

Answer Key

PRENTICE HALL **WRITER'S**
SOLUTION 

Grammar Practice Book



DIAMOND

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 **PRENTICE HALL**
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Answers

1.1 Pages 5–6

Exercise A: Recognizing Nouns. 1. Elections, feelings, people 2. roof, barn, hurricane 3. Dubrovnik, resort, Yugoslavia, Adriatic 4. friends, success, broadjump 5. walk, library 6. committee, persistence, determination 7. orchestra, strings, woodwinds, brass 8. morning, director, plan 9. Amy, explanation, failure 10. Mrs. Hope, Tom, cruise, West Indies, reward

Exercise B: Recognizing Collective and Compound Nouns. 1. compound 2. collective 3. compound 4. compound 5. collective 6. collective 7. collective 8. compound 9. compound 10. compound

Exercise A: Recognizing Pronouns and Antecedents. 1. Ruth, her 2. his, Ted 3. doctor, he 4. Jeff, you 5. her, Betty 6. Maimonides, his 7. bus, its 8. Allison, she 9. they, students 10. you, Lee Ann

Exercise B: Recognizing Different Types of Pronouns. 1. This, demonstrative 2. We, personal 3. Whom, interrogative 4. both, indefinite 5. Someone, indefinite

1.2 Pages 7–9

Exercise A: Identifying Action and Linking Verbs. 1. seems, linking 2. sailed, action 3. landed, action 4. is, linking 5. grew, linking 6. became, linking 7. reached, action 8. was, linking 9. looks, linking 10. slipped, action

Exercise B: Using Linking Verbs. Linking verbs may vary; samples are given. 1. appears 2. is 3. became 4. tastes 5. feel 6. smells 7. turns 8. looked 9. looks 10. sounded

Exercise A: Identifying Transitive and Intransitive Verbs. 1. transitive 2. intransitive 3. intransitive 4. transitive 5. transitive 6. transitive 7. intransitive 8. transitive 9. intransitive 10. intransitive

Exercise B: Writing Sentences with Transitive and Intransitive Verbs. Answers will vary; samples are given. 1. wholeheartedly 2. Pam 3. village 4. to a halt 5. truth 6. loudly 7. on a large bus 8. diagnosis 9. into the mike 10. children

Exercise A: Identifying Verb Phrases.

1. should have taken 2. will give 3. had been 4. Have opened 5. could have gotten 6. will appear 7. had grown 8. has been performed 9. could be selected 10. have made

Exercise B: Using Verb Phrases. Answers may vary; samples are given. 1. Have been invited 2. is located 3. has received 4. must have been surprised 5. will fly 6. have agreed 7. was repaired 8. have been going 9. Did buy 10. will give

1.3 Pages 10–11

Exercise A: Adding Pronouns Used as Adjectives. Answers may vary; samples are given. 1. Several 2. Which 3. my 4. many 5. their 6. My 7. Whose 8. that 9. another 10. these

Exercise B: Using Proper Adjectives in Sentences. Answers will vary; samples are given. 1. Dad bought French bread for dinner. 2. Anchorage is the largest Alaskan city. 3. Mexico is the Latin American country that is nearest to the United States. 4. They spent three weeks in a Himalayan village. 5. As a result of the war, the United States gained the former Spanish territory of Puerto Rico. 6. The Great Plains is a vast plain that stretches from southwestern Texas to the Canadian border. 7. Under Roman law, an accused person was considered innocent until proven guilty. 8. William Shakespeare, an Elizabethan dramatist, wrote *King Lear*. 9. During the Renaissance, European sailors ventured further out into the Atlantic Ocean than they had ever done before. 10. His essays had an Emersonian tone.

Exercise A: Recognizing Adverbs and the Words They Modify. 1. still, adjective 2. there, verb 3. really, adverb; well, verb 4. yesterday, verb 5. gracefully, verb 6. already, verb 7. always, verb; carefully, verb 8. obviously, adjective 9. incessantly, verb 10. very, adjective

Exercise B: Adding Adverbs to Sentences.

Adverbs may vary; samples are given. 1. yesterday 2. promptly 3. sharply 4. nearly 5. quite 6. there 7. already 8. clearly 9. quickly 10. not

1.4 Pages 12–14

Exercise A: Identifying Prepositions. 1. for, to 2. between 3. from, about, in 4. Over,

with 5. for, about 6. of, below 7. through, into 8. With, across 9. from 10. under, near

Exercise B: Identifying Prepositional

Phrases. 1. in the attic, with old furniture
2. from the park 3. at Lascaux, in 1940
4. Near the hotel, of craft shops 5. between Sally and me 6. through the town, in an hour and a half 7. For years, for a letter, from her son 8. of travelers, by air 9. In high school, with Mr. Poole 10. through the night, to the next town

Exercise A: Identifying Conjunctions.

1. even though, S 2. but, C 3. Not only, but also, CR 4. or, C 5. and, C 6. Whether, or, CR 7. As soon as, S 8. Both, and, CR 9. while, S 10. Neither, nor, CR

Exercise B: Using Coordinating, Correlative, and Subordinating Conjunctions in Sentences.

Sentences may vary; samples are given.
1. will go, will send my mother 2. my old one broke 3. Jane loves to act, joined the drama club 4. Diane, Walter 5. we didn't

Exercise A: Identifying Interjections.

1. Ouch 2. Alas 3. Well 4. wow 5. Psst 6. tsk 7. Hurray 8. Oh 9. Whew 10. gracious

Exercise B: Writing Sentences with Interjections.

Sentences may vary; samples are given.
1. we won the championship 2. Look at that snowstorm 3. That bee sting hurts 4. You're wearing my jacket 5. You're going to be late 6. we tried our best 7. I don't want to clean my room 8. I caught you 9. turn down your stereo 10. I wish the party were just beginning

1.5 Page 15

Exercise A: Identifying Parts of Speech.

1. adverb 2. noun 3. adjective 4. noun 5. adjective 6. verb 7. preposition 8. conjunction 9. noun 10. adjective

Exercise B: Using Words as Different Parts of Speech.

Sentences may vary; samples are given.
1. These trunks are very light. 2. Lamps light the streets. 3. We have a metal file cabinet. 4. File these letters alphabetically. 5. Put these letters in the file. 6. The soldiers marched one after the other. 7. They left the party after we did. 8. Bill received low marks in school. 9. Pitch the ball low. 10. The storm warnings made us nervous.

2.1 Pages 16–17

Exercise A: Recognizing Complete Subjects and Predicates.

1. Waffles . . . cream; is . . . mine 2. The parishioners; reacted . . . appeal 3. Carrying . . . campers; departed 4. The . . . Inquiry; reached . . . decision 5. Beethoven's . . . *Prometheus*; has . . . times 6. My mother; uses . . . generations 7. My . . . Barcelona; has . . . postponed 8. The . . . man; entered . . . auditorium 9. Several . . . Dallas; are . . . available 10. This Thanksgiving; will . . . holiday

Exercise B: Distinguishing Between Sentences and Fragments

1. F 2. F 3. F 4. S 5. S 6. F 7. F 8. S 9. F 10. F

Exercise A: Recognizing Simple Subjects and Predicates.

1. box, makes 2. envelope, has been opened 3. Beethoven, traveled 4. *Raiders of the Lost Ark*, should become 5. stamps, are 6. Groups, were stranded 7. Betty, met 8. house, contains 9. number, have been received 10. smudge, aroused

Exercise B: Using Simple Subjects and Predicates to Write Sentences.

Sentences may vary; samples are given.
1. Our principal/announced the fire drill. 2. The train/halted to a stop. 3. The report/indicated that prices would drop 4. The recipe/uses two cups of sugar. 5. My uncle/trembled in the cold. 6. My birthday package/has arrived. 7. The football team/agreed to the new regulation. 8. Our new state senator/wrote his acceptance speech. 9. My grandmother/pickled beets. 10. The new swimmer/will attempt to win the race.

2.2 Pages 18–19

Exercise A: Identifying the Four Functions of Sentences.

1. (?) Int. 2. (.) D 3. (.) Imp. 4. (!) E 5. (.) D 6. (?) Int. 7. (.) Imp. 8. (!) E 9. (?) Int. 10. (.) D

Exercise B: Writing Original Sentences.

Sentences will vary.

Exercise A: Finding Hard-to-Find Subjects.

1. bushel, is 2. title, is 3. you, did buy 4. hotel, is 5. number, have been 6. restaurant, is 7. Tell 8. routes, are 9. operation, has been scheduled 10. pens, are

Exercise B: Changing Sentences to Normal Word Order.

1. A box of tissues is near the window. (box, is) 2. The keys to the safe are

here. (keys, are) 3. You have chosen a secretary. (you, have chosen) 4. Three strange men are at the door. (men, are) 5. Pat did think what of his explanation. (Pat, did think)

2.3 Pages 20–21

Exercise A: Identifying Direct Objects.

1. vegetables 2. dictionary, thesaurus 3. exit
4. him 5. newspaper 6. tea, coffee 7. sunset
8. hotel 9. him, her 10. graphic

Exercise B: Finding Indirect Objects.

1. class, award 2. Dad, stereo 3. them, news
4. Susan, language 5. Judy, him, typewriter

Exercise A: Recognizing Objective Complements.

1. open, adjective 2. president, noun
3. dangerous, adjective 4. executor, noun
5. captain, noun 6. ineligible, adjective
7. brown, adjective 8. spokesperson, noun
9. uninteresting, adjective 10. inappropriate, adjective

Exercise B: Recognizing Predicate Nominatives and Predicate Adjectives.

1. distracted, PA 2. captain, PN 3. job, PN 4. impressive, PA 5. valuable, PA

2.4 Pages 22–23

Exercise A: Recognizing the Parts of Basic Sentence Patterns.

1. Paula, told, principal, truth 2. exhibit, was, effective 3. they, reached, decision 4. Parts, are, rusty 5. We, brought, cousins, box 6. I, consider, plan, premature 7. Uncle Morris, is, craftsman 8. Gloria, felt, uncertain 9. Dorothy, was, woman 10. He, colored, graphic, blue

Exercise B: Recognizing Basic Sentence Patterns.

1. S-AV-IO-DO 2. S-LV-PA 3. S-AV-DO
4. S-LV-PA 5. S-AV-IO-DO 6. S-AV-DO-OC
7. S-LV-PN 8. S-LV-PA 9. S-LV-PN 10. S-AV-DO-OC

Exercise A: Recognizing the Parts of Sentences with Inverted Patterns.

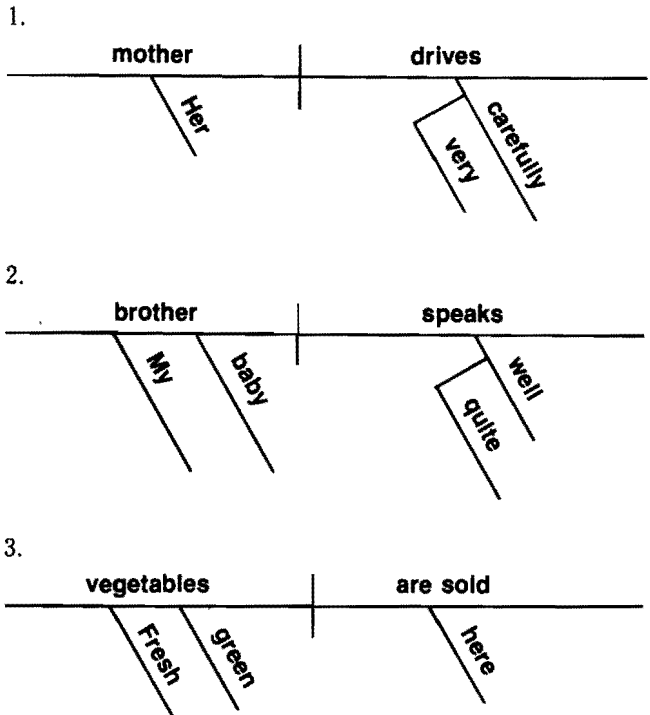
1. girl, did, you, ask, dance 2. comes, Leroy 3. time, they, had 4. friend, she, is 5. Did, Mary, pass, test 6. Will, Rocky, come, party 7. sports, do, you, like 8. road, do, you, take, Vermont 9. happy, I, was 10. is, end

Exercise B: Recognizing Inverted Sentence Patterns.

