

EXERCISE BOOKLET for

# *KEYS* FOR WRITERS



A Brief Handbook

ANN *RAIMES*

Barbara G. Flanagan

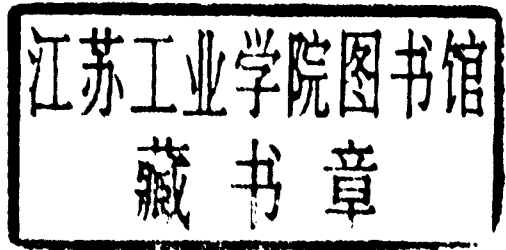
EXERCISE BOOKLET

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Ann Raimes

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A BRIEF HANDBOOK

*Prepared by Barbara G. Flanagan*



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## PREFACE

The exercises in this booklet are designed to accompany *Keys for Writers: A Brief Handbook*. The numbers of the exercise sets correspond to section numbers in the handbook, and the Table of Contents shows the specific handbook section(s) covered in each set. In addition, we have included in this booklet a supplemental section on parts of speech (65a–h), which contains explanations and examples for each part of speech and provides ample exercises.

Instructors who have adopted *Keys for Writers* are welcome to photocopy these exercises as needed; the booklet is also available for student purchase. To make it easy for students to check their own work, we have provided Answers to Lettered Exercises at the end of this booklet. (Answers to the numbered exercises appear in the Instructor's Support Package. Printed on  $8\frac{1}{2} \times 11$  sheets, those answers may be copied and handed out to students, if desired.)

Students can write their answers and make their revisions directly on the pages of this booklet; the perforated pages may then be torn out and submitted to the instructor. Students can also work independently, in class or at home, self-checking their work by consulting the answer keys.

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## PART 6

### STYLE AND SENTENCE REVIEW

#### 27-1 REPETITION AND REDUNDANCY

Edit the following sentences to eliminate repetition, redundancy, and wordiness. If you need help with this exercise, see Section 27 in *Keys for Writers: A Brief Handbook*.

*Example:* ~~At the present time~~ I am sending you a check ~~in the amount of~~ \$3.50.

- a. Harold was of the opinion that if he submitted his resignation the group would fall apart.
  - b. Each and every candidate for the scholarship must provide two letters of reference.
  - c. From the airplane flying in the air over the sea, we could see coral reefs in the blue-green Caribbean below.
  - d. The sort of motel we were hoping to find was the kind that had a decent restaurant and a laundry.
  - e. Parkinson's law is a law that states that work expands to fill the time available for its completion.
1. The house is a gray color with shutters that are black.
  2. I'm not sure that I have the ability to finish my paper by tomorrow morning.
  3. Everyone in the bus was given the choice to choose whether to get out at the rest stop or to stay in the bus.



4. In conclusion, what I mean to say is that Shirley Jackson uses suspense in a very effective manner.
5. The United States is known as the great melting pot. It is known as the great melting pot because of the diverse backgrounds of the people who make up this country.
6. The staff of the Museum of Natural History reassembled the huge, enormous dinosaur.
7. We decided to leave the windows open in spite of the fact that the forecast called for rain.
8. In reference to myself, at this point in time, I have a very good relationship with my mother due to the fact that I have taken a good proportionate amount of time to understand her views.
9. I want to become a surgeon. The reason that I desire so much to become a surgeon is so that I can bring health and healing to those who are sick.
10. The committee members worked as a team to cooperate in drafting the aid bill.

## 28-1 ACTION VERBS

Edit the following sentences, eliminating weak constructions and using action verbs. If you need help with this exercise, see Section 28 in *Keys for Writers: A Brief Handbook*.

*Example:* I ~~am in~~ favor ~~of~~ prayer in the public schools.

- a. There are thirteen children who have signed up to go to the Museum of Science.
  - b. She wrote a letter making a complaint about the poor service at the post office.
  - c. We had a preference for taking an early flight.
  - d. There is only one more thing I have to do before I leave for Seattle.
  - e. It is obvious that Maurice will not make it to the major leagues this year.
- 
1. There were five delegates representing our district at the state convention.
  2. Her piano teacher had always expressed encouragement of her desire to audition for the youth symphony orchestra.
  3. There was a small group of students who protested the administration's decision.
  4. The former All-Star shortstop gave assistance to the softball coach on weekends.
  5. The story was told by Yolanda whenever she met someone who hadn't heard it.

## 31-1 APPROPRIATE LANGUAGE

Edit each of the following sentences, checking for appropriate tone; direct, unpretentious language; and exact, concrete words. If you need help with this exercise, see Section 31 in *Keys for Writers: A Brief Handbook*.

*Example:* We ~~have the capability to prepare prodigious quantities of~~  
~~comestibles~~.

- a. I went to the automobile establishment to purchase a new vehicle.
  - b. Optimizing their opportunities for profit maximization, the board of directors voted to offer the radio station for sale.
  - c. My boss shot down my idea, saying it was the pits.
  - d. While staying in Beverly Hills, they perambulated in the environs where movie stars reside.
  - e. Severe diminution of precipitation and greatly elevated temperatures are threatening the corn crop.
1. Eating fewer cookies would help me in terms of weight loss.
  2. She was admired for her pulchritude from the time she was a tiny tot.
  3. When my brother was searching for employment last year, he went to a head-hunter.
  4. Most of the money from the fundraiser went to aid the economically disadvantaged.
  5. In elementary school, my teacher told me not to play with boys because girls do certain things and boys do certain things.

