

SKILL 1 : BE SURE THE SENTENCE HAS A SUBJECT AND A VERB

SUBJECTS AND VERBS
A sentence in English must have at least one subject and one verb.

EXERCISE 1:

Underline the subjects once and the verbs twice in each of the following sentences. Then indicate if the sentences are correct (C) or incorrect (I).

1. Last week went fishing for trout at the nearby mountain lake.
2. A schedule of the day's events can be obtained at the front desk.
3. A job on the day shift or the night shift at the plant available.
4. The new computer program has provides a variety of helpful applications.
5. The box can be opened only with a special screwdriver.
6. The assigned text for history class it contains more than twenty chapters.
7. The papers in the wastebasket should be emptied into the trash can outside.
8. Departure before dawn on a boat in the middle of the harbor.
9. Yesterday found an interesting article on pollution.
10. The new machine is processes 50 percent more than the previous machine.

SKILL 2 : BE CAREFUL OF OBJECTS OF PREPOSITIONS

OBJECTS OF PREPOSITIONS
A preposition is followed by a noun, pronoun, gerund or noun clause that is called an object of preposition. If a word is an object of a preposition, it is not the subject.

NOTE: A lengthy list of prepositions and practice in recognizing prepositions can be found in Appendix D at the back of the text. You may want to complete these exercises before continuing with Exercise 2.

EXERCISE 2 :

Each of the following sentences contains one or more prepositional phrases. Underline the subjects once and the verbs twice. Circle the prepositional phrases that come before the verb. Then indicate if the sentences are correct (C) or incorrect (I).

1. The interviews (by radio broadcasters were carried live by the station
2. In the last possible moment (before taken took his seat in the airplane.
3. At the neighborhood flower shop, flowers in quantities of a dozen or a half dozen canbe delivered for free.
4. The progressive reading methods at this school are given credit for the improved test scores.
5. For the last three years at various hospitals in the county has been practicing medicine.
6. In the past a career in politics was not considered acceptable in some circles.
7. Shopping in the downtown area of the city it has improved a lot in recent years.
8. At the building site the carpenters with the most experience were given the most intricate work.
9. For the fever and headache took two aspirin tablets.
10. The report with complete documentation was delivered at the conference.

SKILL 3 : BE CAREFUL OF APPOSITIVES

APPOSITIVES		
An appositive is a noun that comes before or after another noun and is generally set off from the noun with commas. If a word is an appositive, it is not the subject The following appositive structures are both possible in English:		
S, Tom,	APP, a really good mechanic,	V
APP, A really good mechanic	S Tom	V is f xing the car.

EXERCISE 3 :

Each of the following sentences contains an appositive. Underline the subjects once and the verbs twice. Circle the appositive phrases. Then indicate if the sentences are correct (C) or incorrect (I).

1. The son of the previous owner the new owner is undertaking some fairly broad changes in management policy.
2. Last semester, a friend, graduated cum laude from the university.
3. Valentine's Day, February 14, is a special holiday for sweethearts.
4. At long last, the chief executive officer, has decided to step down.
5. Tonight's supper, leftovers from last night, did not taste any better tonight than last night.
6. The only entrance to the closet, the door was kept locked at all times.
7. In the cold of winter, a wall heating unit, would not turn on.
8. The new tile pattern, yellow flowers on a white background, really brightens up the room.
9. The high-powered computer the most powerful machine of its type, was finally readied for use.
10. A longtime friend and confidant, the psychologist was often invited over for Sunday dinner.

SKILL 4 : BE CAREFUL OF PRESENT PARTICIPLES

PRESENT PARTICIPLES
<p>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.</p> <ol style="list-style-type: none">1. The boy is standing in the corner.2. The boy standing in the corner, was naughty.

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).

1. The companies offering the lowest prices will have the most customers.
ADJ.
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.
9. The advertisements were announcing the half-day sale received a lot of attention.
10. The spices flavoring the meal were quite distinctive.

SKILL 5 : BE CAREFUL OF PAST PARTICIPLES

PAST PARTICIPLES
<p>A post participle often ends in -ed, but there are also many irregular past participles. For many verbs, including -ed verbs, the simple past and the post participle are the same and can be easily confused. The -ed form of the verb can be (1) the simple past, (2) the post participle of a verb, or (3) an adjective.</p> <ol style="list-style-type: none">1. She painted this picture.2. She has pointed this picture.3. The picture painted by Karen is now in a museum.

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.

