

## 7. PRESENT AND PAST PARTICIPLE

A *present participle* is the *-ing* form of the verb. The **present participle** can be (1) **part of the verb** or (2) an **adjective**. It is part of the verb when it is accompanied by some form of the verb *be*. It is an *adjective* when it is not accompanied by some form of the verb *be*.

1. The boy **is** *standing* in the corner.
2. The boy *standing* in the corner **was** naughty.

Present participles can cause confusion in the Structure section of the TOEFL test because a present participle can be either an adjective or a part of the verb. A present participle is the *-ing* form of the verb. It is part of the verb when it is preceded by some form of the verb *be*.

The train *is arriving* at the station now.  
VERB

In this sentence, *arriving* is part of the verb because it is accompanied by *is*.

A present participle is an adjective when it is not accompanied by some form of the verb *be*.

The train *arriving* at the station now is an hour late.  
ADJECTIVE

In this sentence, *arriving* is an adjective and not part of the verb because it is not accompanied by some form of *be*. The verb in this sentence is *is*.

The following example shows how a present participle can be confused with the verb in the Structure section of the TOEFL test.

### Example

The film \_\_\_\_\_ appearing at the local theater is my favorite.

- (A) now
- (B) is
- (C) it
- (D) was

**EXERCISE 4:** Each of the following sentences contains one or more present participles. Underline the subjects once and the verbs twice. Circle the present participles and label them as adjectives or verbs. Then, indicate if the sentences are correct (C) or incorrect (I).

- C 1. The companies (offering) the lowest prices will have the most customers.  
ADJ.
- I 2. Those travelers are (completing) their trip on Delta should report to Gate Three.  
VERB
- \_\_\_ 3. The artisans were demonstrating various handicrafts at booths throughout the fair.
- \_\_\_ 4. The fraternities are giving the wildest parties attract the most new pledges.
- \_\_\_ 5. The first team winning four games is awarded the championship.
- \_\_\_ 6. The speaker was trying to make his point was often interrupted vociferously.
- \_\_\_ 7. The fruits were rotting because of the moisture in the crates carrying them to market.
- \_\_\_ 8. Any students desiring official transcripts should complete the appropriate form.

A *past participle* often ends in *-ed*, but there are also many irregular past participles. For many verbs including *-ed* verbs, the *simple past* and the *past participle* are the same and can be easily confused. The *-ed* form of the verb can be (1) the *simple past*, (2) the *past participle* of a verb, or (3) an *adjective*.

1. She **Painted** this picture.
2. She **has painted** this picture.
3. The picture **painted** by Karen is now in a museum.

Past participles can cause confusion in the Structure section of the TOEFL test because a past participle can be either an adjective or a part of a verb. The past participle is the form of the verb that appears with *have* or *be*. It often ends in *-ed*, but there are also many irregular past participles in English. (See Appendix F for a list of irregular past participles.)

The family has purchased a television.

VERB

The poem was written by Paul.

VERB

In the first sentence the past participle *purchased* is part of the verb because it is accompanied by *has*. In the second sentence the past participle *written* is part of the verb because it is accompanied by *was*.

A past participle is an adjective when it is not accompanied by some form of *be* or *have*.

The television purchased yesterday was expensive.

ADJECTIVE

The poem written by Paul appeared in the magazine.

ADJECTIVE

In the first sentence *purchased* is an adjective rather than a verb because it is not accompanied by a form of *be* or *have* (and there is a verb, *was*, later in the sentence). In the second sentence *written* is an adjective rather than a verb because it is not accompanied by a form of *be* or *have* (and there is a verb, *appeared*, later in the sentence).

The following example shows how a past participle can be confused with the verb in the Structure section of the TOEFL test.

#### Example

The packages \_\_\_\_\_ mailed at the post office will arrive Monday.

- (A) have
- (B) were
- (C) them
- (D) just

**EXERCISE 5:** Each of the following sentences contains one or more past participles. Underline the subjects once and the verbs twice. Circle the past participles and label them as adjectives or verbs. Then, indicate if the sentences are correct (C) or incorrect (I).

1. The money was offered by the client was not accepted.  
VERB VERB
2. The car listed in the advertisement had already stalled.  
ADJ. VERB
3. The chapters were taught by the professor this morning will be on next week's exam.
4. The loaves of bread were baked in a brick oven at a low temperature for many hours.



