

# **PRACTICAL GRAMMAR OF IELTS & TOEFL**

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# SENTENCE STRUCTURE

## **SIMPLE SENTENCES**

### **SKILL 1: BE SURE THE SENTENCE HAS A SUBJECT AND A VERB**

EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- I   1. Last week went fishing for trout at the nearby mountain lake.
- C   2. A schedule of the day's events can be obtained at the front desk.
3. A job on the day shift or the night shift at the plant available.
4. The new computer program has provides a variety of helpful applications.
5. The box can be opened only with a special screwdriver.
6. The assigned text for history class it contains more than twenty chapters.
7. The papers in the wastebasket should be emptied into the trash can outside.
8. Departure before dawn on a boat in the middle of the harbor.
9. Yesterday found an interesting article on pollution.
10. The new machine is processes 50 percent more than the previous machine.

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## SKILL 2: BE CAREFUL OF OBJECTS OF PREPOSITIONS

PREPOSITIONS				
<i>about</i>	<i>behind</i>	<i>except</i>	<i>on</i>	<i>under</i>
<i>above</i>	<i>below</i>	<i>for</i>	<i>onto</i>	<i>underneath</i>
<i>across</i>	<i>beneath</i>	<i>from</i>	<i>outside</i>	<i>unlike</i>
<i>after</i>	<i>beside</i>	<i>in</i>	<i>over</i>	<i>until</i>
<i>against</i>	<i>between</i>	<i>inside</i>	<i>past</i>	<i>up</i>
<i>along</i>	<i>beyond</i>	<i>into</i>	<i>since</i>	<i>upon</i>
<i>among</i>	<i>by</i>	<i>like</i>	<i>through</i>	<i>versus</i>
<i>around</i>	<i>despite</i>	<i>near</i>	<i>throughout</i>	<i>with</i>
<i>as</i>	<i>down</i>	<i>of</i>	<i>to</i>	<i>within</i>
<i>at</i>	<i>during</i>	<i>off</i>	<i>toward</i>	<i>without</i>

IDENTIFY THE PREPOSITIONAL PHRASES IN THE FOLLOWING SENTENCES.

1. Advocacy of technology as the panacea for our environmental woes is not without its detractors.
2. State Highway 227 runs east of U.S. Highway 101, from San Luis Obispo in the north to Arroyo Grande in the south.
3. All four components of the Milky Way appear to be embedded in a large, dark corona of invisible material.
4. Over the last three decades, we have seen a consistent worldwide decline in membership of private-sector international trade union federations.
5. There is not complete agreement on the correlation of the various cultures and the glacial sequence, but many think that the Villafranchion, characterized by crudely worked pebble tools, roughly spherical in form, belongs in the early phase of the First Glacial period.

**EXERSICE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.**

- C 1. The interviews (by radio broadcasters) were carried live by the station.
- I 2. (In the last possible moment) (before takeoff) took his seat in the airplane.
- \_\_\_ 3. At the neighborhood flower shop, flowers in quantities of a dozen or a half dozen can be delivered for free.
- \_\_\_ 4. The progressive reading methods at this school are given credit for the improved test scores.
- \_\_\_ 5. For the last three years at various hospitals in the county has been practicing medicine.
- \_\_\_ 6. In the past a career in politics was not considered acceptable in some circles.
- \_\_\_ 7. Shopping in the downtown area of the city it has improved a lot in recent years.
- \_\_\_ 8. At the building site the carpenters with the most experience were given the most intricate work.
- \_\_\_ 9. For the fever and headache took two aspirin tablets.
- \_\_\_ 10. The report with complete documentation was delivered at the conference.



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### SKILL 3: BE CAREFUL OF APPOSITIVES

EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. The son of the previous owner, the new owner is undertaking some fairly broad changes in management policy.
- I 2. Last semester, a friend, graduated *cum laude* from the university.
- \_\_\_ 3. Valentine's Day, February 14, is a special holiday for sweethearts.
- \_\_\_ 4. At long last, the chief executive officer, has decided to step down.
- \_\_\_ 5. Tonight's supper, leftovers from last night, did not taste any better tonight than last night.
- \_\_\_ 6. The only entrance to the closet, the door was kept locked at all times.
- \_\_\_ 7. In the cold of winter, a wall heating unit, would not turn on.
- \_\_\_ 8. The new tile pattern, yellow flowers on a white background, really brightens up the room.
- \_\_\_ 9. The high-powered computer the most powerful machine of its type, was finally readied for use.
- \_\_\_ 10. A longtime friend and confidant, the psychologist was often invited over for Sunday dinner.

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## SKILL 4: BE CAREFUL OF PRESENT PARTICIPLES

**EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.**

- C 1. The companies (offering) the lowest prices will have the most customers.  
ADJ.
- I 2. Those travelers are (completing) their trip on Delta should report to Gate Three.  
VERB
- \_\_\_ 3. The artisans were demonstrating various handicrafts at booths throughout the fair.
- \_\_\_ 4. The fraternities are giving the wildest parties attract the most new pledges.
- \_\_\_ 5. The first team winning four games is awarded the championship.
- \_\_\_ 6. The speaker was trying to make his point was often interrupted vociferously.
- \_\_\_ 7. The fruits were rotting because of the moisture in the crates carrying them to market.
- \_\_\_ 8. Any students desiring official transcripts should complete the appropriate form.
- \_\_\_ 9. The advertisements were announcing the half-day sale received a lot of attention.
- \_\_\_ 10. The spices flavoring the meal were quite distinctive.



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## SKILL 5: BE CAREFUL OF PAST PARTICIPLES

**EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.**

- I 1. The money was offered by the client was not accepted.  
VERB VERB
- C 2. The car listed in the advertisement had already stalled.  
ADJ. VERB VERB
- \_\_\_ 3. The chapters were taught by the professor this morning will be on next week's exam.
- \_\_\_ 4. The loaves of bread were baked in a brick oven at a low temperature for many hours.
- \_\_\_ 5. The ports were reached by the sailors were under the control of a foreign nation.
- \_\_\_ 6. Those suspected in the string of robberies were arrested by the police.
- \_\_\_ 7. The pizza is served in this restaurant is the tastiest in the county.
- \_\_\_ 8. The courses are listed on the second page of the brochure have several prerequisites.
- \_\_\_ 9. All the tenants were invited to the Independence Day barbecue at the apartment complex.
- \_\_\_ 10. Any bills paid by the first of the month will be credited to your account by the next day.

  
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**EXERSICE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.**

- \_\_\_\_\_ 1. For three weeks at the beginning of the semester students with fewer than the maximum number of units can add additional courses.
- \_\_\_\_\_ 2. On her lunch hour went to a nearby department store to purchase a wedding gift.
- \_\_\_\_\_ 3. The fir trees were grown for the holiday season were harvested in November.
- \_\_\_\_\_ 4. In the grove the overripe oranges were falling on the ground.
- \_\_\_\_\_ 5. The papers being delivered at 4:00 will contain the announcement of the president's resignation.
- \_\_\_\_\_ 6. A specialty shop with various blends from around the world in the shopping mall.
- \_\_\_\_\_ 7. The portraits exhibited in the Houston Museum last month are now on display in Dallas.
- \_\_\_\_\_ 8. With a sudden jerk of his hand threw the ball across the field to one of the other players.
- \_\_\_\_\_ 9. Construction of the housing development it will be underway by the first of the month.
- \_\_\_\_\_ 10. Those applicants returning their completed forms at the earliest date have the highest priority.

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# COMPOUND SENTENCES

## SKILL 6: USE COORDINATE CONNECTORS CORRECTLY

Tom is singing, *and* Paul is dancing.

Tom is tall, *but* Paul is short.

Tom must write the letter, *or* Paul will do it.

Tom told a joke, *so* Paul laughed.

Tom is tired, *yet* he is not going to sleep.

### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. The software should be used on a laptop computer, and this computer is a laptop.
- I 2. The rain clouds can be seen in the distance, but no has fallen.
- \_\_\_ 3. They are trying to sell their house, it has been on the market for two months.
- \_\_\_ 4. So the quality of the print was not good, I changed the typewriter ribbon.
- \_\_\_ 5. The lifeguard will warn you about the riptides, or she may require you to get out of the water.
- \_\_\_ 6. You should have finished the work yesterday, yet is not close to being finished today.
- \_\_\_ 7. The phone rang again and again, so the receptionist was not able to get much work done.
- \_\_\_ 8. The missing wallet was found, but the cash and credit cards had been removed.
- \_\_\_ 9. Or you can drive your car for another 2,000 miles, you can get it fixed.
- \_\_\_ 10. The chemist was awarded the Nobel Prize, he flew to Europe to accept it.

# COMPLEX SENTENCES

## Adverb Clauses

**SKILL 7: USE ADVERB TIME AND CAUSE CONNECTORS CORRECTLY**

**SKILL 8: USE OTHER ADVERB CONNECTORS CORRECTLY**

### ❖ Adverb Clause Connectors

ADVERB TIME AND CAUSE CONNECTORS					
TIME				CAUSE	
<i>after</i>	<i>as soon as</i>	<i>once</i>	<i>when</i>	<i>as</i>	<i>now that</i>
<i>as</i>	<i>before</i>	<i>since</i>	<i>whenever</i>	<i>because</i>	<i>since</i>
<i>as long as</i>	<i>by the time</i>	<i>until</i>	<i>while</i>	<i>inasmuch as</i>	
S V		adverb connector		S V	
<i>Teresa went inside</i>		<i>because</i>		<i>it was raining.</i>	
adverb connector		S V,	S V		
<i>Because</i>		<i>it was raining,</i>		<i>Teresa went inside.</i>	

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OTHER ADVERB CONNECTORS					
CONDITION	CONTRAST	MANNER	PLACE		
<i>if</i> <i>in case</i> <i>provided</i> <i>providing</i> <i>unless</i> <i>whether</i>	<i>although</i> <i>even though</i> <i>though</i> <i>while</i> <i>whereas</i>	<i>as</i> <i>in that</i>	<i>where</i> <i>wherever</i>		
S V		adverb connector		S V	
<i>Bob went to school</i>		<i>even though</i>		<i>he felt sick.</i>	
adverb connector		S V,	S V		
<i>Even though</i>		<i>Bob felt sick,</i>		<i>he went to school.</i>	

**EXERSICE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.**

- C   1. (Since) the bank closes in less than an hour, the deposits need to be tallied immediately.
- I   2. Their backgrounds are thoroughly investigated (before) are admitted to the organization.
3. The citizens are becoming more and more incensed about traffic accidents whenever the accidents occur at that intersection.
4. The ground had been prepared, the seedlings were carefully planted.
5. We can start the conference now that all the participants have arrived.
6. The building quite vulnerable to damage until the storm windows are installed.
7. Once the address label for the package is typed, can be sent to the mail room.
8. Because the recent change in work shifts was not posted, several workers missed their shifts.
9. The mother is going to be quite upset with her son as long as he misbehaves so much.
10. Inasmuch as all the votes have not yet been counted the outcome of the election cannot be announced.
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- C 1. It is impossible to enter that program (if) you lack experience as a teacher.
- I 2. The commandant left strict orders about the passes, several soldiers left the post anyway.
- \_\_\_ 3. No one is admitted to the academy unless he or she the education requirements.
- \_\_\_ 4. While most students turned the assignment in on time, a few asked for an extension.
- \_\_\_ 5. I will take you wherever need to go to complete the registration procedures.
- \_\_\_ 6. I will wait here in the airport with you whether the plane leaves on time or not.
- \_\_\_ 7. Providing the envelope is postmarked by this Friday, your application still acceptable.
- \_\_\_ 8. As the nurse already explained all visitors must leave the hospital room now.
- \_\_\_ 9. This exam will be more difficult than usual in that it covers two chapters instead of one.
- \_\_\_ 10. Though snow had been falling all day long, everyone got to the church on time for the wedding.

- \_\_\_ 1. Until the registrar makes a decision about your status, you must stay in an unclassified category.
- \_\_\_ 2. Or the bills can be paid by mail by the first of the month.
- \_\_\_ 3. The parents left a phone number with the baby-sitter in case a problem with the children.
- \_\_\_ 4. The furniture will be delivered as soon it is paid for.
- \_\_\_ 5. Whenever you want to hold the meeting, we will schedule it.
- \_\_\_ 6. The government was overthrown in a revolution, the king has not returned to his homeland.
- \_\_\_ 7. Whereas most of the documents are complete, this form still needs to be notarized.
- \_\_\_ 8. Trash will be collected in the morning, so you should put the trash cans out tonight.
- \_\_\_ 9. It is impossible for the airplane to take off while is snowing so hard.
- \_\_\_ 10. We did not go out to dinner tonight even though I would have preferred not to cook.

## Noun Clauses

### SKILL 9: USE NOUN CLAUSE CONNECTORS CORRECTLY

I know when he will arrive.

NOUN CLAUSE AS OBJECT OF VERB

I am concerned about when he will arrive.

NOUN CLAUSE AS OBJECT OF PREPOSITION

When he will arrive is not important.

NOUN CLAUSE AS SUBJECT

### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. When the season starts is determined by the weather.
- I 2. The manual how the device should be built.
- \_\_\_ 3. The schedule indicated if the teams would be playing in the final game.
- \_\_\_ 4. He refused to enter a plea could not be determined by the lawyer.
- \_\_\_ 5. Talked about where we should go for lunch.
- \_\_\_ 6. Why the condition of the patient deteriorated so rapidly it was not explained.
- \_\_\_ 7. Whether or not the new office would be built was to be determined at the meeting.
- \_\_\_ 8. That the professor has not yet decided when the paper is due.
- \_\_\_ 9. The contract will be awarded is the question to be answered at the meeting.
- \_\_\_ 10. He always talked with whomever he pleased and did whatever he wanted.

## SKILL 10: USE NOUN CLAUSE CONNECTOR/SUBJECTS CORRECTLY

I do not know what is in the box.

NOUN CLAUSE AS OBJECT OF VERB

We are concerned about who will do the work.

NOUN CLAUSE AS OBJECT OF PREPOSITION

Whoever is coming to the party must bring a gift.

