

Part 3

Writing and Grammar

- Chapter 7 Verb Forms
- Chapter 8 Sentence Formation

Chapter 7

Verb Forms

Tips

A clear and understandable essay should include the following:

- Coherent organization
- A broad range of grammar and sentence structures to avoid monotony
- Transitional expressions to clarify organization and flow
- Appropriate and precise vocabulary

Strategies

When writing an essay:

- Check for errors in tense in all clauses of a sentence
- Use appropriate modal verbs
- Use the present participle (-ing) and the past participle (-ed) correctly
- Avoid sentence fragments and run-ons
- Use noun phrases and noun clauses correctly
- Ensure sentences are connected by appropriate conjunctions and adverbs

Verb Forms

Verb Tense

When reviewing your essay, consider the following:

- The verb should agree with its subject.

Example: Computer programs is available that can teach certain subjects. (X)

The couple decide that jogging is the best way to get exercise. (X)

- Be verbs are used as helping verbs only in the passive voice and the continuous tense.

Example: Their next door neighbor was known for his grumpiness. (passive)

They have been working on their research report for hours. (continuous)

- Auxiliaries and modals should reflect the correct tense/voice of the sentence.

Example: The boy had eaten his food by the time his mother arrived. (past perfect)

If he decides to volunteer, he will have to come to orientation. (conditional)

He preferred that the girl wash her hands before coming to the table. (subjunctive)

- The summary of the lecture or reading should be written in the present tense.

Example: The speaker supports the idea of mandatory school uniforms.

The speaker supported the idea of mandatory school uniforms. (X)

- The same modal verbs can have their own past forms and "have (has) + past participle" depending on how they are used.

Example: The woman must use her red umbrella. The woman had to use her red umbrella.

Those cannot be the correct results. Those cannot have been the correct results.

► Exercise 1

Each of the following paragraphs has eight errors in verb forms. Find the errors and correct them.

- The reading passage describes NAFTA, or the North American Free Trade Agreement. NAFTA are an agreement between North American countries regarding issues of trade. It changes many policies between the North American countries involved. For example, the author says that NAFTA removed tariffs, which she defined as a type of tax, on goods traded between the US, Mexico, and Canada. The author also mention that NAFTA removed a lot of restrictions on different categories of items traded. She explains that these changes has helped increase trade and industry between the countries. However, she also cited some problems with NAFTA. Critics argue that the incomes of some people, like farmers, is decreasing as a result of NAFTA. These people have recommended that NAFTA revised some of its policies to make it more fair for certain people.

2. If I could choose between watching a serious movie and watch an entertaining movie, I choose to watch the entertaining movie. Although I know many people who likes to watch serious movies that teach them something, I believe that the primary purpose of movies is to entertain us, not to teach us. I think we learned more from educational books or from teachers, not from movies. This do not mean that movies have never taught me anything. Some of the best lessons I was learned in life have come from movies. However, I simply felt that movie producers should spend more time creating entertaining movies than serious ones. After all, life is often serious enough as it is. Amusing movies give people the chance recovering from some of the seriousness of life.

► Exercise 2

Write the correct form of each verb.

1. The reading passage describes nonverbal communication between people. It (1) _____ (explain) that nonverbal communication is communication that is not spoken. It then says that much of what we know about people come from their movements and gestures, not so much by what they (2) _____ (say). In the lecture, the professor (3) _____ (reinforce) how important nonverbal communication is by (4) _____ (describe) how it can be used in a business setting. In the US, when a businessman is trying to sell a product and he does not look his client in the eye, it is (5) _____ (consider) to be a sign of insecurity or deception. Therefore, nonverbal communication (6) _____ (be) an important skill to have.
2. If I (1) _____ (can) learn any musical instrument in the entire world, I would learn how to play the guitar. Although my life is currently too busy for me to take guitar lessons, I (2) _____ (plan) to learn how to play the guitar in the future. Music has always been an important part of my life. When I was younger, my mother (3) _____ (make) me take piano lessons. I liked taking piano lessons, but I would have liked guitar lessons better. I believe that (4) _____ (learn) how to play the guitar is worthwhile because the guitar has been (5) _____ (use) so often in music. People (6) _____ (has) been playing early forms of guitars for thousands of years. In my opinion, the guitar is the best instrument for a person to learn.

