

# Using Words Correctly

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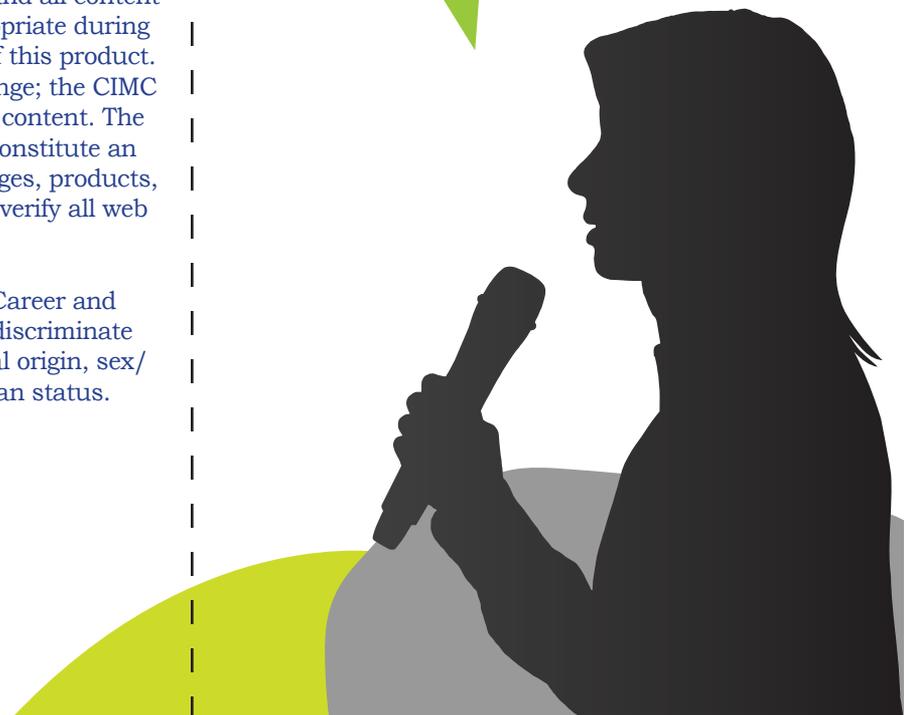
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# Using Words Correctly



## Course Objective

After completing this course, you will show the following competencies by mastering the activities on the Assignment Sheets and by scoring at least 85% on the Written Test.



### Specific Objectives

1. Distinguish between singular and plural subjects.
2. Distinguish between singular and plural verbs.
3. Select from a list rules of subject and verb agreement.
4. Select verbs that agree in number with subjects. (Assignment Sheet 1)
5. Select verbs for singular pronoun subjects. (Assignment Sheet 2)
6. Select verbs for plural pronoun subjects. (Assignment Sheet 3)
7. Select verbs for the subjects *some*, *any*, *all*, *most*, and *none*. (Assignment Sheet 4)
8. Select verbs for subjects joined by *and*. (Assignment Sheet 5)
9. Select verbs for subjects joined by *or* or *nor*. (Assignment Sheet 6)
10. Select verbs for combined plural and singular subjects joined by *or* or *nor*. (Assignment Sheet 7)
11. Match levels of English to their correct uses.
12. List common causes of nonstandard English.
13. Recognize words that are easily confused.
14. Choose the correct word in given sentences. (Assignment Sheet 8)

## Introduction

The ability to use words correctly will help you be a more effective communicator. The thoughts, feelings, and information you want others to know will be more clearly communicated if you use subjects and verbs that agree in number and words that express the meaning you intend. Knowing when to use standard and nonstandard language will help you choose the most appropriate language for the occasion.



# Information Sheet

## OBJECTIVE 1

Distinguish between singular and plural subjects.

### WORDS YOU SHOULD KNOW

<b>noun</b>	word that names something <b>EXAMPLE:</b> Girl, ball, story, calendar, event	<b>singular</b>	word referring to one element
<b>plural</b>	word referring to more than one element	<b>subject</b>	a word or group of words about which the sentence makes a statement (subjects contain nouns or noun equivalents)
<b>pronoun</b>	word that stands for a noun <b>EXAMPLE:</b> He, she, it, they; this, that, these, those; himself, herself, themselves; who, what, when	<b>verb</b>	word that indicates an action or state of being

A subject may be a noun or a pronoun.

- Singular subject

- ▶ Names only one person, place, or thing

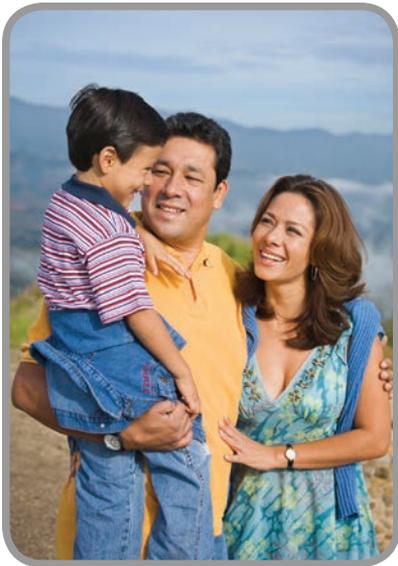
**EXAMPLE**

*Boswell* works as a mechanic.

- ▶ Is used with a singular verb

**EXAMPLE**

The *car* *was* expertly repaired.  
The *machine* *runs* smoothly.



- Plural subject
  - Names more than one person, place, or thing

**EXAMPLE**

*Boswell* and *Bronson* work as mechanics.

- Is used with a plural verb

**EXAMPLE**

The *cars* *were* expertly repaired.  
The *machines* *run* smoothly.

## OBJECTIVE 2

Distinguish between singular and plural verbs.

### WORDS YOU SHOULD KNOW

**contraction** word in which one or more letters are omitted (an apostrophe signals the omission)  
**EXAMPLE:** *Don't* for do not, *it's* for it is, *couldn't* for could not

**number** how many subjects act or experience an action, one (singular) or more than one (plural)

Verbs change endings (adding *s*) or spelling (*is* is singular; *are* is plural) to show number.

- Singular verbs
  - Action verbs that end in **s**

**EXAMPLE**

Walks, sits, laughs, cries

- State-of-being verbs

**EXAMPLE**

Is (use with he, she, it) Was (past tense of *is*; use with he, she, it)

- Contractions that combine a singular verb and an adverb

**EXAMPLE**

Isn't, hasn't, doesn't

✓ **NOTE:** When a singular verb (does) and an adverb (not) are combined in a contraction (doesn't), the word functions as a singular verb.

● Plural verbs

▶ Action verbs that do not end in **s**

**EXAMPLE**

Walk, sit, laugh, cry

▶ State-of-being verbs

**EXAMPLE**

Are (use with *we, you, they*; also, *you* in singular) Were (past tense of *are*; use with *we, you, they*, and *you* in singular)

▶ Contractions that combine a plural verb and an adverb

**EXAMPLE**

Weren't, haven't, don't

✓ **NOTE:** When a plural verb (do) and an adverb (not) are combined in a contraction (don't), the word functions as a plural verb.

