person's	education	abstract concept all education
a fire fires	an event	fire	material
a glass glasses	a container	glass	construction material

a history histories	a historical account	history	abstract concept all history
an honor honors	an occasion or an award	honor	abstract concept all honor
a language languages	a specific variety	language	abstract concept all languages
a life lives	a specific person's	life	abstract concept all life
a light lights	a lamp	light	the absence of darkness
a noise noises	a specific sound	noise	abstract concept all sounds
a pain pains	a specific occasion	pain	abstract concept all pain
a paper papers	a document or sheet	paper	construction material
a pleasure pleasures	a specific occasion	pleasure	abstract concept all pleasure
a silence silences	a specific occasion	silence	abstract concept all silence
a space spaces	a blank	space	the universe
a stone stones	a small rock	stone	construction material
a success successes	an achievement	success	abstract concept all success
a thought thoughts	an idea	thought	abstract concept all thought
a time times	a historical period or moment	time	abstract concept all time
a war wars	a specific war	war	the general act of war all wars
a work works	an artistic creation	work	employment abstract concept all work



	a document	
I have	a paper	due Monday

	construction material	
Let's use	paper	to make the present

Avoid using *count* nouns with specific meanings to express the general meanings of *noncount* nouns.

### EXAMPLES

INCORRECT: Dr. Bradley will receive special honor at the graduation.

CORRECT: Dr. Bradley will receive a special honor at the graduation.  
(an award)

INCORRECT: She needs to find a work.

CORRECT: She needs to find work.  
(employment)

INCORRECT: My neighbor dislikes a noise.

CORRECT: My neighbor dislikes noise.  
(all sounds)

INCORRECT: We need glass for the juice.

CORRECT: We need a glass for the juice.

*or*

We need glasses for the juice.  
(containers)

INCORRECT: A war is as old as mankind.

CORRECT: War is as old as mankind.  
(the act of war)

### EXERCISES

#### Part A: Choose the correct answer.

It is generally believed that an M.B.A. degree is good preparation for a career in \_\_\_\_\_.

- (A) a business
- (B) business
- (C) businesses
- (D) one business

#### Part B: Choose the incorrect word or phrase and correct it.

A space is the last frontier for man to conquer.

- (A) (B) (C) (D)



## Noncount Nouns that Are Count Nouns in Other Languages

Remember, many nouns that are *count* nouns in other languages may be *noncount* nouns in English. Some of the most troublesome have been listed for you on the following page.

<i>advice</i>	<i>homework</i>	<i>money</i>	<i>poetry</i>
<i>anger</i>	<i>ignorance</i>	<i>music</i>	<i>poverty</i>
<i>courage</i>	<i>information</i>	<i>news</i>	<i>progress</i>
<i>damage</i>	<i>knowledge</i>	<i>patience</i>	
<i>equipment</i>	<i>leisure</i>	<i>permission</i>	
<i>fun</i>	<i>luck</i>		

	Ø	Noun (noncount)
Did you do your		homework?

Avoid using *a* or *an* before *noncount* nouns.

### EXAMPLES

- INCORRECT: Do you have an information about it?  
 CORRECT: Do you have information about it?
- INCORRECT: Counselors are available to give you an advice before you register for your classes.  
 CORRECT: Counselors are available to give you advice before you register for your classes.
- INCORRECT: George had a good luck when he first came to State University.  
 CORRECT: George had good luck when he first came to State University.
- INCORRECT: A news was released about the hostages.  
 CORRECT: News was released about the hostages.
- INCORRECT: Did you get a permission to take the placement test?  
 CORRECT: Did you get permission to take the placement test?

### EXERCISES

#### Part A: Choose the correct answer.

- Fire-resistant materials are used to retard \_\_\_\_\_ of modern aircraft in case of accidents.
- (A) a damage to the passenger cabin  
 (B) that damages to the passenger cabin  
 (C) damage to the passenger cabin  
 (D) passenger cabin's damages

#### Part B: Choose the incorrect word or phrase and correct it.

- A progress has been made toward finding a cure for AIDS.
- (A) (B) (C) (D)


**PROBLEM**  
**23**

## Singular and Plural Expressions of Noncount Nouns

Remember that the following singular and plural expressions are idiomatic:

<i>a piece of advice</i>	<i>two pieces of advice</i>
<i>a piece of bread</i>	<i>two pieces of bread</i>
<i>a piece of equipment</i>	<i>two pieces of equipment</i>
<i>a piece of furniture</i>	<i>two pieces of furniture</i>
<i>a piece of information</i>	<i>two pieces of information</i>
<i>a piece of jewelry</i>	<i>two pieces of jewelry</i>
<i>a piece of luggage</i>	<i>two pieces of luggage</i>
<i>a piece of mail</i>	<i>two pieces of mail</i>
<i>a piece of music</i>	<i>two pieces of music</i>
<i>a piece of news</i>	<i>two pieces of news</i>
<i>a piece of toast</i>	<i>two pieces of toast</i>
<i>a loaf of bread</i>	<i>two loaves of bread</i>
<i>a slice of bread</i>	<i>two slices of bread</i>
<i>an ear of corn</i>	<i>two ears of corn</i>
<i>a bar of soap</i>	<i>two bars of soap</i>
<i>a bolt of lightning</i>	<i>two bolts of lightning</i>
<i>a clap of thunder</i>	<i>two claps of thunder</i>
<i>a gust of wind</i>	<i>two gusts of wind</i>

	a	singular	of	noun (noncount)
A folk song is	a	piece	of	popular music

	number	plural	of	noun (noncount)
I ordered	twelve	bars	of	soap

Avoid using the noncount noun without the singular or plural idiom to express a singular or plural.

### EXAMPLES

- INCORRECT: A mail travels faster when the zip code is indicated on the envelope.  
 CORRECT: A piece of mail travels faster when the zip code is indicated on the envelope.
- INCORRECT: There is a limit of two carry-on luggages for each passenger.  
 CORRECT: There is a limit of two pieces of carry-on luggage for each passenger.
- INCORRECT: Each furniture in this display is on sale for half price.  
 CORRECT: Each piece of furniture in this display is on sale for half price.
- INCORRECT: I'd like a steak, a salad, and a corn's ear with butter.  
 CORRECT: I'd like a steak, a salad, and an ear of corn with butter.

- INCORRECT: The Engineering Department purchased a new equipment to simulate conditions in outer space.  
 CORRECT: The Engineering Department purchased a new piece of equipment to simulate conditions in outer space.

**EXERCISES**

**Part A: Choose the correct answer.**

- Hybrids have one more \_\_\_\_\_ per plant than the other varieties.  
 (A) corns  
 (B) ear of corn  
 (C) corn ears  
 (D) corn's ears

**Part B: Choose the incorrect word or phrase and correct it.**

- A few tiles on *Skylab* were the only equipments that failed to perform well in outer space.  
 (A) (B) (C) (D)



**Infinitive and -ing Subjects**

Remember that either an infinitive or an *-ing* form may be used as the subject of a sentence or a clause.

S (infinitive)	V	
To read a foreign language	is	even more difficult
S (-ing)	V	
Reading quickly and well	requires	practice

Avoid using a verb word instead of an infinitive or an *-ing* form in the subject. Avoid using *to* with an *-ing* form.

**EXAMPLES**

- INCORRECT: To working provides people with personal satisfaction as well as money.  
 CORRECT: To work provides people with personal satisfaction as well as money.  
*or*  
Working provides people with personal satisfaction as well as money.  
 INCORRECT: The sneeze spreads germs.  
 CORRECT: To sneeze spreads germs.  
*or*  
Sneezing spreads germs.

INCORRECT: Shoplift is considered a serious crime.

CORRECT: To shoplift is considered a serious crime.

or

Shoplifting is considered a serious crime.

INCORRECT: The rest in the afternoon is a custom in many countries.

CORRECT: To rest in the afternoon is a custom in many countries.

or

Resting in the afternoon is a custom in many countries.

INCORRECT: To exercising makes most people feel better.

CORRECT: To exercise makes most people feel better.

or

Exercising makes most people feel better.

**EXERCISES**

**Part A: Choose the correct answer.**

\_\_\_\_\_ trees is a custom that many people engage in to celebrate Arbor Day.

- (A) The plant
- (B) Plant
- (C) Planting
- (D) To planting

**Part B: Choose the incorrect word or phrase and correct it.**

Spell correctly is easy with the aid of a number of word processing programs for personal computers.

- (A) (B) (C) (D)



**Nominal *That* Clause**

Remember that sometimes the subject of a verb is a single noun. Other times it is a long noun phrase or a long noun clause.

One example of a long noun clause is the *nominal that* clause. Like all clauses, the *nominal that* clause has a subject and verb. The *nominal that* clause functions as the main subject of the main verb which follows it.

Nominal <i>that</i> clause S	V	
That vitamin C prevents colds	is	well known

**EXAMPLES**

INCORRECT: That it is that she has known him for a long time influenced her decision.

CORRECT: That she has known him for a long time influenced her decision.

- INCORRECT: It is that we need to move is sure.  
 CORRECT: That we need to move is sure.
- INCORRECT: Is likely that the library is closed.  
 CORRECT: That the library is closed is likely.
- INCORRECT: She will win is almost certain.  
 CORRECT: That she will win is almost certain.
- INCORRECT: That is not fair seems obvious.  
 CORRECT: That it is not fair seems obvious.

## EXERCISES

### Part A: Choose the correct answer.

- \_\_\_\_\_ migrate long distances is well documented.
- (A) That it is birds  
 (B) That birds  
 (C) Birds that  
 (D) It is that birds

### Part B: Choose the incorrect word or phrase and correct it.

- That it is the moon influences only one kind of tide is not generally known.
- (A) (B) (C) (D)

## Problems with Adjectives

Adjectives and adjective phrases describe nouns. They may be used to describe *quantity* (number or amount); *sufficiency* (number or amount needed); *consecutive order* (order in a sequence); *quality* (appearance); and *emphasis* (importance or force.)

Most adjectives and adjective phrases have only one form in English. They do not change forms to agree with the nouns they describe.

## PROBLEMS WITH DETERMINERS

*Determiners* are a special kind of adjective. Like other adjectives, determiners describe nouns. But unlike other adjectives, determiners must agree with the nouns they describe. In other words, you must know whether the noun is a singular count noun, a plural count noun, or a noncount noun before you can choose the correct determiner. The noun *determines* which adjective form you use.


**PROBLEM**  
**26**
**Noncount Nouns with Qualifying Phrases—*The***

Remember, *the* is used with count nouns. You have also learned that *the* can be used before an *-ing* noun that is followed by a qualifying phrase.

