

## CHAPTER 2 ■ Reinforcement Exercises

**A. (Self-check)** Indicate whether the following statements are true (T) or false (F).

1. The verbs *is*, *can*, and *do* are examples of auxiliary or helping verbs.       T
2. A group of words with a subject and a verb is automatically a complete sentence.       F (e.g., a subordinate clause)
3. The complete subject of a sentence includes a noun or pronoun and all its modifiers.       T
4. Two complete sentences incorrectly joined by a comma create a *comma splice*.       T
5. In questions the verb may appear before the subject.       T
6. The complete predicate of a sentence tells what the subject is doing or what is being done to the subject.       T
7. A run-on sentence can be corrected by inserting a comma.       F (semicolon or period followed by capital letter is needed)
8. The verb phrase *must have been* is considered to be a linking verb.       T
9. Sentences that begin with *here* or *there* follow normal subject–verb order.       F (they follow inverted order)
10. Objects may follow either action verbs or linking verbs.       F (only action verbs)

Check your answers.

**B.** Study the examples shown below. Then fill in the words necessary to complete the three sentence patterns.

### Pattern No. 1: Subject–Verb

**EXAMPLE:** The boss called.

1. The supervisor arrived.
2. Our photocopier works.
3. Students study.
4. My team lost.
5. The computer works.
6. Email messages arrive.

### Pattern No. 2: Subject–Action Verb–Object

**EXAMPLE:** Administrative assistants use software.

7. Patrick answered the telephone.
8. UPS delivers parcels.
9. Salespeople sold merchandise.
10. The carpenter built a house.
11. Students threw a party.
12. Lawyers represent clients.

### Pattern No. 3: Subject–Linking Verb–Complement

Fill in noun or pronoun complements.

**EXAMPLE:** The manager is John.

13. The applicant was Michael, he.
14. Tina is the new manager.
15. The caller could have been Andrea, she.
16. The president is Miss chung, she.

Fill in adjective complements.

**EXAMPLE:** The salary is good.

17. My investment was profitable.
18. Quebec City is beautiful.
19. The sales staff was friendly.
20. The report could have been longer.

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

**C.** Underline the simple subject (noun or pronoun) once and the simple predicate (verb) twice.

**EXAMPLE:** She is resigning for personal reasons.

1. The manuscript will be delivered by April 2.
2. Prince George is home to the University of Northern British Columbia.
3. Canada remains the United States' largest export market.
4. On October 26 this special offer will end.
5. The company has fired Vera Stewart.
6. Dynasty Motorcar was looking for new financing.
7. Andy preferred a handshake to a written contract.
8. The airline's president was highly unpopular with employees.
9. Excellent communication skills can help you get a job.
10. All interns in our company receive extensive training.

**D.** The following sentences have inverted word order. To help in locating subjects, revise these sentences so that the subject comes first. Then underline the simple subject once and the verb twice.

**EXAMPLE:** Here are some of the materials we need.

Some of the materials we need are here.

1. There is no website listed for that organization. No website is listed for that organization.
2. Here are the minutes of the Tuesday board meeting. The minutes of the Tuesday board meeting are here.
3. Where is the Gibson contract? The Gibson contract is where?
4. Across from our office is the subway station. The subway station is across from our office.
5. Who is the leader in online shopping? The leader in online shopping is who?

**E.** Expand the following sentence fragments into complete sentences.

**EXAMPLE:** If I had seen the red light at the intersection, I could have stopped in time.

1. If I had just won a lottery prize of \$50 million, I would retire immediately.
2. My economics professor, although I promised to make up the work I missed, told me that I needed to repeat the course.

3. All the helicopters, including those flying to Prince Edward Island, were grounded by bad weather.

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4. Although we have no openings for a person with your skills, we will keep your application on file.

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5. Because I am looking for a position in hotel management , I am interested in your job posting.

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6. If there is mutual agreement to all contract terms , a strike will be averted.

