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To the Students

For many of you, grammar may be your least favorite subject. Just the idea of spending more time studying it might strike you as downright unthinkable. Still, to master the ability to write clear and concise papers, you need some knowledge of grammatical constructions. Even a knowledge of technology is not sufficient if you are unable to market your thoughts. The ticket to success in today's world is the ability to communicate effectively. Here comes the good news—all grammatical constructions can be learned in a relatively short time! Best of all, you will understand the correlation between grammar and writing.

This workbook is geared to give you a solid background in mastering the simple sentence. Each concept is dealt with sequentially, one step at a time, and is connected to the structure of a complete sentence. There are many exercises for reinforcement and drill. Punctuation, capitalization, and correct usage are taught where they fit logically. The focus is on the use of words in a sentence, not on parts of speech.

This is the only way to study grammar. Students who piloted this workbook agree that learning grammar by this method helped them master the material. May you have the same success, and may this book prepare you to tackle more complex structures with a great deal of self-confidence.

Unit 2

Verbs

The verb is the most important part of a sentence. It makes statements about the subject. Every complete sentence must have a verb. If the verb expresses action performed by the subject, it is called an **action verb**.

Carlos ran around the gym.

Some verbs make statements by linking the subject and a word in the predicate to make the subject more definite. These verbs are called **state-of-being verbs**.

Carlos is a great athlete.

When a verb consists of more than one word, it is called a **verb phrase**.

I should have written my mother a letter.

Every verb has three principal parts: the **present**, the **past**, and the **past participle**. The first principal part forms the present and future tenses. The second principal part forms the past tense. The third principal part with the auxiliary verbs *have*, *has*, and *had* forms the perfect tenses.

You have already studied kinds of verbs in your work with the three basic patterns. They are intransitive, transitive, and linking.

Verbs can be **regular** or **irregular**. Regular verbs form their past and their past participle by adding *-ed* or *-d* to the present form.

Principal Parts

Regular Verbs

Present Tense	Past Tense	Past Participle
ask	asked	asked
laugh	laughed	laughed
shop	shopped	shopped
work	worked	worked

Note that the past and the past participle have the same form.

Irregular Verbs

These verbs are called irregular because they form their past and past participle in various ways. Some irregular verbs have the same present, past, and past participle.

Present Tense	Past Tense	Past Participle
burst	burst	burst
cut	cut	cut
set	set	set

Some irregular verbs have the same past tense and past participle.

buy	bought	bought
hold	held	held
keep	kept	kept
leave	left	left
lose	lost	lost
lend	lent	lent
stand	stood	stood
strike	struck	struck

Some irregular verbs change completely.

arise	arose	arisen
break	broke	broken
shrink	shrank	shrunk
steal	stole	stolen
swim	swam	swum
take	took	taken
throw	threw	thrown
write	wrote	written

Tense

Verbs also indicate the time an action takes place.

Mary will write a letter.

This means that in some future time she plans to write a letter.

Mary wrote him a letter.

This means that the activity took place sometime in the past.

Every verb has six tenses: present, past, future, present perfect, past perfect, and future perfect. To put verbs in their various tenses is called the conjugation of verbs. It is important to memorize the tenses of verbs and know how they are formed.

	Singular	Plural
First person	I	we
Second person	you	you
Third person	he, she, it	they

Conjugation of a Regular Verb

Present Tense (Note the *s* on the third person singular.)

I laugh	we laugh
you laugh	you laugh
he, she, it laughs	they laugh

Past Tense

I laughed	we laughed
you laughed	you laughed
he, she, it laughed	they laughed

Future Tense

I will laugh	we will laugh
you will laugh	you will laugh
he, she, it will laugh	they will laugh

Present Perfect Tense

I have laughed	we have laughed
you have laughed	you have laughed
he, she, it has laughed	they have laughed

Past Perfect Tense

I had laughed	we had laughed
you had laughed	you had laughed
he, she, it had laughed	they had laughed

Future Perfect Tense

I will have laughed	we will have laughed
you will have laughed	you will have laughed
he, she, it will have laughed	they will have laughed