NOUN CLAUSE AS SUBJECT

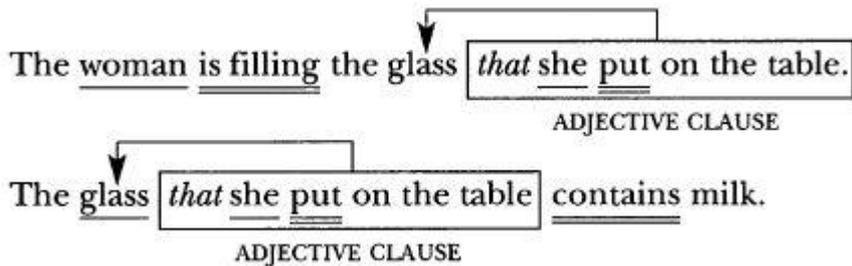
### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. The game show contestant was able to respond to whatever was asked.
- I 2. You should find out which the best physics department.
- \_\_\_ 3. The employee was unhappy about what was added to his job description.
- \_\_\_ 4. Whoever wants to take the desert tour during spring break signing up at the office.
- \_\_\_ 5. The motorist was unable to discover who he had struck his car.
- \_\_\_ 6. The voters should elect whichever of the candidates seems best to them.
- \_\_\_ 7. It was difficult to distinguish between what was on sale and what was merely on display.
- \_\_\_ 8. You should buy whatever the cheapest and most durable.
- \_\_\_ 9. What was written in the letter angered him beyond belief.
- \_\_\_ 10. You can spend your time with whoever important to you.

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## Adjective Clauses

### SKILL 11: USE ADJECTIVE CLAUSE CONNECTORS CORRECTLY



### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. It is important to fill out the form in the way (that) you have been instructed.
- I 2. The car (which) I have been driving for five years for sale at a really good price.
- \_\_\_ 3. I just finished reading the novel whom the professor suggested for my book report.
- \_\_\_ 4. The plane that he was scheduled to take to Hawaii was delayed.
- \_\_\_ 5. The movie which we watched on cable last night it was really frightening.
- \_\_\_ 6. I made an appointment with the doctor whom you recommended.
- \_\_\_ 7. The enthusiasm with which he greeted me made me feel welcome.
- \_\_\_ 8. The story that you told me about Bob.
- \_\_\_ 9. The men with whom were having the discussion did not seem very friendly.
- \_\_\_ 10. I'm not really sure about taking part in the plans that we made last night.
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## SKILL 12: USE ADJECTIVE CLAUSE CONNECTOR/SUBJECTS CORRECTLY

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The woman is filling the glass that is on the table.  
ADJECTIVE CLAUSE

The glass that is on the table contains milk.  
ADJECTIVE CLAUSE

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### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. The ice cream that is served in the restaurant has a smooth, creamy texture.
- I 2. The cars are trying to enter the freeway system are lined up for blocks.
- \_\_\_ 3. I have great respect for everyone who on the Dean's List.
- \_\_\_ 4. It is going to be very difficult to work with the man which just began working here.
- \_\_\_ 5. The door that leads to the vault it was tightly locked.
- \_\_\_ 6. The neighbors reported the man who was trying to break into the car to the police.
- \_\_\_ 7. These plants can only survive in an environment is extremely humid.
- \_\_\_ 8. The boss meets with any production workers who they have surpassed their quotas.
- \_\_\_ 9. The salesclerk ran after the woman who had left her credit card in the store.
- \_\_\_ 10. The shoes which matched the dress that was on sale.
- 

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- \_\_\_\_\_ 1. No one explained to me whether was coming or not.
  - \_\_\_\_\_ 2. The part of the structure that has already been built needs to be torn down.
  - \_\_\_\_\_ 3. The girl who she just joined the softball team is a great shortstop.
  - \_\_\_\_\_ 4. I have no idea about when the meeting is supposed to start.
  - \_\_\_\_\_ 5. We have been told that we can leave whenever want.
  - \_\_\_\_\_ 6. The racquet with whom I was playing was too big and too heavy for me.
  - \_\_\_\_\_ 7. I will never understand that he did.
  - \_\_\_\_\_ 8. He was still sick was obvious to the entire medical staff.
  - \_\_\_\_\_ 9. What is most important in this situation it is to finish on time.
  - \_\_\_\_\_ 10. The newspapers that were piled up on the front porch were an indication that the residents had not been home in some time.
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## Reduction of Adjective Clauses

### SKILL 13: USE REDUCED ADJECTIVE CLAUSES CORRECTLY

The woman ~~who is waving to us~~ is the tour guide.

The letter ~~which was written last week~~ arrived today.

The pitcher ~~that is on the table~~ is full of iced tea.

I don't understand the article ~~which~~ <sup>appearing</sup> appears in today's paper.

The woman ~~that I just met~~ is the tour guide. (does not reduce)

The letter ~~which you sent me~~ arrived yesterday. (does not reduce)

The White House, ~~which is located in Washington~~, is the home of the president.

The White House, ~~located in Washington~~, is the home of the president.

~~Located in Washington~~, the White House is the home of the president.

The president, ~~who is now preparing to give a speech~~, is meeting with his advisors.

The president, ~~now preparing to give a speech~~, is meeting with his advisors.

~~Now preparing to give a speech~~, the president is meeting with his advisors.

#### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. We will have to return the merchandise purchased yesterday at the Broadway.
- I 2. The children sat in the fancy restaurant found it difficult to behave.
- \_\_\_ 3. Serving a term of four years, the mayor of the town will face reelection next year.
- \_\_\_ 4. The brand new Cadillac, purchasing less than two weeks ago, was destroyed in the accident.
- \_\_\_ 5. The fans who supporting their team always come out to the games in large numbers.
- \_\_\_ 6. The suspect can be seen in the photographs were just released by the police.
- \_\_\_ 7. The food placing on the picnic table attracted a large number of flies.
- \_\_\_ 8. Impressed with everything she had heard about the course, Marie signed her children up for it.
- \_\_\_ 9. The passengers in the airport waiting room, heard the announcement of the canceled flight, groaned audibly.
- \_\_\_ 10. Dissatisfied with the service at the restaurant, the meal really was not enjoyable.

## Reduction of Adverb Clauses

### SKILL 14: USE REDUCED ADVERB CLAUSES CORRECTLY

*Although he ~~is~~ rather unwell, the speaker will take part in the seminar.*

*When you ~~are~~ ready, you can begin your speech.*

*Although he ~~feels~~<sup>feeling</sup> rather sick, the speaker will take part in the seminar.*

*When you ~~give~~<sup>giving</sup> your speech, you should speak loudly and distinctly.*

#### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. if not completely satisfied, you can return the product to the manufacturer.
- I 2. Steve has had to learn how to cook and clean since left home.
- \_\_\_ 3. The ointment can be applied where needed.
- \_\_\_ 4. Tom began to look for a job after completing his master's degree in engineering.
- \_\_\_ 5. Although not selecting for the team, he attends all of the games as a fan.
- \_\_\_ 6. When purchased at this store, the buyer gets a guarantee on all items.
- \_\_\_ 7. The medicine is not effective unless taken as directed.
- \_\_\_ 8. You should negotiate a lot before buy a new car.
- \_\_\_ 9. Once purchased, the swimsuits cannot be returned.
- \_\_\_ 10. Though located near the coast, the town does not get much of an ocean breeze.

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- \_\_\_ 1. Though was surprised at the results, she was pleased with what she had done.
- \_\_\_ 2. Wearing only a light sweater, she stepped out into the pouring rain.
- \_\_\_ 3. The family stopped to visit many relatives while driving across the country.
- \_\_\_ 4. The company president, needed a vacation, boarded a plane for the Bahamas.
- \_\_\_ 5. When applying for the job, you should bring your letters of reference.
- \_\_\_ 6. She looked up into the dreary sky was filled with dark thunderclouds.
- \_\_\_ 7. Feeling weak after a long illness, Sally wanted to try to get back to work.
- \_\_\_ 8. Before decided to have surgery, you should get a second opinion.
- \_\_\_ 9. The construction material, a rather grainy type of wood, gave the room a rustic feeling.
- \_\_\_ 10. The application will at least be reviewed if submitted by the fifteenth of the month.



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## TRANSITIONS vs. CONNECTORS

### SKILL 15: USE TRANSITIONAL MARKERS CORRECTLY

Tom drove too fast. He got a ticket for speeding. (2 simple sentences)

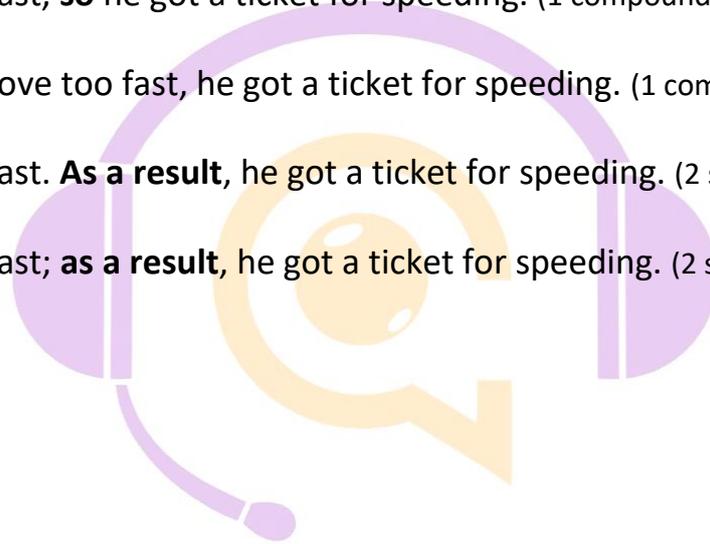
Tom drove too fast; he got a ticket for speeding. (2 simple sentences)

Tom drove too fast, **so** he got a ticket for speeding. (1 compound sentence)

**Because** Tom drove too fast, he got a ticket for speeding. (1 complex sentence)

Tom drove too fast. **As a result**, he got a ticket for speeding. (2 simple sentences)

Tom drove too fast; **as a result**, he got a ticket for speeding. (2 simple sentences)



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	TRANSITIONAL MARKERS	
<b>Addition</b>	further moreover additionally first finally	furthermore in addition besides second last
<b>Comparison</b>	similarly in the same way likewise	
<b>Contrast</b>	however on the other hand on the contrary alternatively instead conversely	nevertheless  in contrast otherwise nonetheless
<b>Time</b>	meanwhile at last subsequently in the meantime in the future next	at length finally eventually in the past afterwards then
<b>Purpose</b>	to this end with this object for this purpose for that reason because of this	
<b>Result</b>	hence accordingly thus in consequence	therefore consequently as a result
<b>Example</b>	for example for instance as an instance of this to illustrate	
<b>Summary</b>	in short on the whole in other words	
<b>Emphasis</b>	in fact indeed clearly assuredly definitely without doubt	

1. The researcher completed the study, the results were quite surprising.
2. The meeting did not take place today, so it will have to be rescheduled.
3. I expected the exam to be on Tuesday, however it was on Monday instead.
4. The department's sales were very high; as a result, the manager has been given a bonus.
5. We finished the last details and then we submitted the final report.
6. The employees often come late to work, but this does not seem to be a problem.
7. The team won its last three games. Next, it will compete in the championship tournament.
8. The light bulb in the lamp has burned out I need to replace the bulb.
9. The manager is hiring some more employees, then we will not have to work so much.
10. The textbook chapter was quite long, yet I finished it by 10:00.
- 
11. You must turn in the paper by Friday, otherwise your grade will be lowered.
12. The decision has not yet been made. Therefore, we must wait to learn the final outcome.
13. Afterwards construction on the highway was completed, traffic moved more smoothly.
14. This course requires a lot of work; in contrast, the other course required very little.
15. Our flight is scheduled to board soon, we must head over to the gate now.
16. The building has a tower; the tower is on the north side of the building.
17. We have to see the professor now, or we will have to wait until next week.
18. I have worked hard for several months; finally, I will be able to rest.
19. The bookstore is open for another hour we should go there right now.
20. It has been raining steadily for days, consequently, the streets are flooded.
-

- 1 1. The vague meaning of the underlined expression.
- 2. When you finally found out the whole truth.
- 3. His reaction to the film was priceless.
- 4. Usually leaves quite early in the morning.
- 5. An indication to everyone of the importance of the project.
- 6. Surprisingly, no one has collected the prize.
- 7. Why the committee met for so long.
- 8. Absolutely cannot submit the forms today.
- 9. The refusal of the judge to accept the petition.
- 10. The idea shocked me.
- 
- 11. Since each of the participants was fully trained.
- 12. In a moment of anguish forgot about his promise.
- 13. A discussion by all interested parties has been scheduled.
- 14. A situation needing a considerable amount of attention.
- 15. Only that the books were overdue at the library.
- 16. The dean finally decided.
- 17. To put off the announcement for one more day.
- 18. If the outcome had been better.
- 19. Actually, the results have not yet been posted.
- 20. What the other students were able to do.
-

- 1 1. The tickets (that I ordered) they will be delivered tomorrow.
- \_\_\_ 2. How I will be able to get all this work done is unclear.
- \_\_\_ 3. The excuse that you gave me was not very credible.
- \_\_\_ 4. What the lecturer said it was really quite amusing.
- \_\_\_ 5. The place where we agreed to meet it was quite secluded.
- \_\_\_ 6. The person whose friendship I cherish most is a friend from my childhood.
- \_\_\_ 7. Who is responsible for the accident it is unknown.
- \_\_\_ 8. That the story is on the front page of the paper it is indisputable.
- \_\_\_ 9. The contractor who painted the house he did a very careful job.
- \_\_\_ 10. Why she was the one who got the job is a mystery to me.
- 
- \_\_\_ 11. What happened just before our arrival it is unknown.
- \_\_\_ 12. The clothes that we purchased at the sale were quite a good bargain.
- \_\_\_ 13. The room in which the seminar will be held is rather tiny.
- \_\_\_ 14. What will happen to her next it is what concerns me the most.
- \_\_\_ 15. The receptionist who regularly answers the phone is out of the office.
- \_\_\_ 16. What the manager wrote in the report it was highly complimentary.
- \_\_\_ 17. The classmate who presented the report he did a great job.
- \_\_\_ 18. How such a thing could happen is not clear to me.
- \_\_\_ 19. The situation in which I found myself was one in which all of the facts are not known.
- \_\_\_ 20. Why he has done what I told him not to do with the money that I gave him it is not certain.
-

Some people prefer to take vacations in quiet, natural places, while others prefer to spend their vacation time in big cities. Discuss the advantages of each type of vacation. Then indicate which you prefer and why.

