

JOSEPH GLASER

**WORKBOOK  
WRITER'S  
HANDBOOK**

# **Workbook for Writer's Handbook**

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*Western Kentucky University*

**Macmillan Publishing Company**  
**New York**

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Printed in the United States of America

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Macmillan Publishing Company  
866 Third Avenue, New York, New York 10022

Collier Macmillan Canada, Inc.

ISBN 0-02-343740-5

Printing: 1 2 3 4 5 6 7 8

Year: 4 5 6 7 8 9 0

ISBN 0-02-343740-5

# Preface

Since Writer's Workbook is intended solely to add to the exercises already available in its companion text, Writer's Handbook, it closely echoes that book's organization and traditional approach. All the features of this book are meant to increase its usefulness as a supplementary text.

Chapters 1-35, everything except the exercises on forms for notes and bibliographies, correspond exactly to the first thirty-five chapters of the Handbook, allowing explanatory matter to be kept to a minimum. If a student has trouble with the concepts or terminology of Chapter 14 on parallel construction, for example, all he or she has to do is turn to the same chapter in the Handbook, where things are explained with a comprehensiveness few self-contained workbooks can rival.

The book also combines some virtues of programmed and nonprogrammed texts. Each group of exercises on a new skill or employing a new format is introduced by a short exercise to which the answers are supplied at the end of the book. Students can check themselves on these practice exercises, which are designed to include a range of situations and response, before going on to work the longer, unanswered exercises.

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# Grammar





# 1 Sentences

## SUBJECT AND VERBS

**Subjects and Verbs 1A.** For each of the following sentences, underline the complete subject; then write the simple subject in the blank to the left. Be sure to include all the parts of compound subjects. The answers to this exercise, as with all the exercises with the letter A in their headings, are given in the back of the book to help you check your work.

- \_\_\_\_\_ 1. The bells on the church were ringing the quarter-hour.
- \_\_\_\_\_ 2. Some smokers are inconsiderate of those around them.
- \_\_\_\_\_ 3. Many of the paratroopers were unmarried.
- \_\_\_\_\_ 4. The lion and the lamb will lie down together.
- \_\_\_\_\_ 5. In the mirror their figures were distorted.
- \_\_\_\_\_ 6. Fantasy novels and mysteries are my favorites.
- \_\_\_\_\_ 7. The upholstered chair sat facing the window.
- \_\_\_\_\_ 8. None of the cyclists wore a helmet.
- \_\_\_\_\_ 9. Several of the florist's roses were wilted.
- \_\_\_\_\_ 10. In the box he found nothing but dried leaves.

**Subjects and Verbs 1B.** For each of the following sentences, underline the complete subject; then write the simple subject in the blank to the left. Be sure to include all the parts of compound subjects.

- \_\_\_\_\_ 1. His old car seemed to be nearing its last gasp.
- \_\_\_\_\_ 2. Three copies of *Natural History* lay on the floor.
- \_\_\_\_\_ 3. Long-distance dialing can get very complicated.
- \_\_\_\_\_ 4. He lives in a restored farmhouse by Lake Erie.
- \_\_\_\_\_ 5. Inside the house the stereo was playing full blast.
- \_\_\_\_\_ 6. Susan and I talked to Valery just yesterday.
- \_\_\_\_\_ 7. Most of the older people could remember him.
- \_\_\_\_\_ 8. A size nine dress should fit her exactly.
- \_\_\_\_\_ 9. The forks and knives were all tarnished and stained.
- \_\_\_\_\_ 10. In a few minutes she will remember her complaint.
- \_\_\_\_\_ 11. Every campsite was already occupied.

- \_\_\_\_\_ 12. All of the girls had passed the examination.
- \_\_\_\_\_ 13. Larry's books and papers were all over his desk.
- \_\_\_\_\_ 14. Her older sister was the president of the club.
- \_\_\_\_\_ 15. Several of the cars had reached the bridge.
- \_\_\_\_\_ 16. Either the doctor or her nurse will tell us.
- \_\_\_\_\_ 17. The characters on television shows are usually simple.
- \_\_\_\_\_ 18. On television shows the characters are usually simple.
- \_\_\_\_\_ 19. None of the pictures showed him in profile.
- \_\_\_\_\_ 20. Gardening and jogging are just two of her fads.

