

A. Directions: First review how the principal parts of regular and irregular verbs are formed (see ¶1030 and ¶1035). Then, for each boldface verb in the following sentences, write the specified tense of the verb in the answer column. **References:** Consult the rules shown below as you complete the exercise. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

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| 1. Present tense: Alan always do an excellent job of summarizing our discussions. | 1. _____ | 1031b
1035b |
| 2. Future tense: Natalie finish the statistical analysis that you started. | 2. _____ | 1031c |
| 3. Past tense: Mr. Porter go to Chicago last week to meet with his lawyers. | 3. _____ | 1032a
1030b |
| 4. Present perfect tense: I have see the review of your new book on telecommunications. | 4. _____ | 1033a
1030b |
| 5. Present progressive tense: We are issue new directives to our staff this week. | 5. _____ | 1034a
1030a |
| 6. Past progressive tense: Jan was cancel her credit cards all during the week. | 6. _____ | 1034b
1030a |
| 7. Present perfect progressive tense: Our sales have been slip continually. | 7. _____ | 1034d
1030a |
| 8. Present passive tense: I am expect to do the work of two people. | 8. _____ | 1036
1030a |
| 9. Past passive tense: Charlie was choose to head the Eastern Region's sales staff. | 9. _____ | 1036
1030b |
| 10. Present perfect passive tense: They have been transfer to the Boston office. | 10. _____ | 1036
1030a |

B. Directions: If any of the boldface verbs are incorrectly used in the following sentences, write the correct form in the answer column. If a sentence is correct as given, write C in the answer column. **References:** ¶¶1030–1033.

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| 11. Past tense: I liked the movie <i>Burnt by the Sun</i> so much that I seen it four times. | 11. _____ | 1032b
1030b |
| 12. Past tense: Christopher done the whole report without any help from others on staff. | 12. _____ | 1032b
1030b |
| 13. Past tense: Timothy brung me the news about your graduating with honors. | 13. _____ | 1032b |
| 14. Past tense: We begun the board meeting without waiting for Mrs. Farragut. | 14. _____ | 1032b |

15. **Past tense:** This sweatshirt **shrank** about two sizes after only one washing.
16. **Present perfect tense:** The temperature **has rose** to 90°F every day this week.
17. **Present perfect tense:** My neighbor, John Forest, **has broke** my lawn mower for the last time.
18. **Present perfect tense:** I **have wrote** only two job application letters so far this month.

15. _____ 1032b

16. _____ 1033a

17. _____ 1033a

18. _____ 1033a
1030b

C. Directions: The subject of an independent or dependent clause appears in boldface in each of the following sentences. Select the correct verb form in parentheses, and write your answer in the answer column. **References:** Consult the rules shown below as you complete this exercise.

19. It is essential that these **orders** (are, be) shipped by the end of the week.
20. It is urgent that **Molly** (prepare, prepares) a revised draft of the report.
21. I wish I (was, were) more at ease during my weekly meetings with Mrs. Hennessey.
22. If I (was, were) better coordinated, I would take up cross-country skiing.
23. If I (had, would have) been asked to speak, I would have gladly done so.
24. Phil acts as if **he** (was, were) the greatest computer programmer in the world.
25. Sarah said that **she** (is, was) planning to return to college this fall.

19. _____ 1038a

20. _____ 1038b

21. _____ 1039a

22. _____ 1040a

23. _____ 1040b

24. _____ 1042

25. _____ 1047

D. Directions: The subject of an independent or dependent clause appears in boldface in each of the following sentences. Select the verb form in parentheses that agrees with the boldface subject, and write your answer in the answer column. **References:** Consult the rules shown below as you complete this exercise.

26. I (am, is) the only person who can manage to get along with clients like Mr. Henderson.
27. Only **you** (has, have) the full confidence of all the members of the board.
28. **Jennifer Waterman** (doesn't, don't) handle incoming calls as well as she should.
29. **We** (was, were) quite disappointed by the company's performance last year.

26. _____ 1001a

27. _____ 1001a

28. _____ 1001a

29. _____ 1001a

Grammar: Subjects and Verbs (Continued)

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| 30. They (has, have) been devising a new organization for the entire company. | 30. _____ 1001a |
| 31. Tom and Greg (is, are) going to attend the conference in London with me. | 31. _____ 1002a |
| 32. Every car, van, and truck (is, are) on sale during the next two weeks. | 32. _____ 1002c |
| 33. Either Helen or her mother (has, have) walked off with the keys to my condo. | 33. _____ 1003 |
| 34. Neither Ms. Welling nor the Silbers (is, are) planning to attend the reception. | 34. _____ 1005 |
| 35. The invoice for these laptop computers (contains, contain) many errors. | 35. _____ 1006a |
| 36. The CEO , along with his top managers, (is, are) leaving for Tokyo tomorrow. | 36. _____ 1006a
1007 |
| 37. One of the photocopiers (is, are) going to be taken out of service again. | 37. _____ 1008a |
| 38. Each strategy that you have proposed (has, have) to be carefully evaluated. | 38. _____ 1009a |
| 39. Everybody in the audience (seems, seem) enthusiastic about the performance. | 39. _____ 1010 |
| 40. Many of us (was, were) not asked to provide our reactions to the new ad campaign. | 40. _____ 1012 |

E. Directions: The subject of an independent or dependent clause appears in boldface in each of the following sentences. Select the correct verb form in parentheses, and write your answer in the answer column. **References:** Consult the rules shown below as you complete this exercise.

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| 41. All of the proceeds from this campaign (is, are) being donated to the United Way. | 41. _____ 1013a |
| 42. None of the applicants (was, were) hired for this job opening. (<i>General usage</i>) | 42. _____ 1013b |
| 43. The criteria (has, have) been revised by the executive compensation committee. | 43. _____ 1018a
614 |
| 44. The jury (has, have) finally agreed on a verdict. | 44. _____ 1019a |
| 45. A number of employees (has, have) signed up for the grammar seminar. | 45. _____ 1023 |

46. The number of employees who signed up (was, were) not as large as I had hoped. 46. _____ 1023
47. Two-thirds of the community (supports, support) the plan to build a new high school. 47. _____ 1025a
48. Two-thirds of the voters (supports, support) the plan to build a new high school. 48. _____ 1025b
49. What actions (am, are) I supposed to take on the basis of Jim Farley's memo? 49. _____ 1027a
50. Before we can make a decision, there (is, are) many factors that need to be weighed. 50. _____ 1028a

F. Directions: Edit the following paragraph to correct any errors. Use appropriate proofreaders' marks (shown on pages 420-421 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in §§1001-1047 as you complete this exercise.

I wish I was a better athlete. Unfortunately, my body 1
 don't respond extremely well to the directions issued by my 2
 brain. My problems started early. I crashed my tricycle into a 3
 car, and my collarbone was broke as a result. I done the same 4
 thing to my collarbone the following year. My roller skates 5
 came apart as I begun to go down a slight incline. One of my 6
 friends have reminded me of the time when I, along with some 7
 classmates, were cutting through a gas station on a bicycle. On 8
 that occasion I flew headfirst over the handlebars into an ele- 9
 gant pyramid of oilcans. There is probably some extremely good 10
 explanations for my lack of coordination, but none of those 11
 explanations interests me. A number of my neighbors has tried 12
 to get me to go jogging with them, but I always respond with the 13
 words of Robert Maynard Hutchins: "Whenever I feel like exercise, 14
 I lie down until the feeling passes." 15