

ENGLISH

MADE EASY

BRANCHAW

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ENGLISH MADE EASY

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PREFACE



THE GOALS OF ENGLISH MADE EASY. No matter what career you choose—secretary, accountant, manager, lawyer, or banker—you will need to know how to communicate effectively. In the world of business, you will communicate with a wide variety of people.

- Sales representatives and suppliers may call you for information.
- Supervisors and managers may ask you to prepare reports.
- Administrators and directors may discuss problems with you.
- Customers and visitors may ask you for written explanations.

In these and other business situations, you will take part in an exchange of information. Because the smooth flow of information is essential for every business, all companies highly value an employee who can communicate effectively, for this employee causes fewer misunderstandings, saves money for the company, and helps keep customers happy.

In every communication situation, your main tool for success is your command of standard English, the language of business. With strong language skills, you can persuade others to help you achieve your goals. With weak language skills, you convince them that you don't deserve their attention. To succeed in business, therefore, you will need *to improve your present communication skills and to master standard English*. These are the goals of *English Made Easy*.



HOW ENGLISH MADE EASY REACHES ITS GOALS. *English Made Easy* will help you master communication skills with a simple, step-by-step introduction to the correct use of the English language. This text-workbook clearly describes and explains the basic principles of English and then provides numerous examples

and illustrations for each principle. The book is designed to make learning not only easier but also more fun. This is a communication book that is both practical and enjoyable.

Because you may need to refresh your memory, the first two lessons of *English Made Easy* give you a quick review of English grammar. These lessons will reacquaint you with the eight parts of speech and preview the method used to present the material in the following lessons.

Within each lesson are several “checkup” sections—usually one for each principle introduced in that lesson. The checkup exercises test your understanding of the text. They allow you to apply a principle immediately after it is presented in the text.

Because the answers are given to the first two sentences in each checkup, you have an opportunity to check yourself. Cover the text answers with a card, and following the directions for that checkup, do the first two sentences. Then check your answers against the text answers. If your answers are correct, continue doing the checkup. If your answers are incorrect, review the text until you understand why you made an error. Only when you are sure that you will not repeat an error should you continue doing the checkup.

Doing the checkups conscientiously will help you to do better on the two-page exercises in each lesson, so do the checkups carefully. When your teacher reviews the answers for the checkups, make sure that you understand why each answer is correct. Again, review the text if necessary, or ask your teacher for help.

Good luck!

Bernadine P. Branchaw

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Lesson1

A BRIEF REVIEW

Lesson1

Do you remember all eight parts of speech? Let's review them in this lesson. In later lessons we will discuss each of these eight parts in greater detail.



NOUNS—PERSONS, PLACES, AND THINGS. A word that names a person, place, or thing is called a *noun*. The function of a noun in a sentence is to *name* something. If a word does not name something, it is not a noun.

Cecilia types letters in the office. *Cecilia* is a noun; it names a person. *Letters* is a noun; it names things. *Office* is a noun; it names a place.

Edward bought his ticket at the airport. *Edward* is a noun; it names a person. *Ticket* is a noun; it names a thing. *Airport* is a noun; it names a place.

[CHECKUP 1] Underline the nouns in the following sentences. Then write each in the space at the right.

- | | |
|---|------------------------------|
| 1. The <u>telephone</u> rang three times. | 1. <u>telephone</u> |
| 2. The <u>tourists</u> traveled to <u>New York</u> . | 2. <u>tourists, New York</u> |
| 3. Buyers from Chicago arrived by car. | 3. _____ |
| 4. Loyalty to your employer is required. | 4. _____ |
| 5. Lester was made a supervisor at the plant. | 5. _____ |
| 6. Miss Loomis was promoted to vice president recently. | 6. _____ |



PRONOUNS. A *pronoun* is a word that takes the place of a noun. We add variety to our speech and our writing when we use the following pronouns: *I, me, we, us, you, he, she, it, they, them, him, her, my, mine, yours, ours, their, his, hers, its, myself, himself,*

themselves, and itself. Imagine, for example, saying the following sentence *without* pronouns:

Bob Conrad and *his* brother Carl opened *their* new store near *their* homes.

Without the pronouns, you would have to say:

Bob Conrad and Bob Conrad's brother Carl opened Bob and Carl's new store near Bob's and Carl's homes.

The pronouns make quite a difference! Let's look at two more examples:

The bank offers *us* many services. *Us* is a pronoun. The pronoun is used in place of the names of persons.

Lawyers must protect *their* clients. *Their* is a pronoun. The pronoun is used in place of the names of persons.



[CHECKUP 2] Underline the pronouns in the following sentences. Then write each in the space at the right.

