



大學速成英文自習手冊

徐氏基金會出版

21  
88

內政部登記證內版台業字第1374號

# 大學速成英文自習手冊

中華民國五十八年三月五月初版

- 出版者** 徐氏基金會出版部  
台北郵政信箱3261號  
香港郵政信箱1284號
- 發行人** 鄧普賢  
台北林森北路608號三樓
- 印刷者** 光遠印製廠有限公司  
台北市羅斯福路五段166號  
電話 九三二一二四  
九三三四一七
- 定 價** 新台幣一佰元  
港幣拾陸元

563174

# Preface

*Programmed College English* is a thoroughly researched, developed, and tested program specifically designed for one-term collegiate courses in which the students' primary objectives are as follows:

- A complete, fully functional, and always applicable understanding of the relatively few and surprisingly stable basic structures of effective thought expression and of the techniques for adapting these basic sentence patterns to achieve specific special effects in both oral and written communication.
- An increased proficiency in applying various principles that reflect contemporary standard English usage and style; for example, the currently preferred forms and uses of noun plurals, noun and pronoun possessives, and modals.

To assure the successful achievement of these primary objectives as well as corollary goals, *Programmed College English* develops the principles of English language structure, usage, and style through the popular and highly successful sentence-pattern approach that has evolved from the research of linguists. These principles are presented and applied in the uniquely blended format of programmed and nonprogrammed materials outlined below:

1. *Self-Instructional Units.* The basic text materials are organized into 11 Sections which are further divided into 45 short Units programmed for self-instruction according to the most effective and widely accepted principles of learning and teaching.
2. *Worksheets and Reviews.* To assure step-by-step mastery of the principles and their applications, each programmed Unit is immediately followed by a nonprogrammed Worksheet providing review and application exercises correlated with the principles presented in the Unit. In addition, each Section is accompanied by a nonprogrammed

Review consisting of exercises based on principles and applications covered in detail in the Units within the particular Section.

3. *Writing Mechanics.* In addition to the presentation of various aspects of capitalization, abbreviation, punctuation, etc., within the programmed Units, a concise and well-illustrated summary of the generally accepted rules for styling written communications is provided in the nonprogrammed Writing Mechanics reference section. Application exercises correlated with the rules in this "abridged style manual" are included in a number of the Worksheets and Reviews.
4. *Appendixes.* An illustrated listing of the nine basic sentence patterns developed in the program and lists of the principal parts of commonly used irregular verbs, subordinators, transitive "giving-type" verbs, and so on, are included in the Appendixes following the Writing Mechanics section.
5. *Glossary.* The linguistic terms used in this program are listed and defined in the Glossary following the Appendixes.
6. *Index.* A comprehensive Index to the instructional materials immediately follows the Glossary. Whenever appropriate, the entries are indexed both by Unit frame number and by page number.
7. *Tests.* A pretest, interim tests, and a post-test are provided in the separately bound *Tests for Programmed College English*. One copy of this test booklet, which is available only to authorized classroom instructors, is provided without cost with each copy of the text-workbook.

The *Instructor's Manual and Key for Programmed College English* includes facsimile keys to the Worksheet, Review, and Test exercises; general teaching suggestions; optional enrichment exercises; copy for transparencies; and similar aids for the classroom instructor.

