

Choices: Exploring Common Errors

Here's your chance to step out of the grammar book and into the real world. You may not realize it, but examples of common errors appear in your life every day. The following activities challenge you to find a connection between common errors and the world around you. Do the activity below that suits your personality best, and then share your discoveries with your class. Have fun!

WRITING

Baby Sitters and Lawn Mowers

Baby-sitting might be no big deal to you, but to a parent the care of his or her child is a really big deal. What's more, a lot of homeowners feel almost the exact same way about their lawns. Whenever you apply for a job, treat your own request seriously! Have a short typed list of your work experience. Mention your grades, the clubs you belong to, the school you attend, and anything else that makes you look good. Naturally, this list, which is your résumé, should be neat and error-free. Right now, you've got classmates and a teacher to help you perfect your résumé. Take advantage of this opportunity and write the résumé that will get you that job!

ART

Mr. or Ms. English

Have you ever seen a cartoon description of, say, a college student? There might be an arrow labeled "empty" pointing to his or her pockets. Draw a cartoon personifying the English language. You can add labels to your cartoon to tell your audience about your character. If drawing makes you nervous, compose a collage cut from pictures in magazines.

WRITING

To Fragment or Not to Fragment

Do those pesky sentence fragments drive you crazy? Well, one of the best ways to learn how to identify them is to write some yourself. In fact, go ahead and write fifteen or so sentence fragments and put them together in the form of a test. Add some complete sentences, too. Then, give your test to your classmates and have them identify each fragment and each complete sentence.

PUBLISHING

Roll the Presses

Your classmates have created some great stuff for English class! Now it's time to form a committee to choose the best of the best and publish these works in your class newsletter or Web site. Include all kinds of written materials. Be sure to give credit where credit is due. You'll also want to write a short report of interesting events that occurred since the last newsletter. Assign someone to interview your teacher and get his or her opinion of the projects. Take a few photographs as well. When you're done, you'll have something really special to help you remember this exciting year.

DRAMA

Agreement Rules!

What is it about subjects and verbs that makes them disagree so much? Can't they just get along? For this activity, write a dialogue between a disagreeing subject and verb. Start the dialogue out by showing how the two tend to disagree in certain instances, for example, when a prepositional phrase intervenes. As the dialogue progresses, have the subject and verb work out their problems and come to an "agreement." Then, with a friend perform your dialogue in front of the class.

STUDY AID

Punctuation Problems

Punctuation can really confuse some people. Do your classmates and yourself a favor and compile a list of the rules for the most commonly made punctuation errors. First, ask your teacher what he or she has observed in students' writing. Then, draw up a list of the rules with relevant examples. Pass out copies to your classmates.

Sentence Fragments and Run-on Sentences A

EXERCISE Identify each of the following word groups by writing on the line provided *F* if the word group is a *sentence fragment*, *R* if it is a *run-on sentence*, or *S* if it is a *complete sentence*.

Example *F* 1. Last Friday, after the final bell had rung.

- _____ 1. Finally finished the project we had been working on for months.
- _____ 2. Shouldn't Aunt Lucia have called the house by now?
- _____ 3. Whenever I see a full moon, my thoughts.
- _____ 4. The fog obscured the skyscrapers, a soft rain began to fall.
- _____ 5. Never had she seen so many chickens in one place!
- _____ 6. Exactly what he had wanted to happen.
- _____ 7. Quickly he ran to the fence, the horses had escaped during the night.
- _____ 8. In the middle of the night, as the howling increased, the children shivering in their beds.
- _____ 9. Do you want the fish, or would you rather have one of the pasta dishes?
- _____ 10. The telephone number to call in the event of an emergency.
- _____ 11. Holding the old book under a strong light, she could see some faint writing.
- _____ 12. Before we paint, we have a lot of preparation to do, we will have to remove all the books from the shelves.
- _____ 13. Don't forget to buy some dropcloths at the hardware store!
- _____ 14. All the dry ingredients, including flour, sugar, salt, baking powder, and baking soda.
- _____ 15. Let the bread dough rise for an hour, form it into loaves.
- _____ 16. Do you think you will enjoy either rock climbing or caving?
- _____ 17. Whether we will meet them at the theater or give them a ride in our car.
- _____ 18. When his mother returned from her errands, he borrowed the car.
- _____ 19. The accident, although frightening, was not bad, no one was hurt.
- _____ 20. We were too tired to eat much dinner, we went straight to sleep.

Sentence Fragments and Run-on Sentences B

EXERCISE On the short lines provided, identify each numbered word group as a *sentence fragment (F)*, a *run-on sentence (R)*, or a *complete sentence (S)*. Then, on the long lines provided, rewrite any sentence fragments or run-ons to create complete sentences.

Example R 1. People in the United States can expect fireworks on the Fourth of July many other nations also have independence celebrations.

People in the United States can expect fireworks on the Fourth of July.

Many other nations also have independence celebrations.

_____ 1. The oldest independence day celebration is on August 1 in Switzerland.

_____ 2. Before that date there were three separate Swiss states they decided to form a union.

_____ 3. Elephants wearing bright blankets in India’s independence day parades.

_____ 4. The United States gained its independence from England, Mexico won its independence from Spain.

_____ 5. Imagine the celebrations in Mexico City each year its population is huge.

Subject-Verb Agreement A

EXERCISE A In each of the following sentences, underline the verb in parentheses that agrees in number with its subject.

Example 1. Either Corinna or Michael (has, *have*) a slide projector.

1. One of these dogs (*is*, *are*) not very well trained.
2. Every hallway in our school (*look*, *looks*) different.
3. Neither Chris nor his brother Carl (*play*, *plays*) football.
4. Unfortunately, the bouquet of flowers (*have*, *has*) wilted already.
5. Although my brother and I (*are*, *is*) the same age, he is taller than I am.
6. (*Do*, *Does*) the lights in this room seem dim to you?
7. Our cats and our dog (*sleeps*, *sleep*) on the same blanket.
8. All of the colors in that painting (*appear*, *appears*) muted to me.
9. Everyone checked out a novel; none of the biographies (*were*, *was*) chosen.
10. (*Are*, *Is*) forty-two or forty-three the correct answer?

EXERCISE B In each of the following sentences, cross out any verb that does not agree with its subject and write the correct form of the verb above the incorrect form. If the sentence is correct, write C after it.

Example 1. Either a mouse or some moths ^{have}~~has~~ eaten a hole in my favorite jacket.

11. My brother, along with his friends Neil and Mick, play clarinet in the band.
12. Not a single one of the eggs in the carton were broken.
13. If the choir practice three more times this week, the concert will go smoothly.
14. Haven't Nathan or Christina turned in the paper yet?
15. The coaches for the team hasn't made a decision about the starting lineup.
16. Flour, along with a little yeast, olive oil, water, and salt, is the main ingredient in pizza dough.
17. Either ice-skating or sledding are fun on a cold winter's day.
18. In that classroom, neither the door nor the windows open easily.
19. A horse and wagon were the only mode of transportation at that time.
20. Either my grandmother or my mother's sisters cooks the holiday dinner.

Subject-Verb Agreement B

EXERCISE A In each of the following sentences, decide whether the underlined verb agrees in number with its subject. If the verb form is incorrect, write the correct form above it. If the verb is correct, write C above it.

Example 1. Each of us ^{has} have brought lunch from home today.

