

Name _____ Date _____

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A Learning Activity Packet

Basic English

Major Instructional Area/Course

Business English

LAP One

Parts of Speech

LAP Objective

Upon completion of this LAP, you will be able:

To identify the eight parts of speech and apply these skills in writing.

You will demonstrate competency by completing the assignments, tests, and Skillstutor lessons in this LAP with 85% accuracy.

Specific Objectives:

- Nouns
- Pronouns
- Verbs
- Adjectives
- Adverbs
- Prepositions
- Conjunctions
- Interjections

References:

English Skills Practice: Parts of Speech
Focus on Skills
Integrated Keyboarding/Communication Skills
Language for Writing Books 2, 4, 5
Language Skill Book
Mastering Parts of Speech
Proofreading & Editing Precision 4th Edition

LAP 1-AC-ENG	8-09-04	Prerequisite(s) None	Time Range 15 hrs
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Don't trash it; recycle it!

LEARNING ACTIVITIES PAGE

Directions: Write a check on the blank as you complete each step

- | | |
|---------------------------|---|
| _____ 1. READ | LAP and Specific Objectives listed on cover page of this LAP #1-AC. |
| _____ 2. READ and STUDY: | Information Sheet # 1, "Nouns," page 4. |
| _____ 3. DO: | Activity Sheet # 1, page 4. |
| _____ 4. READ and STUDY: | Information Sheet # 2, "Singular and Plural Nouns," page 5. |
| _____ 5. DO: | Activity Sheet # 2, page 6-7. |
| _____ 6. READ and STUDY: | Information Sheet # 3, "Possessive Nouns," page 8. |
| _____ 7. DO: | Activity Sheet # 3, page 9. |
| _____ 8. READ and STUDY: | Information Sheet # 4, "Personal Pronouns," page 10. |
| _____ 9. DO: | Activity Sheet # 4, page 11. |
| _____ 10. READ and STUDY: | Information Sheet # 5, "Possessive Pronouns," page 12. |
| _____ 11. DO: | Activity Sheet # 4, page 13. |
| _____ 12. READ and STUDY: | Information Sheet # 6, "Relative Pronouns," page 14. |
| _____ 13. DO: | Activity Sheet # 6, page 15. |
| _____ 14. READ and STUDY: | Information Sheet # 7, "Pronoun Agreement," page 16. |
| _____ 15. DO: | Activity Sheet # 7, page 17. |
| _____ 16. READ and STUDY: | Information Sheet # 8, "Verbs," page 18. |
| _____ 17. DO: | Activity Sheet # 8, page 18. |
| _____ 18. READ and STUDY: | Information Sheet # 9, "Action Verbs," page 19. |
| _____ 19. DO: | Activity Sheet # 9, page 20. |
| _____ 20. READ and STUDY: | Information Sheet # 10, "Linking Verbs," page 21. |
| _____ 21. DO: | Activity Sheet # 10, page 22. |
| _____ 22. READ and STUDY: | Information Sheet # 11, "Verb Phrases," page 23. |
| _____ 23. DO: | Activity Sheet # 11, page 23. |
| _____ 24. READ and STUDY: | Information Sheet # 12, "Helping Verbs," page 24. |
| _____ 25. DO: | Activity Sheet # 12, page 24. |
| _____ 26. READ and STUDY: | Information Sheet # 13 "Helping Verbs cont.," page 25. |

- _____ 27. DO: Activity Sheet # 13, page 25.
- _____ 28. READ and STUDY: Information Sheet # 14, "Subject-Verb Agreement," page 26.
- _____ 29. DO: Activity Sheet # 14, page 26.
- _____ 30. READ and STUDY: Information Sheet # 15, "Verb Tenses," page 27.
- _____ 31. DO: Activity Sheet # 15, page 27.
- _____ 32. READ and STUDY: Information Sheet # 16, "Irregular Verbs," page 28.
- _____ 33. DO: Activity Sheet # 16, page 29.
- _____ 34. READ and STUDY: Information Sheet # 17, "Adjectives," page 30-32.
- _____ 35. DO: Activity Sheet # 17, page 33-34.
- _____ 36. READ and STUDY: Information Sheet # 18, "Adverbs," page 35-36.
- _____ 37. DO: Activity Sheet # 18, page 37-39.
- _____ 38. READ and STUDY: Information Sheet # 19, "Prepositions," page 40-41.
- _____ 39. DO: Activity Sheet # 19, page 42-43.
- _____ 40. READ and STUDY: Information Sheet # 20, "Conjunctions," page 44-45.
- _____ 41. DO: Activity Sheet # 20, page 46.
- _____ 42. READ and STUDY: Information Sheet # 21, "Interjections," page 47.
- _____ 43. DO: Activity Sheet # 21, page 47.
- _____ 44. LOGIN and DO: SkillsTutor Lessons on pages 48-49. (Write your scores on this page as well; remember you must make 85% on each lesson.)
- _____ 45. DO: Turn in all activity sheets and Skillstutor score sheets to your teacher.
- _____ 46. DO: TEST on LAP 1 (ask your instructor for the test).

Information Sheet #1

Nouns

A **noun** is a name of a person, place, thing, event, quality, or idea that always acts as a subject or an object in a sentence.

Example:	A person:	Sue	Carl	woman	child
	A place:	London	Detroit	town	Muir Woods
	A thing:	computer	printer	vehicle	building
	An idea/quality:	capitalism	freedom	love	freshness

Example:

Managers, supervisors, and directors attended the convention in New Orleans. Each underlined word is a noun--the name of something.

Common Nouns

A noun that names a general person, place, or thing is called a common noun.

Example: girl, school, dog.

Proper Nouns

A noun that names a particular or special person, place or thing is called a proper noun. Proper nouns are capitalized.

Example: David, Oklahoma City.

Activity Sheet #1

Nouns

Underline the nouns in the following sentences.

1. Over a thousand shares of stock were traded on Wall Street this afternoon.
2. You can send Brown Brothers a copy of the invoice.
3. The goods were shipped from our plant in Chicago.
4. Our system of government is called a democracy.
5. Henry, please take this tray down to the cafeteria.