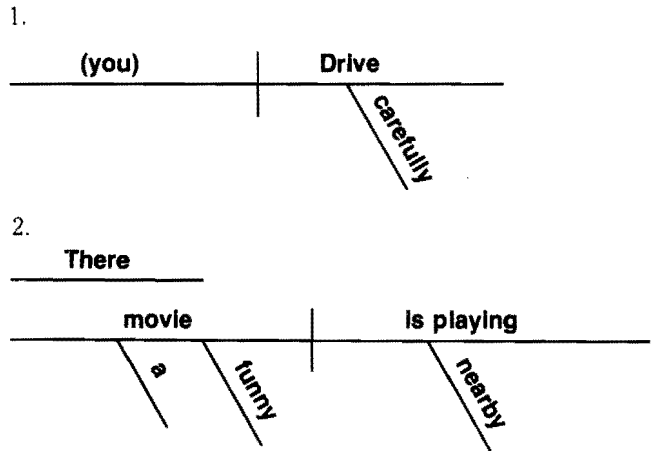
1. Comp-HV-S-V-Comp 2. V-S
3. Comp-S-V 4. Comp-S-V 5. HV-S-V-Comp
6. HV-S-V-Comp 7. Comp-HV-S-V 8. Comp-HV-S-V-Comp 9. Comp-S-V 10. V-S

2.5 Pages 24–26

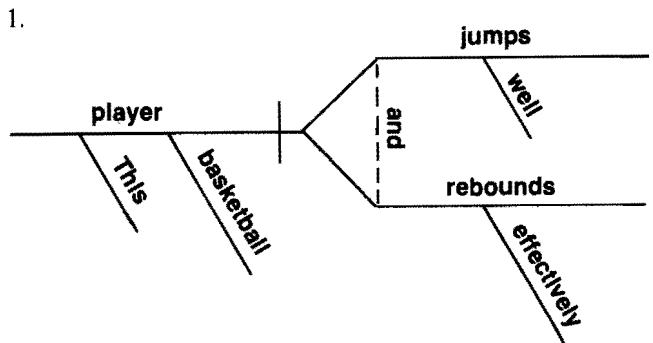
Exercise A: Diagramming Subjects, Verbs, and Modifiers.

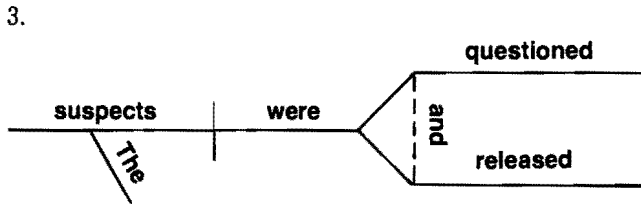
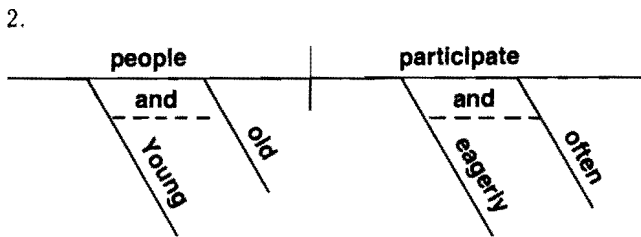


Exercise B: More Work with Diagrams.

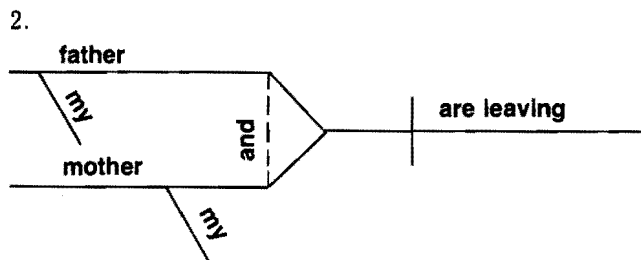
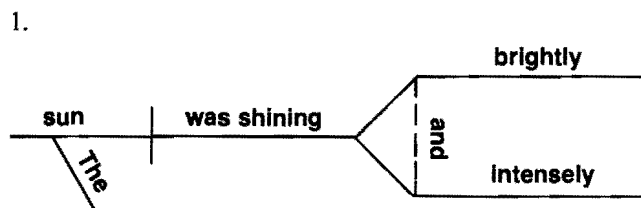


Exercise A: Diagramming Sentences with Conjunctions.

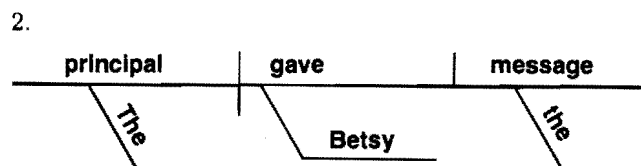
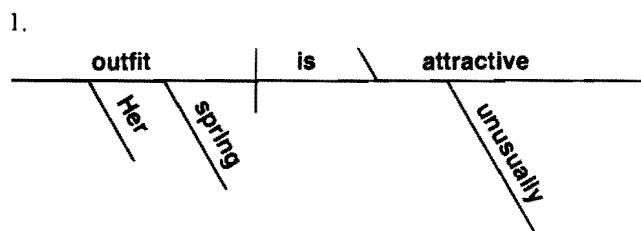




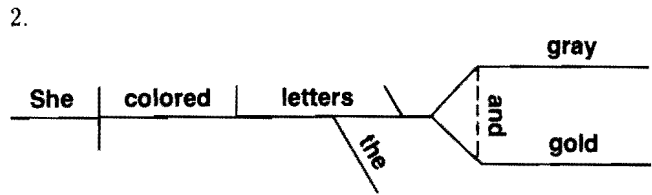
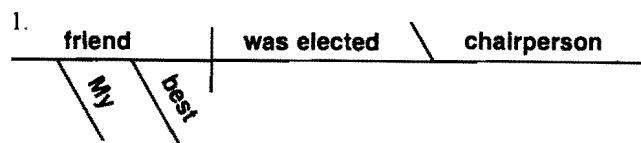
Exercise B: More Work with Conjunctions.



Exercise A: Diagramming Sentences with Complements.



Exercise B: More Work with Complements.



3.1 Pages 27-28

Exercise A: Identifying Adjective and Adverb Phrases. 1. with Jody's performance, unhappy, adverb 2. After lunch, visited, adverb 3. with two full baths, apartment, adjective 4. of traveling actors, group, adjective 5. in Ottawa, convened, adverb 6. after the game, angry, adverb 7. on medieval customs, report, adjective 8. about her anniversary present, ecstatic, adverb 9. At a later time, will tell, adverb 10. to Boston, bus, adjective

Exercise B: Writing Sentences with Adjective and Adverb Phrases. Phrases may vary; samples are given. 1. in eleventh grade, adverb 2. in the mall, adverb 3. for school, adverb 4. in town, adjective 5. to New Hampshire, adjective

Exercise A: Identifying Appositives. 1. *Lincoln*, book 2. a teacher, Miss Touvin 3. taxidermy, hobby 4. a Hasselblad, camera 5. John Donne, poet 6. the viola, instrument 7. Phil, brother 8. the Spitfire, fighter 9. farmer, Rhonda Evans 10. guitar, instrument

Exercise B: Identifying Appositive Phrases. 1. ancient writings in Aramaic, Dead Sea Scrolls 2. a garment of cashmere and wool, coat 3. a dish of berries, bananas, and whipped cream, dessert 4. members of the Class of 1975, graduates 5. a record of gambling activities, files 6. a fast-paced, exciting game, Lacrosse 7. a group of co-eds, friends 8. a statue of Queen Victoria, thing 9. a brass hurricane model, lamp 10. two dismal rooms in an attic, apartment

3.2 Pages 29-30

Exercise A: Identifying Present, Past, and Perfect Participles. 1. Having won, player, perfect 2. Smiling, sister, present 3. hesitating, man, present 4. Relieved, she, past 5. dedicated, woman, past 6. chosen, few, past 7. Irritated, speaker, past 8. Having been paroled, ex-convict, present actress, past 10. Surprised, he, past

Exercise B: Identifying Participial Phrases.

1. Groping in the drawer, she
2. running at top speed, sailor
3. Told to report at once, I
4. Tired by her journey, she
5. broken in spirit, explorer
6. Jogging rapidly, cousin
7. computed with amazing speed, figures
8. dancing in the streets, victors
9. Dismayed at the news, man
10. swollen to new heights, river

Exercise A: Identifying Gerunds and Gerund Phrases.

1. driving too fast, direct object
2. teasing her sister, object of a preposition
3. dreaming, indirect object
4. Traveling, subject
5. growing old, appositive

Exercise B: Identifying Infinitives and Infinitive Phrases.

1. to eat properly every day, noun
2. to visit, adjective
3. To graduate from college, noun
4. to read to his grandchildren, noun
5. to study, adjective

3.3 Pages 31–33**Exercise A: Identifying Adjective Clauses.**

1. which was described in the magazine, restaurant
2. that she told, story
3. whose invitation was lost, Judy
4. who has a large private income, governor
5. which portray different animals, stamps
6. that we have waited for, time
7. which doesn't improve, team
8. who wrote the appeal to the President, I
9. which she read, book
10. that we lost, tickets

Exercise B: Identifying the Use of Relative Pronouns.

1. subject
2. direct object
3. adjective
4. subject
5. subject
6. object of a preposition
7. subject
8. subject
9. direct object
10. direct object

Exercise A: Identifying Adverb Clauses.

1. after he learned the truth, upset
2. than we expected, Sooner
3. Unless the weather changes rapidly, will postpone
4. where it is prohibited, Smoking
5. since all the participants have arrived, can begin
6. until his mission is completed, to stay
7. Although we played brilliantly, lost
8. than we expected, faster
9. if everything goes according to schedule, happy
10. so that you will digest your food better, slowly

Exercise B: Writing Sentences with Adverb Clauses.

- Clauses will vary; samples are given.
1. than we expected
 2. If you plan on attending
 3. than I thought
 4. as she entered the room
 5. because I don't have my car
 6. when the roads are icy
 7. Unless I am ill
 8. than I ex-

- pected
9. if the library was shut down
10. If you are willing

Exercise A: Identifying Noun Clauses.

1. what the results will be, direct object
2. How she appeared so suddenly, subject
3. whoever volunteered, indirect object
4. what she truly believes, object of a preposition
5. what we will discuss now, predicate nominative
6. Which-ever trip she chooses, subject
7. that we remain firm, appositive
8. whoever wishes to do so, object of a preposition
9. whether she can go at all, predicate nominative
10. how they will react to this allegation, direct object

Exercise B: Writing Sentences with Noun Clauses.

Clauses will vary; samples are given.

1. that no one smile
2. How we will do it
3. that you will have a safe trip
4. that he did not feel well
5. what she planned to accomplish
6. whoever is still working
7. what they want
8. When the first snow will fall
9. what I did
10. what I want most

3.4 Page 34**Exercise A: Identifying the Structure of Sentences.**

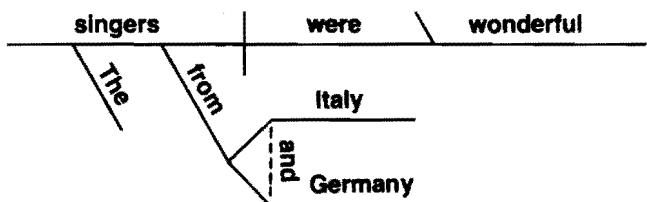
1. (2)
2. (1)
3. (3)
4. (1)
5. (4)
6. (2)
7. (3)
8. (1)
9. (3)
10. (4)

Exercise B: Writing Different Types of Sentences.