1. The reflection of the moon on the waves is beautiful.
2. She occasionally eat chicken, but fish is her favorite choice.
3. Neither my science class nor my math class have difficult homework.
4. Has either of you boys written to your grandfather lately?
5. Both my brother and Frank, his best friend since the first grade, thinks that movie is great.
6. Does Al and his teammates expect to win the game tomorrow?
7. Justine, along with Katie and Rose, go to the same camp every summer.
8. Some pieces of the jigsaw puzzle was missing.
9. Randall and Maria, his sister, are certainly the fastest runners in the school.
10. In addition to a pencil, graph paper, and a ruler, what else are needed for this problem?

EXERCISE B In each of the following sentences, circle the subject of the underlined verb. Then, if the verb does not agree in number with its subject, write the correct form of the verb above the incorrect form. If the verb already agrees with its subject, write C above it.

Example 1. The teacher is concerned because no one in the class ^{has} have studied.

11. Do everyone in the class understand the material?
12. Several of the students have asked for additional help.
13. Either Oscar's father or one of his uncles have offered to drive us to the movies.
14. The band play when the team runs onto the field.
15. The most interesting exhibit in that museum are the rocks and minerals.
16. Sam agreed that the rocks and minerals was really fascinating.
17. Where will you go to school when your family move?
18. She won't be able to join us unless someone give her a ride.
19. I think you've made a mistake; fifty-seven cents is the wrong change.
20. He couldn't wear the suit because the pants was too short.

Pronoun-Antecedent Agreement A

EXERCISE A In each of the following sentences, circle the antecedent of the pronoun in parentheses. Then, underline the pronoun in parentheses that agrees with the antecedent.

Example 1. Every child should wear (*their, his or her*) hat outside today.

1. One of my brothers has forgotten (*their, his*) hat and gloves.
2. The questionnaire asked the public (*their, its*) opinions about the candidates.
3. My family is from Sioux Falls, South Dakota; can you find (*them, it*) on a map?
4. One of the birds had broken (*its, his*) wing.
5. If anyone is interested in chess, (*they, he or she*) is welcome to join our club.
6. Van, Matthew, and Erik woke up early on the morning of (*his, their*) big exam.
7. I've lost my sunglasses again; do you know where I left (*them, it*)?
8. He used blackstrap molasses because of (*its, their*) high vitamin content.
9. My sister is taking economics this semester because her degree program requires (*them, it*).
10. Someone on the girls' basketball team spilled spaghetti sauce on (*themselves, herself*).

EXERCISE B In each of the following sentences, cross out any pronoun that does not agree with its antecedent. Then, write the correct pronoun above it. If the sentence is correct, write C after it.

Example 1. I didn't take gymnastics because ^{it}~~they~~ was offered at the same time as earth science was.

11. *Ad astra per aspera* is the motto of Kansas; it means "to the stars through hardships."
12. Many people are familiar with E. E. Cummings's poetry because of their unusual punctuation and capitalization.
13. Denise and Emil were not happy about his and her grades on the essay test.
14. His mother bought him some nice slacks, but he refused to wear it to the awards banquet.
15. The strength of the United States lies in their people.
16. Measure three tablespoons of milk and add them to the mixture.
17. Neither of the girls remembered to bring their notebook to class.
18. The islands that make up the state of Hawaii are well known for their natural beauty.
19. I didn't watch the news last night because I fell asleep before they came on.
20. Thomas and Clive, you should congratulate yourself for a job well done.

Pronoun-Antecedent Agreement B

EXERCISE In each of the following sentences, circle the antecedent of the pronoun in parentheses. Then, underline the pronoun in parentheses that agrees with the antecedent.

Example 1. Until she studied (*them, it*), she thought she didn't like physics.

1. Each of the horses is stabled in (*their, its*) own stall.
2. Max, who wanted to go to the mountains, will not be able to borrow (*their, his*) father's car this weekend.
3. If your binoculars are more powerful than mine are, please let me use (*it, them*).
4. Everyone who plans to go to the concerts should bring five dollars for (*their, his or her*) ticket.
5. The team does warm-up exercises for fifteen minutes before each of (*its, their*) games.
6. I don't believe that either Simone or Mary colors (*their, her*) hair.
7. One of the paperback books is missing some of (*their, its*) pages.
8. The crowd showed (*their, its*) appreciation by cheering and clapping.
9. Ask Ana or Maria what (*her, their*) middle name is.
10. Both Ivan and Zeke agree (*his, their*) biology exam was harder than they thought it would be.
11. You can locate a country or a city in the atlas by looking in (*their, its*) index.
12. Neither Carlos nor Ulises likes to buy (*their, his*) lunch in the cafeteria.
13. The cat picked up (*its, his or her*) kittens, one by one, and carried them to the basket.
14. Anyone who is interested in photography should give Mr. Knight (*their, his or her*) name.
15. My mother and father went out to dinner on (*his and her, their*) anniversary.
16. Some of the apples are rotten, aren't (*it, they*)?
17. Everyone in this room needs to remind (*themselves, himself or herself*) about the need for silence during the test.
18. Do you know of anyone who lost (*their, his or her*) wallet on the bus?
19. Some of my friends like to do (*his or her, their*) science projects at the last minute, but I can't work that way.
20. Sometimes we work together on a problem in class, but this time each of us has to get the answer by (*ourselves, himself or herself*).

Verb Forms A

EXERCISE A In each of the following sentences, underline the correct form of the verb in parentheses.

Example 1. Have you ever (*sang, sung*) in a choir before?

1. Some pages (*tore, torn*) when I dropped the book.
2. Before she had (*written, wrote*) two pages, all the electricity in the school went off.
3. You should have (*spoke, spoken*) to your counselor about the course schedule.
4. Last weekend, my brother and I (*flew, flown*) alone to Topeka to visit our grandparents.
5. Sharon, with some help from her father, has (*builded, built*) a doghouse for Treasure, her golden retriever.
6. Although he had never (*drew, drawn*) much before, he was clearly talented.
7. Some of the peaches had (*fell, fallen*) off the trees, but plenty were left to pick.
8. Overnight, the rain had (*froze, frozen*) into a thin sheet of ice on all the roads.
9. My great-grandmother (*brung, brought*) these dishes with her when she came to America.
10. Did you (*break, broke*) your collarbone when you fell off the fence?

EXERCISE B In each of the following sentences, choose the correct verb in parentheses.

Example 1. Please (*sit, set*) the packages on that chair.

11. None of the dogs learned how to (*sit, set*) during obedience class.
12. When the sun (*rises, raises*), we will be able to see the island.
13. As I was (*lying, laying*) down for a nap, the doorbell rang.
14. Who is responsible for (*rising, raising*) the flag every morning?
15. My glasses were (*setting, sitting*) on the table the last time I saw them.
16. Weak from her long illness, she could barely (*raise, rise*) her head off the pillow.
17. The father (*lay, laid*) his baby girl in the crib, tiptoed out of the room, and shut the door quietly.
18. She (*sat, set*) the dishes on the counter and wiped off the table.
19. They must have (*laid, lain*) in the sun too long; they both look a little sunburned.
20. Kristin and Thad had already (*raised, risen*) from their seats and were starting toward the door.

Verb Forms B

EXERCISE A On the lines provided, write the correct past or past participle form of the verb given.

Example 1. *be* Before last summer, I had never been to our community's animal care center.

1. *go* I didn't know when I _____ there that they needed volunteers.

2. *shake* Mr. Blumenthal _____ my hand when I said I wanted to help.

3. *take* I had _____ care of neighborhood pets before, but the center's iguanas presented a new challenge.