- \_\_\_\_\_ 5. The ports were reached by the sailors were under the control of a foreign nation.
- \_\_\_\_\_ 6. Those suspected in the string of robberies were arrested by the police.
- \_\_\_\_\_ 7. The pizza is served in this restaurant is the tastiest in the county.
- \_\_\_\_\_ 8. The courses are listed on the second page of the brochure have several prerequisites.
- \_\_\_\_\_ 9. All the tenants were invited to the Independence Day barbecue at the apartment complex.
- \_\_\_\_\_ 10. Any bills paid by the first of the month will be credited to your account by the next day.

**TOEFL EXERCISE (Skills4-5):** Choose the letter of the word or group of words that best completes the sentence.

1. The first \_\_\_\_\_ appeared during the last period of the dinosaurs' reign.
  - (A) flowers are plants
  - (B) plants have flowers
  - (C) plants flowers
  - (D) flowering plants
2. The earliest medicines \_\_\_\_\_ from plants of various sorts.
  - (A) obtaining
  - (B) they obtained
  - (C) were obtained
  - (D) they were obtained
3. Simple sails were made from canvas \_\_\_\_\_ over a frame.
  - (A) a stretch
  - (B) stretched
  - (C) was stretched
  - (D) it was stretched
4. Pluto's moon Charon \_\_\_\_\_ in a slightly elliptical path around the planet.
  - (A) moving
  - (B) is moving
  - (C) it was moving
  - (D) in its movement
5. Techniques of breath control form an essential part of any \_\_\_\_\_ program to improve the voice.
  - (A) it trains
  - (B) train
  - (C) trains
  - (D) training
6. Robert E. Lee \_\_\_\_\_ the Confederate army to General Grant in 1865 at the Appomattox Courthouse.
  - (A) surrendered
  - (B) he surrendered
  - (C) surrendering
  - (D) surrender
7. The pituitary gland, \_\_\_\_\_ the brain, releases hormones to control other glands.
  - (A) found below
  - (B) it is found below
  - (C) its foundation below
  - (D) finds itself below
8. At around two years of age, many children regularly produce sentences \_\_\_\_\_ three or four words.
  - (A) are containing
  - (B) containing
  - (C) contain
  - (D) contains
9. Multinational companies \_\_\_\_\_ it increasingly important to employ internationally acceptable brand names.
  - (A) finding
  - (B) are finding
  - (C) they find
  - (D) they are finding
10. The cornea is located under the conjunctiva, on \_\_\_\_\_ of the eye.
  - (A) the part is exposed
  - (B) exposed the part
  - (C) the exposed part
  - (D) exposes the part



## 8. REDUCED PASSIVE CLAUSE

Adverb clauses can also appear in a reduced form. In the reduced form, the adverb connector remains, but the subject and *be*-verb are omitted.

*Although he ~~is~~ rather unwell,* the speaker will take part in the seminar.

*When you ~~are~~ ready,* you can begin your speech.

If there is no *be*-verb in the adverb clause, it is still possible to have a reduced form. When there is no *be*-verb in the adverb clause, the subject is omitted and the main verb is changed into the *-ing* form.

*Although he <sup>feeling</sup> feels rather sick,* the speaker will take part in the seminar.

*When you <sup>giving</sup> give your speech,* you should speak loudly and distinctly.

It should be noted that not all adverb clauses can appear in a reduced form, and a number of adverb clauses can only be reduced if the verb is in the passive form.

*Once you submit your thesis,* you will graduate.  
(active — does not reduce)

*Once ~~it is~~ submitted,* your thesis will be reviewed.  
(passive — does reduce)

The following chart lists the structures for reduced adverb clauses and which adverb clause connectors can be used in a reduced form:

REDUCED ADVERB CLAUSES					
with a <i>be</i> -verb in the adverb clause	(ADVERB CONNECTOR)	<del>(SUBJECT)</del>	<del>(BE)</del>		
with not <i>be</i> -verb in the adverb clause	(ADVERB CONNECTOR)	<del>(SUBJECT)</del>	(VERB +ING)		
	Time	Condition	Contrast	Place	Manner
reduces in ACTIVE	after before since when while	if unless whether	although though		
reduces in PASSIVE	one until when whenever	If unless whether	although though	where wherever	as
<ul style="list-style-type: none"> <li>To reduce an adverb clause, omit the subject and the <i>be</i>-verb from the adverb clause.</li> <li>If there is no <i>be</i> verb, then omit the subject and change the verb to the <i>-ing</i> form</li> </ul>					

The following example shows how this sentence pattern could be tested in the Structure section of the TOEFL test.

**Example**

When \_\_\_\_\_, you are free to leave.