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7. We are taking this course  
so that we will be able to write more effectively in the workplace.
8. Chandra returned from lunch at 1:00  
and left the office at 2:00 to meet a client.

**F.** Write the correct letter(s) after each of the following groups of words to indicate whether it represents a correctly punctuated sentence, a fragment, a comma splice, or a run-on sentence.

c = correctly punctuated sentence      cs = comma splice  
f = fragment      ro = run-on sentence

- EXAMPLE:** Because the world seems to be getting smaller. f
1. Anyone doing business in another country should learn what kinds of gifts are expected and when to give them. c
  2. Russian children usually open gifts in private, however, Russian adults usually open gifts in front of their gift givers. cs
  3. Although we have a powerful printer capable of producing high-quality graphics. f
  4. Amina wanted a practical spreadsheet program she just didn't know what to purchase. ro
  5. In North America making eye contact is a sign of confidence and sincerity. c
  6. In Thailand a knife is not a proper gift it signifies cutting off a relationship. ro
  7. Some banks may require in-depth personal investigations. c
  8. Particularly if you are a married woman and want to open a credit account in your own name. f
  9. We have tried to collect this account in a friendly manner, our efforts, however, have failed to secure your co-operation. cs
  10. Being on time is important in North America in some other countries time is less important. ro
  11. Research suggests that job stress is linked to mental problems stress is also associated with ulcers and heart disease. ro
  12. Next Monday is Victoria Day, hence all branch offices will be closed. cs
  13. Mornings seem to be better than afternoons for catching business executives in their offices. c

14. Because Singapore flourishes as a centre of banking, shipbuilding, offshore-oil technology, refining, aircraft maintenance, electronics manufacturing, and international trade.

f

15. The resources of that country, even though never fully developed.

f

16. Council is finalizing a new street sign format it will be used across the city.

ro

17. Thank you for your support, the entire neighbourhood benefits from a strong community association.

cs

18. The next course focuses on ethical issues faced by individuals as citizens and professionals.

c

**For class discussion:** In the preceding exercise, how could each of the incorrectly punctuated groups of words be made acceptable?

## EDITOR'S CHALLENGE

The following email messages contain errors in sentence structure, spelling, and general proofreading. Make corrections. Your instructor may ask you to read about proofreading marks on page 30 of your textbook and to use those marks in noting your corrections.

The screenshot shows an email client window titled "Email". The menu bar includes "New", "Reply", "Reply All", "Forward", "Add Contact", "Delete", "Addresses", "Find", "Send & Receive", and "Preferences". The left sidebar shows folders: "Inbox", "Outbox", "Sent Mail", "Deleted Messages", "Drafts (1)", and "Addresses". The main window displays an email from Mark Peters to Roxanna Cruz and two other recipients. The subject is "JUNE 9 RETREAT FOR ALL PRINT SHOP EMPLOYEES". The email body contains three paragraphs and a bulleted list. Several errors are marked with proofreading symbols: a tilde (~) above "calendars" and "Which", a tilde (~) above "paid" and "employee", a tilde (~) above "activities", a tilde (~) above "exciting", a tilde (~) above "employees", a tilde (~) above "the", a tilde (~) above "weather", a tilde (~) above "we", a tilde (~) above "ward", and a tilde (~) above "the".

From: Mark Peters <mpeters@arcprinters.com>  
Sent: Fri, 03 March 201x 11:45:31 AM  
To: Roxanna Cruz <rcruz@arcprinters.com>  
Cc: <cgallagher@arcprinters.com>, <kscott@arcprinters.com>  
Subject: JUNE 9 RETREAT FOR ALL PRINT SHOP EMPLOYEES

Please mark you<sup>r</sup> ~~cal~~<sup>e</sup>~~nd~~<sup>a</sup>rs for an exciting team-building retreat, ~~W~~<sup>h</sup>ich is to be held on Friday, June 9, from 9 a.m. to 4 p.m.