EXERCISE (Skills 1-5):

Underline the subjects once and the verbs twice in each of the following sentences. Then indicate if the sentences are correct (C) or incorrect (I).

1. For three weeks at the beginning of the semester students with fewer than the maximum number of units can add additional courses.
2. On her lunch hour went to a nearby department store to purchase a wedding gift.
3. The fir trees were grown for the holiday season were harvested in November.

4. In the grove the overripe oranges were falling on the ground.
5. The papers being delivered at 4:00 will contain the announcement of the president's resignation.
6. A specialty shop with various blends from around the world in the shopping mall.
7. The portraits exhibited in the Houston Museum last month are now on display in Dallas.
8. With a sudden jerk of his hand threw the ball across the field to one of the other players.
9. Construction of the housing development it will be underway by the first of the month.
10. Those applicants returning their completed forms at the earliest date have the highest priority.

TOEFL EXERCISE (Skills 1-5):

Choose the letter of the word or group of words that best completes the sentence.

1. The North Platte River from Wyoming into Nebraska.
 - a. it flowed
 - b. flows
 - c. flowing
 - d. with flowing water
2. Biloxi received its name from a Sioux word meaning "first people."
 - a. The city of
 - b. Located in
 - c. It is in
 - d. The tour included
3. A pride of lions up to forty lions, including one to three males, several females, and cubs.

- a. can contain
 - b. it contains
 - c. contain
 - d. containing
4. tea plant are small and white.
- a. The
 - b. On the
 - c. Having flowers the
 - d. The flowers of the
5. The tetracyclines, antibiotics, are used to treat infections.
- a. are a family of
 - b. being a family
 - c. a family of
 - d. their family is
6. Any possible academic assistance from taking stimulants marginal at best.
- a. it is
 - b. there is
 - c. is
 - d. as
7. Henry Adams, born in Boston, famous as a historian and novelist.
- a. became
 - b. and became
 - c. he was
 - d. and he became
8. The major cause the pull of the Moon on the Earth.
- a. the ocean tides are
 - b. of ocean tides is

- c. of the tides in the ocean
 - d. the oceans' tides
9. Still a novelty in the late nineteenth century, limited to the rich.
- a. was
 - b. was photography
 - c. it was photography
 - d. photography was
10. A computerized map of the freeways using information gathered by sensors embedded in the pavement on a local cable channel during rush hours.
- a. airs
 - b. airing
 - c. air
 - d. to air

SKILL 6 : USE COORDINATE CONNECTORS CORRECTLY

COORDINATE CONNECTORS				
and	but	or	so	yet
S V	Coordinate Connectors		S	V
She laughed,	but		she wanted to cry	

EXERCISE 6 :

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).

1. The software should be used on a laptop computer, and this computer is a laptop.
2. The rain clouds can be seen in the distance, but no has fallen.
3. They are trying to sell their house, it has been on the market for two months.
4. So the quality of the print was not good, I changed the typewriter ribbon.

5. The lifeguard will warn you about the riptides, or she may require you to get out of the water.
6. You should have finished the work yesterday, yet is not close to being finished today.
7. The phone rang again and again, so the receptionist was not able to get much work done.
8. The missing wallet was found, but the cash and credit cards had been removed.
9. Or you can drive your car for another 2,000 miles, you can get it fixed.
10. The chemist was awarded the Nobel Prize, he flew to Europe to accept it.

SKILL 7 : USE ADVERB TIME AND CAUSE CONNECTORS CORRECTLY

ADVERB TIME AND CAUSE CONNECTORS					
TIME				CAUSE	
After	as soon as	once	when	As	now that
As	before	since	whenever	Because	since
As long as	by the time	until	while	Inasmuch as	
S	V	<u>adverb connector</u>		S V	
Teresa went inside.		Because		it was raining	
<u>adverb connector</u>		S	V,	S	V
because		it was raining		Teresa went inside.	

EXERCISE 7:

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).

1. Since the bank closes in less than an hour, the deposits need to be tallied immediately.
2. Their backgrounds are thoroughly investigated before are admitted to the organization.

3. The citizens are becoming more and more incensed about traffic accidents whenever the accidents occur at that intersection.
4. The ground had been prepared, the seedlings were carefully planted.
5. We can start the conference now that all the participants have arrived.
6. The building quite vulnerable to damage until the storm windows are installed.
7. Once the address label for the package is typed, can be sent to the mail room.
8. Because the recent change in work shifts was not posted, several workers missed their shifts.
9. The mother is going to be quite upset with her son as long as he misbehaves so much.
10. Inasmuch as all the votes have not yet been counted the outcome of the election cannot be announced.