1. *What you need to do before going on a vacation it is to decide where you will go on your vacation. You may decide to go to a quiet place with a quiet and natural setting, instead you may decide to go to a big city with a fast-paced life. Each of these types of vacation something to offer. (3 errors)*
2. *The reasons that it can be a good idea to go to a quiet and natural location for a vacation they are numerous. First of all, a vacation in a natural setting allowing you to relax and slow down the pace of your life for a while. Instead of hurrying from place to place as you are used to doing. You can spend your time doing nothing more than enjoying the beauty of the location. Then, after are thoroughly relaxed, what you can do it is to take part in outdoor activities such as hiking or swimming. All of this will leave you completely relaxed and free of stress by the end of your vacation. (5 errors)*

---
3. *It can be nice to go to a quiet and natural spot for a vacation, however it can also be quite an adventure to go to a big and fast-paced city for a vacation. The main reason that it can be a good idea to take a vacation in a big city it is to take part in so many activities that are unavailable in your hometown. On a big city vacation, numerous cultural events that might not be available in your hometown, such as theatrical performances, concerts, and art and museum exhibits, they are available. On a big city vacation, will also have access to some of the world's finest restaurants and shopping. After your big city vacation has ended. You will have a whole range of new experiences that are not part of your daily life. (5 errors)*
4. *For me, the type of vacation that I decide to take it depends on my life prior to the vacation. I work as a legal assistant in a law office, this job is often repetitious and dull but is sometimes quite frantic just prior to a major case. After a slow and boring period of work. All I want is to head to a fast-paced vacation in a big city. However, if my job been frantic and busy prior to my vacation, then want to head to a quiet and beautiful place where I can relax. Thus, I enjoy different types of vacations, the type of vacation depends on the pace of my life before the vacation. (6 errors)*

---

# INVERSIONS

## SKILL 16: INVERT THE SUBJECT AND VERB WITH QUESTION WORDS

### Wh- Words

What is the homework?

I do not know what the homework is.

When can I leave?

When I can leave, I will take the first train.

Where are you going?

Do you know where you are going?

### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- I 1. The phone company is not certain (when) will the new directories be ready.
- C 2. The professor does not understand (why) so many students did poorly on the exam.
- \_\_\_ 3. How new students can get information about parking?
- \_\_\_ 4. Where is it cheapest to get typeset copies printed?
- \_\_\_ 5. Only the pilot can tell you how far can the plane go on one tank of fuel.
- \_\_\_ 6. What type of security does he prefer for his investments?
- \_\_\_ 7. Not even the bank president knows when the vault will be opened.
- \_\_\_ 8. How long it has been since you arrived in the United States?
- \_\_\_ 9. The jury doubts what the witness said under cross-examination.
- \_\_\_ 10. Do you know why he wants to take an extended leave of absence?

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## SKILL 17: INVERT THE SUBJECT AND VERB WITH NEGATIVES

*Not once* did I miss a question.

*Never* has Mr. Jones taken a vacation.

*At no time* can the woman talk on the telephone.

*Hardly ever* does he take time off.

(This means that he *almost never* takes time off.)

*Only once* did the manager issue overtime paychecks.

(This means that the manager *almost never* issued overtime paychecks.)

I do not want to go, and *neither* does Tom.

The secretary is not attending the meeting, *nor* is her boss.

INVERTED SUBJECTS AND VERBS WITH NEGATIVES					
<i>no</i> <i>barely</i>	<i>not</i> <i>hardly</i>	<i>never</i> <i>only</i>	<i>neither</i> <i>rarely</i>	<i>nor</i> <i>scarcely</i>	<i>seldom</i>
When a negative expression appears <i>in front of</i> a subject and verb (at the beginning of a sentence or in the middle of a sentence) the subject and verb <i>are</i> inverted.					
(negative expression)		V    S			
<i>Rarely</i>		<i>were they so happy.</i>			

### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- I   1. (Never) the boy wrote to his sisters.
- C   2. (On no occasion) did they say that to me.
3. Steve did not win the prize, nor did he expect to do so.
4. Only once in my life gone I have to New York City.
5. Did he go out of the house at no time.
6. Seldom their secretary has made such mistakes.
7. No sooner had she hung up the phone than it rang again.
8. Sheila did not arrive late for work, nor she left early.
9. Barely had he finished the exam when the graduate assistant collected the papers.
10. The police did not arrive in time to save the girl, and neither did the paramedics.

## SKILL 18: INVERT THE SUBJECT AND VERB WITH CONDITIONALS

*If he had taken more time, the results would have been better.*

*Had he taken more time, the results would have been better.*

I would help you *if I were* in a position to help.

I would help you *were I* in a position to help.

*If you should arrive before 6:00, just give me a call.*

*Should you arrive before 6:00, just give me a call.*

### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

1. \*Were our neighbors a bit more friendly, it would be somewhat easier to get to know them.
2. There are plenty of blankets in the closet if should you get cold during the night.
3. Has he enough vacation days left this year, he will take two full weeks off in December.
4. Had we been informed of the decision, we might have had something to say about it.
5. I would like to know could you help me pack these boxes.
6. He would have been in big trouble had not he remembered the assignment at the last minute.
7. If your friends come to visit, will they stay in a hotel or at your house?
8. He might be a little more successful today were he a little more willing to do some hard work.
9. Should you ever visit this town again, I would be delighted to show you around.
10. Do you think that she would give the speech were she asked to do so?

## SKILL 19: INVERT THE SUBJECT AND VERB WITH COMPARISONS

---

My sister spends *more* hours in the office *than* John.

My sister spends *more* hours in the office *than* John does.

My sister spends *more* hours in the office *than* does John.

---

### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. This candidate has received more votes than has any other candidate in previous years.
- I 2. Obviously we were much more impressed with the performance than did the other members of the audience.
- \_\_\_ 3. The film that we saw last night at the festival was far better than any of the other films.
- \_\_\_ 4. The vegetables at the market this morning were far fresher than were those at the market yesterday.
- \_\_\_ 5. I am afraid that is the condition of these tires as bad as the condition of the others.
- \_\_\_ 6. We firmly believed that our team could achieve a much faster time than any of the others.
- \_\_\_ 7. This apple pie is not as good as the last one that you made.
- \_\_\_ 8. On the fishing trip, Bobby caught twice as many fish as anyone else did.
- \_\_\_ 9. The final speaker gave us more details than had any of the previous speakers.
- \_\_\_ 10. Do you know why does he need to sleep so many more hours than do the others?

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# SUBJECT-VERB AGREEMENT

## SKILL 20: MAKE VERBS AGREE AFTER PREPOSITIONAL PHRASES

**EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.**

- C 1. The climbers (on the sheer face) (of the mountain) need to be rescued.
- I 2. The interrogation, conducted (by three police officers,) have lasted for several hours.
- \_\_\_ 3. The tenants in the apartment next to mine is giving a party this evening.
- \_\_\_ 4. The president, surrounded by secret service agents, is trying to make his way to the podium.
- \_\_\_ 5. The buildings destroyed during the fire are being rebuilt at the taxpayers' expense.
- \_\_\_ 6. Because of the seriousness of the company's financial problems, the board of directors have called an emergency meeting.
- \_\_\_ 7. Manufacture of the items that you requested have been discontinued because of lack of profit on those items.
- \_\_\_ 8. Further development of any new ideas for future products has to be approved in advance.
- \_\_\_ 9. The scheduled departure time of the trains, posted on panels throughout the terminal buildings, are going to be updated.
- \_\_\_ 10. Any houses built in that development before 1970 have to be upgraded to meet current standards.

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## SKILL 21: MAKE VERBS AGREE AFTER EXPRESSIONS OF QUANTITY

All (of the *book*) was interesting.

SINGULAR

All (of the *books*) were interesting.

PLURAL

All (of the *information*) was interesting.

UNCOUNTABLE

SUBJECT/VERB AGREEMENT AFTER EXPRESSIONS OF QUANTITY	
$\left( \begin{array}{l} \text{all} \\ \text{most} \\ \text{some} \\ \text{half} \end{array} \right)$	OF THE (OBJECT) $\downarrow$ V
When an expression of quantity is the subject, the verb agrees with the object.	

### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- C 1. The witnesses saw that most of the (fire) in the hills was extinguished.
- I 2. Some of the (animals) from the zoo was released into the animal preserve.
- \_\_\_ 3. All of the students in the class taught by Professor Roberts is required to turn in their term papers next Monday.
- \_\_\_ 4. Half of the food that we are serving to the guests are still in the refrigerator.
- \_\_\_ 5. We believe that some of the time of the employees is going to be devoted to quality control.
- \_\_\_ 6. All of the witnesses in the jury trial, which lasted more than two weeks, have indicated that they believed that the defendant was guilty.
- \_\_\_ 7. She did not know where most of the people in the room was from.
- \_\_\_ 8. In spite of what was decided at the meeting, half of the procedures was not changed.
- \_\_\_ 9. I was sure that all of the questions on the test were correct.
- \_\_\_ 10. Most of the trouble that the employees discussed at the series of meetings was resolved within a few weeks.

## SKILL 22: SUBJECT-VERB AGREEMENT OF AND/WITH/OR

**John and his friends** are responsible for finishing the project.

**John** with his friends is responsible for finishing the project.

John or **I** am responsible for finishing the project.



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## SKILL 23: MAKE VERBS AGREE AFTER CERTAIN WORDS

### SUBJECT/VERB AGREEMENT AFTER CERTAIN WORDS

These words or expressions are grammatically singular, so they take singular verbs:

<i>anybody</i>	<i>everybody</i>	<i>nobody</i>	<i>somebody</i>	<i>each (+ noun)</i>
<i>anyone</i>	<i>everyone</i>	<i>no one</i>	<i>someone</i>	<i>every (+ noun)</i>
<i>anything</i>	<i>everything</i>	<i>nothing</i>	<i>something</i>	

### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

1. It is impossible to believe that somebody actually admire that man.
2. Each of the doctors in the building needs to have a separate reception area.
3. The president felt that no one were better suited for the position of chief staff advisor.
4. Everybody participating in the fund-raiser are to turn in the tickets by 8:00.
5. Because of the low number of orders, nothing has to be done now.
6. Every time someone take unnecessary breaks, precious moments of production time are lost.
7. Anybody who goes to the top of the Empire State Building is impressed with the view.
8. Every man, woman, and child in this line are required to sign the forms in order to complete the registration process.
9. It is nice to believe that anything is possible if a person tries hard enough.
10. The company reiterated to reporters that nobody have been dismissed because of the incident.

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Some people prefer to work for a company, while others prefer to work for themselves. Discuss the advantages of each position. Then indicate which you prefer and why.

1. *Something very important for students to decide as they near the end of their studies are whether should they work for another company or go into business for themselves. As a university student, this decision about my future are one that I face soon myself. To me, each of these positions have clear advantages, in particular depending on the stage of your career. (4 errors)*
2. *There is numerous advantages to working for another company, particularly early in your career. One of the advantages are that working in someone else's company provide a situation with the security of a regular paycheck and less responsibility than you would have you were to be the owner of the company. Also, not until you start your own business you need to come up with the finances to back the company. Thus, all of this indicate that it is better to work for other people early in your career while you are gaining the knowledge and experience you need to start your own company. (6 errors)*
3. *Then, later in your career, it may be advantageous for you to go into business for yourself. The main reason for going into business for yourself are that in your own company you are able to decide on what direction do you want your company to go. However, only when you have gained enough knowledge and experience are it a good idea to go into business for yourself. This is when will you be ready to deal with the responsibility, pressure, and financial needs of owning a company. (4 errors)*
4. *Nothing are more important to me than having my own company one day. However, what seems very clear to me now is that beginning my career working in someone else's company are best. In this situation, not only I can work with more security and less pressure, but I can also build up my financial resources and learn from others. Then, I should manage to gain enough experience, knowledge, and confidence and build up my financial resources, I hope eventually to open my own company, where can I determine exactly how would I like the company to operate. (6 errors)*

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## SKILL 24: USE PARALLEL STRUCTURE WITH COORDINATE CONJUNCTIONS

The job of the coordinate conjunctions (*and*, *but*, *or*) is to join together equal expressions. In other words, what is on one side of these words must be parallel to what is on the other side. These conjunctions can join nouns, or verbs, or adjectives, or phrases, or subordinate clauses, or main clauses; they just must join together two of the same thing. Here are examples of two nouns joined by a coordinate conjunction:

I need to talk to the manager *or* the assistant manager.  
She is not a teacher *but* a lawyer.  
You can choose from activities such as hiking *and* kayaking.

Here are examples of two verbs joined by a coordinate conjunction:

He only eats *and* sleeps when he takes a vacation.  
She invites us to her home *but* never talks with us.  
You can stay home *or* go to the movies with us.

Here are examples of two adjectives joined by a coordinate conjunction:

My boss is sincere *and* nice.  
The exam that he gave was short *but* difficult.  
Class can be interesting *or* boring.

Here are examples of two phrases joined by a coordinate conjunction:

There are students in the classroom *and* in front of the building.  
The papers are on my desk *or* in the drawer.  
The checks will be ready not at noon *but* at 1:00.

Here are examples of two clauses joined by a coordinate conjunction:

They are not interested in what you say *or* what you do.  
I am here because I have to be *and* because I want to be.  
Mr. Brown likes to go home early, *but* his wife prefers to stay late.

### EXERCISE: INDICATE WHETHER THE SENTENCES ARE CORRECT OR INCORRECT.

- I   1. She held jobs as a typist, a housekeeper, (and) in a restaurant.
- C   2. The report you are looking for could be in the file (or) on the desk.
3. She works very hard but usually gets below-average grades.
4. The speaker introduced himself, told several interesting anecdotes, and finishing with an emotional plea.
5. You should know when the program starts and how many units you must complete.
6. The term paper he wrote was rather short but very impressive.
7. She suggested taking the plane this evening or that we go by train tomorrow.
8. The dean or the assistant dean will inform you of when and where you should apply for your diploma.
9. There are papers to file, reports to type, and those letters should be answered.
10. The manager needed a quick but thorough response.

## SKILL 25: USE PARALLEL STRUCTURE WITH PAIRED CONJUNCTIONS

---

I know *both* where you went *and* what you did.

*Either* Lark *or* Sue has the book.

The tickets are *neither* in my pocket *nor* in my purse.

He is *not only* an excellent student *but also* an outstanding athlete.