Conjugation of an Irregular Verb

Present Tense

I take	we take
you take	you take
he, she, it takes	they take

Past Tense

I took	we took
you took	you took
he, she, it took	they took

Future Tense

I will take	we will take
you will take	you will take
he, she, it will take	they will take

Present Perfect Tense

I have taken	we have taken
you have taken	you have taken
he, she, it has taken	they have taken

Past Perfect Tense

I had taken	we had taken
you had taken	you had taken
he, she, it had taken	they had taken

Future Perfect Tense

I will have taken	we will have taken
you will have taken	you will have taken
he, she, it will have taken	they will have taken

Note: Add *s* to the third person singular in the present and present perfect tenses.

he writes	she sends
he, she, it has written	she has sent

Exercise 38

Directions: Write the tense of each of the following verbs.

Example: have given *present perfect*

- | | |
|----------------------|---------------------|
| 1. will leave | 11. will play |
| 2. had written | 12. loves |
| 3. has sent | 13. will fly |
| 4. worked | 14. will have flown |
| 5. takes | 15. chooses |
| 6. give | 16. chose |
| 7. will have written | 17. had chosen |
| 8. will write | 18. flies |
| 9. had delivered | 19. had given |
| 10. has lost | 20. shopped |

Exercise 39

Directions: Underline the verbs in the following sentences, and give their tenses.

Example: Mike eats lots of cereal. *present*

- _____ 1. Michael walks to school each morning.
- _____ 2. I will vacuum the rug later.
- _____ 3. My mother has worked there for two years.
- _____ 4. We decided to go to the basketball game.
- _____ 5. The class chose James as their mascot.
- _____ 6. My parents have already left for New York.
- _____ 7. Dave eats lunch in the cafeteria at noon.
- _____ 8. My nephew plays in the park every Saturday.
- _____ 9. Bob will give you my address later.
- _____ 10. She had shopped yesterday.

The Irregular Verb *Be*

The verb *be* is a state-of-being verb discussed in Unit 1. It builds passive voice and the progressive form of the verb.

Principal Parts: *am, was, been*

Conjugation of the Verb *Be*

Present Tense

I am	we are
you are	you are
he, she, it is	they are

Past Tense

I was	we were
you were	you were
he, she, it was	they were

Future Tense

I will be	we will be
you will be	you will be
he, she, it will be	they will be

Present Perfect Tense

I have been	we have been
you have been	you have been
he, she, it has been	they have been

Past Perfect Progressive Tense

I had been writing	we had been writing
you had been writing	you had been writing
he, she, it had been writing	they had been writing

Future Perfect Progressive Tense

I will have been writing	we will have been writing
you will have been writing	you will have been writing
he, she, it will have been writing	they will have been writing

Note: This verb is seldom used in the future perfect tense; it is generally used in the present or past tense.

Exercise 40

Directions: Change the following verbs to the progressive form. Do not change person or tense.

Example: eats *is eating*

- | | | | |
|----------------|-------|--------------------|-------|
| 1. found | _____ | 14. had risen | _____ |
| 2. will give | _____ | 15. blew | _____ |
| 3. chose | _____ | 16. enjoyed | _____ |
| 4. has written | _____ | 17. has seen | _____ |
| 5. choose | _____ | 18. will have torn | _____ |
| 6. sings | _____ | 19. tore | _____ |
| 7. had spoken | _____ | 20. goes | _____ |
| 8. speaks | _____ | 21. jogs | _____ |
| 9. spoke | _____ | 22. had studied | _____ |
| 10. will lead | _____ | 23. has torn | _____ |
| 11. wrote | _____ | 24. will have sung | _____ |
| 12. saw | _____ | 25. burns | _____ |
| 13. has sent | _____ | 26. has enjoyed | _____ |

Exercise 41

Directions: Underline the verbs in the following sentences. Change the progressive form of the verb to the regular form. Do not change person or tense.

Example: Jerry was writing a letter. *wrote*

1. Jill is working for the mayor's office. _____
2. The birds were flying overhead. _____
3. Sarah will be giving her report tomorrow. _____