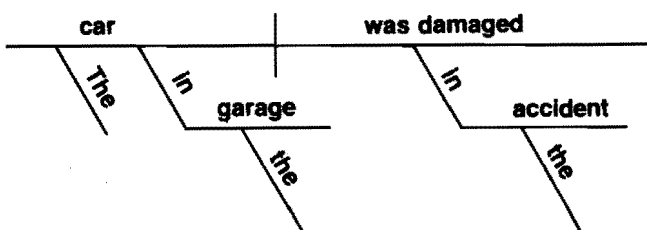
Sentences will vary.

3.5 Pages 35–42**Exercise A: Diagramming Prepositional Phrases.**

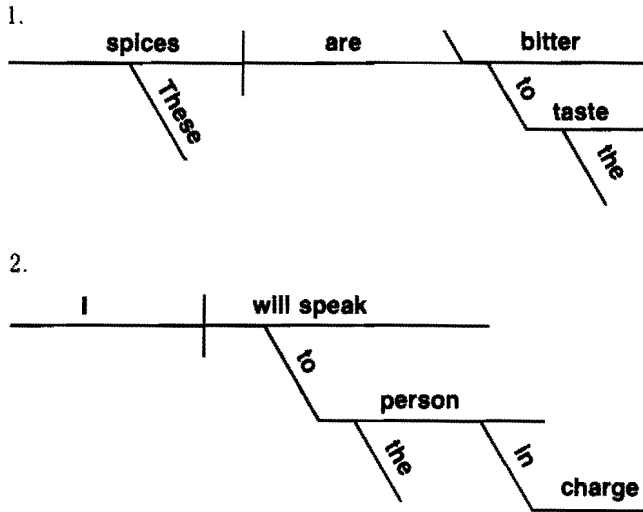
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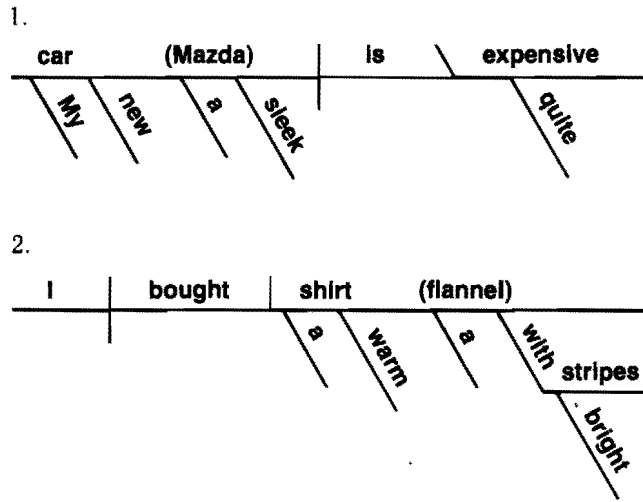
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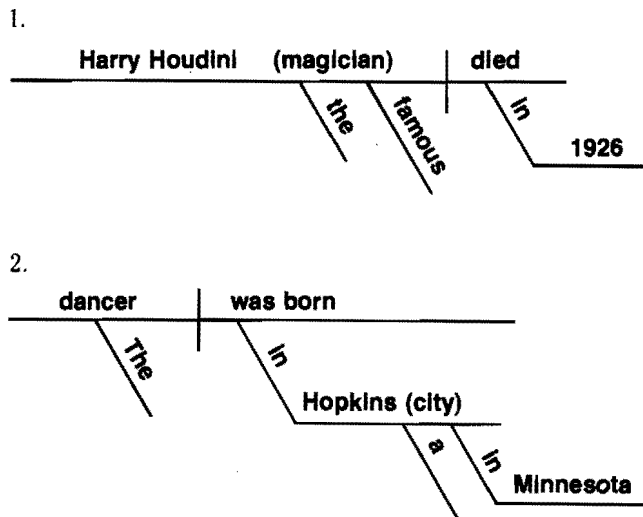
Exercise B: More Work with Diagrams.



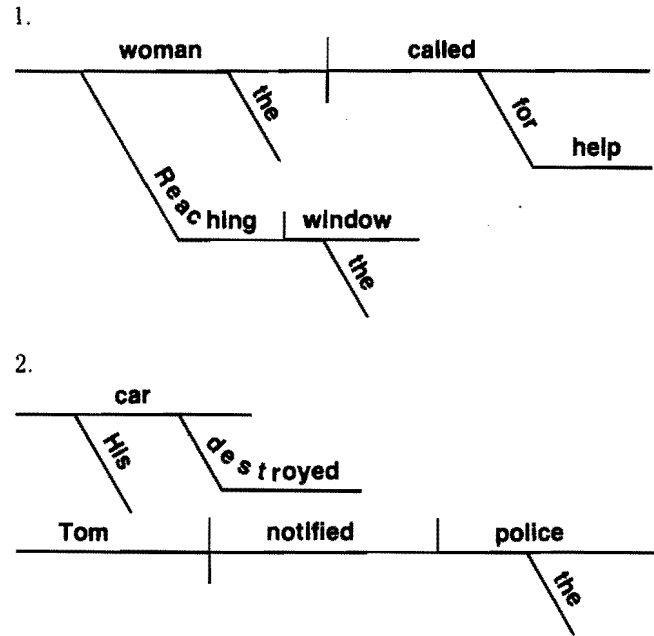
Exercise A: Diagramming Appositives and Appositive Phrases.



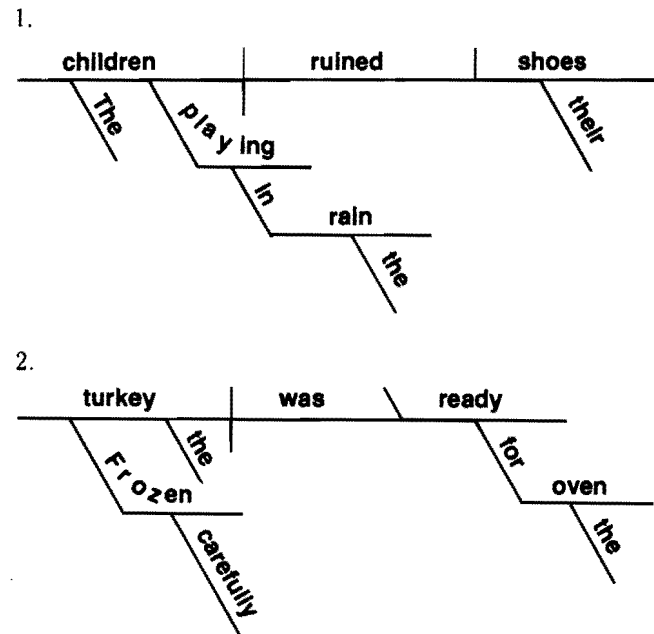
Exercise B: More Work with Diagrams.



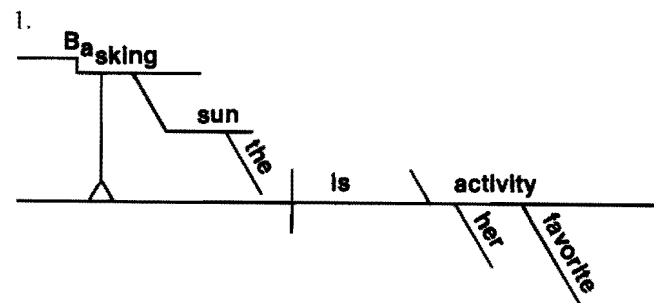
Exercise A: Diagramming Participles and Participial Phrases.

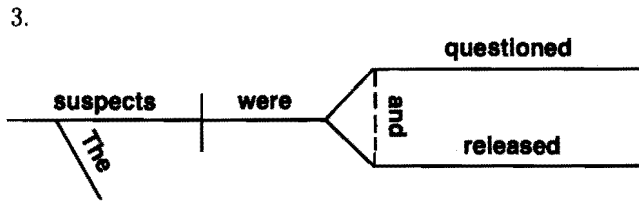
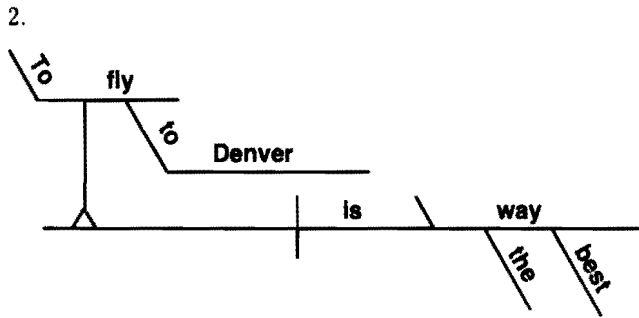


Exercise B: More Work with Diagrams.

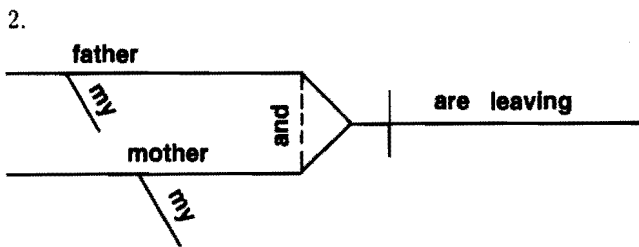
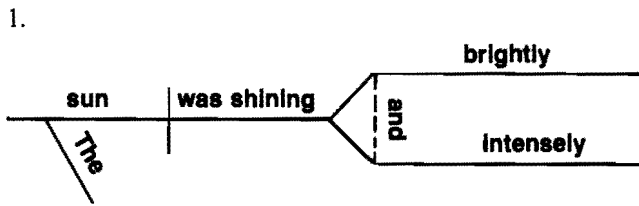


Exercise A: Diagramming Gerunds and Gerund Phrases.

