NOTE TO INSTRUCTORS:
The following practice exercises were compiled by the BBI2421 COURSE DEVELOPMENT COMMITTEE. Please feel free to make modifications or adapt to meet the needs of students in your class. The committee would like to thank all who contributed materials to this module.

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COHERENCE

Read the following paragraph and complete the outline below.
The key noun is gold. Circle the word gold and all pronouns that refer to it.

PARAGRAPH 1

Gold, a precious metal, is prized for two important characteristics. First of all, gold has a lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, and ornamental purposes. Gold never needs to be polished and will remain beautiful forever. For example, a Macedonia coin remains as untarnished today as the day it was minted twenty-three centuries ago. Another important characteristic of gold is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications. The most recent use of gold is in astronauts’ suits. Astronauts wear gold-plated heat shields for protection outside spaceships. In conclusion, gold is treasured not only for its beauty but also for its utility.

PARAGRAPH 2

Gold, a precious metal, is prized for two important characteristics. First of all, it has a lustrous beauty that is resistant to corrosion. Therefore, it is suitable for jewelry, coins, and ornamental purposes. It never needs to be polished and will remain beautiful forever. For example, a Macedonia coin remains as untarnished today as the day it was minted twenty-three centuries ago. Another of its important characteristic is its usefulness to industry and science. For many years, it has been used in hundreds of industrial applications. Its most recent use is in astronauts’ suits. Astronauts wear heat shields made from it for protection outside spaceships. In conclusion, it is treasured not only for its beauty but also for its utility.

PRACTICE 2

In the following paragraph, the key noun is never repeated. Replace the pronoun it with the key noun English wherever you think doing so would make the paragraph more coherent.

English has almost become an international language. Except for Chinese, more people speak it than any other language. Spanish is the official language of more countries in the world, but more countries have it as their official language or unofficial second language. More than seventy percent of the world’s mail is written in it. It is the primary language on the Internet. In international business, it is used more than any other language, and it is the language of airline pilots and air traffic controllers all over the world. Moreover, although French used to be the language of diplomacy, it has displaced it throughout the world. Therefore, unless you plan to spend your life alone on a desert island in the middle of the Pacific Ocean, it is a useful language to know.

PRACTICE 3

In the following paragraph about dolphins, replace some of the pronouns with appropriate singular or plural nouns.

Dolphins are interesting because they display almost human behaviour at times. For example, they display the human emotions of joys and sadness. During training, when they do something correctly, they squeak excitedly, and race toward their trainer. When they make a mistake,
however, they droop noticeably and mope around their pool. Furthermore, they help each other when they are in trouble. If one is sick, it sends out a message, and others in the area swim to help it. They push it to the surface of the water so that it can breathe. They stay with it for days or weeks – until it recovers or dies. They have also helped trapped or lost whales navigate their way safely out to open sea. They are so intelligent and helpful, in fact, that the U.S. Navy is training them to become underwater bomb disposal experts.

PRACTICE 4
In the following paragraph, the pronouns are not consistent. Correct them to make this paragraph more coherent.

Olympic athletes must be strong both physically and mentally. First of all, if you hope to compete in an Olympic sport, you must be physically strong. Furthermore, an aspiring Olympian must train rigorously for many years. For the most demanding sports, they train several hours a day, five or six days a week, for ten or more years. In addition to being physically strong, he or she must be mentally tough. This means that you have to be totally dedicated to your sport, often giving up a normal school, family and social life. Being strong also means that he or she must be able to withstand the intense pressure of international competition with its attendant media coverage. Finally, not everyone can win a medal, so they must possess the inner strength to live with defeat.

PRACTICE 5
Choose the transition signal that best shows the relationship between the sentences in each group from the choices given in parentheses. Add punctuation or change capital letters to small letters if necessary.

1. In Physics, the weight of an object is the gravitational force with which the Earth attracts it if a man weighs 60 kilos, this means that the Earth pulls him down with a force of 60 kilos. (moreover, therefore, for example)

2. The further away from the Earth a person is, the less the gravitational force of the Earth a man weighs less when he is 50000 miles from the Earth than when he is only 5000 miles away. (in conclusion, therefore, however)

PRACTICE 6
Compare paragraphs 1 and 2 that follow. Both paragraphs give the same information, yet one paragraph is easier to understand than the other because it contains transition signals to lead the reader from one idea to the next. Which paragraph contains transition signals and is more coherent? Circle all the transition signals you can identify.

Paragraph 1

A difference among the world’s seas and oceans is that the salinity varies in different climate zones. The Baltic Sea in Northern Europe is only one-fourth as saline as the Red Sea in the
Middle East. There are reasons for this. In warm climates, the water evaporates rapidly. The concentration of salt is greater. The surrounding land is dry and does not contribute to much fresh water to dilute the salty sea water. In cold climate zones, water evaporates slowly. The runoff created by melting snow adds a considerable amount of fresh water to dilute the saline water.