4. *teach* The trained caretakers _____ me how to prepare vegetables for the rabbits.

5. *keep* One day I _____ a baby llama until its mother was found.

6. *bring* Several people _____ in young squirrels that needed care.

7. *break* A mallard duck that had _____ its wing stayed with us until it could fly.

8. *swim* A turtle found in the parking lot _____ away when we released it at the lake.

9. *want* Our guest monkey always _____ to be held.

10. *put* My friend Andy Mendoza has _____ in his application to help at the center next summer.

EXERCISE B In each of the following sentences, underline the verb or verb phrase. Then, identify the voice of the verb by writing above it *A* if the verb is in the *active voice* or *P* if the verb is in the *passive voice*.

Example 1. These flowers ^{*P*} were brought by one of my friends.

11. Reginald doesn't remember the name of that actor.

12. That garden was planted by our class last spring.

13. On Tuesdays, the museum doesn't open until noon.

14. Unfortunately, the roof of the barn had been torn off.

15. Several techniques were demonstrated during this afternoon's art class.

16. Natalie began the application.

17. The dogs chased the mail truck for blocks.

18. All of the food at the birthday party was prepared by my mother and my aunt.

19. The choir had been practicing for weeks for the holiday concert.

20. Claire will have read over two hundred books by May.

Pronoun Forms A

EXERCISE A In each of the following sentences, underline the correct pronoun in parentheses.

Example 1. Akim read Susan, Josh, and (I, ~~me~~) the inscription inside his ring.

1. Without (*he*, *him*) as the troop leader, we were less enthusiastic about the campout.
2. The safari guide showed (*we*, *us*) how to take better photographs.
3. The batter with the best hitting record could be (*he*, *him*).
4. Lucinda and (*she*, *her*) already bought tickets to see *Phantom of the Opera*.
5. It is (*we*, *us*) who recommend the Caesar salad.
6. The reporter asked Nan and (*they*, *them*) if the exhibit was more fun than a movie.
7. Yann and (*we*, *us*) saw three toads by the gutter spout last night.
8. The airplane to Lima, Peru, did not wait for the officer and (*she*, *her*).
9. It was baseball announcer Harry Caray (*who*, *whom*) was known for shouting “Holy Cow!” after a big play.
10. (*We*, *Us*) skaters have practiced at the ice rink every day.

EXERCISE B In each of the following sentences, cross out any incorrect pronoun and write the correct pronoun above it. If a sentence is correct, write C above it.

Example 1. He and ~~me~~^I are the only returning team members this year.

11. Vincent’s sisters and him visited their cousins in New Mexico last summer.
12. As the plane rolled away from the gate, Raul could see his mother waving at his brother and he.
13. Only one of we girls wants to play a percussion instrument.
14. Who should we call about the broken fire hydrant?
15. The student who won first place in the debate tournament is him.
16. Tell Melinda and her about the comedian you saw last night.
17. This is a reminder for whomever is the last person to leave the room.
18. Us biology students have a lot of homework.
19. Did you bring extra sandwiches for Michelle and I?
20. Peter told Dan and I about his plans for the summer vacation.

Pronoun Forms B

EXERCISE In each of the following sentences, underline the correct pronoun in parentheses.

Example 1. My best friends, (*her, she*) and Ruth, are coming with us to the movies.

1. (*Who, Whom*) should have shut the windows before it rained?
2. Please remind (*we, us*) new members about the meeting.
3. Four of the students in my class, Alice, Terrell, David, and (*her, she*), entered essays in the contest.
4. I told (*he, him*) about the program.
5. The girl who raised the most money during the fund-raising drive was (*her, she*).
6. My mother has invited some of her relatives—my aunt Kera and my two cousins, Jim and (*she, her*)—to go to the play with us.
7. I bought (*him, he*) and Jack a cold drink.
8. When Jean calls, ask her to bring her notes with (*her, she*).
9. If we don't reach Gabe and (*he, him*) tonight, we can tell them tomorrow at school.
10. Did either Yvonne or (*her, she*) need a ride to the rehearsal?
11. Caroline and (*me, I*) were planning a picnic, but it rained.
12. If you see Saul or Nina today, please don't tell (*he or she, him or her*) the secret.
13. Were the boys who painted the fence for your father (*they, them*)?
14. (*Her, She*) and her sister always get up early on weekends.
15. Do you have any last-minute advice for Edgar and (*I, me*)?
16. The teacher you've liked the best so far is (*who, whom*)?
17. The person who left that mess in the kitchen was either my niece or (*him, he*).
18. By (*who, whom*) was this poem written?
19. Choose Frances and (*I, me*) to be in your project group.
20. Sit next to Marty and (*he, him*); they've saved a place for you.

Comparative and Superlative Forms A

EXERCISE In each of the following sentences, underline the correct form of the adjective or adverb in parentheses.

Example 1. Both of my sisters are (*tallest, taller*) than I am.

1. Did you do (*better, gooder*) on the test than you expected?
2. The children walked (*farther, farthest*) today than they ever have before.
3. This is some of the (*interestingest, most interesting*) music I've ever heard.
4. I know I will follow directions (*most carefully, more carefully*) the next time.
5. Is the backyard (*shadier, more shadier*) than the front yard?
6. Of all the essays, his was by far the (*more impressive, most impressive*).
7. He didn't look well yesterday, but I hope he's feeling (*well, better*) today.
8. Which one of the seven designs did you like (*better, best*)?
9. Everyone was (*happier, more happier*) when spring arrived at last.
10. She dances (*more gracefully, gracefuller*) than most dancers her age.
11. Tuesday was the (*worse, worst*) day I've had in a long, long time.
12. The Caesar salad Rick's mom made was the (*more tasty, tastiest*) I've ever eaten.
13. Which of these two dresses looks (*gooder, better*) on me?
14. That theater has the (*less expensive, least expensive*) tickets in the whole city.
15. The students finished this set of problems (*more quickly, more quicker*) than they had finished the previous set.
16. Which one of your dogs—Minnie or Moe—is (*most obedient, more obedient*)?
17. The final problem on the test took (*much, more*) time than any of the others.
18. We go to the park (*more often, often*) than we used to.
19. You put (*little, less*) turkey on this sandwich than you put on the other one.
20. I enjoyed that movie (*more, most*) than the other one we saw.

Comparative and Superlative Forms B

EXERCISE On the lines provided, write the correct positive, comparative, or superlative form of the italicized adjective or adverb.

Example 1. *desirable* Plant breeders develop vegetables with more desirable traits.

1. *large* The _____ snail on land is the African snail.
2. *tiny* Newborn opossums are much _____ than a teaspoon.
3. *good* A recycling center operator might know the _____ way to avoid wasting resources.
4. *old* Historians say that the _____ dice are from India and Iraq.
5. *famous* The *Messiah* is probably George Frideric Handel's _____ work.
6. *frequently* Hummingbirds beat their wings _____ than any other bird.
7. *complex* Please choose the _____ jigsaw puzzle out of the three. We enjoy a challenge!
8. *available* During the late 1800s work outside the home became _____ to women than ever before.
9. *gracefully* Ballet dancers are likely to move _____ than people without formal training.
10. *dry* The _____ weather periods on record are referred to as *droughts*.
11. *well* Doesn't she feel any _____ than she did yesterday?
12. *lonely* The little boy felt _____ in his new neighborhood, far away from his old friends.
13. *horrible* Sharon left the supply closet in the art room in the _____ condition it has ever been in, Sarah.
14. *much* Did you spend _____ time on your homework last night?
15. *soon* The flight arrived _____ than expected.
16. *important* Please get off the phone; I'm expecting the _____ call of my life!
17. *quickly* After the sun came out, the temperature rose _____.
18. *little* The _____ of all the puppies nestled close to its mother.
19. *bad* The weather today is much _____ than it was yesterday.
20. *far* We don't have to walk much _____ to catch the bus.