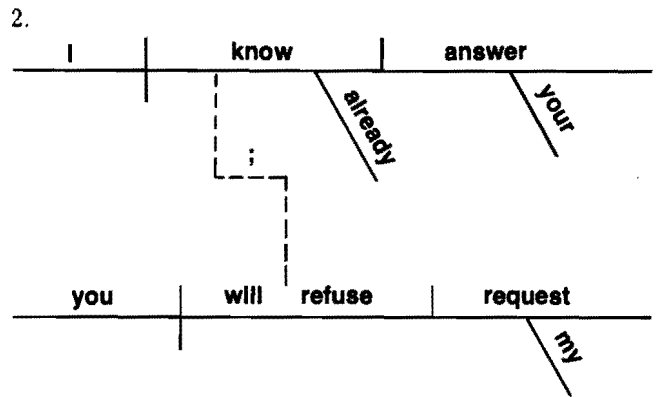
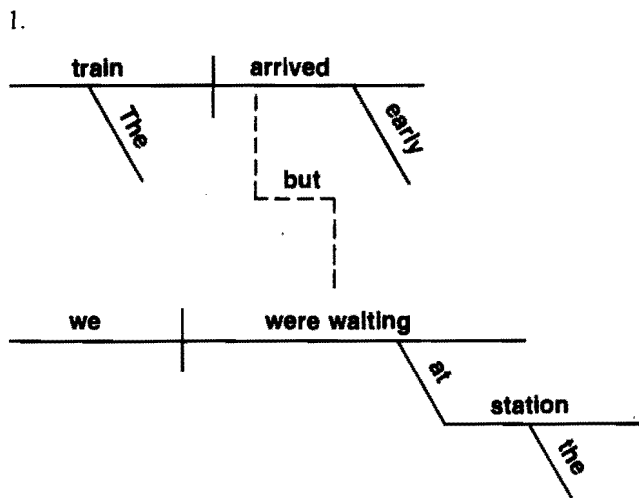




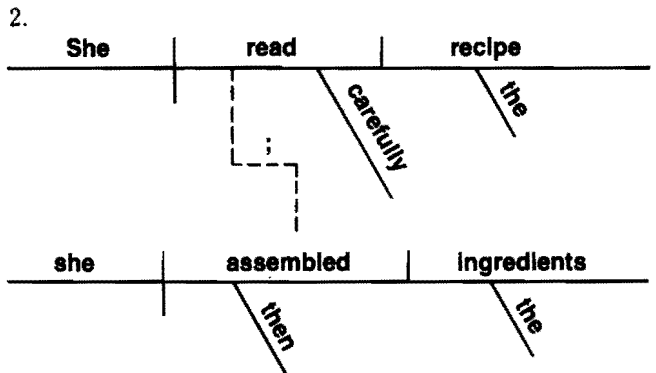
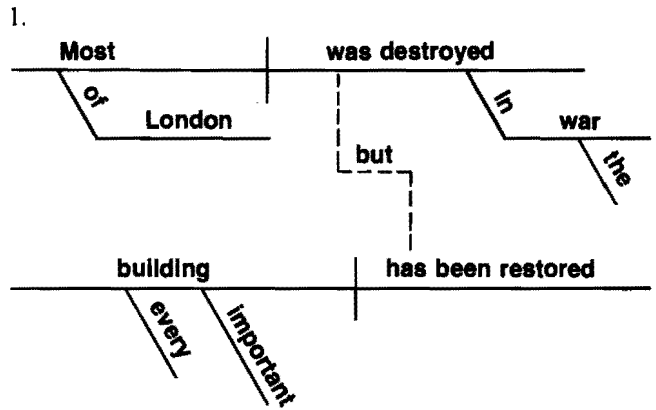
Exercise B: More Work with Conjunctions.



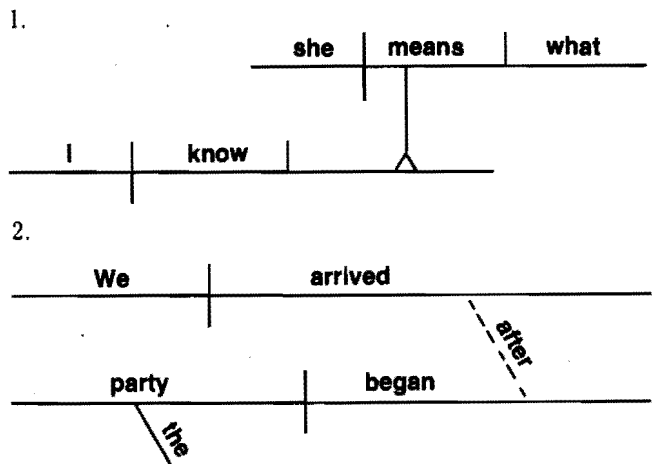
Exercise A: Diagramming Compound Sentences.



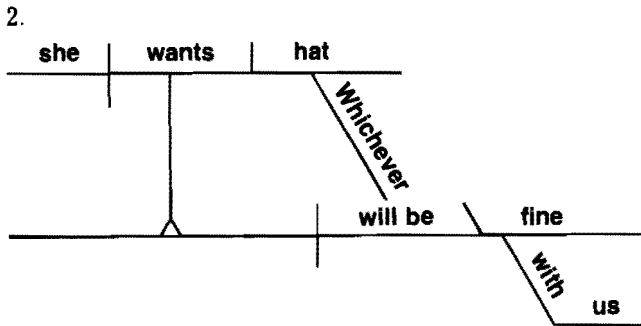
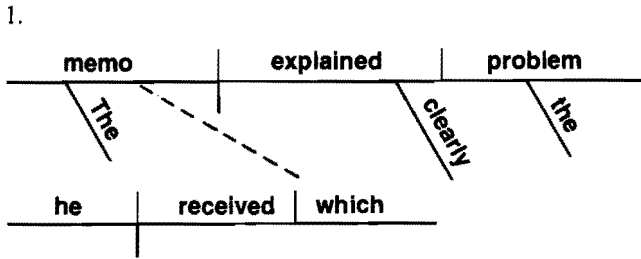
Exercise B: More Work with Diagrams.



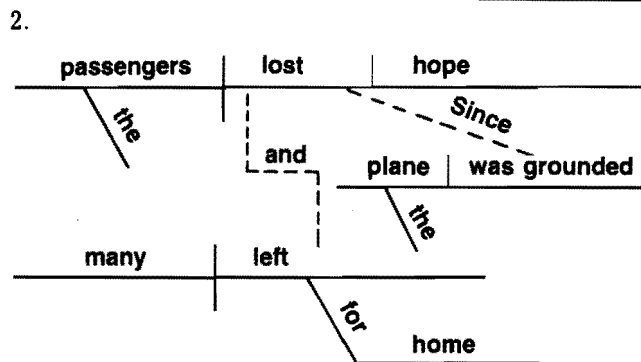
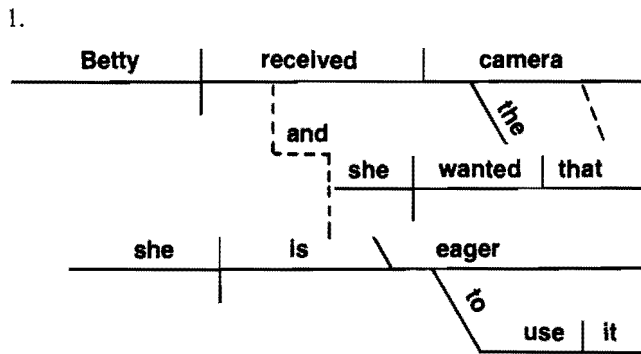
Exercise A: Diagramming Complex Sentences.



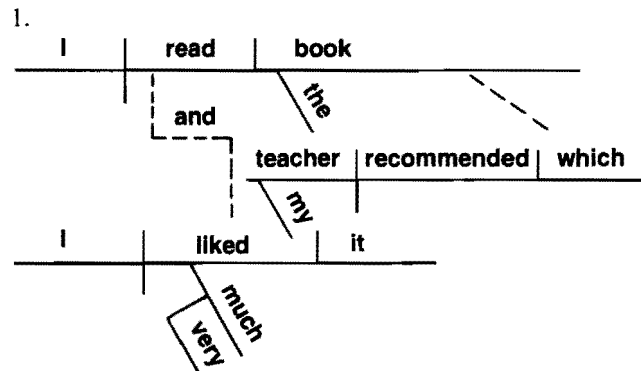
Exercise B: More Work with Diagrams.



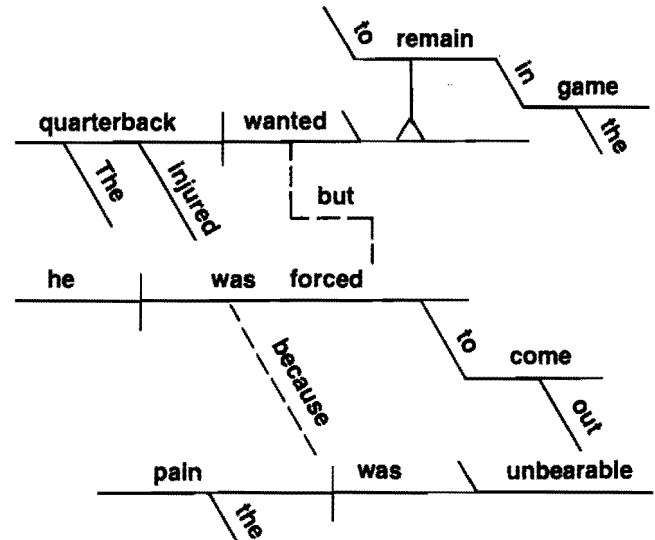
Exercise A: Diagramming Compound-Complex Sentences.



Exercise B: More Work with Diagrams.



2.



4.1 Pages 43-44

Exercise A: Distinguishing Between Fragments and Complete Sentences. 1. F 2. F 3. S 4. F 5. F 6. F 7. S 8. S 9. F 10. F

Exercise B: Changing Fragments into Complete Sentences. Answers will vary; samples are given. 1. Reaching a stop sign, I stopped. 2. We need a chisel, a hammer, and headless nails. 3. If you phone her, she will not answer. 4. This is strictly between you and me. 5. The fish were frozen together. 6. You will find it in the reference section of the school library. 7. Since she fell, she has been nervous. 8. I can fix it with rubber cement. 9. This is the book which Mother wanted. 10. He looked quickly in the file cabinet.

Exercise A: Distinguishing Between Run-ons and Properly Punctuated Sentences. 1. RO 2. RO 3. S 4. RO 5. S 6. S 7. RO 8. RO 9. RO 10. RO

Exercise B: Changing Run-ons into Properly Punctuated Sentences. Answers will vary; samples are given. 1. There are two choices, and I will explain them both. 2. The new mall will contain sixty shops. Enclosed parking will be nearby. 3. Cabbage can be prepared many ways; my favorite is stuffed cabbage. 4. Carl Sagan wrote *Cosmos*; he is also the author of *Broca's Brain*. 5. Ice, of course, is dangerous. Last winter Father slipped and fell.

4.2 Page 45

Exercise A: Recognizing Misplaced Modifiers. 1. walking her dog 2. with remote control 3. that was stolen 4. noticeably upset

5. cooked well done
6. that come from California
7. with bifocals
8. with a forked trunk
9. frightened by the strange noise
10. with the large outdoor fruit and vegetable market

Exercise B: Recognizing Dangling Modifiers.

1. Closing the car trunk
2. correct
3. Reaching the intersection
4. While opening the package
5. correct

4.3 Page 46

Exercise A: Recognizing Parallel Structure.

Words underlined may vary within reason; samples are given.

1. who gives charity, who helps others
2. accountant, expeditor, consultant
3. Growing very slowly, bursting into glorious color
4. since my daughter left, since my oldest son returned
5. sobbed, whimpered, collapsed
6. in the shower, at the breakfast table, at most other times
7. to jog daily, to hike on weekends
8. refinishing furniture, repairing clocks, constructing floral displays
9. Ms. Ames, Mr. Paulson, Dr. Phillips
10. that Joel writes sonnets, that I develop mobiles

Exercise B: Recognizing Faulty Parallelism.

1. FP
2. FP
3. C
4. FP
5. FP

4.4 Page 47

Exercise A: Recognizing Faulty Coordination.

1. C
2. F
3. F
4. F
5. C

Exercise B: Correcting Faulty Coordination.

Answers will vary; samples are given.

1. World War II, which lasted for half a decade, brought out a high degree of patriotism.
2. I have read a number of mystery stories, all of which have been popular for years.
3. Our principal, who is married and has two children, has just instituted a new behavior code.
4. Australia is located in the Southern Hemisphere. Most countries are located in the Northern Hemispheres.
5. I plan to study architecture in college. I also have a nervous stomach.

5.1 Page 48

Exercise A: Recognizing Varieties of Standard English.

1. F
2. I
3. F
4. F
5. I

Exercise B: Recognizing Varieties of Non-standard English.

1. D
2. S
3. D
4. D
5. S

5.2 Page 49

Exercise A: Discovering Periods of Origin.

1. Old English
2. Middle English
3. Middle English
4. Modern English
5. Middle English
6. Middle English
7. Old English
8. Old English
9. Middle English
10. Middle English

Exercise B: Distinguishing Between British and American Usage.

1. chips, french fries
2. ladder, run
3. waistcoat, vest
4. queue, line
5. advert, ad or advertisement

6.1 Pages 50–52

Exercise A: Recognizing Tenses and Forms of Verbs.