In addition, *the* can be used before a noncount noun with a qualifying phrase.

The	noncount noun	Qualifying Phrase	
The	art	of the Middle Ages	is on display

**EXAMPLES**

INCORRECT: Poetry of Carl Sandburg is being read at the student union on Friday.

CORRECT: The poetry of Carl Sandburg is being read at the student union on Friday.

INCORRECT: Poverty of people in the rural areas is not as visible as that of people in the city.

CORRECT: The poverty of people in the rural areas is not as visible as that of people in the city.

INCORRECT: Science of genetic engineering is not very old.

CORRECT: The science of genetic engineering is not very old.

INCORRECT: History of this area is interesting.

CORRECT: The history of this area is interesting.

INCORRECT: Work of many people made the project a success.

CORRECT: The work of many people made the project a success.

**EXERCISES**
**Part A: Choose the correct answer.**

\_\_\_\_\_ of Country-Western singers may be related to old English ballads.

- (A) The music
- (B) Music
- (C) Their music
- (D) Musics

**Part B: Choose the incorrect word or phrase and correct it.**

Philosophy of the ancient Greeks has been preserved in the scholarly writing of Western civilization.

- (A) (B) (C) (D)


**PROBLEM**  
**27**

## No Meaning Not Any

Remember that *no* means *not any*. It may be used with a singular or plural count noun or with a non-count noun.

no	noun (count singular) noun (count plural)	verb (singular) verb (plural)
	No No	tree trees

no	noun (noncount)	verb (singular)	
No	art	is	on display today

Avoid using the negatives *not* or *none* instead of *no*. Avoid using a singular verb with a plural count noun.

### EXAMPLES

- INCORRECT: There is not reason to worry.  
 CORRECT: There is no reason to worry.
- INCORRECT: None news is good news.  
 CORRECT: No news is good news.
- INCORRECT: We have not a file under the name Wagner.  
 CORRECT: We have no file under the name Wagner.
- INCORRECT: None of cheating will be tolerated.  
 CORRECT: No cheating will be tolerated.
- INCORRECT: Bill told me that he has none friends.  
 CORRECT: Bill told me that he has no friends.

### EXERCISES

#### Part A: Choose the correct answer.

- At Woolworth's first five-and-ten-cent store, \_\_\_\_\_ more than a dime.
- (A) neither items cost  
 (B) items not cost  
 (C) items none costing  
 (D) no item costs



**Part B: Choose the incorrect word or phrase and correct it.**

Some religions have none deity but are philosophies that function instead of religions.

(A) (B)

(C)

(D)

**Almost All of the and Most of the**

Remember that *almost all of the* and *most of the* mean all except a few, but *almost all of the* includes more.

almost all (of the) most (of the)	noun (count—plural)	verb (plural)	
Almost all (of the) Most (of the)	trees in our yard trees	are are	oaks oaks

almost all (of the) most (of the)	noun (noncount)	verb (singular)	
Almost all (of the) Most (of the)	art by R. C. Gorman art by R. C. Gorman	is expensive is expensive	

Avoid using *almost* without *all* or *all of the*. Avoid using *most of* without *the*.

**EXAMPLES**

INCORRECT: Almost the states have a sales tax.

CORRECT: Almost all of the states have a sales tax.

or

Almost all states have a sales tax.

or

Most of the states have a sales tax.

or

Most states have a sales tax.

INCORRECT: Most of teachers at State University care about their students' progress.

CORRECT: Almost all of the teachers at State University care about their students' progress.

or

Almost all teachers at State University care about their students' progress.

or

Most of the teachers at State University care about their students' progress.

or

Most teachers at State University care about their students' progress.

- INCORRECT: My cousin told me that most of people who won the lottery got only a few dollars, not the grand prize.
- CORRECT: My cousin told me that almost all of the people who won the lottery got only a few dollars, not the grand prize.
- or*
- My cousin told me that almost all people who won the lottery got only a few dollars, not the grand prize.
- or*
- My cousin told me that most of the people who won the lottery got only a few dollars, not the grand prize.
- or*
- My cousin told me that most people who won the lottery got only a few dollars, not the grand prize.
- INCORRECT: Most the dictionaries have information about pronunciation.
- CORRECT: Almost all of the dictionaries have information about pronunciation.
- or*
- Almost all dictionaries have information about pronunciation.
- or*
- Most of the dictionaries have information about pronunciation.
- or*
- Most dictionaries have information about pronunciation.
- INCORRECT: Is it true that most Americans watches TV every night?
- CORRECT: It is true that almost all of the Americans watch TV every night?
- or*
- Is it true that almost all Americans watch TV every night?
- or*
- Is it true that most of the Americans watch TV every night?
- or*
- Is it true that most Americans watch TV every night?

## EXERCISES

### Part A: Choose the correct answer.

\_\_\_\_\_ fuel that is used today is a chemical form of solar energy.

- (A) Most of
- (B) The most
- (C) Most
- (D) Almost the

### Part B: Choose the incorrect word or phrase and correct it.

Almost the plants known to us are made up of a great many cells, specialized to perform different tasks.

(A) (B) (C) (D)

## PROBLEMS WITH OTHER ADJECTIVES

Besides determiners that express number and amount, there are adjectives and adjective-related structures that express *sufficiency*, *consecutive order*, *quality*, and *emphasis*.

Adjectives usually do not change to agree with the noun that they modify.



### Nouns that Function as Adjectives

Remember that when two nouns occur together, the first noun describes the second noun; that is, the first noun functions as an adjective. Adjectives do not change form, singular or plural.

	noun	noun
All of us are foreign	language	teachers

Avoid using a plural form for the first noun even when the second noun is plural. Avoid using a possessive form for the first noun.

#### EXAMPLES

INCORRECT: May I borrow some notebooks paper?

CORRECT: May I borrow some notebook paper?

INCORRECT: All business' students must take the Graduate Management Admission Test.

CORRECT: All business students must take the Graduate Management Admission Test.

INCORRECT: I forgot their telephone's number.

CORRECT: I forgot their telephone number.

INCORRECT: There is a sale at the shoes store.

CORRECT: There is a sale at the shoe store.

INCORRECT: Put the mail on the hall's table.

CORRECT: Put the mail on the hall table.

#### EXERCISES

##### Part A: Choose the correct answer.

\_\_\_\_\_ is cheaper for students who maintain a B average because they are a better risk than average or below-average students.

- (A) Automobile's insurance
- (B) Insurance of automobiles
- (C) Automobile insurance
- (D) Insurance automobile

**Part B: Choose the incorrect word or phrase and correct it.**

Sex's education is instituted to help the student understand the process of maturation,  
 (A) (B)  
to eliminate anxieties related to development, to learn values, and to prevent disease.  
 (C) (D)

**Hyphenated Adjectives**

Remember that it is common for a number to appear as the first in a series of hyphenated adjectives. Each word in a hyphenated adjective is an adjective and does not change form, singular or plural.

	a	adjective	—	adjective	noun
Agriculture 420 is	a	five	—	hour	class

a	adjective	—	adjective	—	adjective	noun	
A	sixty	—	year	—	old	employee	may retire

Avoid using a plural form for any of the adjectives joined by hyphens even when the noun that follows is plural.

**EXAMPLES**

INCORRECT: A three-minutes call anywhere in the United States costs less than a dollar when you dial it yourself.

CORRECT: A three-minute call anywhere in the United States costs less than a dollar when you dial it yourself.

INCORRECT: They have a four-months-old baby.

CORRECT: They have a four-month-old baby.

INCORRECT: Can you make change for a twenty-dollars bill?

CORRECT: Can you make change for a twenty-dollar bill?

INCORRECT: A two-doors car is cheaper than a four-doors model.

CORRECT: A two-door car is cheaper than a four-door model.

INCORRECT: I have to write a one-thousand-words paper this weekend.

CORRECT: I have to write a one-thousand-word paper this weekend.

**EXERCISES****Part A: Choose the correct answer.**

The evolution of vertebrates suggests development from a very simple heart in fish to a \_\_\_\_\_ in man.

- (A) four-chamber heart
- (B) four-chambers heart
- (C) four-chamber hearts
- (D) four-chamber's heart

**Part B: Choose the incorrect word or phrase and correct it.**

The MX is a four-stages rocket with an 8000-mile range, larger than that of the Minuteman.

- (A) (B) (C) (D)

**Cause-and-Result—So**

Remember that *so* is used before an adjective or an adverb followed by *that*. The *so* clause expresses cause. The *that* clause expresses result.

CAUSE				RESULT			
S	V	so	adverb adjective	that	S	V	
She	got up	so	late	that	she	missed	her bus
The music	was	so	loud	that	we	couldn't talk	

Avoid using *as* or *too* instead of *so* in clauses of cause. Avoid using *as* instead of *that* in clauses of result.

**EXAMPLES**

- INCORRECT: He is so slow as he never gets to class on time.  
CORRECT: He is so slow that he never gets to class on time.
- INCORRECT: This suitcase is as heavy that I can hardly carry it.  
CORRECT: This suitcase is so heavy that I can hardly carry it.
- INCORRECT: We arrived so late as Professor Baker had already called the roll.  
CORRECT: We arrived so late that Professor Baker had already called the roll.
- INCORRECT: He drives so fast as no one likes to ride with him.  
CORRECT: He drives so fast that no one likes to ride with him.
- INCORRECT: Preparing frozen foods is too easy that anyone can do it.  
CORRECT: Preparing frozen foods is so easy that anyone can do it.

**EXERCISES**

**Part A: Choose the correct answer.**

- Oil paints are \_\_\_\_\_ they have become the most popular painter's colors.  
 (A) so versatile and durable that  
 (B) so versatile and durable than  
 (C) such versatile and durable as  
 (D) such versatile and durable

**Part B: Choose the incorrect word or phrase and correct it.**

By the mid-nineteenth century, land was such expensive in large cities that architects began to conserve space by designing skyscrapers.  
 (A) (B)  
 (C) (D)

**Problems with Comparatives**

Nouns may be compared for exact or general *similarity* or *difference*. They may also be compared for similar or different *qualities* or *degrees*, more or less, of specific qualities. In addition, they may be compared to *estimates*.



**Exact Similarity—the Same as and the Same**

Remember that *the same as* and *the same* have the same meaning, but *the same as* is used between the two nouns compared, and *the same* is used after the two nouns or a plural noun.

noun		the same as	noun
This coat	is	the same as	that one

noun		noun		the same
This coat	and	that one	are	the same

noun (plural)			the same
These coats	are		the same

Avoid using *to* and *like* instead of *as*. Avoid using *the same* between the two nouns compared.