Word Forms and Uses

It is helpful to know word endings in order to use the correct word form. Some words have the same form for different parts of speech.

Noun	-cy, -ness, -ism, -ion, -ity, -ment, -ure, -al
Adjective	-able, -al, -ant, -ful, -ic, -ish, -ive, -less, -ing, -ed
Verb	-ate, -en, -ify, -ize

Same Form: practice (v=n), appeal (v=n), comment (v=n), cause (v=n), complete (v=adj), individual (n=adj), potential (n=adj)

Other Examples

It is helpful to know word endings in order to use the correct word form. Some words have the same form for different parts of speech.

division / divisive / divide	affection / affected / affect	retirement / retiring / retire
validity / valid / validate	exposure / exposed / expose	offense / offensive / offend
failure / failed / fail	threat / threatening / threaten	benefit / beneficial / benefit
efficiency / efficient	disposal / disposable / dispose	responsibility / responsible

It is also helpful to know the position in which each part of speech can be used. Nouns cannot be used in the position of verbs. Adjectives are placed before the nouns that they modify or after a linking verb such as *be*, *become*, or *seem*.

► Exercise 1

Choose the correct form of the word.

- Joe was not sure which beverage would _____ his extreme thirst.
(A) satisfy (B) satisfactory (C) satisfaction
- The student did not know what the _____ would be from mixing vinegar and baking soda together.
(A) affect (B) effective (C) effect
- Drinking coffee is not a _____ method to wake oneself up in the morning.
(A) suffice (B) sufficient (C) sufficiency

4. The sunbather made sure to wear sunscreen as _____ against the hot sun.
(A) protect (B) protector (C) protection
5. One way for a baby-sitter to control the excitement of _____ children is to give them lots of activities to do.
(A) energize (B) energetic (C) energy
6. The boy thought that broccoli was _____, but he could not bear onions.
(A) tolerate (B) tolerable (C) toleration
7. The college graduate was not certain how he could _____ the goals that he had planned out for himself.
(A) attain (B) attainable (C) attainment
8. The _____ team was very hard for the high school basketball team to beat.
(A) oppose (B) opposing (C) opposition
9. Ms. Smith was not sure what type of _____ would best suit her, but she knew she had to choose something.
(A) educate (B) educating (C) education
10. She tried to ignore the temptation, but she could not _____ eating a piece of cake.
(A) resist (B) resistible (C) resistance
11. The police officer wanted to _____ the suspect, but he had to wait for the man's lawyer.
(A) interrogate (B) interrogative (C) interrogation
12. Daniel was not sure what his friend's _____ was for candy, so he bought two different boxes.
(A) prefer (B) preferred (C) preference
13. John was such an _____ person that nobody liked to be around him.
(A) irritate (B) irritating (C) irritation
14. Some students _____ so much over their grades that it affects their health.
(A) obsess (B) obsessive (C) obsession
15. The woman's _____ was so great that she was easily elected for prom queen.
(A) beautify (B) beautiful (C) beauty
16. The fact that he could work his own hours was the _____ factor in Bill's choice to open up his own business.
(A) decide (B) deciding (C) decision

► Exercise 2

Each of the following paragraphs has five incorrect words. Find the errors and correct them. There can be more than one incorrect word within a sentence.

1. Both the reading and the lecture discuss the accurate of the Critical Period Hypothesis. The Critical Period Hypothesis states that children can only learn language during a certain period of their childhood. According to the reading, if children do not learn language before the critic age of twelve, then they will never learn to speak. In the lecture, the professor describes a young girl found in the 1970s, who was thirteen years old and had never learned to speak. The girl was able to learn basic speak even though she was past the critical age. However, the girl was never able to learn any advanced language skills. The professor conclusion by saying that although the Critical Period Hypothesis is not true all the time, its basic logical still seems to apply.
2. The invention of email has allowed communicate between people to become much easier. However, I believe that although email has many advantages, it has many disadvantages as well. For instance, email has greatly replaced face-to-face communication, which I feel isolation people from one another. Instead of talking to each other personal, people now sit in front of their computers sending emails. They do not receive the social interaction that humans so often require. Also, emails have made writing communication less formal. Many people send off emails without even double-checking for any errors. This gives the impress that they are careless and that they do not value the other person's time. I believe that we as a society need to be more careful of how we use email.