Paragraph 2

Another difference among the world’s seas and oceans is that the salinity varies in different climate zones. For example, the Baltic Sea in Northern Europe is only one-fourth as saline as the Red Sea in the Middle East. There are two reasons for this. First of all, in warm climate zones, water evaporates rapidly; therefore, the concentration of salt is greater. Second, the surrounding land is dry and, consequently does not contribute much fresh water to dilute the salty sea water. In cold climate zones, on the other hand, water evaporates slowly. Furthermore, the runoff created by melting snow adds a considerable amount of fresh water to dilute the sea.
TOPIC SENTENCE

For each of the following:
   a) identify the topic/subject
   b) underline the topic sentence
   c) cross out any irrelevant sentences

TEXT 1

1 For example, take road rage—many people are hurt or killed each year by angry motorists. 2 One effective way to deal with anger is to slowly count to ten before your anger explodes; this should give you enough time to calm down and not overreact. 3 A similar technique is to take three deep breaths as you consciously relax your muscles. 4 Avoiding fatty foods and eating plenty of fruits and vegetables will help keep both your mind and body healthy. 5 A final technique for controlling anger is to think of a favorite place where you feel relaxed, such as a beach or forest, and imagine yourself there. 6 These simple techniques for controlling anger allow you to relax and mentally step back for a few moments until you are calm and can think clearly again.

TEXT 2

1 An hour before bedtime, do about twenty minutes of exercise—this will help relieve tension and relax your body. 2 It’s best to avoid eating late at night, as this easily leads to weight gain. 3 Many people with insomnia take drugs, some of which make them feel more tired the next day. 4 The last twenty or thirty minutes before you go to bed, do a relaxing activity such as reading a book, listening to music, or meditating. 5 Finally, shortly before you go sleep, have a glass of milk or a piece of cheese; dairy products contain a natural ingredient called tryptophan, which helps you fall asleep. 6 Sleeping late on weekends will let you “catch up” on sleep you missed during the week.
The four paragraphs below do not have any topic sentences. Write the topic sentence at the beginning of the paragraph.

1. We can use it to find all kinds of information quickly. We can also use it to buy things, for example airline tickets. Finally, it allows us to communicate with each other quickly and cheaply. Everybody should be connected to the internet.

2. The countryside has far less traffic than the city, so it is much quieter and less polluted. Also, the people are friendlier in country places because they have more time to get to know each other. Finally, the countryside is usually more beautiful than a city. So, it’s not surprising that more and more people are moving from cities to the countryside.

3. All computers have keyboards, so if we know how to type we can make better use of computers. Students who can type quickly can make all their homework assignments and class projects look nicer. Students who learn how to type quickly have a big advantage over students who don't know typing.

4. Students sometimes feel so anxious about getting the classes they want and need that they camp out in front of the registrar’s office the night before registration begins so that they will be first in line when the doors open. Being first in line, they say, increases their chances of getting a seat in the classes they want. For example, Michelle, a sophomore at City College, and two of her classmates set up camp outside the registrar’s office at 8 p.m. the night before registration was to begin. They brought sleeping bags, a boom box, a cooler of soft drinks, and a grocery sack of munchies to make their overnight excursion more comfortable. The next morning when the doors opened at 8 o’clock they were at the front of the line, which by 8:30 a.m. had grown to about 500 and stretched across the college mall, past the classroom buildings, and into the parking lot. Michelle and her friends successfully registered for all of the classes they wanted and were finished with registration before 9 a.m. However, a night on the pavement did not guarantee satisfaction for Bob, who camped out from 11 p.m. until the next morning. Despite his efforts, Bob did not get the exact schedule he wanted. As a result, he may have to put off graduation for another semester unless he can pick up through drop and add the course he needs.
TOPIC SENTENCE
Based on the supporting points and specific details given, write an appropriate topic sentence in the space given.

1. TS: ________________________________________________________________________

   **SP1:** Reduce food intake.
   **SD:**
   - eat smaller portions at each meal
   - eat more fruit and vegetables instead of carbohydrates

   **SP2:** Exercise at least twice a week
   **SD:**
   - helps burn calories
   - tones up muscles

2. TS: ________________________________________________________________________

   **SP1:** My new office is spacious.
   **SD:**
   - sufficient working area
   - space for small conference table

   **SP2:** It is well equipped.
   **SD:**
   - computer with Internet access
   - Book shelves and filing cabinet

3. TS: ________________________________________________________________________

   **SP1:** College students do not plan their time wisely
   **SD:**
   - too involved in non-academic activities
   - spend too much time with friends

   **SP2:** They are not able to understand the lectures.
   **SD:**
   - lecturers speak too fast.
   - students are not proficient in the English language.

4. TS: ________________________________________________________________________

   First get an application form from your college’s scholarship office. Then fill it up completely and accurately. Next ask two of your lecturers to write a letter of recommendation for you. Finally, turn in the application form and letters to the Students’ Affairs office before the deadline.

5. TS: ________________________________________________________________________
For example, in Britain for example, it is considered a bad omen for thirteen people to sit at a table. Some say the person who rises first will meet with misfortune, even death, within a year. Others say it is the last person to rise. Some British people think it is unlucky to have thirteen people in a room, especially for the person closest to the door. The thirteenth day of the month isn’t considered a good day on which to begin any enterprise including marriage, or to set out on a journey. Many people believe that Friday the thirteenth is the unluckiest day in the year. This belief is so widespread that there are horror movies called ‘Friday the Thirteenth’.
TOPIC SENTENCE

Write a topic sentence for each of the following paragraphs.