**Subjects and Verbs 1C.** For each of the following sentences, underline the complete subject; then write the simple subject in the blank to the left. Be sure to include all the parts of compound subjects.

- \_\_\_\_\_ 1. New shock absorbers should help your car's handling.
- \_\_\_\_\_ 2. In the hall the carpet was dirty and threadbare.
- \_\_\_\_\_ 3. Pale colors are easier to live with than strong ones.
- \_\_\_\_\_ 4. I have never met Ted's family.
- \_\_\_\_\_ 5. Each of the lamps seems to be a good buy.
- \_\_\_\_\_ 6. Bears and raccoons had torn their belongings apart.
- \_\_\_\_\_ 7. By now she will be halfway to Jackson.
- \_\_\_\_\_ 8. The fruit and flowers are doing well this year.
- \_\_\_\_\_ 9. For his reward he chose one of the antique swords.
- \_\_\_\_\_ 10. One of the guns turned out to be loaded.
- \_\_\_\_\_ 11. In the summer I swim more and run less.
- \_\_\_\_\_ 12. All of the cards showed signs of hard wear.
- \_\_\_\_\_ 13. By midmorning we had found several sources.
- \_\_\_\_\_ 14. The well-worn catalog was always near at hand.
- \_\_\_\_\_ 15. Her poodle does not look very interested.
- \_\_\_\_\_ 16. The bride wore black.
- \_\_\_\_\_ 17. Kepler hypothesized elliptical orbits.
- \_\_\_\_\_ 18. Neither John nor his brother can play soccer.
- \_\_\_\_\_ 19. Most of my friends can tell time.
- \_\_\_\_\_ 20. They have not given a concert in over two years.

**Subjects and Verbs 2A.** For each of the following sentences, underline the predicate; then write the verb in the blank to the left. Be sure to include all parts of compound verbs and all the auxiliaries (helping verbs such as *have, had, has, is, was, should, could, or would*) that go with the main verb. The answers to this exercise are given in the back of the book to help you check your work.

- \_\_\_\_\_ 1. Dennis said something under his breath.
- \_\_\_\_\_ 2. The car had been running very smoothly all week.
- \_\_\_\_\_ 3. Exams and papers can make a student nervous.
- \_\_\_\_\_ 4. That pen will not write on cellophane.
- \_\_\_\_\_ 5. We will be having a party sometime this week.
- \_\_\_\_\_ 6. Cathy writes for and proofreads the school paper.
- \_\_\_\_\_ 7. The answers are given in the back of the book.
- \_\_\_\_\_ 8. The mail has not arrived on time all semester.
- \_\_\_\_\_ 9. All the ashtrays were full long before noon.
- \_\_\_\_\_ 10. Her picture sat there and looked at him.

**Subjects and Verbs 2B.** For each of the following sentences, underline the predicate; then write the verb in the blank to the left. Be sure to include all parts of compound verbs and all the auxiliaries (helping verbs such as *have, had, has, is, was, should, could, or would*) that go with the main verb.