## Common Contractions

### “Is” contractions

It is	=	It's
That is	=	That's
What is	=	What's
He is	=	He's
She is	=	She's
There is	=	There's
Where is	=	Where's
Who is	=	Who's

### “Are” contractions

We are	=	We're
You are	=	You're
They are	=	They're

### “Have” contractions

I have	=	I've
We have	=	We've
You have	=	You've
They have	=	They've
Would have	=	Would've
Could have	=	Could've
Should have	=	Should've

### “Will” contractions

You will	=	You'll
He will	=	He'll
She will	=	She'll
It will	=	It'll
They will	=	They'll
I will	=	I'll
We will	=	We'll

### “Would” contractions

I would	=	I'd
He would	=	He'd
She would	=	She'd
They would	=	They'd
We would	=	We'd

### “Am” contraction

I am	=	I'm
------	---	-----

### “Us” contraction

Let us	=	Let's
--------	---	-------

### “Not” contractions

Are not	=	Aren't
Cannot	=	Can't
Did not	=	Didn't
Does not	=	Doesn't
Do not	=	Don't
Had not	=	Hadn't
Has not	=	Hasn't
Have not	=	Haven't
Is not	=	Isn't
Should not	=	Shouldn't
Was not	=	Wasn't
Were not	=	Weren't
Will not	=	Won't
Would not	=	Wouldn't
Could not	=	Couldn't

## OBJECTIVE 3

Select from a list rules of subject and verb agreement.

### WORDS YOU SHOULD KNOW

**agreement** subject and verb match in number

**preposition** word that connects a noun or a pronoun with other elements in a phrase or sentence



- A verb agrees with its subject in number — A plural subject takes a plural verb, and a singular subject takes a singular verb.

#### EXAMPLE

*Joe is going* to school.

Joe = singular subject  
is going = singular verb

*They are going* to school.

They = plural subject  
are going = plural verb

There *are* many *curves* in this road.

curves = plural subject  
are = plural verb

✓ **NOTE:** *There* is an introductory word; the subject is *curves*.

- Singular pronouns such as ***each, either, neither, one, everyone, everybody, no one, nobody, anyone, someone, and somebody*** take a singular verb when they are used as subjects of sentences.

#### EXAMPLE

*Everybody* is trying to build a bird house in carpentry class.

Everybody = singular pronoun subject  
is = singular verb

- Plural pronouns such as ***several, few, both, and many*** take a plural verb when they are used as subjects of sentences.

#### EXAMPLE

Few people *were* ready.

Few = plural pronoun subject  
were = plural verb

*Many students apply* for financial assistance.

students = plural subject  
Many = pronoun used as an adjective  
modifying *students*  
apply = plural verb

- Pronouns such as **some**, **all**, **any**, **most**, and **none**, when used as subjects of sentences, may take a plural or a singular verb, depending upon the word to which they are referring.

**EXAMPLE**

*Some* of the food *was* eaten.

Some what?  
Some food  
food = singular  
was = singular verb

*Some* of the apples *were* eaten.

Some what?  
Some apples  
apples = plural  
were = plural verb

- The number of a subject is not changed by a phrase following the subject. Never match a verb to the object of a preposition.

**EXAMPLE**

*One* of the tools *is* missing.

One = singular subject  
is = singular verb  
of the tools = prepositional phrase  
containing plural object, *tools*

- Subjects joined by **and**, **both**, **not only**, etc., take a plural verb.

**EXAMPLE**

*Bob and Linda* always *ask* intelligent questions.

Bob and Linda = subjects joined by *and*  
are plural  
ask = plural verb

*Both* the house and the land *were* sold.

house and land = subjects joined by *both*  
are plural  
were = plural verb

*Not only* the truck but also the trailer *have* been taken.

truck and trailer = subjects joined by  
*not only* are plural  
have = plural verb

- Singular subjects joined by **or** or **nor** take a singular verb.

**EXAMPLE**

*Jane or Scott* always *asks* intelligent questions.

Jane asks intelligent questions.  
Scott asks intelligent questions.  
Jane or Scott = singular subjects joined by  
*or* are singular  
asks = singular verb

*Bicycling or swimming* is good exercise

Bicycling or swimming = singular subjects  
joined by *or* are singular  
is = singular verb

- Singular subjects and plural subjects joined by **or** or **nor** take the verb that agrees with the subject nearer the verb.

**EXAMPLE**

The *teacher* or the *students* *have been* in the classroom.

teacher = singular subject  
students = plural subject nearer the verb  
have been = plural verb



- In sentences beginning with a false subject, such as **there** and **here**, the verb agrees with the actual subject.

**EXAMPLE**

*There are many trees* in this forest.

There = false subject  
 trees = actual subject (plural)  
 are = plural verb

*There is one book* on the desk.

There = false subject  
 book = actual subject (singular)  
 is = singular verb



**OBJECTIVE 4**

Complete Assignment Sheet 1

**OBJECTIVE 5**

Complete Assignment Sheet 2.

**OBJECTIVE 6**

Complete Assignment Sheet 3.

**OBJECTIVE 11**

Match levels of English to their correct uses.

**WORDS YOU SHOULD KNOW**

**nonstandard** language that violates the use of grammar of educated native speakers

**slang** nonstandard informal language composed of consciously-created new words

**standard** language uniformly regarded as clearly understandable by educated native speakers

**OBJECTIVE 7**

Complete Assignment Sheet 4.

**OBJECTIVE 8**

Complete Assignment Sheet 5.

**OBJECTIVE 9**

Complete Assignment Sheet 6.

**OBJECTIVE 10**

Complete Assignment Sheet 7.

- Standard English

- ▶ Formal

- Used in serious writing or speaking
- Used in business and professional writing
- Used whenever you wish to make a good impression

- ▶ Informal

- Used when speaking or writing to friends or family members
- Used in everyday situations requiring proper English

- Nonstandard English

- ▶ Used in casual conversation; “fad” language
- ▶ Not used in speaking or writing except to illustrate dramatic characters



## OBJECTIVE 12

List common causes of nonstandard English.

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### WORDS YOU SHOULD KNOW

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**adjective** word that describes a noun or pronoun  
**EXAMPLE:** *Tall* man, *blue* dress, *stormy* sky

**adverb** word that describes a verb, adjective or another adverb  
**EXAMPLE:** *Easily* finished, *rather* rusty sword, *very clumsily* done

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- Using the wrong verb form

- ▶ **Done** — Use with helping verbs **has, have, had, was, will be.**

✓ **NOTE:** *Did* is the past form of *do*.

**EXAMPLE**

Nonstandard — The carpenters *done* all they could.

Standard — The carpenters *did* all they could.

Standard — The carpenters *had done* all they could.

- ▶ **Seen** — Use with helping verbs **has, have, had, was, will be.**

✓ **NOTE:** *Saw* is the past form of *see*; *seen* is a participle.

**EXAMPLE**

Non-standard — I *seen* that movie already.

Standard — I *saw* that movie already.

Standard — I *have seen* that movie already.