Passage A:

TS:__________________________________________________________________________

For example, recently I began taking my two-year-old dog to obedience school. After four weeks of lessons and practice, she has learned to follow only three commands--sit, stand, and lie down--and even those she often gets confused. Frustrating (and costly) as this is, I continue to work with her every day. After dog school, my grandmother and I sometimes go grocery shopping. Inching along those aisles, elbowed by hundreds of fellow customers, backtracking to pick up forgotten items, and standing in the endless line at the checkout, I could easily grow frustrated and cranky. But through years of trying times I have learned to keep my temper in check. Finally, after putting away the groceries, I might go out to a movie with my fiancée, to whom I have been engaged for three years. Layoffs, extra jobs, and problems at home have forced us to postpone our wedding date several times. Still, my patience has enabled me to cancel and reschedule our wedding plans again and again without fuss, fights, or tears.

Possible topic sentence:
My life may be a box full of frustrations, but learning how to overcome them has given me the gift of patience.

Passage B:

TS:__________________________________________________________________________

For instance, when I was in kindergarten, I dreamed that my sister killed people with a television antenna and disposed of their bodies in the woods across the street from my house. For three weeks after that dream I stayed with my grandparents until they finally convinced me that my sister was harmless. Not long afterwards, my grandfather died, and that sparked new fears. I was so terrified that his ghost would visit me that I put two brooms across the doorway of my bedroom at night. Fortunately, my little trick worked. He never came back. More recently, I was terribly frightened after staying up late one night to watch The Ring. I lay awake until dawn clutching my cell phone, ready to ring 911 the moment that spooky little girl stepped out of my TV. Just thinking about it now gives me goose bumps.

Possible topic sentence:
I have a great imagination beyond anyone’s expectation.
When I was a young girl, I would make a tent out of my blankets and read Nancy Drew mysteries late into the night. I still read cereal boxes at the breakfast table, newspapers while I am stopped at red lights, and gossip magazines while waiting in line at the supermarket. In fact, I'm a very talented reader. For example, I've mastered the art of talking on the phone while simultaneously reading Dean Koontz or Stephen King. But what I read doesn't matter all that much. In a pinch, I'll read junk mail, an old warranty, a furniture tag ("DO NOT REMOVE UNDER PENALTY OF LAW"), or even, if I'm extremely desperate, a chapter or two in a textbook.

Possible topic sentence:
Reading is no longer a hobby to me; it has become a habit.
TOPIC SENTENCE

Rearrange the following groups of sentences to form a paragraph that begins with the topic sentence.

Paragraph 1

a. Next, add antifreeze to your windshield washer fluid; otherwise, the fluid will freeze and possibly break the container.
b. First, put on snow tires if you plan to drive on snowy, icy roads very often.
c. Driving in winter, especially on snowy, icy roads, can be less troublesome if you take a few simple precautions.
d. Finally, it is also a good idea to carry tire chains, a can of spray to unfreeze door locks, and a windshield scraper in your car when driving in winter weather.
e. Second, check the amount of antifreeze in your radiator and add more if necessary.

Paragraph 2

a. A breakthrough in one of these areas will hopefully provide a means of relieving both the overstretched oil market and the environment.
b. Researchers in the automobile industry are experimenting with different types of engines and fuels as alternatives to the conventional gasoline engines.
c. One new type of engine, which burns diesel oil instead of gasoline, has been available for several years.
d. Finally, several automobile manufacturers are experimenting with methanol, which is a mixture of gasoline and methyl alcohol, as an automobile fuel.
e. A further type is the gas turbine engine, which can use fuels made from gasoline, diesel oil, kerosene and other petroleum distillates.
f. The increasing depletion of oil reserves, along with environmental concerns, have prompted some radical developments in car design over the past few years.

Paragraph 3

a. Later on, people began to write on pieces of leather, which were rolled into scrolls.
b. In the earliest times, people carved or painted messages on rocks.
c. In the Middle Ages, heavy paper called parchment was used for writing and books were laboriously copied by hand.
d. With the invention of the printing press in the middle of the fifteenth century, the modern printing industry was born.
e. Some form of written communication has been used throughout the centuries.

Answer 1:

c. Driving in winter, especially on snowy, icy roads, can be less troublesome if you take a few simple precautions.
b. First, put on snow tires if you plan to drive on snowy, icy roads very often.
e. Second, check the amount of antifreeze in your radiator and add more if necessary.
a. Next, add antifreeze to your windshield washer fluid; otherwise, the fluid will freeze and possibly break the container.
d. Finally, it is also a good idea to carry tire chains, a can of spray to unfreeze door locks, and a windshield scraper in your car when driving in winter weather.
Answer 2:

f. The increasing depletion of oil reserves, along with environmental concerns, have prompted some radical developments in car design over the past few years.
b. Researchers in the automobile industry are experimenting with different types of engines and fuels as alternatives to the conventional gasoline engines.
c. One new type of engine, which burns diesel oil instead of gasoline, has been available for several years.
e. A further type is the gas turbine engine, which can use fuels made from gasoline, diesel oil, kerosene and other petroleum distillates.
d. Finally, several automobile manufacturers are experimenting with methanol, which is a mixture of gasoline and methyl alcohol, as an automobile fuel.
a. A breakthrough in one of these areas will hopefully provide a means of relieving both the overstretched oil market and the environment.