Double Comparison and Double Negatives

EXERCISE A In each of the following sentences, draw a line through any unnecessary words or parts of words to correct a double comparison or double negative.

Example 1. We couldn't~~n't~~ barely see over the heads of the people in front of us.

1. Cole is much more taller than his brother.
2. He can't never make up his mind.
3. Ten kilometers is the most farthest I've run at one time.
4. Without a doubt, that was the worstest movie I've ever seen.
5. The construction noise was so loud that she couldn't hardly hear the radio.
6. No, thank you, I don't want no rice or potatoes with my meal.
7. We don't never have enough time to finish our work in class.
8. I hope I wake up more earlier tomorrow than I did today.
9. Of all the birds in my yard, the cardinal is my most favorite.
10. She didn't have no money to pay for her ticket.

EXERCISE B On the line provided, rewrite each of the following sentences to correct the double comparison or double negative.

Example 1. We can't paint no more murals until this wall dries. We can't paint any more murals until this wall dries.

11. If you keep eating apples, there won't be no more to take on the trip. _____
12. Any band will perform more better with a little practice. _____
13. New Hampshire is much more smaller than Alaska. _____
14. There wasn't hardly anybody at the bus stop this morning. _____
15. The new principals don't allow nobody without a pass in the hallway. _____

Misplaced and Dangling Modifiers A

EXERCISE On the lines provided, rewrite each of the following sentences to correct any dangling or misplaced modifiers. You may have to add or rearrange words to make the meaning of a sentence clear.

Example 1. The child held onto the cat who had her hair tied in pigtails. *The child, who had her hair tied in pigtails, held onto the cat.*

1. Reaching the station with only a few minutes to spare, the conductor hurried the girl into the waiting train. _____

2. Chirping and flapping their little wings, the boys admired the baby birds. _____

3. When planning a hike in rugged country, a compass and a map of the area are necessary. _____

4. The boy from Finland fixed the old porch rail that stayed with my family last summer. _____

5. To get the most out of school and my other activities, learning to manage my time was important. _____

6. While riding the bus to school last week, an accident happened right in front of us. _____

7. I heard that a mastodon skeleton had been discovered on the radio today. _____

8. The high winds scared us that were bending the trees nearly to the ground. _____

9. Weary but satisfied with our day's work, the shade of the trees was welcome. _____

10. Running down the hill near our house, my knee was hurt. _____

Misplaced and Dangling Modifiers B

EXERCISE On the lines provided, rewrite each of the following sentences to correct any dangling or misplaced modifiers. You may have to add or rearrange words to make the meaning of a sentence clear.

Example 1. Determined to win, four medals were awarded to the track team. *Determined to win, the track team was awarded four medals.*

1. Traditional Navajo houses are distinctive, which are made of logs and earth. _____

2. The Switzerland poster shows how spectacular the mountains are in my room. _____

3. Antoine gave a pendant to his grandmother engraved with family names. _____

4. Belonging to one of the Aleman twins, we will remember to return this jacket. _____

5. Tired from the long bus ride home, the city-limit sign was cheered by the students. _____

6. James Watt created the term *horsepower*, who invented a new kind of steam engine. _____

7. Uncle John found a raccoon in his garage that was sleeping. _____

8. Eager and confident, news of the first triumph was no surprise to the coach. _____

9. Richard the Lion-Hearted left his kingdom to fight in the Crusades, whose brother was Prince John. _____

10. Tanya and Guy almost finished the practice quiz at the same time. _____

Standard Usage A

EXERCISE A For each of the following sentences, determine whether the underlined word or word group is correct according to standard, formal English usage. If the word or word group is not standard, formal usage, write the correct usage above it. If the word or word group is correct, write C above it.

Example 1. I learned some important lessons when I ^{broke} busted my wrist.

1. One morning I noticed a kitten setting high in a tree.
2. I should of gone on about my business.
3. Instead, I acted like the situation required emergency action.
4. Since I ain't afraid of heights, I grabbed our ladder.
5. That there kitten was clearly frightened as I approached.
6. I decided to try and stand on the top step of the ladder.
7. Them warning labels are there for a purpose.
8. Do you know how it feels to lay injured on the ground?
9. The kitten managed to climb down very well by itself.
10. Don't climb a ladder without you have someone to hold it steady.

EXERCISE B On the lines provided, rewrite each of the following sentences, correcting any errors in standard, formal English usage.

Example 1. My mother she don't like dirty shoes in the house. My mother doesn't like dirty shoes in the house.

11. How come I had to wait a hour for you? _____
12. When he wasn't excepted into the summer program, he was sort of embarrassed. _____
13. The reason I don't have a jacket is because I looked all over the house, but it was nowheres. _____
14. The teacher who use to learn us math moved to Milwaukee. _____
15. They were suppose to read the book themselves and than kind of tell how it effected them. _____

Standard Usage B

EXERCISE A For each of the following sentences, determine whether the underlined word or word group is correct according to standard, formal English usage. If the word or word group is not standard usage, write the correct usage above it. If the word or word group is correct, write C above it.

Doesn't

Example 1. Don't she know that the bell rings at 8:00 A.M.?

1. I have less pairs of shoes than my sister has.
2. They had a private discussion between the three of themselves.
3. You hadn't ought to of left the windows open last night.
4. Please bring these books when you go to the library this afternoon.
5. Unfortunately, it's closed on Monday afternoons.
6. These kind of sweater is too warm for our climate.
7. He was real excited about the research project.
8. My aunt Nelda feels bad today.
9. Everyone accept Jerome is coming on the field trip.
10. Their wasn't any spaghetti left by the time I ate lunch.

EXERCISE B On the lines provided, rewrite each of the following sentences, correcting any errors in standard, formal English usage.

Example 1. I all ready know who's shoes them are. *I already know whose shoes those are.*

11. He dances real good, don't he? _____

12. We should of been able to find some seats together somewheres in the theater. _____

13. The reason you can't scarcely see through the windshield is because its covered with mud.

14. This here book has less pages then the one your reading. _____

15. He told me that he learned hissself to ride a bike when he was five years old. _____

Capitalization A

EXERCISE A In each of the following sentences, circle any letter that should be capitalized.

Example 1. Did you call mrs. simpson about the article in the new york times?

1. Are belgium and luxembourg also members of nato?
2. Merrill longham, d.v.m., is a large-animal veterinarian; he grew up on a ranch somewhere in the west.
3. I don't know what the statue on the top of the u.s. capitol building represents.
4. The constellation *ursa major*, or the big bear, is known to many people as the big dipper.
5. The german airship *hindenburg* exploded as it was docking in lakehurst, new jersey, on may 6, 1937.
6. elizabeth II, queen of the united kingdom of great britain and northern ireland, succeeded her father, king george vi, in 1952.
7. The rocky mountains form the continental divide, which separates rivers that flow west to the pacific ocean from rivers that flow east to the atlantic ocean.
8. Although the capital city of south dakota is pierre, its largest city is sioux falls.
9. I think she lives at 4422 avenue b, which is near the intersection of wise street and the flint parkway.
10. In 1830, in a famous race between peter cooper's steam locomotive *tom thumb* and a horse, the horse won.