- ▶ **Don't** — Use only with plural nouns, plural pronouns, *you*, *we*, or *I*; contraction of *do not*.

✓ **NOTE:** If using *he*, *she*, or *it*, use *doesn't*.

**EXAMPLE**

Nonstandard — He *don't* work after 5 p.m.

Standard — He *doesn't* work after 5 p.m.

Standard — They *don't* work after 5 p.m.

- Using the wrong pronoun or using the wrong word in place of a pronoun

- ▶ **Himself** — Sometimes used incorrectly as *hisself*

✓ **NOTE:** *Hisself* is a word from a nonstandard dialect.

**EXAMPLE**

Nonstandard — The electrician accidentally shocked *hisself*.

Standard — The electrician accidentally shocked *himself*.

- ▶ **Themselves** — Sometimes used incorrectly as *theirselves*

✓ **NOTE:** Only the pronoun *themselves* works as an object of a sentence or phrase.

Nonstandard — The girls saw *theirselves* in the mirror.

Standard — The girls saw *themselves* in the mirror.

- ▶ **Like** — Do not use in place of *as if* or *though*

✓ **NOTE:** When speaking, do not use *like* to begin sentences or to act as a space filler.

**EXAMPLE**

Nonstandard — “*Like*, I was so late today.”

Standard — “I was so late today.”

Nonstandard — “I saw the teacher, *like*, in the hall before class.”

Standard — “I saw the teacher in the hall before class.”





- ▶ **As if**— May be used in place of **though**

**EXAMPLE**

Nonstandard — He worked *like* he was tired.

Standard — He worked *as if* he were tired.

- ▶ **A lot**— Sometimes misspelled as one word: **alot**

- ▶ **Brought**— Sometimes used incorrectly as **brung** or **brang**.

✓ **NOTE:** *Brought* is the past tense of *bring*.

**EXAMPLE**

Nonstandard — I *brung* my lunch to work.

Standard — I *brought* my lunch to work.

- Using unnecessary words or letters

- ▶ **Anywheres, everywhere, nowhere**

✓ **NOTE:** Many people puts an “s” on the end of these words, but it is not needed.

- ▶ **Where. . . at**

**EXAMPLE**

“Where were you *staying at*?” (incorrect)

“Where were you *staying*?” (correct)

- ▶ **Had ought, hadn’t ought, might ought, might could**

✓ **NOTE:** Do not use *had* or *might* with *ought* or *could*. Use *ought not* instead of *hadn’t ought*.

We *had ought* to buy that car. (incorrect)

We *ought* to buy that car. (correct)

He *hadn’t ought* to have done it. (incorrect)

He *ought not* to have done it. (correct)

We *might could* go to the dance. (incorrect)

We *could* go to the dance. (correct) or

We *might* go to the dance. (correct)

- ▶ **Off of**

✓ **NOTE:** Do not use *off of* for *off* or *from*.

**EXAMPLE**

We jumped *off of* the truck. (incorrect)

We *got off* the truck. (correct) or

We jumped *from* the truck. (correct)

- ▶ **This here**

✓ **NOTE:** Use either *this* or *here*.

**EXAMPLE**

*This here* is my exam. (incorrect)

*This* is my exam. (correct) or

*Here* is my exam. (correct)

▶ **That there**

✓ **NOTE:** Use *that* alone.

**EXAMPLE**

*That there* hammer is too large.  
(incorrect)

*That* hammer is too large. (correct)

▶ **Can't hardly**

✓ **NOTE:** *Can't* and *hardly* are negative words. Do not use two negative words in the same sentence.

**EXAMPLE**

She *can't hardly* button her dress  
(incorrect)

She *can hardly* button her dress.  
(correct) or

She *can't* button her dress. (correct)

▶ **In front of  
In back of**

✓ **NOTE:** These phrases are wordy. Use *before* and *behind* instead.

**EXAMPLE**

He stood *in front of* the mirror. (incorrect)

He stood *before* the mirror. (correct)

The child hid *in back of* the box. (wordy)

The child hid *behind* the box. (correct)

▶ **Due to the fact that**

✓ **NOTE:** This phrase is wordy. Use *because* instead.

**EXAMPLE**

*Due to the fact that* you were late for class, you must remain after class for ten minutes. (wordy)

*Because* you were late for class, you must remain after class for ten minutes. (correct)

▶ **At this point in time**

✓ **NOTE:** This phrase is wordy. Use *now*, *right now*, or *today* instead.

I cannot work the problem *at this point in time*. (wordy)

I cannot work the problem *now*. (correct)

● Using the wrong endings on words

✓ **NOTE:** In nonstandard English, plural or singular endings are often left off words ending in “sk” or “s” which are difficult to pronounce.

The *scientist* are working on an experiment.  
(incorrect)

The *scientists* are working on an experiment. (correct)

She *ask* many questions in class.  
(incorrect)

She *asks* many questions in class. (correct)

Her prejudice prevents her from being fair-minded. (noun)

She is a very *prejudiced* person. (adjective)

Her *prejudices* prevent her from being fair-minded. (plural noun)

You are not *suppose* to use that machine.  
(incorrect)

You are not *supposed* to use that machine.  
(correct)

You are not as thin as you *use* to be.  
(incorrect)

You are not as thin as you *used* to be.  
(correct)

- Using adjectives in place of adverbs
  - ▶ **Bad** — an adjective used with sense verbs (*touch, taste, feel*) or to describe a noun

**Badly** — an adverb used to describe verbs

**EXAMPLE**

The instructor feels *bad* this morning.

The unprepared class session went *badly*.

- ▶ **Well** — adverb used to describe adjectives, verbs, and other adverbs; also used to describe someone's health (she is *well*), someone's dress (he is *well-dressed*), and something that is satisfactory (all is *well*)

**Good** — adjective used to describe nouns

**EXAMPLE**

You performed that job very *well*. You did a *good* job.

## OBJECTIVE 13

Recognize words that are easily confused.

- **a** — article used before words beginning with letters other than **a, e, i, o,** and **u**

**an** — article used before words beginning with **a, e, i, o, u** and silent **h**

**EXAMPLE**

He used *a* vacuum to clean the carpet.

The vacuum needed *an* attachment.

He used *a* dusting tool and an upholstery tool.

- **accept** — to receive
- except** — to leave out, omit



**EXAMPLE**

We *accept* your gift.

I have time *except* on Thursday

- **affect** — to influence, impress, or produce a change in

**effect**—the result, outcome

**EXAMPLE**

Her leaving will not *affect* my decision.

I like the *effect* of that new carpet.

- **between** — used with two persons or things

**among** — used with three or more persons or things

**EXAMPLE**

It is hard to choose *between* the younger and the experienced candidate.

No agreement was reached *among* the five committee members.

- **complement** — to go well with something else

**compliment** — to say something nice about someone or something

**EXAMPLE**

The blue scarf *complements* her new jacket.

He called to *compliment* her on the quality of the report.