Answer 3:

e. Some form of written communication has been used throughout the centuries.
b. In the earliest times, people carved or painted messages on rocks.
a. Later on, people began to write on pieces of leather, which were rolled into scrolls.
c. In the Middle Ages, heavy paper called parchment was used for writing and books were laboriously copied by hand.
d. With the invention of the printing press in the middle of the fifteenth century, the modern printing industry was born.
PARALLELISM

Which of the following sentences do not follow the parallel form rule?

1. You can contact the insurance company in two ways—by phone or send them an e-mail.

2. The special project involves many tasks, including doing research, to contact clients, and writing reports.

3. The blemish on his face was big, ugly, and looked painful.

4. Before going to the beach, Cindy put a towel, some sunscreen, and a book she was reading into a beach bag.

5. The decision to build a bigger bridge was ill-conceived, thoughtless, and everyone regretted it.

6. This morning, I had to deal with several irate customers, a broken water pipe in the storage room, and a problem with a new shipment of goods.

7. Andrew ate an amazing amount of food, washed it down with a pitcher of milk, and fell sound asleep.

8. To finish getting the party ready, we need to order the food, interview the DJ, and making the last payment on the venue.

9. My uncle was tired, weak, and he was sick.

10. The children were planning on going swimming, to play volleyball, and collecting seashells while they were at the beach.

11. After the storm passed, we went outside, assessed the damage to the house, and began cleaning up the mess.

12. The squirrel jumped onto the bird feeder, gorged itself, and then it scampered away.
# WRITING COMPOUND AND COMPLEX SENTENCES

**Task 1:** Write complex sentences using the following subordinators.

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<tr>
<th></th>
<th>TIME SUBORDINATORS</th>
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<tbody>
<tr>
<td>a</td>
<td>before</td>
<td></td>
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<tr>
<td>b</td>
<td>after</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>as</td>
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<td>d</td>
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<td>h</td>
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<td>b</td>
<td>as</td>
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<td>c</td>
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<tr>
<td>b</td>
<td>wherever</td>
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</table>
**Task 2:** Write compound sentences using coordinating conjunctions. Punctuate your sentences correctly.

<table>
<thead>
<tr>
<th>COORDINATING CONJUNCTIONS</th>
<th>SENTENCE</th>
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<td>b and</td>
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<td>c nor</td>
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<td>f yet</td>
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<td>g So</td>
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</tbody>
</table>
TYPES OF SENTENCES

Identify the sentences below and label as S(simple), C (compound) or CX(complex).

1. I took part in several track events at the Inter-Faculty Staff Sports yesterday. ( )
2. I was desperate for a gold, so I ran as fast as I could. ( )
3. When I lunged forward at the finishing line, I landed flat on the ground. ( )
4. I suffered a gash on my chin, but unfortunately it wasn’t very deep. ( )
5. All in all, it was a great outing, for I came home with three medals. ( )
6. I think that’s not too bad for an ‘old’ athlete. ( )
7. I think the BBI2421 course is like a race too. ( )
8. It involves a lot of practice in writing at sentence, paragraph and essay level. ( )
9. I find writing difficult, but I realize that practicing a lot helps. ( )
10. In a way, learning to write well is like preparing for a race. ( )
11. It requires discipline and training as well as some sacrifices. ( )
12. Being a good writer also involves the ability to analyse your writing. ( )
13. A good piece of writing is one that has a variety of sentence structure. ( )
14. Within a paragraph, there should be unity and coherence. ( )
15. This can be done by using consistent subjects and appropriate transition markers and connectors. ( )
SENTENCE TYPES
Identify the following sentences as S=simple, CP=compound, CX=complex, CC=Compound-Complex. To make this easier, circle the subjects, underline the verbs, and cross out the prepositional phrases.

_____ 1. The most popular sport in the world is soccer.
_____ 2. People in ancient China and Japan had a form of soccer, and even Rome had a game that resembled soccer.
_____ 3. The game as it is played today got its start in England.
_____ 4. In the Middle Ages, whole towns played soccer on Shrove Tuesday.
_____ 5. Goals were built at opposite ends of town, and hundreds of people who lived in those towns would play on each side.
_____ 6. Such games resembled full-scale brawls.
_____ 7. The first side to score a goal won and was declared village champion.
_____ 8. Then both sides tended to the wounded, and they didn’t play again for a whole year.
_____ 9. The rules of the game were written in the late 1800s at British boarding schools.
_____10. Now, nearly every European country has a national soccer team, and the teams participate in international tournaments.
_____11. For both rich and poor in Rome, public baths were a daily pleasure.
_____12. The baths were somewhat similar to modern health clubs, although they had little equipment for exercising.
_____13. Rome alone had 856 baths; most of them were private.
_____14. Citizens who became rich were expected to build baths for their fellow citizens, and many generously built huge marble facilities.
_____15. For the equivalent of about a quarter-penny, any Roman could be massaged, scrubbed, and soaked in a public bath.
_____16. First, bathers might exercise, and then they went to a hot, dry room to sweat.
_____17. Next, they visited a hot, steamy room, and the final stage was a plunge into ice-cold water.
_____18. After the citizens finished their baths, they would wrap themselves in towels and visit with friends or walk about the grounds.
_____19. The serious-minded could browse through the bath’s library.
_____20. They also sat around and played chess and checkers in game rooms.