---

The following is not parallel and must be corrected:

He wants *either* to go by train *or* by plane\*

It is not correct because *to go by train* is not parallel to *by plane*. It can be corrected in several ways.

He wants *either* to go by train *or* to go by plane.

He wants to go *either* by train *or* by plane.

He wants to go by *either* train *or* plane.

When you are using these paired conjunctions, be sure that the correct parts are used together. The following are incorrect:

I want *both* this book *or*\* that one.

*Either* Sam *nor*\* Sue is taking the course.

These sentences are incorrect because the wrong parts of the paired conjunctions are used together. In the first example, *and* should be used with *both*. In the second example, *or* should be used with *either*.

---

- I 1. According to the syllabus, you can either write a paper or you can take an exam.
- C 2. It would be both noticed and appreciated if you could finish the work before you leave.
- \_\_\_ 3. She would like neither to see a movie or to go bowling.
- \_\_\_ 4. Either the manager or her assistant can help you with your refund.
- \_\_\_ 5. She wants not only to take a trip to Europe but she also would like to travel to Asia.
- \_\_\_ 6. He could correct neither what you said nor you wrote.
- \_\_\_ 7. Both the tailor or the laundress could fix the damage to the dress.
- \_\_\_ 8. He not only called the police department but also called the fire department.
- 
- \_\_\_ 9. You can graduate either at the end of the fall semester or you can graduate at the end of the spring semester.
- \_\_\_ 10. The movie was neither amusing nor was it interesting.

## SKILL 26: USE PARALLEL STRUCTURE WITH COMPARISONS

My school is farther *than* your school.

To be rich is better *than* to be poor.

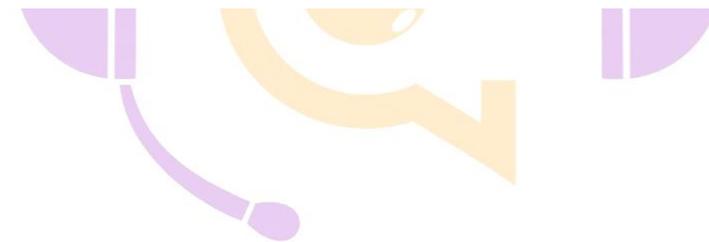
What is written is *more* easily understood *than* what is spoken.

Their car is *as* big *as* a small house.

Renting those apartments costs about *the same as* leasing them.

The work that I did is *similar to* the work that you did.

PARALLEL STRUCTURE WITH COMPARISONS		
(same structure)	<div style="border: 1px solid black; padding: 5px; display: inline-block;">more ... than -er ... than less ... than as ... as the same ... as similar ... to</div>	(same structure)



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- C 1. His research for the thesis was more useful than hers.
- I 2. Dining in a restaurant is more fun than to eat at home.
- \_\_\_ 3 I want a new secretary who is as efficient as the previous one.
- \_\_\_ 4. What you do today should be the same as did yesterday.
- \_\_\_ 5. This lesson is more difficult than we had before.
- \_\_\_ 6. You have less homework than they do.
- 7. What you do has more effect than what you say.
- \_\_\_ 8. Music in your country is quite similar to my country.
- \_\_\_ 9. The collection of foreign journals in the university library is more extensive than the high school library.
- \_\_\_ 10. How to buy a used car can be as difficult as buying a new car.



- \_\_\_ 1. After retirement he plans on traveling to exotic locations, dine in the finest restaurants, and playing a lot of golf.
- \_\_\_ 2. She was both surprised by and pleased with the seminar.
- \_\_\_ 3. What came after the break was even more boring than had come before.
- \_\_\_ 4. He would find the missing keys neither under the bed or behind the sofa.
- \_\_\_ 5. Depending on the perspective of the viewer, the film was considered laudable, mediocrity, or horrendous.
- \_\_\_ 6. He exercised not only in the morning, but he also exercised every afternoon.
- \_\_\_ 7. Working four days per week is much more relaxing than working five days per week.
- \_\_\_ 8. Sam is always good-natured, generous, and helps you.
- \_\_\_ 9. Either you have to finish the project, or the contract will be canceled.
- \_\_\_ 10. The courses that you are required to take are more important than the courses that you choose.

**SKILL 27: FORM COMPARATIVES AND SUPERLATIVES CORRECTLY**

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**SKILL 28: USE COMPARATIVES AND SUPERLATIVES CORRECTLY**

---

Bob is taller *than* Ron.  
Sally is *more* beautiful *than* Sharon.

---

Bob is *the tallest* man *in* the room.  
Sally is *the most* beautiful *of* all the women at the party.  
The spider over there is *the largest* one *that* I have ever seen.  
*The fastest* runner wins the race. (no *in, of, or that*)

---

The history class is *larger than* the math class.  
Mary is *more intelligent than* Sue.

---

The history class is *the largest in* the school.  
Mary is *the most intelligent of* all the students in the class.

---

- I 1. Oxygen is (abundanter than) nitrogen.
- C 2. The directions to the exercise say to choose (the most appropriate) response.
- \_\_\_ 3. The lesson you are studying now is the most importantest lesson that you will have.
- \_\_\_ 4. Fashions this year are shorter and more colorful than they were last year.
- \_\_\_ 5. The professor indicated that Anthony's research paper was more long than the other students' papers.
- \_\_\_ 6. Alaska is the coldest than all the states in the United States.
- \_\_\_ 7. The workers on the day shift are more rested than the workers on the night shift.
- \_\_\_ 8. She was more happier this morning than she had been yesterday.
- \_\_\_ 9. The quarterback on this year's football team is more versatile than the quarterback on last year's team.
- \_\_\_ 10. She always tries to do the best and most efficient job that she can do.
-

- C   1. Harvard is probably (the most prestigious) university in the United States.
- I   2. Rhonda is (more hard working) of the class.
- \_\_\_\_\_ 3. The engineers hired this year have more experience than those hired last year.
- \_\_\_\_\_ 4. The graduate assistant informed us that the first exam is the most difficult of the two.
- \_\_\_\_\_ 5. He bought the more powerful stereo speakers that he could find.
- \_\_\_\_\_ 6. The afternoon seminar was much more interesting than the morning lecture.
- \_\_\_\_\_ 7. The food in this restaurant is the best of the restaurant we visited last week.
- \_\_\_\_\_ 8. The plants that have been sitting in the sunny window are far healthier than the other plants.
- \_\_\_\_\_ 9. The photocopies are the darkest that they have ever been.
- \_\_\_\_\_ 10. The first journal article is the longest of the second article.
- 



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## SKILL 29: USE THE IRREGULAR -ER, -ER STRUCTURE CORRECTLY

---

*The harder he tried, the further he fell behind.*

*The older the children are, the more their parents expect from them.*

---

*The more children you have, the bigger the house you need.*

*The harder you work, the more you accomplish.*

*The greater the experience, the higher the salary.*

- I   1. (The hotter) the food is, (harder) it is to eat.
- C   2. (The warmer) the weather, (the greater) the attendance at the outdoor concert.
- \_\_\_ 3. The more you say, the worst the situation will be.
- \_\_\_ 4. The more time they have to play, the happier the children are.
- \_\_\_ 5. The thicker the walls, the noise that comes through is less.
- \_\_\_ 6. If you run faster, the earlier you'll arrive.
- \_\_\_ 7. The more you use the phone, the higher the bill will be.
- \_\_\_ 8. The harder you serve, the easier it is to win the point.
- \_\_\_ 9. The earliest you send in your tax forms, the sooner you will receive your refund.
- \_\_\_ 10. The more people there are at the party, you'll have a good time.
- \_\_\_ 1. The coffee is more stronger today than it was yesterday.
- \_\_\_ 2. The tree that was struck by lightning had been the tallest of the two trees we had in the yard.
- \_\_\_ 3. He will buy the most fuel-efficient car that he can afford.
- \_\_\_ 4. The closest it gets to summer, the longer the days are.
- \_\_\_ 5. The business department is bigger of the departments in the university.
- \_\_\_ 6. I really do not want to live in the Southeast because it is one of the most hot areas in the United States.
- \_\_\_ 7. It is preferable to use the most efficient and most effective method that you can.
- \_\_\_ 8. Tonight's dinner was more filling than last night's.
- \_\_\_ 9. The sooner the exam is scheduled, the less time you have to prepare.
- \_\_\_ 10. The house is now the cleanest that it has ever been.

Do you agree or disagree with the following statement?

*The primary reason to get an education is to succeed financially.*

Support your response with reasons and examples.

1. *I am a university student, and I am studying in the university for a number of reasons. Of course, one of my reasons for going to school, studying hard, and obtain a university degree is to succeed financially; the more money I make, it will be better for me. However, financial success is not my most importantest reason for going to the university. Instead, I am going to the university for a much broad reason than that: I believe that a university education will give me a much rich and better life, not just in a financial way. (5 errors)*
  2. *One way that a university education makes your life enjoyabler is to give you the opportunity to have a career that you really desire and appreciative. Having a career that you like is much better than a job that just pays the bills. I, for example, am studying to be a marine biologist. I will have the better career for me; I will be rewarded not only in terms of money and also in terms of enjoyment of my career. (5 errors)*

---

  3. *Another way that a university education can enrich your life is to provide a broadest knowledge, understand, and appreciation of the world around you than you already have. It provides you with an understanding of both the history of your own culture and to influence history on the present. It also provides you with an understanding of other cultures and shows you that other cultures are neither exactly the same as nor they are completely different from your own culture. Finally, it provides you with an understanding of the universe around you and showing you how the universe functions. (5 errors)*
  4. *Thus, in getting a university education, I can say that financial success is certainly one goal that I have. However, the goal of financial success is not as important as I have another goal. My primary goal in getting a university education is the goal of achieving a more full life, certainly one with financial security but more importantly one that is rewarding both in terms of professional opportunities or in terms of awareness and understanding of life around me. The closer I get to achieving this goal, I will be happier. (4 errors)*
-

# VERBS

## HELPING VERBS

### SKILL 30: AFTER HAVE, USE THE PAST PARTICIPLE

- I 1. The young girl drunk a glass of milk.
- C 2. Before she left, she had asked her mother for permission.
- \_\_\_ 3. Having finished the term paper, he began studying for the exam.
- \_\_\_ 4. The secretary has broke her typewriter.
- \_\_\_ 5. The installer should have completes the task more quickly.
- \_\_\_ 6. He has often become angry during meetings.
- \_\_\_ 7. She has rarely rode her horse in the park.
- \_\_\_ 8. Having saw the film, he was quite disappointed.
- \_\_\_ 9. Tom has thought about taking that job.
- \_\_\_ 10. You might have respond more effectively.

### SKILL 31: AFTER BE, USE THE PRESENT PARTICIPLE OR THE PAST PARTICIPLE

- I 1. At 12:00 Sam is eat his lunch.
- C 2. We are meeting them later today.
- \_\_\_ 3. The message was took by the receptionist.
- \_\_\_ 4. Being heard was extremely important to him.
- \_\_\_ 5. The Smiths are build their house on some property that they own in the desert.
- \_\_\_ 6. It had been noticed that some staff members were late.
- \_\_\_ 7. The report should have been submit by noon.
- \_\_\_ 8. Are the two companies merge into one?
- \_\_\_ 9. He could be taking four courses this semester.
- \_\_\_ 10. The score information has been duplicates on the back-up disk.

**SKILL 32: AFTER WILL, WOULD, OR OTHER MODALS, USE THE BASE FORM OF THE VERB**

- C   1. The salesclerk might lower the price.
- I   2. The television movie will finishes in a few minutes.
- \_\_\_ 3. Should everyone arrive by 8:00?
- \_\_\_ 4. The method for organizing files can be improved.
- \_\_\_ 5. The machine may clicks off if it is overused.
- \_\_\_ 6. Every morning the plants must be watered.
- \_\_\_ 7. The houses with ocean views could sell for considerably more.
- \_\_\_ 8. Would anyone liked to see that movie?
- \_\_\_ 9. I do not know when it will depart.
- \_\_\_ 10. She will work on the project only if she can has a full-time secretary.
- 
- \_\_\_ 1. I have gave you all the money that I have.
- \_\_\_ 2. The articles were put in the newspaper before he was able to stop production.
- \_\_\_ 3. All the tickets for the concert might already be sold.
- \_\_\_ 4. He was so thirsty that he drunk several large glasses of water.
- \_\_\_ 5. The deposit will has to be paid before the apartment can be rented.
- \_\_\_ 6. He objects to being held without bail.
- \_\_\_ 7. Having completed the first chapter of the manuscript, she decided to take a break.
- \_\_\_ 8. If Steve had really wanted to pass his exam, he would has studied much more.
- \_\_\_ 9. He thought that he should have be invited to attend the conference.
- \_\_\_ 10. Before the speaker finished, many guests had rose from their seats and started for the door.

DIRECTIONS: Fill in the boxes with the correct forms of the verb.

**EXERCISE F1**

	VERB	PAST	PARTICIPLE		VERB	PAST	PARTICIPLE
1.		beat	beaten	25.		fought	fought
2.	become		become	26.	find		found
3.		began	begun	27.		fit	fit
4.	bet		bet	28.	fly	flew	
5.	bite	bit		29.	forget		forgotten
6.	blow	blew		30.	forgive	forgave	
7.	break		broken	31.		froze	frozen
8.	bring		brought	32.	get		gotten
9.		built	built	33.	give	gave	
10.	buy	bought		34.	go	went	
11.	catch		caught	35.		grew	grown
12.		chose	chosen	36.		had	had
13.	come		come	37.	hear		heard
14.	cost	cost		38.	hide	hid	
15.		cut	cut	39.		hit	hit
16.	dig		dug	40.	hold	held	
17.	do	did		41.	hurt	hurt	
18.	draw	drew		42.	keep		kept
19.		drank	drunk	43.		knew	known
20.	drive	drove		44.		led	led
21.	eat		eaten	45.	leave	left	
22.	fall	fell		46.		lent	lent
23.		fed	fed	47.	let		let
24.	feel	felt		48.		lost	lost

	VERB	PAST	PARTICIPLE		VERB	PAST	PARTICIPLE
49.	make	made		68.		sang	sung
50.		meant	meant	69.	sink		sunk
51.	meet	met		70.	sit	sat	
52.	pay		paid	71.		slept	slept
53.	prove		proven	72.	speak	spoke	
54.		put	put	73.	spend		spent
55.	quit		quit	74.		stood	stood
56.		read	read	75.		stole	stolen
57.	ride	rode		76.	swim	swam	
58.	ring	rang		77.	take		taken
59.		rose	risen	78.	teach	taught	
60.	run	ran		79.	tear		torn
61.	say	said		80.		told	told
62.		saw	seen	81.	think	thought	
63.		sold	sold	82.		threw	thrown
64.	send		sent	83.		understood	understood
65.		shot	shot	84.	wear		worn
66.	show		shown	85.		won	won
67.		shut	shut	86.	write	wrote	

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### SKILL 33: KNOW WHEN TO USE THE PAST WITH THE PRESENT

- I 1. I tell him the truth when he asked me the question.
- C 2. I understand that you were angry.
- \_\_\_ 3. When he was a child, he always goes to the circus.
- \_\_\_ 4. Last semester he reads seven books and wrote five papers.
- \_\_\_ 5. Steve wakes up early every morning because he went to work early.
- \_\_\_ 6. Mark studied at the American University when he is in Washington, D.C.
- \_\_\_ 7. He is telling the teacher why he did not have time to finish his homework.
- \_\_\_ 8. He put some money in his account when he goes to the bank.
- \_\_\_ 9. Tom keeps studying hard because he intended to go to dental school.
- \_\_\_ 10. She is where she is today because she worked hard when she was a student.