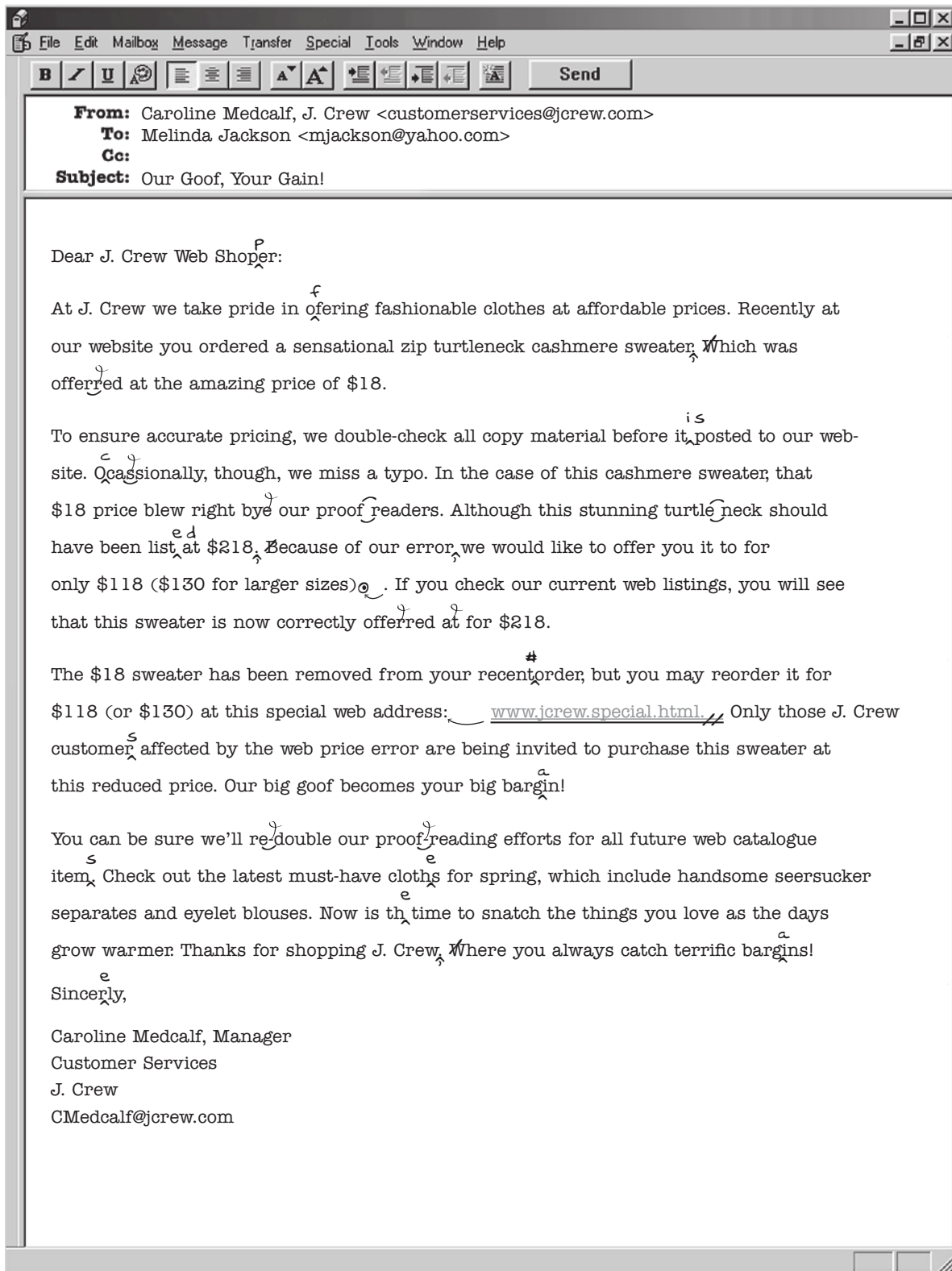
This expense-~~paye~~<sup>paid</sup>d retreat is designed to develop teamwork among our print shop employe~~e~~<sup>s</sup>. Led by Wilderness Retreats, employees will spend the day enjoying team-building activit~~y~~<sup>ies</sup>. ~~I~~<sup>n</sup>cluding a catered picnic lunch and ~~e~~<sup>x</sup>citing games. To be certain that all employ~~e~~<sup>e</sup>s will be able to attend, ~~t~~<sup>h</sup>e print shop will be closed on June 9.