Source: http://homepage.smc.edu/morgan_julia/sentence_types_exercises.htm
SENTENCE TYPES
Identify the following sentences as S=simple, CP=compound, CX=complex, CC=Compound-Complex.

1. Pauline and Bruno have a big argument every summer over where they should spend their summer vacation.

2. Pauline loves to go to the beach and spend her days sunbathing.

3. Bruno, on the other hand, likes the view that he gets from the log cabin up in the mountains, and he enjoys hiking in the forest.

4. Pauline says there is nothing relaxing about chopping wood, swatting mosquitoes, and cooking over a woodstove.

5. Bruno dislikes sitting on the beach; he always gets a nasty sunburn.

6. Bruno tends to get bored sitting on the beach, watching the waves, getting sand in his swimming trunks, and reading detective novels for a week.

7. This year, after a lengthy, noisy debate, they decided to take separate vacations.

8. Bruno went to the White Mountains of New Hampshire, and Pauline went to Cape Cod.

9. Although they are 250 miles apart, they keep in constant contact on the internet.

10. Bruno took the desktop computer that he uses at work, and Pauline sits on the beach with her laptop computer, which she connects to the internet with a cellular phone.

Source: http://grammar.ccc.commnet.edu/grammar/cgi-shl/quiz.pl/sentence_types_quiz.htm

Identify the following sentences as S=simple, CP=compound, CX=complex

1. We took a taxi home after the theatre.

2. The policeman was not impressed by your alibi

3. As soon as I heard the news, I rushed straight to the police

1. Amy watches football on television, but she never goes to a game
2. If you give your details to our secretary, we will contact you when we have a vacancy

http://www.ucl.ac.uk/internet-grammar/clauses/ex5.htm
SENTENCE ERRORS

a. **Identify the sentence error.**

   F-fragments
   RO-run-ons
   CS-comma splice

   1. Men often like to talk about football women like to talk about people. (   )
   2. Men often like to talk about football, women like to talk about people. (   )
   3. The semester too short to develop writing skills. (   )
   4. Is important to read widely to be able to express our opinion on a wide variety of issues. (   )
   5. To write well, must read a lot. (   )

b. **Read the paragraph carefully and find two comma splices. How would you correct them?**

   A negative effect of corporal punishment in school is that it makes some students feel aggressive towards parents, teachers, and fellow students. In my opinion, children regard corporal punishment as a form of teacher aggression that makes them feel helpless. Therefore, students may get frustrated if corporal punishment is used frequently. Furthermore, it increases disruptive behavior that can become more aggressive, this leads to school violence and bullying of fellow students. Supporters of corporal punishment believe that it is necessary to maintain a good learning environment, it is unfortunate that the opposite result often happens. The learning environment actually becomes less effective when there is aggressive behavior.
SENTENCE ERRORS

1. John is always late for work, nobody seems to care.
   a.) Although John is always late for work and nobody seems to care.
   b.) Because John is always late for work nobody seems to care.
   c.) Although John is always late for work, nobody seems to care.

2. Hot summer weather is nice, it can be dangerous for various groups of people when certain temperatures get too high.
   a.) Hot summer weather is nice, when temperatures get too high it can be dangerous for various groups of people.
   b.) Hot summer weather, which can contain high temperatures that can be dangerous for various groups of people.
   c.) Hot summer weather is nice, but high temperatures can be dangerous for various groups of people.

3. On the weekend Emily broke her ankle, she is in a great deal of pain.
   a.) Because Emily broke her ankle on the weekend she is in great pain.
   b.) On the weekend Emily broke her ankle, and now she is in a great deal of pain.
   c.) Emily broke her ankle on the weekend, now she is in a great deal of pain.

4. Driving the car is fast and comfortable, riding the bicycle is better for one's health.
   a.) Driving a car is fast and comfortable, but riding a bicycle is better for one's health.
   b.) Driving a car is fast and comfortable, riding a bicycle is better for one's health.
   c.) Although driving a car is fast and comfortable, riding a bike is better for one's health.

5. Most students attend a learning skills class, then their grades and skills improve.
   a.) Most students who attend a learning skills class, improve their grades.
   b.) The grades and skills of most students improve after they attend a learning skills class.
   c.) Because most students attend a learning skills class, their grades and skills improve.