Chapter 8

Sentence Formation

Tips

A clear and understandable essay should include the following:

- Coherence
- Transitional expressions to clarify the flow of ideas
- Appropriate vocabulary to express ideas precisely
- A range of grammar and structures.

Strategies

When writing an essay:

- Avoid sentence fragments and run-ons
- Check that noun phrases and noun clauses are used correctly
- Make sure sentences are connected using the appropriate conjunctions and adverbs

Sentence Formation

Adjective Clauses

An adjective clause modifies a noun or pronoun. Adjective clauses are led by relative pronouns such as *who*, *which*, and *that*. For a noun of time or place, *when* or *where* can be used instead of *which*.

When using adjective clauses, consider these common mistakes:

- When the subject noun is modified by an adjective clause, make sure the main verb of the independent clause agrees with the subject that comes before the adjective clause.

Example: A person who works part-time usually receives no benefits.

People who work part-time usually receive no benefits.

- Use commas before and after an adjective clause if the noun it describes is a specific person or thing, for example, a proper noun.

Example: Rachel Kingsley, who writes mystery novels, is signing books at the bookstore.

The writer who is signing books at the bookstore is Rachel Kingsley.

- If the noun is general, you may substitute *that* for *who* and *which*. Do not use commas if the adjective clause begins with *that*.

Example: The ticket that I needed in order to get onto the plane was not in the packet.

The ticket, that I needed in order to get onto the plane, was not in the packet. (X)

- If the relative pronoun follows a preposition, the preposition can be in two positions: before the relative pronoun or at the end of the adjective clause.

Example: The speed at which the wheel turns is measured in revolutions per second.

The speed that the wheel turns at is measured in revolutions per second.

- *Which* can refer to the whole previous clause.

Example: He tried to apologize, which made her even angrier.

- Participle phrases can be formed by reducing adjective clauses.

Example: Adjective clause → The audience, which was listening intently to the music, failed to notice the commotion that grew louder and louder in the theater's lobby.

Reduced adjective clause → The audience, listening intently to the music, failed to notice the commotion growing louder and louder in the theater's lobby.

► Exercise 1

For each sentence below, underline the incorrect part or parts of the sentence.

1. The principal of Ridgecrest High School, which had worked there for over ten years, finally decided to retire.
2. He waited until it was 6:00, when I was almost ready to leave for the day, before he told me what the printer needed to be fixed.
3. Each line of clothing were so sophisticated that the girl did not know which to select.
4. The wedding, that I went to with my sister, was for my two best friends.
5. Much to everyone's surprise, the racecar, that was bright red, won the race by a large margin.
6. I am so excited to hear a speech given by my favorite author, who should be given at the end of the banquet.
7. It is a proven fact that children who is home-schooled often do better than children who attend public school.
8. Some scientists believe that there could be hundreds of beetle species of we do not know about living on the same tree.
9. The zoo downtown, which houses a range of different animals from all over the world, are temporarily closed for renovation.
10. The astronomy class, that requires all students to perform a research project, is difficult for many students to pass.
11. The meeting is scheduled for tomorrow will require all staff members to be there.
12. The park, which the young girl held her birthday party, was demolished to make room for an extended parking lot.

► Exercise 2

Combine each pair of simple sentences to make a complex sentence containing an adjective clause. Add commas if necessary. Then put parentheses around the relative pronoun and the verb IF they can be omitted.

1. The dog was taken to the animal shelter. The dog was discovered next to a busy highway.
2. Colleges are raising tuition costs. These colleges are experiencing a decline in student enrollment.
3. The ancient Romans created great arenas called coliseums. There were gladiator fights held in these coliseums.
4. The children are playing a board game. They completely lost track of time.
5. The notebook was written by me during my childhood years. It is hidden in a safe place.
6. A student forgets to do his homework. He usually comes to class with an excuse ready.
7. Clara Winterbourne is a popular television actress. She just won an award for best picture.
8. The woman works in an office. The office is located on the fifth floor.
9. The statue resembles a past American president. It was built over five years ago.
10. The professor recently received a job at a university. He still cannot decide what courses he would like to teach.
11. The parent tried to explain the problem by using an example from his childhood. His example made the child feel even more confused.
12. The play will be held in the theater by the recreation center. It involves a love story.