- \_\_\_\_\_ 1. My turntable has developed a wobble.
- \_\_\_\_\_ 2. Perhaps Ken will get some playing time this year.
- \_\_\_\_\_ 3. Discount stores are often suspicious of students.
- \_\_\_\_\_ 4. John bought some new seatcovers for his Dodge.
- \_\_\_\_\_ 5. Water-skiers were skimming over the lake like swallows.
- \_\_\_\_\_ 6. The earthquake leveled ten square blocks.
- \_\_\_\_\_ 7. Margaret stewed and fretted over the imaginary insult.
- \_\_\_\_\_ 8. That stream is dry for several months of the year.
- \_\_\_\_\_ 9. The paper was yellowed with age and looked brittle.
- \_\_\_\_\_ 10. Cass Lowry has been discussing the election with her.
- \_\_\_\_\_ 11. The stars twinkled and danced in the frosty sky.
- \_\_\_\_\_ 12. Australia is both a country and a continent.
- \_\_\_\_\_ 13. He held the frightened bird and soothed it with his hand.
- \_\_\_\_\_ 14. We will have been singing professionally three years then.
- \_\_\_\_\_ 15. Alph chortled and wheezed with delight.
- \_\_\_\_\_ 16. Leonard fought hard but lost the decision.
- \_\_\_\_\_ 17. All three had been through the same process.
- \_\_\_\_\_ 18. Somebody had opened the drawer and taken the letter.
- \_\_\_\_\_ 19. Ground squirrels can transmit serious diseases.
- \_\_\_\_\_ 20. Her hat had been run over by the truck.

**Subjects and Verbs 2C.** For each of the following sentences underline the predicate; then write the verb in the blank to the left. Be sure to include all parts of compound verbs and all the auxiliaries (helping verbs such as *have, had, has, is, was, should, could, or would*) that go with the main verb.

- \_\_\_\_\_ 1. A vacation can be a necessity sometimes.
- \_\_\_\_\_ 2. Donna has been chairman before and will be again.
- \_\_\_\_\_ 3. He thinks more of his motorcycle than of his studies.
- \_\_\_\_\_ 4. My friends have been climbing cliffs for years.
- \_\_\_\_\_ 5. Three on a match is bad luck.
- \_\_\_\_\_ 6. Tobacco grows well there and is the major cash crop.
- \_\_\_\_\_ 7. The zoo is a good place for picnics.
- \_\_\_\_\_ 8. Who is in charge of the computer room?
- \_\_\_\_\_ 9. The grass was shooting up and choking the flowers.
- \_\_\_\_\_ 10. Some varieties of oak grow rapidly.
- \_\_\_\_\_ 11. He painted his walls with flat enamel.
- \_\_\_\_\_ 12. The blacktop surface had buckled in the heat.
- \_\_\_\_\_ 13. The dish dropped from her hand and shattered on the floor.
- \_\_\_\_\_ 14. Wendy had become infuriated with his conceit.
- \_\_\_\_\_ 15. The championship will be decided by the last game.
- \_\_\_\_\_ 16. Our lawn mower had been broken all through June.
- \_\_\_\_\_ 17. The light flickered twice and then went out.
- \_\_\_\_\_ 18. That lock should keep your bicycle safe anywhere.
- \_\_\_\_\_ 19. Geology can be a fascinating subject.
- \_\_\_\_\_ 20. Most recessions have at least brought prices down.

## SENTENCE PATTERNS

**Sentence Patterns 1A.** Underline the simple subject and verb of each of the following sentences; then decide whether the sentence is an example of Pattern 1 or Pattern 2. For Pattern 2 sentences, write the direct object in the blank to the left. For Pattern 1 sentences, leave the blank empty. The answers to this exercise are given in the back of the book.

- \_\_\_\_\_ 1. Her last boyfriend owned a condominium in Florida.
- \_\_\_\_\_ 2. Her last boyfriend worked in real estate.
- \_\_\_\_\_ 3. The extraction frightened him badly.
- \_\_\_\_\_ 4. Tom and I seldom agree about any subject.
- \_\_\_\_\_ 5. He shoved and kicked everyone out of his way.
- \_\_\_\_\_ 6. Your mother sometimes surprises me.
- \_\_\_\_\_ 7. I have often asked him for more responsibility.
- \_\_\_\_\_ 8. The picture was hanging over the dresser.
- \_\_\_\_\_ 9. On the last turn two runners dropped out.
- \_\_\_\_\_ 10. Microcards have multiplied our storage capacity.

**Sentence Patterns 1B.** Underline the simple subject and verb of each of the following sentences; then decide whether the sentence fits Pattern 1 or Pattern 2. For Pattern 2 sentences, write the direct object in the blank to the left. For Pattern 1 sentences, leave the blank empty.