1. study, present basic
2. will be speaking, future progressive
3. arrived, past basic
4. did support, past emphatic
5. had been planning, past perfect progressive
6. has finished, present perfect basic
7. will have had, future perfect basic
8. do take, present emphatic
9. will promise, future basic
10. am having, present progressive

Exercise B: Recognizing Principal Parts.

1. study, present
2. speaking, present participle
3. arrived, past
4. support, present
5. planning, present participle
6. finished, past participle
7. had, past participle
8. take, present
9. promise, present
10. having, present participle

Exercise A: Writing the Principal Parts of Irregular Verbs.

1. drink, drank, (have) drunk
2. growing, grew, (have) grown
3. biting, bit, (have) bitten
4. fly, flying, (have) flown
5. hurt, hurt, (have) hurt
6. slay, slaying, slew
7. speak, spoke, (have) spoken
8. freeze, freezing, froze
9. drawing, drew, (have) drawn
10. ride, riding, (have) ridden

Exercise B: Choosing the Correct Form of Irregular Verbs.

1. fallen
2. shut
3. sent
4. gave
5. burst

Exercise A: Conjugating Basic and Progressive, Forms.

Short conjugations can be corrected against the ones given in the chart.

Exercise B: Supplying the Correct Verb Form.

1. has been
2. will be visiting
3. did promise
4. will have been living
5. slept

6.2 Pages 53–54

Exercise A: Identifying Tenses.

1. had studied
2. (will have made)
3. did try
4. has

been studying) 5. have 6. (will be lying)
7. (was rolling) 8. (will make) 9. (had answered)
10. (will be leaving)

Exercise B: Identifying Uses of Verbs.

1. completed before another past event
2. future event before another future event
3. emphasized event 4. continuing to present
5. constant event 6. continuing future event
7. continuing past event 8. future event
9. completed before another past event
10. continuing future event

Exercise A: Using the Correct Tense.

Answers will vary.

Exercise B: Adding Modifiers to Help Clarify Tense. Answers will vary.

6.3 Page 55

Exercise A: Using the Subjunctive Mood.

1. keeps/keep 2. are/be 3. are/be 4. was/were 5. are/be

Exercise B: Using Auxiliary Verbs to Express the Subjunctive Mood. Answers may vary within reason; samples are given. 1. If I could be neater . . . 2. . . . if you would turn off the oven. 3. If you should go to New York City, . . . 4. . . . if you could stay for dinner. 5. If Mike could be here, . . .

6.4 Page 56

Exercise A: Distinguishing Between Active and Passive Voice. 1. passive 2. active 3. active 4. passive 5. active

Exercise B: Using the Active and Passive Voice. 1. acceptable 2. weak 3. acceptable 4. acceptable 5. weak

7.1 Pages 57–59

Exercise A: Identifying Case. 1. objective 2. nominative 3. nominative 4. possessive 5. possessive 6. possessive 7. possessive 8. possessive 9. objective 10. possessive

Exercise B: Recognizing the Use of Nouns and Pronouns. 1. object of a preposition 2. subject 3. predicate nominative 4. to show ownership 5. to show ownership 6. to show ownership 7. to show ownership 8. to show ownership 9. direct object 10. to show ownership

Exercise A: Identifying Pronouns in the Nominative Case. 1. she, PN 2. they, PN 3. he, S 4. He, NA 5. she, S

Exercise B: Identifying Pronouns in the Objective Case. 1. us, DO 2. me, OP 3. him, SI 4. her, SI 5. her, IO 6. them, OP 7. her, DO 8. them, SI 9. her, SI 10. me, IO

Exercise A: Using Pronouns in the Possessive Case. 1. his 2. theirs 3. his 4. its 5. my 6. hers 7. your 8. their 9. our 10. they're

Exercise B: Using All Three Cases of Pronouns. 1. I 2. His 3. her 4. its 5. me 6. yours 7. she 8. his 9. Their 10. she

7.2 Page 60

Exercise A: Using Who and Whom Correctly.

1. whoever 2. whom 3. whom 4. who
5. Whoever 6. whom 7. who 8. Whom
9. who 10. whom

Exercise B: Using Pronouns in Elliptical Clauses. 1. me 2. she 3. us 4. they 5. he

8.1 Pages 61–63

Exercise A: Determining the Number of Words. 1. S 2. both 3. S 4. S 5. P 6. both 7. both 8. S 9. both 10. both

Exercise B: Making Subjects and Verbs Agree. 1. have 2. has 3. is 4. has 5. have

Exercise A: Compound Subjects Joined by Or or Nor. 1. takes 2. has 3. adds 4. accompanies 5. was 6. has 7. costs 8. makes 9. speak 10. helps

Exercise B: Compound Subjects Joined by And. 1. are 2. go 3. was 4. agree 5. close 6. are 7. is 8. are 9. has 10. enjoy

Exercise A: Deciding on the Number of Subjects. 1. P 2. S 3. S 4. P 5. S 6. S 7. S 8. S 9. S 10. S

Exercise B: Choosing Verbs to Agree with Difficult Subjects. 1. begins 2. are 3. are 4. are 5. meets 6. were 7. is 8. has 9. remains 10. are

8.2 Pages 64–65

Exercise A: Choosing Personal Pronouns to Agree with Antecedents. 1. their 2. its 3. his 4. her 5. her 6. his 7. his 8. their 9. its 10. her

Exercise B: Pronoun-Antecedent Agreement in Sentences. 1. his 2. it 3. her 4. their 5. his 6. his 7. their 8. your 9. her 10. his

Exercise A: Making Personal Pronouns Agree with Indefinite Pronouns. 1. them 2. it 3. their 4. her 5. her 6. their 7. it 8. his 9. their 10. them

Exercise B: Using Reflexive Pronouns Correctly. 1. herself/she 2. yourself/you 3. myself/I 4. ourselves/we 5. yourself/you

8.3 Pages 66–67

Exercise A: Correcting Vague Pronoun References. Answers will vary; samples are given. 1. Jeff needs to improve his average and pass the final. His doing either one seems unlikely. 2. The boys promptly wrote thank-you notes, an act that shocked their mother. 3. Missy's boutique is the most successful shop in town. She deserves her success. 4. Occasionally, we have a power failure or a bad storm. Both of them frighten the children. 5. Many valuables were broken and some were lost. Both the damages and the losses make me angry.

Exercise B: Solving More Problems with Pronoun References. Answers will vary; samples are given. 1. The annual picnic always features . . . 2. In that game, a player can only . . . 3. Bostonians often drop . . . 4. correct 5. The article suggests that Perkins is guilty.

Exercise A: Recognizing Problems of Pronoun Reference. 1. FR 2. FR 3. FR 4. approaches 5. FR

Exercise B: Correcting Problems of Pronoun Reference. Answers will vary; samples are given. 1. After Nancy spoke to Laura, Nancy felt . . . 2. . . . Tom had just completed. 3. . . . The painting made me gasp. 5. . . . renew Hankin's contract.

9.1 Pages 68–69

Exercise A: Recognizing Degrees of Comparison. 1. comp. 2. pos. 3. sup. 4. sup.

5. comp. 6. sup. 7. pos. 8. sup. 9. comp. 10. pos.

Exercise B: Comparing Adjectives and Adverbs. 1. cleverer, cleverest 2. soft, softer 3. unusual, most unusual 4. friendlier, friendliest 5. more awkwardly, most awkwardly

Exercise A: Forming Irregular Comparative and Superlative Degrees. 1. best 2. farther 3. worse 4. least 5. latest 6. further 7. best 8. worse 9. worst 10. more

Exercise B: Using Adjectives and Adverbs to Make Comparisons. Answers will vary; samples are given. 1. This is the worst meal I have ever eaten. 2. Vic played worse today than yesterday. 3. Vanilla ice cream tastes better than chocolate. 4. This new recipe requires more yeast than my old one. 5. I play tennis best.

9.2 Pages 70–72

Exercise A: Using the Comparative and Superlative Degrees Correctly. 1. least 2. oldest 3. more 4. coldest 5. more 6. most 7. more 8. fewest 9. fastest 10. most

Exercise B: Recognizing Inappropriate Comparisons. 1. happiest/happier 2. brightest/brighter 3. friendlier/friendliest 4. correct 5. safest/safer

Exercise A: Making Balanced Comparisons. Answers may vary within reason; samples are given. 1. . . . better than my mother's. 2. . . . bigger than his father's. 3. . . . more complicated than those for that model. 4. . . . higher than Judy's. 5. . . . less expensive than Janet's.

Exercise B: Using *Other* and *Else* in Comparisons. 1. . . . farther than anyone else on his team. 2. . . . than anyone else's. 3. . . . more fluently than anyone else. 4. . . . prettier than any other flowers on this street. 5. . . . better than any other football team.

Exercise A: Correcting Illogical Comparisons. Answers will vary; samples are given. 1. This model comes in a wider range of colors . . . 2. . . . are perpendicular. 3. That snake has the most dangerous venom. 4. . . . treat us equally. 5. . . . lines parallel.

Exercise B: Writing Clear Comparisons. Answers will vary; samples are given. 1. Total is more nutritious than Sugar Puffs. 2. Janie is

slightly heavier than Carol. 3. Of *Mash*, *Saturday Night Live*, and *Monday Night Football*, my favorite show is *Saturday Night Live*. 4. I like dancing bears much more than roaring lions. 5. I had more to eat for dinner than Chris did.

10.1 Pages 73–74

Exercise A: Recognizing Double Negatives.

1. C 2. DN 3. C 4. C 5. DN 6. DN 7. C
8. DN 9. C 10. DN

Exercise B: Correcting Double Negatives.

Corrections will vary; samples are given. 2. The guard had seen nothing suspicious. 5. At first we couldn't see anything . . . 6. They don't have any more . . . 8. The baby can't eat any more . . . 10. Ms. Martinez won't accept any late papers.

Exercise A: Using Understatement.

1. The new crop of rookies was not unpromising. 2. The climb is difficult, but not impossible. 3. The judge was not unsympathetic . . . 4. The extra cost of air conditioning is not insignificant. 5. The reviews of the critics were not unenthusiastic.

Exercise B: Writing Negative Sentences.

Answers will vary; samples are given. 1. It is not easy for me to read the small print on the bottle. 2. None of these pictures are mine. 3. Will was not finished with his project. 4. Nobody came to the Miller's surprise party. 5. None of the students bought the book.

10.2 Page 75

Exercise A: Avoiding Common Usage Problems.

1. besides 2. because of 3. taught
4. from 5. eager 6. regardless 7. effect
8. Leave 9. adapt 10. principle

Exercise B: Correcting Common Usage Problems.

Corrections for a few items may vary within reason. 1. real/very 2. done/have done 3. healthy/healthful 4. This here/This 5. very unique/unique

11.1 Pages 76–77

Exercise A: Using Capitals for First Words.

1. The, Tell, In 2. We, But 3. What, Golly
4. Resolved, That 5. The, Wow, That

Exercise B: Capitalizing Proper Nouns and Proper Adjectives.

1. Halbert Clinic, Blue Cross, Medicare 2. Alhambra, Granada,

Moorish 3. Republican, Democratic, New York
4. Metroliner, Metro Park, New Jersey 5. Ellen Blair, Kodak, Polaroid

Exercise A: Using Capitals in Titles.

1. Sergeant 2. "The Dry Salvages" *Four Quartets*
3. Senator 4. M.F.A. 5. Aunt, General
6. *Mona Lisa*, *The Last Supper* 7. Saint, Pastor
8. *Consumer Reports*, *Penny Power* 9. *Annie*,
"Tomorrow" 10. Mr., Poetry

Exercise B: Using Capitals for Salutations and Closings.