EXAMPLES

INCORRECT: That car is almost the same like mine.

CORRECT: That car is almost the same as mine.

*or*

That car and mine are almost the same.

INCORRECT: My briefcase is exactly the same that yours.

CORRECT: My briefcase is exactly the same as yours.

*or*

My briefcase and yours are exactly the same.

INCORRECT: Is your book the same to mine?

CORRECT: Is your book the same as mine?

*or*

Are your book and mine the same?

INCORRECT: Are this picture and the one on your desk same?

CORRECT: Are this picture and the one on your desk the same?

*or*

Is this picture the same as the one on your desk?

INCORRECT: The teacher gave Martha a failing grade on her composition because it was the same a composition he had already read.

CORRECT: The teacher gave Martha a failing grade on her composition because it was the same as a composition he had already read.

*or*

The teacher gave Martha a failing grade on her composition because it and a composition he had already read were the same.

EXERCISES**Part A: Choose the correct answer.**

Although we often use “speed” and “velocity” interchangeably, in a technical sense, “speed” is not always \_\_\_\_\_ “velocity.”

- (A) alike
- (B) the same as
- (C) similar
- (D) as

**Part B: Choose the incorrect word or phrase and correct it.**

When two products are basically the same as, advertising can influence the public’s choice.

- (A)                      (B)                      (C)                      (D)

**PROBLEM**  
**33**

## General Similarity—*Like* and *Alike*

Remember that *like* and *alike* have the same meaning, but *like* is used between the two nouns compared, and *alike* is used after the two nouns or a plural noun.

noun		like	noun
This coat	is	like	that one

noun		noun		alike
This coat	and	that one	are	alike

noun (plural)			alike
These coats	are		alike

Avoid using *as* instead of *like*. Avoid using *like* after the two nouns compared.

### EXAMPLES

INCORRECT: The weather feels *as* spring.

CORRECT: The weather feels like spring.

INCORRECT: These suits are *like*.

CORRECT: This suit is like that suit.

*or*

These suits are alike.

INCORRECT: Your recipe for chicken is *like* to a recipe that my mother has.

CORRECT: Your recipe for chicken is like a recipe that my mother has.

*or*

Your recipe for chicken and a recipe that my mother has are alike.

INCORRECT: I want to buy some shoes *same like* the ones I have on.

CORRECT: I want to buy some shoes like the ones I have on.

*or*

The shoes I want to buy and the shoes I have on are alike.

INCORRECT: Anthony and his brother don't look *like*.

CORRECT: Anthony doesn't look like his brother.

*or*

Anthony and his brother don't look alike.



**EXERCISES****Part A: Choose the correct answer.**

Although they are smaller, chipmunks are \_\_\_\_\_ most other ground squirrels.

- (A) like to  
 (B) like as  
 (C) like  
 (D) alike

**Part B: Choose the incorrect word or phrase and correct it.**

The first living structures to appear on Earth thousands of years ago were alike viruses.

- (A) (B) (C) (D)

**General Difference—to Differ from**

Remember that *differ* is a verb and must change forms to agree with the subject.

	DIFFER	from	
This one	differs	from	the rest

Avoid using BE with *differ*. Avoid using *than*, *of*, or *to* after *differ*.

**EXAMPLES**

INCORRECT: Sharon is different of other women I know.

CORRECT: Sharon is different from other women I know.

*or*

Sharon differs from other women I know.

INCORRECT: Do you have anything a little different to these?

CORRECT: Do you have anything a little different from these?

*or*

Do you have anything that differs a little from these?

INCORRECT: The campus at State University different from that of City College.

CORRECT: The campus at State University differs from that of City College.

*or*

The campus at State University is different from that of City College.

INCORRECT: Jayne's apartment is very differs from Bill's even though they are in the same building.

CORRECT: Jayne's apartment is very different from Bill's even though they are in the same building.

*or*

Jayne's apartment differs from Bill's even though they are in the same building.

INCORRECT: Customs differ one region of the country to another.  
 CORRECT: Customs differ from one region of the country to another.  
*or*  
 Customs are different from one region of the country to another.

**EXERCISES**

**Part A: Choose the correct answer.**

Modern blimps like the famous Goodyear blimps \_\_\_\_\_ the first ones in that they are filled with helium instead of hydrogen.  
 (A) differ from  
 (B) different from  
 (C) is different from  
 (D) different

**Part B: Choose the incorrect word or phrase and correct it.**

Crocodiles different from alligators in that they have pointed snouts and long lower teeth that stick out when their mouths are closed.  
 (A) (B) (C)  
 (D)



**Comparative Estimates—Multiple Numbers**

Remember that the following are examples of multiple numbers:

*half*                      *four times*  
*twice*                     *five times*  
*three times*             *ten times*

	multiple	as	much many	as	
Fresh fruit costs We have	twice half	as as	much many	as as	canned fruit we need

Avoid using *so* instead of *as* after a multiple. Avoid using *more than* instead of *as much as* or *as many as*. Avoid using the multiple after *as much* and *as many*.

**EXAMPLES**

INCORRECT: This one is prettier, but it costs twice more than the other one.  
 CORRECT: This one is prettier, but it costs twice as much as the other one.  
 INCORRECT: The rent at College Apartments is only half so much as you pay here.  
 CORRECT: The rent at College Apartments is only half as much as you pay here.

INCORRECT: Bob found a job that paid as much twice as he made working at the library.

CORRECT: Bob found a job that paid twice as much as he made working at the library.

INCORRECT: The price was very reasonable; I would gladly have paid three times more than he asked.

CORRECT: The price was very reasonable; I would gladly have paid three times as much as he asked.

INCORRECT: We didn't buy the car because they wanted as much twice as it was worth.

CORRECT: We didn't buy the car because they wanted twice as much as it was worth.

**EXERCISES**

**Part A: Choose the correct answer.**

After the purchase of the Louisiana Territory, the United States had \_\_\_\_\_ it had previously owned.

- (A) twice more land than
- (B) two times more land than
- (C) twice as much land as
- (D) two times much land than

**Part B: Choose the incorrect word or phrase and correct it.**

With American prices for sugar at three times as much the world price, manufacturers are beginning to use fructose blended with pure sugar, or sucrose.

(A) (B)

(C) (D)



**Comparative Estimates—*More Than* and *Less Than***

Remember that *more than* or *less than* is used before a specific number to express an estimate that may be a little more or a little less than the number.

	more than	number	
Steve has	more than	a thousand	coins in his collection

	less than	number	
Andy has	less than	a dozen	coins in his pocket

Avoid using *more* or *less* without *than* in estimates. Avoid using *as* instead of *than*.

**EXAMPLES**

- INCORRECT: More one hundred people came to the meeting.  
 CORRECT: More than one hundred people came to the meeting.
- INCORRECT: We have lived in the United States for as less than seven years.  
 CORRECT: We have lived in the United States for less than seven years.
- INCORRECT: The main library has more as one million volumes.  
 CORRECT: The main library has more than one million volumes.
- INCORRECT: A new shopping center on the north side will have five hundred shops more than.  
 CORRECT: A new shopping center on the north side will have more than five hundred shops.
- INCORRECT: There are most than fifty students in the lab, but only two computers.  
 CORRECT: There are more than fifty students in the lab, but only two computers.

**EXERCISES**

**Part A: Choose the correct answer.**

In the Great Smoky Mountains, one can see \_\_\_\_\_ 150 different kinds of trees.  
 (A) more than  
 (B) as much as  
 (C) up as  
 (D) as many to

**Part B: Choose the incorrect word or phrase and correct it.**

Pelé scored more as 1280 goals during his career, gaining a reputation as the best soccer player of all time.  
 (A) (B) (C) (D)



**Comparative Estimates—As Many As**

Remember that *as many as* is used before a specific number to express an estimate that does not exceed the number.

	as many as	number	
We should have	as many as	five hundred	applications

Avoid using *as many* instead of *as many as*. Avoid using *much* instead of *many* before a specific number.

Note: Comparative estimates with *as much as* are also used before a specific number that refers to weight, distance, or money. For example, *as much as* ten pounds, *as much as* two miles, or *as much as* twenty dollars.

**EXAMPLES**

INCORRECT: We expect as much as thirty people to come.

CORRECT: We expect as many as thirty people to come.

INCORRECT: There are as many fifteen thousand students attending summer school.

CORRECT: There are as many as fifteen thousand students attending summer school.

INCORRECT: The children can see as much as twenty-five baby animals in the nursery at the zoo.

CORRECT: The children can see as many as twenty-five baby animals in the nursery at the zoo.

INCORRECT: Many as ten planes have sat in line waiting to take off.

CORRECT: As many as ten planes have sat in line waiting to take off.

INCORRECT: State University offers as much as two hundred major fields of study.

CORRECT: State University offers as many as two hundred major fields of study.

**EXERCISES**

**Part A: Choose the correct answer.**

It has been estimated that \_\_\_\_\_ one hundred thousand men participated in the gold rush of 1898.

- (A) approximate
- (B) until
- (C) as many as
- (D) more

**Part B: Choose the incorrect word or phrase and correct it.**

It is generally accepted that the common cold is caused by as much as forty strains of viruses that (A) (B) (C) (D) may be present in the air at all times.



**Degrees of Comparison—Superlative Adjectives**

Remember that superlatives are used to compare more than two.

		most (least) adjective (two + syllables) adjective <i>-est</i> (one syllable) adjective <i>-est</i> (two + syllables ending in <i>-y</i> )
An essay test is	the	most difficult
An essay test is	the	hardest
An essay test is	the	trickiest

Avoid using a comparative *-er* form when three or more are compared.

**EXAMPLES**

- INCORRECT: She is more prettier than all of the girls in our class.  
 CORRECT: She is the prettiest of all of the girls in our class.
- INCORRECT: New York is the larger of all American cities.  
 CORRECT: New York is the largest of all American cities.
- INCORRECT: Of all of the candidates, Alex is probably the less qualified.  
 CORRECT: Of all of the candidates, Alex is probably the least qualified.
- INCORRECT: Although there are a number of interesting findings, a most significant results are in the abstract.  
 CORRECT: Although there are a number of interesting findings, the most significant results are in the abstract.
- INCORRECT: In my opinion, the more beautiful place in Oregon is Mount Hood.  
 CORRECT: In my opinion, the most beautiful place in Oregon is Mount Hood.