SKILL 8: USE OTHER ADVERB CONNECTORS CORRECTLY

OTHER ADVERB CONNECTORS			
CONDITION	CONTRAST	MANNER	PLACE
If In case Provided Providing Unless whether	Although Even though Though While whereas	As In that	Where wherever
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>S V</div> <div><u>adverb connector</u></div> <div>S V</div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>Bob went to school</div> <div>Even though</div> <div>he felt sick</div> </div>			
<div style="display: flex; justify-content: space-between; align-items: center;"> <div><u>adverb connector</u></div> <div>S V,</div> <div>S V</div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div>Even though</div> <div>Bob felt sick</div> <div>he went to school</div> </div>			
NOTE : A comma is often used in the middle of the sentence with a contrast connector. <u>The Smith family arrived</u> at 2:00, while <u>the Jones family arrived</u> an hour later.			

EXERCISE 8 :

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).

1. It is impossible to enter that program Ulf you lack experience as a teacher.
2. The commandant left strict orders about the passes, several soldiers left the post anyway.
3. No one is admitted to the academy unless he or she the education requirements.
4. While most students turned the assignment in on time, a few asked for an extension.
5. I will take you wherever need to go to complete the registration procedures.
6. I will wait here in the airport with you whether the plane leaves on time or not.
7. Providing the envelope is postmarked by this Friday, your application still acceptable.
8. As the nurse already explained all visitors must leave the hospital room now.
9. This exam will be more difficult than usual in that it covers two chapters instead of one.
10. Though snow had been falling all day long, everyone got to the church on time for the wedding.

EXERCISE (Skills 6-8):

Underline the subjects once and the verbs twice in each of the following sentences. Circle the connectors. Then indicate if the sentences are correct (C) or incorrect (I).

1. Until the registrar makes a decision about your status, you must stay in an unclassified category.
2. Or the bills can be paid by mail by the first of the month.
3. The parents left a phone number with the baby-sitter in case a problem with the children.
4. The furniture will be delivered as soon it is paid for.
5. Whenever you want to hold the meeting, we will schedule it.

6. The government was overthrown in a revolution, the king has not returned to his homeland.
7. Whereas most of the documents are complete, this form still needs to be notarized.
8. Trash will be collected in the morning, so you should put the trash cans out tonight.
9. It is impossible for the airplane to take off while is snowing so hard.
10. We did not go out to dinner tonight even though I would have preferred not to cook.

TOEFL EXERCISE (Skills 6-8):

Choose the letter of the word or group of words that best completes the sentence.

1. The president of the United States appoints the cabinet members, appointments are subject to Senate approval.
 - a. their
 - b. with their
 - c. because their
 - d. but their
2. The prisoners were prevented from speaking to reporters because
 - a. not wanting the story in the papers
 - b. the story in the papers the superintendent did not want
 - c. the public to hear the story
 - d. the superintendent did not want the story in the papers
3. Like Thomas Berger's fictional character Little Big Man, Lauderdale managed to find himself where of important events took place.
 - a. it was an extraordinary number
 - b. there was an extraordinary number
 - c. an extraordinary number
 - d. an extraordinary number existed

4. sucked groundwater from below, some parts of the city have begun to sink as much as ten inches annually.
 - a. Pumps have
 - b. As pumps have
 - c. So pumps have
 - d. With pumps

5. Case studies are the target of much skepticism in the scientific community, used extensively by numerous researchers.
 - a. they are
 - b. are
 - c. yet
 - d. yet they are

6. According to the hypothesis in the study, the monarchs pick up the magnetic field of the migrate by following magnetic fields.
 - a. target monarchs
 - b. target since monarchs
 - c. target since monarchs are
 - d. target

7. show the relations among neurons, they do not preclude the possibility that other aspects are important.
 - a. Neural theories
 - b. A neural theory
 - c. Although neural theories
 - d. However neural theories

8. or refinanced, the lender will generally require setting up an escrow account to ensure the payment of property taxes and homeowner's insurance.
 - a. A home is
 - b. A home is bought

- c. When a home
 - d. When a home is bought
9. If ultraviolet radiation enters the Earth's atmosphere, generally blocked by the ozone concentrated in the atmosphere.
- a. it
 - b. it is
 - c. so it is
 - d. then it
10. Among human chromosomes, the Y chromosome is unusual most of the chromosome does not participate in meiotic recombination.
- a. In
 - b. so
 - c. and
 - d. in that

TOEFLREVIEW EXERCISE (Skills 1-8):

Choose the letter of the word or group of words that best completes the sentence.

