**GEST Exams Prep**

* Sentence fragment
* Parallelism
* Coordinators
* Meetings
* Functions of the Chairperson, members and secretary before, during and after.
* Report of research given
* Agenda and Minutes

**Sentence Fragments:** A sentence is a group of words that contain three things:

* A subject
* A predicate or complete verb
* An independent clause or a complete thought.

Sentence fragment is a group of words that lacks one or more of these three things. While there are many ways to end up with a fragment, almost every fragment is simply a result of one of the following three problems

* It is missing a subject
* It is missing a verb
* It fails to complete the thought it starts.

**IDENTIFYING AND CORRECTING SENTENCE FRAGMENTS**

In general, sentence fragments can be corrected by rewriting the fragment as a complete sentence or connecting the fragment to an independent clause.

**Correcting a Sentence Fragment with a Missing Subject**

Except for a command with an implied or understood subject, a word group punctuated as a sentence without a subject is a sentence fragment.

**Example 1:**

**Fragment:** Michelle came into the room. Closed the door.

How to: Include an appropriate subject to form an independent clause.

**Correction:** Michelle came into the room. She closed the door.

**Example 2:**

**Fragment:** Was running late that day.

**Correction:** I was running late that day.

**Example 3:**

**Fragment:** Told her about the broken vase.

**Correction:** I told her about the broken vase.

**Correcting a Sentence Fragment with a Missing or Incomplete Verb**

In order for a sentence to be complete, it must contain a complete verb in an independent clause. A word group punctuated as a sentence without a complete verb is a sentence fragment.

**Example 1:**

**Fragment:** The assembly person in our district.

How to: Include a predicate or complete verb to form an independent clause. **Correction:** The assembly person in our district works diligently.

**Example 2:**

**Fragment:** The statue standing in the rotunda of the building.

How to: Add a helping verb to form a predicate or complete verb.

**Correction:** The statue is standing in the rotunda of the building.

**Example 3:**

**Fragment:** The birch trees with their rattling yellow leaves.

**Correction:** The birch trees with their rattling yellow leaves swayed in the wind.

**Example 4:**

**Fragment:** Children helping in the kitchen.

**Correction:** Children helping in the kitchen often make a mess.

**Correcting a Dependent Clause Fragment**

A main or independent clause can stand alone as a complete sentence. However, a dependent or subordinate clause—because it begins with a subordinating conjunction or relative pronoun needs to be attached to an independent clause.

**Example 1:**

**Fragment:** After Maria bought the biology book.

How to: Attach the dependent clause to an independent clause.

**Correction:** After Maria bought the biology book, she began studying for her exam.

In the above example, the subordinating conjunction “after” indicates a time relationship between the two clauses.

How to: Delete the subordinating conjunction.

Correction

Maria bought the biology book.

**Correcting a Sentence Fragment that begins with a preposition**

When you see a preposition, check to see that it is part of sentence containing a subject and a verb. If it is not connected to a complete sentence, it is a fragment, and you will need to fix this type of fragment by combining it with another sentence. You can add the prepositional phrase to the end of the sentence. If you add it to the beginning of the other sentence, insert a comma after the preposition phrase.

**Example 1:**

**Fragment:** After walking over two miles. John remembered his wallet.

**Correction:** After walking over two miles, John remembered his wallet.

**Correction:** John remembered his wallet after walking over two miles.

**Example 2:**

**Fragment:** The dog growled at the vacuum cleaner. When it was switched on.

**Correction:** When the vacuum cleaner was switched on, the dog growled.

**Correction:** The dog growled at the vacuum cleaner when it was switched on.

Correcting a Sentence Fragment that begins with Gerunds

When you encounter a word ending in -ing in a sentence, identify whether or not this word is used as a verb in the sentence. You may also look for a helping verb. If the word is not used as a verb or if no helping verb is used with the -ing verb form, the verb is being used as a noun. An -ing verb form used as a noun is called a gerund.

**Verb:** I was (helping verb) working(verb) on homework until midnight.

**Noun:** Working until midnight makes me tired the next morning.

Once you know whether the -ing word is acting as a noun or a verb, look at the rest of the sentence. Does the entire sentence make sense on its own? If not, what you are looking for is a fragment. You will need to either add the parts of speech that are missing or combines the fragment with a nearby sentence.

**Example 1:**

Phrases which include words ending in -ing often appear as fragments:

**Fragment:** Biking and swimming after work on Thursday.

**Correction:** Mitchell went biking and swimming after work on Thursday.

**Parallelism**

In English grammar, parallelism (also called parallel structure or parallel construction) is the repetition of the same grammatical form in two or more parts of a sentence.