- | | |
|---|-----------------------------|
| 1. The auditors balanced <u>their</u> books <u>themselves</u> . | 1. <u>their, themselves</u> |
| 2. The company pays <u>its</u> employees well. | 2. <u>its</u> |
| 3. She said her flight is at 12:15 p.m. | 3. _____ |

4. Many businesses have investment specialists on their staffs. 4. _____
5. You might want to consider buying a condominium. 5. _____
6. Our president sold her home to her nephew. 6. _____



ADJECTIVES—WORDS THAT DESCRIBE. An *adjective* is a word that modifies a noun or a pronoun. To *modify* means “to describe or limit the meaning of.” In the first example below, you can see how the adjective *busy* modifies the noun *office*. It tells “what kind of” office. Besides telling “what kind of,” adjectives can also tell “which one” and “how many.”

What kind of:	<i>busy</i> office	<i>happy</i> occasion	<i>good</i> investment
Which one:	<i>that</i> teller	<i>this</i> tax	<i>these</i> accounts
How many:	<i>two</i> years	<i>several</i> copies	<i>few</i> dollars

Financial institutions pay a low rate of interest on savings accounts. The words *financial*, *low*, and *savings* are adjectives. *Financial* modifies the noun *institutions*. *Low* modifies the noun *rate*. *Savings* modifies the noun *accounts*. The three adjectives tell “what kind of.”

These workers have been employed for several years. The words *these* and *several* are adjectives. *These* modifies the noun *workers*. *Several* modifies the noun *years*. *These* tells “which one.” *Several* tells “how many.”

The words *the*, *a*, and *an* are also adjectives:

<i>the</i> book	<i>the</i> reports	<i>the</i> machine
<i>a</i> reason	<i>an</i> addition	<i>a</i> delay

[CHECKUP 3] Underline the adjectives in the following sentences. Then write each in the space at the right.

1. These secretaries are members of professional organizations. 1. These, professional
2. Tired travelers complained about the long delay. 2. Tired, the, long
3. When you buy traveler's checks, record the serial numbers. 3. _____

4. Busy depositors may authorize their banks to pay their regular bills. 4. _____
5. Labor unions and civic clubs provide materials on consumerism. 5. _____
6. You can find many sources that will help you become an informed consumer. 6. _____
7. We want six copies of the report. 7. _____
8. Miss Abrams suggested a simple route to the plant. 8. _____
9. The new machine should arrive on Friday. 9. _____



VERBS—WORDS THAT “MOVE.” A *verb* is a word that tells what someone or something is or does. A verb expresses action.

This advertisement creates an excellent first impression. The verb *creates* tells what this advertisement does.

Stocks rose on the market today. The verb *rose* tells what the stocks did.

[CHECKUP 4] Underline the verbs in the following sentences. Then write each in the space at the right.

1. Miss Myles delivered the merchandise yesterday. 1. delivered
2. The partnership dissolved after five years. 2. dissolved
3. The clerk filed the papers in steel cabinets. 3. _____
4. Letters and postal cards arrived by first-class mail. 4. _____
5. Yes, Irene Dent works in our West Coast office. 5. _____
6. Many trucking companies travel across state lines. 6. _____
7. Thomas canceled the order by phone. 7. _____
8. Mrs. Weems recommended a hotel nearby. 8. _____
9. Both of us demanded an itemized bill. 9. _____

Lesson1

EXERCISES

Lesson1

NAME _____ DATE _____ SCORE _____

EXERCISE 1 Is the italicized word a noun or a pronoun? Circle N for noun or P for pronoun.

- | | |
|---|---------|
| 1. <i>Management</i> introduced some new procedures. | 1. N P |
| 2. Wholesalers offer cash discounts to <i>retailers</i> . | 2. N P |
| 3. Yes, Mrs. Webb, <i>your</i> reservation has been confirmed. | 3. N P |
| 4. As you know, Mrs. Dykstra, <i>you</i> are entitled to a 2 percent discount for payment within 30 days. | 4. N P |
| 5. Mr. Sheldon began working for our firm on a part-time basis while he was in <i>high school</i> . | 5. N P |
| 6. Paula Harte, our public relations director, asked <i>us</i> to reprint this press release. | 6. N P |
| 7. Our next convention will be in either <i>San Diego</i> or Chicago. | 7. N P |
| 8. After the meeting Mr. Adamley said, "Please ask <i>her</i> to revise these estimates." | 8. N P |
| 9. Dolores and Chuck purchased a new copier for <i>their</i> office. | 9. N P |
| 10. Many American business <i>leaders</i> have asked for copies of her speech. | 10. N P |
| 11. First, <i>we</i> should ask for an estimate. | 11. N P |
| 12. The punch <i>presses</i> stamp 40 pieces a minute. | 12. N P |
| 13. Please try to finish the <i>report</i> on time. | 13. N P |
| 14. <i>She</i> said the customer canceled the order. | 14. N P |
| 15. <i>I</i> believe this project will be completed by the end of March. | 15. N P |
| 16. The computer instruction contains fetch, initiate, and execute <i>stages</i> . | 16. N P |
| 17. None of the <i>material</i> has been ordered. | 17. N P |
| 18. Understandably, departmental cutbacks have meant decreased <i>efficiency</i> . | 18. N P |
| 19. If I were president, <i>I</i> would change several policies. | 19. N P |
| 20. Henry Dalton, <i>our</i> sales representative, made the adjustments. | 20. N P |