# Contents

<b>SECTION 1:</b>	<b>THE SENTENCE—ITS ESSENTIAL PARTS AND BASIC PATTERNS</b>	<b>1</b>
Unit 1:	The Essential Parts of a Sentence, 2 Worksheet: Unit 1, 11	
Unit 2:	Basic Sentence Patterns, 13 Worksheet: Unit 2, 25	
Unit 3:	Basic Sentence Patterns (Continued), 27 Worksheet: Unit 3, 35	
Unit 4:	Basic Sentence Patterns (Concluded), 37 Worksheet: Unit 4, 49 Review: Section 1, 51	
<b>SECTION 2:</b>	<b>VERBS</b>	<b>53</b>
Unit 5:	Using Sentence Patterns to Recognize Types of Verbs, 54 Worksheet: Unit 5, 61	
Unit 6:	Using the Verb Test Frame to Recognize Types of Verbs, 63 Worksheet: Unit 6, 67	
Unit 7:	Main Verbs, Auxiliaries, and Modals, 69 Worksheet: Unit 7, 77	
Unit 8:	Time Relationships—The Simple Tenses of Verbs, 79 Worksheet: Unit 8, 87	
Unit 9:	Time Relationships—The Perfect Tenses of Verbs, 89 Worksheet: Unit 9, 97	
Unit 10:	Time Relationships—The Progressive Tenses of Verbs, 99 Worksheet: Unit 10, 109	
Unit 11:	Subject-Verb Relationships—Active and Passive Voice, 111 Worksheet: Unit 11, 121	
Unit 12:	The Emphatic Verb Do, 123 Worksheet: Unit 12, 129 Review: Section 2, 131	
<b>SECTION 3:</b>	<b>ADAPTING BASIC SENTENCE PATTERNS TO ACHIEVE SPECIAL EFFECTS</b>	<b>133</b>
Unit 13:	Adapting Basic Sentence Patterns to Achieve Special Effects, 134 Worksheet: Unit 13, 143	
<b>SECTION 4:</b>	<b>NOUNS</b>	<b>145</b>
Unit 14:	Kinds of Nouns, 146 Worksheet: Unit 14, 153	
Unit 15:	Forming Plurals of Common Nouns—General Rules, 155 Worksheet: Unit 15, 165	
Unit 16:	Forming Plurals of Common Nouns—Exceptions to General Rules, 167 Worksheet: Unit 16, 171	
Unit 17:	Forming Plurals of Proper Nouns, 173 Worksheet: Unit 17, 177 Review: Sections 3 and 4, 179	
<b>SECTION 5:</b>	<b>PRONOUNS</b>	<b>183</b>
Unit 18:	Pronouns—Subject and Object Forms, 184 Worksheet: Unit 18, 195	
Unit 19:	Using Subject and Object Forms of Pronouns, 197 Worksheet: Unit 19, 209	
Unit 20:	Pronouns—Possessive Forms, 211 Worksheet: Unit 20, 221	
Unit 21:	Pronouns—Reflexive and Intensive Forms, 223 Worksheet: Unit 21, 231 Review: Section 5, 233	

<b>SECTION 6:</b>	<b>NOUN CLUSTERS</b>	<b>235</b>
Unit 22:	Adjectives and Nouns as Modifiers of Headwords, 236 Worksheet: Unit 22, 243	
Unit 23:	Verbs, Adverbs, and Prepositional Phrases as Modifiers of Headwords, 245 Worksheet: Unit 23, 255	
Unit 24:	Possessive Nouns as Modifiers of Headwords, 257 Worksheet: Unit 24, 269 Review: Section 6, 271	
<b>SECTION 7:</b>	<b>SENTENCE FUNCTIONS AND CONSTRUCTIONS</b>	<b>273</b>
Unit 25:	Sentence Functions; Simple and Compound Sentence Constructions, 274 Worksheet: Unit 25, 283	
Unit 26:	Complex Sentence Constructions, 285 Worksheet: Unit 26, 291	
Unit 27:	Adverb Placement in Sentence Constructions, 293 Worksheet: Unit 27, 301 Review: Section 7, 303	
<b>SECTION 8:</b>	<b>VERBALS</b>	<b>305</b>
Unit 28:	Infinitives—Simple and Perfect Forms, 306 Worksheet: Unit 28, 317	
Unit 29:	Using Infinitives—Subjects and Objects of Infinitives, 319 Worksheet: Unit 29, 327	
Unit 30:	Using Infinitives—Common Errors, 329 Worksheet: Unit 30, 335	
Unit 31:	Participles and Gerunds, 327 Worksheet: Unit 31, 351	
Unit 32:	Using Participles and Gerunds, 353 Worksheet: Unit 32, 361	
Unit 33:	Avoiding Errors in the Use of Verbals, 353 Worksheet: Unit 33, 369 Review: Section 8, 371	
<b>SECTION 9:</b>	<b>PRINCIPLES OF PRONOUN-ANTECEDENT AGREEMENT</b>	<b>373</b>
Unit 34:	Number, Person, and Gender of Pronouns and Antecedents, 374 Worksheet: Unit 34, 383	
Unit 35:	Compound and Collective Antecedents of Pronouns, 385 Worksheet: Unit 35, 393	
Unit 36:	Antecedents of Third Person Pronouns, 395 Worksheet: Unit 36, 403	
Unit 37:	Forms and Antecedents of Indefinite Pronouns, 405 Worksheet: Unit 37, 415	
Unit 38:	Antecedents of Demonstrative Pronouns, 417 Worksheet: Unit 38, 431 Review: Section 9, 433	
<b>SECTION 10:</b>	<b>INTERROGATIVE AND RELATIVE PRONOUNS; CLAUSES</b>	<b>435</b>
Unit 39:	Interrogative Pronouns, 436 Worksheet: Unit 39, 447	
Unit 40:	Relative Pronouns and Relative Clauses, 449 Worksheet: Unit 40, 465	
Unit 41:	Noun Clauses, 467 Worksheet: Unit 41, 479	
Unit 42:	Adverb Clauses, 481 Worksheet: Unit 42, 487 Review: Section 10, 489	