1. The three basic chords in the tonic, the dominant, and the subdominant.
- a. functional harmony
 - b. functional harmony is
 - c. functional harmony are
 - d. functional harmony they are
2. Hale Telescope, at the Palomar Observatory in southern California, scientists can photograph objects several billion light years away.
- a. The
 - b. With the
 - c. They use the
 - d. It is us

3. Without the proper card installed inside the computer, impossible to run a graphics program.
 - a. Is definitely
 - b. because of
 - c. it is
 - d. is

4. The charter for the Louisiana lottery was coming up for renewal, spared no expense in the fight to win renewal.
 - a. the lottery committee
 - b. so the lottery committee and
 - c. so the lottery committee
 - d. the lottery committee made

5. While in reality Alpha Centauri is a triple star, to the naked eye to be a single star.
 - a. it appears
 - b. but it appears
 - c. appears
 - d. despite it

6. The Sun's gravity severely distorted the path of the comet entered its wildly erratic orbit around Jupiter.
 - a. it
 - b. when
 - c. after the comet came into it
 - d. once the comet

7. Each object Jupiter's magnetic field is deluged with electrical charges.
 - a. enters
 - b. it enters
 - c. entering

- d. enter
8. As its name suggests, the Prairie Wetlands Resource Center the protection of wetlands on the prairies of the Dakotas, Montana, Minnesota, and Nebraska.
- it focuses
 - focuses on
 - focusing
 - to focus on
9. One of the largest and most powerful birds of prey in the world, a six foot wingspan and legs and talons roughly the size of a man's arms and legs.
- so the harpy has
 - the harpy having
 - with the harpy having
 - the harpy has
10. creation of such a community was a desirable step, the requisite political upheaval had to be accepted.
- Since the
 - The
 - Later, the
 - It was the

SKILL 9: USE NOUN CLAUSE CONNECTORS CORRECTLY

NOUN CLAUSE CONNECTORS		
What, when, where, why, how	whatever, whenever	whether, if
that		
S V	<u>(noun connector)</u>	S V
I know	what	you did
NOUN CLAUSE AS SUBJECT		
<u>(noun connector)</u>	S V	V

What	you did	was wrong
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EXERCISE 9 :

Each of the following sentences contains more than one clause. Underline the subjects once and the verbs twice. Circle the connectors. Put boxes around the noun clauses. Then indicate if the sentences are correct (C) or incorrect (I).

1. When the season starts is determined by the weather.
2. The manual how the device should be built.
3. The schedule indicated if the teams would be playing in the final game.
4. He refused to enter a plea could not be determined by the lawyer.
5. Talked about where we should go for lunch.
6. Why the condition of the patient deteriorated so rapidly it was not explained.
7. Whether or not the new office would be built was to be determined at the meeting.
8. That the professor has not yet decided when the paper is due.
9. The contract will be awarded is the question to be answered at the meeting.
10. He always talked with whomever he pleased and did whatever he wanted.

SKILL 10 : USE NOUN CLAUSE CONNECTOR/SUBJECTS CORRECTLY

NOUN CLAUSE-CONNECTOR/SUBJECTS			
who	what	whivh	
whatever	whoever	whichever	
NOUN CLAUSE AS OBJECT			
S	V	(<u>noun</u> connector/subject)	V
I know	what		happened
NOUN CLAUSE AS SUBJECT			
(<u>noun</u> connector/subject)	V		V
What	happened		was great

EXERCISE 10 :

Each of the following sentences contains more than one clause. Underline the subjects once and the verbs twice. Circle the connectors. Put boxes around the noun clauses. Then indicate if the sentences are correct (C) or incorrect (I).

1. The game show contestant was able to respond to whatever was asked.
2. You should find out which the best physics department
3. The employee was unhappy about what was added to his job description.
4. Whoever wants to take the desert tour during spring break signing up at the office.
5. The motorist was unable to discover who he had struck his car.
6. The voters should elect whichever of the candidates seems best to them.
7. It was difficult to distinguish between what was on sale and what was merely on display.
8. You should buy whatever the cheapest and most durable.
9. What was written in the letter angered him beyond belief.
10. You can spend your time with whoever important to you.