EXERCISE B In each of the following sentences, circle any letter that should be capitalized but is not, and draw a slash (/) through any letter that is capitalized but should not be.

Example 1. You can cash this check at any ~~B~~branch of the first national bank.

11. The Official Language of Iran is persian, also called farsi, a language written in arabic script.
12. the taj mahal, at agra in northern india, must be one of the World's most beautiful buildings.
13. He has memorized several poems by robert frost, but his favorite is the Poem that begins, "whose woods these are I think I know."
14. The photography club will meet on the first wednesday of every Month, except for december.
15. This semester my Electives include art I and journalism I.

Capitalization B

EXERCISE A In each of the following sentences, circle any letter that should be capitalized but is not.

Example 1. I think peterson's drugstore is on tenth street.

1. The winner of the newbery medal in 1999 was louis sachar's novel *holes*.
2. Most u.s. currency is printed at the bureau of engraving and printing in washington.
3. our school's team is called the callaway cardinals, our colors are red and white, and our mascot is a cardinal named cal.
4. When the new hayfield high school opened, crowding at mt. vernon high school was relieved.
5. She shook dr. michaelman's hand and said, "it's nice to meet you."
6. That restaurant serves many kinds of asian dishes, but I especially like one of their thai noodle dishes.
7. i wonder what earth looks like from the moon.
8. He lives on forty-third street, just north of the university of texas campus.
9. my family doesn't watch much tv, but we subscribe to several magazines, including *national geographic* and *time*.
10. on labor day, many afl-cio members gather for a parade and a picnic.

EXERCISE B In each of the following sentences, circle any letter that should be capitalized but is not, and draw a slash (/) through any letter that should be lowercase but is not. If the capitalization in a sentence is correct, write C after the sentence.

Example 1. The current ~~C~~ountry borders of north America are certainly not what they have always been.

11. Before 1803, the huge area called the louisiana territory belonged to spain and France.
12. The area stretched from the Mississippi river to the Rocky mountains; its northern border was Canada, and it extended all the way south to Mexico.
13. American farmers who lived West of the appalachian mountains depended on the mississippi river to ship their produce to the gulf of mexico.
14. President Jefferson, who did not wish to see France increase its influence on the north American Continent, authorized the purchase of florida and new orleans.
15. His envoys agreed to buy the whole territory from the French emperor, Napoleon I, for about fifteen million dollars.

Commas A

EXERCISE In each of the following sentences, draw a caret (^) where any missing commas should be inserted.

Example 1. During the month before the contest,^ the math team will meet every Tuesday,^ Wednesday,^ and Friday.

1. Before you begin to write your first draft make an outline of your paper.
2. My brother and John one of our cousins on our mother's side are in the same class.
3. Send the completed application form to 442 Winston Ave. Sherwood MI 40007.
4. In that building are the offices of Kelly Donohue Jr. M.D. and his father Kelly Donohue Sr. D.D.S.
5. In the middle of the night a loud clap of thunder rattled the windows.
6. On Monday May 10 we have our final exam in social studies.
7. My aunt Sara was born on Christmas day December 25 1959 in New London Connecticut.
8. On Tuesday after school the Drama Club will meet in the auditorium.
9. Ms. Masterton may I please use the telephone on your desk?
10. Laughing and shouting the children ran onto the playground.
11. Yes I think I would enjoy watching the parade from your apartment.
12. Rob Betty and Suzanne have been chosen to represent the class on the student council.
13. The banner across the hallway is really impressive but the posters look great, too.
14. Although no rain had been forecast a thunderstorm ruined our picnic.
15. My family has two dogs three cats a parrot and some goldfish.
16. You can wash the lettuce for the salad and Calvin can slice the bread.
17. When the telephone rang before dawn I sprang out of bed.
18. In the fall of 1999 we drove from Texas to Oregon camping at national parks along the way.
19. I've had this old stuffed bear since I think I was three or four years old.
20. The hikers filled their water bottles strapped on their packs and set off into the woods.

Commas B

EXERCISE A In each of the following sentences, draw a caret (^) to show where any missing commas should be inserted. If a sentence is correct, write C above it.

Example 1. At elevations higher than a mile,^ most people begin to feel the effects of reduced oxygen.

1. At high altitudes tired sleepy people may also get *soroche* which means “mountain sickness.”
2. However the Quechua Indians of the Andes have special body characteristics.
3. A very high mountain range in South America the Andes has a top altitude of 22,835 ft.
4. The Quechua do not live on the highest peaks but they do make their homes at altitudes of more than two miles above sea level.
5. Imagine how terribly out of breath most people would feel at that altitude!
6. How do the Quechua Indians manage to survive in an atmosphere with less oxygen?
7. Studies show the Quechua have larger chests lung capacities and hearts than other people.
8. Because this Indian group has a higher breathing rate they can take in enough oxygen.
9. On the other hand their heartbeat is slower than that of sea-level inhabitants.
10. Could it be that an extra-large amount of blood is pumped with each heartbeat?

EXERCISE B In each of the following sentences, draw a caret (^) to show where any missing commas should be inserted and draw a slash (/) through any unnecessary commas.

Example 1. The meetings,^/are on Tuesday,^ March 14,^ and Wednesday,^ March 29.

11. “Zack” Michael asked “do you want to meet, at my house on Saturday morning?”
12. Noel Sandy and Tricia, have dogs but Kim, and Phil have cats.
13. Renata would you please, help me sort the recycling?
14. Put bottles, and jars, into this bin aluminum cans into that box and steel cans, into that box.
15. On September 19 2001 at 4:00 P.M. we will play our first, big game of the season.
16. If Amanda calls, while I’m in the shower, please tell her, I’ll be there in twenty minutes.
17. He was after all one of my closest, friends.
18. Tired but happy after a long day in the sun the children fell asleep, in the car, on the way home.
19. She was born, in Evanston Illinois but both of her brothers, were born in Des Moines Iowa.
20. Martin along with three other students in his class was inducted, into the honor society, last year.

Semicolons and Colons

EXERCISE In each of the following sentences, underline each word or number that should be followed by a colon, and draw a caret mark (^) to show where a semicolon should be inserted instead of a comma.

Examples 1. For the project, you will need the following supplies poster board, felt-tip pens, index cards, and a glue stick.

2. Busloads of students arrived at the theater at 12 00, unfortunately, the movie had started at 11 30.

- Many people try to follow a version of the golden rule Treat others the way you want to be treated.
- This camping equipment should be considered necessary a tent, a sleeping bag, a flashlight, and a first-aid kit.
- The costume requires the following materials six yards of muslin, a large spool of thread, a 26-inch zipper, and two yards of inch-wide elastic.
- Good sportsmanship is important to our coach, she says that poor losers and poor winners are both poor sports.
- Their travel plans included stops in the following cities Milan and Venice, Italy, Munich, Germany, and Strasbourg and Paris, France.
- Subway trains depart from this station every five minutes except between midnight and 6 00 A.M., there are only four trains every hour during that period.
- My research paper is very ambitious, I plan to title it “The New Deal, Government Programs During the Great Depression.”
- My mother asked me to put away the clean clothes, which are lying on the bed, write a letter to my uncle, who is on a ship somewhere in the Mediterranean, and, after giving the dog a bath, clean out the garage.
- At our school, we don’t have to eat in the cafeteria, if we prefer, we can eat outside at the picnic tables or under the trees.
- We counted all these signs between our house and the highway twenty-five stop signs, fifty street signs, sixteen billboards, three yield signs, two one-way street signs, and I don’t know how many speed-limit signs.