<b>SECTION 11: COMMON ENGLISH-USAGE PROBLEMS</b>	<b>491</b>
Unit 43: Confusing Adverbs and Adjectives, 492 Worksheet: Unit 43, 503	
Unit 44: Avoiding Double Negatives, 505 Worksheet: Unit 44, 511	
Unit 45: Conditional Sentences, 513 Worksheet: Unit 45, 517 Review: Section 11, 519	
<b>WRITING MECHANICS</b>	<b>521</b>
Punctuation, 522	
Capitalization, 529	
Word Division, 531	
Number Expression, 532	
Hyphenation, 533	
<b>APPENDIXES</b>	<b>535</b>
1: Commonly Used Determiners, 536	
2: Commonly Used Irregular Verbs, 536	
3: Commonly Used Linking Verbs, 539	
4: Commonly Used Prepositions, 539	
5: Commonly Used Subordinators, 539	
6: Commonly Used "Giving-Type" Verbs, 539	
7: Commonly Used "Complementing-Type" Verbs, 539	
8: Basic Sentence Patterns, 540	
9: Commonly Used Indefinite Pronouns, 540	
<b>GLOSSARY</b>	<b>541</b>
<b>INDEX</b>	<b>547</b>

# 1

## The Sentence— Its Essential Parts and Basic Patterns

The English language is most probably the medium in which you think, by which you express your thoughts, and through which you understand the thoughts of others. Your objective in studying English therefore is not likely to be to acquire a tool of communication but to expand and refine your knowledge of how English can be used most effectively in various situations.

To communicate effectively in any situation, most of us find that we must meet the norm of language usage of those to whom we are speaking or writing. In everyday social situations, we generally communicate most effectively by using colloquial English. In most other situations, we normally communicate most effectively by using standard English.

Colloquial English typically differs from one group to another, and it is subject to frequent and radical changes. In comparison, standard English is relatively uniform and stable because it is governed by formalized principles of structure, usage, and style that have been established and are maintained through continued acceptance and application by the majority of educated speakers and writers.

Section 1 of this program is designed to give you an explicit understanding of the structure of standard English. Unit 1 deals with the two essential parts of the sentence, the basic unit of communication. Units 2, 3, and 4 present the nine basic patterns of the sentence that occur in the expression of an infinite number and variety of thoughts.

# UNIT 1: The Essential Parts of a Sentence

✓ People vote.

1. In business writing, and usually in business speech, the sentence is the basic unit of communication. Check (✓) the item below that is a sentence and place a period after it.

\_\_\_\_\_ When people vote

\_\_\_\_\_ People vote

are not

2. When presidents preside  
If the chairman arrived

Although the secretary left  
As the jury deliberated

The groups of words above (are/are not) \_\_\_\_\_ grammatically complete English sentences.

\* Examples: Presidents preside.  
The secretary left.