Information Sheet #2

Singular and Plural Nouns

The chart shows how to change singular nouns into plural nouns.

Noun	Plural Form	Examples	
Most nouns	Add <u>-s</u>	ship, ships	nose, noses
Nouns ending in a consonant and <u>-y</u>	Change the <u>-y</u> to <u>-i</u> and add <u>es</u>	sky, skies	navy, navies
Nouns ending in <u>-o</u>	Add <u>-s</u> or <u>-es</u>	hero, heroes	video, videos
Most nouns ending in <u>-f</u> or <u>-fe</u>	Change the <u>-f</u> or <u>-fe</u> to <u>-ves</u>	half, halves	knife, knives
Most nouns ending in <u>-ch</u> , <u>-sh</u> , <u>-s</u> , or <u>-x</u>	Add <u>-es</u>	inch, inches dish, dishes	mess, messes tax, taxes
Many two-word or three-word compound nouns	Add <u>-s</u> to the main word	son-in-law	sons-in-law
Nouns with the same form in the singular and plural	No change	sheep trout	deer fish
Nouns with no singular form	No change	scissors slacks	mumps pants
Nouns with irregular plurals	Change the word	foot, feet child, children	
Letters, numbers, signs, and words used as words	Add an apostrophe and <u>-s</u>	m, m's +, +'s	5, 5's and, and's

Activity Sheet #2 Singular and Plural Nouns

Write the plural for each singular noun.

- | | |
|-----------------------------|-------------|
| 1. county - <i>counties</i> | 9. bookcase |
| 2. pony | 10. video |
| 3. tomato | 11. radio |
| 4. banjo | 12. farm |
| 5. match | 13. fly |
| 6. window | 14. potato |

Complete each sentence with the plural form of the word in parentheses.

1. (brush) These are plastic brushes .
2. (lunch) That cafe on the corner serves well-balanced _____.
3. (country) What _____ belong to the United Nations?
4. (bench) There are many iron _____ in the park.
5. (earring) These _____ came from Italy.
6. (county) How many _____ are in that state?
7. (piano) There are three _____ in the warehouse.
8. (fox) Did you see the _____ at the zoo?
9. (checkers) Mr. Murphy enjoys playing _____ with his grandchild.
10. (potato) Do you like baked _____ ?
11. (dish) Please help wash the _____ .
12. (store) There are three _____ near my house.
13. (penny) How many _____ make a dollar?
14. (dress) Marcy makes all of her own _____ .
15. (bridge) How many _____ were destroyed by the flood?
16. (city) Can you name the four largest _____ in your state?
17. (deer) The photographers brought back photos of three _____ .
18. (flash) The vivid _____ of lightning frightened the children.

Activity Sheet # 2 cont.

Rewrite each sentence by changing the underlined singular nouns to plural nouns.

1. Put the apple and orange in the box.
Put the apples and oranges in the boxes.
2. Jan wrote five letter to her friend.
3. Those building each have four elevator.
4. Our family drove many mile to get to the lake.
5. The top of those car were damaged in the storm.
6. My aunt and uncle attended the family reunion.
7. Phyllis and her parent ate in the finest restaurant.
8. I have book to read for my class.

Information Sheet # 3

Possessive Nouns

- A **possessive noun** shows possession of the noun that follows.
EXAMPLES: **Gerry's** football, **Donna's** gloves
- Form the possessive of most singular nouns by adding an apostrophe (') and -s.
EXAMPLES: **Joe's** pillow, **Sandy's** eyes
- Form the possessive of most plural nouns ending in -s by adding only an apostrophe.
EXAMPLES: **birds'** nests, **lions'** dens
- Form the possessive of plural nouns that do not end in -s by adding an apostrophe and -s.
EXAMPLE: **men's** suits

Activity Sheet #3

Underline the possessive nouns in each sentence.

1. Steve's glasses are on my desk.
2. Mary is wearing her mother's gold bracelet.
3. My sister's club has chosen her as their best speaker.
4. The woman's first statement caused us to change our minds.
5. We have formed a collectors' group.
6. Rosa's husband found the child's lost puppy.
7. The Warrens' store was damaged by the recent storm.
8. What are the president's duties?
9. When does the new mayor's term of office begin?
10. Lee, Tony's notebook is on your desk.
11. We went to the women's department.
12. The family's income was reduced.
13. Our day's work is done.
14. The lifeguard's heroism was rewarded.
15. Our store's holiday sale was a great success.

Activity Sheet #3 cont.

Write the possessive form of each noun.

- | | | |
|-------------|---------------|-------------|
| 1. girl | <i>girl's</i> | 11. baby |
| 2. child | | 12. boys |
| 3. women | | 13. teacher |
| 4. children | | 14. Dr. Ray |
| 5. John | | 15. ladies |
| 6. Julie | | 16. table |
| 7. students | | 17. mothers |
| 8. father | | 18. players |
| 9. babies | | 19. nieces |
| 10. dog | | 20. club |

Rewrite each phrase by using a possessive noun.

1. the cap belonging to Jim *Jim's cap*
2. the wrench that belongs to Kathy
3. the smile of the baby
4. the car that my cousins own
5. the new shoes that belong to Kim
6. the collar of the dog
7. the books that Enrique owns
8. the office of the superintendent
9. the friends of our neighbors
10. the opinion of the editor

Information Sheet # 4

Personal Pronouns

- **Personal pronouns** replace the name of person, place, or thing. Some pronouns are used as the subject of a sentence. Some pronouns are used as an object in a sentence. An object receives the action of the verb.

Pronouns used as the subject of a sentence: *I, we, you, he, she, it, they.*

Noun: Alan saw Jerry at the flea market.

Pronoun: He saw Jerry at the flea market.

Pronouns used as objects in a sentence: *me, us, you, him, her, it, them.*

Noun: James gave the file to Abdul.

Pronoun: He gave it to Abdul.