### SKILL 34: USE HAVE AND HAD CORRECTLY

- C 1. I have always liked the designs that are on the cover.
- I 2. Because her proposal had been rejected, she is depressed.
- \_\_\_ 3. The students have registered for classes before the semester started.
- \_\_\_ 4. When she had purchased the car, she contacted the insurance agent.
- \_\_\_ 5. He said that he had finished the typing when you finish the reports.
- \_\_\_ 6. She has enjoyed herself every time that she has gone to the zoo.
- \_\_\_ 7. He drove to the post office after he had finished preparing the package.
- \_\_\_ 8. After the votes were counted, it had been determined that Steve was the winner.
- \_\_\_ 9. Last night all the waiters and waitresses have worked overtime.
- \_\_\_ 10. He had fastened his seat belt before the airplane took off.

### SKILL 35: USE THE CORRECT TENSE WITH TIME EXPRESSIONS

---

We moved to New York *in 1980*.

We had left there *by 1990*.

We have lived in San Francisco *since 1999*.

---

She got a job *two years ago*.

She started working *last week*.

She has worked very hard *lately*.

---

- C 1. The phone rang incessantly (last night).
- I 2. They have finished contacting everyone (by 4:00 yesterday).
- \_\_\_ 3. The Pilgrims have arrived in the New World in 1620.
- \_\_\_ 4. Since the new law was passed, it has been difficult to estimate taxes.
- \_\_\_ 5. The cashier put the money into the account two hours ago.
- \_\_\_ 6. All the votes have been counted last week.
- \_\_\_ 7. The students are writing many compositions lately.
- \_\_\_ 8. The Senate votes on the law to ban cigarette smoking in public in 1990.
- \_\_\_ 9. By the time the main course was served, all the guests had arrived and been seated.
- \_\_\_ 10. I had not done much more work since I talked to you on Wednesday.
- 

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### SKILL 36: USE THE CORRECT TENSE WITH WILL AND WOULD

*I know that they will arrive soon. I knew that he would arrive.*  
*It is certain that he will graduate. It was certain that he would graduate.*

- I 1. He knew that he will be able to pass the exam.
- C 2. I think that I will leave tomorrow.
- \_\_\_ 3. Paul did not say when he will finish the project.
- \_\_\_ 4. Jake doubts that he would have time to finish the project.
- \_\_\_ 5. I know that I will go if I can afford it.
- \_\_\_ 6. The police officer indicated that he would write a ticket if he has the time.
- \_\_\_ 7. Students will often study in the library before they go to classes or before they go home.
- \_\_\_ 8. He told me that he thought he will get the job in spite of his lack of education.
- \_\_\_ 9. The executive vice president emphasizes at the conferences that the board would not change its position.
- \_\_\_ 10. Students will register for classes according to who has the highest number of units.
- 
- \_\_\_ 1. When he receives the money from the insurance company two days ago, he had already rebuilt the house.
- \_\_\_ 2. The position on the city council will be filled next week when the electorate votes.
- \_\_\_ 3. The dentist fills the cavities every time the x-rays show that it was necessary.
- \_\_\_ 4. When the bell rang, the students have left the class.
- \_\_\_ 5. The space shuttle would be launched next month if the weather is good.
- \_\_\_ 6. The special delivery package has arrived by noon yesterday.
- \_\_\_ 7. It is probable that the students who were tested yesterday were quite successful.
- \_\_\_ 8. After forty-five students had signed up for the class, the class was closed.
- \_\_\_ 9. The parking at the arena was inadequate for the tremendous number of drivers who will want to park there.
- \_\_\_ 10. They have not returned to Rhode Island since they left in 1970.

## ACTIVE vs. PASSIVE

### SKILL 37: USE THE CORRECT FORM OF THE PASSIVE

The letter was written yesterday *by Margaret*.

The letter was written yesterday.

---

The portrait *was painting\** by a famous artist.

The project *will finished\** by Tim.

---

- I 1. The boy had never be stung by a bee.
- C 2. The suits were hung in the closet when they were returned from the cleaners.
- \_\_\_ 3. Money is lending by the credit union to those who want to buy homes.
- \_\_\_ 4. The record had been chose by dancers near the jukebox.
- \_\_\_ 5. The topic for your research paper should have been approved by your advisor.
- \_\_\_ 6. That song has been playing over and over again by Steve.
- \_\_\_ 7. Their utility bills have been increased again and again.
- \_\_\_ 8. The patients who are too sick to sit up are being assisted by the orderlies.
- \_\_\_ 9. The offices were thoroughly clean last evening by the night crew.
- \_\_\_ 10. The car that was struck in the intersection yesterday is being repaired today.
- 

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### SKILL 38: RECOGNIZE ACTIVE AND PASSIVE MEANINGS

---

We mailed *the package* at the post office.

The letter was mailed *by us* today before noon.

The letter was mailed today before noon.

The letter mailed\* today before noon.

---

- I 1. The car parked in a no-parking zone.
- C 2. The physics exam began just a few minutes ago.
- \_\_\_ 3. Everything to organize the picnic has already done.
- \_\_\_ 4. The police investigated him because of his unusual actions.
- \_\_\_ 5. The package containing the necessary samples has just sent.
- \_\_\_ 6. The vacation to Europe will plan carefully before the scheduled departure date.
- \_\_\_ 7. The coffee turned bitter when it left on the stove for so long.
- \_\_\_ 8. The soccer game won in the closing minutes.
- \_\_\_ 9. The clothes made to rival the latest fashions of the season.
- \_\_\_ 10. When the roads are icy, the buses do not drive.
- 
- \_\_\_ 1. After the old radiator had be replaced, the travelers continued their cross-country trip.
- \_\_\_ 2. During the lightning storm, he struck in the head by a falling tree.
- \_\_\_ 3. While I am on vacation, the pets should be feeds every morning and evening.
- \_\_\_ 4. A book being written now by a team of writers will be published in the fall.
- \_\_\_ 5. I found out that the real estate agent had already been leased the condominium.
- \_\_\_ 6. The house that Mrs. Martin has always wanted to buy has just placed on the market.
- \_\_\_ 7. The foundation should have been finishing by the construction workers before they left the construction site.
- \_\_\_ 8. We must leave that money in the checking account because the bills pay on the first of the month.
- \_\_\_ 9. The horses can't be taken out now because they have been rode for the past few hours.
- \_\_\_ 10. It is being announced by a presidential aide that a lawyer from Virginia has been named attorney general.
-

ACTIVE	PASSIVE
1. He <i>writes</i> many letters.	Many letters _____ by him.
2. He <i>wrote</i> many letters.	Many letters _____ by him.
3. He <i>has written</i> many letters.	Many letters _____ by him.
4. He <i>had written</i> many letters.	Many letters _____ by him.
5. He <i>would write</i> many letters.	Many letters _____ by him.
6. He <i>would have written</i> many letters.	Many letters _____ by him.
7. He <i>is writing</i> many letters.	Many letters _____ by him.
8. He <i>was writing</i> many letters.	Many letters _____ by him.
9. He <i>will write</i> many letters.	Many letters _____ by him.
10. He <i>will have written</i> many letters.	Many letters _____ by him.
11. He <i>is going to write</i> many letters.	Many letters _____ by him.
12. He <i>should write</i> many letters.	Many letters _____ by him.



ACTIVE	PASSIVE
1. Soon the armies _____ the battle.	The battle will be fought by the armies soon.
2. The company is going to buy the equipment.	_____ by the company.
3. Someone _____ in the yard.	A hole was being dug in the yard.
4. The referee had already blown the whistle.	The whistle had _____.
5. Parents _____ good values.	Children should be taught good values by parents.
6. She keeps her valuable jewelry in the safe.	_____ in the safe.
7. The enemy's torpedoes _____	The ship was sunk by the enemy's torpedoes.
8. What you said hurt me.	I _____ hurt by _____.
9. Someone _____ now.	The children are being fed now.
10. You should not have said it so strongly.	_____ so strongly.

When something unexpected happens, how do you react? Use examples to support your response.

1. *When something unexpected happens, different people reacted in a variety of ways. I wish I could reacted calmly to unexpected situations. However, unfortunately, I usually react with panic. The following example shows my usual reaction to situations when I have be completely unprepared for them. (3 errors)*
  2. *This example of the way that I react to unexpected situations has occurred in history class last week. The professor had told us that we will be covering the material in Chapters 10 through 12 in class on Thursday. By the time I arrived in class, I have read all of the assigned material, and I understood most of what I had study. While I was relax in my chair at the beginning of class, the professor announces that there would be a pop quiz on the material in the assigned chapters. I was preparing on the material because I have studied all of it thoroughly before class. (8 errors)*

---

  3. *However, I was face with an unexpected situation, and I do not react well to unexpected situations. Instead of feeling relaxed at the announcement of the unexpected quiz because I was so prepared, I was completely fill with anxiety by the situation. As the professor was write the questions on the board, I become more and more nervous. I was unable to think clearly, and I knew that I would done a bad job on the quiz because this was what always happens to me when I feel panic. As I stared at the questions on the board, I had been unable to think of the correct answers. It was as if I had not prepare at all for class. Then, the professor collected the papers from the class, including my basically blank piece of paper. Just after the papers had been collecting, the answers to all the questions came to me. (9 errors)*
  4. *You can seen from this example that my usual reaction to something unexpected is to panic. In the future, I hoped that I will learn to react more calmly, but up to now I had not learned to react this way. On the basis of my past behavior, however, it seems that I currently had a stronger tendency to react with panic than with calm. (4 errors)*
- 

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# NOUNS

## SKILL 39: USE THE CORRECT SINGULAR OR PLURAL NOUN

### Quantifiers

KEY WORDS FOR SINGULAR AND PLURAL NOUNS					
For Singular Nouns	<i>each</i>	<i>every</i>	<i>single</i>	<i>one</i>	<i>a</i>
For Plural Nouns	<i>both</i>	<i>two</i>	<i>many</i>	<i>several</i>	<i>various</i>

1. The automotive shop stocked many part for the various types of Hondas.
2. Every receipt must be removed from the cashier's drawer and tallied.
3. The salesclerk demonstrated various additional way that the machine could be used.
4. The woman found it difficult to believe that both of the piece of jewelry had disappeared.
5. The unhappy man became more and more discouraged with each passing days.
6. An extended cruise would be a nice way to spend a vacation one days.
7. The manager was surprised that not a single worker was available on Tuesday.
8. The housekeeper cleaned the room and took two of the occupant's dress to the laundry.
9. When the first bill was defeated, the Senate immediately began work on a different bills.
10. There were several boxes in the cupboard, and each box contained a dozen glasses.

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## Count vs. Non-count

### SKILL 40: DISTINGUISH COUNTABLE AND UNCOUNTABLE NOUNS

- C 1. He received **little** notice that the bill would have to be paid in full.
- I 2. The police had **few** opportunities to catch the thief who had committed a large **amount** of crimes.
- \_\_\_ 3. You will have fewer problems with your income taxes if you get professional help.
- \_\_\_ 4. After the strike, the company dismissed many employees.
- \_\_\_ 5. Because the bottom corner of the pocket was torn, much coins fell out.
- \_\_\_ 6. Since he bought the new adapter, he has had less trouble with the machine.
- \_\_\_ 7. There are much new items to purchase before leaving, and there is such a short amount of time.
- \_\_\_ 8. The less time you take on the assignment, the less pages you will complete.
- \_\_\_ 9. A few soldiers who had been in heavy combat were brought back for a little rest.
- \_\_\_ 10. It is better to go shopping in the late evening because there are less people in the market, and you can accomplish a number of tasks in a short period of time.

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## SKILL 41: RECOGNIZE IRREGULAR PLURALS OF NOUNS

IRREGULAR PLURALS			
Vowel change	<i>man / men</i> <i>woman / women</i>	<i>foot / feet</i> <i>tooth / teeth</i>	<i>goose / geese</i> <i>mouse / mice</i>
Add -EN	<i>child / children</i>	<i>ox / oxen</i>	
Same as singular	<i>deer / deer</i> <i>fish / fish</i>	<i>salmon / salmon</i> <i>sheep / sheep</i>	<i>trout / trout</i>
-IS → -ES	<i>analysis / analyses</i> <i>axis / axes</i> <i>crisis / crises</i>	<i>diagnosis / diagnoses</i> <i>hypothesis / hypotheses</i> <i>parenthesis / parentheses</i>	<i>synthesis / syntheses</i> <i>thesis / theses</i>
Ends in -A	<i>bacterium / bacteria</i> <i>curriculum / curricula</i>	<i>datum / data</i> <i>phenomenon / phenomena</i>	<i>criterion / criteria</i>
-US → -I	<i>alumnus / alumni</i> <i>bacillus / bacilli</i> <i>cactus / cacti</i>	<i>fungus / fungi</i> <i>nucleus / nuclei</i> <i>radius / radii</i>	<i>stimulus / stimuli</i> <i>syllabus / syllabi</i>

- 1   1. (Parentheses) is needed around that expression.
- C   2. He wants to go on a fishing trip this weekend because he has heard that the (fish) are running.
3. The syllabi for the courses is included in the packet of materials.
4. The diagnosis that he heard today were not very positive.
5. The crisis is not going to be resolved until some of the pressure is relieved.
6. All of the alumni are attending the reception at the president's house.
7. A flock of geese were seen heading south for the winter.
8. The teeth in the back of his mouth needs to be capped.
9. The fungi has spread throughout the garden.
10. The sheepdog is chasing after the sheep which are heading over the hill.