Yes: capital  
period\*

3. When presidents preside  
If the chairman arrived

Although the secretary left  
As the jury deliberated

Is it possible to turn each fragment above into a sentence by omitting the first word?  
\_\_\_\_\_ The first word of each resulting sentence should begin with a \_\_\_\_\_  
letter, and a \_\_\_\_\_ should be placed at the end of each sentence.

subject  
predicate

4. All basic sentences consist of two parts—the subject and the predicate.

SUBJECT	PREDICATE
Managers	administer.
Employers	hire.

SUBJECT	PREDICATE
Accountants	audit.
Lawyers	advise.

In each of these short sentences, the first word is the \_\_\_\_\_ and the second word is the \_\_\_\_\_.

fade

5. Fabrics fade.

Copy the predicate of the sentence above. \_\_\_\_\_

subject

6. Automobiles depreciate.

The underlined word is the \_\_\_\_\_ of the sentence.

predicate

7. Clerks file.

The underlined word is the \_\_\_\_\_ of the sentence.

two

8. Employers hire.                      Managers administer.

All sentences, like the two above, have (one/two/three) \_\_\_\_\_ main part(s).



In this order only:  
subject, predicate

9. The two main parts of a sentence, in the order in which they normally are written, are the \_\_\_\_\_ and the \_\_\_\_\_.

The auditor

10. Sometimes the subject includes a word such as **a**, **the**, **that**, or **his**. Copy the complete subject of the following sentence.

**The auditor left.** \_\_\_\_\_

[The accountant] [remained.]  
↓                      ↓  
Subject            Predicate

11. The two main parts of the following sentence have been bracketed. In the space below the arrows, label each part.

[The accountant]                      [remained.]  
↓    ↓  
\_\_\_\_\_

[He] [arrived.]  
↓                      ↓  
Subject            Predicate

12. Bracket and label the two main parts of each of the following sentences in the manner illustrated in the preceding frame.

**He arrived.**

[Mr. Wilson] [presided.]  
↓                      ↓  
Subject            Predicate

**Mr. Wilson presided.**

Business increased.

13. Place a period after the group of words below that is grammatically complete and makes sense as a sentence.

**Although sales decreased                      Business increased**

## ■ Determiners and Nouns

14. The words listed below often precede nouns and are examples of words called determiners. (Other commonly used determiners are given in Appendix 1, page 536.)

**a    an    some    that    the    this**

Words that normally follow determiners are called \_\_\_\_\_.

nouns

✓ That typewriter is electric.

15. Check (✓) the sentence that contains a determiner.

\_\_\_\_\_ Typewriters require ribbons.                      \_\_\_\_\_ That typewriter is electric.

determiners

16. a an some that the this

These words are called de \_\_\_\_\_ s.

determiners

a

noun

17. A book lay on the table. The weather is bad.

The underlined words are called \_\_\_\_\_. The word to the right of each underlined word is a (noun/verb) \_\_\_\_\_.

A; any; the

18. A clerk made an error. He saw the fireworks.

List three determiners used in the above sentences. \_\_\_\_\_

are

19. a an the

These three words are the only words in the English language that are called articles.  
Articles (are/are not) \_\_\_\_\_ also called determiners.

articles

20. a an the

These three words can be called either determiners or \_\_\_\_\_.

a possessive pronoun

an article

21. my your her his our their its

The determiners above are also called possessive pronouns.My notes are legible.The fees are unreasonable.The determiner My is (a possessive pronoun/an article) \_\_\_\_\_.The determiner The is (a possessive pronoun/an article) \_\_\_\_\_.

determiners

22. this that these these

These four words are the only words in the English language that are called demonstrative pronouns. They are also called \_\_\_\_\_.

This

the

23. This customer purchased the furniture.

In the example sentence, which determiner is a demonstrative pronoun? \_\_\_\_\_

Which determiner is an article? \_\_\_\_\_

her

Yes

24. Miss Burns brought her correspondence.

What possessive pronoun is used in the sentence above? \_\_\_\_\_ Is it also a determiner? \_\_\_\_\_

25. This salesman sold our land on the shore.

In the space provided, write the other name of each determiner listed below.