Activity Sheet #4
Personal Pronouns

Substitute a pronoun for each underlined noun. Write the pronoun on the line.

1. Jerry asked if Kenneth had bought anything.

He _____

2. Tammy and I work for the same company.

3. Are those seats reserved for Aaron and me?

4. Yes! Tina and Lil will enjoy it very much.

5. When is Anna coming to Chicago?

6. Frances and Marta are familiar with computers.

7. Are you giving the report to Mr. Stokes?

8. The doctor will see Erica now.

9. The car door needs to be repaired.

Information Sheet #5

Possessive Pronouns

- A possessive pronoun shows ownership or relationship. Some possessive pronouns are used before nouns. Some possessive pronouns stand alone.

Possessive pronouns used before nouns: *my, our, your, his, her, its, their.*

Your car is new.

Her house is small.

Possessive pronouns that stand alone: *mine, ours, yours, his, its, theirs.*

The book is mine.

That table is theirs.

Activity Sheet #5

Possessive Pronouns

Underline the correct possessive pronoun in the following sentences.

1. Jason is very happy with (his, him) new bank.
2. Stephanie will present (her, hers) report to the board tomorrow.
3. This identification card is (my, mine).
4. The Parkers are planning to sell (they, their) car.
5. Hector is working hard to improve the appearance of (his, him) garden.
6. Their car is new; is (your, yours) also new?
7. That porcelain doll is (her, hers).
8. We should speak to (us, our) landlord immediately.

Write a correct possessive pronoun on the line for each sentence.

9. _____ account does have enough money to pay the rent.
10. Luis, you're not wearing _____ uniform to the party.
11. Willy met _____ friends at the restaurant.
12. Sally and _____ brother work at the factory.
13. That tape measure is mine, not _____.
14. Since it is Eva's birthday today, this cake is _____.

Information Sheet #6

Relative Pronouns

- **Relative pronouns** are words that introduce more information about a noun. There are four relative pronouns: *who*, *whom*, *which*, and *that*. *Who* and *whom* always refer to people. *Which* and *that* always refer to animals, places, or things.

Use *who* as the subject of a sentence or phrase. Use *whom* as an object of a sentence or phrase.

The woman, who spoke at the rally, is my boss.

The woman, to whom he spoke, left the meeting early.

Use *whom* with prepositions – to, from, for, with

(We will study objects in a later LAP)

Use *which* to introduce words that could be left out of a sentence.

Florida, which has many tourist attractions, is a popular vacation state.

Use *that* to introduce words that cannot be left out of a sentence.

I want to work for a company that has good health benefits.

Activity Sheet #6

Circle the noun referred to by the relative pronoun.

1. The skier, who had just collided with another person, was badly shaken.
2. Chris, to whom I owed money, invited me to dinner.
3. The storm, which caused several trees to fall on my property, lasted several hours.
4. The book that I really wanted was not available.
5. Jarred, whom I had seen earlier, said that the party was a success.

Write the correct relative pronoun for each sentence on the line.

6. Jena, _____ happens to star on a soap opera, is quite an actress.
7. Did you hear about the doctor to _____ the Pulitzer Prize is being awarded?
8. The blue coat _____ I really liked was too expensive.
9. Madison, _____ is in New York, had a tornado last night.
10. The police dog _____ I saw was a German shepherd.
11. My car, _____ is brand new, is a red pick-up truck.

Information Sheet #7

Pronoun Agreement

- When a pronoun is used as a subject, it must agree with the verb in person and number.

Use singular verb forms with singular subjects. Use singular verb forms with pronoun subjects ending with *-one*, *-body*, or *-thing*.

He drives a truck all day.

Anybody can learn how to type.

No one in the class is allowed to miss the lecture.

Use plural verb forms with plural subjects. Use plural verb forms to refer to two or more words joined by and.

The boys sing the tenor part.

We bought the new novel by Barker.

Lara and Earl are the best of friends.

Activity Sheet #7

Underline the correct word in parentheses for each sentence.

1. Not (either, many) of the trees were in good shape after the storm.
2. Why doesn't (she, they) drive to work anymore?
3. No one (are, is) happy with the new mayor.
4. Isn't (he, they) going to let the dog out?
5. Everyone (are, is) attending the union rally.
6. Each team (is, are) responsible for three projects.

Underline the complete subject for each sentence. Write the correct verb form in parentheses on the line.

7. Yes, both of us _____ having a good time at the party. (was, were)
8. _____ the flowers to be delivered to him? (Are, Is)
9. They _____ volunteers at the local center. (are, is)
10. He _____ just purchased a new picture. (have, has)
11. Why _____ he always dial the wrong number? (do, does)

Information Sheet #8

Verbs

- A **verb** is a word that expresses action or state of being.
EXAMPLES: Helen **went** to school. These books **are** yours.
Elizabeth and Paul **sing** in the school choir.

Activity Sheet #8

Verbs

Double underline the verb in each sentence.

1. Where are the Rocky Mountains?
 - W. C. Handy wrote a lively song, "Good Morning World."
 - Check your papers carefully.
 - Bananas have great food value.
 - Africa is the home of the hippopotamus.
 - The car reached the narrow bridge.
 - Gwendolyn Brooks won a Pulitzer Prize.
 - Ricardo trains good mechanics.
 - Felicia wears a black wool coat to the office.
 - How many stars are on the U.S. flag?
 - The people of our town remember the cold winter.
 - Peter Minuit bought Manhattan for about twenty-four dollars.

Information Sheet #9

Action Verbs

- **Action verbs** express a physical action. Action verbs also express an action you cannot see.

The tiny, green caterpillar crawled across the leaf .

(The verb crawled is an action verb)

The council carefully considered the plan.

(The verb considered is an action verb)

The choir sings.

(The verb sings is an action verb)

Run, jump, fall, fly, see, act, hit, sleep, drive, think, smile, hear ,and touch are all action verbs.

Activity Sheet# 9

Double underline the action verb in each sentence. The first one is done for you.

