

Using Words Correctly

Student Workbook
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Graphics: Thinkstock.com

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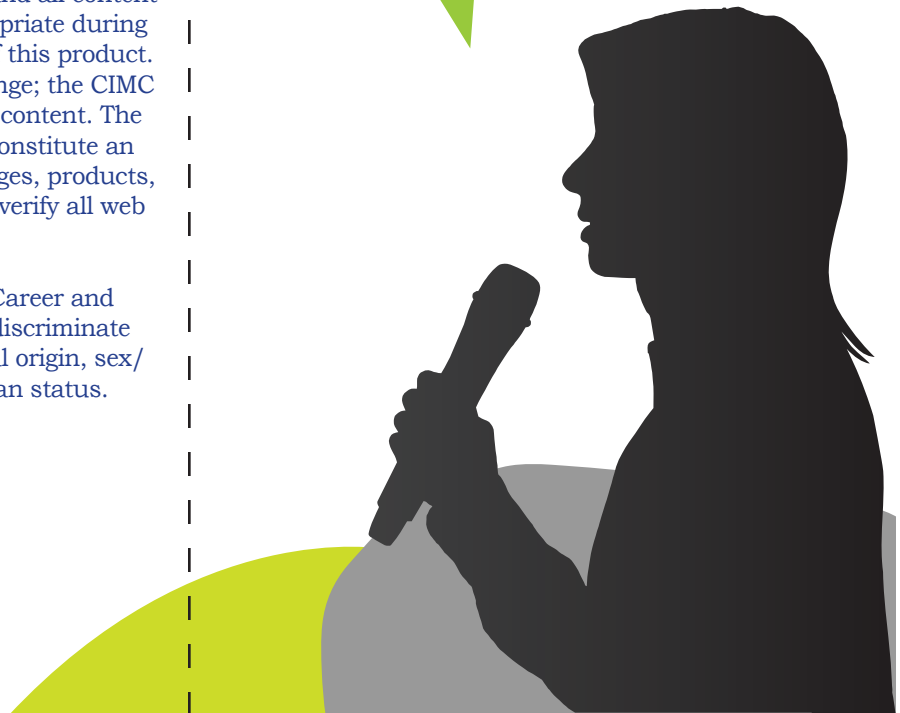
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Using Words Correctly



Course Objective

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



Specific Objectives

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

Introduction

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



Information Sheet

OBJECTIVE 1

Distinguish between singular and plural subjects.

WORDS YOU SHOULD KNOW

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

A subject may be a noun or a pronoun.

- Singular subject

- Names only one person, place, or thing

EXAMPLE

Boswell works as a mechanic.

- Is used with a singular verb

EXAMPLE

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



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

EXAMPLE

Boswell and *Bronson* work as mechanics.

- Is used with a plural verb

EXAMPLE

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

OBJECTIVE 2

Distinguish between singular and plural verbs.

WORDS YOU SHOULD KNOW

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

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

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

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

EXAMPLE

Walks, sits, laughs, cries

- State-of-being verbs

EXAMPLE

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

- Contractions that combine a singular verb and an adverb

EXAMPLE

Isn't, hasn't, doesn't

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

● Plural verbs

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

EXAMPLE

Walk, sit, laugh, cry

▶ State-of-being verbs

EXAMPLE

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

▶ Contractions that combine a plural verb and an adverb

EXAMPLE

Weren't, haven't, don't

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

Common Contractions

“Is” contractions

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

“Are” contractions

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

“Have” contractions

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

“Will” contractions

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

“Would” contractions

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

“Am” contraction

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

“Us” contraction

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

“Not” contractions

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

OBJECTIVE 3

Select from a list rules of subject and verb agreement.

WORDS YOU SHOULD KNOW

agreement subject and verb match in number

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



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

EXAMPLE

Joe is going to school.

Joe = singular subject
is going = singular verb

They are going to school.

They = plural subject
are going = plural verb

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

curves = plural subject
are = plural verb

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

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

EXAMPLE

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

Everybody = singular pronoun subject
is = singular verb

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

EXAMPLE

Few people *were* ready.

Few = plural pronoun subject
were = plural verb

Many students apply for financial assistance.

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

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

EXAMPLE

Some of the food *was* eaten.

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

Some of the apples *were* eaten.

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

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

EXAMPLE

One of the tools *is* missing.

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

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

EXAMPLE

Bob and Linda always *ask* intelligent questions.

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

Both the house and the land *were* sold.

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

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

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

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

EXAMPLE

Jane or Scott always *asks* intelligent questions.

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

Bicycling or swimming is good exercise

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

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

EXAMPLE

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

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



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

EXAMPLE

There are many trees in this forest.

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

There is one book on the desk.

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



OBJECTIVE 4

Complete Assignment Sheet 1

OBJECTIVE 5

Complete Assignment Sheet 2.

OBJECTIVE 6

Complete Assignment Sheet 3.

OBJECTIVE 11

Match levels of English to their correct uses.

WORDS YOU SHOULD KNOW

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

slang nonstandard informal language composed of consciously-created new words

standard language uniformly regarded as clearly understandable by educated native speakers

OBJECTIVE 7

Complete Assignment Sheet 4.