**EXERCISES****Part A: Choose the correct answer.**

The blue whale is \_\_\_\_\_ known animal, reaching a length of more than one hundred feet.

- (A) the large  
 (B) the larger  
 (C) the largest  
 (D) most largest

**Part B: Choose the incorrect answer and correct it.**

The more important theorem of all in plane geometry is the Pythagorean Theorem.

- (A) (B) (C)(D)

**Degrees of Comparison—Irregular Adjectives**

Remember that some very common adjectives have irregular forms. Some of them are listed here for you.

<b>Adjective</b>	<b>Comparative— to compare two</b>	<b>Superlative— to compare three or more</b>
<i>bad</i>	<i>worse</i>	<i>the worst</i>
<i>far</i>	<i>farther</i> <i>further</i>	<i>the farthest</i> <i>the furthest</i>
<i>good</i>	<i>better</i>	<i>the best</i>
<i>little</i>	<i>less</i>	<i>the least</i>
<i>many</i>	<i>more</i>	<i>the most</i>
<i>much</i>	<i>more</i>	<i>the most</i>

	irregular comparative	than	
This ice cream is	better	than	the other brands

	irregular superlative	
This ice cream is	the best	of all

Avoid using a regular form instead of an irregular form for these adjectives.

### EXAMPLES

INCORRECT: The lab is more far from the bus stop than the library.

CORRECT: The lab is farther from the bus stop than the library.  
*or*

The lab is further from the bus stop than the library.

INCORRECT: The badest accident in the history of the city occurred last night on the North Freeway.

CORRECT: The worst accident in the history of the city occurred last night on the North Freeway.

INCORRECT: These photographs are very good, but that one is the better of all.

CORRECT: These photographs are very good, but that one is the best of all.

INCORRECT: Please give me much sugar than you did last time.

CORRECT: Please give me more sugar than you did last time.

INCORRECT: This composition is more good than your last one.

CORRECT: This composition is better than your last one.

### EXERCISES

**Part A: Choose the correct answer.**

\_\_\_\_\_ apples are grown in Washington State.

- (A) Best
- (B) The most good
- (C) The best
- (D) The better

**Part B: Choose the incorrect word or phrase and correct it.**

Because a felony is more bad than a misdemeanor, the punishment is more severe, and often in-

- (A) (B) (C)
- cludes a jail sentence as well as a fine.
- (D)


**PROBLEM**  
**40**

## Double Comparatives

Remember that when two comparatives are used together, the first comparative expresses cause and the second comparative expresses result. A comparative is *more* or *less* with an adjective, or an adjective with *-er*.

CAUSE				RESULT			
The	comparative	S	V,	the	comparative	S	V
The	more	you	review,	the	easier	the patterns	will be

Avoid using *as* instead of *the*. Avoid using the **incorrect** form ~~lesser~~. Avoid omitting *the*. Avoid omitting *-er* from the adjective.

### EXAMPLES

INCORRECT: The more you study during the semester, the lesser you have to study the week before exams.

CORRECT: The more you study during the semester, the less you have to study the week before exams.

INCORRECT: The faster we finish, the soon we can leave.

CORRECT: The faster we finish, the sooner we can leave.

INCORRECT: The less one earns, the lesser one must pay in income taxes.

CORRECT: The less one earns, the less one must pay in income taxes.

INCORRECT: The louder he shouted, less he convinced anyone.

CORRECT: The louder he shouted, the less he convinced anyone.

INCORRECT: The more you practice speaking, the well you will do it.

CORRECT: The more you practice speaking, the better you will do it.

### EXERCISES

#### Part A: Choose the correct answer.

It is generally true that the lower the stock market falls, \_\_\_\_\_.

- (A) higher the price of gold rises
- (B) the price of gold rises high
- (C) the higher the price of gold rises
- (D) rises high the price of gold

#### Part B: Choose the incorrect word or phrase and correct it.

The higher the solar activity, the intense the auroras or polar light displays in the skies near  
 (A) (B) (C)  
the Earth's geomagnetic poles.  
 (D)




**PROBLEM**  
**41**

## Illogical Comparatives—General Similarity and Difference

Remember that comparisons must be made with logically comparable nouns. You can't compare *the climate* in the North with *the South*. You must compare *the climate* in the North with *the climate* in the South.

Remember that *that of* and *those of* are used instead of repeating a noun to express a logical comparative. An example with *different from* appears below.

noun (singular)		different	from	that	
Football in the U.S.	is	different	from	that	in other countries

noun (plural)		different	from	those	
The rules	are	different	from	those	of soccer

Avoid omitting *that* and *those*. Avoid using *than* instead of *from* with *different*.

### EXAMPLES

- INCORRECT: The food in my country is very different than that in the United States.  
 CORRECT: The food in my country is very different from that in the United States.
- INCORRECT: The classes at my university are very different from State University.  
 CORRECT: The classes at my university are very different from those at State University.
- INCORRECT: The English that is spoken in Canada is similar to the United States.  
 CORRECT: The English that is spoken in Canada is similar to that of the United States.
- INCORRECT: Drugstores here are not like at home.  
 CORRECT: Drugstores here are not like those at home.
- INCORRECT: The time in New York City differs three hours from Los Angeles.  
 CORRECT: The time in New York City differs three hours from that of Los Angeles.

### EXERCISES

#### Part A: Choose the correct answer.

- One's fingerprints are \_\_\_\_\_.
- (A) different from those of any other person  
 (B) different from any other person  
 (C) different any other person  
 (D) differs from another person

**Part B: Choose the incorrect word or phrase and correct it.**

Perhaps the colonists were looking for a climate like England, when they decided to settle the North American continent instead of the South American continent.  
 (A) (B) (C)  
 (D)

## Problems with Prepositions

Prepositions are words or phrases that clarify relationships. Prepositions are usually followed by nouns and pronouns. Sometimes the nouns are *-ing* form nouns.

Prepositions are also used in idioms.



### Addition—*Besides*

Remember that *besides* means *in addition to*. *Beside* means *near*.

besides	noun adjective	
Besides	our dog,	we have two cats and a canary
Besides	white,	we stock green and blue

	beside	noun
We sat	beside	the teacher

Avoid using *beside* instead of *besides* to mean *in addition*.

### EXAMPLES

- INCORRECT: Beside Marge, three couples are invited.
- CORRECT: Besides Marge, three couples are invited.
- INCORRECT: Beside Domino's, four other pizza places deliver.
- CORRECT: Besides Domino's, four other pizza places deliver.
- INCORRECT: To lead a well-balanced life, you need to have other interests beside studying.
- CORRECT: To lead a well balanced life, you need to have other interests besides studying.
- INCORRECT: Beside taxi service, there isn't any public transportation in town.
- CORRECT: Besides taxi service, there isn't any public transportation in town.

INCORRECT: Janice has lots of friends beside her roommate.

CORRECT: Janice has lots of friends besides her roommate.

**EXERCISES**

**Part A: Choose the correct answer.**

\_\_\_\_\_ a mayor, many city governments employ a city manager.

- (A) Beside
- (B) Besides
- (C) And
- (D) Also

**Part B: Choose the incorrect word or phrase and correct it.**

To receive a degree from an American university, one must take many courses beside those in one's

- (A) major field. (B) (C) (D)



**Cause—*Because of* and *Because***

Remember that *because of* is a prepositional phrase. It introduces a noun or a noun phrase. *Because* is a conjunction. It introduces a clause with a subject and a verb.

	because	S	V
They decided to stay at home	because	the weather	was bad
<i>or</i>			
		because of	noun
They decided to stay at home		because of	the weather

Avoid using *because of* before a subject and verb. Avoid using *because* before a noun which is not followed by a verb.

**EXAMPLES**

INCORRECT: Classes will be canceled tomorrow because a national holiday.

CORRECT: Classes will be canceled tomorrow because it is a national holiday.

*or*

Classes will be canceled tomorrow because of a national holiday.

INCORRECT: She was absent because of her cold was worse.

CORRECT: She was absent because her cold was worse.

*or*

She was absent because of her cold.

INCORRECT: John's family is very happy because his being awarded a scholarship.

CORRECT: John's family is very happy because he has been awarded a scholarship.

*or*

John's family is very happy because of his being awarded a scholarship.

INCORRECT: She didn't buy it because of the price was too high.

CORRECT: She didn't buy it because the price was too high.

*or*

She didn't buy it because of the price.

INCORRECT: It was difficult to see the road clearly because the rain.

CORRECT: It was difficult to see the road clearly because it was raining.

*or*

It was difficult to see the road clearly because of the rain.

## EXERCISES

### Part A: Choose the correct answer.

\_\_\_\_\_ in the cultivation of a forest, trees need more careful planning than any other crop does.

- (A) Because the time and area involved
- (B) For the time and area involving
- (C) Because of the time and area involved
- (D) As a cause of the time and area involved

### Part B: Choose the incorrect word or phrase and correct it.

Many roads and railroads were built in the 1880s because of the industrial cities needed a network

- (A) (B) (C)
- to link them with sources of supply.
- (D)

## Problems with Conjunctions

Conjunctions are words or phrases that clarify relationships between clauses. "Conjoin" means "to join together."

### PROBLEMS WITH CORRELATIVE CONJUNCTIONS

Correlative conjunctions are pairs that are used together. They often express inclusion or exclusion.

Correlative conjunctions must be followed by the same grammatical structures; in other words, you must use parallel structures after correlative conjunctions.



**Correlative Conjunctions—Inclusives *not only . . . but also***

Remember that *not only . . . but also* are correlative conjunctions. They are used together to include two parallel structures (two nouns, adjectives, verbs, adverbs).

	not only	parallel structure	but also	parallel structure
One should take Checks are	not only not only	cash safer	but also but also	traveler's checks more convenient

Avoid using *only not* instead of *not only*. Avoid using *but* instead of *but also*.  
Avoid using the incorrect pattern:

<del>not only</del>	<del>parallel structure</del>	<del>but</del>	<del>parallel structure</del>	<del>also</del>
<del>not only</del>	<del>cash safer</del>	<del>but but</del>	<del>traveler's checks more convenient</del>	<del>also also</del>

**EXAMPLES**

- INCORRECT: The program provides only not theoretical classes but also practical training.
- CORRECT: The program provides not only theoretical classes but also practical training.
- INCORRECT: The new models are not only less expensive but more efficient also.
- CORRECT: The new models are not only less expensive but also more efficient.
- INCORRECT: The objective is not to identify the problem but also to solve it.
- CORRECT: The objective is not only to identify the problem but also to solve it.
- INCORRECT: Not only her parents but her brothers and sisters also live in Wisconsin.
- CORRECT: Not only her parents but also her brothers and sisters live in Wisconsin.
- INCORRECT: To complete his physical education credits, John took not only swimming also golf.
- CORRECT: To complete his physical education credits, John took not only swimming but also golf.

