

Practical English Workbook

Watkins / Dillingham / Hiers

Second Edition

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Preface

The organization of the Second Edition of the *Practical English Workbook* closely follows that of the *Practical English Handbook*, Sixth Edition. For those students who require more practice with basic skills, this workbook is designed to reinforce the instruction of the handbook with parallel lessons, additional examples, and varied exercises. Beginning with parts of speech, the workbook also provides lessons on parts of sentences, sentence errors, punctuation, mechanics, diction and style, and paragraph unity. The logical sequence of these lessons makes the *Practical English Workbook* adaptable to other texts as well as to independent study and laboratory instruction for students at all levels.

In this edition the instruction has been greatly expanded. More extensive examples—and full explanations of why an example is correct or incorrect—have been added, and most of the exercises have been completely revised. Sections on the use of the dictionary are new, and the lessons on paragraph unity are contemporary and lively. This edition of the *Practical English Workbook* is fundamentally a new book.

We have attempted to make the style of the *Practical English Workbook* concise and readable and to avoid the extremes of lazy colloquialism and rigid formality. Without being condescending or simplistic, the *Practical English Workbook* stresses clarity and precision.

Like the *Practical English Handbook*, the *Practical English Workbook* follows a traditional approach to grammar, punctuation, and syntax. We believe that this method has proven itself over the years the best means to call attention to writing problems and to improve the writing skills of students. This mainstream approach to grammar, punctuation, and syntax has dictated the workbook's methodology. We have worked toward stating the most useful rules in the simplest form possible and have stressed typical problems in both examples and exercises. Throughout the text, emphasis is upon building writing skills and developing the student's understanding of the well-established practices governing the use of the English language.

We are deeply indebted to Professor James O. Williams of Valdosta State College for his aid and advice. We also wish to thank Nancy Beere, Temple University, for her thoughtful review of the manuscript.

F. C. W. W. B. D. J. T. H.

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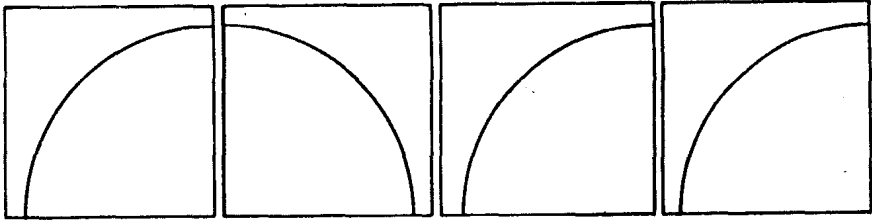
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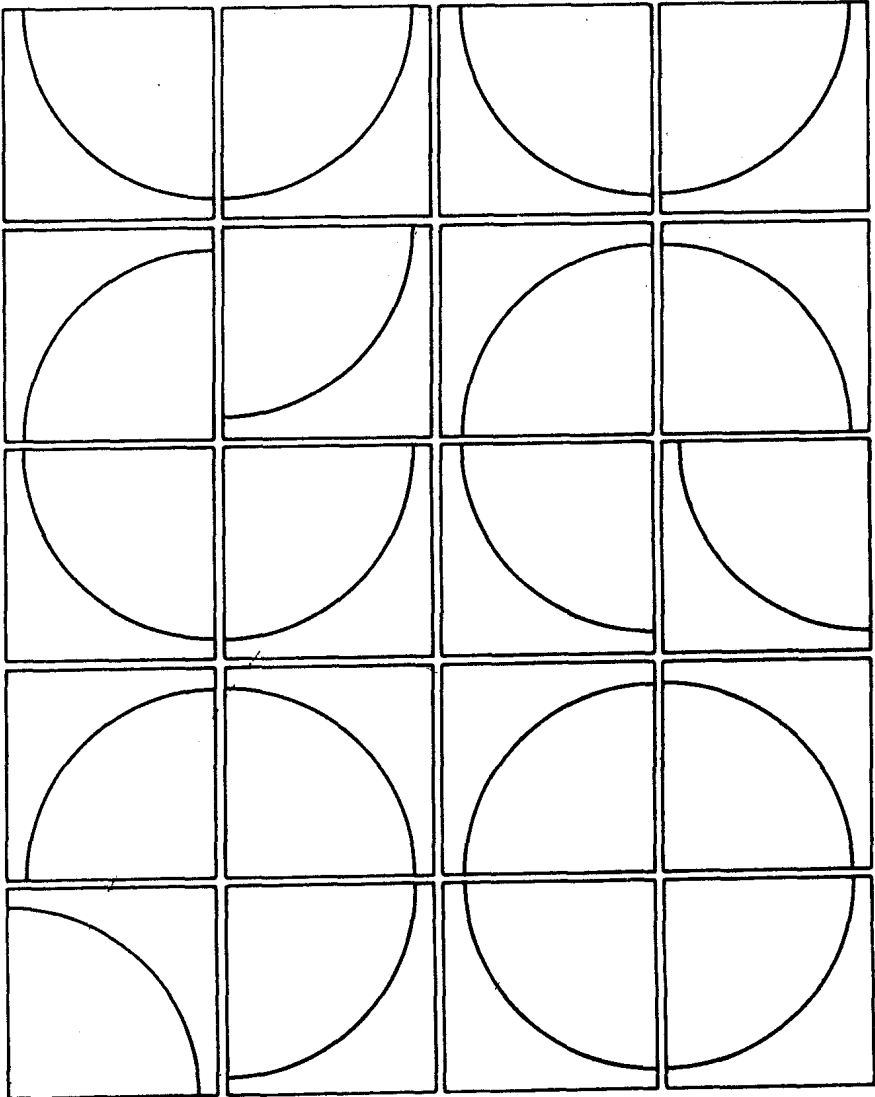
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Grammar