EXERCISE 2 Underline the adjectives in the following sentences. Then write each in the space at the right.

- | | |
|---|-----------|
| 1. We sent the brochures to local firms. | 1. _____ |
| 2. Mr. Anderson will check your last printout, and then he will return it to you. | 2. _____ |
| 3. Our department is moving to the third floor on Friday. | 3. _____ |
| 4. Plants grow well in Tom's sunny office. | 4. _____ |
| 5. Employees are given a leave of absence if they have a chronic illness. | 5. _____ |
| 6. The broken typewriter is being repaired. | 6. _____ |
| 7. Ms. Bussard handled several transactions today. | 7. _____ |
| 8. It was a good year for our business. | 8. _____ |
| 9. Did the new manager suggest changes yet? | 9. _____ |
| 10. I should replace the letter <i>B</i> and the number 8 on my old typewriter. | 10. _____ |

EXERCISE 3 Underline the verbs in the following sentences. Then write each in the space at the right.

- | | |
|--|----------|
| 1. They flew to New Hampshire on TWA Flight 384. | 1. _____ |
| 2. Regardless of the cost, buy several copies. | 2. _____ |
| 3. The customer examined the label carefully. | 3. _____ |
| 4. The calculator is a very useful machine. | 4. _____ |
| 5. The company and the union agreed jointly to a settlement. | 5. _____ |
| 6. The planners drove to the building site. | 6. _____ |

7. Her memo implied a reorganization of the staff. 7. _____
8. This newspaper publishes an interesting column for consumers. 8. _____
9. In his memo he spelled two words incorrectly. 9. _____
10. The first-, second-, and third-floor corridors smelled of fresh paint. 10. _____
11. Last week, we requested two free copies of the samples. 11. _____
12. Mr. Tenant returned the goods to the manufacturer. 12. _____
13. Five managers went to the regional meeting in Florida. 13. _____
14. Both of our assistants worked on the Olsen project. 14. _____
15. Our company hired 41 new people last year. 15. _____
16. Yesterday he repaired both of the machines in the mail room. 16. _____
17. Only she attended the recent seminar in New York. 17. _____
18. They asked for a cash discount on their last order. 18. _____
19. Mrs. Morton received only six of the nine items. 19. _____
20. One sales representative sold more than \$1 million worth of merchandise this year. 20. _____

EXERCISE 4 Is the italicized word a noun (N), a pronoun (P), an adjective (A), or a verb (V)? Circle the correct letter.


1. Their *partnership* showed a net profit of \$60,000 this year. 1. N P A V
2. For each house that *we* sell, we split the 6 percent commission with the broker. 2. N P A V
3. They saved 10 cents a copy by using a *plastic* binding. 3. N P A V

4. Work experience is what *you* must highlight in this section of your résumé. 4. N P A V
5. I *work* in the Trust Department, which manages investments. 5. N P A V
6. The Murphys plan to lease warehouse space in *Carthage*. 6. N P A V
7. *Their* most profitable franchise store is in Paw Paw, Michigan. 7. N P A V
8. Our insurance plan *includes* coverage for hospital care. 8. N P A V
9. *Additional* information on interest rates is in the book. 9. N P A V
10. The merchant *paid* his bills on time and therefore established a good credit reputation. 10. N P A V
11. Most families in my hometown own *their* homes. 11. N P A V
12. Mr. Rubin knows more about advertising than *Mr. Kelley*. 12. N P A V
13. *They* worked overtime for several weeks to take inventory. 13. N P A V
14. Your *role* as a citizen will change as you grow older. 14. N P A V
15. You will probably spend almost half of all your *waking* hours at work. 15. N P A V
16. Why did *it* take so long to complete the artwork? 16. N P A V
17. They *implemented* the sales program you recommended. 17. N P A V
18. Yes, Ben, this is an informative *magazine*. 18. N P A V
19. Of the three states, California *seems* to offer the greatest advantages. 19. N P A V
20. To improve our profit margin, we must reduce our overhead *costs*. 20. N P A V
21. In March, that plant shipped 7.5 tons of *aluminum*. 21. N P A V
22. Only Miss Holstein *recommended* that we raise the price. 22. N P A V
23. Both partners, Jack Grant and *she*, agreed to sell their First Street building. 23. N P A V
24. Apparently, she lost the *original* copy of the contract. 24. N P A V
25. Our Ohio center gives *excellent* service. 25. N P A V

Lesson2

A BRIEF REVIEW (CONTINUED)

Lesson2

 **ADVERBS.** An *adverb* is a word that modifies a verb, an adjective, or another adverb. Adverbs tell “how,” “when,” and “where.”