SKILL 11: USE ADJECTIVE CLAUSE CONNECTORS CORRECTLY

ADJECTIVE CLAUSE CONNECTORS					
Whom (for people)		Which (for things)		That (for people or things)	
S	V	<u>adjective connector</u>		S	V
I liked the book		which		you recommended.	
NOTE: The adjective connectors can be omitted. This omission is very common in spoken English or in casual written English. It is not as common in formal English or in structure; questions on the TOEFL test.					

EXERCISE 11: Each of the following sentences contains more than one clause. Underline the subjects once and the verbs twice. Circle the connectors. Put boxes

around the adjective clauses. Then indicate if the sentences are correct (C) or incorrect (I).

1. It is important to fill out the form in the way youn that have been instructed.
2. The car which I have been driving for five yearsfor sale at a really good price.
3. I just finished reading the novel whom the professor suggested for my book report.
4. The plane that he was scheduled to take to Hawaii was delayed.
5. The movie which we watched on cable last night it was really frightening.
6. I made an appointment with the doctor whom you recommended.
7. The enthusiasm with which he greeted me made me feel welcome.
8. The story that you told me about Bob.
9. The men with whom were having the discussion did not seem very friendly.
10. I'm not really sure about taking part in the plans that we made last night.

SKILL 12: USE ADJECTIVE CLAUSE CONNECTOR/SUBJECTS CORRECTLY

ADJECTIVE CLAUSECONNECTOR/SUBJECTS				
whom (for people)		Which (for things)	That (for people or things)	
S	V	<u>adjective connector/subject</u>		S V
She need a secretary		who	types fast	
S	<u>adjective connector/subject</u>		V	V
a secretary	who	types fast is invaluable		

EXERCISE 12:

Each of the following sentences contains more than one clause. Underline the subjects once and the verbs twice. Circle the connectors. Put boxes around the adjective clauses. Then indicate if the sentences are correct (C) or incorrect (I).

1. The ice creamthat is served in the restauranthas a smooth, creamy texture.

2. The cars are trying to enter the freeway system are lined up for blocks.
3. I have great respect for everyone who on the Dean's List.
4. It is going to be very difficult to work with the man which just began working here.
5. The door that leads to the vault it was tightly locked.
6. The neighbors reported the man who was trying to break into the car to the police.
7. These plants can only survive in an environment is extremely humid.
8. The boss meets with any production workers who they have surpassed their quotas.
9. The salesclerk ran after the woman who had left her credit card in the store.
10. The shoes which matched the dress that was on sale.

EXERCISE 12: Each of the following sentences contains more than one clause. Underline the subjects once and the verbs twice. Circle the connectors. Put boxes around the adjective clauses. Then indicate if the sentences are correct (C) or incorrect (I).

1. The ice cream that is served in the restaurant has a smooth, creamy texture.
2. The cars are trying to enter the freeway system are lined up for blocks.
3. I have great respect for everyone who on the Dean's List.
4. It is going to be very difficult to work with the man which just began working here.
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8. The boss meets with any production workers who they have surpassed their quotas.
9. The salesclerk ran after the woman who had left her credit card in the store.
10. The shoes which matched the dress that was on sale.

EXERCISE (Skills 9-12): Each of the following sentences contains more than one clause. Underline the subjects once and the verbs twice. Circle the connectors. Put boxes around the clauses. Then indicate if the sentences are correct (C) or incorrect (I).

1. No one explained to me whether was coming or not.
2. The part of the structure that has already been built needs to be torn down
3. The girl who she just joined the softball team is a great shortstop.
4. I have no idea about when the meeting is supposed to start.
5. We have been told that we can leave whenever want.
6. The racquet with whom I was playing was too big and too heavy for me.
7. I will never understand that he did.
8. He was still sick was obvious to the entire medical staff.
9. What is most important in this situation it is to finish on time.
10. The newspapers that were piled up on the front porch were an indication that the residents had not been home in some time.

TOEFL EXERCISE (Skills 9-12): Choose the letter of the word or group of words that best completes the sentence.