Combining Sentences with Different Connectors

When writing sentences that are closely related, the writer must use certain techniques to combine sentences. Various methods can be used to present the same meaning.

- Time:** I did my best, but it was not good enough. (coordinating conjunction)
 I did my best; however, it was not good enough. (coordinating adverb)
 Although I did my best, it was not good enough. (subordinating conjunction)
 Since arriving, we have visited many places. (participle phrase)

When connecting sentences and ideas, consider these common mistakes:

Sentence fragments:

We went home. And watched TV. (no subject)

→ We went home and watched TV.

They were happy with the program. But not the board. (no subject or verb)

→ They were happy with the program, but the board was not.

They agreed. Because it was more urgent. (dependent clause used independently)

→ They agreed because it was more urgent.

Run-on sentences:

They are happy with the program it is user friendly. (no connecting word or punctuation mark)

→ They are happy with the program because it is user friendly.

Punctuation is also important. Look at the differences in punctuation in these sentences.

I was often late because I had to help her. (subordinating conjunction)

Because I had to help her, I was often late. (subordinating conjunction + comma)

I had to help her, so I was often late. (comma + coordinating conjunction)

I had to help her. Therefore, I was often late. (coordinating adverb + comma)

I had to help her; therefore, I was often late. (semicolon + coordinating adverb + comma)

NOTE: I had to help her. So, I was often late. (informal, so best avoided in an essay)

► Exercise 1

Indicate whether each sentence is correct (C) or incorrect (IC). Then correct the incorrect sentences.

- _____ 1. Although shark attacks get lots of media attention, such incidents are extremely rare.
- _____ 2. Many Westerners think that Buddha came from China. But he actually came from India.
- _____ 3. Jane Austen was a famous English novelist during a time when writing was thought to be purely man's work.
- _____ 4. A new law is being passed that will fine drivers if they get caught talking on their cell phones while driving.
- _____ 5. Those with anxiety disorders experience extreme anxiety during certain situations nevertheless they can control their anxiety through several helpful relaxation techniques.
- _____ 6. Since American students are becoming increasingly overweight some schools have decided to prohibit sodas at lunchtime.
- _____ 7. In order to attract more customers, the company placed all of its clothing on a sale.
- _____ 8. The raven was generally thought to be an ill omen, at the same time, some Northwestern Native American tribes saw the raven as a creator spirit.
- _____ 9. Some people do not need alarm clocks to wake up. Instead, they have internal clocks that wake them up at a specific time each day.
- _____ 10. Cloning is a controversial subject. Mainly because many people see it as an ethical issue.
- _____ 11. Benjamin Franklin was a famous American politician but he was also a major inventor during the 18th century.
- _____ 12. Recent driving restrictions have made it harder for teenagers to get their licenses; therefore, many are now waiting until they are eighteen before getting their licenses.

► Exercise 2

Combine the sentences in two different ways using the words in parentheses. The combinations may be one or two sentences.

1. One researcher says that a little bit of chocolate is healthy for you. Another researcher maintains that the healthiest diet is one free of chocolate. (while, but)
 - a. _____
 - b. _____

2. Leonardo da Vinci painted the famous portrait *Mona Lisa*. He is known for creating the steam cannon. (and, also)
 - a. _____
 - b. _____

3. Fifty years ago, it was common for women to stay at home while their husbands worked. It is much more common now for women to have jobs of their own. (although, however).
 - a. _____
 - b. _____

4. The river was home to an endangered species of fish. The government passed a law that forbids extensive fishing. (as, so)
 - a. _____
 - b. _____

5. The professor loves novels that were written during the past century. He highly dislikes the 20th-century works of Ernest Hemingway. (but, except)
 - a. _____
 - b. _____

6. Doctors will usually face at least one lawsuit during their careers. They should make certain to purchase insurance when they first start to practice. (so, therefore)
 - a. _____
 - b. _____

► Exercise 3

Reduce the adverbial clause into a participle phrase.

