

# MEDIA WRITING PACKET

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# ACTIVE AND PASSIVE VOICE

## ACTIVE VOICE

**Active-voice** sentences stress the **doer of an action** by making the doer the subject.

*Example:* Pamela plans the Halloween party.

[Pamela is the subject, and she is doing the planning]

## PASSIVE VOICE

**Passive-voice** sentences stress the **receiver of an action** by making the receiver the subject of the sentence and having the subject acted upon. Normally, avoid using passive voice.

*Example:* The Halloween Party is being planned by Pamela.

[The receiver of the action is the subject in this sentence]

\*\*\***Passive voice** always contains a form of the verb **to be** as a helping verb in addition to the verb itself (in the above example: is being). In the passive voice, there is always a phrase starting with **by** or **for** that is either **expressed** or **implied**.

*Passive voice expressed:* The Halloween Party is being planned by Pamela.

*Passive voice implied:* The Halloween Party is being planned.

# ACTIVE AND PASSIVE VOICE

## *Exercise 1*

Rewrite each sentence to make it active. Add a subject if necessary.

1. Terick was given two hours of detention.
2. The sentence was written on a napkin.
3. The speech was given by Patrick.
4. The whole cake was eaten by two teenagers.
5. The bulletin was posted on Friday.

## *Exercise 2*

Rewrite each sentence to make it passive.

1. I opened the can of tomatoes.
2. Betty spilled soup on her sweater.
3. The kids wrote notes to their teacher.

# ACTIVE AND PASSIVE VOICE

## *Answer Key Exercise 1*

1. The teacher gave Terick two hours of detention.
2. Kelly wrote the sentence on a napkin.
3. Patrick gave the speech.
4. Two teenagers ate the whole cake.
5. Someone posted the bulletin on Friday.

## *Answer Key Exercise 2*

6. The can of tomatoes was opened by me.
7. The soup was spilled on Betty's sweater.
8. The notes were written to the teacher.

# ACTIVE AND PASSIVE VOICE

## *Exercise 3*

For the following sentences, indicate whether the sentence is written in active or passive voice.

1. I rode my bike yesterday.
2. Kelly answered her phone during the meeting.
3. The cake is being made later today.
4. Jamal performed a music number.
5. The PowerPoint was presented by Dee.
6. The computer will have to be fixed.
7. The trash needs to be taken out.
8. Paul pays Ray for his hard work.
9. Research is conducted every day.
10. My hair needs cut.

# ACTIVE AND PASSIVE VOICE

## *Answer Key Exercise 3*

1. Active
2. Active
3. Passive
4. Active
5. Passive
6. Passive
7. Passive
8. Active
9. Passive
10. Passive



# ACTIVE AND PASSIVE VOICE

## *Exercise 4*

Rewrite each sentence to change it to active voice. Add a subject if necessary.

1. Dinner was served on time.
2. The tree was chopped down by a lumber jack.
3. Eliza was teased by Aaron.
4. Crafts were made by people all over Pennsylvania.
5. The piece of paper was blown by the wind.
6. The Star Spangled Banner was sung with pride.
7. Patty was mauled by a bear.
8. The article was written in 2009.
9. The website was visited by nearly one million people.
10. The movie was produced on time.

# ACTIVE AND PASSIVE VOICE

## *Answer Key Exercise 4*

1. Mom served dinner on time.
2. A lumber jack chopped down the tree.
3. Aaron teased Eliza.
4. People all over Pennsylvania made crafts.
5. The wind blew the piece of paper.
6. Carol sang The Star Spangled Banner with pride.
7. A bear mauled Patty.
8. Carl wrote the article in 2009.
9. Nearly one million people visited the website in 2009.
10. They produced the movie on time.

# CONCISENESS

## Use fewer words

Eliminate **redundant** or **irrelevant** words, phrases, clauses, sentences, paragraphs or chapters. Get rid of details, examples, quotations, and facts or ideas that don't add anything, and use **single words** rather than phrases whenever possible.

*Example:* change a lot to many

*Example:* change all of a sudden to suddenly

Get rid of the **helping-verb** forms of **to be** whenever possible. Often, helping verbs just detract from a more active verb.

*Weak Example:* He is hopeful that

*Strong Example:* He hopes

Avoid turning verbs into nouns when the **simple verb** form will suffice:

*Weak Example:* It is my intention

*Strong Example:* I intend

Unless the editor says otherwise, use **contractions** such as can't for cannot and it's for it is or it has.

# CONCISENESS

## *Exercise 1*

Exchange the words and phrases below with a concise alternative.

1. at the present time
2. approximately
3. ascertain
4. at the conclusion of
5. complete
6. component
7. customary
8. contingent upon
9. desire
10. draws to a close
11. enhance
12. extinguish
13. facilitate
14. function
15. illuminated
16. in lieu of
17. in light of
18. input
19. inform
20. is going to
21. locate
22. maintenance
23. merchandise
24. numerous
25. obtain

# CONCISENESS

## *Answer Key Exercise 1*

1. now
2. about
3. find out
4. after
5. fill out, finish
6. part
7. usual
8. depends on
9. wish, want
10. ends
11. add to, improve
12. put out
13. ease, help
14. act, work
15. lighted
16. instead of
17. because of, considering
18. opinion, suggestion
19. tell
20. will
21. find
22. upkeep
23. goods
24. many
25. get

# CONCISENESS

## *Exercise 2*

Substitute a simpler word for each of the following words.

1. A lot
2. Accomplish
3. Acquire
4. Affluent
5. Accelerate
6. A great deal of
7. Abandon
8. Ascertain
9. Assuming that
10. Attempt
11. Be aware of
12. Cognizant
13. Competent
14. Complete
15. Commence
16. Disclose
17. Consult
18. Consume
19. Employment
20. Exhibit

# CONCISENESS

## *Answer Key Exercise 2*

1. Many, much
2. Do
3. Get
4. Rich
5. Speed
6. Much, many
7. Leave
8. Find out
9. If
10. Try
11. Know
12. Aware
13. Able
14. Finish
15. Begin
16. Show
17. Ask
18. Eat
19. Job
20. Show

# CONCISENESS

## *Exercise 3*

Cross out the unnecessary words.

1. Another additional
2. Anticipate in advance
3. Armed gunman
4. Free of charge
5. Basic fundamentals
6. Close down
7. Commute back and forth between
8. Coming future
9. Consensus of opinion
10. Deadly poison
11. Despite the fact that
12. Count up
13. Desirable benefits
14. Died suddenly
15. Dropped
16. Exactly identical
17. Fully clothed
18. First time ever
19. Finish up
20. Fused together



# CONCISENESS

## *Answer Key Exercise 3*

1. Another
2. Anticipate
3. Gunman
4. Free
5. Fundamentals
6. Close
7. Commute between
8. Future
9. Consensus
10. Poison
11. Despite
12. Count
13. Benefits
14. Died
15. Dropped
16. Identical
17. Clothed
18. First time
19. Finish
20. Fused

# DEPENDENT AND INDEPENDENT CLAUSES

A **dependent clause** is one that **cannot stand alone** as a complete sentence – it works as a noun, an adjective or an adverb rather than a complete statement – and **must be joined** to an independent clause.

*Example:* Because Pam was late, she missed the performance.

[“Because Pam was late” cannot stand alone. It needs the independent clause to form a complete sentence.]

*Example:* Rushing to the meeting, Steve spilled his orange juice.

*Example:* On his way home from the dentist, Troy noticed his gums were sore.

An **independent (or main) clause** is one that **can stand alone** as a complete sentence. You may think of an independent clause as a sentence within a sentence because other clauses are often attached to it to make a longer sentence. In a sentence with more than one independent clause, one of the clauses may start with a **coordinating conjunction** or a **conjunctive verb**.

*Example:* The building is being renovated in the spring.

*Example:* The building is being renovated in the spring, but we can use it for now.

[the second clause starts after the coordinating conjunction *but*]

*Example:* The building is being renovated in the spring; however, the renovations should be finished come fall.

[the second clause starts with the conjunctive adverb *however*]

# DEPENDENT AND INDEPENDENT CLAUSES

## *Exercise 1*

For each sentence below, indicate whether the portion that is in bold is a dependent clause (D) or an independent (I) clause.

1. Before you go to the dentist, **make sure you brush your teeth**
2. **If I'm late**, Pamela will need to conduct the meeting.
3. I refuse to babysit **if you aren't going to pay me**.
4. If you don't work hard in school, **you can't expect employers to hire you**.
5. **Whether Carol comes to the festival or not**, we will still have fun.
6. **Since you aren't making dinner**, I'm ordering pizza.
7. **I waited until last minute to complete the assignment** because I didn't have time.
8. **After I drink my coffee**, I'll be ready to go.
9. **Drake can clean the carpet**, and I will scrub the walls.
10. Because Margaret has been so greedy, **I didn't buy her a Christmas present**.

# DEPENDENT AND INDEPENDENT CLAUSES

## *Answer Key Exercise 1*

1. I
2. D
3. D
4. I
5. D
6. D
7. I
8. D
9. I
10. I

# PARTS OF SPEECH

## 1. NOUNS

A noun names a **person** (aviator, child), **place** (lake, library), **thing** (truck, suitcase), or **concept** (happiness, balance).

*Example:* The car was parked on the street.

*Example:* Kelly wanted the tools for success.

## 2. PRONOUNS

Pronouns often **take the place** of nouns, other pronouns, or other words functioning as a noun. Pronouns serve as short forms so that you do not have to repeat a word or group of words

*Example:* She had to go to work.

*Example:* Amy gave the folders to them.

**Subject pronouns:** *I, we, you, she, he, it, they*

**Object pronouns:** *me, us, you, her, him, it, them*

## 3. ADJECTIVES

Adjectives **modify nouns** and **pronouns**, usually by describing, identifying, or limiting those words.

*Example:* The angry man complained about his late flight.

*Example:* The red roses set the scene.

## 4. VERBS

A verb **denotes action** or a state of being. Don't forget the helping verbs (am, is, are was, and were).

*Example:* He eats five small meals each day.

*Example:* Carol is a reliable person.

*Example:* Greg is painting a portrait of Peggy.