1. Dolphins form extremely complicated allegiances and continually change.
 - a. enmities that
 - b. that are enmities
 - c. enmities that are
 - d. that enmities
2. Scientists are now beginning to conduct experiments on trigger different sorts of health risks.
 - a. noise pollution can
 - b. that noise pollution
 - c. how noise pollution
 - d. how noise pollution can

3. The Apollo 11 astronauts of the Earth's inhabitants witnessed on the famous first moonwalk on July 20, 1969, were Neil Armstrong and Buzz Aldrin.
- a. whom
 - b. whom millions
 - c. were some
 - d. whom some were
4. At the end of the nineteenth century, Alfred Binet developed a test for measuring intelligence served as the basis of modern IQ tests.
- a. has
 - b. it has
 - c. and
 - d. which has
5. have at least four hours of hazardous materials response training is mandated by federal law.
- a. All police officers
 - b. All police officers must
 - c. That all police officers
 - d. For all police officers
6. A cloud's reservoir of negative charge extends upward from the altitude at the freezing point.
- a. temperatures hit
 - b. hit temperatures
 - c. which temperatures hit
 - d. which hit temperatures
7. In a 1988 advanced officers' training program, Sampson developed a plan to incorporate police in enforcing environmental protection laws whenever feasible.
- a. it is

- b. is
 - c. has
 - d. it has
8. will be carried in the next space shuttle payload has not yet been announced to the public.
- a. It
 - b. What
 - c. When
 - d. That
9. During free fall, up to a full minute, a skydiver will fall at a constant speed of 120 m.p.h.
- a. it is
 - b. which is
 - c. being
 - d. is
10. The fact the most important ratings period is about to begin has caused all the networks to shore up their schedules.
- a. is that
 - b. of
 - c. that
 - d. what

TOEFL REVIEW EXERCISE (Skills 1-12): Choose the letter of the word or group of words that best completes the sentence.

1. loom high above the northern and northeastern boundaries of the expanding city of Tucson.
- a. The Santa Catalina mountains
 - b. Because the Santa Catalina mountains
 - c. The Santa Catalina mountains are

- d. That the Santa Catalina mountains
2. Radioactive provides a powerful way to measure geologic time.
- a. it
 - b. dates
 - c. dating
 - d. can
3. contained in the chromosomes, and they are thought of as the units of heredity.
- a. Genes which are
 - b. Genes are
 - c. When genes
 - d. Because of genes
4. The benefit the study is that it provides necessary information to anyone who needs it.
- a. of
 - b. which
 - c. that
 - d. because
5. The same symptoms that occur occur with cocaine.
- a. amphetamines can
 - b. with amphetamines can
 - c. so amphetamines
 - d. with amphetamines they
6. Many companies across the country have molded the concepts describes into an integrated strategy for preventing stress.
- a. and Wolf
 - b. that Wolf

- c. what Wolf
 - d. so Wolf
7. in the first draft of the budget will not necessarily be in the final draft.
- a. Although it appears
 - b. It appears
 - c. What appears
 - d. Despite its appearance
8. If a food label indicates that a food is mostly carbohydrate, it does not mean is a good food to eat.
- a. and it
 - b. and
 - c. that it
 - d. when
9. A need for space law to include commercial concerns has been recognized inasmuch been expanding drastically in recent years.
- a. the commercial launch industry
 - b. the commercial launch industry has
 - c. as has the commercial launch industry
 - d. as the commercial launch industry has
10. The report on the nuclear power plant indicated that when the plant had gone on line unsafe.
- a. and it had been
 - b. it had been
 - c. had been
 - d. that it had been

SKILL 13: USE REDUCED ADJECTIVE CLAUSES CORRECTLY

REDUCED ADJECTIVE CLAUSES		
with a be-verb in the adjective clause	(ADJECTIVE CONNECTOR / SUBJECT) (who which that)	(BE)
with no be-verb in the adjective clause	(ADJECTIVE CONNECTOR / SUBJECT) (who which that)	(VERB + ING)
<ul style="list-style-type: none"> • To reduce an adjective clause, omit the adjective clause connector/subject and the be-verb • If there is no be-verb, omit the . connector/subject; and change the main verb to the -ing form. • Only reduce an adjective clause if the connector/subject is directly followed by the verb. • If an adjective clause is set off.-with commas, the'reduced clause can be moved to the front of the sentence. 		

EXERCISE 13:

Each of the following sentences contains an adjective clause, in a complete or reduced form. Underline the adjective clauses. Then indicate if the sentences are correct (C) or incorrect (I).

1. We will have to return the merchandise purchased yesterday at the Broadway.
2. The children sat in the fancy restaurant found it difficult to behave.
3. Serving a term of four years, the mayor of the town will face reelection next year.
4. The brand new Cadillac, purchasing less than two weeks ago, was destroyed in the accident.
5. The fans who supporting their team always come out to the games in large numbers.
6. The suspect can be seen in the photographs were just released by the police.
7. The food placing on the picnic table attracted a large number of flies.