## SKILL 42: DISTINGUISH THE PERSON FROM THE THING

---

- I   1. In the evening he relaxes in front of the fire and writes long (poets).
- C   2. Service in the restaurant was slow because one cook had called in sick.
- \_\_\_ 3. The sculpture worked from sunrise until sunset on his new project.
- \_\_\_ 4. She has received several awards for her research in engineer.
- \_\_\_ 5. The economist's radical views were printed in a column in the Sunday newspaper.
- \_\_\_ 6. You must have remarkable looks to work as a model for *Vogue*.
- \_\_\_ 7. He had several critics to offer about the new play.
- 
- \_\_\_ 8. The gardener worked feverishly after the frost to save as many plants as possible.
- \_\_\_ 9. The company hired a statistic to prepare marketing studies for the new product.
- \_\_\_ 10. The famous acting has appeared in more than fifty Broadway plays.
- 
- \_\_\_ 1. The professor does not give many exam in chemistry class, but the ones she gives are difficult.
- \_\_\_ 2. His thesis includes an analyses of the hypotheses.
- \_\_\_ 3. It was his dream to be a musical in the New York Philharmonic.
- \_\_\_ 4. For the reception, the caterers prepared a large amount of food to serve a large number of people.
- \_\_\_ 5. Many job opportunities exist in the field of nurse if you will accept a low-paying position.
- \_\_\_ 6. For each business trip you make, you can choose from many different airlines.
- \_\_\_ 7. The stimulus for his career change is his acknowledgment that he is in a dead-end job.
- \_\_\_ 8. She wants to undergo a series of treatments, but she thinks it costs a little too much money.
- \_\_\_ 9. The television producer that was shown last night on the CBS network from 9:00 to 11:00 was one of the best shows of the season.
- \_\_\_ 10. Various sight-seeing excursion were available from the tourist agency.
-

# PRONOUNS

## SKILL 43: DISTINGUISH SUBJECT AND OBJECT PRONOUNS

## SKILL 44: DISTINGUISH POSSESSIVE ADJECTIVES AND PRONOUNS

- C 1. The worst problem with (it) is that (he) cannot afford (it).
- I 2. (They) saw Steve and (I) at the movies last night after class.
- \_\_\_ 3. Perhaps you would like to go to the seminar with they and their friends.
- \_\_\_ 4. The mother took her son to the doctor's office because he was feeling sick.
- \_\_\_ 5. I did not know that you and her were working together on the project.
- \_\_\_ 6. She did not buy the sweater because it had a small hole in it.
- \_\_\_ 7. The man leading the seminar gave me all the information I needed to make a decision.
- \_\_\_ 8. The cords connecting the computer to its printer need to be replaced before them wear down.
- \_\_\_ 9. He is going to the party with you and me if you do not mind.
- \_\_\_ 10. You and her ought to return the books to the library because they are already overdue.

- I 1. If she borrows (your) coat, then you should be able to borrow (her).
- C 2. Each pot and pan in (her) kitchen has (its) own place on the shelf.
- \_\_\_ 3. Mary and Mark invited theirs parents to see their new apartment.
- \_\_\_ 4. When my roommate paid her half of the rent, I paid mine.
- \_\_\_ 5. All students need to bring theirs own pencils and answer sheets to the exam.
- \_\_\_ 6. All her secretaries are working late tonight to finish her report.
- \_\_\_ 7. The horse trotting around the track won its race a few minutes ago.
- \_\_\_ 8. Before the report is finalized, the information in their notes and our must be proofed.
- \_\_\_ 9. She worked all day cooking food and making decorations for her son's birthday party.
- \_\_\_ 10. The weather in the mountains this weekend will be extremely cold, so please take yours heavy jackets.

## SKILL 45: CHECK PRONOUN REFERENCE FOR AGREEMENT

- I 1. If a person really wants to succeed, (they) must always work hard.
- C 2. If you see the students from the math class, could you return (their) exam papers to (them)?
- \_\_\_ 3. Some friends and I went to see a movie, and afterwards we wrote a critique about them.
- \_\_\_ 4. If you have a problem, you are welcome to discuss it with me before you try to resolve them.
- \_\_\_ 5. I know you had a terrible time last week, but you must try to forget about it.
- \_\_\_ 6. At the start of the program, each student needs to see his advisor about his schedule.
- \_\_\_ 7. In spite of its small size, these video recorders produce excellent tapes.
- \_\_\_ 8. Whatever the situation, you should reflect profoundly about them before coming to a decision.
- \_\_\_ 9. The people I admire most are those who manage to solve their own problems.
- \_\_\_ 10. If anyone stops by while I am at the meeting, please take a message from them.

- \_\_\_ 1. Helicopters are being used more and more in emergency situations because of its ability to reach out-of-the-way places.
- \_\_\_ 2. The worker was fired by the chemical company because his refused to work with certain dangerous chemicals.
- \_\_\_ 3. If you have car trouble while driving on the freeway, you should pull your car over to the side of the freeway and wait for help.
- \_\_\_ 4. The administration will not install the new security system because they cost so much.
- \_\_\_ 5. Some parents prefer to send their children to private schools because they believe the children will be better educated.
- \_\_\_ 6. The air traffic controller was not blamed for the accident because he had strictly followed the correct procedures.
- \_\_\_ 7. The new student has been assigned to work on the project with you and I.
- \_\_\_ 8. Many different kinds of aspirin are on the market, but theirs effectiveness seems to be equal.
- \_\_\_ 9. You must bring a tent and a sleeping bag for your trip to the Sierras.
- \_\_\_ 10. Each of the team members had their new uniform.

What part of your high school experience was the most valuable? Use reasons and examples to support your response.

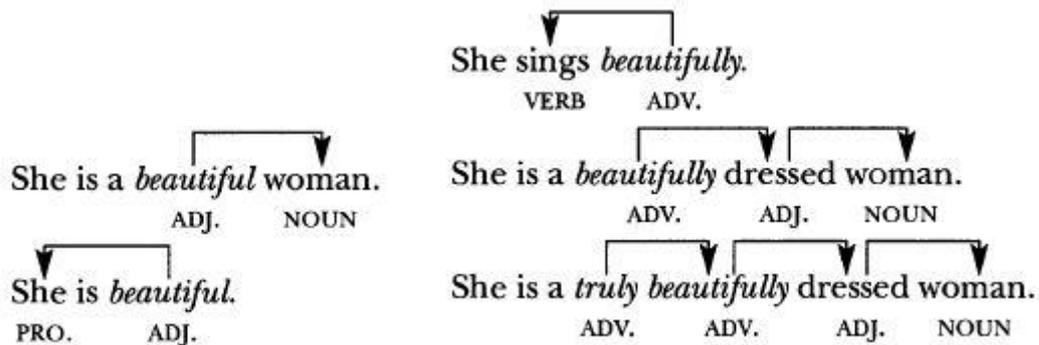
1. *I was not a very good athleticism in high school, but I wanted with all of mine heart to be on the football team. My desire to be on the team had little to do with athletics and was perhaps not for the best of reasons; the strong stimuli for I to make the team was that team members were well-known in the school and he became very popular. This desire to be on the football team in high school, and the fact that through hard worker I managed to accomplish something that I wanted so much, even if its was something petty, turned out to be the single most valuable experiences of my years in high school. (8 errors)*
2. *I had to work very hard to make the football team in high school, and for some time this seemed like an impossible goals. A large amount of students in my school, more than a hundred and fifty of them, spent many of theirs afternoons trying out for a team with less than forty positions. After a lot of hard work on my part, and after I had demonstrated to the coaches that he could count on me to keep going long after everyone was exhausted, I managed to make the team as a secondary play. Even with so many effort, I was never going to be a sports phenomena or even a member of the first team, but I did accomplish my goal of making the team. (8 errors)*
3. *The valuable lesson that I learned through this experience was not the joy of competitor or the much benefits of teamwork, several lesson very commonly associated with participation in team sports. Instead, the valuable lesson that I learned was that hard work and determination could be very important in helping I accomplish each goals that I want to reach. Even if others have more talent, I can work harder than it does and still perhaps find successor where them do not. (8 errors)*

---

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# BASIC ADJECTIVE & ADVERBS

## SKILL 46: USE BASIC ADJECTIVES AND ADVERBS CORRECTLY



They were seated at a *largely*\* table.  
ADV.    NOUN

The child talked *quick*\* to her mother.  
VERB    ADJ.

We read an *extreme*\* long story.  
ADJ.    ADJ.

1. The mother was pleasant surprised when her daughter came to visit.  
NOUN    ADJ.    ADJ.

2. The salespeople frequently visit the East Coast for trade shows.  
ADV.    VERB

3. He was driving an expensively sports car.

4. There is a special program on television this evening.

5. She was chosen for the leading part because she sings so well.

6. The car was not complete ready at 3:00.

7. It was difficult to believe that what we read in the newspaper was a truly story.

8. Points will be subtracted for each incorrect answered question.

9. The production manager quietly requested a completely report of the terribly incident.

10. The children finished their homework quickly so that they could watch television.

## LINKING VERBS

### SKILL 47: USE ADJECTIVES AFTER LINKING VERBS

LINKING VERBS:	<i>appear</i>	<i>feel</i>	<i>seem</i>	<i>get</i>	<i>remain</i>	<i>sound</i>
	<i>be</i>	<i>look</i>	<i>smell</i>			
	<i>become</i>	<i>prove</i>	<i>taste</i>	<i>turn</i>	<i>stay</i>	

I 1. The parents seem angrily about the child's report card.  
ADV.

C 2. The speaker talked knowingly about prehistoric fossils.  
ADV. ADJ.

\_\_\_ 3. After she drank the lemonade, the cake tasted too sweetly to her.

\_\_\_ 4. Throughout dinner we were bored because he spoke incessantly.

\_\_\_ 5. Sam felt terribly depressed after the accident.

\_\_\_ 6. The neighbor appeared calm in spite of the fact that his house was on fire.

\_\_\_ 7. He looked quite unhappily at the thought of leaving his job.

\_\_\_ 8. Marla jumped up quick when she heard the gunshot.

\_\_\_ 9. Even though we were not really hungry, the food smelled delicious.

\_\_\_ 10. The history course that I took last semester proved more difficultly than I had expected.

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## POSITION OF ADJECTIVES ADVERBS

### SKILL 48: POSITION ADJECTIVES AND ADVERBS CORRECTLY

The information *important*\* is on the first page.

NOUN                  ADJ.

---

He has taken *recently*\* an English course.

ADV.                  OBJECT

---

*Recently* he has taken an English course.

He has *recently* taken an English course.

He has taken an English course *recently*.

---

I 1. The store opened with a sale fantastic.

ADJ.

C 2. The pharmacist has always filled our order quickly.

ADV.

ADV.

\_\_\_ 3. The political candidates expressed their opposing views.

\_\_\_ 4. The lawyer has selected carefully a new case.

\_\_\_ 5. Frequently the coffee has tasted bitter.

\_\_\_ 6. The wedding reception was held at a restaurant expensive.

\_\_\_ 7. The salesclerk has often traveled to New York.

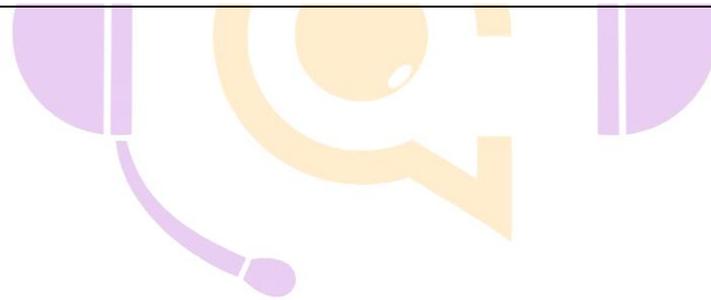
\_\_\_ 8. Following the failure of the first set of plans, the manager has altered subsequently them.

\_\_\_ 9. The students had to study many hours daily during the program intensive.

\_\_\_ 10. The naval officer was asked to transfer to a foreign country.

---

- \_\_\_\_\_ 1. They were unable to see where their friends were sitting in the theater because of the lights dim.
- \_\_\_\_\_ 2. After the comprehensive exam, she looked exhaustedly by the experience.
- \_\_\_\_\_ 3. The project was remarkable close to being finished.
- \_\_\_\_\_ 4. Mark always does his homework careful.
- 
- \_\_\_\_\_ 5. The program proved far more interesting than I had imagined it would be.
- \_\_\_\_\_ 6. The student had attended regularly all the lectures in the series.
- \_\_\_\_\_ 7. The patient became healthy after the operation.
- \_\_\_\_\_ 8. The grandparents speak proudly about all their offspring.
- \_\_\_\_\_ 9. The manager seemed certainly that the project would be finished under budget.
- \_\_\_\_\_ 10. The firefighters worked feverishly, and they put out immediately the fire.
- 



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## SKILL 50: USE PREDICATE ADJECTIVES CORRECTLY

The snake on the rock was *alive*.

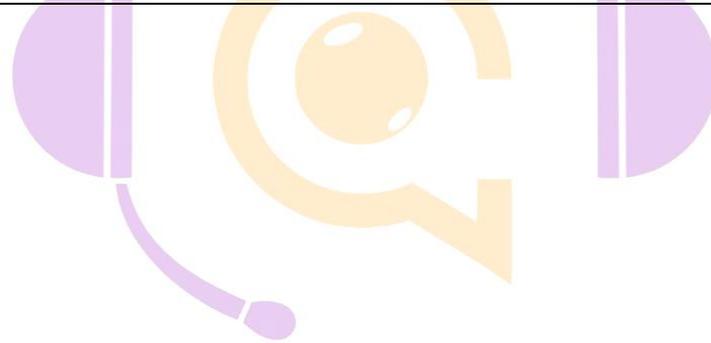
The *alive*\* snake was lying on the rock.

