

3. The stagehands will have (less, fewer) scenery to move.

Correct any personal pronouns that are not used properly in this personal-business letter.

Mr. Angelo Lopez
Office Manager
Warden & Company
300 Baron Street
Savannah, GA 31401-1603

Dear Mr. Lopez:

My cousin, Bill Morgan, and me are enrolled in a computer class in our school. Him and I enjoy it very much. Us have decided to work in that field one day.

It was me who suggested to the class that we arrange to visit major computer centers. Each pair of students will visit a different one. Ours teacher, Ms. Smith, suggested to Bill and I that we contact you. Her and me hope that a visit to your company can be arranged.

Seeing your computer center would be a great experience for Bill and I.

Cordially,

Sue Smith

Circle the correct pronoun in each sentence

1. The bus passed by (us, we) and (they, them) without stopping.
2. Marc and (me, I) will decorate the tree for Christmas.
3. Ann and (him, he) brought home three stray cats.
4. It was (them, they) who broke the window in the garage.
5. (We, Us) and (them, they) were absent today because of the snow.

This letter contains (7) instances in which the verb does not agree with its subject(s), which you are to correct.

November 5, 2002

Dear Luis,

I can't meet you this week because I am going to the football game with Chuck and Randy. The boys and I was able to buy the tickets because we worked every Saturday last year.

The game is the last one of the season, and nobody want to miss it.

Chuck's two older brothers, Carl and Marty, is also going. Neither Carl nor Marty live in town; they drives here just for the games. Since Saturday is my birthday, the boys is taking me to lunch before the game.

Let me know which weekend during the next three weeks look like a good time for us to meet.

Sincerely,

Ray

Underline the verb phrase in each sentence.

1. Tom is designing a newsletter for our company.
2. Your package might not arrive this week.
3. Chris is paying the bill.
4. Lucy and I have opened the package.
5. We will leave in the morning.

Complete each sentence with the correct form of the verb in parentheses.

1. (begin) The manager had _____ to demonstrate the task.
2. (do) After she got home, Shelly _____ the laundry.
3. (go) Chris _____ to the library with Susan yesterday.
4. (see) Who has _____ the play at the local theater?
5. (steal) Rudi _____ second base last night!

Underline each adjective in the following memo. Underline *the, a, and an, too.*

To: All employees
From: Jenina Miller, Project Coordinator
Subject: Launching the Millennium Project
Date: October 23, 2002

It has been announced that our plans for launching the strategic plan ties in closely with the reorganization of the entire company. However, I think the final date will be changed when the new president is hired. Between you and I, I am more optimistic than others about employee support. Individuals will have to do their part in making the transition successful. As you know, poor communication costs money, wastes time and makes everyone feel alienated.

It is safe to say that our next project involving Team Leader Murray Cohen and Technology Coordinator Gina Ames will be crucial in determining how effective the new millennium project will be.

Underline the correct adverb in each sentence.

1. We reacted (cautious, cautiously) to the news.
2. My hair grows very (slow, slowly).
3. I think Brenda can repair that roof (easy, easily).
4. Yesterday the sun shone (bright, brightly) all day.
5. Raymond tried (real, really) hard to please his supervisor.
6. We were (real, really) glad to hear from him.

Put parentheses around each prepositional phrase. Then underline each preposition and circle the object of the preposition.

1. Put this basket of clothes in the laundry.
2. Jacob installed the plumbing at a new restaurant near the river.
3. The top of the mountain is usually covered with snow.
4. The house on the corner was sold in one week.
5. Did you come to the office with your family during your vacation?
6. The office party was held in the largest room of the oldest hotel in town.
7. They are opening a new factory in June next to Shoppers World.

Underline each conjunction in the following sentences.

1. Unless you hurry, you will not be able to meet the train.
2. Applications continued to arrive though the position was filled.
3. Either I am mistaken, or you are yawning.
4. I didn't recognize the man's face, nor did I remember his name.
5. We were pleased because our plan had succeeded.
6. My job was both to design the course and to teach it.

Use each interjection below as the first word in a sentence or as a word that comes before a sentence. Remember to use exclamation points, commas, and capital letters where you need them.

1. Oh!
2. Wow!
3. Aha!
4. Yuck!
5. Whew!

Use the abbreviations below to identify parts of speech in the following sentences:

N noun
V verb
P preposition
ADJ adjective
ADV adverb
C conjunction
A article
PRO pronoun
I Interjection

_____The _____dog _____barked _____and _____jumped.

_____Did _____Sue _____go _____to _____the _____store?

_____When _____you _____sing, _____I _____am _____happy.

_____The _____quick, _____brown _____fox _____jumped _____over _____the _____lazy, _____white _____dog.

_____Try _____harder. _____You _____write _____well.

_____You _____have _____excellent _____English _____skills.