DETERMINER	OTHER NAME
<u>this</u>	d _____ pronoun
<u>the</u>	a _____
<u>our</u>	p _____ pronoun

demonstrative  
article  
possessive

26. one Singular means (one/more than one) \_\_\_\_\_.27. more than one Plural means (one/more than one) \_\_\_\_\_.28. both many few several

These determiners occur only with (singular/plural) \_\_\_\_\_ nouns.  
Complete the following sentence with an appropriate noun.

She saw several \_\_\_\_\_.

plural  
Any plural noun, such as:  
men, books, or dresses

29. every each a an

These determiners occur only with (singular/plural) \_\_\_\_\_ nouns.  
Complete the following sentence with an appropriate noun.

Mr. Burns told each \_\_\_\_\_ his number.

singular  
Any singular noun, such as:  
person, student, or pencil

30. Charles Burns Philadelphia Eleanor Milwaukee

Are proper nouns, such as those above, commonly preceded by determiners? \_\_\_\_\_

No

31. In most cases, pronouns that precede nouns are determiners. Check the sentence in which Each is a determiner.

✓ Each secretary ...

\_\_\_\_\_ Each secretary eats lunch at twelve.\_\_\_\_\_ Each will correct his own errors.

## 32. Check each sentence in which the underlined pronoun precedes a noun.

✓ Both salesmen ...

\_\_\_\_\_ All of the applicants were interviewed.\_\_\_\_\_ Both salesmen are college graduates.

✓ Your recommendations ...

\_\_\_\_\_ Your recommendations will help him.\_\_\_\_\_ Everyone likes to receive recognition.

33. Check each sentence in which the underlined pronoun is a determiner.

✓ All invoices ...

\_\_\_ All invoices must be verified.     \_\_\_ I left a message with her.

✓ Her report ...

\_\_\_ All must be verified immediately.     \_\_\_ Her report is overdue.

34. Check each sentence in which the underlined pronoun does not precede a noun and thus is not a determiner.

✓ Each has ...

\_\_\_ Each has a satisfactory rating.     \_\_\_ All examinations were final.

✓ All need ...

\_\_\_ All stockholders met Friday.     \_\_\_ All need repair.

35. Check each sentence in which the underlined pronoun stands in the position of, or replaces, a noun.

✓ We saw ...

\_\_\_ We saw the exhibition.     \_\_\_ That automobile has depreciated.

✓ Jackson gave ...

\_\_\_ Jackson gave her the message.     \_\_\_ Frank made those suggestions.

## ■ Five Forms of Verbs

36. The predicate of a sentence must always contain a verb. Check each sentence in which the underlined word is a verb.

✓ Orators speak ...

\_\_\_ Stenographers transcribe letters.     \_\_\_ Orators speak well.

✓ Bookkeepers write ...

\_\_\_ Bookkeepers write in ledgers.     \_\_\_ I read the review.

37. The infinitive form is the simplest form of a verb. It is usually, but not always, preceded by to. These are examples of infinitives:

to talk    to write    to become    to go    to add    to see

Which of the following is an infinitive? Check one.

✓ to write

\_\_\_ too soon     \_\_\_ to writing     \_\_\_ to write

38. The infinitive form of the verb draw may be written either draw or to draw. The infinitive form of the verb appoint may be written either to appoint or \_\_\_\_\_.

appoint

39.    typewriting    added    lists    typewritten    speak

One of the words above is an infinitive form of a verb. You can select the infinitive by testing each of the words with to in order to see which one makes sense as a verb. In the list above, the infinitive is the word \_\_\_\_\_.

speak (to speak)

infinitive

40. hear reply attach make

Each of the words above is a verb in \_\_\_\_\_ form.

infinitive

third person singular

41. She
- typewrites
- rapidly.

The underlined word illustrates the third person singular form of verbs. **To typewrite** and **typewrite** are the two ways of writing the \_\_\_\_\_ form. **Typewrites** is the \_\_\_\_\_ form.

third person singular

infinitive

42. Mr. Allen
- guarantees
- the radios. He
- prefers to drive
- .

**Guarantees** is the \_\_\_\_\_ form.**To drive** is the \_\_\_\_\_ form.

Yes

43. To determine whether a word ending in
- s**
- or
- es**
- is a verb in third person singular form, drop the final
- s**
- or
- es**
- and use the word with
- to**
- . If the result makes sense as an infinitive, the word is the
- third person singular
- form of a verb. Test the underlined word.