\*An infinitive (to be, to end, to perfect) is not a verb. It is part of a phrase that functions as a noun, adjective, or adverb.

*Example:* A vote would be a good way to end the meeting.

[“To end” is apart of the infinitive phrase “to end the meeting” and it is acting as an adjective.]

## **5. ADVERBS**

Adverbs **modify verbs, adjectives, other adverbs, or entire clauses**. They often answer the questions when? Where? Why? To what extent? Many adverbs have an –ly ending, though some do not.

*Example:* Katie clearly does not know to bake a cake.

*Example:* You are driving too fast.

## **6. PREPOSITIONS**

Prepositions are important structural words that **express relationships** – in time, space, or other senses – between nouns or pronouns and other words in a sentence.

**Common prepositions:** *about, above, across, after, against, along, among, around, as, at, before, behind, below, beneath, beside, between, beyond, by, down during, except, for, from, in, inside, into, like, near, of, off, on, onto, out, over, past, regarding, since, through, toward, under, until, up, upon, with, without.*

*Example:* Paul was reading a book during the football game.

*Example:* Don’t stop until you reach the red brick building.

## **7. CONJUNCTIONS**

Conjunctions **connect words or groups of words** to each other and tell something about the relationship between those words. Here is the list of coordinating conjunctions: *for, and, nor, but, or, yet, and so* (FANBOYS).

*Example:* Joe was supposed to make dinner, but he had to stay late at his meeting.

*Example:* Wendy bought paper plates, so she did not have to do dishes.

## **8. INTERJECTIONS**

Interjections express **surprise** or **emotion**: oh, ouch, ah, hey. Interjections often **stand alone**.

*Example:* Hey, no one said you had to water the plants.

*Example:* Ouch!

## **9. ARTICLES**

Articles **precede a noun or noun phrase** in a sentence and include a, an, and the.

*Example:* Did you go to the movies?

*Example:* That is an outrageous statement.

# PARTS OF SPEECH

## *Exercise 1*

Identify the part of speech for each word in the sentences below:

1. He sold his gold watch.
2. In September, Craig planned to join the debate team.
3. Larry is trying to teach his children the value of friendship.
4. Katherine wanted to go to the mall, so she asked her mom to drive her.
5. Dancing is fun, but I prefer singing.
6. Leah is a terrific performer, and she is smart.
7. Wow, that is a surprising turn of events.
8. Do you want to go to Madeline's birthday party?
9. Daniel is so welcoming.
10. This is my least favorite book.



# PARTS OF SPEECH

## *Answer Key Exercise 1*

1. He – pronoun  
Sold – verb  
His – pronoun  
Gold- adjective  
Watch – noun
2. In – preposition  
September – noun  
Craig – noun  
Planned – verb  
To join – adverb (if confused, reference page 83 in WWW)  
The – article  
Debate – adjective  
Team – noun
3. Larry – noun  
Is – helping verb  
Trying – verb  
To teach –adverb  
His – pronoun  
Children – noun  
The – article  
Value – noun  
Of – preposition  
Friendship – noun
4. Katherine – noun  
Wanted – verb  
To go – adverb  
To – preposition  
The – article  
Mall – noun
5. Dancing – noun  
Is – helping verb  
Fun – adjective  
But- conjunction  
I – pronoun  
Prefer – verb  
Singing – noun
6. Leah – noun  
Is – pronoun  
A – article

- Terrific – adjective
- Performer – noun
- And – conjunction
- She – pronoun
- Is – verb
- Smart – adjective
- 7. Wow – interjection
- That – pronoun
- Is – verb
- A – article
- Surprising – adjective
- Turn – noun
- Of – preposition
- Events – noun
- 8. Do – verb
- You – pronoun
- Want – verb
- To go – adverb
- To – preposition
- Madeline's – noun
- Birthday – adjective
- Party – noun
- 9. Daniel – noun
- Is – verb
- So – adverb
- Welcoming – adjective
- 10. This – pronoun
- Is – verb
- My – pronoun
- least – adverb
- Favorite – adjective
- Book – noun

# PARTS OF SPEECH

## *Exercise 2*

Identify the correct part of speech in each sentence:

1. Identify the **pronoun**:  
Sam told her to be quiet
2. Identify the **adverb**:  
I was very nervous for my interview.
3. Identify the **conjunction**:  
The Sims is my favorite video game, yet I can't seem to find the CD-ROM anywhere.
4. Identify the **prepositional phrase**:  
I tossed the paper into the wastebasket.
5. Identify the **independent clause**:  
If you don't behave, I will have to call your mother.
6. Identify the **dependent clause**:  
Whether you like it or not, I am singing in the choir.
7. Identify the **nonrestrictive (or nonessential clause)**:  
Pat, who accepted a new job in Seattle, plans to sell his house.
8. Identify the **restrictive (or essential clause)**:  
The laptop that is sitting on the reception desk is broken.
9. Identify the **direct object**:  
Randy milked a cow yesterday.
10. Identify the **indirect object**:  
I threw a tomato at him for calling me a jerk.
11. Identify the **appositive**:  
My dog, Daisy, is a Cocker Spaniel.

# PARTS OF SPEECH

## *Answer Key Exercise 2*

1. Her
2. Very
3. Yet
4. Into the wastebasket
5. I will have to call your mother.
6. Whether you like it or not
7. Who accepted a new job in Seattle.
8. Cow
9. Him
10. Daisy

# PARTS OF SPEECH: NOUNS

## *Exercise 1*

Circle the noun(s) in each sentence.

1. Did you order pizza for tonight?
2. Patricia lacks the confidence she once had.
3. Be sure to incorporate field research into your research essay.
4. I developed a clear understanding of the writing process.
5. Painting is one way to relieve stress.
6. Are you watching the debate tonight?
7. I figured out the answer on the third try.
8. Success is achieved with time.
9. The website is filled with abstract ideas.
10. We need to refrain from fighting for the sake of our children.
11. To eat is to live.

# PARTS OF SPEECH: NOUNS

## *Answer Key Exercise 1*

1. Pizza, tonight
2. Patricia, confidence
3. Research, essay
4. Understanding, process
5. Painting, way, stress
6. Debate
7. Answer, try
8. Success, time
9. Website, ideas
10. Fighting, sake, children
11. To eat, to live (see page 83 in WWW)

# PARTS OF SPEECH: PRONOUNS

## *Exercise 1*

Circle the pronoun(s) in each sentence.

1. If you have the folder, please give it to me.
2. Patricia lacks the confidence she once had.
3. We will have to research it.
4. I developed a clear understanding of the writing process.
5. Can I borrow this textbook if you are not using it?
6. Paul is disrespectful, and I refuse to support him.
7. I figured out the answer on the third try.
8. Are you going to the mall with them?
9. Taylor doesn't want to come with us.
10. Is she going to submit the proposal or am I going to have to remind her?
11. They made quesadillas, but I didn't have time to help.

# PARTS OF SPEECH: PRONOUNS

## *Answer Key Exercise 1*

1. You, it, me
2. She
3. We, it
4. I
5. You, it
6. him
7. I
8. Them
9. us
10. she, I, her
11. They, I



# PARTS OF SPEECH: ADJECTIVES

## *Exercise 1*

Circle the adjective(s) in each sentence.

1. Remember that glass is breakable.
2. I have a strong passion for helping homeless people.
3. This assignment is time-consuming and meaningless.
4. I have to submit a 6-page document.
5. Your teeth are so white.
6. Only one of the students is Hispanic.
7. Draw a straight line on the blank page.
8. I have some fresh ideas to discuss in our department meeting today.
9. This poorly constructed website is useless.
10. I asked you a simple question and you behaved rudely.
11. I bought a new tie for the Christmas party.

# PARTS OF SPEECH: ADJECTIVES

## *Answer Key Exercise 1*

1. Breakable
2. Strong, homeless
3. Time-consuming, meaningless
4. 6-page
5. White
6. Only, Hispanic
7. Straight, blank
8. Fresh, department
9. useless
10. simple
11. new, Christmas

# PARTS OF SPEECH: VERBS

## *Exercise 1*

Circle the verb(s) in each sentence.

1. Sewing is a hobby of mine.
2. Caroline ate all of the pretzels.
3. I was riding my bike when a storm approached.
4. The bus driver is waiting.
5. Richard spent time in London.
6. I told you to leave me alone.
7. Read the sentence and respond.
8. Please apologize to Antonio for your selfish behavior.
9. Your apology has been taken into consideration.
10. If you were wondering how to play the trumpet, I can show you.

# PARTS OF SPEECH VERBS

## *Answer Key Exercise 1*

1. Is
2. Ate
3. Was riding, approached
4. Is waiting
5. Spent
6. Told
7. Read, respond
8. Apologize
9. Has been taken
10. Were wondering, show

# PARTS OF SPEECH: ADVERBS

## *Exercise 1*

Circle the adverb(s) in each sentence.

1. I think your idea is simply wonderful.
2. My mom worriedly rushed to buy a new dress.
3. Do not drive recklessly or I will revoke your car privileges.
4. She sang The Star Spangled Banner so effortlessly.
5. You should never wait an hour to begin the appointment.
6. The report is generated annually.
7. Keith is most least likely to receive a prestigious scholarship.
8. This toothpaste is actually better than Crest.
9. Stay close to me.
10. I was deeply moved by your poem.

# PARTS OF SPEECH: ADVERBS

## *Answer Key Exercise 1*

1. Simply
2. Worriedly, to buy, new (if confused by “to buy” reference page 83 in WWW)
3. Recklessly
4. So, effortlessly
5. Never
6. Annually
7. Least
8. actually
9. close
10. deeply

# PARTS OF SPEECH: PREPOSITIONS

## *Exercise 1*

Identify the preposition and prepositional phrase in each sentence.

1. I will finish the assignment after dinner.
2. According to Mike, the cider is bitter.
3. Please get out of bed.
4. Before you vote, you should weigh the strengths and weaknesses of both candidates.
5. I see you hiding behind the bush.
6. Between the two of us, I think vanilla ice cream tastes better than chocolate.
7. Lay the pipe against the fence.
8. Instead of complaining, embrace the opportunity for change.
9. Regarding your recent request, I am available to meet this Thursday.
10. Kayla's accusations came out of nowhere.
11. Did you put the rocks in the bucket?
12. I'm not sure if your shoe is under the table.