How: Move the cart *slowly*. (Or: *carefully*, *quickly*, and so on.)

When: May we have your reply *tomorrow*? (Or: *soon*? *immediately*? and so on.)


Where: Dr. Halvas moved his files *upstairs*. (Or: *downtown*, *there*, and so on.)

The four applicants did *well* on their employment tests. The adverb *well* modifies the verb *did*. It tells “how.” Did how? *Well*.

Recently, one of our directors was transferred to Ohio. The adverb *recently* modifies the verb *was transferred*. It tells “when.” Was transferred when? *Recently*.

[CHECKUP 1] Underline the adverbs in the following sentences. Then write each in the space at the right.

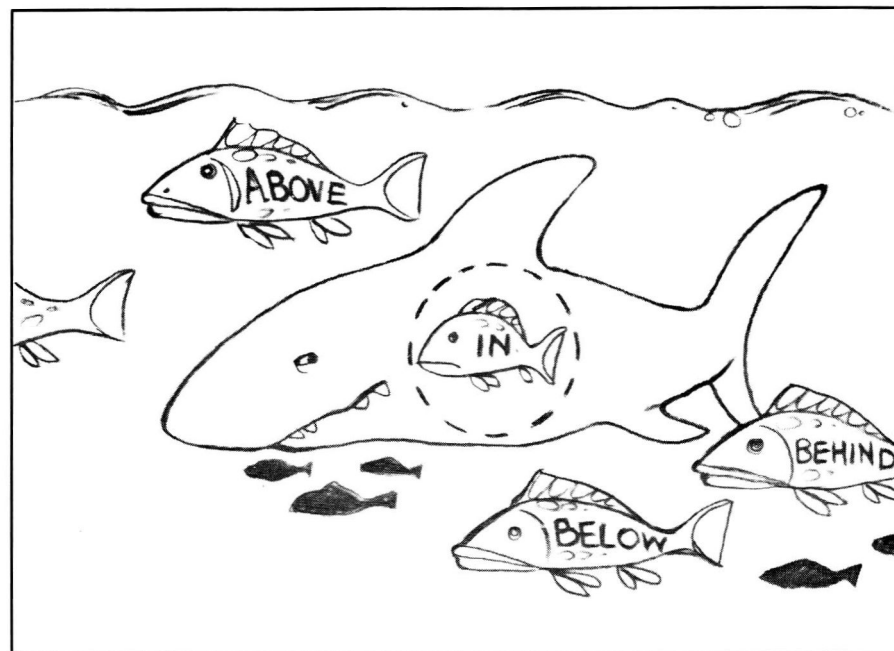
- | | |
|--|---------------------|
| 1. The auditors are working <u>carefully</u> on the books. | 1. <u>carefully</u> |
| 2. Raw materials are <u>very</u> expensive. | 2. <u>very</u> |
| 3. Prices dropped sharply on the stock market. | 3. _____ |
| 4. The mail finally arrived. | 4. _____ |
| 5. The carpet cleaners worked vigorously. | 5. _____ |
| 6. The critics agreed that the book was well written, that the facts were accurate, and that the price was reasonable. | 6. _____ |
| 7. Please acknowledge all orders immediately, Susan. | 7. _____ |
| 8. We sat quietly and listened to Miss Brunson’s speech. | 8. _____ |
| 9. Mr. Franks has been transferred downtown. | 9. _____ |

 **PREPOSITIONS.** A *preposition* is a word that shows the relationship of a noun or a pronoun to some other word in the sentence. Here are some commonly used prepositions:

at	under	on	before	until	of	through	for
in	over	by	after	between	to	during	with


The personnel director sat *behind* his desk. *Behind* is a preposition. It shows the relationship of the noun *desk* to the verb *sat*.

Please handle the production reports *for* me today. *For* is a preposition. It shows the relationship of the pronoun *me* to the noun *reports*.



[CHECKUP 2] Underline the prepositions in the following sentences. Then write each in the space at the right.