**EXERCISES**

**Part A: Choose the correct answer.**

- Amniocentesis can be used not only to diagnose fetal disorders \_\_\_\_\_ the sex of the unborn child with 95 percent accuracy.
- (A) but determining
  - (B) but also determining
  - (C) but to determine
  - (D) but also to determine

**Part B: Choose the incorrect word or phrase and correct it.**

The deadbolt is the best lock for entry doors because it is not only inexpensive but installation is easy.  
 (A) (B) (C) (D)

**PROBLEMS WITH OTHER CONJUNCTIONS**



**Future Result—When**

Remember that *when* introduces a clause of condition for future result.

RESULT		CONDITION		
S	V (present) V (will + verb word)	when	S	V (present)
The temperature	drops	when	the sun	sets
The temperature	will drop	when	the sun	sets

Avoid using *will* instead of a present verb after *when*.

**EXAMPLES**

- INCORRECT: I will call you when I will return from my country.  
 CORRECT: I will call you when I return from my country.
- INCORRECT: Marilyn plans to work in her family’s store when she will get her M.B.A.  
 CORRECT: Marilyn plans to work in her family’s store when she gets her M.B.A.
- INCORRECT: He will probably buy some more computer software when he will get paid.  
 CORRECT: He will probably buy some more computer software when he gets paid.
- INCORRECT: She will feel a lot better when she will stop smoking.  
 CORRECT: She will feel a lot better when she stops smoking.
- INCORRECT: When Gary will go to State University, he will be a teaching assistant.  
 CORRECT: When Gary goes to State University, he will be a teaching assistant.

**EXERCISES**

**Part A: Choose the correct answer.**

Bacterial spores germinate and sprout \_\_\_\_\_ favorable conditions of temperature and food supply.

- (A) when encountering of
- (B) when they encounter
- (C) when they will encounter
- (D) when the encounter of

**Part B: Choose the incorrect word or phrase and correct it.**

In most states insurance agents must pass an examination to be licensed when they will complete their training.

(A)

(B)

(C)

(D)



**Indirect Questions**

Remember that question words can be used as conjunctions. Question words introduce a clause of indirect question.

Question words include the following:

- who*                      *why*
- what*                     *how*
- what time*              *how long*
- when*                    *how many*
- where*                   *how much*

S	V	question word	S	V
I	don't remember	what	her name	is

V	S	question word	S	V
Do	you	remember	what	her name is?

Avoid using *do*, *does*, or *did* after the question word. Avoid using the verb before the subject after the question word.

**EXAMPLES**

- INCORRECT: I didn't understood what did he say.  
CORRECT: I didn't understand what he said.
- INCORRECT: Do you know how much do they cost?  
CORRECT: Do you know how much they cost?
- INCORRECT: I wonder when is her birthday.  
CORRECT: I wonder when her birthday is.
- INCORRECT: Could you please tell me where is the post office?  
CORRECT: Could you please tell me where the post office is?
- INCORRECT: Can they tell you what time does the movie start?  
CORRECT: Can they tell you what time the movie starts?

**EXERCISES****Part A: Choose the correct answer.**

Recently, there have been several outbreaks of disease like Legionnaire's syndrome, and doctors don't know \_\_\_\_\_.

- (A) what is the cause
- (B) the cause is what
- (C) is what the cause
- (D) what the cause is

**Part B: Choose the incorrect word or phrase and correct it.**

In Ground Control Approach, the air traffic controller informs the pilot how far is the plane from  
(A) (B) (C)  
the touchdown point.  
(D)

## Problems with Adverbs and Adverb-Related Structures

Adverbs and adverb phrases add information to sentences. They add information about *manner*, that is, how something is done; *frequency* or how often; *time* and *date* or when; and *duration* of time or how long.

**Negative Emphasis**

Remember that negatives include phrases like *not one*, *not once*, *not until*, *never*, *never again*, *only rarely*, and *very seldom*. Negatives answer the question, *how often*? They are used at the beginning of a statement to express emphasis. Auxiliaries must agree with verbs and subjects.



negative	auxiliary	S	V	
Never	have	I	seen	so much snow

Avoid using a subject before the auxiliary in this pattern.

### EXAMPLES

INCORRECT: Never again they will stay in that hotel.

CORRECT: Never again will they stay in that hotel.

INCORRECT: Only rarely an accident has occurred.

CORRECT: Only rarely has an accident occurred.

INCORRECT: Very seldom a movie can hold my attention like this one.

CORRECT: Very seldom can a movie hold my attention like this one.

INCORRECT: Not one paper she has finished on time.

CORRECT: Not one paper has she finished on time.

INCORRECT: Not once Steve and Jan have invited us to their house.

CORRECT: Not once have Steve and Jan invited us to their house.

### EXERCISES

#### Part A: Choose the correct answer.

Not until the Triassic Period \_\_\_\_\_ .

- (A) the first primitive mammals did develop
- (B) did the first primitive mammals develop
- (C) did develop the first primitive mammals
- (D) the first primitive mammals develop

#### Part B: Chose the incorrect word or phrase and correct it.

Only rarely wins the same major league baseball team the World Series two years in a row.

- (A) (B) (C) (D)



### Duration—*For* and *Since*

Remember that *for* is used before a quantity of time. *For* expresses duration. *For* answers the question, *how long?* *Since* is used before a specific time. *Since* expresses duration too, but *since* answers the question, *beginning when?*

Remember that a quantity of time may be several days—a month, two years, etc. A specific time may be Wednesday, July, 1960, etc. You will notice that the structure *HAVE* and a participle is often used with adverbs of duration.

S	HAVE	participle		for	quantity of time
She	has	been	in the U.S.	for	six months

S	HAVE	participle		since	specific time
She	has	been	in the U.S.	since	June

Avoid using *for* before specific times. Avoid using *before* after HAVE and a participle.

### EXAMPLES

INCORRECT: Mary has been on a diet since three weeks.

CORRECT: Mary has been on a diet for three weeks.

INCORRECT: She has been living here before April.

CORRECT: She has been living here since April.

INCORRECT: We haven't seen him since almost a year.

CORRECT: We haven't seen him for almost a year.

INCORRECT: We have known each other before 1974.

CORRECT: We have known each other since 1974.

INCORRECT: He has studied English since five years.

CORRECT: He has studied English for five years.

### EXERCISES

#### Part A: Choose the correct answer.

Penguins, the most highly specialized of all aquatic birds, may live \_\_\_\_\_ twenty years.

- (A) before
- (B) since
- (C) for
- (D) from

#### Part B: Choose the incorrect word or phrase and correct it.

Because national statistics on crime have only been kept for 1930, it is not possible to make judgments about crime during the early years of the nation.

(A)      (B)                      (C)  
(D)



### Generalization—As a Whole and Wholly

Remember that *as a whole* means generally. *Wholly* means completely. *As a whole* is often used at the beginning of a sentence or a clause. *Wholly* is often used after the auxiliary or main verb.

generally as a whole	S	V	
As a whole	the news	is	correct

S	V	completely wholly	
The news	is	wholly	correct

Avoid using *wholly* instead of *as a whole* at the beginning of a sentence or clause to mean generally. Avoid using *as whole* instead of *as a whole*.

### EXAMPLES

INCORRECT: Wholly, we are in agreement.

CORRECT: As a whole, we are in agreement.  
(generally)

INCORRECT: The house and all of its contents was as a whole consumed by the fire.

CORRECT: The house and all of its contents was wholly consumed by the fire.  
(completely)

INCORRECT: The teams are not rated equally, but, wholly, they are evenly matched.

CORRECT: The teams are not rated equally, but, as a whole, they are evenly matched.  
(generally)

INCORRECT: Wholly, Dan's operation proved to be successful.

CORRECT: As a whole, Dan's operation proved to be successful.  
(generally)

INCORRECT: As whole, people try to be helpful to tourists.

CORRECT: As a whole, people try to be helpful to tourists.  
(generally)

### EXERCISES

**Part A: Choose the correct answer.**

\_\_\_\_\_ the Gulf Stream is warmer than the ocean water surrounding it.

- (A) Wholly
- (B) Whole
- (C) As a whole
- (D) A whole as

**Part B: Choose the incorrect word or phrase and correct it.**

Although there are exceptions, as whole, the male of the bird species is more brilliantly colored.

- (A) (B) (C) (D)

# Problems with Sentences and Clauses



## Sentences and Clauses

Remember that a main clause, also called an independent clause, can function as a separate sentence. A subordinate clause, also called a dependent clause, must be attached to a main clause. A dependent clause is often marked with the clause marker *that*.

SENTENCE		
Main Clause (Sentence)	Clause Marker - - - - -	Dependent Clause
We were glad	that	the box came

Avoid using the clause marker with dependent clauses as sentences. Avoid using the clause marker *that* with a sentence that has no dependent clause following it.

### EXAMPLES

- INCORRECT: Utensils and condiments that are found on the table by the door.  
 CORRECT: Utensils and condiments are found on the table by the door.
- INCORRECT: During final exam week, that the library when opening all night.  
 CORRECT: During final exam week, the library is open all night.
- INCORRECT: The weather that is very rainy this time of year.  
 CORRECT: The weather is very rainy this time of year.
- INCORRECT: All of the dorms that are located on East Campus.  
 CORRECT: All of the dorms are located on East Campus.
- INCORRECT: During our vacation, that we suspended the newspaper delivery.  
 CORRECT: During our vacation, we suspended the newspaper delivery.

### EXERCISES

#### Part A: Choose the correct answer.

- Of all the cities in Texas, \_\_\_\_\_.
- (A) that San Antonio is probably the most picturesque  
 (B) San Antonio is probably the most picturesque  
 (C) probably San Antonio the most picturesque  
 (D) the most picturesque probably that San Antonio

#### Part B: Choose the incorrect word or phrase and correct it.

- Thunder that is audible from distances as far away as ten miles.
- (A) (B) (C) (D)

## STYLE

*Style* is a general term that includes elements larger than a single grammatical pattern or structure. In most grammar books, *style* means *sentence structure*—that is, how the parts of a sentence relate to each other.

Some of the most important elements of style are summarized in this review section.

### Problems with Point of View

*Point of view* means maintaining the correct sequence of verb tenses and time phrases in a sentence.