- **in** — within  
**into** — movement from outside to inside

**EXAMPLE**

She threw the ball *in* the basket. (incorrect)  
She threw the *ball* *into* the basket. (correct)

- **their** — possessive pronoun; shows  
**there** — a place  
**they're** — contraction for **they are**

**EXAMPLE**

*Their* apartment is near our house.  
I have never been *there* before.  
*They're* very excited about the job.

- **to** — preposition used before a verb or noun  
**too** — over, more than needed, also

**EXAMPLE**

The visitor went *to* the office.  
The manager ordered *too* many boxes.

- **its** — possessive pronoun; shows ownership  
**it's** — contraction for **it is**

**EXAMPLE**

The team decided on *its* choice for a leader.  
*It's* decided that the party will be on Saturday.

- **lie** — to rest in a flat position  
**lay** — to put or place something

**EXAMPLE**

I have to *lie* down for a few minutes!

Don't leave your tools *lying* around.  
You can *lay* your coat on the chair.  
Where should I *lay* these packages?

- **loose** — not firm, not fastened down  
**lose** — to be lost; opposite of win

**EXAMPLE**

One of the *loose* boards fell away.  
Jessica will *lose* her tooth soon.

- **sit** — to take a sitting position; to be in place  
**set** — to put something down or in place

**EXAMPLE**

He *sits* in front of his computer all day.  
Her DVDs *sit* in a stack on the shelf.  
Please *set* your tools on that table.  
The movers *set* the box on the rug.

- **well** — adverb used to describe adjectives, verbs, and other adverbs; also used to describe someone's health, dress, or something that is satisfactory  
**good** — adjective used to describe nouns

**EXAMPLE**

You completed that job very *well*.  
She has not been feeling *well* this week.  
They all thought that she dressed *well*.  
He did a *good* job at the store.  
We expected *good* things to result.

## OBJECTIVE 14

Complete Assignment Sheet 8.

Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Score: \_\_\_\_\_

### Basic Skills

#### Critical Thinking

#### Introduction

A verb must agree with its subject in number. A singular subject takes a singular verb; a plural subject takes a plural verb.

#### Equipment And Supplies

Pen or pencil

# Assignment Sheet 1

## OBJECTIVE 4

Select verbs that agree in number with subjects.

### Instructions

#### Part 1

Underline the subject in each sentence. Then circle the correct verb in parentheses that agrees with the subject.

#### EXAMPLE

Here (is, are) the stamps for your letter.

1. A plumber (work, works) with specialized tools.
2. Two horses (jump, jumps) better than the others.
3. Burt's tractor (pulls, pull) stumps and brush from the fields.
4. The race cars (go, goes) around the oval track ten times.
5. The club's motorcycles (run, runs) 300 miles on a tank of gas.
6. Mice (eat, eats) seeds and plants but rarely eat cheese.
7. The pencil (sharpens, sharpen) to a fine point.
8. Everyone (try, tries) to answer questions honestly.
9. Several friends (has, have) taken that course.
10. Sara (cook, cooks) spaghetti in her largest pot.
11. Mike (does, do) what his supervisor asks of him.
12. All of them (read, reads) well.

- |   |   |
|---|---|
| 13. Both (is, are) interested in technical books.                       | 17. Calves (play, plays) when they are not hungry.          |
| 14. That lady always (buy, buys) two pounds of ground beef.             | 18. The girls (talk, talks) about their CareerTech classes. |
| 15. The men (travel, travels) from city to city on business.            | 19. Janie (swim, swims) better than her brother, Jeff.      |
| 16. Few of the students (participate, participates) in practical jokes. | 20. This job (pays, pay) well.                              |

## Part 2

Write an "A" in the blanks before those subjects and verbs that agree.  
Write a "DNA" in the blanks before those that do not agree.

- |                           |                         |
|---------------------------|-------------------------|
| _____ 1. houses has       | _____ 6. hunger were    |
| _____ 2. John give        | _____ 7. caverns was    |
| _____ 3. price increases  | _____ 8. people were    |
| _____ 4. supervisor talks | _____ 9. flowers is     |
| _____ 5. suitcases were   | _____ 10. dresses seems |

## Part 3

Correct the verbs in the following sentences. Draw a line through the incorrect verb. Write the correct verb in the blank to the left of each sentence. Place a "C" before correct sentences.

### EXAMPLE

\_\_\_\_\_ Were ~~Was~~ these dishes dried properly?

- |       |  |
|-------|--|
| _____ | 1. Bill don't like detective stories.                            |
| _____ | 2. The helicopters are at the airport.                           |
| _____ | 3. The paintings in the museum is insured for a million dollars. |
| _____ | 4. Lunch were good today.  |
| _____ | 5. Ammonia, as well as other household cleaners, are poison.     |

- \_\_\_\_\_ 6. The channel between the islands are marked by buoys.
- \_\_\_\_\_ 7. Kim or her brother are going to the freshman picnic.
- \_\_\_\_\_ 8. The boys have organized a baseball team.
- \_\_\_\_\_ 9. Don't Terry plan to run for president of the club?
- \_\_\_\_\_ 10. Mary Lou haven't made plans for the beauty contest.
- \_\_\_\_\_ 11. The reports presented at the meeting was outstanding.
- \_\_\_\_\_ 12. The scientists sees a cloud of dust.
- \_\_\_\_\_ 13. The child enjoys watching cartoons.
- \_\_\_\_\_ 14. Sponsors of the concerts pays all expenses.
- \_\_\_\_\_ 15. What are the requirements for the contest?
- \_\_\_\_\_ 16. Bills is the worst part of owning a car.
- \_\_\_\_\_ 17. The seniors awaits graduation.
- \_\_\_\_\_ 18. Here was the pages for the scrapbook.
- \_\_\_\_\_ 19. The moon and Venus is visible at night.
- \_\_\_\_\_ 20. The winners in the state competition goes to finals.
- \_\_\_\_\_ 21. My best friends feeds my pet when I'm away.
- \_\_\_\_\_ 22. The price tag on the pillows were marked.
- \_\_\_\_\_ 23. Our club activities was listed in the newspaper.
- \_\_\_\_\_ 24. Everything about that bridge is dangerous.
- \_\_\_\_\_ 25. The theme of next month's workshops are "Improving Communication."



Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Score: \_\_\_\_\_

### Basic Skills

Critical Thinking

### Introduction

Singular pronouns take a singular verb when used as subjects of sentences.

### Equipment And Supplies

Pen or pencil

# Assignment Sheet 2

## OBJECTIVE 5

Select verbs for singular pronoun subjects.

### Instructions

#### Part 1

Underline the subject in each sentence. Then circle the correct verb in parentheses that agrees with the subject.

#### EXAMPLE

Each of my interviews (teach, teaches) me something useful.

1. One of Tim's brothers (is, are) going to Oklahoma State University.
2. One of our trees (was, were) struck by lightning.
3. Either the battery or the bulb in my two flashlights (has, have) burned out.
4. Everybody (dance, dances) at the party.
5. Someone (has, have) the hammer and nails.
6. Nobody (swim, swims) across our city lake.
7. Anyone (studies, study) to make good grades.
8. Neither of the workers (knows, know) how to change the fuse in the fuse box.
9. Everyone (was, were) requesting refunds on the product.
10. Each of the employees (was, were) entering the leadership class.