**Not parallel:** I like to jog, bake, paint, and watching movies.

**Parallel:** I like to jog, bake, paint, and watch movies.

**Parallel:** I like jogging, baking, painting, and watching movies.

Maintaining parallel structure helps you to avoid grammatically incorrect sentences and improves your writing style. Although lack of parallelism is not always strictly incorrect, sentences with parallel structure are easier to read and add a sense of balance to your writing.

Parallel construction is most commonly used in sentences containing elements that appear in a series or in a pair. It is also applied to headings and outlines in academic writing.

**Parallel Structure in a series**

Use parallel construction when items in a series have an equal level of importance. These items are usually joined by commas or semicolons along with **and** or **or**.

**Parallel words**

On the word level a noun should be grouped with other nouns, an adjective with other adjectives and so on.

Not parallel: The company is looking for a candidate who is friendly, organized, meticulous, and is going to arrive to work on time.

Parallel: The company is looking for a candidate who is friendly, organized, meticulous, and punctual.

When a series is composed of verbs, do not mix forms. For example, mixing an infinitive (a verb beginning with to) with a gerund (a verb form ending in -ing) breaks parallel structure.

Not parallel: The participants in the workshop learned how to communicate, negotiate, and working collaboratively for the most effective outcome.

Parallel: The participate in the workshop learned how to communicate, negotiate, and work collaboratively for the most effective outcome.

**PUT STRUCTURALLY EQUIVALENT WORDS OR PHRASES IN THE SAME PART OF SPEECH.**

Not parallel: The position required experience, friendly, and get up early.

Parallel (all nouns): The position required experience, friendliness, and a willingness to get up early.

Parallel (all adjectives): They wanted someone who was experienced, friendly, and willing to get up early.

Parallel (all verbs): They wanted someone who had experience, was friendly, and liked to get up early.

**PUT STRUCTURALLY EQUIVALENT VERBS IN THE SAME FORM.**

Not parallel: Good health requires eating right and exercise regularly.

Parallel: Good health requires eating right and exercising regularly.

Parallel: I have always eaten right and exercised regularly.

Parallel: It is just as important to eat right as to exercise regularly.

Parallel: A person should not only eat right but also exercise regularly.

Parallel: My overworked boss neither eats right nor exercises regularly.

**USE CLAUSES OR COMPLETE SENTENCES CONSISTENTLY.**

Not parallel: Three reasons were given for the concert’s cancellation: the lead singer was sick, low ticket sales, and because the drummer had left the band.

Parallel Sentences: Three reasons were given for the concert’s cancellation: the lead singer was sick, ticket sales were low, and the drummer had left the band.

Not parallel: The county explained when the cleanup would begin and it would be funded by a referendum.

Parallel Clauses: The county explained when the cleanup would begin and how it would be funded.

Parallel Clauses: The county explained that the cleanup would begin in June and that it would be funded by a referendum.

**Sentence Fragments Practice Questions**

1. **Fragment:** After the party. **Corrected:** After the party, we went home.
2. **Fragment:** Because she was tired. **Corrected:** She went to bed early because she was tired.
3. **Fragment:** While waiting for the bus. **Corrected:** While waiting for the bus, he read a book.
4. **Fragment:** Running through the park. **Corrected:** She was running through the park this morning.
5. **Fragment:** When we arrive. **Corrected:** We will call you when we arrive.
6. **Fragment:** If it rains tomorrow. **Corrected:** If it rains tomorrow, we will cancel the picnic.
7. **Fragment:** Although he tried his best. **Corrected:** Although he tried his best, he couldn't finish the race.
8. **Fragment:** Before the sun sets. **Corrected:** We need to finish our work before the sun sets.
9. **Fragment:** During the summer vacation. **Corrected:** During the summer vacation, we traveled to Italy.
10. **Fragment:** Since she moved to the city. **Corrected:** Since she moved to the city, she has made many new friends.
11. **Fragment:** Unless you tell me. **Corrected:** I won't know what to do unless you tell me.
12. **Fragment:** Despite the bad weather. **Corrected:** Despite the bad weather, the event was a success.
13. **Fragment:** The moment he arrived. **Corrected:** The moment he arrived, everyone started clapping.
14. **Fragment:** Without any help. **Corrected:** She completed the project without any help.
15. **Fragment:** As soon as the meeting ended. **Corrected:** As soon as the meeting ended, they left the office.
16. **Fragment:** Until the sun rises. **Corrected:** We can stay up and talk until the sun rises.
17. **Fragment:** Whenever you are ready. **Corrected:** We can leave whenever you are ready.
18. **Fragment:** After finishing the book. **Corrected:** After finishing the book, she wrote a review.
19. **Fragment:** Although it was late. **Corrected:** Although it was late, he decided to call her.
20. **Fragment:** Because they were lost. **Corrected:** They asked for directions because they were lost.
21. **Fragment:** When the clock struck midnight. **Corrected:** When the clock struck midnight, they cheered and celebrated.
22. **Fragment:** Since we last met. **Corrected:** I haven't seen him since we last met.
23. **Fragment:** Until the rain stops. **Corrected:** We will wait here until the rain stops.
24. **Fragment:** Even if it takes all night. **Corrected:** Even if it takes all night, I will finish this report.
25. **Fragment:** After the storm. **Corrected:** After the storm, the sky was clear and blue.
26. **Fragment:** Although he knew the answer. **Corrected:** Although he knew the answer, he did not raise his hand.
27. **Fragment:** Because of her hard work. **Corrected:** She was promoted because of her hard work.
28. **Fragment:** During the concert. **Corrected:** During the concert, the audience was captivated by the performance.
29. **Fragment:** While we were hiking. **Corrected:** While we were hiking, we saw a beautiful waterfall.
30. **Fragment:** If you need any help. **Corrected:** If you need any help, please let me know.