1. Jamal drives to his office during the week.
2. Karla believed she had a good idea.
3. The ferocious lion roared at the lion trainer.
4. Fran understood the homework assignment.
5. Jill exercises at the gym every afternoon.
6. Manuel steered the boat into the harbor.
7. Erica put the books on the shelf.
8. I always ride the bus to work in the morning.
9. Our automobile stalled in the tunnel.

Write an action verb on the line for each sentence.

10. Our dog _____ only when the doorbell rings.
11. Luisa _____ before the final exam.
12. The new supervisor _____ the company manual.
13. Ramon _____ for an hour.
14. Harry _____ her a letter.

Information Sheet #10

Linking Verbs

- A **linking verb** does not show action. Instead, it links the subject to a word that describes or identifies the subject. Verbs that show state of being are linking verbs (*am, is, are, was, were*).
EXAMPLES: We were cold. Nancy is a dancer.
- A verb is a **linking verb** if it can replace one of the verbs of being (for example: *look, feel, taste, smell, sound, seem, become*).
EXAMPLES: John looked tired. The soup tastes delicious.
The word after the linking verb describes the subject of the sentence.

Activity Sheet #10

Double underline the linking verb in each sentence.

1. Carla appears nervous.
2. She is the first singer on the program.
3. Last year she was last on the program.
4. Another performer is last this year.
5. The stage looks beautiful.
6. The bouquets are gifts from friends.
7. The flowers smell fresh.
8. Carla feels ready to start.
9. Her song sounds wonderful.
10. The audience seems pleased.

Complete each sentence using the one of the italicized linking verbs below. You may use the verbs more than once.

am appeared are became is seemed was were

1. Tony seemed frightened.
2. He _____ alone in the cabin for the first time.
3. In the dark forest, everything _____ threatening.
4. Because of the storm, the lights _____ dim.
5. Even the shadows _____ strange.
6. "This _____ stupid," he thought to himself.
7. "I _____ brave; I'm not a coward."
8. "Where _____ Pablo?" he wondered.
9. There _____ bears in the woods."
10. What if Pablo _____ lost?" Tony worried.

Information Sheet #11

Verb Phrases

- A sentence may contain a **verb phrase**. A verb phrase is a **main verb** with one or more **helping verbs**.

EXAMPLES: The girls **are singing**. Where **have** you **been**?

Activity Sheet #11

Double underline the verb or verb phrase in each sentence.

1. The first schools were held in homes.
2. Who invented the jet engine?
3. The New England Primer was the earliest textbook in the United States.
4. John Philip Sousa was a bandmaster and composer.
5. Who built the first motorcycle?
6. My friends will arrive on Saturday afternoon.
7. What was the final score?
8. Ryan has made this unusual birdhouse.
9. The waves covered the beach with many shells.
10. I have ridden on a motor scooter.
11. The artist is molding clay.
12. Beverly and her family spent last summer in the Ozarks.
13. The supervisor posted the names of the new employees.
14. Paul has found a new hat.
15. She is going to the store.

Information Sheet #12

Helping Verbs

- The last word of a verb phrase is the main verb. The other words in a verb phrase are **helping verbs**.

EXAMPLES: Beth and Jon **were playing** in their yard.
The manager **had displayed** the apples.

- The **helping verbs** are:
 - am, are, is, was, were, be, being, been* (**forms of be**)
 - have, has, had* (**forms of have**),
 - do, does, did* (**forms of do**)
 - can, could, shall, should, will, would, must, may, might*

Activity Sheet #12

Double underline the verb phrase and circle the helping verb in each sentence below.

1. Mina and Rick have begun their spring cleaning.
2. Mina will rake the leaves on the front lawn.
3. Rick must clean the garage.
4. Together they will wash all the windows.
5. Some friends might prepare lunch for the two of them.
6. The cooks should wash their hands first.
7. Sandwiches and fruit salad would make a delicious lunch on a hot day.
8. Their next-door neighbor is working on his lawn, too.
9. He has sprayed his front and back lawns with a fertilizer.
10. Every worker must close the garbage bags tightly.

Information Sheet # 13

Helping Verbs

- A verb phrase may have more than one **helping verb**.

EXAMPLES: Bill **should have taken** the bus to school.
My plants **have been growing** very quickly.

- In a question or in a sentence with a word such as not or never, the **helping verb** may be separated from the main verb. **Not** is not a verb.

EXAMPLES: When **will** you **decide** about your bicycle?
Jason **has** not **fixed** his bicycle.

Activity Sheet # 13

Double underline the verb phrases.

1. Our final will be given on May 10.
2. Many students have been studying every night.
3. My friends and I may be forming a study group.
4. The study group members should be reviewing each chapter.
6. Are you joining our study group?
7. May we meet in your house one afternoon next week?
8. Kim and Tim should have known the answers to the first ten questions.
9. Where have you been all day?
10. Will you be joining us?

Information Sheet # 14

Subject-Verb Agreement

- A **singular subject** must have a **singular verb**.
EXAMPLES: Jane lives there. Does she walk to work?
She does not live near the bus. She has not gone yet.
- A **plural subject** must have a **plural verb**.
EXAMPLE: Jane and her sister live there. Do they walk to work?
They don't live near the bus. They don't have a car.
- You and I must have **plural verbs**.

Activity Sheet #14

Underline the subject of each sentence. Write S above each singular subject and P above each plural subject. Then double underline the correct verb form in parentheses.

P

1. Many stories (tell, tells) how dogs become friends of people.
2. A story by Rudyard Kipling (say, says) that Wild Dog agrees to help hunt and guard in exchange for bones.
3. After that, Wild Dog (become, becomes) First Friend.
4. Many dogs never (leave, leaves) their masters.
5. In another story of loyalty in the wild, an Arctic dog (doesn't, don't) leave his master's dead body.
6. There are few people in history that (hasn't, haven't) recorded the usefulness of dogs.
7. Studies in Egypt (prove, proves) that the dog was a companion in ancient Egypt.
8. Bones of dogs (has, have) appeared in Egyptian graves.
9. Ancient Greek vases (picture, pictures) dogs on them.
10. Today the Leader Dog organization (train, trains) dogs to guide the blind.
11. One blind man said, "My eyes (have, has) a wet nose."
12. A dog (does, do) have excellent hearing and smelling abilities.