# PARTS OF SPEECH: PREPOSITIONS

## *Answer Key*

1. **After** dinner
2. **According** to Mike
3. **Out** of bed
4. **Before** you vote
5. **Behind** the bush
6. **Between** the two of us
7. **Against** the fence
8. **Instead** of complaining
9. **Regarding** your recent request
10. **Out** of nowhere
11. **In** the bucket
12. **Under** the table



# PARTS OF SPEECH: CONJUNCTIONS

## *Exercise 1*

1. Would you like to purchase lemonade or water?
2. Camille worked all day, so she is exhausted.
3. My boss wants me to make a copy of the report and file it.
4. I will go to the zoo, for I like zebras.
5. I can help you fold clothes, but I need to finish my homework first.
6. Alison plans to buy peaches, pears and plums at the store.
7. I know I shouldn't eat shrimp, yet I can't seem to help myself.
8. Do you want me to buy a pack of straws, or will you take care of it?

# PARTS OF SPEECH: CONJUNCTIONS

## *Answer Key Exercise 1*

1. Or
2. So
3. And
4. For
5. Buy
6. And
7. Yet
8. Or

# PARTS OF SPEECH: ARTICLES

## *Exercise 1*

Complete each sentence with an article.

1. Who is going to buy \_\_\_\_\_ snacks?
2. Could I borrow \_\_\_\_\_ easel?
3. Keep your eyes on \_\_\_\_\_ ball.
4. \_\_\_\_\_ boy was sad that his goldfish was ignoring him.
5. Are you really that big of \_\_\_\_\_ bully?
6. Tim has \_\_\_\_\_ beautiful personality and \_\_\_\_\_ winning temperament.
7. Did Paula save \_\_\_\_\_ game?
8. There's \_\_\_\_\_ ant in my soup.

# PARTS OF SPEECH: ARTICLES

## *Answer Key Exercise 1*

1. The
2. An/the
3. The
4. The/a
5. A
6. A, a
7. The
8. An

# PRONOUN-ANTECEDENT AGREEMENT

## *General Guidelines*

**Pronouns** have to agree with the noun to which they refer back in **number**, **gender**, and **person**. Don't refer to a **collective noun** (such as a *business*, *government*, *association* or other group) as *they*, *their*, or *theirs* but rather as *it* or *its*.

*Example:* The business was satisfied with its feedback.

*Example:* The restaurant appreciated its customers.

Use **his or her** to refer to **singular gender neutral nouns**, such as *doctor*, *professor* or *reporter*.

*Example:* A reporter should check his or her facts.

*Example:* A student must raise his or her hand to speak.

## *Exercise 1*

Complete each sentence with one of the following pronouns: *its*, *their*, *his*, *her*, or *his or her*.

1. The doctor gave \_\_\_\_\_ approval.
2. The officer voiced \_\_\_\_\_ opinion.
3. The head of the council was pleased with \_\_\_\_\_ members.
4. The jury could not agree on \_\_\_\_\_ verdict.
5. The football teams should meet with \_\_\_\_\_ coaches.
6. We applaud the firefighter for doing \_\_\_\_\_ jobs so well.
7. This person is not living up to \_\_\_\_\_ potential.
8. Samantha lost \_\_\_\_\_ keys.
9. The pit-bull was happy with \_\_\_\_\_ owner.
10. The child was disappointed with \_\_\_\_\_ dad.
11. The actress will perform \_\_\_\_\_ role with ease.
12. The city never disappoints \_\_\_\_\_ citizens.

# PRONOUN-ANTECEDENT AGREEMENT

## *Answer Key*

1. His or her
2. His or her
3. His or her
4. Their
5. Their
6. His or her
7. His or her
8. Her
9. Its
10. His or her
11. Her
12. Its

# PRONOUN-ANTECEDENT AGREEMENT

## *I, Me, and Myself*

Use the pronoun **myself** only in a sentence in which **I** has been used earlier.

*Example:* I cut myself shaving last night.

*Example:* I ask myself that question all the time.

When nouns or pronouns appear together as compound subjects or compound objects, use the form of each pronoun that would be used in the sentence if it were the **only pronoun**.

*Example:* Please give the report to both Cheryl and me.

[If you remove the other noun, Cheryl, the sentence reads, "Please give the report to me."]

*Example:* Camden and I are having a difficult time right now.

*Example:* This is between Katie and me.

## *Exercise 1*

Complete each sentence below with one of the following pronouns: I, me or myself.

1. She gave the pumpkin pies to \_\_\_\_\_.
2. Tim and \_\_\_\_\_ are going to Red Robin later.
3. Why didn't you ask Sally or \_\_\_\_\_.
4. I want to do the project \_\_\_\_\_.
5. Either Paul or \_\_\_\_\_ will finish making copies.
6. I vacuumed the carpet \_\_\_\_\_.
7. Randy, Olivia, and \_\_\_\_\_ planted petunias in the garden.
8. Between you and \_\_\_\_\_, I don't enjoy reading.
9. She put the cupcakes in a box for \_\_\_\_\_.
10. Is this cotton candy lollipop for \_\_\_\_\_?

# PRONOUN-ANTECEDENT AGREEMENT

## *I, Me, and Myself Answer Key*

1. Me
2. I
3. Me
4. Myself
5. I
6. Myself
7. I
8. Me
9. Me
10. Me



# PUNCTUATION: APOSTROPHES

Use an apostrophe to show that something has been left out in **contractions**:

*Example:* Don't touch my hair.

*Example:* This song was written in the '90s.

*Example:* It's cold outside.

**\*\*Use *it's*** (with an apostrophe) when referring to *it is*. Use ***its*** (without an apostrophe) when referring to the possessive form of *it*.

Use an apostrophe to make the **plural of a single letter** but not of a single numeral.

*Example:* A's

*Example:* 3s

**Do not** use an apostrophe to form the possessive of any pronoun **except** those ending in **one** or **body**:

*Example:* This is anybody's game.

*Example:* The boy lost his toy.

**Do not** use an apostrophe in place of the words **feet** and **minutes**:

*Example:* 10 feet, 10 minutes (not 10')

## Exercise

Add or remove apostrophes when necessary. Some sentences may be correct.

1. This baseball is their's.
2. I've never seen so many Ss in my life.
3. Who's going to stop me?
4. Why are there a bunch of 4's written on the board?
5. I measured the height of the wall to be 9' exactly.
6. One's own assumptions may change.
7. I was born in the 80s.
8. Everyones classes are cancelled, except mine.
9. Sheila doesn't want to buy a new stapler, but she has no other choice.
10. I believe each phone needs it's own charger.

# PUNCTUATION: APOSTROPHES

## *Answer Key*

1. This baseball is theirs.
2. I've never seen so many S's in my life.
3. Correct
4. Why are there a bunch of 4s written on the board?
5. I measured the height of the wall to be 9 feet exactly.
6. Correct
7. I was born in the '80s.
8. Everyone's classes are cancelled, except mine.
9. Correct
10. I believe each phone needs its own charger.

# PUNCTUATION: APOSTROPHES

## *It's or Its Exercise*

Remember: Use **it's** (with an apostrophe) when referring to *it is*. Use **its** (without an apostrophe) when referring to the possessive form of *it*.

Circle the correct word to complete each sentence.

1. The cat lost (its/it's) toy mouse.
2. (Its/it's) a shame that you couldn't come to my birthday party.
3. I think Janet cheated on her mid-term, but (its/it's) none of my business.
4. Are you selling the couch with or without (its/it's) matching throw pillows?
5. The ant strayed away from (its/it's) colony.
6. (Its/it's) a nice day outside.

# PUNCTUATION: APOSTROPHES

## *It's or Its Answer Key*

1. Its
2. It's
3. It's
4. Its
5. Its
6. It's

# PUNCTUATION: COLONS

Use a colon to introduce a **quotation of more than one sentence**.

*Example:* Rhiley said: “Turtles evolved millions of years ago. They are a primitive group of reptiles with hard shells.”

Use a colon to introduce a **list of items** introduced with **bullets or dashes**.

*Example:* In other action, the commission:

- Approved Belle Kaufman’s request that she be allowed to build a guesthouse in back of her home.
- Rejected the request by Ralph Kawaski that a parcel of land he owns on Route 1 be rezoned to allow him to build a dog-race track.

Use colons to show **time** if it’s **not an even hour**:

*Example:* 7:30 p.m.

Use a colon after an independent clause to introduce a **single-item summary**.

*Example:* You may choose from the following desserts: apple pie, chocolate cake or peach cobbler.

## Exercise

In the following sentences insert a colon and exchange other punctuation marks with colons as necessary.

1. My classes fall under three subjects political science, geography and English.
2. My favorite television stations are: Freeform, Comedy Central and FX.
3. Danny said, “You should always use a colon to separate chapter and verse in a Bible citation. I forgot this rule, but my teacher reminded me.”
4. Pamela said: “I won’t stand for this oppressive behavior.”

# PUNCTUATION: COLONS

## *Answer Key*

5. My classes fall under three subjects: political science, geography and English.
6. My favorite television stations are Freeform, Comedy Central and FX.
7. Danny said: “You should always use a colon to separate chapter and verse in a Bible citation. I forgot this rule, but my teacher reminded me.”
8. Pamela said, “I won’t stand for this oppressive behavior.”

# PUNCTUATION : COMMAS

Always use a comma after **said** when introducing a **direct quotation**.

*Example:* Sally said, "This is the most fun I've had in years."

Use a comma before and after the **abbreviation for a state** following a city, and before and after a year following a month and date.

*Example:* We went to Baltimore, Md., to board a cruise ship.

*Example:* On July 4, 2011, I saw fireworks for the first time.

Use a comma after **words in a series** but **not before the conjunction** unless the meaning would be unclear.

*Example:* Send us paper, pencils and erasers.

*Example:* He went to the store to buy a can of corn, a can of peas and carrots, and a can of beans. [this is an example in which the meaning would be unclear without the comma]

Use a comma before the word **etc.** at the end of a series.