1. Dear Rabbi Hartman,
2. Your grateful neighbor, 3. With deep regret,
4. My dear Ethel, 5. Sincerely yours, 6. Dear
Chairman Gott: 7. Your friend always, 8. Dear
Sir or Madam: 9. Dearest Cousin, 10. With
warm regards,

11.2 Pages 78–80

Exercise A: Using Abbreviations in Formal Writing.

1. M.D./ 2. Gov./ 3. R.N./ 4. Sen.
5. Prof. 6. Sa. 7. Ft. 8. Ave. 9. Co.
10. Pres./ 11. Apt. 12. D.D./ 13. Ens.
14. St. 15. Dr./ 16. Pvt./ 17. Adm. 18. Pk.
19. Capt./ 20. Mt.

Exercise B: More Work with Abbreviations.

1. Colo. 2. NH 3. Maj. Gen. 4. Blvd. 5. Is.
6. Sec. 7. Natl. Pk. 8. NB 9. Wyo. 10. Blk.

Exercise A: Working with Abbreviations.

1. M 2. in. 3. n.b. or N.B. 4. F. 5. e.g.
6. for the time or temporarily 7. gram(s)
8. kilometer(s) 9. gallon(s) 10. Celsius

Exercise B: Working with Numbers.

1. thirty-two 2. 6.5 3. One hundred fifty-two
4. 239 5. three hundred

Exercise A: Business and Government Abbreviations.

1. HUD 2. PAC 3. Ltd.
4. CBS 5. CAB 6. Inc. 7. IRA 8. AEC
9. OJT 10. NFL 11. United Mine Workers
12. General Motors 13. Corporation 14. North
Atlantic Treaty Organization 15. Federal Bureau
of Investigation 16. Internal Revenue Service
17. Company 18. United Nations 19. Young
Men's Christian Association 20. Brothers

Exercise B: Miscellaneous Abbreviations.

1. doz. 2. misc. 3. vol. 4. ea. 5. wt.
6. anon. 7. m.p.h. 8. approx. 9. sp.
10. assoc. 11. illustrated 12. height
13. headquarters 14. mortgage 15. hospital
16. chapter 17. revolutions per minute
18. government 19. page 20. capital letter

12.1 Page 81

Exercise A: Using End Marks for Sentences and Phrases. 1. (!) 2. (?) 3. (.) 4. (!) 5. (!) 6. (.) 7. (!) 8. (.) 9. (.) 10. (?)

Exercise B: Using End Marks in Your Own Sentences. Answers will vary.

12.2 Pages 82–84

Exercise A: Using Commas Correctly.

1. none 2. ago, yet 3. cooled, drizzled . . . chocolate, and 4. rich, tangy 5. none 6. day, but 7. palms, Easter lillies, and 8. happy, rewarding 9. musical, but 10. rare, valuable

Exercise B: Recognizing Rules for Commas.

1. cumulative adjectives 2. compound sentence 3. series 4. coordinate adjectives 5. cumulative adjectives 6. compound sentence 7. series 8. coordinate adjectives 9. compound sentence 10. coordinate adjectives

Exercise A: Using Commas with Added Elements.

1. dinner, Mom 2. happening, I 3. that, in addition, we 4. safety, the 5. principal, not the class advisor, will 6. teachers, moreover, have 7. owner, I assure you, took 8. think, Ellen, that 9. over, I 10. is, without a doubt, a

Exercise B: Distinguishing Between Essential and Nonessential Elements.

1. none 2. I, which 3. none 4. none 5. sweater, which . . . aunt, was 6. Dickinson, who . . . Amherst, became 7. none 8. President, speaking . . . reporters, deplored 9. Jeremy, a . . . person, surprised 10. none

Exercise A: Adding Commas to Sentences.

1. Coburn, M.D., appeared 2. Dad's, pancakes 3. 1,238 4. wonder," Joyce said, "if 5. Court, Dover, Delaware 1990 6. Peggy, Anne 7. June 20, 1986, my 8. \$14,000 9. wing," the guide continued, "were 10. coffee, cake

Exercise B: Punctuating a Letter. Bronxville, October 25, Gerri, Well, Saturday, November 2, Brunswick, addition, Dickinson, Johns, them, Saturday, friend,

12.3 Page 85

Exercise A: Using Semicolons Correctly.

1. merchants; however, 2. overslept; as 3. elective; but 4. footsteps; he

Exercise B: Using Colons Correctly.

1. poisonous: holly 2. table: "I 3. 11:215 4. plain: We

12.4 Pages 86–88

Exercise A: Distinguishing Between Direct and Indirect Quotations. 1. I 2. I 3. D

4. I 5. D 6. D 7. I 8. I 9. D 10. D

Exercise B: Using Quotation Marks Correctly.

Starred answers will be marked in Exercise A; others, written on the lines at the bottom of the page. Rewritten indirect quotations may vary; samples are given. 1. "You really should try out for the part," Louise suggested. 2. "If your grades don't get better, you'll be grounded for a month," said Frank's mother. 3. "What . . . up?" 4. I am sure that Mr. Hawkins will give me a good reference," Don said. *5. "Get . . . Street," Bill explained, "and . . . Market." *6. "That . . . house," 7. "The harpist was exceptionally good," Warren remarked. 8. "Jill, may I borrow your notes on Chapter 15?" I asked. *9. "Oh, my gosh!" Phil exclaimed. "That . . . incredible!" *10. "Without a doubt," the owner stated, "we . . . sales."

Exercise A: Punctuating Direct Quotations.

1. "Are . . . 'Take . . . 7A?'" Jane asked. 2. me, "The . . . Thursday"; but 3. "We all hope," Sally wrote, "that . . . soon." 4. "Have . . . cut?" 5. exclaimed, "What . . . is!" 6. said, "I . . . immediately"; then 7. "Can't you see," Josh pleaded, "that . . . quickly?" 8. asked, "Who . . . begins, 'Whose . . . ?'" 9. plan: "I . . . pool." 10. "Wow!" Harvey said. "We . . . team."

Exercise B: Paragraphing Dialogue. Answers will vary.

Exercise A: Using Underlining and Quotation Marks.

1. "Moon River" Breakfast at Tiffany's 2. none 3. a, o 4. Long Day's Journey into Night, tour de force 5. imply

Exercise B: More Work with Underlining and Quotation Marks.

1. The Spirit of St. Louis 2. "The Fox and the Grapes" 3. Guernica, chef-d'oeuvre 4. "Soups and Stews" 5. The Sound and the Fury, Macbeth

12.5 Pages 89–90

Exercise A: Using the Dash.

1. trucks—all 2. right—now 3. acclaim—all 4. me—this is just between us, of course—that 5. stadium—it . . . dome—seats

Exercise B: Using Parentheses. 1. *Odyssey*, (*andra*, meaning "man") suggests 2. Stanton (1815–1902) was 3. camel (also called a *dromedary*) has 4. (a), (b), (c) 5. General Widget (the price was the lowest in years) and

Exercise A: Using Brackets Correctly.

1. championship [Bobby Fischer] eventually
2. "It [experience] is 3. *Brittanico* [sic]."
4. novel [*Pudd'nhead Wilson*], the 5. of [sic]."

Exercise B: Using Dashes, Parentheses, and Brackets. 1. (a), (b), (c) 2. allegory [sic] on 3. crowd—Tompkins 4. Wilkes (Wasn't . . . birds?) is 5. to—oh,

12.6 Pages 91–92

Exercise A: Using Hyphens. 1. great-grandfather 2. jack-o'-lantern 3. ninety-six 4. self-explanatory 5. none 6. fire-resistant 7. head-on 8. none 9. five-story 10. Senator-elect

Exercise B: Hyphenating Words. 1. mis-spell 2. el-bow 3. erase 4. in-ter-fere 5. all-important 6. length 7. Belgium 8. dis-a-gree 9. around 10. cir-cum-spect

Exercise A: Writing Possessive Forms.

1. dress's 2. children's 3. anyone's 4. boys'
5. days' 6. each other's 7. players 8. Smiths'
9. its 10. brother-in-law's 11. women's
12. geese's 13. Andy and Steve's 14. minutes'
15. our 16. one another's 17. Lois's
18. mice's 19. motorists' 20. passer-by's

Exercise B: Using Apostrophes in Other Ways. 1. A's 2. We've 3. shouldn't, *and's*
4. here's, they've 5. o'clock, what's, what's

13.1 Pages 93–94

Exercise A: Interviewing Yourself. Answers will vary.

Exercise B: Free Writing. Answers will vary.

Exercise A: Determining Audience and Purpose. Answers will vary.

Exercise B: Developing a Topic. Answers will vary.

13.2 Page 95

Exercise A: Writing a First Draft. Answers will vary.

Exercise B: More Work with First Drafts. Answers will vary.

13.3 Page 96

Exercise A: Revising and Editing a Paper. Answers will vary.

Exercise B: Proofreading a Paper. Answers will vary.

13.4 Pages 97–98

Exercise A: Varying the Prewriting Steps. Answers will vary.

Exercise B: Varying the Writing and Revising Steps. Answers will vary.

Exercise A: Getting Started. Answers will vary.

Exercise B: Gaining Perspective. Answers will vary.

14.1 Pages 99–101

Exercise A: Using Precise Words. Answers will vary; samples are given. 1. . . . our holiday trip to Boston has been postponed. 2. The bus to Temple was delayed by unexpected engine trouble. 3. Figaro's Restaurant near Lake Placid is unattractive and offers a bland, uninteresting menu. 4. The excited audience jumped to its feet and wildly applauded the President. 5. . . . two ragged survivors inched their way to the mountain peak.

Exercise B: Choosing the Right Connotations. 1. incriminate 2. provoking
3. impartial 4. thrifty 5. servants

Exercise A: Solving Problems in Tone.

Answers will vary; samples are given. 1. Bobby was bothering Fred this morning. 2. He showed his anger by hitting his brother. 3. She promised to finish her report quickly. 4. Her disrespectful remark to the minister was a terrible social blunder. 5. The manager has a new idea he wants to explore.

Exercise B: More Work with Tone. Answers will vary; samples are given. 1. The prisoner of war was killed by his captors. 2. Marcia's hostile statement may provoke an angry response. 3. Ella was surprised when she heard the news. 4. Two ruffians guarded the entrance to the building. 5. The legislature hoped to pass the bill without any publicity.

Exercise A: Eliminating Empty Words, Hedging Words, and Redundancy. 1. On Christmas she wished for snow. 2. Bess couldn't take gym because she was unprepared. 3. The state highway was flooded in the storm. 4. His writing was characterized by repetition (or redundancy). 5. The new theater is located in the shopping mall.

Exercise B: Reducing Wordy Constructions. Answers may vary within reason; samples are given. 1. The woman wearing a red hat is our new mayor. 2. The lawyer chose his words carefully. 3. My father wants a more advanced stereo system. 4. Atlanta, often called the hub of the South, is a good place to open a business. 5. The students decided to hold a bake sale and a car wash.

14.2 Page 102

Exercise A: Writing Similes and Metaphors. Answers will vary. Similes should contain the words *like* or *as*.

Exercise B: Using Sensory Impressions. Answers will vary.

15.1 Pages 103–105

Exercise A: Sentence Combining. Answers may vary; samples are given. 1. Elizabeth Cox, a former congresswoman, is now a district attorney. 2. Fred is a good student and a gifted athlete. 3. Sandy waited in line for eight hours to buy tickets for the concert, but all the tickets were sold before she reached the front of the line. 4. When Ron slipped and fell into a puddle, he ruined his best pair of pants. 5. The school's football team won easily, but the soccer team was defeated.

Exercise B: More Work with Combining Sentences. Answers may vary; samples are given. 1. Violet Snodgrass, who is an excellent actress, won the talent competition. 2. Trying to locate the gate that his parents would be coming through, Jimmy raced through the airport. 3. When Mr. and Mrs. Franklin returned from their vacation, they discovered that their house had been broken into, but nothing valuable had been stolen. 4. The wind whistled through the trees, the sound of thunder echoed through the air, and the rain steadily pounded the ground. 5. When school was cancelled for the day because of a major snowstorm the previous night, most of the students spent the day playing in the snow.