Information Sheet #15

- Verb *tense* indicates the time at which an action takes place. Verbs can show *present* action, *past* action, or *future* action.

Simple Verb Tenses

Present: I look.

Past: I looked.

Future: I will look.

Perfect Tenses

Present perfect: I **have** looked.

Past perfect: I **had** looked.

Future perfect: I **will have** looked.

Activity Sheet #15

Underline each verb or verb phrase. Write the verb tense on the line. The first one is done for you.

1. I shopped everywhere for it. _____
2. She will meet me at six o'clock in the morning. _____
3. The prosecutor had concealed facts in the trial. _____
4. Sam and I washed the clothes for you. _____
5. The buyer increased his offer on the property. _____
6. Dave lives in the city. _____
7. By next week I will have finished this book. _____
8. Our parents taught us love and tolerance. _____

Write the present, past, and future perfect tenses for each underlined verb.

9. I worked at the company for two years.

Present perfect:

Past perfect:

Future perfect:

10. Latisha listened to the radio.

Present perfect:

Past perfect:

Future perfect:

Information Sheet # 16

Irregular Verbs

- The past tense of regular verbs is formed by adding *-ed*.
Yolanda dialed the wrong telephone number.
Dial is a regular verb. Dial - dialed
- The past tense of irregular verbs is formed in different ways.
The satellite began to send pictures home from Mars.
Begin is an irregular verb. begin - began

What are some regular verbs?

Present Tense	Past Tense
Today I: climb	Yesterday, I climbed
jog	jogged
sail	sailed
cook	cooked
recite	recited

What are some irregular verbs?

Present Tense	Past Tense
Today I: sing	Yesterday, I sang
ring	rang
run	ran
drive	drove
dig	dug
think	thought

Activity Sheet #16

Complete the table of past tense forms of some irregular verbs.

<u>PRESENT</u>	<u>PAST</u>	<u>PAST PARTICIPLE</u>
<i>Today I</i> _____	<i>Yesterday I</i> _____	<i>I had</i> _____
1. _____	blew	blown
2. break	_____	broken
3. choose	chose	_____
4. do	_____	done
5. _____	drew	drawn
6. eat	ate	_____
7. fall	_____	fallen
8. _____	flew	flown

Read each sentence below. Underline each correct verb form for each sentence.

9. Raul (become, became) tired after a long day at work.
10. The athletes had (run, ran) a good race.
11. Had I (knew, known) about the party I would have gone.
12. The cat (set, sat) on the couch all day.
13. It is a challenge to have (ran, run) in a New York marathon.
14. Many trees had (fell, fallen) because of the storm.
15. Have you (flew, flown) before?

Information Sheet #17

Adjectives

- Words that describe or modify a noun or pronoun are called adjectives. They usually answer one of these questions:

what kind
how many

which
whose

They usually appear before a noun (bright sun) or after a linking verb (was bright).

Example: That undersized goalie has played great soccer for three different teams. (**Which** goalie? That undersized goalie. **What kind** of soccer? Great soccer. **How many** teams? Three.)

Other Words that Act as Adjectives

- Because a word's function determines its part of speech, there are many words that we normally think of as nouns, pronouns, or another part of speech that may function as adjectives.

Nouns as Adjectives: Both common and proper nouns may act as adjectives.

Example: A telephone headset allows the user to move about freely.

(Telephone is normally a noun, but here it is telling us "what kind of headset")

The new American dream is to drive a German car.

(American and German are describing words –“what kind of dream” and “what kind of car.” We are not talking about “Americans” or “Germans.”)

Articles: The words a, an, and the are special adjectives called **articles**. The is used when referring to something in particular while a and an are used when we aren't specifying anything or anyone in particular. A is used before a consonant sound, and an is used before a vowel sound.

Example: We watched the airplanes at the air show.
(Very specific group and place)

She is catching an airplane later today.
(We don't know specifically which airplane.)

Information Sheet #17 cont.

Pronouns as Adjectives: The following pronouns may also act as adjectives when they modify nouns.

my	our	her	their	these	those
his	your	its	this	that	whose

Example: His sister is younger. That picture is beautiful.

Limiting or quantity words: Frequently, numbers such as two, three, fifth, and sixth are used as adjectives. Words such as few, many, and several also function as adjectives at times.

Example: Only three rooms were vacant. Very few people attended the concert.

Hyphenated Adjectives

Compound adjectives are two or more words that function as one single thought. These one-thought adjectives take the place of a longer phrase. Notice, these phrases have been shortened and the word order changed. When this is the case, hyphenate. Generally, this will occur when the compound adjective comes before the noun. When the phrase follows the noun, the word order is not normally changed, so no hyphenation is required.

Example:	Original Phrase	Compound Adjective
	terminals <u>installed at the point of sale</u>	<u>point-of-sale</u> terminals
	and actor <u>who is well known</u>	a <u>well-known</u> actor

If the expression occurs after a noun but the word order is changed, continue to hyphenate the one-thought compound.

Example: a <u>tax-exempt</u> purchase	(in front of the noun)
The purchase was <u>exempt from taxes</u> .	(normal order)
The purchase was <u>tax-exempt</u> .	(After the noun, but not normal order.)

When a number and a noun form a one-thought modifier **before** a noun, use a hyphen. When the expression is located elsewhere, do not hyphenate it

Example: a <u>one-way</u> street	a street that runs only <u>one way</u>
a <u>50-cent</u> fee	a fee of <u>50 cents</u>
a <u>55-mile-an-hour</u> speed limit	a speed limit of <u>55 miles an hour</u>

Exception: Do not use a hyphen to join proper adjectives.

Example: New York law firm

Information Sheet #17 cont.

Comparisons

Adjectives also allow us to compare our descriptions. Regular adjectives use the er ending to show a comparison between two items. Other adjectives use the helping words more or less.