- (A) the finished report
- (B) finished with the report
- (C) the report
- (D) is the report finished

**EXERCISE 8 :** Each of the following sentences contains a reduced adverb clause. Circle the adverb connectors. Underline the reduced clauses. Then, indicate if the sentences are correct (C) or incorrect (I).

- C 1. (If) not completely satisfied, you can return the product to the manufacturer.
- I 2. Steve has had to learn how to cook and clean (since) left home.
- 3. The ointment can be applied where needed.
- 4. Tom began to look for a job after completing his master's degree in engineering.
- 5. Although not selecting for the team, he attends all of the games as a fan.
- 6. When purchased at this store, the buyer gets a guarantee on all items.
- 7. The medicine is not effective unless taken as directed.
- 8. You should negotiate a lot before buy a new car.
- 9. Once purchased, the swimsuits cannot be returned.
- 10. Though located near the coast, the town does not get much of an ocean breeze.



## 9. NOUN CLAUSE

A noun clause is a clause that functions as a noun; because the noun clause is a noun, it is used in a sentence as either an object of a verb, an object of a preposition, or the subject of the sentence.

I know when he will arrive.  
NOUN CLAUSE AS OBJECT OF VERB

I am concerned about when he will arrive.  
NOUN CLAUSE AS OBJECT OF PREPOSITION

When he will arrive is not important.  
NOUN CLAUSE AS SUBJECT

In the first example there are two clauses, *I know* and *he will arrive*. These two clauses are joined with the connector *when*. *When* changes the clause *he will arrive* into a noun clause that functions as the object of the verb *know*.

In the second example the two clauses *I am concerned* and *he will arrive* are also joined by the connector *when*. *When* changes the clause *he will arrive* into a noun clause that functions as the object of the preposition *about*.

The third example is more difficult. In this example there are two clauses, but they are a little harder to recognize. *He will arrive* is one of the clauses, and the connector *when* changes it into a noun clause that functions as the subject of the sentence. The other clause has the noun clause *when he will arrive* as its subject and *is* as its verb.

The following example shows how these sentence patterns could be tested in structure questions on the TOEFL test.

\_\_\_\_\_ was late caused many problems.

- (A) That he
- (B) The driver
- (C) There
- (D) Because

In this example there are two verbs, *was* and *caused*, and each of these verbs needs a subject. Answer (B) is wrong because *the driver* is one subject, and two subjects are needed. Answers (C) and (D) are incorrect because *there* and *because* are not subjects. The best answer is answer (A). If you choose answer (A), the completed sentence would be: *That he was late caused many problems*. In this sentence *he* is the subject of the verb *was*, and the noun clause *that he was late* is the subject of the verb *caused*.

The following chart lists the noun clause connectors and the sentence patterns used with them:

NOUN CLAUSE CONNECTORS			
• what, when, where, why, how	• whatever, whenever	• whether, if	• that
<p style="text-align: center;">NOUN CLAUSE AS OBJECT</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center; margin-right: 10px;">S   V</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">noun connector</div> <div style="text-align: center; margin-left: 10px;">S   V</div> </div> <p style="text-align: center;"><i>I know                      what                      you did.</i></p>			
<p style="text-align: center;">NOUN CLAUSE AS SUBJECT</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">noun connector</div> <div style="text-align: center; margin-left: 10px;">S   V</div> <div style="margin-left: 20px;">V</div> </div> <p style="text-align: center;"><i>What                      you did                      was wrong.</i></p>			

**EXERCISE 9 A:** Each of the following sentences contains more than one clause. Underline the subjects once and the verbs twice. Circle the connectors. Then, indicate if the sentences are correct (C) or incorrect (I).

- C   1. It is unfortunate that the meal is not ready yet.
- I   2. She told me when should pick her up.
3. The instructor explained where was the computer lab located.
4. We could not believe what he did to us.
5. Do you want to know if it going to rain tomorrow?
6. We never know whether we will get paid or not.
7. This evening you can decide what do you want to do.
8. The manager explained how wanted the work done.
9. The map showed where the party would be held.
10. Can you tell me why was the mail not delivered today?

## 10. Problem 1: SUBJECT/VERB AGREEMENT

Subject/verb agreement is simple: if the subject of a sentence is singular, then the verb must be singular; if the subject of the sentence is plural, then the verb must be plural. An *s* on a verb usually indicates that a verb is singular, while an *s* on a noun usually indicates that the noun is plural. (Do not forget irregular plurals of nouns, such as *women*, *children*, and *people*.)