## Part 2

Write an "A" in the blank before each sentence in which the subject and verb agree.

Write a "DNA" in the blank before each sentence in which the subject and verb do not agree.

- |       |    |   |       |     |  |
|-------|----|---|-------|-----|--|
| _____ | 1. | Somebody in the crowd were snoring.             | _____ | 6.  | One assistant answers the telephone.     |
| _____ | 2. | Each of the boys tries to outdo the other.      | _____ | 7.  | Neither of the projects has any value.   |
| _____ | 3. | Someone works on the project every day.         | _____ | 8.  | Everyone talks about the festival.       |
| _____ | 4. | One of the cabinets contain paint supplies.     | _____ | 9.  | Each of the farmers use modern machines. |
| _____ | 5. | Each of the waiters is standing in the doorway. | _____ | 10. | Some leaks is hard to find.              |

## Part 3

Correct the verbs in the following sentences. Draw a line through the incorrect verb. Write the correct verb in the blank to the left of each sentence. Place a "C" before correct sentences.

### EXAMPLE

  gets   Each of the students ~~get~~ a chance to speak.

- \_\_\_\_\_ 1. Either of these buses take you to the school.
- \_\_\_\_\_ 2. Every one of the classes are interesting.
- \_\_\_\_\_ 3. Either one of these two dresses fit you well.
- \_\_\_\_\_ 4. Each of my teachers gives long homework assignments.
- \_\_\_\_\_ 5. Any one of these students know how to rebuild an engine.
- \_\_\_\_\_ 6. A few of the hand tools needs to be cleaned.
- \_\_\_\_\_ 7. Neither horseplay nor joking is allowed in the shop.
- \_\_\_\_\_ 8. Each of my friends were expecting me to help with the project.
- \_\_\_\_\_ 9. Either of those tools is suitable.
- \_\_\_\_\_ 10. Each of the cars were going in a different direction.

Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Score: \_\_\_\_\_

### Basic Skills

Critical Thinking

### Introduction

Plural pronouns take a plural verb when used as subjects of sentences.

### Equipment And Supplies

Pen or pencil

# Assignment Sheet 3

## OBJECTIVE 6

Select verbs for plural pronoun subjects

### Instructions

Underline the subject in each sentence. Then circle the correct verb in parentheses that agrees with the subject.

#### EXAMPLE

Both the red tie and the blue tie (look, looks) good with that shirt.

1. Many of us (like, likes) long books.
2. Few of the pies (was, were) left after the bake sale.
3. Both of the trees (need, needs) trimming.
4. Both had rounded the bend and (was, were) out of sight.
5. Many (begin, begins) with the marshall of the parade riding in a convertible.
6. Both (has, have) vinyl tops.
7. Many people (eat, eats) in front of a television set.
8. Several (was, were) mailed to the club members.
9. Few (vote, votes) on rainy days.
10. Many (is, are) made of chocolate and nuts.



Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Score: \_\_\_\_\_

### Basic Skills

Critical Thinking

### Introduction

The words *some*, *any*, *all*, *most*, and *none* may take a plural verb or a singular verb, depending upon the word to which they are referring.

### Equipment And Supplies

Pen or pencil

# Assignment Sheet 4

## OBJECTIVE 7

Select verbs for the subjects *some*, *any*, *all*, *most*, and *none*.

### Instructions

Underline the subject in each sentence. Then circle the correct verb in parentheses that agrees with the subject.

#### EXAMPLE

All of the tasks (was, were) done well.

1. Some of the pictures (was, were) burned in the fires.
2. All of the chairs (look, looks) comfortable.
3. None of the work (is, are) hard.
4. Some of the salt shakers (is, are) broken.
5. Most of us (agree, agrees) to the house plans.
6. All of the boys (has, have) failing grades except one.
7. Will any of the candidates (speaks, speak) to the crowd at the rally?
8. None of the eggs (was, were) rotten.
9. Most of the money (was, were) contributed by entertainers and movie stars.



Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Score: \_\_\_\_\_

**Basic Skills**

Writing  
Critical Thinking

**Introduction**

Subjects joined by *and* take a plural verb.

**Equipment And Supplies**

Pen or pencil

# Assignment Sheet 5

## OBJECTIVE 8

Select verbs for subjects joined by *and*.

### Instructions

#### Part 1

Write an “A” in the blank before each sentence in which the subject and verb agree. Write a “DNA” in the blank before each sentence in which the subject and verb do not agree.

- \_\_\_\_\_ 1. A tree and a telephone pole was lying in the road.
- \_\_\_\_\_ 2. Sally and Marie are on my team.
- \_\_\_\_\_ 3. Roxanne and Dana has a cute humorous duet.
- \_\_\_\_\_ 4. Sharyl and Jeff is project leaders.
- \_\_\_\_\_ 5. The engine and a car of the train were derailed.
- \_\_\_\_\_ 6. Reading and playing the piano is what Lynn likes to do.
- \_\_\_\_\_ 7. Kristi and Shelley is cute girls.
- \_\_\_\_\_ 8. Paint thinner and clean rags are essential when cleaning paintbrushes.
- \_\_\_\_\_ 9. Bolts and screwdrivers was ordered by Mr. Rushing.
- \_\_\_\_\_ 10. Ms. Riley and Ms. Shepherd do substitute teaching.

## Part 2

Write ten sentences of your own containing the following compound subjects joined by *and*. Make sure that your verb matches the compound subject.

1. *mops and buckets* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. *pencils and paper* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. *mothers and fathers* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. *hammer and nails* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. *saws and nails* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. *washer and dryer* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. *necklace and rings* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. *golf and tennis* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. *rod and reels* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. *teacher and students* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Score: \_\_\_\_\_

### Basic Skills

Writing  
Critical Thinking

### Introduction

Singular subjects and plural subjects joined by *or* or *nor* take the verb that agrees with the subject nearer the verb.

#### EXAMPLE

The *teacher* or the *students* *have been* in the classroom.

teacher = singular subject  
students = plural subject  
nearer the verb  
have been = plural verb

### Equipment And Supplies

Pen or pencil

# Assignment Sheet 6

## OBJECTIVE 9

Select verbs for subjects joined by *or* or *nor*.

### Instructions

#### Part 1

Underline the subject in each sentence. Then circle the correct verb in parentheses that agrees with the subject.

#### EXAMPLE

The dog or the cat (has, have) torn up the newspaper.

1. Reading or writing (is, are) better than watching television.
2. Melinda or Michael (take, takes) dancing lessons.
3. The flower or the skunk (smell, smells) very strong.
4. Neither the bedspread nor curtain (matches, match) the carpet.
5. Sliced bread or a roll (has, have) been served to the customer.
6. Swimming or tennis (don't, doesn't) appeal to me.
7. Neither Carl nor Fred (has, have) been sick for a week.
8. Carlsbad Caverns or Mt. Rushmore (is, are) a good vacation site.
9. Neither the boy nor girl (is, are) responsible for the accident.
10. Ms. Dillon or a teacher (has, have) been going to the campsite with the students.
11. July or August (gets, get) my vote for the best vacation time.