Example: The elephant is larger than the hippo.
The science test was less difficult than the math test.

Regular adjectives use the est ending to show comparisons among **three or more**. Other adjectives use the helping words most or least.

Example: Sally is the shortest person in class.
Of all the performers, Sally was the most talented.

Irregular Adjective Forms: (Never use more, most, less, or least with these.)

good	better	best
bad	worse	worst
little	less	least
many	more	most
much	more	most

Double Trouble: Be sure you don't "double" your comparisons by saying things like "more faster," "more better," or "most fastest."

Activity Sheet #17

Choose an adjective below to describe each noun.

brave *foolish* *many* *shiny* *enough* *heavy*
cold *fragrant* *more* *sly* *two* *useful*

1. brave firefighter
2. _____ flower
3. _____ workers
4. _____ water
5. _____ fox
6. _____ students
7. _____ cars
8. _____ dimes
9. _____ answers
10. _____ chairs

Underline the adjectives in each sentence.

1. The spicy smell of warm soup filled the small kitchen. (Is **the** an adjective?)
2. A gusty wind blew the wet clothes from the clothesline. (Is **a** an adjective)
3. She wanted to wear a long, blue dress with the new shoes.
4. I like to sleep under clean sheets and a soft, warm blanket.
5. This tiny house is neat and tidy most of the time.
6. She was tired after a long trip to the huge supermarket.

Write three adjectives to describe each noun.

1. summer _____, _____, _____
2. babies _____, _____, _____
3. house _____, _____, _____
4. mountains _____, _____, _____

Underline each adjective.

1. A beautiful fountain was placed near the main entrance of the new park.
2. The small key opens the front door of the brick house.
3. The tired mother lay down on the soft, green sofa.
4. A beautiful display of lightning appeared before the storm.
5. Drivers should have good eyes, good ears, and good judgment.
6. Most American children know about the famous ride of Paul Revere.

Activity Sheet #17 cont.

7. Fleecy, white clouds floated in the pale, blue sky.
8. You could see many active volunteers at the sale.
9. We have frequent days of clear, bright weather in December.
10. Nelson Mandela is a courageous and honorable man.
11. The old bakery sells fabulous Greek pastries.
12. Hard candies can be dangerous for children.

Information Sheet #18

Adverbs

Words that describe or modify verbs, adjectives, or other adverbs are called adverbs. Adverbs usually answer these questions:

how when where
how much how often to what extent

Tip: Adverbs often end in -ly but some do not.

What Adverbs Modify

Verbs: Tennis lessons are being taught there daily.
 (Where? there How often? daily)

Adjectives: They are extremely popular. (How popular? Extremely.)

Adverbs: You arrived so quickly. (How quickly? So.)

Here is a short list of adverbs. Notice some end in ly and some do not.

Where	When	To What Extent	How
where	often	almost	well
nowhere	soon	hardly	thus
anywhere	now	too	justly
somewhere	then	very	so
here	still	quite	outrageously
there	when	really	quickly
down	never	all	anyway
backward	yet	as forward	eventually
around	already	equally	poorly

Very, too, and also are used as adverbs modifying other adverbs or adjectives.

Examples: She runs **very** fast.
 She went to town **also**.
 She is **too** noisy.

Information Sheet # 18 cont.

Comparisons

Adverbs, like adjectives, allow us to compare things. Most adverbs are compared by more or most, less or least. Some are compared by adding er or est. **Never** use both -er and more (less). **Never** use both -est and most (least).

Irregular Adverb Forms:

badly	worse	worst	little	less	least
far	*farther	farthest	much	more	most
far	*further	furthest	good, well	better	best

*Farther implies distance (We walked farther than they did)

*Further implies to a greater degree or extent (That requires further study)

Pam reacted less cheerfully to the news than Mark did.

Sally spoke the most clearly of all the contestants.

The Smith family drove the farthest of the three families.

Activity Sheet #18

Underline the adverbs in each sentence.

1. The secretary read the rules slowly but very clearly.
2. Adam, you are driving too recklessly.
3. The airplane started moving slowly, but it quickly gained speed.
4. I spoke too harshly to my friends.
5. Did the directions help you get there?
6. The report was well written.
7. The man stopped suddenly and quickly turned around.
8. Stacy swallowed her medicine too rapidly.
9. Janice answers the switchboard pleasantly.
10. His little grandson was sleeping soundly.

Write two adverbs to describe each verb. You may want to use a dictionary or a list of adverbs.

1. read _____, _____
2. think _____, _____
3. walk _____, _____
4. eat _____, _____
5. sing _____, _____

Underline the adverbs in each sentence.

1. The old car moved slowly up the hill.
2. She answered him very quickly.
3. We arrived at the party too early, so we helped with the decorations.
4. The family waited patiently to hear about the newborn baby.
5. Cindy drove the car very cautiously in the snowstorm.
6. Does Marshall always sit here, or may I have this seat?
7. They walked very rapidly in order to get home before the rainstorm.
8. The dog ran swiftly toward its home.
9. Emily quietly waited her turn while others went ahead.

Activity Sheet #18 cont.

10. We looked everywhere for the missing files.
11. May I leave now, or should I wait for the manager?
12. She drove slowly during the driving test and did well on parallel parking.
13. The nights have been extremely warm, so we go swimming in the evening.
14. He always drives carefully and never runs through yellow lights.
15. Can you swim far under the water without goggles?
16. Come here, and I'll show you a way to sew it neatly.
17. Please work quickly so that we can leave sooner.
18. Deer run very fast at the first sign of danger.
19. Suddenly I remembered that I left my jacket in the break room.
20. The snow fell softly on the rooftops of the city.

Underline the word that best completes each sentence.

1. Mark arrived (sooner, soonest) than Greg.
2. Tony arrived the (sooner, soonest) of all.
3. They had to work very (hard, harder, hardest).
4. Tony painted (more, most) carefully than Mark.
5. Mark worked (faster, fastest) than Greg, so Mark painted the walls.
6. Lauren worked the (more, most) carefully of all.