*Example:* The lunch box contains an apple, a sandwich, a bag of pretzels, etc.

Use a comma after **introductory clauses, phrases or words**:

*Example:* Because Bill was late again, he lost his job.

*Example:* In August, Sarah withdrew from the program.

Use a comma between two **independent clauses** joined by a conjunction to form a single sentence. No comma is needed when what follows the conjunction is not an independent clause.

*Example:* I received two candles for Christmas, but Carl only received one.

*Example:* Jeremy showed up for class on time and took notes. [no comma necessary]

Use a comma between two **imperative clauses** linked by a conjunction, such as those often used in recipes.

*Example:* Braise the meat for 10 minutes, and then remove it from the pan.

Use commas **around nonrestrictive** (nonessential) **words, phrases** or **clauses**.

*Example:* The new laptop, which is sitting in your room, has not been used.

Use a comma between **coordinate adjectives** – this is, if you can reverse the adjectives and put *and* between them.

*Example:* This narrow, winding road is dangerous.

Use a comma before the adverbs ***also, as well, too, or yet*** at the end of a sentence.

*Example:* Can Chloe come, too?

Use commas to set off a **conjunctive adverb** (*however, likewise, at the same time, therefore*) from the rest of a single clause or simple sentence.

*Example:* Theresa, however, would not stop crying.

Use a comma after a **dependent clause** beginning with ***although, if, because*** or ***since*** at the start of a sentence.

*Example:* Because I have no means of transportation, I will not be able to attend the concert tomorrow in Pittsburgh.

Use a comma before *not* when showing **contrast**:

*Example:* She said she thought independent voters preferred Stevens, not Malkowitz.

Use a comma to set off a noun of **direct address**:

*Example:* Cynthia, where were you yesterday?



# PUNCTUATION : COMMAS

## *Exercise*

Insert commas in the following sentence when necessary.

1. I think Jim is responsible as well.
2. After attending your wedding last night I am excited to have my own.
3. Gee I'm sure glad I brought an umbrella.
4. You may consider packing a tent, a flashlight, a sleeping bag etc.
5. I thought you were my friend but friends don't keep secrets.
6. On October 2 2010 my first daughter was born
7. My plane will depart from Atlanta Ga. in the morning.
8. Sally should bring sunscreen too.
9. I'm voting for Gary Johnson not Donald Trump.
10. Nelly however was early.
11. The floral print purse which I was planning to buy went on sale today.
12. Otis could you buy a bag of rice at the store?
13. Although the police were criticized for the arrest the chief defended it.
14. I wore a jacket to work today yet I can't seem to find it now.
15. Sautee the onions and garlic in olive oil and then add rice.
16. Unafraid to voice her opinion Katherine called the Dean of Students to complain.
17. Sammy said "You are way too sensitive."
18. Harold could not afford to buy a television, a DVD player and new speakers.

# PUNCTUATION : COMMAS

## *Answer Key*

1. I think Jim is responsible, as well.
2. After attending your wedding last night, I am excited to have my own.
3. Gee, I'm sure glad I brought an umbrella.
4. You may consider packing a tent, a flashlight, a sleeping bag, etc.
5. I thought you were my friend, but friends don't keep secrets.
6. On October 2, 2010, my first daughter was born.
7. My plan will depart from Atlanta, Ga., in the morning.
8. Sally should bring sunscreen, too.
9. I'm voting for Gary Johnson, not Donald Trump.
10. Nelly, however, was early.
11. The floral print purse, which I was planning to buy, went on sale today.
12. Otis, could you buy a bag of rice at the store?
13. Although the police were criticized for the arrest, the chief defended it.
14. I wore a jacket to work today, yet I can't seem to find it now.
15. Sautee the onions and garlic in olive oil, and then add rice.
16. Unafraid to voice her opinion, Katherine called the Dean of Students to complain.
17. Sammy said, "You are way too sensitive."
18. CORRECT.

# PUNCTUATION: HYPHENS

Use a hyphen between **compound modifiers** that precede the word they modify, but do not use a hyphen after *very* or an adverb ending in *-ly*.

*Example:* high-profile case

*Example:* very high-profile case

*Example:* highly publicized case

Use hyphens in **place of to** in odds, ratios, scores and some vote tabulations.

*Example:* The odds were 3-2.

*Example:* She led by a 2-1 ratio.

Use hyphens with **fractions** or numbers from **21 to 99** are written out:

*Example:* two-thirds

*Example:* eighty-seven

Use a hyphen after **prefixes**, especially when, without one, a vowel would be doubled.

*Example:* re-elect

*Example:* shell-less

\*Generally **hyphenated prefixes** (exceptions not listed): *after, all, co, ex, like, odd, off, one, pro, self, well, wide*.

# PUNCTUATION: HYPHENS

## *Exercise*

Add or remove hyphens when necessary. You may need to delete or separate words to add a hyphen. Some sentences may be correct.

1. Watch out for the man eating shark.
2. The Steelers beat the Jets 31 to 13.
3. Approximately three fourths of the class is absent today.
4. Nine-teen people liked my Facebook post.
5. This is basically a wild goose chase.
6. I can't be responsible for this poorly-written response.
7. Twenty two of the apples you shipped us are rotten.
8. I am the coauthor of this research paper.
9. Why won't you cooperate with me?
10. Forty-four people were waiting in line for the movie.
11. This rock hard piece of play-dough is no good.
12. This packet is all encompassing.
13. Your yellow green sweater is too small for me.
14. Wendy is very self-serving.
15. You are a very selfish person.
16. You are opposing a widely accepted theory.

# PUNCTUATION: HYPHENS

## *Answer Key*

1. Watch out for the man-eating shark.
2. The Steelers beat the Jets 31-13.
3. Approximately three-fourths of the class is absent today.
4. Nineteen people liked my Facebook post.
5. This is basically a wild-goose chase.
6. I can't be responsible for this poorly written response.
7. Twenty-two of the apples you shipped us are rotten.
8. I am the co-author of this research paper.
9. Correct
10. Forty-four people were waiting in line for the movie.
11. This rock-hard piece of play-dough is no good.
12. This packet is all-encompassing.
13. Your yellow-green sweater is too small for me.
14. Wendy is very self-serving.
15. Correct
16. Correct

# PUNCTUATION: QUOTATION MARKS

Quote someone's words to **add color, detail** or **authenticity** to a news or feature story.

*Example of useless quote:* She said, "I'm happy to be here."

*Example of good, colorful quote:* Silber said, "It's been so dry around here that the cows are giving powdered milk."

Put quotation marks only around the **exact words** a speaker or writer uses, **not paraphrases**.

*Example:* Beverly said she lost her new apron.

*Example:* Beverly said, "Darn it, I lost my apron!"

Draw attention to **clichés** by putting quotation marks around them.

*Example:* Your introduction is the "Achilles heel" of this essay.

**Single-word quotations** generally don't need quotation marks. Sometimes, however, a single word may be so colorful that it's worth quoting by itself:

*Example:* He said he felt "wondrous."

*Example:* He said he was fine.

Use quotation marks around the titles of **books, songs, television shows, computer games, poems, lectures, speeches** and **works of art**.

*Example:* Author Porter Shreve read from his new book, "When the White House Was Ours."

*Example:* They sang "The Star-Spangled Banner" before the game.

**Do not** use quotation marks in place of the word *inches* or *seconds*:

*Example:* 12 inches; 12 seconds.

**Do not** use quotation marks around titles of magazines, newspapers, the Bible and other sacred texts, reference books and descriptive titles of musical works.

*Example:* Scientific American Mind is my favorite magazine.

[This does not get quotes because it is the title of a magazine]

# PUNCTUATION: QUOTATION MARKS

## *Exercise 1*

Add or remove quotation marks in the following sentences when necessary. Some of the sentences may be correct.

1. Tammy said the film was monumental.
2. "The Doors" is my favorite band.
3. The agent said the apartment will be available for rent in June.
4. Walt Disney said, If you can dream it, you can do it.
5. Did you read the latest issue of *Good Housekeeping*?
6. "The New York Times" is a reliable source of information.
7. Diversity and the Myth of White Privilege was a controversial article.
8. Mark said, Kindness is more important to me than wisdom.
9. Melinda said she has a box of Cheerios from six years ago.
10. Caleb is a jack of all trades.

# PUNCTUATION: QUOTATION MARKS

## *Answer Key*

1. Tammy said the film was “monumental.”
2. The Doors is my favorite band.
3. Correct
4. Walt Disney said, “If you can dream it, you can do it.”
5. Correct
6. *The New York Times* is a reliable source of information.
7. “Diversity and the Myth of White Privilege” was a controversial article.
8. Mark said, “Kindness is more important to me than wisdom.”
9. Correct
10. Caleb is a “jack of all trades.”



# PUNCTUATION: QUOTATION MARKS

## Exercise 2

For each of the following, decide which version is punctuated correctly.

1. (A) Peggy yelled, "This is a hoax!"  
 (B) Peggy yelled "This is a hoax!"  
 (C) Peggy yelled, "This is a hoax"!  
 (D) Peggy yelled: "This is a hoax"!
  
2. (A) Scientific American Mind is an interesting magazine, but I don't have time to read this issue.  
 (B) Scientific American Mind is an interesting magazine but I don't have time to read this issue.  
 (C) "Scientific American Mind" is an interesting magazine, but I don't have time to read this issue.  
 (D) *Scientific American Mind* is an interesting magazine, but I don't have time to read this issue.
  
3. (A) In the article "If I Were a Wealthy White Suburbanite" Lee said, "The author assumes that his nirvana is brand new, as if the fact that poor black inner city kids (or any poor kid, for that matter), have never, ever, never been told to make education a priority or that education is the key to having more options."  
 (B) In the article *If I Were a Wealthy White Suburbanite* Lee said: "The author assumes that his nirvana is brand new, as if the fact that poor black inner city kids (or any poor kid, for that matter), have never, ever, never been told to make education a priority or that education is the key to having more options."  
 (C) In the article, "If I Were a Wealthy White Suburbanite," Lee said, "The author assumes that his nirvana is brand new, as if the fact that poor black inner city kids (or any poor kid, for that matter), have never, ever, never been told to make education a priority or that education is the key to having more options."  
 (D) In the article, "If I Were a Wealthy White Suburbanite" Lee said: "The author assumes that his nirvana is brand new, as if the fact that poor black inner city kids (or any poor kid, for that matter), have never, ever, never been told to make education a priority or that education is the key to having more options."

