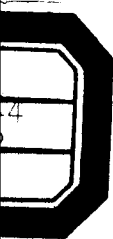


PRACTICAL ENGLISH WORKBOOK

FOURTH EDITION

INSTRUCTOR'S MANUAL

Watkins/Dillingham/Hiers



Instructor's Manual
PRACTICAL ENGLISH WORKBOOK
Fourth Edition

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Distinctive Features of the PRACTICAL ENGLISH WORKBOOK,
Fourth Edition

Organization

-- Parallels the organization of the PRACTICAL ENGLISH WORKBOOK, Eighth Edition

-- Major parts cover grammar, sentence errors, sentence structure, punctuation, mechanics, diction and style, and paragraphs

-- Expanded instructional material introduces a set of exercises covering each skill

-- Features many carefully chosen examples of grammar and usage--followed by full explanations of why the examples are correct or incorrect

-- Cross-referenced to PRACTICAL ENGLISH HANDBOOK (see last page of PRACTICAL ENGLISH WORKBOOK)

Style and Content

-- Writing style is concise and readable

-- Calls student's attention to distinctions between formal and informal usage, standard and substandard English, and problems of style, such as choppy sentences and excessive coordination

-- Stresses use of correct grammar in writing as a means of accurately expressing oneself. Cites confusion caused by, for example, ambiguous use of pronouns

-- Encourages use of dictionary as a writer's key tool

-- Covers problems of incorrect idioms, triteness, and wordiness

-- Discusses vocabulary building, connotation, figurative and flowery language

-- Emphasizes careful sentence construction including parallelism, variety in sentences, and correct position of modifiers

-- Calls attention to details of mechanics--how to handle apostrophes, hyphenation, abbreviation, numbers

-- New exercises cover paragraph division, digressive sentences, sentence functions, paragraph development, and transitions between paragraphs

Approach

-- Follows a traditional approach to grammar, punctuation, and syntax as a proven method of improving English skills

-- Stresses basic and recurrent grammar and writing problems

Instructor's Manual
PRACTICAL ENGLISH WORKBOOK
Fourth Edition

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1.1 Nouns

1. societies; restoration; buildings
2. excavations; accounts; era; Solomon
3. atlases; guides; travelers
4. rains; tables
5. century; factories; United States; supply; mussels
6. veterinarians; acupuncture; value; treatment; animals
7. Galapagos Islands; origin; Pacific Ocean; wonders
8. selenium; doses; part; diet
9. Cuna Indians; shore; Panama
10. Generations; writers; artists; mythology; Greece; Rome

1.2 Pronouns

1. Nobody; each; us; it
2. Neither; its
3. You; she
4. All; we
5. none
6. those; who; her; her
7. his; themselves; they; their
8. himself; his
9. itself
10. Whatever; they; their; they; it

Words like his, her, it, or their may also be called possessive adjectives.

1.3 Nouns

1. can reach
2. fail; are; develop
3. value
4. went; had
5. will be
6. believed; were; was
7. won; contributed
8. was; could read
9. enjoy; would have required
10. Did follow; did find

1.4 Adjectives

1. The; puzzled; the; faded; the; royal
2. the; the; fifteen; the; small
3. the; famous; the; inaugural
4. Some; winter; small; propane; cold
5. Tremendous; young
6. Oceanographic; the; fragile; sea; the; coral
7. The; fascinated; the; sad-eyed; his; lively
8. The; late; a; the
9. Coral; dangerous; interesting
10. Gauguin's; brilliant; distorted

1.5 Adverbs

1. fearlessly
2. seldom
3. slowly; purposefully
4. always; well
5. cautiously; longer
6. usually; sometimes
7. carefully; suddenly; easily
8. partially; late; quickly
9. quietly; in; gradually
10. forcefully; deliberately; often; more

1.6 Conjunctions, Prepositions, and Interjections

Conjunctions	Prepositions	Interjections
1. and and	of with	
2. when but	at of	
3. and	in before	
4. than	on of	
5. for	on	
6. if		well
7. however		
8.		no
9. so	in	
10. nor if		

1.7 Same Word; Several Functions

Individual responses will vary. The following are good possibilities.

- | | | |
|-----------|--------------|---|
| 1. like: | preposition | Like his master, the dog is aggressive and fiercely loyal. |
| | adjective | On this and like celebrations, the children bring gifts for each other. |
| | verb | "Do you like the current best seller?" inquired the instructor. |
| 2. water: | noun | The water is clear and cold today. |
| | verb | I water the garden in hot weather. |
| | adjective | The water fountain has been broken for weeks. |
| 3. well: | noun | An uncovered well is very dangerous and is therefore illegal in most states. |
| | interjection | "Well," shouted the irate customer, "I shall speak to the manager!" |
| | adverb | The directions for the medication explicitly warned to shake well before using. |
| 4. light: | noun | Turn the light out. |
| | adjective | She wore a light coat to work. |
| | verb | We light the candles on the cake. |
| 5. fine: | adjective | The hostess served a fine meal. |
| | noun | I paid my library fine at the end of the term. |
| | verb | The librarian will fine me for these overdue books. |