Quotation Marks and Other Punctuation A

EXERCISE A Rewrite each of the following sentences, adding capital letters, quotation marks, and other punctuation where needed.

Example 1. Mom, asked Alice, may I go to the movies with Erica and Mark tonight?

"Mom," asked Alice, "may I go to the movies with Erica and Mark tonight?"

1. I don't know answered Doug I've never seen anything like that before _____

2. Peering into the aquarium, Doug added wow just look at the colors on its fins _____

3. Could you tell us what kind of fish that is Cal asked the store manager we'd also like to know
how much it costs _____

4. You'll have to buy a pair of fish, boys the manager replied and a pair costs seventy-five dollars

5. Seventy-five dollars exclaimed Doug and Cal together that's a lot of money for two fish

EXERCISE B In each of the following sentences, draw a caret (^) to show where a hyphen should be inserted and underline any word that should be italicized.

Example 1. On her desk was a well ^ worn copy of Wuthering Heights.

6. Listen to the radio for the most up to date weather forecast.
7. We will read one of Shakespeare's plays this year, either The Tempest or A Midsummer Night's Dream.
8. I had only an hour and forty five minutes to finish my research about the Titanic.
9. Priscilla's father designed the set for the Puccini opera La Bohème.
10. He described the well known book as his magnum opus, which my great grandmother told me means "masterpiece."

Quotation Marks and Other Punctuation B

EXERCISE A On the lines provided, rewrite each of the following sentences, inserting quotation marks and other punctuation as necessary and correcting the capitalization.

Example 1. What does your brother think of the new high school Asked Naomi

"What does your brother think of the new high school?" asked Naomi.

1. He likes the lockers and the band Hai said but he misses some of his friends _____

2. do you think he misses me Naomi asked bluntly _____

3. Gee I don't know said Hai you can always call him and ask him yourself _____

4. No I'll just ask him when I see him in the hallway one day soon she responded _____

5. Wow does that mean your family moved closer to the new school, too asked Hai _____

EXERCISE B On the lines provided, rewrite each of the following sentences, underlining any words that should be italicized, and inserting hyphens, dashes, parentheses, and brackets where necessary.

Example 1. During the fire drill please pay attention the elevators will not work.

~~During the fire drill—please pay attention—the elevators will not work.~~

6. During President Roosevelt's third term in office 1941–1945, the U.S. entered World War II. _____

7. Did you say I'm sorry to interrupt that you were going to the post office? _____

8. Our town's weekly newspaper is called the Metropolitan Mirror. _____

9. None of us have finished the book yet, although our papers are due in mid October. _____

10. To some people, figures in the paintings of El Greco his real name was Domenikos Theotokopoulos 1541–1614 look elongated and distorted. _____

Apostrophes

EXERCISE In each of the following sentences, draw a caret (^) to show where any missing apostrophes should be inserted.

Example 1. They're not going to reach into all those hives and remove the bees' honey, are they?

1. That yellow umbrella left in the womens department is hers.
2. All of that clubs officers gathered in the courtyard for a yearbook picture.
3. Check your alarm clock; if its not working, take ours.
4. Coach Smiths observation was that you have a runners natural ability.
5. Dont follow advice that you wouldnt give to a good friend.
6. After a good nights sleep, Ill feel much better.
7. He doesnt use any punctuation marks except /s.
8. The team will meet on the practice field at four o clock.
9. Nadine and Natashas fathers name is Nick.
10. If youll wait until those shoes go on sale, youll really get your moneys worth.
11. The Martinezes yard is big enough for Mr. Martinezs Great Dane, Woof.
12. The sheeps pen, near the barn, is where youll find the lambs.
13. This morning well meet with the *Morning Stars* reporter, Greg Gibson, who covers school events.
14. Whos willing to volunteer for this clubs car wash on Saturday?
15. Someones coat and wallet were left in the auditorium after Thursdays performance.
16. My oldest brothers bicycles handlebars are too high for me.
17. During the late 1990s, I attended an elementary school near my grandmothers house in Abilene.
18. I cant tell whether these letters are Ts or Js, can you?
19. This mornings assembly in the gym will be short; well begin by introducing the schools interim principal.
20. Shes been appointed to take Dr. Garcias place until a permanent replacement can be found.

All Marks of Punctuation Review

EXERCISE Revise the following letter, inserting necessary end marks, commas, semicolons, colons, apostrophes, hyphens, dashes, parentheses, and quotation marks. Underline any words that should be italicized.

Example [1] Raul's letter of application for the internship was mailed on Friday, April 12.

[1] 211 South Thirty fifth St

[2] Northumberland KS 52333

[3] April 11 2001

[4] Dr Wilma B Porter

Northumberland Public Library

[5] 557 North Main Ave

Northumberland, KS 52335

[6] Dear Dr Porter

[7] When I was at the library last week I saw a flyer advertising library internships for students

[8] The school librarian Mr Dan Simpson encouraged me to apply

[9] I have worked in our schools library for three years now since I began sixth grade [10] In our library I reshelve books straighten shelves and help students locate books [11] Mr Simpson says that I am a dependable responsible and good natured worker

[12] Of course I am also an avid reader some weeks I read as many as ten books and have had a library card for ten years [13] Some of my favorite books are the following The Adventures of Tom Sawyer and any other book by Mark Twain C S Lewiss Chronicles of Narnia especially The Magicians Nephew and anything by Isaac Asimov

[14] During the summer I can work four hours a day from 10 00 A.M. to 2 00 P.M. [15] Will those hours be enough for an internship [16] My house is only a ten minute walk from the library so I will always be on time

[17] I hope you will consider me for an internship I would really like to work at the library.

[18] My application is enclosed and my telephone number is 555-5301 if you need additional information [19] Thank you for your help

[20] Sincerely

Raul Cantutt

Spelling A

EXERCISE A In each of the following sentences, underline any misspelled word and write the word correctly above the misspelled word. If all the words in a sentence are correct, write C above the sentence.

Example 1. The ^{*athlete*}athelete began a long-term ^{*training*}trainning program.

1. The astronaut became furyous.
2. If you complete this circuit, you may recieve a shock.
3. I found these supplys in an old-fashioned stationary store.
4. My father saw water stains on several of the cieling tiles downstairs.
5. In a tree in that feild, Shelly saw the tinyest bird she had ever seen.
6. Although Manny is a little forgettful sometimes, he is always a good freind.
7. The parade could not procede until the police had cleared the intersection.
8. The courageous sailors stayed with their damaged ship.
9. When he transfered out of our class, he needed the counselor's aproval.
10. Although we studyed hard, that test was truely aweful.

EXERCISE B On the lines provided, write the plural form of each of the following words.

Example 1. success *successes*

11. opera _____
12. waltz _____
13. knife _____
14. hero _____
15. mouse _____
16. eighth-grader _____
17. six _____
18. dairy _____
19. matinee _____
20. kimono _____

Spelling B

EXERCISE A In each of the following sentences, two words are underlined. If either word is misspelled, write the correct spelling above it. If both words are spelled correctly, write C at the end of the sentence.

Example 1. Little Hawk made ^{*noticeable*} noticable progress in his efforts to track foxes.