Exercise A: Expanding Sentences. Answers will vary; samples are given. 1. Todd's research paper on the causes of pollution had many faults, including a total lack of footnotes. 2. The business district is congested with street peddlers, delivery trucks, sight-seers, and other pedestrians. 3. Men from the State Highway Department are resurfacing and widening the main highway. 4. Fran drove slowly through the snowstorm on her way to Vermont. 5. Dave and Bridget held hands and watched the beautiful sunset.

Exercise B: Shortening Sentences. Answers will vary; samples are given. 1. Colorado, a state which produces sugar beets and potatoes as well as coal and silver, really boomed with the discovery of gold in 1859. However, it wasn't admitted . . . 2. . . volleyball court. A committee . . .

Exercise A: Writing Sentences with Different Openers. 1. To get the number, Marni . . . 2. My new tape deck, an Aiwa, has . . . 3. Although I disagreed, the . . . 4. Smiling happily, Mary . . . (or Accepting the award, Mary . . .) 5. Up the hill trudged . . .

Exercise B: Varying Sentence Structure.

Answers may vary; samples are given. 1. Although the crowd was small it . . . 2. We knocked several times, but . . . 3. When I'm babysitting for Emma, she is a charming child, and . . . 4. If you meet me at my locker, we . . .

15.2 Pages 106–107

Exercise A: Identifying Different Types of Sentences. 1. B 2. C 3. L 4. P 5. B

Exercise B: Writing Different Types of Sentences. Answers will vary.

Exercise A: Writing Sentences with Parallel Structures. Answers will vary.

Exercise B: Writing a Paragraph with a Contrasting Structure. Answers will vary.

16.1 Pages 108–110

Exercise A: Choosing Transitions for Sentences. Answers will vary; sample transitions are given. 1. Finally 2. Moreover 3. Indeed 4. Then

Exercise B: Using Transitions to Show Relationships. Answers will vary.

Exercise A: Using Coordination. Answers may vary within reason; samples are given. 1. I don't agree with Bob's arguments, but . . . 2. Susan read the contract carefully, and . . . 3. Both of us plan to visit colleges during Christmas, or . . . 4. *On the Waterfront* is a powerful drama, but . . . 5. Snow should begin this evening, and . . .

Exercise B: Using Subordination. Answers may vary within reason; samples are given. 1. If the governor decides not to run, the comptroller . . . 2. We expect to tell them the good news when . . . 3. . . . since he hopes . . . 4. Because our crop yield . . . 5. Since she returned . . .

Exercise A: Establishing Logical Patterns. Answers may vary within reason; samples are given. 1. spatial, Books lined . . . The floors . . . Comfortable chairs . . . However, the most . . . 2. chronological, It was a . . . As we hiked . . . In late afternoon . . . Then we began . . . 3. spatial, The four lane highway . . . On the left a panel truck . . . A jackknifed tractor trailer . . . On the right three passenger cars . . . Victims and spectators . . .

Exercise B: Writing Sentences in Logical Order. Answers will vary.

16.2 Pages 111–112

Exercise A: Using Induction and Deduction. Answers will vary. Students who have chosen induction should end with their general statements. Students who have chosen deduction should begin with theirs.

Exercise B: Using Cause and Effect. Answers will vary.

Exercise A: Identifying Illogical Support.
1. non sequitur 2. begging the question
3. hasty generalization 4. false assumption
5. hasty generalization

Exercise B: Revising Illogical Support. Answers may vary; samples are given. 1. . . . Arts Center. The city is truly worth visiting. 2. . . . mileage because they are built to conserve energy. 3. Some critics believe that television has little value, presenting as it does mainly a collection of sitcoms, old movies, and quiz shows. 4. We told John, who is eighty-eight, that he should come alone on Friday. However, it is . . . 5. . . . since he felt it would raise taxes too high.

21.1 Pages 113–115

Exercise A: Analyzing Topic Sentences.
1. (1) 2. a. too narrow 2. b. too narrow
2. c. too general 2. d. too general

Exercise B: Analyzing Support. Answers to the first two items may vary within reason; samples are given. 1. facts 2. (2) or (8) 3. (a)

Exercise A: Organizing a Unified Paragraph. Answers to the last three items may vary within reason; samples are given. 1. (4) and (7)
2. (2) 3. (10) 4. (1), (8), (5), (3), (6), (9)

Exercise B: Writing a Coherent Paragraph. Answers will vary; sample order is given in answer to Exercise A.

Exercise A: Writing an Introductory Paragraph. Answers will vary but should end with main points.

Exercise B: Writing a Concluding Paragraph. Answers will vary but should show a clear relationship to introductory paragraphs created in Exercise A.

17.2 Page 116

Writing a Paragraph. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

18.1 Pages 117–118

Exercise A: Planning an Expository Paragraph. Answers will vary.

Exercise B: Writing an Expository Paragraph. Answers will vary.

Exercise A: Planning a Persuasive Paragraph. Answers will vary.

Exercise B: Writing a Persuasive Paragraph. Answers will vary.

18.2 Pages 119–120

Exercise A: Planning a Descriptive Paragraph. Answers will vary.

Exercise B: Writing a Descriptive Paragraph. Answers will vary.

Exercise A: Planning a Narrative Paragraph.
Answers will vary.

Exercise B: Writing a Narrative Paragraph.
Answers will vary.

19.1 Page 121

Exercise A: Examining an Essay. Answers will vary. You may want to request that all the students work on the same essay.

Exercise B: Looking at Unity and Coherence.
Answers will vary.

19.2 Page 122

Writing an Essay. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

19.3 Pages 123–125

Writing an Expository Essay. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

Writing a Persuasive Essay. You may want to review this and other writing process pages to find out where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

Writing an Informal Essay. You may want to review this and other writing process pages to find out where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

20.1 Page 126

Exercise A: Using Sources of Information.
Informal citations and footnotes will vary depending on sources chosen.

Exercise B: Understanding the Structure and Features of a Research Paper. Answers may vary within reason; samples are given. 1. to present the purpose of the paper and capture the reader's interest. 2. at the end 3. the thesis statement 4. by citing all borrowed information 5. to show the extent of the research and give the reader useful information.

20.2 Page 127

Writing a Research Paper. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

21.1 Pages 128–129

Exercise A: Understanding a Book Report.
1. Spain during the Spanish Civil War 2. Robert Jordan 3. he dies 4. that there is a relationship between love and death 5. It is a gripping and suspenseful novel.

Exercise B: More Work with Book Reports.
Answers to question 4 will vary; a sample is given. 1. the title, the author, and a brief summary of the book's contents 2. character 3. theme 4. point of view 5. Anyone with an appreciation for quality fiction will enjoy the book.

Writing a Book Report. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

21.2 Pages 130–131

Exercise A: Understanding a Literary Analysis Paper. 1. That Macbeth brings about his own demise and destruction when he is driven by the promise of power to commit an act that violates his true nature. 2. It relates the fact that the analysis deals with the downfall of Macbeth. 3. the work, the author, and the type of work 4. The fact that committing murder violated Macbeth's true nature 5. The fact that Macbeth's guilty conscience and paranoia lead him to commit more evil acts and cause Scotland to lapse into a state of chaos that parallels the state of Macbeth's mind

Exercise B: More Work with Literary Analysis. 1. Macbeth's demise and destruction were due to the fact that he had committed an act that violated his own true nature. 2. As Macbeth committed more and more evil acts his condition began to deteriorate and he moved closer and closer to his ultimate destruction. 3. "The service and the loyalty I owe." 4. "Ere we will eat our meal in fear, and sleep / In the affliction of these terrible dreams / That shake us nightly." 5. the first

Writing a Literary Analysis. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be used as often as you wish.

22.1 Page 132

Exercise A: Understanding the Purpose of Journal Entries. 1. to record experiences in an area of special interest 2. to express candid feelings or insights 3. to keep track of everyday events 4. to record key events or moments in life 5. to express candid feelings or insights.

Exercise B: Planning a Journal Entry. Answers will vary.

22.2 Pages 133–135

Writing an Anecdote. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be used as often as you wish.

Writing a First-Person Narrative. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

Writing an Autobiography. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

23.1 Pages 136–138

Exercise A: Recognizing the Stages of a Plot. 1. 1 2. 3 3. 4 4. 5 5. 2

Exercise B: Identifying Kinds of Narrators. 1. 3 2. 2 3. 3 4. 1 5. 2

Exercise A: Working with Dialogue. Answers will vary; samples are given. 1. "Clean this up," ordered Mrs. Hackensack. "I don't ever want to see a mess like this again." 2. "I'm sorry that I'm so late for class," said Jerome. 3. "Barbara, will you go out to dinner with me Saturday night?" asked Dudley. 4. "I recommend that we vote on the two plans," declared Sandy. 5. "Don't bother me while I'm working, Ron," warned Leroy.

Exercise B: Understanding Language and Tone. 1. Sine qua non, absolute prerequisite 2. uptight, tense 3. amalgam, mixture or blend 4. fired up, motivated 5. custodial officer, guard

Writing a Story. You may want to review this and other writing process pages to identify where, if anywhere, students are having problems. Note that each writing process page can be reused as often as you wish.

24.1 Page 139

Exercise A: Working with the Parts of a Social Letter. Answers to questions 1–3 will vary. 4. heading, closing, signature 5. salutation, body

Exercise B: Planning a Friendly Letter. Answers will vary.

24.2 Page 140

Exercise A: Working with the Parts of a Business Letter. Answers to questions 1–2 will vary. 3. block 4. name of recipient, page, date 5. the closing and signature

Exercise B: Planning a Business Letter. Answers will vary.

24.3 Page 141

Exercise A: Recognizing the Types of Questions on College Applications. 1. 1 2. 3 3. 2 4. 3 5. 2

Exercise B: Planning an Answer to a Question on an Application. Answers will vary.

25.1 Pages 142–143

Exercise A: Budgeting Your Time. Answers may vary within reason. Under steps students should include planning, writing, and checking each essay. Under time students should allow approximately equal amounts of time for planning and writing and less time for checking.

Exercise B: Interpreting a Question. 1. three 2. six 3. new areas of experience, new states of consciousness, new themes 4. whether or not these are found in the novels chosen 5. use quotes from the novels.

Exercise A: Planning an Answer. Answers will vary.

Exercise B: Writing and Checking an**Answer.** Answers will vary but should reflect work done in Exercise A.**25.2 Page 144****Exercise A: Understanding the Features of a Précis.** Answers may vary within reason; samples are given. 1. to present a shorter but valid version of a longer work 2. read the original work several times and take notes 3. main ideas, purpose, and tone 4. use your own words but the original style 5. check against the original for accuracy**Exercise B: Planning a Précis.** Answers will vary.**26.1 Pages 145–146****Exercise A: Using a Dictionary and a Thesaurus.** Answers may vary; samples are given. Definitions: 1. a pretending to be what one is not 2. trembling 3. to make weak or feeble 4. clamorous 5. expressing a statement contrary to common belief 6. abnormality 7. bubbling 8. wishing evil or harm to others 9. foulmouthed 10. lessening Synonyms: 1. falseness 2. jittery 3. disable 4. noisy 5. inconsistent 6. abnormality 7. excited 8. hostile 9. disparaging 10. reduction**Exercise B: Recognizing Related Words.**

1. homonyms
2. synonyms
3. antonyms
4. synonyms
5. antonyms
6. antonyms
7. homonyms
8. synonyms
9. homonyms
10. synonyms

Exercise A: Using the Three-Column Method.