- \_\_\_\_\_ 1. Small dogs sometimes bite readily.
- \_\_\_\_\_ 2. Small dogs sometimes bite the people around them.
- \_\_\_\_\_ 3. The drill team was marching in formation.
- \_\_\_\_\_ 4. Rabi knew all the top physicists of his day.
- \_\_\_\_\_ 5. Calcium tungstate is sometimes known as scheelite.
- \_\_\_\_\_ 6. Cassette tapes offer real high fidelity.
- \_\_\_\_\_ 7. Chimpanzees occasionally indulge in cannibalism.
- \_\_\_\_\_ 8. Chimpanzees live in loose family groupings.
- \_\_\_\_\_ 9. They grow trees for profit.
- \_\_\_\_\_ 10. He has had a base hit in every game.
- \_\_\_\_\_ 11. My bentwood hall tree holds the whole family's coats.
- \_\_\_\_\_ 12. Electric burners heat very slowly.
- \_\_\_\_\_ 13. Her aunt manages the local savings and loan.
- \_\_\_\_\_ 14. The seminar room can seat twenty people in a pinch.
- \_\_\_\_\_ 15. An artist may render distance in several ways.
- \_\_\_\_\_ 16. Rob always performs with great style.
- \_\_\_\_\_ 17. Paperbacks often deteriorate quickly.
- \_\_\_\_\_ 18. After yesterday, I have a distinct advantage.
- \_\_\_\_\_ 19. The last teller had counted his receipts.
- \_\_\_\_\_ 20. She stopped immediately and listened for the signal.

**Sentence Patterns 2A.** Underline the simple subject, verb, and direct object in each of the following sentences; then write the number of the sentence pattern (these are all Pattern 3 or Pattern 4 sentences) and the indirect object or objective complement in the blank to the left. The answers to this exercise are given in the back of the book.

- \_\_\_\_\_ 1. They elected his best friend chairman.
- \_\_\_\_\_ 2. The long hike left us all exhausted.
- \_\_\_\_\_ 3. His doctor gave John a good excuse for Tuesday.
- \_\_\_\_\_ 4. CBS has proclaimed Rivera the winner.
- \_\_\_\_\_ 5. Even her hobbies provide her extra income.
- \_\_\_\_\_ 6. Margaret got her little terrier a rubber bone.
- \_\_\_\_\_ 7. Nothing can make me depressed now.
- \_\_\_\_\_ 8. After a while Tim passed her the paper.
- \_\_\_\_\_ 9. Pop and I called the broken toaster every name in the book.

\_\_\_\_\_ 10. I threw Wanda the end of the rope.

**Sentence Patterns 2B.** Underline the simple subject, verb, and direct object in each of the following sentences; then write the number of the sentence pattern (2 or 3) and the indirect object or objective complement in the blank to the left.

- \_\_\_\_\_ 1. The girl had told him the simple facts of the matter.  
\_\_\_\_\_ 2. You could hardly call Gary, Indiana, beautiful.  
\_\_\_\_\_ 3. By that evening they had appointed Bob ambassador.  
\_\_\_\_\_ 4. Kenny has always considered himself attractive.  
\_\_\_\_\_ 5. Many of the athletes gave him testimonials.  
\_\_\_\_\_ 6. Her compliments had made Mother self-conscious.  
\_\_\_\_\_ 7. The roller coaster ride has left me shaking.  
\_\_\_\_\_ 8. Dad bought Cindy a .22 rifle.  
\_\_\_\_\_ 9. The firm even provides Warren an apartment.  
\_\_\_\_\_ 10. Wool generally gives Nancy hives.  
\_\_\_\_\_ 11. Paula thought Darby Promise a sure thing.  
\_\_\_\_\_ 12. That house gives her the creeps.  
\_\_\_\_\_ 13. She quickly made Bruce comfortable.  
\_\_\_\_\_ 14. Brick buildings give one an impression of solidity.  
\_\_\_\_\_ 15. Linda has named Kevin comptroller.  
\_\_\_\_\_ 16. Hal was buying his girlfriend some perfume.  
\_\_\_\_\_ 17. I consider most of his points unanswerable.  
\_\_\_\_\_ 18. Our mine keeps safety first.  
\_\_\_\_\_ 19. Their enthusiasm makes me distinctly uneasy.  
\_\_\_\_\_ 20. He would not give us a dime.

