

Practical English Workbook

Watkins / Dillingham / Hiers

Second Edition

Practical English Workbook

Second Edition

Floyd C. Watkins
Emory University

William B. Dillingham
Emory University

John T. Hiers
Valdosta State College

Houghton Mifflin Company Boston
Dallas Geneva, Ill. Hopewell, N.J. Palo Alto London

Stained glass window on cover executed by Susan Heller-Moore and photographed by James Scherer.

Acknowledgment is made to the following source of reprinted materials:

From John Rockwell, "Blues, and Other Noises, in the Night." Copyright © 1976 by *Saturday Review*. All rights reserved. Reprinted with permission.

Copyright © 1982, 1978 by Houghton Mifflin Company.

All rights reserved. No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system, except as may be expressly permitted by the 1976 Copyright Act or in writing by the publisher. Requests for permission should be addressed in writing to Houghton Mifflin Company, One Beacon Street, Boston, Massachusetts 02108.

Printed in the U.S.A.

ISBN: 0-395-31736-3

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.

Contents

Preface viii

Part I Grammar 1

Chapter 1 The Parts of Speech 2

Nouns Pronouns Verbs Adjectives Adverbs Conjunctions
Prepositions Interjections

Exercise 1.1 Parts of Speech: Nouns 7

Exercise 1.2 Parts of Speech: Pronouns 9

Exercise 1.3 Parts of Speech: Verbs 11

Exercise 1.4 Parts of Speech: Adjectives 13

Exercise 1.5 Parts of Speech: Adverbs 15

Exercise 1.6 Parts of Speech: Conjunctions, Prepositions, and
Interjections 17

Exercise 1.7 Same Word; Several Functions 19

Chapter 2 The Parts of Sentences 23

Subjects and Predicates Complements

Exercise 2.1 The Parts of Sentences 25

Exercise 2.2 The Parts of Sentences 27

Phrases Verbals and Verbal Phrases

Exercise 2.3 Phrases 31

Exercise 2.4 Phrases 33

Exercise 2.5 Verbals and Verbal Phrases 37

Clauses

Exercise 2.6	Clauses	41
Exercise 2.7	Clauses	43

Kinds of Sentences

Exercise 2.8	Kinds of Sentences	47
Exercise 2.9	Kinds of Sentences	49

Part 2 Sentence Errors 51

Chapter 3 Common Sentence Errors 52

Sentence Fragments Comma Splices Fused Sentences

Exercise 3.1	Sentence Fragments	53
Exercise 3.2	Sentence Fragments	55
Exercise 3.3	Comma Splices; Fused Sentences	57
Exercise 3.4	Comma Splices; Fused Sentences	59

Chapter 4 Verb Forms 61

Verbs

Exercise 4.1	Verb Forms	65
Exercise 4.2	Verb Forms	67
Exercise 4.3	Verb Forms	69

Tense and Sequence of Tenses Voice Subjunctive Mood

Exercise 4.4	Tense and Sequence of Tenses	73
Exercise 4.5	Voice	75

Chapter 5 Agreement: Subject and Verb 77

Exercise 5.1	Subject and Verb Agreement	79
Exercise 5.2	Subject and Verb Agreement	81

Chapter 6 Pronouns: Agreement and Reference 82

Antecedents Correct Case

Exercise 6.1	Pronouns: Agreement and Reference	85
Exercise 6.2	Pronouns: Agreement and Reference	87
Exercise 6.3	Case	89
Exercise 6.4	Case	91
Exercise 6.5	Case	93

Chapter 7 Adjective or Adverb? 94

Adjectives and Adverbs Compared Forms of the Comparative and Superlative

Exercise 7.1 Adjective or Adverb? 95

Exercise 7.2 Adjective or Adverb? 97

Part 3 Sentence Structure 99

Chapter 8 Choppy Sentences and Excessive Coordination 100

Subordination Completeness Comparisons Consistency

Exercise 8.1 Excessive Coordination 105

Exercise 8.2 Subordination 109

Exercise 8.3 Subordination 111

Exercise 8.4 Completeness and Comparisons 115

Exercise 8.5 Completeness and Comparisons 117

Exercise 8.6 Consistency 119

Chapter 9 Position of Modifiers, Parallelism, Sentence Variety 121

Modifiers Dangling Modifiers Misplaced Modifiers, Squinting Modifiers
Separation of Elements Parallelism Sentence Variety

