

## CONTENTS

---

### Lesson UNIT I

- 1 Recognizing Sentences 5
- 2 Identifying Kinds of Sentences 6
- 3 Recognizing Subjects, Verbs, and Direct Objects 7
- 4 Writing Subjective Complements 8
- 5 Recognizing Subjective Complements 9
- 6 Using Natural Word Order 10
- 7 Choosing Appropriate Forms 11
- 8 Capitalizing 12
- 9 Punctuating 13
- 10 Review I 14

#### UNIT II

- 11 Recognizing Simple and Compound Sentences 15
- 12 Writing Compound Sentences 16
- 13 Using Compound Elements 17
- 14 Combining Sentences 18
- 15 Punctuating Sentences 19
- 16 Forming Plurals and Possessives 20
- 17 Using Nouns as Indirect Objects 21
- 18 Recognizing Nouns 22
- 19 Using Capitalization and Punctuation 23

- 20 Review II 24

#### UNIT III

- 21 Identifying Prepositions and Prepositional Phrases 25
- 22 Identifying Nouns and Pronouns 26
- 23 Identifying Kinds of Pronouns 27
- 24 Identifying Kinds of Pronouns 28
- 25 Recognizing Pronouns as Sentence Elements 29
- 26 Learning about Pronoun Agreement 30
- 27 Using Pronouns 31
- 28 Using a Dictionary to Find Information 32
- 29 Choosing Appropriate Forms 33

- 30 Review III 34

#### UNIT IV

- 31 Identifying Adjectives 35
- 32 Recognizing Predicate Adjectives 36
- 33 Combining Sentences 37
- 34 Recognizing Adverbs 38
- 35 Identifying Adverbs 39
- 36 Recognizing Prepositional Phrases 40
- 37 Identifying Prepositional Phrases 41
- 38 Correcting a Paragraph 42
- 39 Using Capitalization and Punctuation 43

- 40 Review IV 44

#### UNIT V

- 41 Writing Verb Forms 45

### Lesson UNIT V

- 42 Recognizing Subject-Verb Agreement 46
- 43 Choosing Subject-Verb Agreement 47
- 44 Using Verbs 48
- 45 Recognizing Verb Tenses 49
- 46 Using Active and Passive Voice 50
- 47 Forming Contractions 51
- 48 Choosing Appropriate Forms 52
- 49 Using Capitalization and Punctuation 53
- 50 Review V 54

#### UNIT VI

- 51 Recognizing Verbals—Participles 55
- 52 Using Participial Phrases 56
- 53 Recognizing Verbals—Gerunds 57
- 54 Using Gerund Phrases 58
- 55 Recognizing Verbals—Infinitives 59
- 56 Using Infinitive Phrases 60
- 57 Choosing Synonyms and Antonyms 61
- 58 Using Appropriate Forms 62
- 59 Writing a Paragraph 63
- 60 Review VI 64

#### UNIT VII

- 61 Recognizing Dependent Clauses 65
- 62 Writing Complex Sentences 66
- 63 Writing Complex Sentences 67
- 64 Recognizing Adjective Clauses 68
- 65 Recognizing Adverb Clauses 69
- 66 Combining Sentences 70
- 67 Choosing Appropriate Forms 71
- 68 Revising a Paragraph 72
- 69 Writing a Paragraph 73
- 70 Review VII 74

#### UNIT VIII

- 71 Writing a Business Letter 75
- 72 Writing a Business Letter 76
- 73 Writing a Business Letter 77
- 74 Completing an Application Form 78
- 75 Completing an Employment Test 79
- 76 Finding Information 80
- 77 Writing a Paragraph 81
- 78 Choosing Appropriate Forms 82
- 79 Using a Dictionary—Word Division 83
- 80 Review VIII 84

#### UNIT IX

- 81 Reviewing Sentences 85
- 82 Reviewing Sentence Elements 86
- 83 Reviewing Verbals 87
- 84 Reviewing Dependent Clauses 88
- 85 Reviewing Verbs and Adverbs 89
- 86 Reviewing Compound Elements 90
- 87 Reviewing Parts of Speech 91