Example: As they were too young to be left alone, the orphaned birds were taken from the nest and transported to a care facility.

Being too young to be left alone, the orphaned birds were taken from the nest and transported to a care facility.

1. Before you revise your research paper, it is a good idea to put an extra copy of your rough draft somewhere safe.

2. Since the house has already been built, it will be donated to a charity for homeless people.

3. While you are listening to the professor's lecture, would you mind taking some notes for me?

4. I would rather do all my work early in the morning than later in the afternoon because I am more of a morning person.

5. As she felt sick after the amusement park ride, the girl decided to go straight home.

Parallel Structure

In order to make a sentence clear and balanced, it is important to use parallel structures in all parts of the sentence. When words or phrases are connected, those words or phrases should be parallel in terms of their form, tense, and parts of speech. When using conjunctions, make sure the parts of the sentence are balanced or parallel.

- **Forms** → The bed is too small and too hard.
- **Tense** → They meet customers and take orders.
- **Parts of speech** → Some plants grew over the walls and some went into the buildings.

► Exercise 1

Indicate whether the sentence parts display parallel structure (P) or not (NP). Underline the parts that are or should be parallel.

- _____ 1. If asked about my job qualifications, I would say that my most important qualifications are my dedication to the job and my ability to get work done quickly.
- _____ 2. One lesson that I learned from my friend is that it is more difficult for many people to listen than speaking.
- _____ 3. A new law passed by the government will provide health care, welfare, and free tuition for people who live below the poverty level.
- _____ 4. Most of the people in my hometown would prefer to attend the local college over the state college.
- _____ 5. The main bookstore in my hometown is raising the prices of its books and has given coupons out as well.
- _____ 6. The business will donate some money to fund an upcoming art exhibition and to construct an extra building for a nearby school.
- _____ 7. Memorizing the vocabulary words in Spanish was easy for me to do, but to pronounce the words took me a bit longer.
- _____ 8. The family is the most important part of a child's life because it helps the child to develop social skills that are appropriate and respectful of other people.

► Exercise 2

Underline each phrase that is not parallel to the rest of the sentence. Then change the phrase to make it parallel.

1. I feel that entertainment is just as necessary for adults as children.

2. Instead of listing pay as the most important part of their jobs, many employees are now listing benefits and to have friendly coworkers as equally important.

3. For people who want to eat healthier, fish, walnuts, and an egg are all good sources of nutritious fatty acids.

4. The children in my summer camp learned how to be polite, cooperate with others, and how to perform certain activities.

5. Chores, maintaining a curfew, and watching younger siblings are responsibilities that most teenagers say they dislike the most.

6. Writers who have become popular with the public are usually adept at creating interesting plots and good character development.

7. High school students who want to receive academic scholarships will have to work hard and need a high grade point average.

8. Since college freshmen often do not know what field they want to go into, many take their time and are waiting until their junior years before they make any major decisions.

► Exercise 3

Read the following paragraphs. Find four mistakes in each paragraph and correct them.

1. Both the reading and the lecture discuss the health status of people in this country. The reading says that people today are unhealthier than people twenty years ago. High blood pressure, having a loss of energy, and obesity are common among people in today's society. The reading recommends eating healthy, exercising regularly, and a full night's sleep as ways to increase our overall health. The professor agrees with the reading's views. But she adds that certain vitamins should be increased in our diets to provide us with more energy. She also believes that stress is one reason why people today is unhealthy, so she advises us to avoid situations that are overly stressful.
2. It is my belief that school tests do not provide an accurate assessment of a student's knowledge. Many factors can influence how students perform on tests that has nothing to do with what they know. For instance, some students are simply bad at taking tests. They feel so much pressure over the test, which they perform poorly on it, even if they happen to know the material. Tests are also inefficient because all they measure is a student's ability to memorizing facts and figures. Once the test is over, there has been no reasoning for the students to retain this knowledge. For these reasons, I think tests should be eliminated from schools.