8. Impressed with everything she had heard about the course, Marie signed her children up for it.
9. The passengers in the airport waiting room, heard the announcement of the canceled flight, groaned audibly.
10. Dissatisfied with the service at the restaurant, the meal really was not enjoyable.

SKILL 14: USE REDUCED ADVERB CLAUSES CORRECTLY

REDUCED ADVERB CLAUSES					
with a be-verb in the adverb clause	(ADVERB CONNECTOR) (SUBJECT) (BE)				
with no be-verb in the adverb clause	(ADVERB CONNECTOR) (SUBJECT) (VERB + ING)				
	Time	Condition	Contrast	Place	Manner
reduces in ACTIVE	after before since while	if unless whether	although though		
reduces in PASSIVE	Once Until When whenever	if unless whether	although though	Where wherever	as

- To reduce an adverb clause, omit the subject and the be-verb from the adverb clause.
- If there is no be-verb, then omit the subject and change the verb to the -ing form.

EXERCISE 14: 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).

1. If not completely satisfied, you can return the product to the manufacturer.
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.

EXERCISE (Skills 13-14): Each of the following sentences contains a reduced clause. Underline the reduced clauses. Then indicate if the sentences are correct (C) or incorrect (I).

1. Though was surprised at the results, she was pleased with what she had done.
2. Wearing only a light sweater, she stepped out into the pouring rain.
3. The family stopped to visit many relatives while driving across the country.
4. The company president, needed a vacation, boarded a plane for the Bahaias.
5. When applying for the job, you should bring your letters of reference.
6. She looked up into the dreary sky was filled with dark thunderclouds.
7. Feeling weak after a long illness, Sally wanted to try to get back to work.
8. Before decided to have surgery, you should get a second opinion.
9. The construction material, a rather grainy type of wood, gave the room a rustic feeling.

10. The application will at least be reviewed if submitted by the fifteenth of the month.

TOEFL EXERCISE (Skills 13-14): Choose the letter of the word or group of words that best completes the sentence.

1. When nests during spring nesting season, Canadian geese are fiercely territorial.
 - a. building
 - b. are building
 - c. built
 - d. are built

2. In 1870, Calvin, along with Adirondack hunter Alvah Dunning, made the first known ascent of Seward Mountain, far from roads or trails.
 - a. a remote peak
 - b. it is a remote peak
 - c. a remote peak is
 - d. which a remote peak

3. Kokanee salmon begin to deteriorate and die soon at the age of four.
 - a. they spawn
 - b. after spawning
 - c. spawn
 - d. spawned the salmon

4. behind government secrecy for nearly half a century, the Hanford plant in central Washington produced plutonium for the nuclear weapons of the Cold War.
 - a. It is hidden
 - b. Hidden
 - c. Which is hidden
 - d. The plant is hiding

5. Until incorrect, astronomers had assumed that the insides of white dwarfs were uniform.
- a. they
 - b. their proof
 - c. the astronomers recently proven
 - d. recently proven
6. artifacts from the early Chinese dynasties, numerous archeologists have explored the southern Silk Road.
- a. They were searching for
 - b. It was a search for
 - c. Searched for
 - d. Searching for
7. In Harley, the best known lecturer was women's rights activist Abigail Scott Duniway of Portland, Oregon, who could usually be persuaded to speak town visiting her son.
- a. she was in
 - b. while in
 - c. while she was
 - d. was in
8. The National Restaurant Association, says that federal efforts to regulate workplace smoking would limit restaurants' ability to respond to the desires of their patrons.
- a. Association in
 - b. Association is in
 - c. Association which is in
 - d. Association, based in

9. in North American waterways a little over a decade ago, zebra mussels have already earned a nasty reputation for their expensive habit of clogging water pipes in the Great Lakes area.
- a. The first sighting
 - b. Although first sighted
 - c. Zebra mussels were first
 - d. First sighting
10. Small companies may take their goods abroad for trade shows without paying foreign value-added taxes by acquiring an ATA carnet.
- a. a document calls
 - b. a document called
 - c. calls a document
 - d. called a document

TOEFL REVIEW EXERCISE (Skills 1-14): Choose the letter of the word or group of words that best completes the sentence.