12. Neither the VHS tape nor the DVDs (plays, play) clearly.
13. The customer or the retailer (pays, pay) the additional tax.
14. Brainstorming or visualizing (encourages, encourage) creative thinking.
15. Neither John nor Larry (keeps, keep) accurate records.

## Part 2

Write ten sentences of your own containing the following compound subjects joined by *or* or *nor*.

1. *neither she nor he* \_\_\_\_\_

---

---

2. *buckets or pails* \_\_\_\_\_

---

---

3. *vacuums or sweepers* \_\_\_\_\_

---

---

4. *a letter or an e-mail* \_\_\_\_\_

---

---

5. *a ball peen hammer or a claw hammer* \_\_\_\_\_

---

---

6. *neither mud nor snow* \_\_\_\_\_

---

---

7. *the principal or her assistant* \_\_\_\_\_

---

---

8. *baking soda or ammonia* \_\_\_\_\_

---

---

9. *neither red nor green* \_\_\_\_\_

---

---

10. *neither Kirk nor his sister* \_\_\_\_\_

---

---



Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Score: \_\_\_\_\_

### Basic Skills

Writing  
Critical Thinking

### Introduction

Singular and plural subjects joined by *or* or *nor* take the verb

### Equipment And Supplies

Pen or pencil

# Assignment Sheet 7

## OBJECTIVE 10

Select verbs for combined plural and singular subjects joined by *or* or *nor*.

### Instructions

#### Part 1

Underline the subject in each sentence. Then circle the correct verb in parentheses that agrees with the subject.

#### EXAMPLE

Neither a banjo nor two guitars (sound, sounds) right for this part.

1. Hamburger meat or buns (was, were) brought for our class picnic.
2. The teacher or students (is, are) not in the classroom.
3. Neither the President nor her aides (was, were) on the airplane.
4. Neither the singers nor the piano player (has, have) memorized the music.
5. Either the captain of the team or the coaches (plan, plans) to attend the pep rally.
6. Neither Tina nor her helpers (make, makes) good cupcakes.
7. Either Jack Thompson or the school board members (don't, doesn't) agree with the proposal for the new high school.
8. Either Mother or the ladies (is, are) going to the convention in the city.

9. Neither the manager nor the employees (favor, favors) the changes.
10. The advisors or the treasurer (write, writes) the check to pay for memberships.

## Part 2

Write ten sentences of your own containing the following combined singular and plural subjects. Make sure that your verb matches the subject closer to it.

1. *clock or watches* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. *neither the brothers nor sister* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. *fence or walls* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. *neither the materials nor the tool* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. *town or cities* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. *neither the drywall nor rafters* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. *washer or dryers* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. *green shirt or blue shirts* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. *pebbles or stone* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. *neither sickness nor injuries* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Score: \_\_\_\_\_

### Basic Skills

Reading  
Critical Thinking

### Introduction

It is easy to use the wrong word in certain situations. Some words appear similar to others or have similar meanings that can be confusing. With practice, you can learn to use the right word at the right time.

### Equipment And Supplies

Pen or pencil

# Assignment Sheet 8

## OBJECTIVE 14

Choose the correct word in given sentences.

### Instructions

Each of the following sentences contains easily confused words. Underline the right word to use in each sentence.

#### EXAMPLE

This vending machine doesn't (accept, except) coins.

1. Is there (a, an) exception to the rule?
2. She tried (a, an) recipe from the new magazine.
3. Don't (except, accept) everything that you are told.
4. (Accept, Except) for a few minor adjustments, the engine runs well.
5. The (affect, effect) of pollution on the environment is obvious.
6. A strike will not (affect, effect) this week's production.
7. Do all of these flowers (affect, effect) your allergies?
8. The medication will have no (affect, effect) on your ability to drive safely.
9. Deciding on a color to paint the room caused a disagreement (between, among) Susan and Frank.
10. The team divided the work (between, among) the five members who attended the meeting.
11. Just (between, among) you and me, this idea isn't going to work!

12. Jean, Keisha, and Nicole elected a leader (between, among) themselves.
13. Ann chose the fabric to (complement, compliment) the new wall color.
14. She (complimented, complimented) Rick on his recent promotion.
15. The workers poured the concrete (in, into) the forms.
16. Please come (in, into) the conference room when the break is over.
17. The kids were very proud of (their, there, they're) work.
18. She returned to the office after lunch and found nobody (their, there, they're).
19. (Their, There, They're) business hours were not clearly posted at the shop.
20. Some people aren't around when (their, there, they're) needed most.
21. (Their, There, They're) friends of mine from out of town.
22. This small town has (to, too) many vacant houses.
23. We offered to help them, (to, too).
24. (To, Too) many times, the paper was delivered (to, too) late.
25. (Its, It's) a beautiful day for working in the backyard.
26. The problem with this tool is that (its, it's) handle is loose.
27. (Its, It's) not over until the whistle blows.
28. The computer will shut down on (its, it's) own.
29. You should never leave your credit cards (lying, laying) around!
30. She needed to (lie, lay) down for a few minutes to rest.
31. All of these utensils will never (lie, lay) flat in that drawer!
32. Please (lie, lay) your wet coat on the bench in the hall.
33. Pay attention to the (loose, lose) carpeting on the stairway!
34. It's easy to (loose, lose) something so small.
35. You have nothing to (loose, lose) by giving your opinion.
36. My neighbor's dog broke (loose, lose) from its chain.
37. They didn't know where to (sit, set) it down.
38. He was simply (sitting, setting) there, looking confused.
39. You did (well, good) with the limited time that you had.
40. He wasn't feeling very (well, good) after eating so much at the picnic.

# Assignment Answers

## ASSIGNMENT SHEET 1

### OBJECTIVE 4

Select verbs that agree in number with subjects.

**Part 1** — The following answers include the subject the students should have underlined followed by the correct verb they should have circled.

- |                     |                           |
|---------------------|---------------------------|
| 1. plumber; works   | 11. Mike; does            |
| 2. horses; jump     | 12. All; read             |
| 3. tractor, pulls   | 13. Both; are             |
| 4. cars, go         | 14. lady; buys            |
| 5. motorcycles; run | 15. men; travel           |
| 6. Mice; eat        | 16. students; participate |
| 7. pencil; sharpens | 17. calves; play          |
| 8. Everyone; tries  | 18. girls; talk           |
| 9. friends; have    | 19. Janie; swims          |
| 10. Sara; cooks     | 20. job; pays             |

### Part 2 —

- |        |        |         |
|--------|--------|---------|
| 1. DNA | 5. A   | 9. DNA  |
| 2. DNA | 6. DNA | 10. DNA |
| 3. A   | 7. DNA |         |
| 4. A   | 8. A   |         |

### Part 3 —

- |            |            |          |
|------------|------------|----------|
| 1. doesn't | 10. hasn't | 19. are  |
| 2. C       | 11. were   | 20. go   |
| 3. are     | 12. see    | 21. feed |
| 4. was     | 13. C      | 22. was  |
| 5. is      | 14. pay    | 23. were |
| 6. is      | 15. D      | 24. C    |
| 7. is      | 16. are    | 25. is   |
| 8. C       | 17. await  |          |
| 9. Doesn't | 18. were   |          |

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## ASSIGNMENT SHEET 2

### OBJECTIVE 5

Select verbs for singular pronoun subjects.