4. (A) The Red Hot Chili Peppers released their album “Stadium Arcadium” in 2006.  
 (B) *The Red Hot Chili Peppers* released their album, Stadium Arcadium in 2006.  
 (C) *The Red Hot Chili Peppers* released their album *Stadium Arcadium* in 2006.  
 (D) The Red Hot Chili Peppers released their album *Stadium Arcadium* in 2006.
  
5. (A) My oldest brother Fred described the movie as “thrilling yet magical.”  
 (B) My oldest brother, Fred, described the movie as “thrilling yet magical.”  
 (C) My oldest brother Fred described the movie as, thrilling yet magical.  
 (D) My oldest brother Fred described the move as thrilling yet magical.
  
6. (A) “I’m going to be working all day,” Taylor said, “but I’ll eventually need a lunch break.”  
 (B) “I’m going to be working all day,” Taylor said “but I’ll eventually need a lunch break.”  
 (C) “I’m going to be working all day” Taylor said “but I’ll eventually need a lunch break.”  
 (D) “I’m going to be working all day”, Taylor said, “but I’ll eventually need a lunch break”.
  
7. (A) I used to write for *The Slate*, but I don’t anymore.  
 (B) I used to write for “The Slate,” but I don’t anymore.  
 (C) I used to write for “The Slate”, but I don’t anymore.  
 (D) I used to write for The Slate, but I don’t anymore.
  
8. (A) Carol told me: “I don’t mind doing housework. In fact, I like doing housework more than I like my desk job.”  
 (B) Carol told me, “I don’t mind doing housework. In fact, I like doing housework more than I like my desk job.”  
 (C) Carol told me: “I don’t mind doing housework. In fact, I like doing housework more than I like my desk job”.  
 (D) Carol told me, “I don’t mind doing housework. In fact, I like doing housework more than I like my desk job”.

# PUNCTUATION: QUOTATION MARKS

## *Answer Key*

1. (A)
2. (D)
3. (A)
4. (D)
5. (B)
6. (A)
7. (A)
8. (A)

# PUNCTUATION REVIEW

## *Exercise 1*

Correct the following sentences with proper punctuation by adding or removing commas, colons, or semicolons

1. Marcus said, the best day of his life was when his sister was born.
2. Carol said “You have to multiply the equation before you subtract. Don’t you remember learning this?”
3. I need to buy the following items at Walmart a watermelon, a cantaloupe, and a carton of strawberries.
4. Mary said: “This is the best book I’ve read in years!”
5. Wow you are incredibly talented.
6. Carl was chopping garlic, potatoes, and green onions.
7. Quinton has visited Atlanta George, Philadelphia Pennsylvania, and Seattle, Washington in a matter of two weeks.
8. I think Caitlin is a reliable person so I don’t understand why she was late today.
9. I would like to come too.
10. After I took my medication I felt better.
11. Geez you have a lot of homework tonight.
12. I’m both nervous, and excited.

# PUNCTUATION REVIEW

## *Answer Key*

1. Marcus said the best day of his life was when his sister was born.
2. Carol said: “You have to multiply the equation before you subtract. Don’t you remember learning this?”
3. I need to buy the following items at Walmart: a watermelon, a cantaloupe and a carton of strawberries.
4. Mary said, “This is the best book I’ve read in years!”
5. Wow, you are incredibly talented.
6. Carl was chopping garlic, potatoes and green onions.
7. Quinton has visited Atlanta, George; Philadelphia, Pennsylvania; and Seattle, Washington in a matter of two weeks.
8. I think Caitlin is a reliable person, so I don’t understand why she was late today.
9. I would like to come, too.
10. After I took my medication, I felt better.
11. Geez, you have a lot of homework tonight.
12. I’m both nervous and excited.

# PUNCTUATION REVIEW

## *Exercise 2*

Fix any punctuation errors in the following sentences.

1. Oh my gosh you didn't tell me you were in a car accident.
2. I need to buy paper clips, construction paper, and a rubber bands at "Staples."
3. If you want to play softball be at the field by noon.
4. Still Falling for You by Ellie Goulding is my new favorite song.
5. Have you read "Looking for Alaska"?
6. I moved to Portland, Maine on December 3 2013, but I've also lived in Houston Texas, Baltimore Maryland and Cincinnati Ohio.
7. The teacher said "This is the best class I've ever had. You all are so thoughtful.
8. My mom said she was, "tied to her job" so she couldn't quit.
9. "I'm an Eagles fan", Dennis said, "but this isn't a good season for the team."
10. "Switchfoot" is one of my favorite bands.
11. "I'm tired" Kim complained "Can we call it a night"?
12. I figured Emily would be in charge of the fundraiser not Wendy.
13. You are I'm sure being honest with me.
14. My only dog Peppermint ran away.

# PUNCTUATION REVIEW

## *Answer Key*

1. Oh my gosh, you didn't tell me you were in a car accident.
2. I need to buy paper clips, construction paper and rubber bands at Staples.
3. If you want to play softball, be at the field by noon.
4. "Still Falling for You" by Ellie Goulding is my new favorite song.
5. Have you read *Looking for Alaska*?
6. I moved to Portland, Maine on December 3, 2013, but I've also lived in Houston, Texas; Baltimore, Maryland; and Cincinnati, Ohio.
7. The teacher said: "This is the best class I've ever had. You are all so thoughtful."
8. My mom said she was "tied to her job," so she couldn't quit.
9. "I'm an Eagles fan," Dennis said, "but this isn't a good season for the team."
10. Switchfoot is one of my favorite bands.
11. "I'm tired," Kim complained. "Can we call it a night?"
12. I figured Emily would be in charge of the fundraiser, not Wendy.
13. You are, I'm sure, being honest with me.
14. My only dog, Peppermint, ran away.

# RELATIVE PRONOUNS

**Relative pronouns** include *who*, *whom*, *whoever*, *whomever*, *whose*, *which*, *that* and sometimes *what*.

Use ***that*** or ***which*** to refer to a collective noun, a thing (an inanimate object, abstraction, etc.) or an animal without a proper name.

*Example:* Target is the company that has a red logo.

*Example:* The squirrel that was living under the porch is gone.

*Example:* This stack of homework, which has been sitting here for days, is about to fall over.

Use ***who***, ***whom***, ***whoever***, ***whomever***, ***whose*** or ***who's*** when the word refers back to a person or an animal with a proper name.

*Example:* My dog Stacey, who has been eating my socks, has a vet appointment today.

*Example:* Whoever yelled at me for no reason should be ashamed.

*Example:* Your doctor, whom I haven't met yet, says your illness could be serious.

To figure out whether you should use ***who*** (the nominative case) or ***whom*** (the objective case), rephrase the sentence or clause as a question, and answer the question. If the answer requires a **subject pronoun** *he*, *she*, or *they*, use ***who***; if it requires an **object pronoun** *him*, *her*, or *them*, use ***whom***.

*Example:* This is the man who stole my purse.

[*Question:* Who stole my purse? *Answer:* He stole my purse].

*Example:* To whom is the letter addressed?

[This is already in question form. *Answer:* The letter is addressed to him].

*Example:* Fred, whom I love dearly, wouldn't give me details about the surprise.

[Keep the question in the nonrestrictive clause. *Question:* Whom do I love dearly?

*Answer:* I love him dearly].

*Example:* My dog's name is Carl, but I don't know who named her.

[Keep the question in the independent clause. *Question:* Who named her? *Answer:* She/he named her]



# RELATIVE PRONOUNS

## *Exercise*

Complete each of the following sentences with the correct relative pronoun (who/whom/whoever/whomever/that/which).

1. I don't understand people \_\_\_\_\_ lie.
2. This is the dog \_\_\_\_\_ I want.
3. Derick is a guy \_\_\_\_\_ has direction.
4. I want to go to a grocery store \_\_\_\_\_ has baker's yeast.
5. I have photographs \_\_\_\_\_ were taken at the park.
6. These candles, \_\_\_\_\_ cost \$15 each, are perfect for my wedding.
7. The monkey \_\_\_\_\_ that was sitting in the tree startled me.
8. My new car, \_\_\_\_\_ I bought yesterday, is red.
9. \_\_\_\_\_ took my jacket should give it back.
10. To \_\_\_\_\_ should I deliver this letter?

# RELATIVE PRONOUNS

## *Answer Key*

1. Who
2. That
3. Who
4. That
5. That
6. Which
7. That
8. Which
9. Whoever
10. Whom

# RELATIVE PRONOUNS

## *Who or Whom Exercise*

Circle the correct word to complete each sentence below.

1. (Who/Whom) do you know here?
2. Craig is the man (who/whom) deserves an award.
3. (Who/Whom) do you trust with these documents?
4. Is this the girl (who/whom) helped you?
5. You don't know (who/whom) stole your textbook.
6. Tyler is not (who/whom) you think he is.
7. I don't know (who/whom) took Katrina to dinner.
8. (Whoever/whomever) bought me flowers is very kind.
9. I'll give this bag of pretzels to (whoever/whomever) needs it.
10. (Whoever/whomever) used all of my paper clips is a real jerk.

# RELATIVE PRONOUNS

## *Who or Whom Answer Key*

1. Whom
2. Who
3. Whom
4. Who
5. Who
6. Whom
7. Who
8. Whoever
9. Whoever
10. Whoever

# RESTRICTIVE AND NONRESTRICTIVE PHRASES AND CLAUSES

Phrases and clauses (or even single words) can be classified as either **restrictive** or **nonrestrictive** (also called essential or nonessential). Knowing the difference helps you punctuate properly.

A **restrictive** word, phrase or clause is **essential** to a sentence's meaning and is not set off by commas.

*Example:* The cat that was sitting in the window looked hungry.