Complete each sentence with the comparative (-er, more, less) or superlative – est, most, least) form of the adverb in parentheses.

1. (soon) Ramon arrives sooner than Juan at morning practice.
2. (fast) Juan can run the _____ of all the track team.
3. (frequently) Ramon practices the _____ of all the runners.
4. (fast) Today Ramon sprinted _____ than he did yesterday.
5. (seriously) He is training _____ than Juan.
6. (early) He even arrives _____ than the coach.

Activity Sheet #18 cont.

Underline the correct word.

1. Always drive (careful, carefully).
2. Traffic seems (light, lightly) today.
3. The storm raged (furious, furiously).
4. The crowd waited (patient, patiently) for the concert to begin.
5. Natalie's letters are always (cheerful, cheerfully).
6. Raymond tried (real, really) hard to please his supervisor.
7. I answer my mail (prompt, promptly).
8. Mack speaks (respectful, respectfully) to everyone.
9. Tara is (happy, happily) with her new work.
10. Write this address (careful, carefully).
11. Time passed (slow, slowly).
12. The workers were (happy, happily) with their new contracts.
13. We were (real, really) glad to hear from him.
14. Tina (anxious, anxiously) awaited her friend's arrival.
15. I think Brenda can repair that roof (easy, easily).
16. We had to talk (loud, loudly) to be heard.
17. Yesterday the sun shone (bright, brightly) all day.
18. The mechanics (quick, quickly) completed the job.
19. The elevator rose (quick, quickly) to the top floor.
20. The storm began very (sudden, suddenly).

Information Sheet # 19

Prepositions

A preposition is a word that joins a noun or pronoun to some other part of the sentence. A noun or pronoun always follows the preposition. These are the most often used.

Common Prepositions:

about	before	due to	on	until
above	behind	during	over	up
across	below	except	past	upon
after	beneath	for	since	with
against	beside	from	through	within
along	between	without	in	out
amid	beyond	in addition to	to	from
among	instead of	in spite of	like	by
toward	around	concerning	of	under
instead of	underneath	down	off	at
on account of	on behalf of			

Prepositions tell us, specifically, what the relation is between things or between people. In the following example, all of the following sentences have the same subject (report) and the same verb (is), yet each tells us something different about the relationship between report and desk.

Example: The report is on the desk.
The report is in the desk.
The report is under the desk.

Prepositional Phrase

Prepositions are rarely used alone. The preposition and a noun or pronoun (with optional modifiers) make up a prepositional phrase.

Remember: The preposition is always first and the noun or pronoun is always last.

Example: **prep** **noun**
 on your desk
 to Mrs. Jones

Warning: to + a verb is not a prepositional phrase. It is called an infinitive. A prepositional phrase must have a noun or a pronoun.

Example: I want to go fishing. To go is not a prepositional phrase.
I want to go to the lake for striped bass. To the lake is a prepositional phrase. For striped bass is also a prepositional phrase.

Common Preposition Errors

Between You and Me: Some people think that "between you and me" sounds wrong, so they say "between you and I." **Between you and me is correct.**

Example: He will divide the work between you and me.
She will give the grades to you and me.

Among/Between: Use among when speaking of three or more persons or objects. Use between when speaking of two persons or objects.

Example: They shared the popcorn among the four of them. (More than two)
Between the two of us, we can find a solution. (Only two people)

At The End: In business writing, most sentences should not end with prepositions.

Example: Whom shall I give the report to?
The sentence should read: To whom shall I give the report?

Where are we at?
The sentence should read: Where are we?

From (Not Off Of): Off of is always wrong. Sometimes off is enough. Other times from should be used instead.

Example: We borrowed the book from the professor. (Not off of the professor.)
He took the book off the desk. (Not off of the desk.)

Activity Sheet #19

Underline the prepositions in each sentence.

1. Can you draw a map of your neighborhood for the guests?
2. Go through the first light and around the corner; my house is on the right.
3. I got another package through the mail from Ron.
4. Are you waiting by the bus stop?
5. At the meeting, he spoke to me about your mechanical ability.
6. Our company is ranked among the best; with benefits for its employees, it excels.
7. Her sister Cindy stood beside her.
8. All I want for lunch is a small bowl of vegetable soup with a roll.
9. We went to the house at the end of the street.
10. There were seventy-five post offices in the United States in 1790.
11. Most of the fans stood during the last quarter of the game.
12. I looked for your shoes under the bed, near the TV, and in the closet.
13. We ate dinner at the new restaurant by the river.
14. They stood on the porch and watched for the mail carrier.
15. With any luck, we'll be there between 3:00 and 4:00.

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

1. The airplane was flying (above the clouds).
2. We are moving to a smaller city.
3. Sandra lives on the second block.
4. An old water tower once stood on that hill.
5. The car slid on the wet pavement.
6. Sealing wax was invented in the seventeenth century.
7. I'll take the clock to the repair shop before next week.
8. Tungsten, a metal, was discovered in 1781.
9. Mrs. Griffin knits beautiful sweaters by hand.
10. The ball rolled into the street.

Activity Sheet #19 cont.

11. Does the animal shelter always keep the puppies in a pen?
12. The children climbed over the fence.
13. She lives in a small apartment on Delaware Road.
14. Columbus made three trips to America.
15. Salt Lake City, Utah's capital and largest city, was founded in 1847.
16. Sir Arthur Conan Doyle wrote detective stories about Sherlock Holmes.
17. The library keeps lists of new jobs on the second floor.
18. The geographic center of the United States is in Kansas.
19. The first safety lamp for miners was invented by Sir Humphrey Davy.
20. Many people of North Borneo live in houses that have been built on stilts.

Information Sheet #20 Conjunctions

Conjunctions are words that join individual words or groups of words. There are three kinds: coordinating, correlative, and subordinating.

Coordinating Conjunctions: These join a word to a word, a phrase to a phrase, or a clause to a clause. **The words, phrases, or clauses that are joined must be equal.** These are coordinating conjunctions.