- 
- C   1. The two brothers do not look at all (alike).
- I   2. My friend brought the (alive) lobster to my house and expected me to cook it.
- \_\_\_ 3. Are you going to be lone in the house tonight?
- \_\_\_ 4. The afraid child cried for his mother.
- \_\_\_ 5. Everyone else was asleep by the time I arrived home.
- \_\_\_ 6. We completed our two projects in a like manner.
- \_\_\_ 7. All of the crash victims were alive when they were found.
- \_\_\_ 8. She tried to walk quietly by the asleep dogs without waking them.
- 
- \_\_\_ 9. Were you feeling afraid when you heard the noise?
- \_\_\_ 10. According to the report, the president was shot by an alone gunman.
- 

## SKILL 51: USE -ED AND -ING ADJECTIVES CORRECTLY

- 
- I   1. The teacher gave a quiz on the just (completing) lesson.
- C   2. There is a (fascinating) movie at the theater tonight.
- \_\_\_ 3. They thought that it had been a very satisfied dinner.
- \_\_\_ 4. The empty bottles are to the left, and the filling bottles are to the right.
- \_\_\_ 5. For lunch at the restaurant she ordered a mixed salad.
- \_\_\_ 6. The students thought that it was an interesting assignment.
- \_\_\_ 7. The shoppers were impressed by the reducing prices.
- \_\_\_ 8. He can't afford to take long vacations to exotic places because he is a worked man.
- \_\_\_ 9. I recently received several annoying phone calls from the insurance agent.
- \_\_\_ 10. Today the bookkeeper will work on the unpaying bills.
-

- \_\_\_\_\_ 1. Her kindly words of thanks made me feel appreciating.
  - \_\_\_\_\_ 2. After the earthquake, assistance was sent to the damaging areas.
  - \_\_\_\_\_ 3. Your view has some validity; however, we do not have alike opinions on the matter.
  - \_\_\_\_\_ 4. It is likely that the early seminar will not be the most interested.
  - \_\_\_\_\_ 5. I prefer a live theater show to a movie.
  - \_\_\_\_\_ 6. The thesis of your essay was not very well developed.
  - \_\_\_\_\_ 7. The asleep children were wakened by the loud sound of the crashing thunder.
  - \_\_\_\_\_ 8. During the nightly news show there was a lively and fascinating debate.
  - \_\_\_\_\_ 9. His car was struck by an uninsured motorist.
  - \_\_\_\_\_ 10. The girl was all alone and feeling lonely in the darkened, frightened house.
- 



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## SKILL 52: USE ARTICLES WITH SINGULAR NOUNS

- I   1. She is taking <sup>V</sup>(trip) with friends.
- C   2. In my (yard) there are flowers, trees, and grass.
- \_\_\_ 3. The manager sent memo to his employees.
- \_\_\_ 4. There is car in front of the building.
- \_\_\_ 5. The child and his friends are having milk and cookies.
- \_\_\_ 6. She is studying to be an actress in films.
- \_\_\_ 7. My neighbor was arrested for throwing rocks through windows.
- \_\_\_ 8. We have machinery that prints ten pages each minute.
- \_\_\_ 9. Teacher has many students during a semester.
- \_\_\_ 10. Can you heat water for tea?

## SKILL 53: DISTINGUISH A AND AN

*a university*  
*a unit*

*an unhappy man*  
*an understanding*

*a hospital*  
*a heart*

*an honor*  
*an herb*

- I   1. The dishwasher quit his job because he was making only four dollars (a)   h   hour.
- C   2. It was (an)   u  expected disappointment to receive (a)   r  jection letter from the university.
- \_\_\_ 3. It is raining, so you should bring a umbrella.
- \_\_\_ 4. He bought a half gallon of milk and a box of a hundred envelopes.
- \_\_\_ 5. An objection was raised because it was such a unacceptable idea.
- \_\_\_ 6. The workers at the plant do not belong to a union.
- \_\_\_ 7. The police officer was not wearing an uniform when she arrested the suspect.
- \_\_\_ 8. If you do not give me a hand, finishing the project on time will be an impossibility.
- \_\_\_ 9. She was upset when a honest mistake was made.
- \_\_\_ 10. She opened a account at a local department store.

## SKILL 54: MAKE ARTICLES AGREE WITH NOUNS

- C   1. She went to school in (a) local community.
- I   2. The doctor used (an) other pills.
3. It is necessary to have a farm or land of your own.
4. He must contact a members of the club.
5. You will need a pen or a pencil.
6. He is responsible for bringing a number of items.
7. You must write a report on a subjects of your choice.
8. They crossed through several forests and a stream.
9. There will be another important lessons tomorrow.
10. He could not give me a good reasons for what he did.

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## SKILL 55: DISTINGUISH SPECIFIC AND GENERAL IDEAS

- I 1. He took (a) trip on (a) Snake River.
- C 2. I'll meet you at (the) library later.
- \_\_\_ 3. The ball hit a child on a head.
- \_\_\_ 4. He had a best grade in the class on the exam.
- \_\_\_ 5. The people who came here yesterday were here again today.
- \_\_\_ 6. She was a most beautiful girl in the room.
- \_\_\_ 7. The trip that I took last year to the Bahamas was the only vacation I had all year.
- \_\_\_ 8. I need a piece of paper so that I can finish the report that I am working on.
- \_\_\_ 9. A basketball player threw the ball to a center of the court.
- \_\_\_ 10. The sixth-grade class went on a field trip to visit a Lincoln Memorial.

- 
- \_\_\_ 1. He took a money from his wallet to pay for sweater.
- \_\_\_ 2. The notebook that he left had an important assignment in it.
- \_\_\_ 3. Because of previous disagreements, they are trying to arrive at an understanding.
- \_\_\_ 4. The appearance of room could be improved by adding a green plants.
- \_\_\_ 5. The Senate passed law banning smoking in public workplaces.
- \_\_\_ 6. Each chemistry student should bring laboratory manual to a next class.
- \_\_\_ 7. She admitted that she made mistake but said that she had made a honest effort.
- \_\_\_ 8. His absence from the board meeting was a strong indications of his desire to leave the company.
- \_\_\_ 9. The car needed gas, so the driver stopped at a service station.
- \_\_\_ 10. Anyone taking group tour to the Hawaiian Islands must pay fee before a first of the month.

1. *I understand that it seems importantly for a students to prepare early their assignments rather than procrastinate in getting assignments done. However, although I understand this clear, I always seem to wait until the finally minute to get assigning projects done. There are two reasons why I regular procrastinate on my assignments academic in spite of the fact that this is not a best way to get my work done. (9 errors)*
  2. *One reason that I tend to be a eternal procrastinator is that I work much more efficient under pressure than I do when I am not under pressure. For example, I can accomplish so much more in a two-hour period when I have a definitely deadline in two hours than I can during an alike period without the pressure of a deadline strict. Without a deadline, the two-hour period seems to fly by with minimally accomplishment, but with an rapid approached deadline I seem quite capably of making every minute of the two-hour period count. (10 errors)*

---

  3. *Another reason that I tend to procrastinate is that if I start preparing early, it takes generally more of my time. If, for example, I have paper due in six weeks, I can start working on the paper now and work on it on a day basis, and that paper will take up a lot of my time and energy during the followed six weeks. However, if I wait to begin work on the paper until week before it is due, I have to go off some place where I can be lone and spend all of my time and energy that week on the paper, but it will only take one week of my time valuable and not six weeks. (7 errors)*
  4. *In summary, it seems that I always wait until the last minute to complete an assignments because I am afraid that I will waste too much time by starting early. It would be good idea, however, for me to make a effort to get work done efficient and early so that I do not always have to feel tensely about getting work done at a last minute. (6 errors)*
- 

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# PREPOSITIONS

## SKILL 56: RECOGNIZE INCORRECT PREPOSITIONS

## SKILL 57: RECOGNIZE WHEN PREPOSITIONS HAVE BEEN OMITTED

---

- C   1. (After) school many students participate (in) sports.
- I   2. I know I can rely (in) you to be here (on) time.
- \_\_\_\_\_ 3. If you need more light to read, turn on the lamp next to you.
- \_\_\_\_\_ 4. Parents always try to bring at their children to be thoughtful.
- \_\_\_\_\_ 5. I'll have to consult to my attorney before making a decision.
- \_\_\_\_\_ 6. Walt has lost his keys, so he must look for them.
- \_\_\_\_\_ 7. I just don't approve at your cheating on the exam.
- \_\_\_\_\_ 8. Smoking is forbidden, so you should put out your cigarette.
- \_\_\_\_\_ 9. Failure to pass the test will result to the loss of your license.
- \_\_\_\_\_ 10. It is unlawful for parolees to associate with known felons.
- 

- I   1. If you take this job, it will be necessary to deal<sup>V</sup> other departments.
- C   2. Each child took one cookie from the plate.
- \_\_\_\_\_ 3. In the discussion, Rob sided the rest.
- \_\_\_\_\_ 4. The board turned his suggestion for the project because it was too costly.
- \_\_\_\_\_ 5. He can always depend his friends.
- \_\_\_\_\_ 6. While Mrs. Sampson went shopping, a baby-sitter looked the children.
- \_\_\_\_\_ 7. I know Steve believes what you told him.
- \_\_\_\_\_ 8. Children should beware strangers.
-

- \_\_\_\_\_ 9. It was difficult to make a decision about buying a house.
- \_\_\_\_\_ 10. Tom blamed his brother the dent in the car.
- 
- \_\_\_\_\_ 1. The students must hand in their homework.
- \_\_\_\_\_ 2. It will be difficult to forgive you of breaking your promise.
- \_\_\_\_\_ 3. Elizabeth excels math and science.
- \_\_\_\_\_ 4. She insisted on going to work in spite of her cold.
- \_\_\_\_\_ 5. Bob reminds me to his father because he looks just like him.
- \_\_\_\_\_ 6. If you are cold, you should put on your sweater.
- \_\_\_\_\_ 7. Mr. Sanders is not here now, but he will call you when he returns.
- \_\_\_\_\_ 8. I do not want to interfere your plans.
- \_\_\_\_\_ 9. Alan waited Marie after school.
- \_\_\_\_\_ 10. Bill laughs me whenever he looks me.
- 

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## SKILL 58: DISTINGUISH MAKE AND DO

*Make* often has the idea of *creating* or *constructing*. The following expressions show some of the possible uses of *make*:

She likes to *make* her own clothes.  
Would you like to *make* a cake for dessert?  
If you *make* a mistake, you should correct it.  
He was unable to *make* a response to the threat.

*Do* often has the idea of *completing* or *performing*. The following expressions show some of the possible uses of *do*:

This morning she *did* all the dishes.  
The students *are doing* the assignments.  
The janitors *did* the work they were assigned.  
You can *do* your laundry at the laundromat.

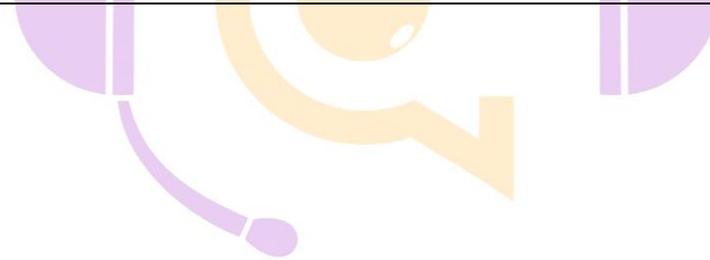
These are only some of the uses of *make* and *do*. Many uses of *make* and *do* are idiomatic and therefore difficult to classify.

- 
- I   1. The biology student (did) several mistakes in the lab report.
- C   2. I hope that you will be able to (do) me a favor this afternoon.
3. No matter what job she has, she always makes her best.
4. The runner did a strong effort to increase her speed in the mile race.
5. It is comforting to think that your work can make a difference.
6. His grade was not very good because he had not done his homework.
7. In this job you will make more money than in your previous job.
8. He was unable to do dinner because no one had done the lunch dishes.
9. It is a pleasure to work with someone who always makes the right thing.
10. If you make a good impression at your job interview, you will get the job.
-

## SKILL 59: DISTINGUISH LIKE, ALIKE, AND UNLIKE

---

- I 1. The two routes you have chosen for the trip are (like).
- C 2. The science books this semester are (like) the books used last semester.
- \_\_\_ 3. Alike the restaurant where we usually eat, this new restaurant has early-bird specials.
- \_\_\_ 4. Unlike the traditional red fire engines, the new fire engines are yellow.
- \_\_\_ 5. The two girls were embarrassed because they were wearing alike dresses.
- \_\_\_ 6. The new piece that the pianist is preparing is unlike any she has ever played before.
- \_\_\_ 7. Like the Washington Zoo, the San Diego Zoo had several panda bears.
- \_\_\_ 8. The insurance package offered by that company is exactly alike the package our company offers.
- \_\_\_ 9. Any further work done in a like fashion will be rejected.
- \_\_\_ 10. It is unfortunate that the covers for this year's and last year's albums are so alike.
- 



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## SKILL 60: DISTINGUISH OTHER, ANOTHER, AND OTHERS

---

- C   1. It is essential to complete the first program before working on the (others).
- I   2. The waitress will bring you (the another) bowl of soup if you want.
- \_\_\_ 3. You should pack another pair of shoes in case that pair gets soaked.
- \_\_\_ 4. It is difficult to find others workers who are willing to work such long hours.
- \_\_\_ 5. Since the lamp you wanted is out of stock, you must choose another.
- \_\_\_ 6. The other desk clerk must have put that message in your mailbox.
- \_\_\_ 7. If your identification card is lost or stolen, you cannot get another.
- \_\_\_ 8. Because they were not pleased with the hotel accommodations last year, they have decided to try a other hotel this year.
- \_\_\_ 9. As some students moved into the registration area, others took their places in line.
- \_\_\_ 10. The printer will not function unless it has another cartridges.



- \_\_\_ 1. When the car's odometer reached 100,000, she decided that it was time to buy another car.
- \_\_\_ 2. Every time someone does an error in the program, several extra hours of work are created.
- \_\_\_ 3. Like the fashions shown in this magazine, the fashions in the other magazine are quite expensive.
- \_\_\_ 4. Because the main highway is crowded at this hour, the driver should try to find another routes to the stadium.
- \_\_\_ 5. Although the two signatures are supposed to be exactly the same, they are not at all like.
- \_\_\_ 6. The decorators did the shopping for the material and made curtains for the windows.
- \_\_\_ 7. Before the administrator reads the stack of papers on his desk, he should sign the others that are on the file cabinet.
- \_\_\_ 8. The committee is doing the arrangements for the Saturday evening banquet.
- \_\_\_ 9. When he made several other big mistakes, he did his apologies to the others in the office.
- \_\_\_ 10. Perhaps the designer could select others styles if these are inappropriate.