- | | |
|--|-----------------|
| 1. They argued <u>about</u> the terms. | 1. <u>about</u> |
| 2. The vice president gave us a new formula <u>for</u> a wage settlement. | 2. <u>for</u> |
| 3. He saw nothing wrong with the proposal. | 3. _____ |
| 4. They agreed on their goals. | 4. _____ |
| 5. Neither Bob nor Joan can handle the seminar for me. | 5. _____ |
| 6. The editor compared my writing to R. C. Schwab's. | 6. _____ |
| 7. The remodeling of the fifth floor will be completed by March 12. | 7. _____ |
| 8. Between you and me, I prefer working with Mrs. Houston. | 8. _____ |
| 9. During February we will offer a special 10 percent discount to our customers. | 9. _____ |
| 10. Please bring these pamphlets with you to the meeting. | 10. _____ |

 **CONJUNCTIONS.** A *conjunction* is a word used to join words, phrases, or clauses. Some commonly used conjunctions are:

and but or nor for yet so



At the top of the next column are some examples showing how conjunctions may be used to join words, phrases, and clauses.


Words: Sue *and* Kathleen operate the Xerox 9200.
Use a pencil *or* a pen to complete this form.

Phrases: During the day *and* in the evening, they work on their projects.

Clauses: The aides helped the nurses, *and* the nurses helped the doctors.

[CHECKUP 3] Underline the conjunctions in the following sentences. Then write each in the space at the right. (As you do so, can you tell whether the conjunction joins words, phrases, or clauses?)

- | | |
|--|-------------------------|
| 1. They bought <u>and</u> sold stocks. | 1. <u>and</u> (words) |
| 2. To hear <u>and</u> to listen are not quite the same. | 2. <u>and</u> (phrases) |
| 3. Sally works with her father and her uncle. | 3. _____ |
| 4. My cousin lives in Joliet, but she works in Chicago. | 4. _____ |
| 5. The voters signed and sealed their ballots. | 5. _____ |
| 6. Her book, <i>Success or Failure</i> , was published last month. | 6. _____ |
| 7. We must complete the project by June 2, so please put a "rush" on this order. | 7. _____ |
| 8. Mr. Florio will speak on career opportunities, and Miss Klein will speak on personnel policies. | 8. _____ |
| 9. Joan should ask for a revised estimate, or she should add 10 percent to last year's estimate. | 9. _____ |
| 10. Karen or Harold will be able to help you. | 10. _____ |

 **INTERJECTIONS.** An *interjection* is a word that expresses strong feeling.

Yea! We don't have to work tomorrow. It's Labor Day.

Whew! I don't have to drive today.

Ouch! That hurts.

Wow! Our team won first place.

Hurray! Our department received the safety award.

Lesson2

EXERCISES

Lesson2

NAME _____ DATE _____ SCORE _____

EXERCISE 1 Underline the adverbs in the following sentences. Then write each in the space at the right.

- | | |
|---|-----------|
| 1. Insurance rates are too high. | 1. _____ |
| 2. Taylor's will give you a really good buy. | 2. _____ |
| 3. The clerk feels very bad about your transfer to Maine. | 3. _____ |
| 4. My boss talks rapidly on the telephone. | 4. _____ |
| 5. The maintenance crew cleaned the area quickly. | 5. _____ |
| 6. Her secretary politely greeted the visitor. | 6. _____ |
| 7. He said he would return shortly. | 7. _____ |
| 8. My supervisor was directly responsible for my promotion. | 8. _____ |
| 9. The old price, 49 cents, is incorrectly listed on page 12. | 9. _____ |
| 10. We readily agreed to a 30-year mortgage. | 10. _____ |
| 11. Our company is moving downtown. | 11. _____ |
| 12. Please answer this immediately. | 12. _____ |
| 13. Alston's has seven conveniently located stores. | 13. _____ |
| 14. The luncheon was excellently prepared. | 14. _____ |
| 15. He responded negatively to both questions. | 15. _____ |

EXERCISE 2 Underline the prepositions in the following sentences. Then write each in the space at the right.

- | | |
|---|----------|
| 1. Between the books, you'll find the clipping. | 1. _____ |
| 2. The papers were on the desk, weren't they? | 2. _____ |
| 3. During the convention, we saw many of our competitors. | 3. _____ |

- | | |
|---|-----------|
| 4. I received a letter from Mrs. Furjanic. | 4. _____ |
| 5. Arnold Jennings, 44, has been promoted to sales manager. | 5. _____ |
| 6. We have had a 5 percent increase in sales this year. | 6. _____ |
| 7. Price reductions range from 5 to 25 percent. | 7. _____ |
| 8. Most of the goods received were of top quality. | 8. _____ |
| 9. On December 4, 1977, construction began on our present headquarters. | 9. _____ |
| 10. Please send us 50 copies of your latest brochure. | 10. _____ |
| 11. Frank said, "Between you and me, I think we should cancel the project." | 11. _____ |
| 12. Order one for Mr. Hobart and two for us. | 12. _____ |
| 13. By July we should have more than 45 percent of the market share. | 13. _____ |
| 14. Mrs. Folger said we will meet in the conference room at 2:30 p.m. | 14. _____ |
| 15. We may have the room until 4:30 p.m. | 15. _____ |

EXERCISE 3 Underline the conjunctions in the following sentences. Then write each in the space at the right.