The boy walks to school.

The boys walk to school.

In the first example the singular subject *boy* requires a singular verb, *walks*. In the second example the plural subject *boys* requires a plural verb, *walk*.

Although this might seem quite simple, there are a few situations on the TOEFL test when subject/verb agreement can be a little tricky. You should be careful of subject/verb agreement in the following situations: (1) after prepositional phrases, (2) after expressions of quantity, (3) after inverted verbs, and (4) after certain words, such as *anybody*, *everything*, *no one*, *something*, *each*, and *every*.

### MAKE VERBS AGREE AFTER PREPOSITIONAL PHRASES

Sometimes prepositional phrases can come between the subject and the verb. If the object of the preposition is singular and the subject is plural, or if the object of the preposition is plural and the subject is singular, there can be confusion in making the subject and verb agree.

The key (to the doors) are\* in the drawer.

SINGULAR

PLURAL

The keys (to the door) is\* in the drawer.

PLURAL

SINGULAR

(\* indicates an error)

In the first example you might think that *doors* is the subject because it comes directly in front of the verb *are*. However, *doors* is not the subject because it is the object of the preposition *to*. The subject of the sentence is *key*, so the verb should be *is*. In the second example you might think that *door* is the subject because it comes directly in front of the verb *is*. You should recognize in this example that *door* is not the subject because it is the object of the preposition *to*. Because the subject of the sentence is *keys*, the verb should be *are*.

The following chart outlines the key information that you should understand about subject/verb agreement with prepositional phrases:

SUBJECT/VERB AGREEMENT WITH PREPOSITIONAL PHRASES		
<b>S</b>	(prepositional phrase)	<b>V</b>
When a <i>prepositional phrase</i> comes between the <i>subject</i> and the <i>verb</i> , be sure that the <i>verb</i> agrees with the <i>subject</i> .		



**EXERCISE 3:** Each of the following sentences has one or more prepositional phrases between the subject and verb. Circle the prepositional phrases. Underline the subjects once and the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

- C 1. The climbers on the sheer face of the mountain need to be rescued.
- I 2. The interrogation, conducted by three police officers, have lasted for several hours.
- \_\_\_ 3. The tenants in the apartment next to mine is giving a party this evening.
- \_\_\_ 4. The president, surrounded by secret service agents, is trying to make his way to the podium.
- \_\_\_ 5. The buildings destroyed during the fire are being rebuilt at the taxpayers' expense.
- \_\_\_ 6. Because of the seriousness of the company's financial problems, the board of directors have called an emergency meeting.
- \_\_\_ 7. Manufacture of the items that you requested have been discontinued because of lack of profit on those items.
- \_\_\_ 8. Further development of any new ideas for future products has to be approved in advance.
- \_\_\_ 9. The scheduled departure time of the trains, posted on panels throughout the terminal buildings, are going to be updated.
- \_\_\_ 10. Any houses built in that development before 1970 have to be upgraded to meet current standards.

### MAKE VERBS AGREE AFTER EXPRESSIONS OF QUANTITY

A particular agreement problem occurs when the subject is an expression of quantity, such as *all*, *most*, or *some*, followed by the preposition *of*. In this situation, the subject (*all*, *most*, or *some*) can be singular or plural, depending on what follows the preposition *of*.

All (of the *book*) was interesting.

SINGULAR

All (of the *books*) were interesting.

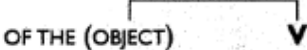
PLURAL

All (of the *information*) was interesting.

UNCOUNTABLE

In the first example the subject *all* refers to the singular noun *book*, so the correct verb is therefore the singular verb *was*. In the second example the subject *all* refers to the plural noun *books*, so the correct verb is the plural verb *were*. In the third example the subject *all* refers to the uncountable noun *information*, so the correct verb is therefore the singular verb *was*.

The following chart outlines the key information that you should understand about subject/verb agreement after expressions of quantity:

SUBJECT/VERB AGREEMENT AFTER EXPRESSIONS OF QUANTITY	
$\left( \begin{array}{c} \text{all} \\ \text{most} \\ \text{some} \\ \text{half} \end{array} \right)$	
When an expression of quantity is the subject, the verb agrees with the object.	