But Or Yet For And Nor So (BOYFANS)
But **O**r **Y**et **F**or **A**nd **N**or **S**o

Example: I see cars and trucks. (two nouns)
I would like to live in California or in Oklahoma (two phrases)
We wanted to win, but we didn't. (two clauses)

Correlative Conjunctions: These are pairs of connecting words that also link words, phrases, and clauses. Here is a list of some of these conjunction pairs:

both-and	not only -but also	either -or
if -then	neither -nor	although -yet

Example: She likes both dogs and cats.
Neither Sally nor Fred went to the game.
Not only the girls played but also the boys.

Subordinating Conjunctions: These are words or groups of words that join and show the relationship between two clauses which are not equally important. (Remember a clause contains a subject and a verb, but it may or may not be a complete sentence.)

A subordinate conjunction joins a dependent clause to an independent clause. The dependent clause cannot stand alone but must be joined to the independent clause that is the main part of the sentence.

Subordinate conjunctions are often found at the beginning of the sentence or in the middle of the sentence.

Example: A chocolate sundae tastes best when it is topped with chopped nuts.
(Middle)

When it is topped with chopped nuts, a chocolate sundae tastes best.
(Beginning)
(The clause "when it is topped with chopped nuts" is dependent. It depends on the rest of the sentence to complete its meaning.)

Information Sheet #20 cont.

Common Subordinating Conjunctions

after	as soon as	since	though	where
although	as though	because	until	while
as	because	so	unless	as if
before	so that	until	as long as	
that	when	in order that		

Other Words That Act Like Subordinate Conjunctions:

accordingly	further	however	otherwise	thus
whom	also	furthermore	moreover	still
who	whomever	consequently		hence
nevertheless	therefore	whose		yet

Activity Sheet #20

Underline the coordinate and correlative conjunctions in each sentence.

1. Neither the chairs nor the tables had been dusted.
2. He and I are cousins. We are related not only on my mother's side but also on my father's side of the family.
3. David likes tennis, but Jim prefers running or shooting hoops.
4. We left early, but we missed both the train and the bus.
5. He is not only available but also willing to help.
6. Both hail and rain fell during the storm. It was a dark and dreary day.
7. I have neither time nor energy to waste. My family and my job take all I have.
8. Bowling and tennis are my favorite sports, but I like badminton, too.
9. Either Dan or Don will bring a portable radio and a flashlight.

Underline the subordinate conjunctions in each sentence.

1. We enjoyed the visit although we were very tired when we got home.
2. Although I like to take pictures, I'm not a good photographer.
3. We cannot concentrate if you make so much noise.
4. The party will be over before they get here.
5. Did you see Clarice's baby when she visited the office?
6. Unless you have some objections, I will turn in this report tomorrow.
7. While Jason mowed the lawn, Annie watered the plants.
8. I'll come to see you when you are feeling better.
9. We got here late because we lost the directions.
10. I'm not leaving for home until I file this stack of papers.

Information Sheet #21

Interjections

Study the following sentences.

- a. Wow! What a great day. c. Hey, that's a good idea.
b. Oh, did I say that? d. Yipes! The car is skidding.

The four underlined words are called **interjections**. An interjection is a word or a phrase that expresses strong, sudden feeling.

An **interjection** is followed by an exclamation point or a comma. An exclamation point shows stronger feeling. When an exclamation point is used, the next word begins with a capital letter. When a comma is used, the next word begins with a lowercase letter (unless the word is a proper noun).

Activity Sheet #21

Read the following list of common interjections.

oh	phew	ha	hey
hurray	gee	ugh	aha
yuck	ah	sh	holy cow
wow	golly	huh	whoops
ouch	yipes	shucks	well
gosh	Oh, no		

Write an interjection that makes sense in each blank below. Choose an interjection from the list above. Do not use any interjection more than once.

1. _____ ! I fell again!
2. _____, that's a pretty dress.
3. _____ ! They'll hear you!
4. _____ ! This tastes awful.
5. _____, I must have taken a wrong turn.
6. We are going to the circus. _____ !
7. _____ ! That hurts.
8. _____, you sure are popular.

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Language Usage (in Writing Section)		
SCORE		
	1	Nouns - Review
	2	Identifying Errors in Prose Passage I
	3	Pronouns - Review
	4	Identifying Errors in Prose Passage II
	5	Verbs – Number and Form
	6	Identifying Errors in Prose Passage III
	Q1-6	Quiz Lessons I-6
	7	Verbs – The Six Tenses
	8	Identifying Errors in Prose Passage IV
	9	Adjectives and Adverbs - Review
	10	Identifying Errors in Prose Passage V
	11	Prepositions - Review
	12	Identifying Errors in Prose Passage VI
	Q7-12	Quiz on Lessons 7-12

Click **BACK** to return to the list of subjects.

Click on **LANGUAGE**. Arrow down to Grammar and Usage for the next unit.

Grammar and Usage (in Language Section)		
SCORE		
	1	Identifying Verbs
	2	Identifying Subjects I
	3	Complete and Incomplete Sentence
	4	Difficult Verbs
	5	Difficult Nouns
	Q1-5	Quiz Lessons I-5
	11	Adjectives and Adverbs
	12	Adjectives and Adverbs
	13	Comparatives and Superlatives
	14	Confusing Adjectives and Adverbs
	15	Pronouns as Subjects
	16	Pronouns as Objects
	17	Possessive Forms of Pronouns
	18	Reflexive Forms of Pronouns
	19	Pronouns and Antecedents Agreement

When you complete the Grammar and Usage, scroll down to **SPELLING**.

Spelling (in Language Section)		
SCORE		
	1	Plurals Formed by Adding S
	2	Plurals of Nouns Ending in S, W, CH, or SH
	3	Plurals of Nouns Ending in Consonants and Y
	4	Plurals of Nouns Ending in Vowels and Y
	5	Plurals of Nouns Ending in Consonants and O
	6	Plurals of Nouns Ending in F or FE
	7	Irregular Plurals

After you have completed this LAP and the SkillsTutor activities with passing scores, you are ready for the test. Good work.