- | | |
|--|----------|
| 1. We called but no one answered. | 1. _____ |
| 2. The firm recommended Jean and me for promotions. | 2. _____ |
| 3. Mr. Vandermuellen can use the manual or electric typewriter. | 3. _____ |
| 4. Mark the envelope "Personal," and send it by messenger, please. | 4. _____ |

5. "Please answer the question yes or no," said the judge. 5. _____
6. Canceled checks are checks that have been paid by the bank and stamped "Paid." 6. _____
7. Please try to arrive by 9:15 or 9:30. 7. _____
8. The package was marked "Fragile," but apparently labels mean nothing to carriers. 8. _____
9. Her most recent article, "Management and Training," was accepted for publication. 9. _____
10. The tickets are for Ms. Arnold and me. 10. _____
11. Please mail these contracts by registered mail, or send them by messenger. 11. _____
12. We asked Mrs. Henley to join us for dinner, but she had to leave for the airport. 12. _____

EXERCISE 4 Underline the interjections in the following sentences. Then write each in the space at the right.

1. Oops! I goofed. 1. _____
2. Shhh! You're making too much noise. 2. _____
3. Oh! Didn't you see the sign? 3. _____
4. Aw! I'm sorry about that. 4. _____
5. Wow! That was some sale you made yesterday. 5. _____

EXERCISE 5 What part of speech is the italicized word? Write your answer on the line at the right.

1. Newspapers *and* magazines need reporters to gather information. 1. _____
2. *American* consumers are improving their buying habits. 2. _____
3. The *management* of hotels and motels is very complex. 3. _____
4. Cashiers will collect *your* money as you leave. 4. _____
5. Travel businesses *build* their reputations on providing quick service. 5. _____

6. These pamphlets are provided free by the federal government. 6. _____
7. Credit plays a big part in our *daily* lives. 7. _____
8. The Goodwin family made a budget of income and *expenses*. 8. _____
9. The bank required an *identification* card. 9. _____
10. A profitable business *pays* dividends to stockholders. 10. _____
11. Organizations sell bonds *periodically*. 11. _____
12. When you invest in bonds, *you* lend money. 12. _____
13. *Oh!* I'm glad that you're going back to work. 13. _____
14. Our car is *in* the repair shop. 14. _____
15. *I* forgot to mail the report. 15. _____
16. The *government* requires detailed labeling on some processed foods. 16. _____
17. He *and* John think they can handle the assignment. 17. _____
18. Can you and Mary give *us* your decision by Monday? 18. _____
19. He said that he was still waiting for the *mail*. 19. _____
20. I want you to consider Sue's proposal *carefully*. 20. _____
21. Why not have the witnesses explain *their* versions of the accident? 21. _____
22. The report is now finished, *so* you can relax. 22. _____
23. *Start* each day's dictation on a new notebook page. 23. _____
24. Begin typing the message a double space after the *salutation*. 24. _____
25. *During* the week of May 5, we will travel to Houston. 25. _____

Lesson 3

THE SENTENCE

Lesson 3



THE SENTENCE—A COMPLETE THOUGHT. A *sentence* is a group of words expressing a complete thought. If a group of words does not express a complete thought, it is not a sentence.

A quiet, efficient worker. This is not a sentence. It does not express a complete thought. You need to know more. Did the worker do or say something? Did someone say something about *a quiet, efficient worker*? By themselves, the words *a quiet, efficient worker* make no sense. You need more information.

The supervisor said Charles is a quiet, efficient worker. This is a sentence. It expresses a complete thought. What did the supervisor do? "The supervisor said Charles is a quiet, efficient worker."

[CHECKUP 1] Tell whether each of the following word groups is or is not a sentence. If the group of words is a sentence, circle S. If not, circle NS.