Employees should plan for the retreat as follows:

- Please report to work at 9 a.m. A Wilderness Retreats van will transport our group to the retreat site. ~~A~~<sup>n</sup>d will return to the ~~s~~<sup>h</sup>op by 4 p.m.
- Dress casual<sup>y</sup> for out<sup>d</sup>oor weather; ~~w~~<sup>e</sup> will be outside most of the day.

I'm looking for<sup>ward</sup> working with each of you at our team-building retreat, ~~t~~<sup>h</sup>e day promises to be enjoyable and productive.

19 message(s), 1 displayed



**UNIT 1 REVIEW** ■ **Chapters 1 and 2 (Self-Check)**

Begin your review by rereading Chapters 1 and 2. Then check your comprehension of those chapters by filling in the blanks in the exercises that follow. Compare your responses with those provided at the end of the textbook (p. 522).

Read the following sentence carefully. Identify the parts of speech for the words as they are used in this sentence.

*He glanced quickly at the page and then jotted down two answers.*

- |                    |          |             |            |            |                      |
|--------------------|----------|-------------|------------|------------|----------------------|
| 1. <i>He</i>       | (a) noun | (b) pronoun | (c) adj    | (d) adverb | _____ <b>b</b> _____ |
| 2. <i>glanced</i>  | (a) conj | (b) prep    | (c) verb   | (d) adverb | _____ <b>c</b> _____ |
| 3. <i>quickly</i>  | (a) conj | (b) prep    | (c) adj    | (d) adverb | _____ <b>d</b> _____ |
| 4. <i>at</i>       | (a) conj | (b) prep    | (c) adj    | (d) adverb | _____ <b>b</b> _____ |
| 5. <i>the</i>      | (a) noun | (b) pronoun | (c) adj    | (d) adverb | _____ <b>d</b> _____ |
| 6. <i>page</i>     | (a) noun | (b) pronoun | (c) adj    | (d) adverb | _____ <b>a</b> _____ |
| 7. <i>and</i>      | (a) noun | (b) pronoun | (c) conj   | (d) prep   | _____ <b>c</b> _____ |
| 8. <i>then</i>     | (a) noun | (b) adverb  | (c) conj   | (d) prep   | _____ <b>b</b> _____ |
| 9. <i>two</i>      | (a) verb | (b) adj     | (c) adverb | (d) prep   | _____ <b>b</b> _____ |
| 10. <i>answers</i> | (a) noun | (b) pronoun | (c) adj    | (d) prep   | _____ <b>a</b> _____ |

For each of the following statements, determine the word or phrase that correctly completes that statement and write its letter in the space provided.

- |  |                      |
|--|----------------------|
| 11. In the sentence <i>Excellent communication skills can help you get a job</i> , the simple subject is (a) Excellent, (b) communication, (c) skills, (d) you.  | _____ <b>c</b> _____ |
| 12. In the sentence <i>Here are the contracts</i> , the simple subject is (a) Here, (b) are, (c) contracts, (d) you.   | _____ <b>c</b> _____ |
| 13. In the sentence <i>The applicant for the position was impressive</i> , the complement is (a) for, (b) position, (c) was, (d) impressive.   | _____ <b>d</b> _____ |
| 14. In the sentence <i>We will hire her for the job</i> , the verb is (a) will, (b) hire, (c) will hire, (d) job.  | _____ <b>a</b> _____ |
| 15. In the sentence <i>She looked unwell</i> , the word <i>looked</i> is considered a (a) linking verb, (b) helping verb, (c) action verb, (d) subject.  | _____ <b>a</b> _____ |
| 16. The sentence <i>She sent many email messages</i> represents what sentence pattern? (a) subject–verb, (b) subject–action verb–object, (c) subject–linking verb–complement, (d) subject–linking verb–object. | _____ <b>b</b> _____ |

From the list below, select the letter or letters that describe each of the following groups of words.