[Without the clause, you don't know which cat is being referred to in this sentence]

*Example:* The book that I bought yesterday is really interesting.

*Example:* The person who mailed me a rotten banana peel is a jerk.

A **nonrestrictive** word, phrase or clause is **not essential** to a sentence's meaning and is set off by commas, dashes or parentheses. Nonrestrictive items are always parenthetical.

*Example:* My youngest sister, Laura, got braces yesterday.

[Without the word Laura, there is enough information to know who the sentence is about]

*Example:* Caleb, who always obeyed the rules, pulled the fire alarm today.

*Example:* This loaf of bread, which I bought last week, is starting to mold.

**\*\*That** is used with **restrictive** phrases and clauses, while **which** is used with **nonrestrictive** phrases and clauses.

*Example:* My new oven, which was installed yesterday, works like magic.

*Example:* The new oven that I installed yesterday works like magic.

# RESTRICTIVE AND NONRESTRICTIVE PHRASES AND CLAUSES

## *Exercise 1*

In each sentence below, decide whether the bolded phrase or clause is essential (**restrictive**) or nonessential (**nonrestrictive**).

1. The presidential candidate **Hillary Clinton** was very professional during the debate.
2. I don't want to eat the cake **that Jill made**.
3. Damien, **my brother-in-law**, is very cranky today.
4. I used the new printer, **which is located upstairs**.
5. The cat **that always sits in the window** was not there today.
6. I spent the night with Amber, **whose mother is vacationing in Las Vegas**.
7. Diane, **who was absent today**, has to take her exam next Tuesday.
8. Halloween, **my favorite holiday**, is approaching fast.

## *Exercise 2*

For each of the following sentences, which version is punctuated correctly?

1. A: My favorite album "Stadium Arcadium" was released in 2006.  
B: My favorite album, "Stadium Arcadium," was released in 2006.
2. A: The newest member of my family, Caleb Jenkins, was born last May.  
B: The newest member of my family Caleb Jenkins was born last May.
3. A: The famous author, Ernest Hemingway, wrote *A Farewell to Arms*.  
B: The famous author Ernest Hemingway wrote *A Farewell to Arms*.

# RESTRICTIVE AND NONRESTRICTIVE PHRASES AND CLAUSES

## *Answer Key Exercise 1*

1. Restrictive
2. Restrictive
3. Nonrestrictive
4. Nonrestrictive
5. Restrictive
6. Nonrestrictive
7. Nonrestrictive
8. Nonrestrictive

## *Answer Key Exercise 2*

1. B
2. A
3. B

# RESTRICTIVE AND NONRESTRICTIVE PHRASES AND CLAUSES

## *Which or That Exercise*

Circle the correct word to complete each sentence. Add commas around nonrestrictive phrases when applicable.

1. The new gloves (which/that) I bought for you were on sale.
2. My pink robe (which/that) I wear every day has gone missing.
3. The pack of markers (which/that) you bought yesterday is sitting on the counter.
4. Kelly's house (which/that) has a blue door and bay windows is one of the nicest I've ever seen.
5. My dad's wallet (which/that) he bought five years ago is starting to deteriorate.
6. The new sweater (which/that) Kevin bought me is snug.
7. The dog (which/that) has brown spots and a pink collar is always barking.



# RESTRICTIVE AND NONRESTRICTIVE PHRASES AND CLAUSES

## *Which or That Answer Key*

1. That
2. Which
3. That
4. Which
5. Which
6. That
7. That

# SENTENCE ERRORS

## 1. FRAGMENTS

A fragment is a word or group of words that **isn't a complete sentence**. Either it lacks a subject or a verb, or it's a dependent clause.

*Example:* Because Christmas is next week

[lacks an independent clause]

*Example:* Loves to swim

[lacks a subject]

*Example:* Ice cream for everyone.

[lacks a verb]

## 2. FUSED SENTENCES

A fused sentence unacceptably combines two or more sentences **without punctuation** between them.

*Example:* The teacher was curious the students were, too.

*Correct:* The teacher was curious. The students were, too.

*Correct:* The teacher was curious, and the students were, too.

## 3. COMMA-SPLICE SENTENCES

A comma-splice sentence unacceptably connects two or more independent clauses with **only a comma**:

*Example:* The walls are blue, the carpet is yellow.

*Correct:* The walls are blue, and the carpet is yellow.

*Correct:* The walls are blue. The carpet is yellow.

## 4. RUN-ON SENTENCES

A run-on sentence may or may not be grammatical, but it usually **makes little sense** because unrelated items, unimportant details or extra clauses were added as though the writer didn't know when to stop.

*Example:* The game was coming to an end, and the students were excited to see the outcome, but Jimmy spilled his popcorn and it fell under the bleachers, so he had to clean it up, missing the last few minutes.

# SENTENCE ERRORS

## *Exercise 1*

Label each sentence as a sentence fragment (F), fused sentence (FU), comma-splice (CS), run-on sentence (R) or correct (C).

1. Carey and her nephew.
2. I can't wait to go to the zoo today because the sun is shining, and there's a new elephant exhibit, which I wanted to visit last month, but I couldn't because the zoo closed before I had the chance.
3. If I have work on Sunday, I won't be able to come to the picnic.
4. The chairs weren't pushed in the tables weren't scrubbed.
5. Because he was sick.
6. I'm not happy with your behavior, your father is also displeased.
7. I bought a new purse I bought a new pair of earrings, too.
8. I think I'll ask Jack to return the shirt he bought me for my birthday.
9. These cookies aren't gluten free, the cake isn't either.
10. I'm bored.
11. Have a great day!
12. Don't forget that I have an appointment later it's going to last approximately two hours.

# SENTENCE ERRORS

## *Answer Key Exercise 1*

1. F
2. R
3. C
4. FU
5. F
6. CS
7. FU
8. C
9. CS
10. C
11. C
12. FU

# SUBJECTS AND OBJECTS

## SUBJECTS

A **subject** is the noun or pronoun that is **doing the acting** or being in a sentence. To find the subject, ask “Who” or “What” before the verb.

*Example:* The pancake was sitting on the plate.

## OBJECTS

A **direct object** is the **direct receiver of the action** in a sentence. To find the direct object, ask “Whom” or “What” after the verb.

*Example:* The public elected a president.

*Example:* Keith threw the pencil across the room.

An **indirect object** is the person or thing to whom or to which, or for whom or for which, an action is done.

*Example:* Keith threw the pencil to Thomas.

*Example:* Eli gave them bags of marbles this morning.

An **object of a preposition** is a noun or its substitute following a preposition

*Example:* In the book, the dragon eats a taco.

*Example:* Kate was riding her bike through the mall.

## *Exercise*

In each sentence below, is the bold word the subject (S), direct object (DO), indirect object (IO), or object of a preposition (OP)?

1. Kim delivered the **package** to Mark.
2. Caroline will let **you** use her cellphone.
3. Gary was carrying a bag full of **apples**.
4. Thomas showed **me** his newest Pokémon card.
5. She gave him a **kiss**.
6. **Larry** wrote an article about poverty.
7. Shannon borrowed a ladder from **Eli**.

# SUBJECTS AND OBJECTS

## *Answer Key*

1. DO
2. DO
3. OP
4. IO
5. DO
6. S
7. OP

# SUBJECT-VERB AGREEMENT

## *General Guidelines*

**Singular subjects** must be used with **singular** forms of verbs and **plural subjects** must be used with **plural** forms of verbs.

*Example:* The girl **is** happy.

*Example:* She **talks** a lot.

*Example:* The girls **are** happy

*Example:* They **talk** a lot.

**\*\*Typically a singular noun **does not** have an “s” at the end, while a plural noun **does** have an “s” at the end.**

*Example:* **pig** is singular, **pigs** is plural

*Example:* **key** is singular, **keys** is plural

**\*\*However, a singular verb typically **does** have an “s” at the end, while a plural verb **does not**.**

*Example:* A **pig** **lies** in the mud.

*Example:* **Pigs** **lie** in the mud

*Example:* A **key** **sits** on the counter.

*Example:* The **keys** **sit** on the counter.

Check subjects and verbs **separated by other words**.

*Example:* A vase of flowers makes a room attractive.

[Ignore the words “of” and “flowers,” which modify the subject]

*Example:* The bag of marbles is closed.

*Example:* The car full of passengers was traveling to Virginia.

# SUBJECT-VERB AGREEMENT

## *Exercise*

Choose the singular or plural verb to complete each sentence.

1. One of the children (is/are) missing.
2. Many of the workers (is/are) busy.
3. Both candles and candle warmers (is/are) prohibited.
4. The judge, along with the jury, (was/were) confused.
5. The car full of people (was/were) headed to church.
6. There (is/are) several opportunities for you to get involved.
7. Both me and my mom (are/is) color blind.
8. This glass of orange juice (is/are) cracked.
9. The boss, along with the employees, (go/goes) home in the evening.
10. The book of rules (is/are) written by James Grace.



# SUBJECT-VERB AGREEMENT

## *Answer Key*

1. Is
2. Are
3. Are
4. Was
5. Was
6. Are
7. Are
8. Is
9. Goes
10. Is

# SUBJECT-VERB AGREEMENT

## *With **and/or**.*

**And** connecting two or more items in a subject usually makes the verb **plural**. The exception is when the words connected by and are part of a single thing.

*Example:* Caitlin and Wendell love skydiving.

[Caitlin and Wendell are two separate people]

*Example:* Pork and beans is my favorite dish.

[Pork and beans is one dish]

**Or** used alone to connect two or more items in a subject makes the verbs **singular** unless one of the items is plural. Then, the verb agrees with the nearest noun or pronoun.

*Example:* Either Stan or Wilma is driving the van.

*Example:* Either Wilber or Ashley is bringing her jacket.

[Ashley is nearest to the verb, so the verb must be singular to agree with the singular noun]

*Example:* Either Stephanie or the boys were late to their meeting.

# SUBJECT-VERB AGREEMENT

## *With **and** and **or** Exercise*

Choose the singular or plural verb to complete each sentence.