**Parallelism Practice Questions**

1. **Incorrect:** She likes cooking, jogging, and to read. **Corrected:** She likes cooking, jogging, and reading.
2. **Incorrect:** He wanted to study biology, chemistry, and to major in physics. **Corrected:** He wanted to study biology, chemistry, and physics.
3. **Incorrect:** The teacher said that she was a good student because she was quiet, respectful, and listens carefully. **Corrected:** The teacher said that she was a good student because she was quiet, respectful, and attentive.
4. **Incorrect:** The company values integrity, honesty, and being efficient. **Corrected:** The company values integrity, honesty, and efficiency.
5. **Incorrect:** He is talented, hardworking, and has dedication. **Corrected:** He is talented, hardworking, and dedicated.
6. **Incorrect:** She enjoys dancing, singing, and to play the piano. **Corrected:** She enjoys dancing, singing, and playing the piano.
7. **Incorrect:** For our vacation, we plan to hike, swim, and we will be exploring new places. **Corrected:** For our vacation, we plan to hike, swim, and explore new places.
8. **Incorrect:** He is responsible for managing the team, coordinating the project, and he also has to prepare reports. **Corrected:** He is responsible for managing the team, coordinating the project, and preparing reports.
9. **Incorrect:** The job requires someone who is skilled, experienced, and can work independently. **Corrected:** The job requires someone who is skilled, experienced, and independent.
10. **Incorrect:** She is not only intelligent but also works hard. **Corrected:** She is not only intelligent but also hardworking.
11. **Incorrect:** The project will involve planning, implementation, and testing the results. **Corrected:** The project will involve planning, implementing, and testing the results.
12. **Incorrect:** He wanted to win not just for the prize but to gain respect. **Corrected:** He wanted to win not just for the prize but also to gain respect.
13. **Incorrect:** The seminar was informative, engaging, and it inspired the audience. **Corrected:** The seminar was informative, engaging, and inspiring.
14. **Incorrect:** We enjoy hiking in the mountains, swimming in the ocean, and to explore new cities. **Corrected:** We enjoy hiking in the mountains, swimming in the ocean, and exploring new cities.
15. **Incorrect:** She is known for her intelligence, her dedication, and she is very kind. **Corrected:** She is known for her intelligence, her dedication, and her kindness.
16. **Incorrect:** They need to plan the schedule, coordinate with suppliers, and ensure timely delivery. **Corrected:** They need to plan the schedule, coordinate with suppliers, and ensure timely delivery.
17. **Incorrect:** He likes not only playing soccer but also to watch it on TV. **Corrected:** He likes not only playing soccer but also watching it on TV.
18. **Incorrect:** The job requires you to be on time, work hard, and be efficient. **Corrected:** The job requires you to be on time, work hard, and be efficient.
19. **Incorrect:** I prefer reading books over to watch movies. **Corrected:** I prefer reading books over watching movies.
20. **Incorrect:** The goals of the program are to increase efficiency, reduce costs, and improving customer satisfaction. **Corrected:** The goals of the program are to increase efficiency, reduce costs, and improve customer satisfaction.
21. **Incorrect:** He is both a talented musician and writes very well. **Corrected:** He is both a talented musician and a skilled writer.
22. **Incorrect:** They argued not only about the rent but also the utility bills. **Corrected:** They argued not only about the rent but also about the utility bills.
23. **Incorrect:** She wants to learn how to play the guitar, to speak Spanish, and baking cakes. **Corrected:** She wants to learn how to play the guitar, speak Spanish, and bake cakes.
24. **Incorrect:** His responsibilities include managing the team, preparing reports, and to attend meetings. **Corrected:** His responsibilities include managing the team, preparing reports, and attending meetings.
25. **Incorrect:** The project involves data collection, analysis, and to interpret the results. **Corrected:** The project involves data collection, analysis, and interpretation of the results.
26. **Incorrect:** He is neither interested in playing sports nor to join clubs. **Corrected:** He is neither interested in playing sports nor joining clubs.
27. **Incorrect:** The committee needs to decide on the budget, the schedule, and who will lead the project. **Corrected:** The committee needs to decide on the budget, the schedule, and the project leader.
28. **Incorrect:** She enjoys listening to music, reading novels, and to paint. **Corrected:** She enjoys listening to music, reading novels, and painting.
29. **Incorrect:** He is known for his creativity, his dedication, and that he is very punctual. **Corrected:** He is known for his creativity, his dedication, and his punctuality.
30. **Incorrect:** They aim to improve customer service, increase sales, and to reduce costs. **Corrected:** They aim to improve customer service, increase sales, and reduce costs.