## 31-2 APPROPRIATE LANGUAGE

Edit the following sentences, eliminating clichés, jargon, and slang. If you need help with this exercise, see Sections 31f-i in *Keys for Writers: A Brief Handbook*.

*Example:* The students ~~dissected~~ the young teacher every chance they got.

- a. With tires screaming like a banshee, the police car roared off after the robbers.
  - b. The supervisor interfaced with each department head before the sales conference.
  - c. Beyond the shadow of a doubt, the novel is a masterpiece.
  - d. I asked my folks for the car but my sister beat me to it.
  - e. Our captain tried to get us psyched for the big game.
1. Kennedy Airport was socked in, so we landed at Philadelphia, rented a car, and made a beeline back to New York.
  2. The weather was extremely hot and humid from the crack of dawn until sunset.
  3. My teacher hassled me when I asked for an extension of the deadline.
  4. The manager had a sneaking suspicion that someone had taken money out of the register.
  5. The president was bent out of shape by the constant threats to the peacekeeping forces.

### 31-3 APPROPRIATE LANGUAGE

Edit the following sentences to eliminate sexist and biased language. If you need help with this exercise, see Sections 31e, h in *Keys for Writers: A Brief Handbook*.

*Example:* ~~Every~~ pilot must inspect the outside of the plane before ~~he~~ gets in the cockpit.

- a. Each foreman was warned that his workers might strike without notice.
  - b. All the congressmen on the committee voted to send the bill to the full House.
  - c. The black students brought a petition to the student government.
  - d. The girl scouts manned the table in front of the grocery store to sell cookies.
  - e. Off-duty policemen sometimes encounter crimes in progress.
- 
1. Half of the international students in the ESL program are Oriental.
  2. A candidate for high office must have a supportive wife and family.
  3. The firemen were becoming weary of the false alarms, but they had to answer each call as if it were real.
  4. We were awestruck by the Indian pueblos in New Mexico.
  5. I don't know if I should trust the weatherman, but I'm heading for the beach anyway.

## 32-1 SENTENCE PATTERNS

In each of the following sentences, identify the subject (S), verb (V), and any direct objects (DO), indirect objects (IO), subject complements (SC), or object complements (OC). If you need help with this exercise, see Section 32a in *Keys for Writers: A Brief Handbook*.

**Example:** In the heat, the children turned on the fire hydrants and splashed each other.

- a. During World War I, Ernest Hemingway was an ambulance driver in France.
  - b. We gave our plants a good dose of water before our vacation.
  - c. The book club offered new members a tote bag and four free books.
  - d. The thunder and lightning made the children fearful.
  - e. Until about one o'clock in the morning, the party seemed tame.
1. The embarrassed candidate faced the reporters without flinching.
  2. The pitcher threw the batter a fast ball right down the middle.
  3. Last year the fire department had more applicants than ever before.
  4. Under the peach tree stood a painted birdbath.
  5. The committee considered him the best candidate.

**32-2 PHRASES**

In each blank in the following sentences, add a phrase of the type specified in brackets. If you need help with this exercise, see Section 32b in *Keys for Writers: A Brief Handbook*.

**Example:** \_\_\_\_\_, we left for the airport without our tickets. [past participle phrase]

- a. At the start of their vacation, they were unhappy \_\_\_\_\_. [prepositional phrase]
- b. \_\_\_\_\_, the troop plunged into the wild jungle. [-ing participle phrase]
- c. He is a seasoned politician, and \_\_\_\_\_ takes real effort. {infinitive phrase}
- d. \_\_\_\_\_, we motored to shore. [absolute phrase]
- e. \_\_\_\_\_, the incumbent governor voted to run again. [past participle phrase]
1. The only movie we saw this month, \_\_\_\_\_, contained a year's worth of adventure. [appositive phrase]
2. \_\_\_\_\_, the Southern California coast is unparalleled at sunset. [adjective phrase]
3. \_\_\_\_\_, we decided to have our driveway repaired at the same time. [absolute phrase]
4. Plants \_\_\_\_\_ will get no direct sunlight. [-ing participle phrase]

5. We saw only one sight, \_\_\_\_\_, on our whirlwind drive through the city.  
[appositive phrase]
6. Working in the evenings, Linda was able \_\_\_\_\_. [infinitive phrase]
7. The children hid from their parents \_\_\_\_\_. [prepositional phrase]
8. They popped the champagne cork, \_\_\_\_\_. [adjective phrase]
9. \_\_\_\_\_, Patricia studied all morning for her Spanish exam. [past participle phrase]
10. \_\_\_\_\_ was his only goal after his operation. [infinitive phrase]



### 32-3 COORDINATION

Combine each of the following groups of independent clauses into one sentence using a coordinating conjunction or a transitional expression. Make sure your coordinated sentences are punctuated correctly. If you need help with this exercise, see Section 32d in *Keys for Writers: A Brief Handbook*.

**Example:** I don't remember his name<sub>1</sub>His face sticks in my mind.

- a. More people should learn how to use computers. They will play an ever larger part in our future.
  - b. Marco hasn't turned in a single paper this semester. He hasn't turned in a piece of homework.
  - c. We could play at the park tomorrow if it doesn't rain. We could play at the Y if it does.
  - d. John F. Kennedy was president for less than three years. He was one of our most admired presidents.
  - e. Samantha's grades were better this semester than last. She was happier.
1. January 27 was Mozart's birthday. The classical radio station played only Mozart's music on that day.
  2. They have been separated for two years. They have been meeting recently to try to reconcile.
  3. It was bad enough that I left the party early. It was even worse that you didn't come at all.