- | | |
|--|-----------|
| 1. My secretary typed all these letters. | 1. (S) NS |
| 2. Miss Harte is the head of our advertising department. | 2. (S) NS |
| 3. Whom they plan to support. | 3. S NS |
| 4. Joan's report on fringe benefits, which I mailed to you last week, should help. | 4. S NS |
| 5. They were correct. | 5. S NS |
| 6. Attorney General Bradford read a statement to the reporters. | 6. S NS |
| 7. Although the electricians wired the plant. | 7. S NS |
| 8. The buyer's and the seller's signatures. | 8. S NS |



THE SUBJECT—A NOUN OR A PRONOUN. Every sentence has two parts, the subject and the verb. The *subject* of a sentence names a person, place, or thing about which something is being said. The subject shows who is speaking, who is spoken to, or the person or thing spoken about.

Who is speaking:

***I* presented this month's sales figures to the Board of Directors.** The subject is *I*, the person who is speaking. This subject names a person.

Who is spoken to:

***You* may work 35 hours this week.** The subject is *you*, the person spoken to. This subject names a person.

Who is spoken about:

***Charles Powers* is the new plant manager in Rockford.** The subject is *Charles Powers*, the person spoken about. This subject names a person.

What is spoken about:

***Detroit* is the car capital of the world.** The subject is *Detroit*, the thing spoken about. This subject names a place.


What is spoken about:

***Her skill* as a manager is well known.** The subject is *skill*, the thing spoken about. This subject names a thing.

[CHECKUP 2] Underline the subject in each of the following sentences. Then write it in the space at the right.

- | | |
|--|---------------------|
| 1. <u>Democracy</u> is our way of life. | 1. <u>Democracy</u> |
| 2. The company's <u>managers</u> are holding their monthly meeting this afternoon. | 2. <u>managers</u> |
| 3. Everyone has submitted his or her expense account. | 3. _____ |
| 4. Can Sue give us a decision by Friday? | 4. _____ |
| 5. The Salisburys have sent in their signed agreement. | 5. _____ |
| 6. I have invited everyone in the office. | 6. _____ |
| 7. Brad Wilkie is the director of Personnel for Flex Plastics, Inc. | 7. _____ |
| 8. Two assistants will be promoted to manager next September. | 8. _____ |

9. They canceled the meeting with Mr. Hodges next Tuesday. 9. _____
10. The decision to offer a special discount was Miss Paulson's. 10. _____
11. The plans we made for our vacation had to be changed. 11. _____
12. Her manager will be out of town for nearly three weeks. 12. _____


 **THE UNDERSTOOD SUBJECT.** In sentences that give a command or make a request, the subject is always understood to be *you*. But the word *you* frequently does not appear in such sentences. It does not appear because the *you* is understood when one person is speaking directly to another.

Watch for the mail messenger. The sentence gives a command. The subject is understood to be *you*: (You) Watch for the mail messenger.

Please return the manuscript. The sentence makes a request. The subject is understood to be *you*: (You) Please return the manuscript.

[CHECKUP 3] Write the subject for each of the following sentences in the space provided. If the subject is understood to be *you*, write (You).

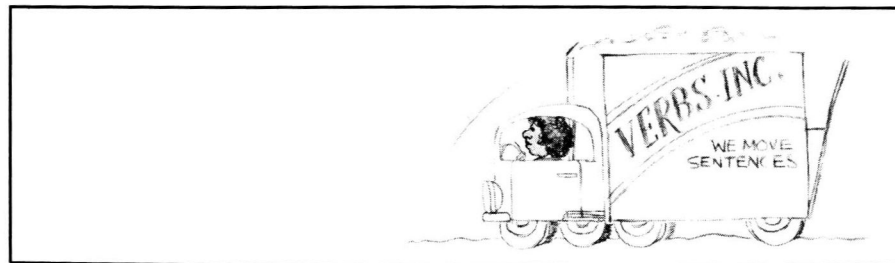
1. By tomorrow morning, send these pamphlets to Wesco Business Machines. 1. (You)
2. Please make two copies of this report for Mrs. James and her assistant. 2. (You)
3. Ask Edna and Paul how much time it will take to complete this project. 3. _____
4. John asked Edna and Paul how much time it would take to complete the project. 4. _____
5. Allen checked these statistics carefully. 5. _____
6. Check these statistics carefully, please. 6. _____
7. The reason the shipment is late is that the truckers are on strike. 7. _____
8. The contract specifies a delivery date of August 12. 8. _____
9. Miss Kowolski will show us how to use these machines. 9. _____

 **THE VERB—THE ACTION WORD.** Just as every sentence must have a subject, so every sentence must have a verb. The *verb* is a word that tells what the subject does, what the subject is, or what happens to the subject.

Tells what the subject does: Our manager *hired* two new employees this week. The verb *hired* tells what the manager did.

Tells what the subject is: Ms. Ila Todd *is* our office manager. The verb *is* tells what Ms. Ila Todd is.

Tells what happens to the subject: Our office manager *was promoted* to assistant director. The verb *was promoted* tells what happened to our office manager. Note that this verb has two words.