#### Point of View—Verbs

In all patterns, maintain a point of view, either present or past.

Avoid changing from present to past tense, or from past to present tense in the same sentence.

#### EXAMPLES

INCORRECT: He was among the few who want to continue working on the project.

CORRECT: He is among the few who want to continue working on the project.

*or*

He was among the few who wanted to continue working on the project.

INCORRECT: It is an accepted custom for a man to open the door when he accompanied a woman.

CORRECT: It is an accepted custom for a man to open the door when he accompanies a woman.

*or*

It was an accepted custom for a man to open the door when he accompanied a woman.

INCORRECT: She closed the door and hurries away to class.

CORRECT: She closes the door and hurries away to class.

*or*

She closed the door and hurried away to class.

INCORRECT: We receive several applications a day and with them had been copies of transcripts and degrees.

CORRECT: We receive several applications a day and with them are copies of transcripts and degrees.

*or*

We received several applications a day and with them were copies of transcripts and degrees.

INCORRECT: Mr. Davis tried to finish his research, but he found only part of the information that he needs.

CORRECT: Mr. Davis tries to finish his research, but he finds only part of the information that he needs.

*or*

Mr. Davis tried to finish his research, but he found only part of the information that he needed.

## EXERCISES

### Part A: Choose the correct answer.

The first transistor was basically a small chip made of germanium onto one surface of which two pointed wire contacts \_\_\_\_\_ side by side.

- (A) are made
- (B) made
- (C) were made
- (D) making

### Part B: Choose the incorrect word or phrase and correct it.

Because early balloons were at the mercy of shifting winds, they are not considered a practical means of transportation until the 1850s.

(A) (B) (C) (D)



## Point of View—Verbs and Adverbs

In all patterns, avoid using past adverbs with verbs in the present tense.

### EXAMPLES

INCORRECT: Between one thing and another, Charles does not finish typing his paper last night.

CORRECT: Between one thing and another, Charles did not finish typing his paper last night.

INCORRECT: In 1990, according to statistics from the Bureau of Census, the population of the United States is 250,000,000.

CORRECT: In 1990, according to statistics from the Bureau of Census, the population of the United States was 250,000,000.

INCORRECT: We do not receive mail yesterday because it was a holiday.

CORRECT: We did not receive mail yesterday because it was a holiday.

INCORRECT: Mary does not finish her homework in time to go with us to the football game yesterday afternoon.

CORRECT: Mary did not finish her homework in time to go with us to the football game yesterday afternoon.

INCORRECT: Although there are only two hundred foreign students studying at State University in 1990, there are more than five hundred now.

CORRECT: Although there were only two hundred foreign students studying at State University in 1990, there are more than five hundred now.

## EXERCISES

### Part A: Choose the correct answer.

Iron \_\_\_\_\_ for weapons and tools in the Bronze Age following the Stone Age.

- (A) is generally used
- (B) generally used
- (C) was generally used
- (D) used generally

### Part B: Choose the incorrect word or phrase and correct it.

The Nineteenth Amendment to the Constitution gives women the right to vote in the elections of 1920.

(A)

(B)

(C)

(D)

## Problems with Agreement

*Agreement* means selecting subjects that agree in person and number with verbs, and selecting pronouns that agree in person and number with reference nouns and other pronouns.



### Agreement—Modified Subject and Verb

In all patterns, there must be agreement of subject and verb.

Avoid using a verb that agrees with the modifier of a subject instead of with the subject itself.

## EXAMPLES

INCORRECT: His knowledge of languages and international relations aid him in his work.

CORRECT: His knowledge of languages and international relations aids him in his work.

INCORRECT: The facilities at the new research library, including an excellent microfilm file, is among the best in the country.

CORRECT: The facilities at the new research library, including an excellent microfilm file, are among the best in the country.

INCORRECT: All trade between the two countries were suspended pending negotiation of a new agreement.

CORRECT: All trade between the two countries was suspended pending negotiation of a new agreement.

- INCORRECT: The production of different kinds of artificial materials are essential to the conservation of our natural resources.
- CORRECT: The production of different kinds of artificial materials is essential to the conservation of our natural resources.
- INCORRECT: Since the shipment of supplies for our experiments were delayed, we will have to reschedule our work.
- CORRECT: Since the shipment of supplies for our experiments was delayed, we will have to reschedule our work.

## EXERCISES

### Part A: Choose the correct answer.

Groups of tissues, each with its own function, \_\_\_\_\_ in the human body.

- (A) it makes up the organs  
 (B) make up the organs  
 (C) they make up the organs  
 (D) makes up the organs

### Part B: Choose the incorrect word or phrase and correct it.

The Zoning Improvement Plan, better known as zip codes, enable postal clerks to speed the routing of an ever-increasing volume of mail.

(A) (B) (C)  
 (D)



## Agreement—Subject with Appositive and Verb

Remember that there must be agreement of subject and verb. An appositive is a word or phrase that follows a noun and defines it. An appositive usually has a comma before it and a comma after it.

In all patterns, avoid using a verb that agrees with words in the appositive after a subject instead of with the subject itself.

## EXAMPLES

- INCORRECT: The books, an English dictionary and a chemistry text, was on the shelf yesterday.  
 CORRECT: The books, an English dictionary and a chemistry text, were on the shelf yesterday.
- INCORRECT: Three swimmers from our team, Paul, Ed, and Jim, is in competition for medals.  
 CORRECT: Three swimmers from our team, Paul, Ed, and Jim, are in competition for medals.
- INCORRECT: Several pets, two dogs and a cat, needs to be taken care of while we are gone.  
 CORRECT: Several pets, two dogs and a cat, need to be taken care of while we are gone.
- INCORRECT: State University, the largest of the state-supported schools, have more than 50,000 students on main campus.  
 CORRECT: State University, the largest of the state-supported schools, has more than 50,000 students on main campus.



INCORRECT: This recipe, an old family secret, are an especially important part of our holiday celebrations.

CORRECT: This recipe, an old family secret, is an especially important part of our holiday celebrations.

**EXERCISES**

**Part A: Choose the correct answer.**

Cupid, one of the ancient Roman gods, \_\_\_\_\_.

- (A) were a little winged child
- (B) representing as a little winged child
- (C) was represented as a little winged child
- (D) a little winged child

**Part B: Choose the incorrect word or phrase and correct it.**

Columbus, Ohio, the capital of the state, are not only the largest city in Ohio but also a typical metropolitan area, often used in market research.

(A) (B) (C)  
(D)



**Agreement—Verb-Subject Order**

*There* and *here* introduce verb-subject order. The verb agrees with the subject following it.

there	V	S
There	are	the results of the election

here	V	S
Here	is	the result of the election

Avoid using a verb that does not agree with the subject.

**EXAMPLES**

INCORRECT: There was ten people in line already when we arrived.

CORRECT: There were ten people in line already when we arrived.

INCORRECT: There have been very little rain this summer.

CORRECT: There has been very little rain this summer.

INCORRECT: Here are their house.

CORRECT: Here is their house.

- INCORRECT: There has been several objections to the new policy.  
 CORRECT: There have been several objections to the new policy.
- INCORRECT: I think that there were a problem.  
 CORRECT: I think that there was a problem.

## EXERCISES

### Part A: Choose the correct answer.

- In a suspension bridge \_\_\_\_\_ that carry one or more flexible cables firmly attached at each end.
- (A) there is two towers on it  
 (B) there are two towers  
 (C) two towers there are  
 (D) towers there are two

### Part B: Choose the incorrect word or phrase and correct it.

- There is about 600 schools in the United States that use the Montessori method to encourage individual initiative.
- (A) (B) (C) (D)



## Agreement—Noun and Pronoun

In all patterns, there must be agreement of noun and pronoun.  
 Avoid using a pronoun that does not agree in number with the noun to which it refers.

### EXAMPLES

- INCORRECT: If you want to leave a message for Mr. and Mrs. Carlson, I will be glad to take them.  
 CORRECT: If you want to leave a message for Mr. and Mrs. Carlson, I will be glad to take it.
- INCORRECT: Al is interested in mathematics and their applications.  
 CORRECT: Al is interested in mathematics and its applications.
- INCORRECT: It is easier to talk about a problem than to resolve them.  
 CORRECT: It is easier to talk about a problem than to resolve it.
- INCORRECT: Although their visas will expire in June, they can have it extended for three months.  
 CORRECT: Although their visas will expire in June, they can have them extended for three months.
- INCORRECT: In spite of its small size, these cameras take very good pictures.  
 CORRECT: In spite of their small size, these cameras take very good pictures.

**EXERCISES****Part A: Choose the correct answer.**

A college bookstore that sells used textbooks stocks \_\_\_\_\_ along with the new ones on the shelf under the course title.

- (A) its
- (B) their
- (C) a
- (D) them

**Part B: Choose the incorrect word or phrase and correct it.**

Magnesium, the lightest of our structural metals, has an important place among common

engineering materials because of their weight.

(A)

(B)

(C) (D)

**7 Agreement—Subject and Possessive Pronouns**

In all patterns, there must be agreement of subject pronoun and possessive pronouns that refer to the subject.

**Subject Pronouns**

*I*  
*you*  
*he*  
*she*  
*it*  
*we*  
*you*  
*they*

**Possessive Pronouns**

*my*  
*your*  
*his*  
*her*  
*its*  
*our*  
*your*  
*their*

Remember that *it* refers to a small baby. Avoid using *it's* instead of *its* as a possessive pronoun. *It's* means *it is*.

**EXAMPLES**

INCORRECT: Those of us who are over fifty years old should get their blood pressure checked regularly.

CORRECT: Those of us who are over fifty years old should get our blood pressure checked regularly.

INCORRECT: Our neighbors know that when they go on vacation, we will get its mail for them.

CORRECT: Our neighbors know that when they go on vacation, we will get their mail for them.

INCORRECT: A mother who works outside of the home has to prepare for emergencies when she cannot be there to take care of your sick child.

CORRECT: A mother who works outside of the home has to prepare for emergencies when she cannot be there to take care of her sick child.

INCORRECT: Wine tends to lose their flavor when it has not been properly sealed.

CORRECT: Wine tends to lose its flavor when it has not been properly sealed.

INCORRECT: Optional equipment on a car can add several hundred dollars to it's resale value when you trade it in.

CORRECT: Optional equipment on a car can add several hundred dollars to its resale value when you trade it in.

## EXERCISES

### Part A: Choose the correct answer.

The television programs we allow \_\_\_\_\_ to watch influence their learning.