OBJECTIVE 8

Complete Assignment Sheet 5.

OBJECTIVE 9

Complete Assignment Sheet 6.

OBJECTIVE 10

Complete Assignment Sheet 7.

- Standard English

- ▶ Formal

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

- ▶ Informal

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

- Nonstandard English

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



OBJECTIVE 12

List common causes of nonstandard English.

WORDS YOU SHOULD KNOW

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

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

- Using the wrong verb form

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

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

EXAMPLE

Nonstandard — The carpenters *done* all they could.

Standard — The carpenters *did* all they could.

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

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

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

EXAMPLE

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

Standard — I *saw* that movie already.

Standard — I *have seen* that movie already.

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

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

EXAMPLE

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

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

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

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

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

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

EXAMPLE

Nonstandard — The electrician accidentally shocked *hisself*.

Standard — The electrician accidentally shocked *himself*.

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

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

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

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

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

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

EXAMPLE

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

Standard — “I was so late today.”

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

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





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

EXAMPLE

Nonstandard — He worked *like* he was tired.

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

- ▶ **A lot**— Sometimes misspelled as one word: **alot**
- ▶ **Brought**— Sometimes used incorrectly as **brung** or **brang**.

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

EXAMPLE

Nonstandard — I *brung* my lunch to work.

Standard — I *brought* my lunch to work.

- Using unnecessary words or letters

- ▶ **Anywheres, everywhere, nowhere**

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

- ▶ **Where. . . at**

EXAMPLE

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

“Where were you *staying*?” (correct)

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

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

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

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

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

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

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

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

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

- ▶ **Off of**

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

EXAMPLE

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

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

We jumped *from* the truck. (correct)

- ▶ **This here**

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

EXAMPLE

This here is my exam. (incorrect)

This is my exam. (correct) or

Here is my exam. (correct)

▶ **That there**

✓ **NOTE:** Use *that* alone.

EXAMPLE

That there hammer is too large.
(incorrect)

That hammer is too large. (correct)

▶ **Can't hardly**

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

EXAMPLE

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

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

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

▶ **In front of
In back of**

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

EXAMPLE

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

He stood *before* the mirror. (correct)

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

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

▶ **Due to the fact that**

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

EXAMPLE

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

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

▶ **At this point in time**

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

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

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

● Using the wrong endings on words

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

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

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

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

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

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

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

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

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

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

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

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

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

Badly — an adverb used to describe verbs

EXAMPLE

The instructor feels *bad* this morning.

The unprepared class session went *badly*.

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

Good — adjective used to describe nouns

EXAMPLE

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

OBJECTIVE 13

Recognize words that are easily confused.

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

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

EXAMPLE

He used *a* vacuum to clean the carpet.

The vacuum needed *an* attachment.

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

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



EXAMPLE

We *accept* your gift.

I have time *except* on Thursday

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

effect—the result, outcome

EXAMPLE

Her leaving will not *affect* my decision.

I like the *effect* of that new carpet.

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

among — used with three or more persons or things

EXAMPLE

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

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

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

compliment — to say something nice about someone or something

EXAMPLE

The blue scarf *complements* her new jacket.

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

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

EXAMPLE

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

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

EXAMPLE

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

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

EXAMPLE

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

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

EXAMPLE

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

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

EXAMPLE

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

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

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

EXAMPLE

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

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

EXAMPLE

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

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

EXAMPLE

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

OBJECTIVE 14

Complete Assignment Sheet 8.

Name: _____

Score: _____

Basic Skills

Critical Thinking

Introduction

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

Equipment And Supplies

Pen or pencil

Assignment Sheet 1

OBJECTIVE 4

Select verbs that agree in number with subjects.

Instructions

Part 1

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

EXAMPLE

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

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

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

Part 2

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

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

Part 3

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

EXAMPLE

_____ Were ~~Was~~ these dishes dried properly?

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

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

Name: _____

Score: _____

Basic Skills

Critical Thinking

Introduction

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

Equipment And Supplies

Pen or pencil

Assignment Sheet 2

OBJECTIVE 5

Select verbs for singular pronoun subjects.

Instructions

Part 1

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

EXAMPLE

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

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

Part 2

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

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

Part 3

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

EXAMPLE

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

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

Name: _____

Score: _____

Basic Skills

Critical Thinking

Introduction

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

Equipment And Supplies

Pen or pencil

Assignment Sheet 3

OBJECTIVE 6

Select verbs for plural pronoun subjects

Instructions

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

EXAMPLE

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

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

Name: _____

Score: _____

Basic Skills

Critical Thinking

Introduction

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

Equipment And Supplies

Pen or pencil

Assignment Sheet 4

OBJECTIVE 7

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

Instructions

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

EXAMPLE

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

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

Name: _____

Score: _____

Basic Skills

Writing
Critical Thinking

Introduction

Subjects joined by *and* take a plural verb.

Equipment And Supplies

Pen or pencil

Assignment Sheet 5

OBJECTIVE 8

Select verbs for subjects joined by *and*.