[CHECKUP 4] Underline the verb in each of the following sentences. Then write it in the space at the right.

1. The computer produces this printout report. 1. produces
2. Ralph is the purchasing agent for Blockson Chemical Company. 2. is
3. The electricians restored the power for us. 3. _____
4. The food in our company cafeteria tastes good. 4. _____
5. We referred the caller to Mrs. Mino for further assistance. 5. _____
6. She processed the orders within 24 hours. 6. _____
7. Gale completed the estimate before the end of the day. 7. _____
8. On Monday all of us attended the meeting in the auditorium. 8. _____
9. We thanked Mrs. Hodges for all her help on the project. 9. _____

Lesson 3

EXERCISES

Lesson 3

NAME _____ DATE _____ SCORE _____

EXERCISE 1 Tell whether each of the following word groups is or is not a sentence. If the group of words is a sentence, circle S. If not, circle NS.

- | | |
|--|----------|
| 1. Organization makes the office run smoothly. | 1. S NS |
| 2. Dr. Russell Salle delivered a speech on the economy. | 2. S NS |
| 3. They keep accurate records of their purchases. | 3. S NS |
| 4. Whom we all admired. | 4. S NS |
| 5. The editor's decisions are final. | 5. S NS |
| 6. Sitting on the desk. | 6. S NS |
| 7. Where are you going? | 7. S NS |
| 8. Who bought the supplies? | 8. S NS |
| 9. Across the bridge on the other side of the building. | 9. S NS |
| 10. Go to the meeting at 2 p.m. | 10. S NS |
| 11. They canceled the meeting with Mr. Hodges. | 11. S NS |
| 12. Send these brochures to Flex Plastics. | 12. S NS |
| 13. One of the sales managers. | 13. S NS |
| 14. The seminar next week. | 14. S NS |
| 15. The second chapter in this book. | 15. S NS |
| 16. Miss Portland's secretary is on vacation. | 16. S NS |
| 17. A profit of 15 percent. | 17. S NS |
| 18. Does Mr. Leonard want to see the monthly sales report? | 18. S NS |
| 19. A delay in shipping merchandise. | 19. S NS |
| 20. Print 2,000 copies of this booklet, please. | 20. S NS |

EXERCISE 2 Underline the subject and the verb in each of the following sentences. Then write them in the space provided.

- Peggy is an interior decorator. _____
- The emphasis is on quantity, not quality. _____
- Mr. Anderson owns a building on West Tenth Street. _____

- The sun rose at 7:18 this morning. _____
- She lives near our Elm Street store. _____
- Brooks Brothers is opening another store. _____
- Changing Times* is published every month by Kiplinger. _____
- The Board of Directors meets each Monday at three o'clock. _____
- They fill all orders promptly. _____
- The employees worked overtime yesterday. _____
- Your estimates for printing are in the folder. _____
- What are her reasons for resigning? _____
- Mary Ann told us about the shipping orders. _____
- The next chapter clarifies the answer. _____
- Please repeat that number. _____
- Consumers save money by producing some of their own goods and services. _____
- Budgeting is only the first step in managing money wisely. _____

18. Banks earn their income by lending money for interest. _____

19. The waiting driver raced his engine. _____

20. Yes, we must raise our prices. _____
21. The projects showed a gross profit of 12 percent over a four-month period. _____
22. Check her reports for advertising and promotion ideas. _____

23. We place news releases in local and regional newspapers. _____

24. He seldom comes in on time. _____
25. No one applied for the job in the data processing department. _____

26. We waited for some time before calling him. _____

27. They sometimes visit our branch office. _____

28. We need computers in our office. _____
29. The landlord of our office building increased the rent. _____

30. I had begun to read the manual when the lights went out. _____

31. Use the first elevator to reach the top floor. _____

32. They laid the foundation on December 4. _____

33. Sheila now works for a publishing company. _____

34. We must meet the June 15 deadline. _____

35. The car performed well under road conditions. _____

36. The fringe benefits we received with the new contract were quite good. _____
37. He received the books this morning. _____

38. What was the job title? _____
39. Our program was run by the computer. _____

40. I will meet you in a half hour. _____
41. Many objections were voiced by the members. _____

42. The Federal Bureau of Investigation has many regional offices. _____

43. We modified our contract to meet the demands of the director. _____

44. He attributes the plant's improved safety record to our recent training program. _____
45. The FCC's ruling was announced yesterday. _____

46. I have seen the petition of the grievance committee. _____

47. The proceeds of the drive are going to charity. _____

48. Several members were invited to the Saturday evening banquet. _____

49. The river has risen to flood level. _____
50. Jane's report, which I sent you, should help. _____