Exercise 9.1 Position of Modifiers 125

Exercise 9.2 Position of Modifiers 127

Exercise 9.3 Separation of Elements 129

Exercise 9.4 Parallelism 131

Exercise 9.5 Parallelism 133

Exercise 9.6 Variety in Sentences 135

Exercise 9.7 Variety in Sentences 139

Exercise 9.8 Variety in Sentences 143

Exercise 9.9 Variety in Sentences 145

Part 4 Punctuation 147

Chapter 10 The Comma 148

Uses of the Comma Unnecessary Commas

Exercise 10.1 The Comma with Independent Clauses 153

Exercise 10.2 The Comma with Independent Clauses 155

Exercise 10.3 The Comma with Items in a Series 157

Exercise 10.4 The Comma with Coordinate Adjectives 159

Exercise 10.5 The Comma After Introductory Clauses or Phrases 161

Exercise 10.6 The Comma After Introductory Clauses or Phrases 163

Exercise 10.7	The Comma with Nonrestrictive Elements	165
Exercise 10.8	The Comma—All Uses	167
Exercise 10.9	The Comma—All Uses	169
Exercise 10.10	Unnecessary Commas	171
Exercise 10.11	Unnecessary Commas	173

Chapter 11 Semicolon, Colon, Dash, Parentheses, Brackets 175

The Semicolon The Colon The Dash Parentheses Brackets

Exercise 11.1	Semicolon	177
Exercise 11.2	Semicolon	179
Exercise 11.3	Colons and Dashes	181
Exercise 11.4	Parentheses and Brackets	183

Chapter 12 Quotation Marks and End Punctuation 184

Quotation Marks End Punctuation

Exercise 12.1	Quotation Marks and End Punctuation	187
Exercise 12.2	Quotation Marks and End Punctuation	189

Part 5 Mechanics 191

Chapter 13 The Dictionary 192

Exercise 13.1	The Dictionary: Etymologies	193
Exercise 13.2	The Dictionary: Pronunciation and Parts of Speech	195

Chapter 14 Italics 196

Titles Foreign Words For Occasional Emphasis

Exercise 14.1	Italics	199
Exercise 14.2	Italics	201

Chapter 15 Spelling 202

Guides for Spelling Hyphenation and Syllabication

Exercise 15.1	Spelling: Suffixes	205
Exercise 15.2	Spelling: Suffixes	207
Exercise 15.3	Spelling: <i>ie</i> and <i>ei</i>	209
Exercise 15.4	Spelling: <i>ie</i> and <i>ei</i>	211
Exercise 15.5	Spelling: Plurals	213
Exercise 15.6	Hyphenation	215
Exercise 15.7	Hyphenation and Syllabication	217

Chapter 16 Apostrophes, Capitals, and Numbers 218

Apostrophes Capital Letters Abbreviations Numbers

Exercise 16.1	The Apostrophe	221
---------------	----------------	-----

Exercise 16.2	The Apostrophe	223
Exercise 16.3	Capitals	225
Exercise 16.4	Abbreviations and Numbers	227

Part 6 Diction and Style 229

Chapter 17 Standard English 230

Improprieties	Idioms	Triteness	Correctness	Wordiness
Repetition				

Exercise 17.1	Standard English	233
Exercise 17.2	Standard English	235
Exercise 17.3	Improprieties	237
Exercise 17.4	Improprieties	239
Exercise 17.5	Improprieties	243
Exercise 17.6	Idioms	245
Exercise 17.7	Idioms	247
Exercise 17.8	Triteness	249
Exercise 17.9	Triteness	253
Exercise 17.10	Wordiness	255
Exercise 17.11	Wordiness	259
Exercise 17.12	Wordiness	263
Exercise 17.13	Repetition	267
Exercise 17.14	Repetition	271

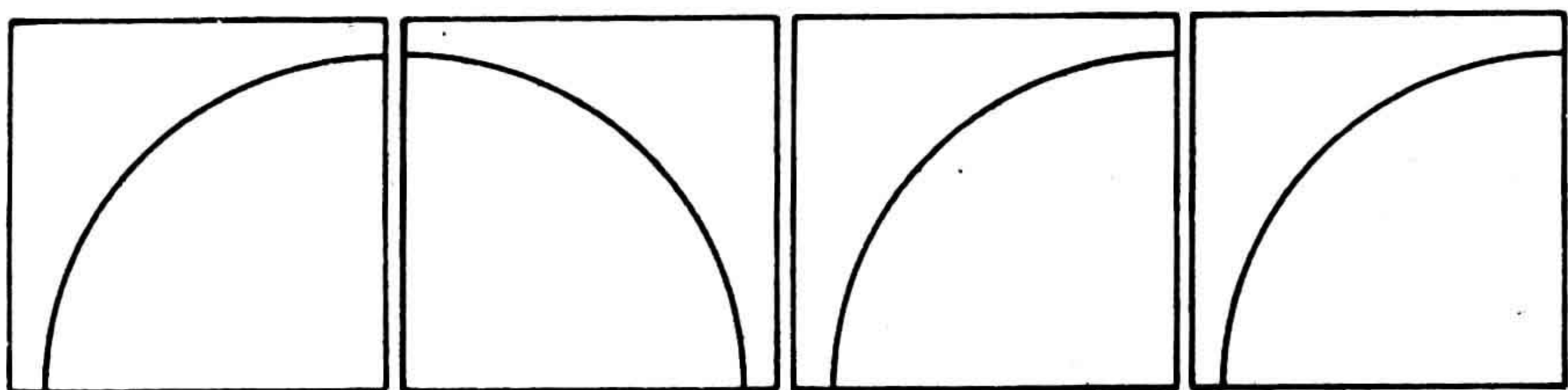
Chapter 18 Connotation, Figurative Language, and Vocabulary 274