1. Luckily, wash hung outside will continue to dry even in freezing temperatures.
2. Some industrious gymnasts maintain a dayly exercise routine of eight hours.
3. Before submitting your short story, ask one of your freinds to proofread it carefully.
4. I don't know whether van Gogh painted daisys, but my neighbor has a print of the artist's painting of sunflowers.
5. Are there fewer than forty potatos in a score?
6. If the ground rules are disobeyed, the game will be forbidden.
7. The thiefs stole the radios that students were assembling in electronics class.
8. My flute teacher says that a beginer often feels dizzy.
9. Soon we'll have to build new shelves for all the tropheys we're winning!
10. Lewis and Clark heard the echos of the horses' hooves.

EXERCISE B In each of the following sentences, underline any misspelled word and write the word correctly above it. If all the words in a sentence are correct, write C at the end of the sentence.

Example 1. No, I don't think he's ^{*conceited*} concieted.

11. My grandmother enjoys playing dominos with the nieghborhood children.
12. The sheriffs from three counties held a news conference when they captured the thieves.
13. Did the people in that region use oxes or horses to pull thier wagons?
14. Two of my sister-in-laws teach four-year-olds.
15. Only twelve students showed up in response to the anouncement.
16. When we were in Canada last fall, we saw at least nine moose and countless deer.
17. The Gomezs have a new litter of puppys.
18. On one of their journies, they explored these vallies.
19. Last winter was so cold that we were able to build iglooos in the backyard.
20. The team members were a little embarassed when they conceded defeat.

Words Often Confused

EXERCISE A In each of the following sentences, underline the correct word in parentheses.

Example 1. Thunderstorms moved (*threw, through*) the area ahead of the cold front.

1. An expert grammarian, Ms. Marcos knows the (*principle, principal*) parts of any verb.
2. The new mayor was (*formerly, formally*) a member of the school board.
3. It is common knowledge that the Puritans preferred (*plane, plain*) clothing.
4. Move any of the benches that are not (*stationary, stationery*).
5. (*Who's, Whose*) hilarious cartoon is displayed on the bulletin board in the hall?
6. Our usual program will not be (*shone, shown*) tonight due to this special report.
7. Our cat Max prefers the company of (*quite, quiet*) adults to that of rowdy children.
8. New prescription drugs must be tested to verify how they will (*affect, effect*) people.
9. Professor Luchesi offers his expert (*advice, advise*) to first-year music students.
10. Our new (*counselor, councilor*) says next year's student schedules are ready.

EXERCISE B In each of the following sentences, underline any incorrect word and write the correct word above it. If all the words in a sentence are correct, write C at the end of the sentence.

Example 1. That story certainly had an ^{*effect*}affect on me.

11. My parents had all ready gone to bed by the time we arrived.
12. I wish she would learn how to except a complement.
13. Would you like fruit for desert?
14. Oh, no, the dogs have gotten lose again!
15. Of course, we could choose our courses together.
16. When the plain past low overhead, the windows rattled.
17. Our house is no smaller then they're house is.
18. The largest city in a state is not necessarily it's capitol.
19. Gabriela was all together tired of listening to well-intentioned advise.
20. Please don't break the car quiet so fast the next time!

Spelling and Words Often Confused

EXERCISE In each of the following sentences, underline each misspelled or misused word and write the correct word above it. If all the words in a sentence are correct, write C at the end of the sentence.

Example 1. When the floodwaters *receded*, the city *council* surveyed the damage.

1. One of our nieghbors recognized the thieves from a poster she saw in the grocery store.
2. For my birthday, my parents gave me a set of wrenchs for my bicycle.
3. He had all ready set the table with forks, spoons, and knives.
4. I can't tell the difference between her 2s and her 5s; do we need 2 or 5 tablespoons of flour?
5. The guest of honors at the banquet were introduced by our principle.
6. We could take her advise and altar our plans to include a side trip to Williamsburg.
7. Each of the winners was formally introduced to the audience.
8. If you loose your key, whose going to let you in?
9. Although the whether was all together unpleasant that day, we enjoyed our visit to the science museum.
10. Their are at least 7 misspelled words in you're essay.
11. After a weak's intensive practice, the sopranoes will know their part.
12. We spent only about ninty minutes at the amusment park.
13. Many public librariys have unabridged dictionariys.
14. I really don't know weather geoses like to eat potatos.
15. First the led in my pencil broke, and than my pen ran out of ink.
16. Her eyes shown with releif and gratitude when the jury brought in it's verdict.
17. Our mileage would improve if you didn't always have your foot on the break.
18. A police car preceeded the funeral procesion.
19. Unfortunatly, the movie was almost over by the time we finaly found the theater.
20. During this time of year, the salmon in that stream are protected.

Review A: Usage

EXERCISE A Most of the following sentences contain a subject-verb or pronoun-antecedent agreement error. If a sentence contains an agreement error, underline the incorrect pronoun or verb and write the correct word or words above it. If the sentence is correct, write C after it.

Example 1. One of the world's oceanographers ^{is} are interested in animal groups.

1. Born in Japan, Dr. Akira Okubo studies sea animals to learn about its movements.
2. Did Mesa Verde or Grand Teton National Park get their name from the French language?
3. Volcanoes, like Mt. Pinatubo and Mt. Etna, gives scientists a chance to predict eruptions.
4. Several of these curry spices are found in India and throughout the world.
5. Several cultures, including the Maya, was beginning to cultivate the cacao tree.
6. A blend of cocoa and vanilla were a favorite flavor among the Aztecs.
7. China and Sweden have switched its traffic policy and ordered vehicles to drive on the right.
8. Neither the ordinary viewer nor the art expert has the ability to explain the *Mona Lisa*.
9. Everyone in our science class has their own opinion about how to save the Amazon Rain Forest.
10. Two horns and square lips identify the white rhino of Africa.

EXERCISE B On the lines provided, rewrite the following sentences, correcting any errors in the use of modifiers.

Example 1. The grass is much more greener now than it was last summer. The grass is much greener now than it was last summer.

11. To design a house, knowledge about local building codes, construction techniques, and materials is important. _____
12. We don't ever have no homework in this class. _____
13. Having tripped over a rock on the sidewalk, the bag of groceries fell out of the woman's arms. _____
14. His argument was the more simply stated of all. _____
15. After the rain stopped, a rainbow was seen on his way to the store. _____

Review B: Mechanics

EXERCISE On the lines provided, rewrite each of the following sentences, using capital letters and punctuation where needed, and correcting any misspelled or misused words. Underline any words that should be italicized.

Example 1. annie asked nora do you want to borrow my copy of to kill a mockingbird

"Annie," asked Nora, "do you want to borrow my copy of To Kill a Mockingbird?"

1. to apply for my passport I had to bring the following a certified copy of my birth certificate a filled out application and two photographs _____

2. one of my parents signatures was also required since I am under 18 years old _____

3. you should of seen the line at the passport office _____

4. my mother wrote one check to the u s state department and a second check to the u.s. postal service the second check was for a processing fee _____

5. are you planing to travel soon asked the clerk your passport wont be ready for 5 or 6 weeks _____

6. no I answered were not leaveing until let me see I have the ticket right hear may 25 _____

7. a woman behind us in line recomended a book called italy the real guide she said its available in any bookstore. _____

8. my father is taking one flight my mother and I will go on a different plain _____

9. our flight leaves at 7 00 A.M. I know I wont be able to sleep the night before and we will arrive in rome at about 8 30 P.M. the next night _____

10. my mothers uncle and aunt in italy told us that their planning a big celebration because the family will be altogether again. _____

Review C: Usage and Mechanics

EXERCISE In the following newspaper article, most of the punctuation and capitalization has been left out. The reporter has also made errors in usage and spelling. Revise the article, correcting any errors in agreement, the use of modifiers, punctuation, capitalization, and word spelling or usage. Use proof-reading marks to make your corrections.