Bridge Words will vary. Definitions are given. 2. a river valley flooded by the sea 5. relieve 6. retired from active service but retaining one's rank or title 8. possible 10. innate, inborn, basic

Exercise B: Using Other Study Methods.

Answers will vary; samples are given. 1. conjecture 2. proud 3. harshly critical 4. offensive 5. fitness 6. quarrelsome 7. noisy 8. irreverent 9. submissive 10. differing or opposite in structure

26.2 Page 147**Exercise A: Using Context Clues When Reading About Careers.** 1. c 2. a 3. a 4. b 5. c 6. d 7. b 8. b 9. d 10. c**Exercise B: More Work with Context Clues.**

1. mad; insane
2. stingy
3. brief, short, succinct
4. peaceful
5. unclear

26.3 Pages 148–149**Exercise A: Using Prefixes to Define Words.**

1. b
2. d
3. c
4. a
5. a
6. d
7. c
8. a
9. a
10. c

Exercise B: Using Prefixes to Make Words.

Answers will vary; samples are given.

1. misdeed, wrong deed
2. unproductive, not productive
3. compassion, deep sympathy
4. disassociate, draw apart from
5. overabundance, excess
6. reaffirm, affirm again
7. substandard, below standard
8. export, send goods out of a country
9. semisoft, partly soft
10. superhuman, more than human

Exercise A: Using Roots to Define Words.

1. extent (scope), pretending (claiming falsely)
2. manual (instruction booklet), manufacture (make)
3. spectators (watchers), spectacle (sight)
4. inventor (creator), convention (meeting)
5. defect (imperfection), ineffective (not effective)
6. induce (persuade), conduct (perform)
7. subject (expose), rejection (rebuff)
8. conceive (imagine), exception (case to which a rule does not apply)
9. inquest (inquiry), required (demanded)
10. portable (able to be carried), imported (brought from another country)

Exercise B: Using Suffixes to Form New Words.

1. changeable
2. realism
3. budgetary
4. mournful
5. civilize

26.4 Page 150**Exercise A: Finding the Sources of Words.**

1. Thomas Jefferson
2. Latin
3. Marie Curie
4. Turkish
5. Smoke + Fog
6. Hungarian
7. Jello Brand
8. Age + Racism
9. Latin
10. Dutch

Exercise B: Combining Words to Create New Words.

1. eggplant
2. airmail
3. cupboard
4. moonlight
5. hogwash
6. applesauce
7. makeshift
8. eardrum
9. mainland
10. snakeskin

27.1 Pages 151–152**Exercise A: Proofreading a Section.**

1. professions
2. business
3. bookkeepers
4. millionaires
5. beneficial
6. psychologists

7. environmental
8. pollution
9. interested
10. grammar

Exercise B: Mastering Spelling Demons.

1. inflammable
2. beneficial
3. calendar
4. controversial
5. extraordinary
6. desperate
7. anecdote
8. audience
9. substitute
10. protein
11. aerosol
12. eligible
13. twelfth
14. pigeon
15. scissors
16. hypnotic
17. precision
18. emergency
19. envelope
20. existence

Exercise A: Creating a Personal Spelling

List. The correct spelling for each item is provided. Hints given by the students will vary.

1. argument
2. tomatoes
3. analyze
4. journal
5. neighbor
6. dining room
7. behavior
8. despair
9. lightning
10. accommodate

Exercise B: Creating Memory Aids. Sentences will vary. 1. temper 2. metric 3. commend 4. respond 5. temporary

27.2 Pages 153–156

Exercise A: Making Words Plural. 1. diaries 2. branches 3. tornadoes (also, tornados) 4. highways 5. cameos 6. crises 7. geese 8. hooves 9. cities 10. heroes 11. calves 12. cuffs 13. addresses 14. mixes 15. mosquitoes 16. ponies 17. leaves 18. analyses 19. altos 20. flies

Exercise B: More Work with Plurals.

1. mothers-in-law
2. blueberries
3. chief executive officers
4. trees
5. deer
6. poets-in-residence
7. passers-by
8. holidays
9. chiefs
10. trout

Exercise A: Spelling Words with Prefixes.

Answers will vary; samples are given.

1. prerecord
2. unfamiliar
3. semicircle
4. impossible
5. transport
6. postdate
7. confirm
8. advocate
9. suppose
10. unaware

Exercise B: Spelling Words with Suffixes.

1. emptied
2. tasteful
3. curable
4. admittance
5. diver
6. displayed
7. candidness
8. beaten
9. observance
10. fanciful

Exercise A: Spelling *ie* and *ei* Words.

1. efficiency
2. conceived
3. their
4. ancient
5. sufficiently
6. seize
7. either
8. conscience
9. leisurely
10. foreign

Exercise B: Spelling Words Ending in *-cede*, *-ceed*, and *-sede*.

1. succeed
2. recede
3. accede
4. supersedes
5. secede
6. intercede
7. proceed
8. exceed
9. precede
10. concede

Exercise A: Spelling Suffixes Correctly.

1. acquaintance
2. permissible
3. liquefy
4. imaginary
5. guidance
6. simplify
7. irritable
8. acceptable
9. contradiction
10. miscellaneous
11. putrefy
12. convertible
13. anxious
14. scenery
15. confusion
16. coincidence
17. alteration
18. fictitious
19. beauteous
20. courtesy

Exercise B: Recognizing Correct Spellings.

1. eligible
2. vocabulary
3. assistance
4. embassy
5. erroneous
6. patience
7. contagious
8. appreciation
9. ingenious
10. stationery

28.1 Page 157

Exercise A: Setting Up a Study Schedule.

Answers will vary.

Exercise B: Setting Goals for Study Skills.

Answers will vary.

28.2 Page 158

Exercise A: Making a Modified Outline.

Answers will vary.

Exercise B: Writing a Summary. Answers will vary.

29.1 Page 159

Exercise A: Distinguishing Between Facts and Opinions.

1. opinion
2. fact
3. opinion
4. fact
5. opinion

Exercise B: Analyzing Forms of Reasoning.

1. cause and effect, valid
2. analogy, invalid
3. inductive reasoning, valid
4. deductive reasoning, invalid
5. analogy, valid

29.2 Page 160

Exercise A: Analyzing the Uses of Language.

1. denotation
2. jargon
3. euphemism
4. connotation
5. irony
6. irony
7. connotation
8. jargon
9. denotation
10. euphemism

Exercise B: More Work with the Uses of Language. 1. Denotation 2. irony 3. jargon 4. connotation 5. euphemism

30.1 Pages 161–162

Exercise A: Using the SQ4R Method. Answers will vary.

Exercise B: Varying Your Reading Style. Answers will vary.

30.1 Page 162

Exercise A: Asking Critical-Reading Questions. Answers will vary.

Exercise B: More Work with Critical Reading. Answers will vary.

30.2 Pages 163–165

Exercise A: Answering Sentence Completion Questions. 1. d 2. b 3. a 4. c

Exercise B: Answering Analogy Questions. 1. c 2. a 3. d 4. d

Exercise A: Answering Reading Comprehension Questions. 1. b 2. a 3. c 4. c 5. a

Exercise B: More Work with Reading Comprehension. 1. d 2. d 3. a 4. b

Exercise A: Answering Usage Questions. 1. d 2. d 3. c 4. c 5. c

Exercise B: Answering Sentence Completion Questions. 1. b 2. c 3. b 4. d 5. a

31.1 Page 166

Exercise A: Gathering Basic Information About a Research Topic. Student responses will vary.

Exercise B: Locating Fiction. 1. 2 2. 10 3. 5 4. 6 5. 3 6. 1 7. 9 8. 8 9. 4, 10. 7

31.2 Page 167

Exercise A: Using General Reference Books. Sources will vary. The information is given. 1. Robie House, Larkin Building, Falling Water House, Guggenheim Museum, Johnson's Wax building. 2. 1861 3. Montreal 4. 64 N. lat., 165 W. long. 5. National Air and Space Museum, National Gallery of Art, the Freer Gallery of Art, the National Portrait Gallery, the National Museum of American Art 6. Mt. Waialeale, Hawaii 7. Washington, Idaho, Montana, North

Dakota, Minnesota, New York, Vermont, New Hampshire, Maine. 8. Harry S. Truman 9. Mount Kosciuszko, New South Wales, 7,310 feet. 10. Peru, Chile, Argentina, Paraguay, Brazil

Exercise B: Using *The Readers' Guide*. 1. Acid Rain; Unproved Threat or Deadly Fact? 2. C. E. Riemer and J. W. Miller 3. *Good Housekeeping* 4. Vol. 198, p. 236 5. June 1984

31.3 Page 168

Exercise A: Alphabetizing Entry Words. a. 9 b. 10 c. 1 d. 4 e. 3 f. 2 g. 5 h. 7 i. 8 j. 6

Exercise B: Using a Dictionary. 1. variant 2. met ə bäl' ik 3. noun, verb 4. occurred 5. hoarfrost 6. Greek *musa* (muse) 7. colloq. 8. harmless 9. expel (from a political party, etc.) by public reading of dismissal 10. pale—unnatural whiteness of complexion; pallid—paleness that results from exhaustion or faintness; ashen—grayish paleness of the skin as in death

32.1 Page 169

Exercise A: Understanding Classified Want Ads. 1. PHARMACISTS. Excellent opportunity for registered pharmacists, offering incentives in addition to salary for full-time positions. Part-time positions also available. 2. DRIVER with van or station wagon—full time, \$450 per week possible. 3. COSMETICS. Prestigious cosmetic company needs experienced demonstrators for major department stores in New York, New Jersey, and Connecticut. Call for interview Monday afternoon. 4. CARPENTER MECHANIC. Experienced in general construction. Must know window and door installation. A driver's license is necessary. Salary is commensurate with experience.

Exercise B: Planning a Résumé. Student résumés will vary.

32.2 Page 170

Exercise A: Preparing for an Interview. Answers will vary.

Exercise B: Answering an Interviewer's Questions. Answers will vary.

33.1 Page 171

Exercise A: Preparing to Conduct an Interview. Answers will vary.

Exercise B: Conducting an Interview.

Answers will vary.

33.2 Pages 172–173

Exercise A: Recognizing Different Kinds of Group Discussions. 1. round-table discussion group 2. symposium 3. committee 4. panel 5. panel

Exercise B: Planning a Group Discussion. Answers will vary.

Exercise A: Understanding Parliamentary Procedure. 1. So that all members have a chance to be recognized and heard 2. No, because this would violate the basic principles of parliamentary procedure. 3. more than half 4. By allowing those in the minority to present their views and change the minds of the majority 5. No, because the basic principles of parliamentary procedure guarantee a member the right to speak or to remain silent.

Exercise B: More Work with Parliamentary Procedure. Answers to #5 will vary; samples are given. 1. So that the members can vote in an informed way on every issue 2. An agreed-upon number of persons that must be present to hold a meeting 3. Call to order, roll call, reading and approval of minutes from last meeting, reading of reports by officers, reading of reports by committees, consideration of unfinished business, consideration of new business, adjournment 4. a

formal suggestion or proposal that something must be discussed or acted upon 5. A member asks to be recognized and introduces a motion, some other members second the motion, the motion is discussed, the chairperson asks the members to vote on the motion

33.3 Page 174

Exercise A: Planning a Speech. Answers will vary.

Exercise B: Evaluating a Speech. Answers will vary.

33.4 Page 175

Exercise A: Understanding the Nature of Debate. Answers to #5 will vary. 1. Its purpose is not to arrive at a group decision. 2. To use a reasoned argument to win the contest 3. A positive statement of the issue under debate 4. The burden of proof

Exercise B: Preparing to Debate. Answers will vary.

33.5 Page 176

Exercise A: Listening for Important Information. Answers will vary.

Exercise B: Developing Critical Listening Skills. Answers will vary.