**Sentence Patterns 3A.** Underline the simple subject, verb, and subject complement in each of the following Pattern 5 sentences. If the complement is a predicate noun, put an *N* in the blank. If the complement is a predicate adjective, write in an *A*. The answers to this exercise are given in the back of the book.

- \_\_\_\_\_ 1. Napoleon was a famous French leader.  
\_\_\_\_\_ 2. Napoleon was sometimes vindictive.  
\_\_\_\_\_ 3. Just in the past month Michael has grown much taller.  
\_\_\_\_\_ 4. Fang has been a good dog this morning.  
\_\_\_\_\_ 5. The walls of his apartment are dingy yellow.  
\_\_\_\_\_ 6. You have always been my greatest ally.  
\_\_\_\_\_ 7. These grapes taste extremely sour.  
\_\_\_\_\_ 8. Even my friends seemed somewhat annoyed.

- \_\_\_\_\_ 9. The surface of the lake was becoming quite rough.
- \_\_\_\_\_ 10. In spite of everything, Holden remains a journalist.

**Sentence Patterns 3B.** Underline the simple subject, verb, and subject complement in each of the following Pattern 5 sentences. If the complement is a predicate noun, put an *N* in the blank to the left. If the complement is a predicate adjective, put an *A* in the blank.

- \_\_\_\_\_ 1. Nothing could be better.
- \_\_\_\_\_ 2. *Star Wars* was a classic science fiction movie.
- \_\_\_\_\_ 3. Their argument continued unresolved.
- \_\_\_\_\_ 4. Milly feels very bad about your accident.
- \_\_\_\_\_ 5. The first tree to your left is a pin oak.
- \_\_\_\_\_ 6. Pam has been acting stubborn lately.
- \_\_\_\_\_ 7. Any blade will get dull in time.
- \_\_\_\_\_ 8. Her sister is my best source of information.
- \_\_\_\_\_ 9. Dan's writing is entirely illegible.
- \_\_\_\_\_ 10. That trail bike might be your best buy.
- \_\_\_\_\_ 11. Ceylon is a particularly fascinating country.
- \_\_\_\_\_ 12. The pile of books in the corner looks unstable.
- \_\_\_\_\_ 13. Debby's mother is a famous economist.
- \_\_\_\_\_ 14. The computer has become a powerful tool for discovery.
- \_\_\_\_\_ 15. I am hesitant about choosing a major field.
- \_\_\_\_\_ 16. The book in his hand was a cheap paperback.
- \_\_\_\_\_ 17. Our refrigerator has always been a pain in the neck.
- \_\_\_\_\_ 18. Leaves are absolutely essential to a tree's metabolism.
- \_\_\_\_\_ 19. Casey is becoming a legend in his own time.
- \_\_\_\_\_ 20. That radio really sounds tinny.

**Sentence Patterns 4A.** Underline the simple subjects and verbs of the following sentences. Study the way in which each predicate is completed; then write the number of the basic sentence pattern in the blank to the left. Remember that you may have to rearrange the questions or supply subjects for the commands to get a clear idea of the sentence's underlying structure. The answers to this exercise are given in the back of the book.

- \_\_\_\_\_ 1. Will Chad be attending the committee meeting?
- \_\_\_\_\_ 2. The mayor proclaimed Tuesday Fire Fighter's Day.
- \_\_\_\_\_ 3. Miss Street, get me the file on the Davis case.
- \_\_\_\_\_ 4. Adam balanced precariously on the swinging rope.
- \_\_\_\_\_ 5. Had the general been informed of her plans?
- \_\_\_\_\_ 6. Sonny pulled the engine and replaced the drive train.