6. I entered my friend's house, I realized that he had made a lot of home improvements.
   a.) After I entered my friend's house and realized that he had made a lot of home improvements.
   b.) Entering my friend's house I realized that he had made a lot of home improvements.
   c.) As soon as I entered my friend's house, I realized that he had made a lot of home improvements.
7. I can't meet my new boss this week, I have too many other appointments.
   a.) I can't meet my new boss this week because I have too many other appointments.
   b.) Due to the fact that I am too busy this week I can't meet my new boss.
   c.) I, who am too busy this week can't meet my new boss.

8. Yesterday I bought a new back pack, I could afford it because it was on sale.
   a.) Yesterday I was able to afford a new backpack since it was on sale.
   b.) Yesterday, I bought a new backpack it was on sale.
   c.) Since it was on sale I bought a new backpack yesterday.

9. The air conditioner is too loud, Cleo can't sleep.
   a.) Because of the loud air conditioner, Cleo can't sleep.
   b.) The air conditioner is too loud, therefore Cleo can't sleep.
   c.) The air conditioner is too loud, Cleo can't sleep.
IDENTIFYING SENTENCE PROBLEMS

In each of the following, match the sentence with the following:

A. Fragment
B. Run-on
C. Comma Splice
D. Choppy
E. Correct

1. By the time Julia Roberts was 23, she had won two academy award nominations, she had also become the world's most popular female actress.

2. Since then, Roberts has appeared in fourteen films. Most recently, "My Best Friend's Wedding" and "The Conspiracy Theory."

3. She didn't plan to become an actress. She wanted to be six feet tall. She wanted to be a veterinarian. She wanted to be happy and make others happy.

4. Although Julia Roberts has had much professional success. Her personal life has been troubled with several failed relationships.

5. Julia Roberts lives in Manhattan, not far from the apartment she once shared with her sister in Greenwich Village.

6. She came to New York when she was seventeen. Because her older sister lived there and she was influenced by her sister.

7. Roberts was raised in Georgia. Her parents ran a theater school there. Her sister and brother are also actors. The family was always short of money.

8. When Julia was four years old, her parents divorced. After eighteen years of marriage. Julia and her sister lived with their mother. Their brother stayed with their father. Who died of cancer five years later.

9. In high school, Julia found classwork boring, she didn't know how to be a good student.

10. After she graduated from high school, Julia worked in a shoe store while auditioning for acting jobs. Though didn't get hired for a year.

11. In 1990, "Pretty Woman" became a smash hit her natural gift for this type of comedy brought her a nomination for Best Actress.

12. Julia Roberts was engaged to Keifer Sutherland in 1991. Three days before the wedding, she changed her mind and canceled everything.

13. The singer-actor Lyle Lovett is ten years older than Julia she married him in 1993 but split up after less than two years.

14. "Stepmom" is Julia Robert's new movie. It is a family drama. It co-stars Susan Sarandon. Ed Harris is also a co-star.

15. Currently, Julia is dating Benjamin Bratt. Who plays a detective on the TV series, "Law and Order."
PARAPHRASING OR SUMMARISING?
Read the original passages and decide whether (a) or (b) is an acceptable paraphrase or summary of the original.

Set 1 : Original Passage

Now, however, there is growing evidence that restorative naps are making a comeback. Recognizing that most of their employees are chronically sleep-deprived, some companies have set up nap rooms with reclining chairs, blankets and alarm clocks. If unions are truly interested in worker welfare, they should make such accommodations a standard item in contract negotiations. Workers who take advantage of the opportunity to sleep for twenty minutes or so during the workday report that they can go back to work with renewed enthusiasm and energy. My college roommate, Dr. Linda Himot, a psychiatrist in Pittsburgh, who has a talent for ten-minute catnaps between patients, says these respites help her focus better on each patient's problems, which are not always scintillating. And companies that encourage napping report that it reduces accidents and errors and increases productivity, even if it shortens the workday a bit. Studies have shown that sleepy workers make more mistakes and cause more accidents, and are more susceptible to heart attacks and gastrointestinal disorders.

Jane Brody, from "New Respect for the Nap"
(New York Times, 2001)

a. As employers realize that many workers are short on sleep, they are becoming more open to the idea of napping on the job. Some even provide places for workers to stretch out and nap briefly. Companies that allow napping find their employees are more alert and productive, and even suffer fewer physical ailments.

b. Naps are becoming more acceptable. Some companies have done such thing as set up nap rooms with reclining chairs and blankets. Naps provide workers with renewed enthusiasm and energy. Although naps shorten the workday a bit, they reduce accidents and increase productivity. Sleep-deprived workers are prone to heart attacks and gastrointestinal disorders.

Set 2 : Original Passage

The self-confessed television addict often feels he "ought" to do other things - but the fact that he doesn’t read and doesn’t tend to his garden or play games or have conversations means that those activities are no longer as desirable as television. In a way the heavy viewer's life is as imbalanced by his television "habit" as a drug addict's or an alcoholic's. He is living in a holding pattern, as it were, passing up the activities that lead to growth or development or a sense of accomplishment. This is one reason people talk about their television viewing so ruefully, so apologetically. They are aware that it is an unproductive experience, that almost any other endeavour is more worthwhile by any human measure.


a. Television addicts may feel they should do other things like play games or have conversations. But they pass up activities that might lead to a sense of accomplishment. Their lives are as imbalanced by their television watching as a drug addict's or alcoholic's. Aware of how unproductive television viewing is, they talk about it apologetically.
b. Television addicts feel that they ought to spend their time doing more worthwhile activities. But like alcohol or drugs, the television has taken over their lives. The addicts' apologetic tone when they talk about their TV watching indicates that they know they're wasting time on a completely unproductive activity.