Mr. Wilson gives the typist the report daily.Is **gives** the third person singular form of a verb? \_\_\_\_\_

a

c

44. a. We try to
- avoid
- unpleasant situations.
- 
- b. The manager
- bought
- a new desk.
- 
- c. The customer
- remits
- on the first of the month.

In which sentence is the underlined word the infinitive form of a verb? (a/b/c) \_\_\_\_\_

In which sentence is the underlined word the third person singular form of a verb? \_\_\_\_\_

s or es to

infinitive

45. The test to determine whether a word ending in
- s**
- or
- es**
- is a verb in third person singular form has these two steps: (a) Drop the final \_\_\_\_\_ or \_\_\_\_\_. (b) Then place \_\_\_\_\_ in front of the resulting word to see whether it makes sense as an \_\_\_\_\_.

leaving; delivering

increasing; believing

present participle

46. The third form of verbs is the
- present participle
- . The present participle is formed by adding
- ing**
- to the infinitive form without
- to**
- . (If the infinitive ends in
- e**
- , the
- e**
- usually must be dropped before adding
- ing**
- .) Form the present participle from the following infinitives:

**to leave** \_\_\_\_\_ **to deliver** \_\_\_\_\_**to increase** \_\_\_\_\_ **to believe** \_\_\_\_\_When **ing** is added to the infinitive form of a verb, the \_\_\_\_\_ is formed.

present participle

47. entering deciding selling quoting

These verbs are in the \_\_\_\_\_ form.

(infinitive  
(third) person singular  
(present) participle

48. The three forms of verbs that you have studied so far are the
- in
- \_\_\_\_\_, the
- third
- \_\_\_\_\_, and the
- present
- \_\_\_\_\_.

No

49. Must the infinitive form of a verb always include
- to
- ? \_\_\_\_\_

Place to in front of the word and decide whether it makes sense as a verb.

50. How can you determine whether or not a word is an infinitive? (Answer in your own words.)
- 
- \_\_\_\_\_
- 
- \_\_\_\_\_

Drop the final s or es and place to in front to see whether the result makes sense as an infinitive.

51. How can you determine whether or not a word is a verb in third person singular form?
- 
- \_\_\_\_\_
- 
- \_\_\_\_\_

Drop the final ing and place to in front to see whether the result makes sense as an infinitive.

52. How can you determine whether or not a word is a verb in present participle form?
- 
- \_\_\_\_\_
- 
- \_\_\_\_\_

Third Person Singular

Infinitive

Present Participle

Infinitive

Third Person Singular

53. Identify the form of the underlined verb in each of these sentences.

The supervisor relies on your judgment. \_\_\_\_\_The mechanic tried to repair the motor. \_\_\_\_\_I was referring to last Wednesday. \_\_\_\_\_Henry Jackson plans to call weekly. \_\_\_\_\_Copper resists rust. \_\_\_\_\_

blamed; covered

checked; mended

54. The fourth form of verbs is the
- past tense
- form. The past tense of
- regular
- verbs is formed by adding
- d
- or
- ed
- to the infinitive form without
- to
- . Form the past tense from the following infinitives:

to blame \_\_\_\_\_

to cover \_\_\_\_\_

to check \_\_\_\_\_

to mend \_\_\_\_\_

55. The past tense of irregular verbs is formed in several different ways—often by changing to a word that is completely (or almost completely) different from the infinitive form of the verb. Examples:

INFINITIVE	PAST TENSE	INFINITIVE	PAST TENSE
bring	brought	do	did
come	came	eat	ate
cut	cut	think	thought

Write the past tense form of each of the following verbs in the space provided. (If necessary, refer to the list of commonly used irregular verbs in Appendix 2, page 536.)

INFINITIVE	PAST TENSE	INFINITIVE	PAST TENSE
tear	_____	tell	_____
strike	_____	meet	_____
rise	_____	grow	_____

terr; told

struck; met

rose; grew

increases; third person singular

write; infinitive

filed; past tense

56. In each of these sentences, underline the verb and identify its form.

Each employee increases his production. \_\_\_\_\_

I write all the credit correspondence. \_\_\_\_\_

The clerk filed the papers immediately. \_\_\_\_\_

57. The fifth form of verbs is the past participle form. The past participle form of a regular verb is the same as the past tense form. In the spaces provided, write the past tense and the past participle forms of the following regular verbs.