**Part 1** — The following answers include the subject the students should have underlined followed by the correct verb they should have circled.

- |                      |                    |
|----------------------|--------------------|
| 1. One; is           | 6. Nobody; swims   |
| 2. One; was          | 7. Anyone; studies |
| 3. Either; has       | 8. Neither; knows  |
| 4. Everybody; dances | 9. Everyone; was   |
| 5. Someone; has      | 10. Each; was      |

### Part 2 —

- |        |      |         |
|--------|------|---------|
| 1. DNA | 5. A | 9. DNA  |
| 2. A   | 6. A | 10. DNA |
| 3. A   | 7. A |         |
| 4. DNA | 8. A |         |

### Part 3 —

- |          |          |         |
|----------|----------|---------|
| 1. takes | 5. knows | 9. C    |
| 2. is    | 6. need  | 10. was |
| 3. fits  | 7. C     |         |
| 4. C     | 8. was   |         |

---

## ASSIGNMENT SHEET 3

### OBJECTIVE 6

Select verbs for plural pronoun subjects

The following answers include the subject the students should have underlined followed by the correct verb they should have circled.

- |                |                  |
|----------------|------------------|
| 1. Many; like  | 6. Both; have    |
| 2. Few; were   | 7. people; eat   |
| 3. Both; need  | 8. Several; were |
| 4. Both; were  | 9. Few; vote     |
| 5. Many; begin | 10. Many; are    |

## ASSIGNMENT SHEET 4

### OBJECTIVE 7

Select verbs for the subjects *some, any, all, most, and none*.

The following answers include the subject the students should have underlined followed by the correct verb they should have circled.

- |                |               |
|----------------|---------------|
| 1. Some; were  | 6. All; have  |
| 2. All; look   | 7. Any, speak |
| 3. None; is    | 8. None; were |
| 4. Some; are   | 9. Most; was  |
| 5. Most; agree |               |

---

## ASSIGNMENT SHEET 5

### OBJECTIVE 8

Select verbs for subjects joined by *and*.

#### Part 1 —

- |        |        |        |
|--------|--------|--------|
| 1. DNA | 5. A   | 9. DNA |
| 2. A   | 6. DNA | 10. A  |
| 3. DNA | 7. DNA |        |
| 4. DNA | 8. A   |        |

#### Part 2 —

Evaluated to the satisfaction of the instructor

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## ASSIGNMENT SHEET 6

### OBJECTIVE 9

Select verbs for subjects joined by *or or nor*.

**Part 1 —** The following answers include the subject the students should have underlined followed by the correct verb they should have circled.

- |  |   |
|--|---|
| 1. reading, writing; is                  | 9. boy, girl; is                              |
| 2. Melinda, Michael; takes               | 10. Ms. Dillon, teacher; has                  |
| 3. flower, skunk; smells                 | 11. July, August; gets                        |
| 4. bedspread, curtain; matches           | 12. tape, DVDs; plays                         |
| 5. bread, roll; has                      | 13. customer, retailer; pays                  |
| 6. swimming, tennis; doesn't             | 14. brainstorming, visualizing;<br>encourages |
| 7. Carl, Fred; has                       | 15. John, Larry; keeps                        |
| 8. Carlsbad Caverns, Mt.<br>Rushmore; is |   |

#### Part 2 —

Evaluated to the satisfaction of the instructor

# ASSIGNMENT SHEET 7

## OBJECTIVE 10

Select verbs for combined plural and singular subjects joined by *or* or *nor*.

**Part 1** — The following answers include the subject the students should have underlined followed by the correct verb they should have circled.

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. meat, buns; were       | 6. Tina, helpers; make           |
| 2. teacher, students; are | 7. Jack Thompson, members; don't |
| 3. President, aides; were | 8. Mother, ladies; are           |
| 4. singers, player; has   | 9. manager, employees; favor     |
| 5. captain, coaches; plan | 10. advisors, treasurer; writes  |

**Part 2** —  
Evaluated to the satisfaction of the instructor.

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# ASSIGNMENT SHEET 8

## OBJECTIVE 14

Choose the correct word in given sentences.

- |   |  |   |
|---|--|---|
| 1. Is there (a, <u>an</u> ) exception to the rule?  | 11. Just ( <u>between</u> , among) you and me, this idea isn't going to work!                | 21. (Their, There, <u>They're</u> ) friends of mine from out of town.         |
| 2. She tried ( <u>a</u> , an) recipe from the new magazine.   | 12. Jean, Keisha, and Nicole elected a leader ( <u>between</u> , among) themselves.          | 22. This small town has (to, <u>too</u> ) many vacant houses.                 |
| 3. Don't (except, <u>accept</u> ) everything that you are told.   | 13. Ann chose the fabric to ( <u>complement</u> , compliment) the new wall color.            | 23. We offered to help them, (to, <u>too</u> ).                               |
| 4. (Accept, <u>Except</u> ) for a few minor adjustments, the engine runs well.                            | 14. She ( <u>complemented</u> , complimented) Rick on his recent promotion.                  | 24. (To, <u>Too</u> ) many times, the paper was delivered (to, too) late.     |
| 5. The (affect, <u>effect</u> ) of pollution on the environment is obvious.                               | 15. The workers poured the concrete (in, <u>into</u> ) the forms.                            | 25. (Its, <u>It's</u> ) a beautiful day for working in the backyard.          |
| 6. A strike will not ( <u>affect</u> , effect) this week's production.                                    | 16. Please come (in, <u>into</u> ) the conference room when the break is over.               | 26. The problem with this tool is that ( <u>its</u> , it's) handle is loose.  |
| 7. Do all of these flowers ( <u>affect</u> , effect) your allergies?                                      | 17. The kids were very proud of ( <u>their</u> , there, they're) work.                       | 27. (Its, <u>It's</u> ) not over until the whistle blows.                     |
| 8. The medication will have no (affect, <u>effect</u> ) on your ability to drive safely.                  | 18. She returned to the office after lunch and found nobody (their, <u>there</u> , they're). | 28. The computer will shut down on ( <u>its</u> , it's) own.                  |
| 9. Deciding on a color to paint the room caused a disagreement ( <u>between</u> , among) Susan and Frank. | 19. ( <u>Their</u> , There, They're) business hours were not clearly posted at the shop.     | 29. You should never leave your credit cards ( <u>lying</u> , laying) around! |
| 10. The team divided the work (between, <u>among</u> ) the five members who attended the meeting.         | 20. Some people aren't around when (their, there, <u>they're</u> ) needed most.              | 30. She needed to ( <u>lie</u> , lay) down for a few minutes to rest.         |
|   |  | 31. All of these utensils will never ( <u>lie</u> , lay) flat in that drawer! |

32. Please (lie, lay) your wet coat on the bench in the hall.
33. Pay attention to the (loose, lose) carpeting on the stairway!
34. It's easy to (loose, lose) something so small.
35. You have nothing to (loose, lose) by giving your opinion.
36. My neighbor's dog broke (loose, lose) from its chain.
37. They didn't know where to (sit, set) it down.
38. He was simply (sitting, setting) there, looking confused.
39. You did (well, good) with the limited time that you had.
40. He wasn't feeling very (well, good) after eating so much at the picnic.