**Coordinators Practice Questions**

1. I went to the store. I forgot to buy milk.

* I went to the store, but I forgot to buy milk.

1. She can play the guitar. She can sing beautifully.

* She can play the guitar, and she can sing beautifully.

1. He wanted to join the team. He did not have enough time.

* He wanted to join the team, but he did not have enough time.

1. It was raining. We went for a walk.

* It was raining, yet we went for a walk.

1. I could call you. I could send you a message.

* I could call you, or I could send you a message.

1. She doesn't like cats. She doesn't like dogs.

* She doesn't like cats, nor does she like dogs.

1. You should hurry up. You will miss the bus.

* You should hurry up, or you will miss the bus.

1. He worked hard. He didn’t achieve his goals.

* He worked hard, but he didn’t achieve his goals.

1. I love ice cream. I love cake.

* I love ice cream, and I love cake.

1. You can stay here. You can leave.

* You can stay here, or you can leave.

1. He is very talented. He is very humble.

* He is very talented, yet he is very humble.

1. They were tired. They kept on working.

* They were tired, but they kept on working.

1. She wants to travel. She doesn't have enough money.

* She wants to travel, but she doesn't have enough money.

1. He likes to swim. He likes to run.

* He likes to swim, and he likes to run.

1. You can take the blue one. You can take the red one.

* You can take the blue one, or you can take the red one.

1. The movie was interesting. It was too long.

* The movie was interesting, yet it was too long.

1. We can watch a movie. We can go out for dinner.

* We can watch a movie, or we can go out for dinner.

1. He doesn’t eat meat. He doesn’t eat fish.

* He doesn’t eat meat, nor does he eat fish.

1. I wanted to help. I was too busy.

* I wanted to help, but I was too busy.

1. She was feeling sick. She went to work.

* She was feeling sick, yet she went to work.

1. They can start the project now. They can wait until next week.

* They can start the project now, or they can wait until next week.

1. The cake was delicious. It was a bit too sweet.

* The cake was delicious, but it was a bit too sweet.

1. I have to finish this report. I can relax after that.

* I have to finish this report, and I can relax after that.

1. You can stay for dinner. You can go home now.

* You can stay for dinner, or you can go home now.

1. She reads a lot of books. She watches a lot of movies.

* She reads a lot of books, and she watches a lot of movies.

1. I was going to call you. I forgot.

* I was going to call you, but I forgot.

1. He studied very hard. He failed the exam.

* He studied very hard, yet he failed the exam.

1. We wanted to go to the beach. It started to rain.

* We wanted to go to the beach, but it started to rain.

1. She can cook well. She can bake well.

* She can cook well, and she can bake well.

1. You should ask for help. You might make a mistake.

* You should ask for help, or you might make a mistake.

**Mintes Writing format**

**Minute formats**

**Executive meeting**

Title: type of meeting

Date

Venue

Members present

Members absent with apology

Members absent without apology

**Agenda Items**

(1. Opening prayer 2. Adoption of agenda …)

Min1/Exec/25-10-2012: Opening Prayer

[explanation of what was discussed]

Min2/Exec/25-10-2012: Adoption of Agenda

**Staff Meeting**

Title: Type of meeting

Date

Location

Time

Members present

Members absent with apology

Members absent without apology

**Agenda**

Agenda items

Min1 05.10.2011: 1st item on agenda

Provision for actions or person in charge may be included

Min2 05.10.2011: 2nd item on agenda

**Board Meeting**

Title: Name of organisation/company

Type of meeting

Date & time, location of meeting

Board members/Directors present

Board members absent

Other individuals present i.e. guests

Existence of a quorum (voting and ex-officio members)

**Agenda**

Agenda items – brief description of each item in agenda

Reports should be presented

‘Agreed’ should be included