1. Either Nancy or George (is/are) in the wrong.
2. Either Teddy or his friends (is/are) attending the concert.
3. The singers and the dancer (is/are) ready to perform.
4. This bed and breakfast (is/are) really cozy.
5. Fish and chips (is/are) all I need to survive.
6. Apples and pears (is/are) two of my favorite fruits.
7. Either Denice or Micheal (is/are) in charge but not both.
8. Neither Harold or Taylor (was/were) planning to make a casserole.
9. Either Samantha or Joe (hike/hikes) regularly.
10. Either Bill or the other children (play/plays) video games.

# SUBJECT-VERB AGREEMENT

*With **and/or** Answer Key*

1. Is
2. Are
3. Are
4. Is
5. Is
6. Are
7. Is
8. was
9. hikes
10. play

# SUBJECT-VERB AGREEMENT

## *With collective and uncountable nouns*

**Collective nouns** are **singular** in form but plural in meaning. Collective nouns include *army, assembly, audience, board, breed, cast, choir, class, club, crew, panel, press, public, staff, team, union*, etc.

\*If the members of the group are acting as individuals or are in disagreement, use the plural verb.

*Example:* The community is affected by the hurricane.

*Example:* The family is having a blast.

*Example:* The jury were split in their views of the case.

[Jury is plural here because the members of the group are acting as individuals]

**Media, data, and criteria** are **plural**

*Example:* I wish the media were more reliable.

*Example:* The data were analyzed yesterday.

**Number** and **total** are **singular** if preceded by *the*, plural if preceded by *“a.”*

*Example:* The number of stray cats in this town is concerning.

*Example:* A number of people are waiting for the album to be released.

*Example:* A total of 80 students were impacted.

**Units of measurement**, such as distances, money, time, and weight sometimes take a **singular** verb even when they are in plural form.

*Example:* Five dollars is not too much to ask for a friend.

*Example:* Twenty years is how long I’ve been alive.

# SUBJECT-VERB AGREEMENT

## *With collective and uncountable nouns Exercise*

Choose the singular or plural verb to complete each sentence.

1. Do you think the media (mean/means) well?
2. A total of seven water bottles (was/were) found in my back seat.
3. The public (is/are) responsible for staying informed.
4. The gang (was/were) meddling in other people's business.
5. Why (is/are) the criteria wrong?
6. The basketball team (play/plays) an average of nine games each year.
7. The herd of sheep (keep/keeps) wandering off.
8. A number of packages (remain/remains) undelivered.
9. Forty years (have/has) gone by.
10. The government (is/are) made up of many branches.
11. The media (is/are) blamed for everything.
12. The total (is/are) not calculable.

# SUBJECT-VERB AGREEMENT

## *With collective and uncountable nouns Answer Key*

1. Mean
2. Were
3. Is
4. Was
5. Are
6. Plays
7. Keeps
8. Remain
9. Has
10. Is
11. Are
12. Is

# SUBJECT-VERB AGREEMENT

## *With indefinite pronouns*

**Indefinite pronouns** *both, many, others, and several* are **plural**.

*Example:* Both Tyler and Randy drink coffee each morning.

*Example:* I don't know where Barbara is, but the others are waiting.

**Indefinite pronouns** *another, anybody, anyone, anything, each one, either, everybody, everyone, everything, little, many a, more than one, much, neither, nobody, no one, nothing, other, somebody, someone and something* are **singular**.

*Example:* Anybody is welcome to attend the field trip.

*Example:* More than one of us is going to have to help paint the kitchen.

*Example:* Someone goes to the meeting every week.

**Indefinite pronouns** *all, any, more, most, none, plenty, some and such* can be either **singular or plural** depending on the context.

*Example:* All are here.

*Example:* All is lost.

*Example:* Some are coming.

*Example:* Some is left.

\*Make none singular if it means "no one" or "not one." Make none plural if it means "no two" or "no amount."

*Example:* *None* of the people invited *has* arrived. [not one]

*Example:* *None* of the experts *agree*. [not two]



# SUBJECT-VERB AGREEMENT

## *With indefinite pronouns Exercise*

Circle the correct word to complete each sentence.

1. None of brothers (agree/agrees) with me.
2. Everyone (waits/wait) in line before riding the roller coaster.
3. Neither of the stories (make/makes) sense.
4. Each person (is/are) entitled to his or her opinion.
5. More than one (has/have) gone missing.
6. All of the camels (is/are) tired.
7. Nothing (is/are) wrong with me.
8. Little of the situation (is/are) clear.
9. Neither Patrick nor Sarah (want/wants) to be a part of this.
10. None of the tourists (see/sees) the sting rays.

# SUBJECT-VERB AGREEMENT

## *With indefinite pronouns Answer Key*

1. Agrees [not one]
2. Waits
3. Make
4. Is
5. Has
6. Are
7. Is
8. Is
9. Wants
10. Sees [not one]

# AGREEMENT REVIEW

## *Exercise 2*

Circle the correct word to complete each of the following sentences.

1. None of my friends (want/wants) to do my laundry.
2. Neither my sister nor my brother (like/likes) to let me borrow (his or her/his/her/their) computer.
3. Bob is more muscular than (she/her).
4. The data (show/shows) that The Writing Studio helps students.
5. Ultimate Frisbee and tennis (is/are) my favorite sports.
6. Several of the students (is/are) running late today.
7. You should've given the answers to (I/me/myself).
8. The public is voicing (its/their) opinion.
9. Many of us (want/wants) to quit working for this organization.
10. Nobody (understand/understands) how happy I am.
11. Someone is going to have to bring (their/his or her) textbook to our study group.
12. Target is my favorite store because of (its/their) variety of goods.
13. The members of the study group (wants/want) to meet later tonight.
14. Was the orchestra ready for (its/their) performance?
15. If you want me to read the document, you must give it to (I/me/myself).

# AGREEMENT REVIEW

## *Answer Key*

1. Wants [not one]
2. Likes, his
3. She
4. Show
5. Are
6. Are
7. Me
8. Its
9. Want
10. Understands
11. His or her
12. Its
13. Want
14. Its
15. Me

# AGREEMENT REVIEW

## *Exercise 2*

Circle the correct word in parentheses to complete each sentence.

1. (Us/We) professors are proud of your hard work.
2. (She/her) and I are twins.
3. Five dollars (is/are) all you need to get in.
4. The business will open (its/their) door later today.
5. The public is disappointed with (its/their) candidates.
6. Why don't you give the tablet to Paul and (me/I)?
7. (It's/its) a shame that you don't want to contribute.
8. I'd like to keep this conversation between you and (me/I)
9. (Who/Whom) did you ask for permission?
10. I don't know (who/whom) is in charge here.
11. I was there to see (him/his) running.
12. The table lost (it's/its) leg.
13. The jury is divided in (its/their) opinions.
14. Many (was/were) excited for the video game release.
15. The total number of employees (was/were) small.
16. Everyone deserves (their/his or her) own bed.
17. Neither Trenton nor Sally will be able to bring (their/his/her) Frisbee.
18. A number of students (was/were) late.
19. I was not as passionate about the issue as (they/them)

20. (Him/he) and Carlos can never agree.
21. I think the media (is/are) important.
22. The group met to settle (their/its) differences.
23. The army (is/are) made up of brave men and women.
24. The number of pencils I own (is/are) small.
25. The police officer lost (his or her/their) badge.
26. None of the kittens (is/are) in the living room.
27. Sally gave a piece of chocolate cake to (I/me)
28. Walgreens announced that (they/it) will open a new store in Chambersburg.
29. The troupe attended (its/their) last practice.
30. Each person (need/needs) to understand this reasoning.
31. Either Trevor or Pauline needs to voice (their/his/her) consent.

# AGREEMENT REVIEW

## *Answer Key*

1. We
2. She
3. Is
4. Its
5. Its
6. Me
7. It's
8. Me
9. Whom
10. Who
11. His
12. Its
13. Their
14. Were
15. Was
16. His or her
17. Her
18. Were
19. They
20. He
21. Are
22. Its
23. Is
24. Is
25. His or Her
26. Are
27. Me
28. It
29. Its
30. Needs
31. Her

# WORD USAGE

1. **Accept** – to receive
2. **Except** – to exclude
  
3. **Affect** – Avoid as noun, except in psychology to describe an emotion; v., to influence or produce a change in.
4. **Effect** – n. , result; v., to cause or accomplish
  
5. **Among** – use for three or more
6. **Between** – use for two or more
  
7. **Assure** – to remove worry or uncertainty. People are assured
8. **Ensure** – to make an outcome inevitable. Events are ensured
9. **Insure** – to provide insurance. Objects or lives are insured
  
10. **Capital** – city
11. **Capitol** – building (note capital letters in all cases)
  
12. **Cite** – to quote in support
13. **Sight** – something seen; the sense
14. **Site** – a place
  
15. **Collided with** – when two moving objects hit
16. **Crashed into** – when a moving object hits something else that is mobile or stationary.
  
17. **Desert** – n., barren region, also used in phrase *just deserts*; v., to abandon.
18. **Dessert** – n., sweet course in a meal. Remember the two s's by this hint, "If it's *dessert*, I'll take two!"
  
19. **Dissent** – v., to disagree, n., difference of opinion
20. **Descent** – v., the action of going downwards; n., family origin
  
21. **Farther** – used with literal distance, such as farther down the road.
22. **Further** – used as figurative distance, such as further into a subject.
  
23. **Imply** – to hint. Writers or speakers imply.
24. **Infer** – to deduce. Readers or listeners infer.
  
25. **Lay** – "to set something down." An object has to be acted upon.
26. **Lie** – "to rest" or "to recline"



Infinitive	Definition	Present	Past	Past Participle	Present Participle
to lay	to put or place something down	lay(s)	laid	laid	laying
to lie	to rest or recline	lie(s)	lay	lain	lying

27. **Libel** – v., defame; n., defamation

28. **Liabe** – legally responsible; should not be used to mean likely

29. **Less** – goes with uncountable nouns. Use less to modify singular words and with items that would take *much* (i.e. less money).

30. **Fewer** – goes with countable nouns. Use fewer to modify plural words and with items that would take *many* (i.e. fewer dollars).