- (A) a children
- (B) our children
- (C) our child
- (D) their childs

### Part B: Choose the incorrect word or phrase and correct it.

Although maple trees are among the most colorful varieties in the fall, they lose its leaves sooner than oak trees.

(A) (B) (C)  
(D)

## Problems with Introductory Verbal Modifiers

*Introductory verbal modifiers* introduce and modify the subject and verb in the main clause of the sentence. They can be *-ing* forms, *-ed* forms, or infinitives. They are usually separated from the main clause by a comma.



### Verbal Modifiers— *-ing* and *-ed* Forms

*-ing* forms and *-ed* forms may be used as verbals. Verbals function as modifiers.

An introductory verbal modifier with *-ing* or *-ed* should immediately precede the noun it modifies. Otherwise, the relationship between the noun and the modifier is unclear, and the sentence is illogical.

Avoid using a noun immediately after an introductory verbal phrase which may not be logically modified by the phrase.

## EXAMPLES

INCORRECT: After graduating from City College, Professor Baker's studies were continued at State University, where he received his Ph.D. in English.

CORRECT: After graduating from City College, Professor Baker continued his studies at State University, where he received his Ph.D. in English.

- INCORRECT: Returning to her room, several pieces of jewelry were missing.  
CORRECT: Returning to her room, she found that several pieces of jewelry were missing.
- INCORRECT: Having been delayed by heavy traffic, it was not possible for her to arrive on time.  
CORRECT: Having been delayed by heavy traffic, she arrived late.
- INCORRECT: Accustomed to getting up early, the new schedule was not difficult for him to adjust to.  
CORRECT: Accustomed to getting up early, he had no difficulty adjusting to the new schedule.
- INCORRECT: After finishing his speech, the audience was invited to ask questions.  
CORRECT: After finishing his speech, he invited the audience to ask questions.

## EXERCISES

### Part A: Choose the correct answer.

- \_\_\_\_\_ air traffic controllers guide planes through conditions of near zero visibility.
- (A) They talk with pilots and watch their approach on radar,  
(B) Talking with pilots and watching their approach on radar,  
(C) Talk with pilots and watch their approach on radar,  
(D) When they talked with pilots and watched their approach on radar,

### Part B: Choose the incorrect word or phrase and correct it.

- Have designed his own plane, *The Spirit of St. Louis*, Lindbergh flew from Roosevelt Field in New York across the ocean to Le Bourget Field outside Paris.
- (A) (B)  
(C) (D)



## Verbal Modifiers—Infinitives of Purpose to Introduce Instructions

An infinitive that expresses purpose may be used as an introductory verbal modifier. Remember that a verb word follows the infinitive. The verb word expresses a manner to accomplish the purpose.

Avoid using a noun or *to* with an *-ing* form instead of the infinitive of purpose. Avoid using an *-ing* form or a passive construction after an introductory verbal modifier.

## EXAMPLES

- INCORRECT: To protect yourself from dangerous exposure to the sun's rays, using a sunscreen.  
CORRECT: To protect yourself from dangerous exposure to the sun's rays, use a sunscreen.
- INCORRECT: Prepare for the TOEFL, study thirty minutes every day for several months.  
CORRECT: To prepare for the TOEFL, study thirty minutes every day for several months.
- INCORRECT: In order to take advantage of low air fares, to buy your tickets well in advance.  
CORRECT: In order to take advantage of low air fares, buy your tickets well in advance.
- INCORRECT: To taking action pictures, always use a high-speed film.  
CORRECT: To take action pictures, always use a high-speed film.
- INCORRECT: The send letters and packages from the United States overseas, use Global Mail or DHL Delivery.

CORRECT: To send letters and packages from the United States overseas, use Global Mail or DHL Delivery.

## EXERCISES

### Part A: Choose the correct answer.

To relieve pressure in the skull, \_\_\_\_\_ into the blood.

- (A) you will inject a strong solution of pure glucose
- (B) to inject a strong solution of pure glucose
- (C) a strong solution of glucose will inject purely
- (D) inject a strong solution of pure glucose

### Part B: Choose the incorrect word or phrase and correct it.

To estimate how much it will cost to build a home, finding the total square footage of the house and multiply by cost per square foot.

(A)            (B)            (C)  
(D)

## Problems with Parallel Structure

*Parallel structure* means expressing ideas of equal importance with the same grammatical structures.



### Parallel Structure—In a Series

In all patterns, ideas of equal importance should be expressed by the same grammatical structure. Avoid expressing ideas in a series with different structures.

## EXAMPLES

INCORRECT: Jane is young, enthusiastic, and she has talent.

CORRECT: Jane is young, enthusiastic, and talented.

INCORRECT: We learned to read the passages carefully and underlining the main ideas.

CORRECT: We learned to read the passages carefully and to underline the main ideas.

INCORRECT: The duties of the new secretary are to answer the telephone, to type letters, and book-keeping.

CORRECT: The duties of the new secretary are to answer the telephone, to type letters, and to do the bookkeeping.

INCORRECT: The patient's symptoms were fever, dizziness, and his head hurt.

CORRECT: The patient's symptoms were fever, dizziness, and headaches.

INCORRECT: Professor Williams enjoys teaching and to write.

CORRECT: Professor Williams enjoys teaching and writing.

**EXERCISES****Part A: Choose the correct answer.**

In a hot, sunny climate, man acclimatizes by eating less, drinking more liquids, wearing lighter clothing, and \_\_\_\_\_.

- (A) skin changes that darken
- (B) his skin may darken
- (C) experiencing a darkening of the skin
- (D) darkens his skin

**Part B: Choose the incorrect word or phrase and correct it.**

The aims of the European Economic Community are to eliminate tariffs between member countries;

(A) developing common policies for agriculture, labor, welfare, trade, and transportation; and to abolish trusts and cartels. (B) (C) (D)

**Parallel Structure—After Correlative Conjunctions**

Remember that ideas of equal importance are introduced by correlative conjunctions:

*both...and*  
*not only...but also*

Avoid expressing ideas after correlative conjunctions with different structures.

**EXAMPLES**

INCORRECT: She is not only famous in the United States but also abroad.

CORRECT: She is famous not only in the United States but also abroad.

INCORRECT: The exam tested both listening and to read.

CORRECT: The exam tested both listening and reading.

INCORRECT: He is not only intelligent but also he is creative.

CORRECT: He is not only intelligent but also creative.

INCORRECT: Flying is not only faster but also it is safer than traveling by car.

CORRECT: Flying is not only faster but also safer than traveling by car.

INCORRECT: John registered for both Electrical Engineering 500 and to study Mathematics 390.

CORRECT: John registered for both Electrical Engineering 500 and Mathematics 390.

**EXERCISES**

**Part A: Choose the correct answer.**

- Both historically and \_\_\_\_\_, Ontario is the heartland of Canada.  
 (A) in its geography  
 (B) geographically  
 (C) also its geography  
 (D) geography

**Part B: Choose the incorrect word or phrase and correct it.**

The cacao bean was cultivated by the Aztecs not only to drink but also currency.  
 (A) (B) (C) (D)

**Problems with Redundancy**

*Redundancy* means using more words than necessary.



**Redundancy—Unnecessary Phrases**

In all patterns, prefer simple, direct sentences to complicated, indirect sentences. Find the Subject-Verb-Complement-Modifier, and determine whether the other words are useful or unnecessary.

S	V	C	M
Lee	learned	English	quickly

Avoid using an adjective with such phrases as *in character* or *in nature*.

**Avoid using the redundant pattern**

in a	adjective	manner
in a	quick	manner

  
 instead of an adverb such as *quickly*.

**EXAMPLES**

- INCORRECT: The key officials who testified before the Senate committee responded in a manner that was evasive.  
 CORRECT: The key officials who testified before the Senate committee responded evasively.  
 INCORRECT: Mr. Davis knows a great deal in terms of the condition of the situation.  
 CORRECT: Mr. Davis knows a great deal about the situation.  
 INCORRECT: It was a problem which was very difficult in character and very delicate in nature.  
 CORRECT: The problem was difficult and delicate.



INCORRECT: The disease was very serious in the nature of it.

CORRECT: The disease was very serious.

INCORRECT: Mary had always behaved in a responsible manner.

CORRECT: Mary had always behaved responsibly.

## EXERCISES

### Part A: Choose the correct answer.

Waitresses and waiters who serve \_\_\_\_\_ deserve at least a 20 percent tip.

- (A) in a courteous manner
- (B) courteously
- (C) with courtesy in their manner
- (D) courteous

### Part B: Choose the incorrect word or phrase and correct it.

Hummingbirds move their wings so rapid a way that they appear to be hanging in the air.

- (A) (B) (C) (D)



## Redundancy—Repetition of Words with the Same Meaning

In all patterns, avoid using words with the same meaning consecutively in a sentence.

## EXAMPLES

INCORRECT: The money that I have is sufficient enough for my needs.

CORRECT: The money that I have is sufficient for my needs.

INCORRECT: Bill asked the speaker to repeat again because he had not heard him the first time.

CORRECT: Bill asked the speaker to repeat because he had not heard him the first time.

INCORRECT: The class advanced forward rapidly.

CORRECT: The class advanced rapidly.

INCORRECT: She returned back to her hometown after she had finished her degree.

CORRECT: She returned to her hometown after she had finished her degree.

INCORRECT: I am nearly almost finished with this chapter.

CORRECT: I am nearly finished with this chapter.

*or*

I am almost finished with this chapter.

EXERCISES**Part A: Choose the correct answer.**

Famous for his \_\_\_\_\_ punctuation, typography, and language, Edward Estlin Cummings published his collected poems in 1954.

- (A) new innovations for
- (B) innovations in
- (C) newly approached
- (D) innovations newly approached in

**Part B: Choose the incorrect word or phrase and correct it.**

The idea of a submarine is an old ancient one, dating from as early as the fifteenth century when

- (A) (B) (C)
- Drebbel and Da Vinci made preliminary drawings.  
(D)

**Redundancy—Repetition of Noun by Pronoun**

In all patterns, avoid using a noun and the pronoun that refers to it consecutively in a sentence. Avoid using a pronoun after the noun it refers to, and *that*.

EXAMPLES

INCORRECT: My teacher he said to listen to the news on the radio in order to practice listening comprehension.

CORRECT: My teacher said to listen to the news on the radio in order to practice listening comprehension.

INCORRECT: Steve he plans to go into business with his father.

CORRECT: Steve plans to go into business with his father.

INCORRECT: My sister she found a store that imported food from our country.