Set 3: Original Passage

Chances are, you are going to work after you complete your studies in university. How would you like to earn an extra $950,000 on your job? If this sounds appealing, read on. I'm going to reveal how you can make an extra $2,000 a month between the ages of 25 and 65. Is this hard to do? Actually, it is simple for some, but impossible for others. All you have to do is be born a male and graduate from university. If we compare full-time workers, this is how much more the average male university graduate earns over the course of his career. Hardly any single factor pinpoints gender discrimination better than this total. The pay gap, which shows up at all levels of education, is so great that women who work full-time average only two-thirds (67 percent) of what men are paid. This gap does not occur only in the United States. All industrialized nations have it, although only in Japan is the gap larger than in the United States.

James Henslin, from Essentials of Sociology, fourth edition (Allyn & Bacon, 2002)

a. To make an extra $2,000 a month between the ages of 25 and 65, you need to be born male and graduate from university. This adds up to an additional $950,000. The pay gap between genders shows up at all levels of education. It is so great that women who work full time make only two-thirds what men make. The gender gap occurs in all industrialized nation, although only in Japan is greater than in the U.S.

b. The effect of gender on salary is significant. At all levels of education, a woman who works full time earns about two-thirds as much as a man who works full time. For university graduates, this adds up to a difference of $950,000 over the course of a 40 year working life. The gender gap exists in all industrialized nations, but it is greatest in Japan and the U.S.
SUBJECT-VERB AGREEMENT - QUIZ 1

1. The number of students in this class (has/have) increased since November.
2. (Do/Does) you prefer tea or coffee?
3. (Was/Were) you in the bathroom when I called?
4. One of Ali's friends (is/are) in the sitting room.
5. New machinery (has/have) recently been installed.
6. (Was/Were) the phone in the kitchen at that time?
7. Airil and Musa (doesn't/don't) want to go to Negeri Sembilan.
8. One of Alice's friends (is/are) in the sitting-room.
9. A few of my colleagues (dislike/dislikes) the manager.
10. A number of students (is/are) dropping this course.

Score: __

10
SUBJECT-VERB AGREEMENT QUIZ 2

1. The quality of his essay (deserve / deserves) praise.
2. To do well (is / are) my greatest ambition.
3. Some new machines (has / have) recently been installed in our Shah Alam factory.
4. One of my favourite drinks (is / are) coconut water.
5. Both my sisters (think / thinks) Michael Jackson was eccentric.
6. Ninety percent of the employees (is / are) Indonesians.
7. My oldest pair of jeans (is / are) my favourite.
8. The blind (is / are) encouraged to be independent.
9. The list of books in the parcel (is / are) clearly written on the form.
10. The normal practice on these occasions (is / are) to invite all the parents.

Score: ___
10
ERROR IDENTIFICATION

1. After wake up, I usually have several cups of coffee to jumpstart my day.
   A  B  C  D

2. I am so pleased with myself because I had finished my writing assignment last week.
   A  B  C  D

3. Neither Lena nor my other classmates has submitted the final assignment.
   A  B  C  D

4. I am not prepared for the final exam which scheduled two weeks from now.
   A  B  C  D

5. Doing assignments at the last minute is not the best way to obtaining good grades.
   A  B  C  D

6. She always feel great stress trying to complete assignments on time.
   A  B  C  D

7. Sheri, unlike her sisters are very talented in music and she has plans for further studies in the States.
   A  B  C  D

8. I was very worried because one of my articles for Assignment 3 have gone missing.
   A  B  C  D

9. Life is so bored because nothing seems to happen in my life!
   A  B  C  D

10. I spend much of my time wait for something to happen.
    A  B  C  D

11. One of my friend says I should make things happen, not wait for something to happen.
    A  B  C  D

12. Each of our writing assignments go through a process of outlining, drafting and editing.
    A  B  C  D

13. Young people love to spend time hanging out with their friend at the mall.
    A  B  C  D

14. According to her lecturers, Rusni’s performance in the courses she registered for are improving each semester.
    A  B  C  D

15. As it is the end of the semester, the students are very exciting to find out
their assignment marks.
LINKING VERBS
Verb is a word which expresses action or being.
A **linking verb** joins the subject and predicate of a sentence.

*examples of linking verbs:*
- am, is, are, was, were, be, being, been

*example of a linking verb in a sentence:*
- Jamie **was** at the park.

**Circle the linking verb in each sentence.**
1. Beth's clothes are muddy.
2. The large, barking dogs were scary.
3. My socks are in the top dresser drawer.
4. There were five fish in the aquarium.
5. Has the printer been out of ink all week?
6. Will you be on time tomorrow?
7. That was a delicious pie.
8. Those jackets are too small Billy.
9. I am the fastest runner on the team.
10. We were the last ones to arrive.
11. Gina and Victor are the quietest kids in the room.
12. I think the old house is haunted.