## SKILL 61: too/enough/so/such/very

... + too + adj + (for sb) + to + V + .....

← جملة مثبت / معنى منفي

My father is **too old to play** tennis.

My brother is **too young to play** tennis.

This tea is **too hot (for me) to drink**.

Today is **too hot for Sonya to wear** a coat.

... + enough + N + ...

... + adj + enough + ...

My father is **old enough to play** tennis. (adj)

My brother is **young enough to play** tennis. (adj)

She has **enough money to buy** that book. (N)

He has **enough energy to** run for a mile. (N)

....+ so + adj + that + جملة منفي / مثبت

This problem is **so difficult that** I can't solve it.

This movie is **so exciting that** we want to watch it again.

He was **so weak that** he could hardly stand up.

So + much/ many/ little/ few + Noun + (that)

There was **so much smoke that** they couldn't see the other side of the street.

There is so **much food** in the refrigerator.

.... + such (a/an) + (adj) + N + that +...

She is **such a polite girl that** everybody likes her.

It was **such an exciting book that** I read it completely.

It was **such good news that** I told them immediately.

Have you ever seen **such a thing?**

... + very + adj + ...

I am **very happy** to hear this issue.

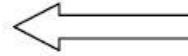
He is **very clever**.

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## SKILL 62: PAST & PRESENT HABITS

... + حالت ساده فعل + used to + فاعل



عادت ترک شده

He **used to smoke** cigarette when he was young.

She **used to smoke**, but she **no longer** does so.

She **used to smoke**, but she doesn't do so **any longer**.

I **used to eat** fatty foods a lot, but now I don't eat anymore.

فاعل + be used to + V + ing + ...



عادت کنونی

He is **used to smoking** cigarette.

I **am used to reading** newspaper before I go to bed.

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## SKILL 63: DISTINGUISH BETWEEN PREPOSITION TO AND INFINITIVE TO

### ➤ Infinitive TO:

#### 1) Purpose: to/in order to/so as to

In order to lose weight, you should go on a diet.

Tom attended the seminar to learn more about marketing.

He went there to see his friend.

Stephan lived in Spain so as to learn Spanish.

Richard bought a computer not to need yours.

She arrived late in order not to talk to Ms. Wilson.

#### 2) Sub+V+obj+INF

I asked my father to lend me some money.

My sister caused me to study biology.

~~My sister caused that I study biology.~~

My boss made me finish the project on Friday.

Her father let her go out with him.

#### 3) Passive verb + INF

She was permitted to stay up late.

They were asked to finish the project soon.

She was let to go out with him.

#### 4) Superlative Adjectives/ordinal numbers

She is the best person **to manage** this project.

David was the first person **to come** to the party and the last one **to go**.

#### 5) Enough/too + INF

She is old enough **to play** tennis.

She is too old **to play** tennis.

#### 6) After some verbs:

choose, decide, expect, forget, hate, hope, intend, learn, like, love, mean, plan, prefer, remember, want, would like, would love

I **want to play** soccer.

Do you **like to eat** Italian food?

Many young people **hope to find** a good job.

#### ❖ like, love, hate, prefer + to/-ing

✓ I prefer **to live/living** in a big city.

✓ She hates **to shop/shopping** in this mall.

## 7) ADJ + TO

It is + adj + (for sb) + to + V

It is important for me to study English.

It is essential to stand in line.

### ➤ **Preposition TO:**

lead to  
invite to  
send to  
owing to

belong to  
apologize to  
related to  
due to

complain to  
introduce to  
next to  
appeal to

object to  
listen to  
grateful to  
get to

contribute to  
look forward to  
thanks to  
get accustomed to

I **look forward to seeing** you soon.

Peter **objected to the way** he acted.

That car really **appeals to Susan**.

Just a moment, I'll **get to that subject** soon.

**Due to facing** several computer problems, we couldn't prepare the reports.

Consuming fast food would **lead to gaining** weight.

Quitting smoking **contributed to regaining** his health.

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## SKILL 64: AVOID REDUNDANCY

**Although** she knew that it was dangerous, **but** she walked home by herself.

**Because** we're going away that weekend, **so** we can't go to Julia's party.

This letter's full of **incorrect** spelling **mistakes**.

(harmful) injuries  
join (together)  
(joint) collaboration  
(knowledgeable) experts  
look (ahead) to the future  
look back (in retrospect)  
(major) breakthrough  
manually (by hand)  
may (possibly)  
meet (together)  
merge (together)  
might (possibly)  
mix (together)  
(mutual) cooperation  
(natural) instinct  
(new) beginning  
(new) innovation  
(new) invention  
(old) proverb  
(oral) conversation  
(past) experience  
(past) history  
(past) memories  
penetrate (into)  
(personal) opinion  
pick (and choose)  
plunge (down)  
postpone (until later)  
proceed (ahead)  
protest (against)  
pursue (after)  
reason is (because)  
recur (again)  
(regular) routine  
repeat (again)  
ten (in number)  
(true) facts  
(two equal) halves  
undergraduate (student)  
(underground) subway  
(unexpected) emergency  
(unexpected) surprise  
(unintentional) mistake  
(unnamed) anonymous

(absolutely) essential  
(actual) facts  
advance (forward)  
A.M. (in the morning)  
(and) etc.  
(anonymous) stranger  
(annual) anniversary  
assemble (together)  
attach (together)  
ATM (machine)  
autobiography (of his own life)  
(brief) summary  
(careful) scrutiny  
cash (money)  
circulate (around)  
classify (into groups)  
collaborate (together)  
combine (together)  
commute (back and forth)  
(component) parts  
connect (together)  
descend (down)  
(desirable) benefits  
drop (down)  
each (and every)  
earlier (in time)  
eliminate (altogether)  
emergency (situation)  
(empty) hole  
(end) result  
enter (in)  
(entirely) eliminate  
eradicate (completely)  
estimated at (about)  
evolve (over time)  
(exact) same  
(favorable) approval  
(final) conclusion  
(final) end  
(final) outcome  
follow (after)  
(foreign) imports  
(free) gift  
had done (previously)



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## SKILL 65: COMMON PREPOSITIONAL PHRASES

### IN

in the morning	in the afternoon	in the evening
in January	in May	in December
in summer	in winter	in spring
in 1998	in the 1930s	in the 21 <sup>st</sup> century
in the past	in the present	in the future
in front of	in the end	
in Iran/Tehran	in the sky	
in my presence	in my absence	
interested in	believe in	

### ON

on Friday	on weekends	on weekdays	on January 1 <sup>st</sup> , 1998
on my birthday	on my vacation	on holidays	
on the phone	on business	on foot	on bicycle
on the whole	on time	on the contrary	
insist on	depend on	based on	spend on
rely on	concentrate on	congratulate on	

### AT

at ten o'clock	at night	at night	at midnight
at sunset	at sunrise	at dawn	
at first	at last		
at the table	at the door	at war/peace	
smile at	look at	laugh at	

### BY

by walk	by mistake	by chance	by heart
by the sea	by the air	by bus	by the way

### WITH

with spoon	with his friend	with eye/ear
with white hair	with blue eyes	with pleasure
satisfied with	happy with	wrong with
trouble with	angry with	covered with
in accordance with	stay/keep in touch with	

### TO

lead to	belong to	complain to	grateful to
apologize to	next to	listen to	related to
invite to	owing to	send to	introduce to

**FOR**

apply for a job  
wait for  
be used for

search for  
sorry for

ask for  
pay for

**FROM**

away from  
escape from  
protect from

absent from  
import from  
far from

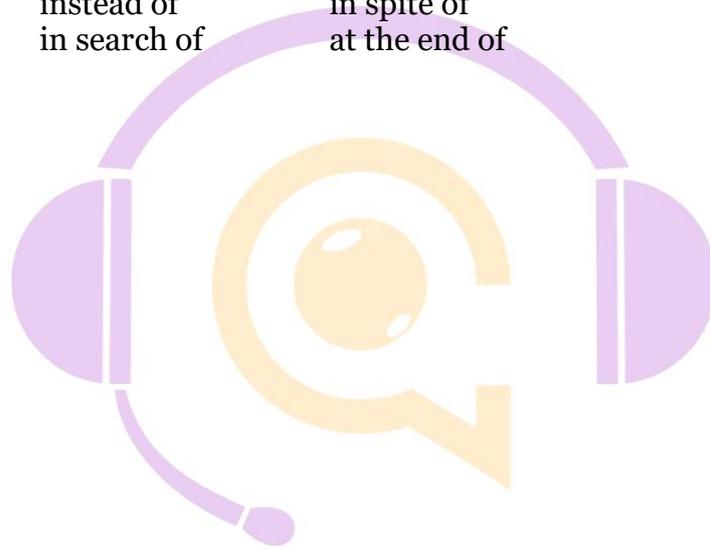
borrow from  
prevent from  
different from

**OF**

proud of  
found of  
in front of  
in need of

shy of  
instead of  
in search of

ashamed of  
in spite of  
at the end of



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## SKILL 66: BE CAREFUL OF COMMONLY CONFUSED WORDS

### NO/ Not

He has no money, no friend. (...no + N...)  
Peter has no black car. (...no + adj + N...)  
I have no more money. (...no + comparative adj ...)

Not + (much – many – any – enough)

There is not any paper on the desk.

Would you please not open the door?

Would you mind not opening the door?

Not much time / not many girls / not enough chairs / not often / not now/ not yet

Not many girls were there in the party.

### Among / Between

The soldiers divided the food among themselves.

His car is between two trees.

### Each other/ one another

These two students help each other.

Those three students help one another.

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### Percent/ Percentage

Only 40 percent of people bothered to vote in the election.

They offer a 10 percent discount on rail travel for students.

The percentage of live births continues to increase.

What percentage of women return to work after having a baby?

## Leave / forget

I have left my bag at home.

(فراموش کردن چیزی در جایی)

She always forgets my phone number.

(فراموش کردن چیزی در ذهن)

## Pour / spill

(pour → intentionally) , (spill → unintentionally)

She poured the tea into the cup.

(ریختن عمدی/ارادی)

She spilt/spilled the milk on her new T-shirt.

(ریختن غیر عمدی/غیر ارادی)

## So that + N / so as + V

Please be quiet so that the baby can sleep. (N)

I went there so as to see him. (V)

I came here quietly so as not to wake the child. (V)

## Remember / remind

I try to remember his name.

(به خاطر سپردن)

Please remind me to take my pill.

(یاد آوری کردن)

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## Neither/ either

Neither of these two books is mine.

(هیچ کدام)

Either of those two students is ready to answer.

(هر دوتای)

## Rather/ fairly

She is rather angry.

(صفت منفی)

She is fairly beautiful.

(صفت مثبت)

## Number/ amount

A large/ small number of students from other countries attended state university.

A large/ small amount of rain is expected tomorrow.

## Lie, lay, rise, raise, sit, set

Lie – rise – sit      intransitive verbs

Lay – raise – set      transitive verbs

The cat always lies in front of the fire place.

(دراز کشیدن)

He always lays his bag on the table.

(قرار دادن)

The sun rises in the east.

(بالا رفتن)

She raised her hand to ask a question.

(بالا بردن)

He sits at his desk.

(نشستن)

He set the book on the desk.

(قرار دادن/ چیدن)

## SKILL 67: BE CAREFUL OF VERBS FOLLOWED BY -ING

بعد از افعال مربوط به دوست داشتن و دوست نداشتن:

detest (بیزار بودن)

dislike (دوست نداشتن)

enjoy (لذت بردن)

hate (متنفر بودن)

fancy (آرزو داشتن)

like (دوست داشتن)

love (دوست داشتن)

I love **swimming**, but I hate jogging.

They always enjoyed **visiting** their friends.

بعد از عبارتهایی که با فعل **mind** درست شده‌اند:

wouldn't mind (= would like)

don't mind (= I am willing to)

would you mind (= will you please)

I wouldn't mind having some fish and chips.

بدم نمی‌آید کمی ماهی و چیپس بخورم.

I don't mind waiting for a few minutes.

من مشکلی ندارم که چند دقیقه‌ای منتظر بمانم.

Would you mind holding this for me?

می‌شود این را برای من نگه داری؟

بعد از افعال مربوط به حرف زدن و فکر کردن:

admit(اعتراف کردن)

consider(در نظر گرفتن)

deny(انکار کردن)

imagine(تصور کردن)

remember(به یاد آوردن)

suggest(پیشنهاد کردن)

Our guide suggested **waiting** until the storm was over.

راهنمای ما پیشنهاد کرد که تا وقتی طوفان تمام شود صبر کنیم.

Everyone denied **seeing** the accident.

همه دیدن تصادف را انکار کردند.

سایر افعالی که با ing می آیند. این افعال دسته بندی خاصی ندارند و باید ساختارشان را به خاطر سپرد:

avoid(دوری کردن)

begin(شروع کردن)

finish(تمام کردن)

keep(ادامه دادن)

miss(دلتنگ شدن)

practice(تمرین کردن)

risk(خطر کردن)

start(شروع کردن)

stop(متوقف کردن)

I haven't finished **writing** this letter.

Let's practice **speaking** English.

## SKILL 68: USE PAST MODALS CORRECTLY

### must have + p.p (deduction about the past)

They must have known him.

Their lights are on. They must have returned home from their trip yesterday.

She is really angry. She must have had a bad exam.

### might have + p.p (probability in the past)

They might have heard us.

She is not at work today. She might have caught a cold.

### should have + p.p (unreal necessity in the past)

They should have studied harder for this test. (but they didn't)

You should have bought the car last year. (but you didn't)

### could have + p.p (unreal ability in the past)

They could have played tennis. (but they didn't)

I could have become a doctor if I had studied harder at school.

### would have + p.p (unreal situation in the past)

I would have been rich if I had invested in this field.

If I had had your number, I would have called you sooner.

## SKILL 69: BE CAREFUL OF COMPOUND ADJECTIVES

This document contains **200 pages**.

This is **a 200-page document**.

There are **150 beds** in this hospital.

This is **a 150-bed hospital**.

Mary is **20 years** old.

Mary is **a 20-year-old girl**.

These athletes are **10 years** old.

They are **10-year-old** athletes.



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