*Lesson* UNIT IX

- 88 Reviewing Appropriate Forms 92
- 89 Reviewing Capitalization and Punctuation 93
- 90 Review IX 94–96
- Guides** 97
- Answers to Exercises** 146
- Index to Guides** 160

**UNIT I/LESSON 1****Recognizing Sentences**▷ GUIDES *1a, b, 2a, b*

*Part I:* Punctuate each group of words that is a sentence. Mark an X after each group of words that is not a sentence. (Score: 12)

1. The 1980 Winter Olympic Games
2. Lake Placid, New York, hosted the games
3. The United States' Olympic team won ten gold medals
4. The Russians won nine gold medals
5. Didn't the U.S. hockey team beat the Russian team
6. Yes, in one of the most exciting events of the games
7. Eric Heiden of the U.S. won all five men's speed-skating events
8. Set records in each event
9. Did his sister Beth win any medals
10. A bronze medal in the women's 3,000-meter speed-skating
11. Have you tried bobsledding
12. The bobsled and luge races are my favorite events

*Part II:* Write four sentences about the Olympic Games and the events you like best. (Score: 20—5 for each sentence)

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

▷ GUIDE 59 **WORDSEARCH** (Score: 5) \_\_\_\_\_

1. diagnosis prescription surgery recovery
2. law chemistry medicine

**Discussion:** Include the words in row 1 as you discuss the importance of the profession named in WORDSEARCH.

**UNIT 1/LESSON 2****Identifying Kinds of Sentences****▷ GUIDE 2a–d**

*Part I:* Punctuate each sentence. On the line write the abbreviation that tells whether the sentence is declarative, interrogative, exclamatory, or imperative. Use these abbreviations: *declar.*, *interrog.*, *exclam.*, *imper.* (Score: 22—2 for each sentence)

1. Have you heard of Famous Amos \_\_\_\_\_
2. He's famous for his chocolate chip cookies \_\_\_\_\_
3. How good a crunchy cookie would taste right now \_\_\_\_\_
4. Please stop talking about food \_\_\_\_\_
5. Wasn't Wally Amos once a successful talent agent \_\_\_\_\_
6. Yes, but then he fell on hard times \_\_\_\_\_
7. What could he do to earn a living \_\_\_\_\_
8. What a great idea he had \_\_\_\_\_
9. Wasn't he inspired by his Aunt Della's recipe \_\_\_\_\_
10. Now Famous Amos bakes over three tons of cookies a day \_\_\_\_\_
11. One of his cookie studios is in Nutley, N.J., isn't it \_\_\_\_\_

*Part II:* Write a declarative, an interrogative, an exclamatory, and an imperative sentence about a food product you enjoy or about a place where you like to eat. (Score: 20—5 for each sentence)

13. \_\_\_\_\_  
\_\_\_\_\_
14. \_\_\_\_\_  
\_\_\_\_\_
15. \_\_\_\_\_  
\_\_\_\_\_
16. \_\_\_\_\_  
\_\_\_\_\_

**UNIT I/LESSON 3****Recognizing Subjects, Verbs, and Direct Objects**

▷ GUIDES 4, 5, 6

Below each sentence write the subject, the verb or verb phrase, and the direct object, in that order. Subjects and direct objects may be compound. (Score: 30—3 for each sentence)

**Example:**

Do people in other nations love baseball?

peopledo lovebaseball

1. The Camagüeyanos won the Cuban national championship.

\_\_\_\_\_

2. The men, women, and children of Camagüey line the streets.

\_\_\_\_\_

3. Music and shouts of joy fill the air.

\_\_\_\_\_

4. Jeeps carry the heroes along the Avenida Doble Villa.

\_\_\_\_\_

5. Voices shout cheers and slogans, such as "Viva beisbol!"

\_\_\_\_\_

6. In the Plaza de Caridad everyone welcomes the team.

\_\_\_\_\_

7. Fans are shouting the names of Hernandez, Cruz, and Diaz.

\_\_\_\_\_

8. This area's players have beaten teams from all over Cuba.

\_\_\_\_\_

9. Will anyone ever forget the victory or the celebration?

\_\_\_\_\_

10. But very soon many players will again take the field.

\_\_\_\_\_

**UNIT I/LESSON 4****Writing Subjective Complements**▷ GUIDE *8a, b**Part I:* Fill in each blank with a predicate noun. Punctuate each sentence. (Score: 18)**Example:**An adult grizzly's weight may be 350 *kilograms*. \_\_\_\_\_