# Written Test

Name \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_

**INSTRUCTIONS: Write the letter of the answer in each blank provided.**

**OBJECTIVE 1 — Distinguish between singular and plural subjects.**

- \_\_\_\_\_ 1. Which sentence has a singular subject?
- A. Karen and Leah want to plan the next meeting agenda.
  - B. The patient requests a second opinion.
  - C. Neighbors need to work together on community issues.
  - D. We hope the proposal receives funding.
- \_\_\_\_\_ 2. Which sentence has a plural subject?
- A. Juan hopes his assistant arrives on time.
  - B. Teisha tried to answer his questions about the warranty.
  - C. The truck was registered to its new owner.
  - D. Several people are working to repair the damage.
- \_\_\_\_\_ 3. Which sentence has a singular subject?
- A. They trained for three weeks for the competition.
  - B. To get ahead on the project, we started a week early.
  - C. His job required new marketing skills.
  - D. Our plans are changing due to the weather.
- \_\_\_\_\_ 4. Which sentence has a plural subject?
- A. The contest winners continue to the next level.
  - B. A theme of the workshop is “time management skills.”
  - C. The price on the outfit was reduced for clearance.
  - D. A meeting with the client would launch the project.

**OBJECTIVE 2 — Distinguish between singular and plural verbs.**

- \_\_\_\_\_ 5. Which of the following is a singular verb?
- A. laugh
  - B. works
  - C. were
  - D. went

- \_\_\_\_\_ 6. Which of the following is a plural verb?
- A. are
  - B. was
  - C. organizes
  - D. hasn't

**OBJECTIVE 3 — Select from a list rules of subject and verb agreement.**

- \_\_\_\_\_ 7. **True or False:** A verb must agree with its subject in number.
- A. True
  - B. False
- \_\_\_\_\_ 8. Which pronoun takes a singular verb when used as the subject of a sentence?
- A. few
  - B. many
  - C. both
  - D. everyone
- \_\_\_\_\_ 9. Which pronoun takes a plural verb when used as the subject of sentence?
- A. several
  - B. both
  - C. neither
  - D. many
- \_\_\_\_\_ 10. **True or False:** The same pronoun always takes either a singular or plural verb.
- A. True
  - B. False
- \_\_\_\_\_ 11. Which sentence includes correct subject and verb agreement?
- A. One of the books are damaged.
  - B. Some of the candies was sold.
  - C. Both Ahmad and Alexandra sounds honest.
  - D. One of the teacher's tools is missing.
- \_\_\_\_\_ 12. Which sentence includes correct subject and verb agreement?
- A. Paul or Jane are available to make the trip.
  - B. Winning or losing is not the only result.
  - C. Jessica or Kendra need a new work schedule.
  - D. Training or studying require different amounts of time.

- \_\_\_\_\_ 13. Which sentence includes correct subject and verb agreement?
- A. The old trees or the new hospital is eligible for the funding.
  - B. Her friend or her parents is demanding more of her time.
  - C. Lisa’s dogs or cat have been misbehaving!
  - D. The extra hour or the computers is making a difference.

**OBJECTIVE 4 — Evaluated on Assignment Sheet 1.**

**OBJECTIVE 5 — Evaluated on Assignment Sheet 2.**

**OBJECTIVE 6 — Evaluated on Assignment Sheet 3.**

**OBJECTIVE 7 — Evaluated on Assignment Sheet 4.**

**OBJECTIVE 8 — Evaluated on Assignment Sheet 5.**

**OBJECTIVE 9 — Evaluated on Assignment Sheet 6.**

**OBJECTIVE 10 — Evaluated on Assignment Sheet 7.**

**OBJECTIVE 11 — Match levels of English to their correct uses.**

- \_\_\_\_\_ 14. When is it acceptable to use nonstandard English?
- A. In serious writing or speaking
  - B. When writing compositions
  - C. In casual conversation
  - D. When you want to make a good impression
- \_\_\_\_\_ 15. When should you use formal English?
- A. In serious writing or speaking
  - B. When writing compositions
  - C. When you want to make a good impression
  - D. All of the above
- \_\_\_\_\_ 16. **True or False:** You can use informal standard English when speaking or writing to friends of family members.
- A. True
  - B. False

**OBJECTIVE 12 — List common causes of nonstandard English.**

- \_\_\_\_\_ 17. Which of the following is an example of nonstandard English?
- A. They don’t work after 5 p.m.
  - B. The plumbers done all they could.
  - C. He accidentally shocked himself trying to fix the wiring.
  - D. We’ve seen that movie already.

- \_\_\_\_\_ 18. Which of the following is an example of nonstandard English?
- A. This here is my new cordless drill.
  - B. Jill can hardly wait for the sale next week.
  - C. We could go to the dance together.
  - D. He jumped off the truck when it stopped.
- \_\_\_\_\_ 19. Which of the following is an example of nonstandard English?
- A. Mark wasn't as quick as he used to be.
  - B. He brung his own tools to the job site.
  - C. They did all that they could.
  - D. She looked at herself in the mirror.
- \_\_\_\_\_ 20. Which of the following is an example of nonstandard English?
- A. Rick and Cheryl looked everywhere for the missing item.
  - B. Alphonso and Erica saw the surprise in their daughter's eyes.
  - C. Where were you staying during the storm?
  - D. We decided that the new furniture would cost to much.

**OBJECTIVE 13 — Recognize words that are easily confused.**

- \_\_\_\_\_ 21. Which word is correct for the given sentence?
- No good options existed \_\_\_\_\_ the four choices.
- A. between
  - B. among
- \_\_\_\_\_ 22. Which word is correct for the given sentence?
- What \_\_\_\_\_ will the election have?
- A. affect
  - B. effect
- \_\_\_\_\_ 23. Which word is correct for the given sentence?
- The color of the new tile \_\_\_\_\_ the wall color.
- A. complements
  - B. compliments

**OBJECTIVE 14 — Evaluated on Assignment Sheet 8.**

# Test Answers

- |      |       |       |       |
|------|-------|-------|-------|
| 1. B | 7. A  | 13. A | 19. B |
| 2. D | 8. D  | 14. C | 20. D |
| 3. C | 9. C  | 15. D | 21. B |
| 4. A | 10. B | 16. A | 22. B |
| 5. B | 11. D | 17. B | 23. A |
| 6. A | 12. B | 18. A |       |