31. **Loose** – v., to unbind; adj., not tight

32. **Lose** – v., to fail to win; to fail to keep

33. **Older** – when comparing two

34. **Oldest** – when comparing three

35. **Pedal** – lever operated by the foot

36. **Peddle** – to sell

37. **Petal** – part of a flower

38. **Pore** – to study carefully

39. **Pour** – to make a liquid flow

40. **Principal** – n., someone or something first in rank; adj., most important

41. **Principle** – basic rule or guide

42. **Receive** – to be presented with something

43. **Suffer** – humans suffer, inanimate objects do not; injuries are suffered

44. **Sustain** – means to survive, keep in existence.

45. **Sit** – sit means “to take a seat”

46. **Set** – set means “to put something”

47. **Stationary** – not moving

- 48. **Stationery** – writing paper
- 49. **Then** – use to express time
- 50. **Than** – used to make comparisons
- 51. **Whether** – introduces a noun clause involving two choices. (The *or not* is redundant).
- 52. **Weather** – atmospheric conditions
- 53. **Whose** – possessive form of *who*.
- 54. **Who's** – contraction for *who is*.

# WORD USAGE

## *Libel or Liable Exercise*

Choose the right word.

1. Who should we hold (libel/liable) for these errors?
2. Your (libel/liable) has damaged Sarah's career.
3. I hope the newspaper is punished for its use of (libel/liable).
4. I am not (libel/liable) for my friend's illegal actions.

# WORD USAGE

## *Libel or Liable Answer Key*

1. Liable
2. Libel
3. Libel
4. Liable

# WORD USAGE

## *Lay or Lie Exercise*

Choose the right word.

1. My markers are (laying/lying) on the desk.
2. Paula (lay/laid) one notebook on each of the desks before class yesterday.
3. I wish you would (lay/lie) these bricks already.
4. Please don't make me (lay/lie) down for nap.
5. Penelope has (laid/lain) in her bed all morning.
6. You have (laid/lain) the plans rather well.
7. You (lay/laid) your resume on the counter yesterday, right?
8. Yesterday Ronald (laid/lay) on the sofa for hours.
9. Paul has (laid/lain) in bed long enough!
10. You are (lying/laying) too much foil on the pan.

# WORD USAGE

## *Lay or Lie Exercise Answer Key*

1. Lying
2. Laid
3. Lay
4. Lie
5. Lain
6. Laid
7. Laid
8. Lay
9. Lain
10. Laying

# CITE, SITE OR SIGHT

## *Exercise 1*

Choose the correct word to complete each sentence below.

1. Did you (cite/sight/site) your sources?
2. There isn't a gas station in (cite/sight/cite).
3. Do you remember which (cite/sight/site) we used for camping last summer?
4. My (cite/sight/site) is becoming weaker with age.
5. It is important that you (cite/sight/site) information that you borrowed from an author.
6. This was the (cite/sight/site) of a great war.
7. I saw the Statue of Liberty, and what a (cite/sight/site) it was.

# CITE, SITE OR SIGHT

## *Answer Key*

1. Cite
2. Sight
3. Site
4. Sight
5. Cite
6. Site
7. Sight



# EFFECT OR AFFECT

## *Exercise*

Choose the correct word in parentheses to complete each sentence.

1. What are some of the side (affects/effects) of taking Prozac?
2. Service learning has (affected/effect) me in a positive way.
3. This new rule will go into (affect/effect) tomorrow.
4. I was severely (affected/effect) by the snowstorm.
5. The drought is going to (affect/effect) everyone.
6. The costumes added to the overall (affect/effect) of the performance.

# EFFECT OR AFFECT

## *Answer Key*

1. Effects
2. Affected
3. Effect
4. Affected
5. Affect
6. Effect

# RECEIVE, SUFFER OR SUSTAIN

## *Exercise*

Circle the correct word in parentheses in each sentence.

1. I (received/suffered/sustained) a disturbing phone call yesterday.
2. I (received/suffered/sustained) from Lyme Disease after the doctor found a tic.
3. Even though I was involved in the car crash, I did not (receive/suffer/sustain) an injury.
4. The cutting board (received/suffered/sustained) damage when it fell off the counter.
5. Did your car (receive/suffer/sustain) damage from the accident.
6. Luckily, Kelly (received/suffered/sustained) the injuries that the doctor described as fatal.
7. Did you (receive/suffer/sustain) the bad news?
8. Sarah is (receiving/suffering/sustaining) from depression.
9. Samantha was happy that her liver (received/suffered/sustained) the damage that resulted from years of drinking.

# RECEIVE, SUFFER OR SUSTAIN

## *Answer Key*

1. Received
2. Suffered
3. Suffer
4. Sustained
5. Sustain
6. Sustained
7. Receive
8. Suffering
9. Sustained

# PEDAL, PETAL OR PEDDLE

## *Exercise 1*

Circle the correct word in parentheses to complete each of the following sentences.

1. This bike is difficult to (peddle/pedal/petal) because the chains are rusty.
2. I'm trying to (peddle/pedal/petal) this gold chain for extra cash.
3. The flower (peddle/pedal/petal) is dark red.
4. Please don't try to (peddle/pedal/petal) my TV again.
5. Where is the gas (peddle/pedal/petal)?
6. I (peddled/pedaled) my bike for four miles.
7. There's a man outside trying to (peddle/pedal/petal) a colander.
8. (Peddling/pedaling) a bike is easier than I thought.
9. The flower (Peddles/pedals/petals) are very delicate.

# PEDAL, PETAL OR PEDDLE

## *Answer Key*

1. Pedal
2. Peddle
3. Petal
4. Peddle
5. Pedal
6. Pedaled
7. Peddle
8. Pedaling
9. Petals

# WORD USAGE OVERVIEW

## *Exercise*

Circle the correct word in parentheses to complete each of the following sentences.

1. My bad grade in physics (effected/affected) my GPA.
2. Please (sit/set) the phone on the table and go to bed.
3. This movie is funnier (then/than) the one we watched yesterday.
4. (Among/between) the four of us, we should be able to finish this project by Friday.
5. My mom (collided with/crashed into) the garbage truck parked along the street.
6. What did you (imply/infer) when you read the article?
7. If you don't (sit/set) down, I will have to send you to the (principle's/principal's) office.
8. The cake was just (sitting/setting) on the table when we arrived.
9. I was (pouring/poring) over the study guide for hours.
10. There are six key (principles/principals) that you need to understand.
11. There is a lot of tension (among/between) you and me.
12. I (accept/except) your apology.
13. (Whether/weather) you like it or not, you have to go to work.
14. I will eat the (desert/dessert) when I'm ready.
15. (Whose/who's) idea was it to practice in the rain?
16. Don't (lose/loose) your wallet.
17. Kelly is the (older/oldest) of the two children.
18. I can (assure/ensure/insure) you that all communication between us is kept private.
19. The writer (implies/infers) that government programs that favor minorities should end.

20. I was (pouring/poring) lemonade when I spilled some on my (stationary/stationery).
21. Her pencil remained (stationary/stationery) the entire time.
22. Go to the (capital/Capitol) building.
23. I don't want to talk about the (whether/weather) right now.
24. Sammy and I (collided with, crashed into) each other when while playing soccer.
25. (Who's/whose) going to clean the bathroom if Megan doesn't?
26. The negative (affects/effects) of smoking are shown here.
27. Do you plan to (pedal/peddle) that gold chain?
28. I think you can take this plan one step (further/farther).
29. Don't just (lay/lie) there.
30. The (Capitol/capital) of Pennsylvania is Harrisburg.
31. What is the (implied/inferred) thesis here?
32. Press the gas (pedal/peddle).
33. It is difficult to (pedal/peddle) this bike.
34. This week I dedicated (less/fewer) hours to my job at the hospital.
35. Pamela is the (older/oldest) of five children.
36. This bolt is (lose/loose).
37. The car (received/suffered/sustained) damage when I crashed into a stop sign.
38. Cameron voiced his (descent/dissent).
39. Eat your breakfast first. (Than/then), you can go outside and play.
40. Do you know (weather/whether) I should type or handwrite this assignment?
41. You should do all of the exercises, (accept/except) the last one.



42. I have (fewer/less) faith in Tom than I used to.
43. I own (fewer/less) dresses than Wendy.
44. You will (lose/loose) the game with that attitude.
45. The diner is (further/farther) from my house than the movie theater.
46. (Who's/whose) to say which method is best?
47. (Who's/whose) jacket is this?
48. This is worse (then/than) the time you fell off the monkey bars.
49. Why would you (desert/dessert) me like that?
50. Is your car (ensured/insured/assured)?
51. Kim was worried that wouldn't go to Disney World, but I told her the trip is  
(ensured/insured/assured).
52. Kim was in a serious car accident, but she (received/suffered/sustained) her injuries.
53. Last month I (received/suffered/sustained) from a minor case of hives.
54. Yesterday you (lay/laid) in bed all day.
55. I thought you already (lain/laid) plans.
56. This statement looks like (libel/liable) to me.
57. I shouldn't be held (libel/liable) for your actions.
58. The door (received/suffered/sustained) damage when my son kicked it.
59. Boil water, and (then/than) add pasta.
60. Please (lie/lay) the stack of envelopes on the counter.

# WORD USAGE

## *Answer Key*

1. Affected
2. Set
3. Than
4. Among
5. Crashed into
6. Infer
7. Sit
8. Sitting
9. Poring
10. Principles
11. Between
12. Accept
13. Whether
14. Dessert
15. Whose
16. Lose
17. Older
18. Assure
19. Implies
20. Pouring
21. Stationary
22. Capitol
23. Weather
24. Collided with
25. Who's
26. Effects
27. Peddle
28. Further
29. Lie
30. Capital
31. Implied
32. Pedal
33. Pedal
34. Fewer

35. Oldest
36. Loose
37. Sustained
38. Dissent
39. Then
40. Whether
41. Except
42. Less
43. Fewer
44. Lose
45. Farther
46. Who's
47. Whose
48. Than
49. Desert
50. Insured
51. Ensured
52. Sustained
53. Suffered
54. Lay
55. Laid
56. Libel
57. Liable
58. Sustained
59. Then
60. Lay