*c = complete sentence*      *f = fragment*      *cs = comma splice*      *ro = run-on sentence*

17. Ryan works part-time during the school year, however, he plans to work full-time over the summer. \_\_\_\_\_ *cs*
18. Whenever Mr. Jackson calls to confirm the shipping date. \_\_\_\_\_ *f*
19. We turned on our computers when we arrived, and we left them on all day. \_\_\_\_\_ *c*
20. That company's products are excellent its service is somewhat slow, however. \_\_\_\_\_ *ro*
21. Many employees have signed up for the proposed in-service training. \_\_\_\_\_ *c*
22. Although you will be on vacation when your cheque is issued. \_\_\_\_\_ *f*
23. Complete the form and send it with your cheque. \_\_\_\_\_ *c*
24. Our corporate headquarters will be moved next year, then we expect to be transferred. \_\_\_\_\_ *cs*
25. The letter arrived today the package should be here next week. \_\_\_\_\_ *ro*
26. Some employers weigh education and grades heavily, they look at transcripts carefully. \_\_\_\_\_ *cs*
27. After you read the contract, sign and return it. \_\_\_\_\_ *c*

## FAQ REVIEW

Select the word or phrase that correctly completes each statement, and write its letter in the corresponding blank.

28. (a) Thankyou, (b) Thank-you, (c) Thank you for submitting the report early. \_\_\_\_\_ *c*
29. We will (a) disperse (b) disburse informative literature and coupons at the beginning of our promotion. \_\_\_\_\_ *a*
30. We can have deliveries (a) everyday, (b) every day, (c) every-day if we make arrangements in advance. \_\_\_\_\_ *b*
31. The reason I am late is (a) because, (b) that my car stalled. \_\_\_\_\_ *b*
32. An email message should (a) always, (b) never, (c) sometimes begin with a salutation. \_\_\_\_\_ *c*



## WRITER'S WORKSHOP

### Writing Application 1.1

This exercise calls for students to write an introductory letter to you. It should be modelled on the letter shown on page 31 of the textbook. This is a good opportunity for you to learn about your students and to assess their writing skills as well as their proficiency in grammar, usage, and punctuation.

810 North Miller Road  
Vancouver, BC V6B 4H3  
September 8, 201x

Professor Margaret M. Sullivan  
Department of Business Administration  
Schoolcraft College  
Vancouver, BC V6B 5H6

Dear Professor Sullivan:

I enrolled in this class to help me improve the way I use language. I know that communication skills are important, and I'm afraid that my present skills are below average. They're not good enough for me to get the kind of job I want. I also enrolled in this class because it's required in my program of study.

Accounting is my major. I chose this field because I like working with figures. And because I know that many good jobs are available in accounting. Although I thought that accountants worked totally with figures. My adviser tells me that accountants also need to be able to explain their work to management, to fellow employees, and to clients. My language skills are not terrific, and I want to improve. When I finish my accounting program, I hope to get a job in the entertainment industry as a Junior Accountant.

I have a part time job at Pizza Bob's. Where I deliver pizzas to campus dormitories or to apartments and homes. I like my job because I get to meet people and because it helps me pay for my car and its insurance.

When I'm not studying or working, I like to surf the internet. My favourite places to visit are websites devoted to unusual hobbies and businesses. Right now I'm interested in "CyberSlice," a site showing the menus of participating pizzerias in a neighbourhood. Maybe I can get Pizza Bob to participate!

Sincerely,

*Mark Avila*

Mark Avila