- C 1. The witnesses saw that most of the (fire) in the hills was extinguished.
- I 2. Some of the (animals) from the zoo was released into the animal preserve.
- \_\_\_ 3. All of the students in the class taught by Professor Roberts is required to turn in their term papers next Monday.
- \_\_\_ 4. Half of the food that we are serving to the guests are still in the refrigerator.
- \_\_\_ 5. We believe that some of the time of the employees is going to be devoted to quality control.
- \_\_\_ 6. All of the witnesses in the jury trial, which lasted more than two weeks, have indicated that they believed that the defendant was guilty.
- \_\_\_ 7. She did not know where most of the people in the room was from.
- \_\_\_ 8. In spite of what was decided at the meeting, half of the procedures was not changed.
- \_\_\_ 9. I was sure that all of the questions on the test were correct.
- \_\_\_ 10. Most of the trouble that the employees discussed at the series of meetings was resolved within a few weeks.



## MAKES VERBS AGREE AFTER CERTAIN WORDS

Certain words in English are always grammatically singular, even though they might have plural meanings.

Everybody are going\* to the theater.

Even though we understand from this example that a lot of people are going to the theater, *everybody* is singular and requires a singular verb. The plural verb *are going* should be changed to the singular verb *is going*.

The following chart lists the grammatically singular words that have plural meanings:

SUBJECT/VERB AGREEMENT AFTER CERTAIN WORDS				
These words or expressions are grammatically singular, so they take singular verbs:				
<i>anybody</i>	<i>everybody</i>	<i>nobody</i>	<i>somebody</i>	<i>each</i> (+ noun)
<i>anyone</i>	<i>everyone</i>	<i>no one</i>	<i>someone</i>	<i>every</i> (+ noun)
<i>anything</i>	<i>everything</i>	<i>nothing</i>	<i>something</i>	

**TOEFL EXERCISE (verb agreement):** Choose the letter of the word or group of words that best completes the sentence.

- Among bees \_\_\_\_\_ a highly elaborate form of communication.  
(A) occur  
(B) occurs  
(C) it occurs  
(D) they occur
- \_\_\_\_\_ heated by solar energy have special collectors on the roofs to trap sunlight.  
(A) A home is  
(B) Homes are  
(C) A home  
(D) Homes

Choose the letter of the underlined word or group of words that is not correct.

- Each number \_\_\_\_\_ binary system \_\_\_\_\_ are formed from \_\_\_\_\_ only two symbols.  
A B C D
- Scientists at the medical center \_\_\_\_\_ is trying \_\_\_\_\_ to determine \_\_\_\_\_ if there \_\_\_\_\_ is a relationship between \_\_\_\_\_ saccharine and cancer.  
A B C D
- On \_\_\_\_\_ the rim \_\_\_\_\_ of the Kilauea volcano in the \_\_\_\_\_ Hawaiian Islands \_\_\_\_\_ are a hotel \_\_\_\_\_ called the Volcano Hotel.  
A B C D

**TOEFL REVIEW EXERCISE: Choose the letter of the word or group of words that best completes the sentence.**

1. \_\_\_\_\_ several unsuccessful attempts, Robert Peary reached the North Pole on April 6, 1909.  
 (A) After  
 (B) He made  
 (C) When  
 (D) His
2. The musical instrument \_\_\_\_\_ is six feet long.  
 (A) is called the bass  
 (B) it is called the bass  
 (C) called the bass  
 (D) calls the bass
3. One problem with all languages \_\_\_\_\_ they are full of irregularities.  
 (A) when  
 (B) so  
 (C) is that  
 (D) in case
4. \_\_\_\_\_ of economic cycles been helpful in predicting turning points in cycles, they would have been used more consistently.  
 (A) Psychological theories  
 (B) Psychological theories have  
 (C) Had psychological theories  
 (D) Psychologists have theories
5. Hospital committees \_\_\_\_\_ spent weeks agonizing over which artificial kidney candidate would receive the treatments now find that the decision is out of their hands.  
 (A) once  
 (B) that once  
 (C) have  
 (D) once had

**Choose the letter of the underlined word or group of words that is not correct.**

- \_\_\_\_\_ 6. More than half of the children in the 1,356-member district qualifies for reduced-price or free lunches.  
 A B C D
- \_\_\_\_\_ 7. Five miles beyond the hills were a fire with its flames reaching up to the sky.  
 A B C D
- \_\_\_\_\_ 8. Kettledrums, what were first played on horseback, were incorporated into the orchestra in the eighteenth century.  
 A B C D
- \_\_\_\_\_ 9. When is a flag hung upside down, it is an internationally recognized symbol of distress.  
 A B C D
- \_\_\_\_\_ 10. The Museum of the Confederation in Richmond hosts an exhibition which documenting the origins and history of the banner that most Americans think of as the Confederate flag.  
 A B C D