1. The grizzly bear is a powerful \_\_\_\_\_
2. One food of grizzly bears is \_\_\_\_\_
3. A weapon of the grizzly is its sharp \_\_\_\_\_
4. Once the American Northwest was wild \_\_\_\_\_
5. The ruler of the forest was the grizzly \_\_\_\_\_
6. To settlers, grizzly tracks were not a welcome \_\_\_\_\_
7. A state with many grizzly bears today is \_\_\_\_\_
8. The black bear is an intelligent \_\_\_\_\_
9. Wild honey is probably its favorite \_\_\_\_\_

*Part II:* Write the following sentences. In each sentence use the italicized word as a predicate adjective. (Score: 45—5 for each sentence)**Example:**She is a *wise* judge. *The judge is wise. (or She is wise.)* \_\_\_\_\_

10. She is an *industrious* woman. \_\_\_\_\_
11. He was a very *artistic* man. \_\_\_\_\_
12. This is a *terrible* movie. \_\_\_\_\_
13. That was a *frightened* hiker. \_\_\_\_\_
14. Mine is a *green* coat. \_\_\_\_\_
15. You are a *clever* person. \_\_\_\_\_
16. That is a *valuable* ring. \_\_\_\_\_
17. Yours is a *large* apartment. \_\_\_\_\_
18. It was an extremely *hot* day. \_\_\_\_\_

**UNIT I/LESSON 5****Recognizing Subjective Complements**

▷ GUIDE 8a, b

*Part I:* Underline each subject once and each subjective complement twice. On the line write the abbreviation that tells whether the subjective complement is a predicate noun (PN) or a predicate adjective (PA). (Score: 45—3 for each sentence)

**Example:**Coin-operated games are fun. PA \_\_\_\_\_

1. Today's favorites are the computer games. \_\_\_\_\_
2. Quick moves are helpful to a player. \_\_\_\_\_
3. Coin games are not new, of course. \_\_\_\_\_
4. Was Montague Redgrave the first pinball wizard? \_\_\_\_\_
5. 1871 was the date of his game's patent. \_\_\_\_\_
6. This game was mechanical, of course. \_\_\_\_\_
7. A mechanical racetrack game was an early favorite. \_\_\_\_\_
8. W. M. McManus of New York was its designer. \_\_\_\_\_
9. Fruit-vending machines are still popular today. \_\_\_\_\_
10. The inventor of these, Charles Fey, also was a game maker. \_\_\_\_\_
11. New versions of his machines are numerous in Nevada. \_\_\_\_\_
12. After 1900, Chicago became the center of the coin game business. \_\_\_\_\_
13. The tiny figures in the games were seldom pretty. \_\_\_\_\_
14. But the mechanical games were an inexpensive source of fun. \_\_\_\_\_
15. Today these old game machines are valuable. \_\_\_\_\_

*Part II:* Write two sentences that contain subjective complements. Underline each subjective complement. (Score: 10—5 for each sentence)

16. \_\_\_\_\_

17. \_\_\_\_\_

**UNIT I/LESSON 6****Using Natural Word Order****▷ GUIDE 3**

The natural order of words in a sentence can be changed so that the subject, verb, and other sentence elements are not in their usual positions. Write the following sentences in their natural order. (Score: 50—5 for each sentence)

**Example:**

Into the tall building marched the shy job hunter.

*The shy job hunter marched into the tall building.*

1. Into the elevator stepped the scared young man.  
\_\_\_\_\_
2. From every person there he thought he got stares.  
\_\_\_\_\_
3. This job he just had to have!  
\_\_\_\_\_
4. What he would say, he had practiced.  
\_\_\_\_\_
5. Through the heavy glass door he entered timidly.  
\_\_\_\_\_
6. All around him burst the sounds of people at work.  
\_\_\_\_\_
7. That office on the left he must enter.  
\_\_\_\_\_
8. Behind the big desk sat the personnel manager.  
\_\_\_\_\_
9. In a shaky voice he answered questions.  
\_\_\_\_\_
10. So impressed was she that she hired the young man.  
\_\_\_\_\_