The Parts of Speech 1

The English language has eight parts of speech: nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections.

Nouns

Nouns are words that name. There are five kinds of nouns: proper nouns, common nouns, collective nouns, abstract nouns, and concrete nouns.

- (a) **Proper nouns** name particular persons, places, or things (*Thomas Edison, Chicago, Kleenex*).

Commodore Perry sailed to Japan on the U.S.S. Mississippi.

- (b) **Common nouns** name one or more of a class or group (*doctor, pilots, artists*).

The students walked to their classroom.

- (c) **Collective nouns** name a whole group, though they are singular in form (*senate, jury, clergy*).

The herd is grazing peacefully.

- (d) **Abstract nouns** name concepts, beliefs, or qualities (*truth, energy, humor*).

Loyalty is a noble virtue.

- (e) **Concrete nouns** name things experienced through the senses (*fire, coffee, roses*).

I prepared a small plate of crackers and cheese.

Pronouns

There are seven kinds of pronouns. Most pronouns are used in place of nouns, although indefinite pronouns do not refer to any particular noun.

- (a) **Demonstrative pronouns** summarize in one word the content of a statement that has already been made. They may be singular (*this, that*) or plural (*these, those*).

Many people crowded on the bus. This meant I would not find a seat.

- (b) **Indefinite pronouns** do not indicate a particular person or thing. They are usually singular. The most common indefinite pronouns are *any, anybody, anyone, everybody, everyone, neither, none, one, and some*.

Anyone can enter the contest by filling out an entry form.

- (c) **Intensive pronouns** end in *-self* or *-selves* (*herself, themselves*). An intensive pronoun emphasizes a word that precedes it in the sentence.

She *herself* was surprised at her quick success.

The committee *itself* was confused.

- (d) **Interrogative pronouns** (*what, which, who, whom, whose, whoever, whomever*) are used in questions.

Which is mine?

What are we going to do tonight?

- (e) **Personal pronouns** usually refer to a person or group of people, but sometimes refer to an object or objects.

We need *her* on the team to help *us* play better

Put *it* on the table

	SINGULAR	PLURAL
First person	I, me, mine	we, us, ours
Second person	you, yours	you, yours
Third person	he, she, it, him, her, his, hers, its	they, them, theirs

- (f) **Reflexive pronouns** end in *-self* or *-selves* and indicate that the action of the verb returns to the subject.

He caught *himself* making the same mistake twice.

The broken flywheel caused the machine to **destroy itself**.

- (g) **Relative pronouns** (*who, whom, whoever, whomever, whichever, whose, that, what, which*) are used to introduce dependent adjective and noun clauses.

You can eat the pie *that is in the refrigerator*. (adjective clause modifying *pie*, introduced by the relative pronoun *that*)

I know *what will help you*. (noun clause used as object of verb *know*)

Verbs

Verbs express an action, a state of being, or a condition.

The bus *screached* to a stop. (verb showing *action*)

The capital of Missouri *is* Jefferson City. (verb showing *state of being*)

Verbs that show *condition* are called **linking verbs**. The most common linking verbs are forms of the verb *to be* (*is, are, was, were*). Other linking verbs are *seem, become, look, appear, feel, sound, smell, and taste*.