Example [1] the redmond valley intermediate school student ^{council} ~~counsel~~ met on tuesday, march 14 at 3:30 P.M.

[1] the student bodys president theo vavilis reveiwed the agenda for the class representatives, which included the following items the school wide fundraiser for the library a landscaping project and the problem of noise in the cafeteria [2] president vavilis announced that the fund-raising committee had decided to hold a car wash at mcintoshs service station on the corner of thirty fourth street and oak street [3] everyone pass by that corner said president vavilis we should get alot of customers" [4] one of the 6th grade representatives offerred to bring a vaccuum cleaner and theo asked for more volunteres [5] the car wash will be from 8 00 A.M. until noon saturday march 25 [6] anyone who is interested in helping should put their name on the list

[7] nancy fredrickson an eighth grader than explained the landscaping plans [8] the area right outside the front door is a mess she exclaimed students leave trash everywhere [9] its all together disgusting one of the representatives agreed [10] some of the parents has offered to build benches for that area nancy continued and we need donations of the following items landscaping soil lum-ber small shrubs flower seeds and tools [11] whose available to help after school next week

[12] the council spent more of the meeting discusing the noise problem in the cafeteria [13] every student in the school know that the acoustics in the room is bad [14] noise echos and bounces off the walls [15] in addition some students do not seem to know the meaning of the word quiet [16] on the other hand students look forward to seeing his or her friends during lunch period and no one want to sit threw lunch without saying a single word

[17] the council finally decided to ask the cafeteria monitors to remove extremly loud or unruly students so that everyone else could enjoy their lunch in piece. [18] if these measures dont effect the noise levels said theo well have to come up with some more ideas [19] mr rauh the student councils sponsor said that he would take the councils suggestion to the principle [20] having reminded the representatives to report back to they're classes the meeting was adjourned

Proofreading Application: Book Report

Good writers are generally good proofreaders. Readers tend to admire and trust writing that is error-free. Make sure that you correct all errors in grammar, usage, spelling, and punctuation in your writing. Your readers will have more confidence in your words if you have done your best to proofread carefully.

Book reports are part of school life. Numerous times you will be asked to review and comment on books. Some of these books you will like and some you will not like. When you decide to criticize an author's work, be very sure that you proofread carefully. The appearance of common errors in your report will weaken your argument. As the old saying goes, "People in glass houses shouldn't throw stones."

PROOFREADING ACTIVITY

Find and correct the errors in grammar, usage, and mechanics in the following excerpt from a book report. Use proofreading symbols to make your corrections.

Example Smythe, ^{whose}~~who's~~ autobiography was recently republished, led a privileged life.

Wilimena Calpernica Smythes autobiography Everyday Life of a Victorian Lady describes what she calls the ordinary life of a woman of her age. Apparently at pains to appear educated Smythe has created a painful obstacle coarse of strange inverted sentences dotted with obscure vocabulary

Her cheif interest seem to have been gardens long, detailed descriptions of virtually every flower in her yard begin each chapter. This provides a setting for the events that follow. "What are these events" one might understandably ask.

The major events of the book fall into two categories the harvestting of vegetables and the planning and attending of parties. Peas are checked rechecked, picked, and pickled. Sterilizing jars and assembling scores of vats of boiling water to preserve the bounty of Smythe's garden. Of some interest to modern readers is the herbs. Such as peppermint, that Smythe dries and preserves for medicine.

Literary Model: Journal

Progris riport I—march 5 1965

Dr. Strauss says I shud rite down what I think and evrey thing that happins to me from now on. I dont know why but he says its importint so they will see if they will use me. I hope they use me. Miss Kinnian says maybe they can make me smart. I want to be smart. My name is Charlie Gordon. I am 37 yers old and 2 weeks ago was my brithday. I have nuthing more to rite now so I will close for today.

April 18

What a dope I am! I didn't even understand what she was talking about. I read the gram-mar book last night and it explanes the whole thing. Then I saw it was the same way as Miss Kinnian was trying to tell me, but I didn't get it. I got up in the middle of the night, and the whole thing straightened out in my mind. . . .

After I figgered out how punctuation worked, I read over all my old Progress Reports from the beginning. Boy, did I have crazy spelling and punctuation! . . .

—from *Flowers for Algernon* by Daniel Keyes

EXERCISE A Underline each misspelled word in the above entries.

EXERCISE B

1. What generalizations can you make about the spelling errors in the first entry?

2. How do the spelling errors in the second entry compare with those found in the first entry?

From "Flowers for Algernon" by Daniel Keyes. Originally published in *The Magazine of Fantasy & Science Fiction*. Published by Bantam Books, New York, 1959.

Writing Application: Survey

Writing is a stricter and more rule-bound form of communication than speech. Spoken words flow by so quickly, with starts and stops and *umm*'s. We pass over, ignore, and forgive many little glitches as long as we understand the speaker generally. In writing, on the other hand, we have time to read, consider, re-read—time to see problems in grammar and to puzzle over problems in meaning. Take care not to transfer casual but incorrect agreement to your writing.

NONSTANDARD Everyone I know plans to work on their organization's homecoming float next weekend.

STANDARD **Everyone** I know plans to work on **his** or **her** organization's homecoming float next weekend.

STANDARD **All** of my friends plan to work on **their** organizations' homecoming floats next weekend.

WRITING ACTIVITY

For a graphing exercise in your math class, you need to survey your classmates to determine what extracurricular activities are most popular among them. Write up your findings in a succinct paragraph; include students' comments about why they prefer the activities in which they participate. Use indefinite pronouns as you group the students by preference, but be sure that you then check agreement carefully.

PREWRITING Generate two or three questions that will draw out of each student the information you need. Then, conduct "mini-interviews" with the students, jotting down their replies. When you have all the data in hand, decide how to organize it. You could present the numbers categorized by age of student, by type of activity, or by some other sensible plan.

WRITING Formal diction, standard usage, and straightforward tone mark writing of this sort. Present your data in clear, simple sentences; link related information with obvious, logical transitions. Do not use students' names as you report your findings; instead, use indefinite pronouns.

REVISING Because you are working with numbers that you can translate into percentages, you are actually writing up statistical findings. You must be quite certain that your numbers are correct. Check them carefully. Check the written report against the graph to see that they agree.

PUBLISHING Check your report for errors in agreement. Then, print the report neatly and attach it to the graph. With your teacher's permission, post the graph and the report on the bulletin board in the classroom.

EXTENDING YOUR WRITING

If you enjoyed this exercise, you could develop it into a longer writing project. For a class in journalism, investigate how advertisements use statistics to sell products. When an ad claims that its product is twice as good, strong, fast, or effective as its competitor, where do these implied numbers come from? How do these numbers affect people reading the ad?

Symbols for Revising and Proofreading

Symbol	Example	Meaning of Symbol
≡	at Scott lake ≡	Capitalize a lowercase letter.
/	a gift for my U ncle	Lowercase a capital letter.
^	cost ^{fifty} cents ^	Insert a missing word, letter, or punctuation mark.
↵	by their ^{our} house ↵	Replace something.
9	What day is is it? ⁹	Leave out a word, letter, or punctuation mark.
U	recl ev ed U	Change the order of letters or words.
¶	¶ The last step is	Begin a new paragraph.
◊	Please be patient.◊	Add a period.
^	Yes, [^] that's right.	Add a comma.