- \_\_\_\_\_ 7. A lady offered me her seat on the crowded bus.
- \_\_\_\_\_ 8. Rachel considered her mother old-fashioned.
- \_\_\_\_\_ 9. Chicago had become the unquestioned center of trade.
- \_\_\_\_\_ 10. My, those lilies surely smell sweet.

**Sentence Patterns 4B.** Underline the simple subjects and verbs of the following sentences. Study the way in which each predicate is completed; then write the number of the basic sentence pattern in the blank to the left. Remember that you may have to rearrange the questions or supply subjects for the commands to get a clear idea of the sentence's underlying structure.

- \_\_\_\_\_ 1. Have your mother and father seen your grades yet?
- \_\_\_\_\_ 2. His uncle was made president of the VFW post.
- \_\_\_\_\_ 3. The water certainly appears clean enough.
- \_\_\_\_\_ 4. After running three laps, he was hot and sweaty.
- \_\_\_\_\_ 5. Just then the clock solemnly struck midnight.
- \_\_\_\_\_ 6. The mirage shimmered in the thin desert air.
- \_\_\_\_\_ 7. I next presented her the inscribed trophy.
- \_\_\_\_\_ 8. The basket at the buzzer left the crowd stunned.
- \_\_\_\_\_ 9. His vision became badly blurred after his concussion.
- \_\_\_\_\_ 10. Karen plays volleyball with the enthusiasm of an oyster.
- \_\_\_\_\_ 11. Small birds were flitting between the leafy branches.
- \_\_\_\_\_ 12. None of the firemen wanted the responsibility.
- \_\_\_\_\_ 13. From the gondola the people below looked tiny.
- \_\_\_\_\_ 14. Someone told Dad the whole sorry story.
- \_\_\_\_\_ 15. From then on I was his greatest fan.
- \_\_\_\_\_ 16. Your mistake, in other words, made Janey miserable.
- \_\_\_\_\_ 17. No one will remember his book in a year's time.
- \_\_\_\_\_ 18. Run hard!
- \_\_\_\_\_ 19. Did everything go smoothly at the meeting?
- \_\_\_\_\_ 20. Pass me the potatoes, please.

**Sentence Patterns 4C.** Underline the simple subjects and verbs of the following sentences. Study the way in which each predicate is completed; then write the number of the basic sentence pattern in the blank to the left. Remember that you may have to rearrange the questions or supply subjects for the commands in order to get a clear idea of the sentence's underlying structure.

- \_\_\_\_\_ 1. Catch him in the big net!
- \_\_\_\_\_ 2. I finally asked him the big question.
- \_\_\_\_\_ 3. Does anyone here want my opinion?
- \_\_\_\_\_ 4. The square-rigger sailed majestically into port.



- \_\_\_\_\_ 5. His mixer was powerful enough for kneading bread.
- \_\_\_\_\_ 6. May we call him "Professor"?
- \_\_\_\_\_ 7. The fleas consider my dog their playground.
- \_\_\_\_\_ 8. Please bring me the aspirin from the dresser.
- \_\_\_\_\_ 9. The big apes can be unpredictably aggressive.
- \_\_\_\_\_ 10. None of these matches will strike.
- \_\_\_\_\_ 11. They washed the windows with vinegar and water.
- \_\_\_\_\_ 12. This game has given me hours of pleasure.
- \_\_\_\_\_ 13. Our weeds are growing at an incredible rate.
- \_\_\_\_\_ 14. Roger's garage seems sturdy and weathertight.
- \_\_\_\_\_ 15. The class has now elected Tanya treasurer.
- \_\_\_\_\_ 16. The dimly lit steps were slick with rain.
- \_\_\_\_\_ 17. Mr. Skeen has managed the affair tactfully.
- \_\_\_\_\_ 18. Only Marie finds Bill impressive.
- \_\_\_\_\_ 19. Tennis provides us plenty of exercise.
- \_\_\_\_\_ 20. Overhead the moon shone down brilliantly.