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**ANSWER KEY**
1. Beth's clothes **are** muddy.
2. The large, barking dogs **were** scary.
3. My socks **are** in the top dresser drawer.
4. There **were** five fish in the aquarium.
5. Has the printer **been** out of ink all week?
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8. Those jackets **are** too small Billy.
9. I **am** the fastest runner on the team.
10. We **were** the last ones to arrive.
11. Gina and Victor **are** the quietest kids in the room.
12. I think the old house **is** haunted.
PAST, PRESENT, AND FUTURE TENSE VERBS

Draw a circle around the action verb in each sentence. On the line, tell whether the verb is past tense, present tense, or future tense.

Examples:
Daniel played baseball yesterday. past tense
He plays baseball everyday. present tense
We will go to Daniel's baseball game. future tense

1. Daniel will choose a baseball bat. __________________
2. He steps up to the plate. _____________________________
3. The pitcher tossed the ball. _____________________________
4. Daniel will swing hard. _____________________________
5. The ball struck the bat. _____________________________
6. The ball flies through the air. _____________________________
7. It landed over the fence. _____________________________
8. Daniel will run around the bases. _____________________________
9. The crowd screams loudly. _____________________________
10. He will slide into home plate. _____________________________
11. Daniel's teammates cheered. _____________________________
12. Daniel smiled proudly. _____________________________

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ANSWER KEY
1. future tense
2. present tense
3. past tense
4. future tense
5. past tense
6. present tense
7. past tense
8. future tense
9. present tense
10. future tense
11. past tense
12. past tense

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VERBS

PART I
Directions: Fill in the blanks in the box below to construct a list of helping verbs.

COMMONLY USED HELPING VERBS

Forms of *Be*:

- ____________
- ____________
- ____________
- ____________

Forms of *Do*:

- ____________
- ____________

Forms of *Have*:

- ____________
- ____________

Other Helping Verbs:

- ____________
- ____________
- ____________
- ____________

PART II
Directions: Read the sentences below. Underline the subject once and the complete verb twice.

*Example*: Marsha has swallowed a date pit.

1. Pat cried.
2. Soap floats.
3. The baseball soared.
4. Tomorrow is Friday.
5. We were laughing.
6. My dog was howling.
7. She must have been crazy.
8. Josie may keep the pet tarantula.
9. Angelo threw the ripe tomatoes into the trash.
10. I could use a friend right now.

11. The children were aware of the sounds upstairs.

12. A colorful rainbow stretched across the sky after the storm.

13. Mrs. Johnson has been waiting patiently for Dr. Benson all afternoon.

14. The paper was under the black suitcase.

15. The principal should have called home after the fight.

16. The kitten was hoping for a small dish of milk.

17. I should be painting your house after this storm is over.

18. The cake would have tasted better without the vanilla frosting.

19. Eric lifted the boa constrictor out of its cage.

20. The frightened black bear ran up the telephone pole.

PART III

Directions: In the spaces provided write five sentences. Use at least one helping verb and two capitalized words in each sentence. Underline the subject once and the complete verb twice.

Example: Mr. Vandameer was raking his lawn on Saturday.

1. _____________________________________________________
   ______________________________________________________ 

2. _____________________________________________________
   ______________________________________________________ 

3. _____________________________________________________
   ______________________________________________________ 

4. _____________________________________________________
   ______________________________________________________ 

5. _____________________________________________________
   ______________________________________________________ 

32
APOSTROPHE REVIEW WORKSHEET

Combine the sentences below to make one set of dialogue. Be sure to add correct capitalization, punctuation marks, and any other errors you find.

Example:

A. once upon a time Jack’s mother said to him.
B. we’re all out of food
C. sell this cow and buy some bean’s

Once upon a time Jack’s mother said to him, “We’re all out of food. Sell this cow and buy some beans.”

1. A. Jack slipped a rope around the cow’s neck
B. I’m sorry I have to do this
C. but there’s nothing left to eat in the house

2. A. the cow said while looking at Jack with its sad eyes
B. don’t worry about it
C. I’ll get some $s for you

3. A. cried an astonished Jack
B. I didn’t know you could talk

4. A. the cow replied
B. cow’s have more than there moos, you know
C. let’s go to Farmer Jones goose coop
5. A. ^ jack wondered
B. whats their

6. A. the cow motioned with his tail, and he said ^
B. look inside that gooses nest
C. youll find three eggs’ with golden xs on them

7. A. ^ mumbled jack as he reluctantly gathered up the eggs
B. this dosent seam write

8. A. ^ the cow demanded
B. crack the eggs shells

9. A. when jack broke the eggs open, piles of money flew out
B. ^ jack exclaimed happily
C. look at all the 10s, 20s, and 100s
10. A. ^ the cow replied ^

B. i told you theres more to cows than theyre moos

C. no ifs, ands, or buts about it
# REFERENCING

Prepare a reference list using the given information.

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REFERENCES (ANSWER)