Instructions

Part 1

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

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

Part 2

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

1. *mops and buckets* _____

2. *pencils and paper* _____

3. *mothers and fathers* _____

4. *hammer and nails* _____

5. *saws and nails* _____

6. *washer and dryer* _____

7. *necklace and rings* _____

8. *golf and tennis* _____

9. *rod and reels* _____

10. *teacher and students* _____

Name: _____

Score: _____

Basic Skills

Writing
Critical Thinking

Introduction

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

EXAMPLE

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

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

Equipment And Supplies

Pen or pencil

Assignment Sheet 6

OBJECTIVE 9

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

Instructions

Part 1

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

EXAMPLE

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

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

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

Part 2

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

1. *neither she nor he* _____

2. *buckets or pails* _____

3. *vacuums or sweepers* _____

4. *a letter or an e-mail* _____

5. *a ball peen hammer or a claw hammer* _____

6. *neither mud nor snow* _____

7. *the principal or her assistant* _____

8. *baking soda or ammonia* _____

9. *neither red nor green* _____

10. *neither Kirk nor his sister* _____

Name: _____

Score: _____

Basic Skills

Writing
Critical Thinking

Introduction

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

Equipment And Supplies

Pen or pencil

Assignment Sheet 7

OBJECTIVE 10

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

Instructions

Part 1

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

EXAMPLE

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

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

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

Part 2

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

1. *clock or watches* _____

2. *neither the brothers nor sister* _____

3. *fence or walls* _____

4. *neither the materials nor the tool* _____

5. *town or cities* _____

6. *neither the drywall nor rafters* _____

7. *washer or dryers* _____

8. *green shirt or blue shirts* _____

9. *pebbles or stone* _____

10. *neither sickness nor injuries* _____

Name: _____

Score: _____

Basic Skills

Reading
Critical Thinking

Introduction

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

Equipment And Supplies

Pen or pencil

Assignment Sheet 8

OBJECTIVE 14

Choose the correct word in given sentences.

Instructions

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

EXAMPLE

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

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

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

Assignment Answers

ASSIGNMENT SHEET 1

OBJECTIVE 4

Select verbs that agree in number with subjects.

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

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

Part 2 —

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

Part 3 —

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

ASSIGNMENT SHEET 2

OBJECTIVE 5

Select verbs for singular pronoun subjects.

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

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

Part 2 —

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

Part 3 —

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

ASSIGNMENT SHEET 3

OBJECTIVE 6

Select verbs for plural pronoun subjects

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

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

ASSIGNMENT SHEET 4

OBJECTIVE 7

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

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

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

ASSIGNMENT SHEET 5

OBJECTIVE 8

Select verbs for subjects joined by *and*.

Part 1 —

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

Part 2 —

Evaluated to the satisfaction of the instructor

ASSIGNMENT SHEET 6

OBJECTIVE 9

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

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

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

Part 2 —

Evaluated to the satisfaction of the instructor

ASSIGNMENT SHEET 7

OBJECTIVE 10

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

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

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

Part 2 —
Evaluated to the satisfaction of the instructor.

ASSIGNMENT SHEET 8

OBJECTIVE 14

Choose the correct word in given sentences.

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

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

Written Test

Name _____ Date _____ Score _____

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

OBJECTIVE 1 — Distinguish between singular and plural subjects.

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

OBJECTIVE 2 — Distinguish between singular and plural verbs.

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

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

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

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

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

OBJECTIVE 4 — Evaluated on Assignment Sheet 1.

OBJECTIVE 5 — Evaluated on Assignment Sheet 2.

OBJECTIVE 6 — Evaluated on Assignment Sheet 3.

OBJECTIVE 7 — Evaluated on Assignment Sheet 4.

OBJECTIVE 8 — Evaluated on Assignment Sheet 5.

OBJECTIVE 9 — Evaluated on Assignment Sheet 6.

OBJECTIVE 10 — Evaluated on Assignment Sheet 7.

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

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

OBJECTIVE 12 — List common causes of nonstandard English.

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

_____ 18. Which of the following is an example of nonstandard English?

- A. This here is my new cordless drill.
- B. Jill can hardly wait for the sale next week.
- C. We could go to the dance together.
- D. He jumped off the truck when it stopped.

_____ 19. Which of the following is an example of nonstandard English?

- A. Mark wasn't as quick as he used to be.
- B. He brung his own tools to the job site.
- C. They did all that they could.
- D. She looked at herself in the mirror.

_____ 20. Which of the following is an example of nonstandard English?

- A. Rick and Cheryl looked everywhere for the missing item.
- B. Alphonso and Erica saw the surprise in their daughter's eyes.
- C. Where were you staying during the storm?
- D. We decided that the new furniture would cost to much.

OBJECTIVE 13 — Recognize words that are easily confused.

_____ 21. Which word is correct for the given sentence?

No good options existed _____ the four choices.

- A. between
- B. among

_____ 22. Which word is correct for the given sentence?

What _____ will the election have?

- A. affect
- B. effect

_____ 23. Which word is correct for the given sentence?

The color of the new tile _____ the wall color.

- A. complements
- B. compliments

OBJECTIVE 14 — Evaluated on Assignment Sheet 8.

Test Answers

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