Connotation	Figurative Language	Flowery Language
Exercise 18.1	Connotation	275
Exercise 18.2	Connotation	277
Exercise 18.3	Figurative Language	279
Exercise 18.4	Flowery Language	281
Exercise 18.5	Vocabulary	283
Exercise 18.6	Vocabulary	285

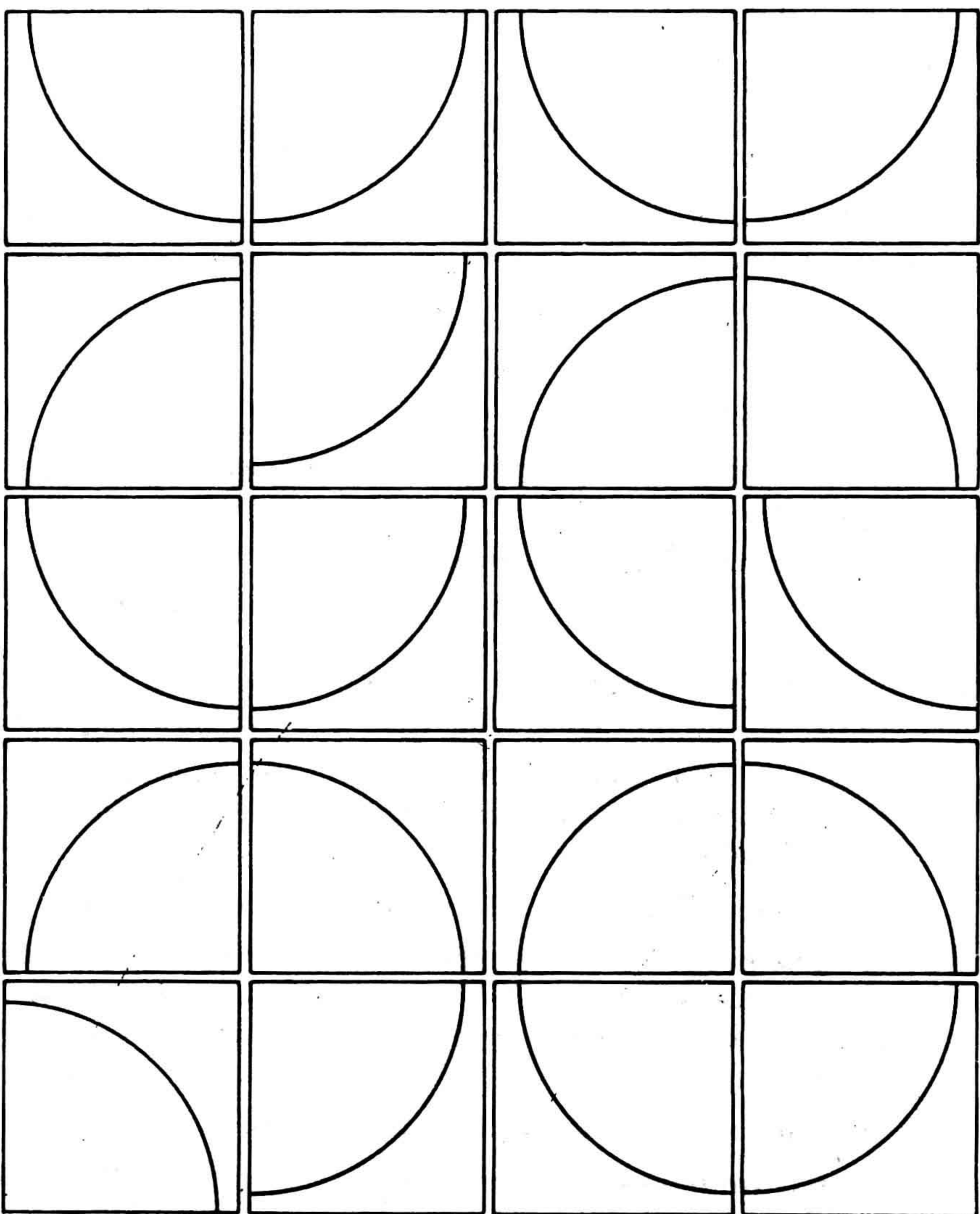
Chapter 19 Paragraph Unity 287

Exercise 19.1	Paragraph Unity: Topic Sentences	287
Exercise 19.2	Paragraph Unity: Topic Sentences	289
Exercise 19.3	Paragraph Unity: Digressive Sentences	291
Exercise 19.4	Paragraph Unity: Transitions	295

Cross-References to the <i>Practical English Handbook</i> , Sixth Edition	296
---	-----



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 *screeched* 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.