INFINITIVE	PAST TENSE	PAST PARTICIPLE
promise	_____	_____
use	_____	_____
laugh	_____	_____
wait	_____	_____

promised; promised

used; used

laughed; laughed

waited; waited

\*Note: The dictionary lists alternate forms for the past tense and past participle of some verbs. Read the explanatory notes in your dictionary to determine which is the preferred form.

chose; chosen

forgot; forgotten or forgot\*

lay; lain

rode or rid; ridden or rid or rode

58. There are about 200 irregular verbs in the English language. As in the following example, the five forms of an irregular verb are often very dissimilar in spelling.

go    goes    going    went    gone

Complete the following table. (If necessary, refer to Appendix 2, page 536; or, better yet, refer to a dictionary.)

INFINITIVE	PAST TENSE	PAST PARTICIPLE
choose	_____	_____
forget	_____	_____
lie (recline)	_____	_____
ride	_____	_____

59. You will learn more about forms of verbs later. The five forms of verbs that you have studied so far are illustrated by these examples. Opposite each example, write the verb form that it illustrates.

Infinitive	save	_____	
Third Person Singular	saves	_____	
Present Participle	saving	_____	
Past (tense)	saved	_____	Tense
Past Participle	saved	_____	

60. Complete the following table. (If necessary, refer to Appendix 2, page 536.)

	INFINITIVE	THIRD PERSON SINGULAR	PRESENT PARTICIPLE
	draw	draws	drawing
	subtract	subtracts	subtracting
gets; getting	get	_____	_____
rings; ringing	ring	_____	_____
concludes; concluding	conclude	_____	_____
takes; taking	take	_____	_____

61. Complete the following table. (If necessary, refer to Appendix 2, page 536.)

	INFINITIVE	PAST TENSE	PAST PARTICIPLE
	draw	draw	drawn
	subtract	subtracted	subtracted
got; got or gotten	get	_____	_____
rang; rung	ring	_____	_____
concluded; concluded	conclude	_____	_____
took; taken	take	_____	_____

62. In any order, list the five forms of verbs you have studied so far. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Infinitive; Third Person Singular;  
Present Participle; Past Tense;  
Past Participle

63. Check the word that can be signaled by the determiner **the** and is therefore a noun.

✓ book      go      book

verb

The word that cannot be signaled by the determiner **the** is a/an \_\_\_\_\_.



# Worksheet: Unit 1

Name \_\_\_\_\_

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

## Review of Principles

In the space provided, write the word or words that correctly complete each statement or answer each question. Be prepared to discuss the items and your answers in class.

1. List at least three ways in which a sentence differs from a fragment in written communication.

---

---

---

---

---

---

2. If the two main parts of a sentence are stated in their normal order, the \_\_\_\_\_ precedes the \_\_\_\_\_.

3. The subject of a sentence must be either a noun or a/an \_\_\_\_\_.

4. What is a determiner? \_\_\_\_\_

---

---

5. The determiners a, an, and the are also called \_\_\_\_\_.

6. The determiners my, your, his, her, its, our, and their are also called \_\_\_\_\_ pronouns.

7. The determiners this, that, these, and those are also called \_\_\_\_\_ pronouns.

8. Can a determiner signal a pronoun? \_\_\_\_\_ follow the noun that it signals? \_\_\_\_\_.

9. As applied to nouns, what do the terms singular and plural mean? \_\_\_\_\_

---

---

---

---

---

10. Such determiners as both, many, and few signal nouns that are \_\_\_\_\_ in number.

11. Such determiners as each, a, and every signal nouns that are \_\_\_\_\_ in number.

12. The predicate of every sentence must contain a/an \_\_\_\_\_.

13. What are the five forms of verbs? \_\_\_\_\_

---

---

---

14. What is the difference between a regular verb and an irregular verb? \_\_\_\_\_

---

---

---