CORRECT: My sister found a store that imported food from our country.

INCORRECT: Hospitalization that it covers room, meals, nursing, and additional hospital expenses such as lab tests, X-rays, and medicine.

CORRECT: Hospitalization covers room, meals, nursing, and additional hospital expenses such as lab tests, X-rays, and medicine.

INCORRECT: Anne she wants to visit Washington, D.C., before she goes home.

CORRECT: Anne wants to visit Washington, D.C., before she goes home.

**EXERCISES**

**Part A: Choose the correct answer.**

- A perennial is \_\_\_\_\_ for more than two years, such as trees and shrubs.  
 (A) any plant that it continues to grow  
 (B) any plant it continuing to grow  
 (C) any plant that continues to grow  
 (D) any plant continuing growth

**Part B: Choose the incorrect word or phrase and correct it.**

- Advertising it provides most of the income for magazines, newspapers, radio, and television  
 (A) (B) (C)  
in the United States today.  
 (D)

**Problems with Word Choice**

*Word choice* means choosing between similar words to express precise meanings.



**Transitive and Intransitive Verbs—*Raise* and *Rise***

A transitive verb is a verb that takes a complement. An intransitive verb is a verb that does not take a complement.

The following pairs of verbs can be confusing. Remember that *raise* is a transitive verb; it takes a complement. *Rise* is an intransitive verb; it does not take a complement.

Transitive			Intransitive		
<i>Verb word</i>	<i>Past</i>	<i>Participle</i>	<i>Verb word</i>	<i>Past</i>	<i>Participle</i>
<i>raise</i>	<i>raised</i>	<i>raised</i>	<i>rise</i>	<i>rose</i>	<i>risen</i>

Remember that *to raise* means to move to a higher place or to cause to rise. *To rise* means to go up or to increase.

Raise and rise are also used as nouns. A *raise* means an increase in salary. A *rise* means an increase in price, worth, quantity, or degree.

S	RAISE	C	M
Heavy rain	raises	the water level of the reservoir	every spring
Heavy rain	raised	the water level of the reservoir	last week

S	RISE	C	M
The water level	rises		when it rains every spring
The water level	rose		when it rained last week

**EXAMPLES**

INCORRECT: The cost of living has raised 3 percent in the past year.

CORRECT: The cost of living has risen 3 percent in the past year.

INCORRECT: The flag is risen at dawn by an honor guard.

CORRECT: The flag is raised at dawn by an honor guard.  
(An honor guard raises the flag.)

INCORRECT: Kay needs to rise her grades if she wants to get into graduate school.

CORRECT: Kay needs to raise her grades if she wants to get into graduate school.

INCORRECT: The landlord has risen the rent.

CORRECT: The landlord has raised the rent.

INCORRECT: The smoke that is raising from that oil refinery is black.

CORRECT: The smoke that is rising from that oil refinery is black.

**EXERCISES**

**Part A: Choose the correct answer.**

The average elevation of the Himalayas is twenty thousand feet, and Mount Everest \_\_\_\_\_ to more than twenty-nine thousand feet at its apex.

- (A) raises
- (B) rises
- (C) roses
- (D) arises

**Part B: Choose the incorrect word or phrase and correct it.**

When the temperature is risen to the burning point without a source of escape for the heat, spontaneous combustion occurs.  
 (A) (B) (C)  
 (D)



**Transitive and Intransitive Verbs—Lay and Lie**

Remember that *lay* is a transitive verb; it takes a complement. *Lie* is an intransitive verb; it does not take a complement.

Transitive			Intransitive		
Verb word	Past	Participle	Verb word	Past	Participle
<i>lay</i>	<i>laid</i>	<i>laid</i>	<i>lie</i>	<i>lay</i>	<i>lain</i>

Remember that *to lay* means to put, to place, or to cause to lie. *To lie* means to recline or to occupy a place.

The past form of the verb *to lie* is *lay*.

S	LAY	C	M
The postman The postman	lays laid	the mail the mail	on the table every day on the table yesterday

S	LIE	C	M
He He	lies lay		on the sofa to rest every day after work on the sofa to rest yesterday after work

### EXAMPLES

INCORRECT: Her coat was laying on the chair.

CORRECT: Her coat was lying on the chair.

INCORRECT: I have lain your notebook on the table by the door so that you won't forget it.

CORRECT: I have laid your notebook on the table by the door so that you won't forget it.

INCORRECT: Key West lays off the coast of Florida.

CORRECT: Key West lies off the coast of Florida.

INCORRECT: Why don't you lay down for awhile?

CORRECT: Why don't you lie down for awhile?

INCORRECT: Linda always forgets where she lies her glasses.

CORRECT: Linda always forgets where she lays her glasses.

### EXERCISES

#### Part A: Choose the correct answer.

The geographic position of North America, \_\_\_\_\_ in the early days of the European settlement.

- (A) laying between the Atlantic and the Pacific Oceans, isolating it
- (B) isolating it as it laid between the Atlantic and the Pacific Oceans
- (C) lying between the Atlantic and the Pacific Oceans, isolated it
- (D) isolating it between the Atlantic and the Pacific Oceans as it was layed

#### Part B: Choose the incorrect word or phrase and correct it.

Melanin, a pigment that lays under the skin, is responsible for skin color, including the variations that occur among different races.

- (A)
- (B)
- (C)
- (D)

**PROBLEM**  
**17**

**Transitive and Intransitive Verbs—*Set* and *Sit***

Remember that *set* is a transitive verb; it takes a complement. *Sit* is an intransitive verb; it does not take a complement.

Transitive			Intransitive		
Verb word	Past	Participle	Verb word	Past	Participle
<i>set</i>	<i>set</i>	<i>set</i>	<i>sit</i>	<i>sat</i>	<i>sat</i>

Remember that *to set* means to put, to place, or to cause to sit. *To sit* means to occupy a place on a chair or a flat surface.

S	SET	C	M
The students	set	the lab equipment	on the table every class
The students	set	the lab equipment	on the table last class period

S	SIT	C	M
The equipment	sits		on the table every class
The equipment	sat		on the table last class period

**EXAMPLES**

- INCORRECT: Please sit the telephone on the table by the bed.
- CORRECT: Please set the telephone on the table by the bed.
- INCORRECT: Won't you set down?
- CORRECT: Won't you sit down?
- INCORRECT: Their house sets on a hill overlooking a lake.
- CORRECT: Their house sits on a hill overlooking a lake.
- INCORRECT: Let's sit your suitcases out of the way.
- CORRECT: Let's set your suitcases out of the way.
- INCORRECT: Terry has set there waiting for us for almost an hour.
- CORRECT: Terry has sat there waiting for us for almost an hour.

**EXERCISES**

**Part A: Choose the correct answer.**

When Jacqueline Kennedy was first lady, she collected many beautiful antiques and \_\_\_\_\_ them among the original pieces in the White House.

- (A) sat
- (B) set
- (C) sit
- (D) sits

**Part B: Choose the incorrect word or phrase and correct it.**

Hyde Park, the family estate of Franklin D. Roosevelt, sets on top of a bluff overlooking the Hudson River.

(A) (B) (C)  
(D)



**18 Similar Verbs—*Make* and *Do***

<u>Verb word</u>	<u>Past</u>	<u>Participle</u>	<u>Verb word</u>	<u>Past</u>	<u>Participle</u>
<i>do</i>	<i>did</i>	<i>done</i>	<i>make</i>	<i>made</i>	<i>made</i>

Remember that *to do* and *to make* have similar meanings, but *do* is often used before complements that describe work and chores. *To make* is often used before complements that are derived from verbs.

<i>DO an assignment</i>	<i>MAKE an agreement</i>	<i>(to agree)</i>
<i>the dishes</i>	<i>an announcement</i>	<i>(to announce)</i>
<i>a favor</i>	<i>an attempt</i>	<i>(to attempt)</i>
<i>homework</i>	<i>a decision</i>	<i>(to decide)</i>
<i>the laundry</i>	<i>a discovery</i>	<i>(to discover)</i>
<i>a paper</i>	<i>an offer</i>	<i>(to offer)</i>
<i>research</i>	<i>a profit</i>	<i>(to profit)</i>
<i>work</i>	<i>a promise</i>	<i>(to promise)</i>

S	DO	C	M
We	do	our homework	before class every day
We	did	our homework	before class yesterday

S	MAKE	C	M
We	make	an agreement	with each other every semester
We	made	an agreement	with each other last semester

**EXAMPLES**

- INCORRECT: I really don't mind making the homework for this class.  
 CORRECT: I really don't mind doing the homework for this class.
- INCORRECT: Did you do a mistake?  
 CORRECT: Did you make a mistake?
- INCORRECT: Please make me a favor.  
 CORRECT: Please do me a favor.
- INCORRECT: Are they doing progress on the new road?  
 CORRECT: Are they making progress on the new road?
- INCORRECT: Have you done any interesting discoveries while you were doing your research?  
 CORRECT: Have you made any interesting discoveries while you were doing your research?

**EXERCISES**

**Part A: Choose the correct answer.**

- The president usually \_\_\_\_\_ unless his press secretary approves it.
- (A) doesn't do a statement
  - (B) doesn't make a statement
  - (C) doesn't statement
  - (D) no statement

**Part B: Choose the incorrect word or phrase and correct it.**

- A one hundred-horsepower tractor can make the work of a large number of horses.
- (A) (B) (C) (D)



**Prepositional Idioms**

Prefer these idioms	Avoid these errors
accede to	accede on, by
according to	according
approve of	approve for
ashamed of	ashamed with
bored with	bored of
capable of	capable to
compete with	compete together
composed of	composed from



Prefer these idioms	Avoid these errors
concerned with	concerned of
conscious of	conseious for
depend on	depend in, to
effects on	effects in
equal to	equal as
except for	excepting for
from now on	after now on
from time to time	for, when time to time
frown on	frown to
glance at, through	glance
incapable of	incapable to
in conflict	on conflict
inferior to	inferior with
in the habit of	in the habit to
in the near future	at the near future
knowledge of	knowledge on
near; next to	near to
of the opinion	in opinion
on top of	on top
opposite	opposite over
prior to	prior
regard to	regard of
related to	related with
respect for	respect of
responsible for	responsible
similar to	similar as
since	ever since
until	up until
with regard to	with regard of

### EXAMPLES

INCORRECT: Excepting for the Gulf Coast region, most of the nation will have very pleasant weather tonight and tomorrow.

CORRECT: Except for the Gulf Coast region, most of the nation will have very pleasant weather tonight and tomorrow.