The passengers *were* sleepy. (linking verb showing *condition of sleep*)

Main verbs may have **auxiliary verbs, or helpers**, such as *are, have, may, will*.

The school band *has* left the field.

Adjectives

Adjectives are descriptive words that modify nouns or pronouns. The definite article *the* and the indefinite articles *a* and *an* are also classified as adjectives.

The howling dog kept us awake.

Predicate adjectives follow linking verbs and modify the subject of the sentence.

This milk is *sour*.

The dog looks *old*.

Some **possessive adjectives** are similar to pronouns: *my, your, her, his, its, their*. These adjectives refer to specific nouns just as pronouns do but function as adjectives.

Your dinner is ready.

Demonstrative adjectives and demonstrative pronouns have the same forms: *this, that, these, those*. (See demonstrative pronouns, p. 2.)

This comment is helpful. (*This* modifies *comment*.)

This is a helpful comment. (*This* is used here as a demonstrative pronoun.)

Indefinite adjectives resemble indefinite pronouns: *some, many, most, every*.

Every employee received a bonus.

Adverbs

Adverbs describe, qualify, or limit verbs (and verbals), adjectives, and other adverbs.

She left *quickly*. (adverb—modifies a verb)

Talking *fast*, she soon was out of breath. (adverb—modifies the verbal *talking*)

The train was *very* late. (adverb—modifies the adjective *late*)

We'll be through *very* soon. (adverb—modifies another adverb *soon*)

Many adverbs are formed by adding *-ly* to adjectives; others express place or time: *soon, later, always, forever, there, out*.

Take the dog *out*.

Conjunctions

Conjunctions connect words, phrases, and clauses.

Coordinating conjunctions—*and, but, or, nor, for, yet*—connect sentence elements that are of equal rank.

John *and* Mary are visiting us today. (conjunction joining two nouns)

We needed to talk to you, *but* your telephone was always busy. (conjunction joining two independent clauses)

Subordinating conjunctions introduce a dependent element in a sentence—that is, one that cannot stand alone as a sentence. Some common subordinating conjunctions are *although, because, if, since, unless, and when*.

When we finished the test. (dependent element, not a sentence)

When we finished the test, we turned in our papers. (dependent element joined to independent clause to form a complete sentence)

We were tired *because we had studied all night.* (dependent element joined to independent clause to form a complete sentence)

Prepositions

Prepositions are connective words that join nouns or pronouns to other words in a sentence to form a unit (called a **prepositional phrase**). Prepositional phrases usually function as either adjectives or adverbs. Some prepositions are *above, at, before, by, from, in, into, of, over, through, up, and with*.

The jet flew *through the clouds.* (*Through the clouds* is a prepositional phrase used as an adverb to modify the verb *flew*.)

The woman *in the car* is my mother. (*In the car* is a prepositional phrase used as an adjective to modify the noun *woman*.)

Some words that resemble prepositions function as adverbs:

Go out. (*out* used as adverb)

Go out the door. (*out* used as preposition)

Interjections

Interjections are words that express surprise or strong emotions. They may stand alone or be part of a sentence.

Wow!

Well, you should have been more careful.

NAME _____

DATE _____ SCORE _____

Parts of Speech: Nouns 1.1

► *Underline the words used as nouns in the following sentences.*

EXAMPLE

Despite its obvious dangers, skydiving continues to be a very popular recreation.

The sheep dog worked the flock with ease.

Thomas Jefferson was an architect, an inventor, and a politician.

1. Tourism is an important industry in many states.
2. The council is expected to approve the construction of lighted playgrounds and a landscaped industrial complex.
3. The "unsinkable" Titanic sank shortly after striking an iceberg.
4. The city of the future will have pedestrian parks, suspended monorail systems, and enclosed shopping centers, some of which will include fountains, sculptures, and bandstands.
5. Montana elected Jeannette Rankin to Congress, and she became the first woman to serve in the House of Representatives.
6. Once a community of old houses and bustling small businesses, this neighborhood is now marked by apartments, four-lane highways, and malls.
7. The mourning dove is rapidly becoming an urban bird, gradually following the ways of its cousin, the rock dove—commonly known as a pigeon.
8. When exploration of space became a reality, astronomy attracted many students.
9. Handball, golf, and tennis have become very popular as the modern family searches for recreational variety.
10. Solar energy and nuclear energy may supply electrical power in the twenty-first century; however, giant windmills also may dot the

coastal regions of New England and the Middle Atlantic States to provide additional energy.