1. In the United States approximately four million miles of roads, streets, and highways.
- a. there
 - b. is
 - c. they
 - d. there are
2. twelve million immigrants entered the United States via Ellis Island.
- a. More than
 - b. There were more than
 - c. Of more than
 - d. The report of
3. The television, so long been a part of our culture, has an enormous influence.
- a. has

- b. it has
 - c. which
 - d. which has
4. Psychologists have traditionally maintained that infants cannot formulate long-term memories until the age of eight or nine months.
- a. they
 - b. they reach
 - c. to reach
 - d. reach
5. a cheese shop has since grown into a small conglomerate consisting of a catering business and two retail stores.
- a. In the beginning of
 - b. It began as
 - c. Its beginning which was
 - d. What began as
6. Primarily a government contractor, preferential treatment from government agencies as both a minority group member and a woman.
- a. receives Weber
 - b. Weber receives
 - c. the reception of Weber
 - d. according to Weber's reception
7. Because the project depends on at the federal level, the city and county may have to wait until the budget cutting ends.
- a. it happens
 - b. which happening
 - c. what happens
 - d. that it happens

8. definitive study of a western hard rock mining community cemetery appears to have been done is in Silver City, Nevada.
- Most
 - The most
 - Where most
 - Where the most
9. One of the areas of multimedia that is growing quickly is sound.
- yet is easily overlooked
 - is easily overlooked
 - it is easily overlooked
 - that is easily overlooked
10. early approaches for coping with workplace stress dealt with the problem only after its symptoms had appeared.
- Although wellintending
 - Although it is a good intention
 - Although a good intention
 - Although well-intended

SKILL 15 : INVERT THE SUBJECT AND VERB WITH QUESTION WORDS

INVERTED SUBJECTS AND VERBS WITH QUESTION WORDS				
Who	what	when	where	why
how				
When the question word introduces a question, the subject and verb are inverted.				
question word		V	S	?
what		are they ?		
When the question word connects two clauses, the subject and verb that follow are not inverted.				

S	V	(question word)	S	V
I know		what	they are	

EXERCISE 15:

Each of the following sentences contains a question word. Circle the question words. Underline the subjects once and the verbs twice. Then indicate if the sentences are correct (C) or incorrect (1).

1. The phone company is not certain when will the new directories be ready.
2. The professor does not understand why so many students did poorly on the exam.
3. How new students can get information about parking?
4. Where is it cheapest to get typeset copies printed?
5. Only the pilot can tell you how far can the plane go on one tank of fuel.
6. What type of security does he prefer for his investments?
7. Not even the bank president knows when the vault will be opened.
8. How long it has been since you arrived in the United States?
9. The jury doubts what the witness said under cross-examination.
10. Do you know why he wants to take an extended leave of absence?

SKILL 16: INVERT THE SUBJECT AND VERB WITH PLACE EXPRESSIONS

INVERTED SUBJECTS AND VERBS WITH PLACE EXPRESSIONS		
When a place expression at the front of the sentence is necessary to complete the sentence, the subject and verb that follow are inverted.		
<u>(PLACE)</u> (necessary)	V	S
In the classroom	were	some old desks.
When a place expression at the front of the sentence contains extra information that is not needed to complete the sentence, the subject and verb that follow are not inverted.		
<u>(PLACE)</u> (necessary)	V	S

In the classroom	I studied very hard.
------------------	----------------------

EXERCISE 16:

Each of the following sentences contains an expression of place at the beginning of the sentence. Circle the expressions of place. Look at the clauses that immediately follow the place expressions and underline the subjects once and the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. In front of the house were some giant trees.
2. There a big house is on the corner.
3. In the cave was a vast treasure of gems and jewels.
4. To the north the stream is that the settlers will have to cross.
5. Around the corner are the offices that you are trying to find.
6. At the Italian restaurant was the food too spicy for my taste.
7. Nowhere in the world farmers can grow such delicious food.
8. In the backyard the two trees are that need to be pruned.
9. Around the recreation hall and down the path are the tents where we will be staying this week.
10. In the apartment next to mine a man and a woman were having a heated discussion.

SKILL 17: INVERT THE SUBJECT AND VERB WITH NEGATIVES

INVERTED SUBJECTS AND VERBS WITH NEGATIVES				
No	not	never	neither	nor
Barely	hardly		only	rarely
scarcely	seldom			
When a negative expression appears in front of a subject and verb (at the beginning of a sentence or in the middle of a sentence) the subject and verb are inverted.				

EXERCISE 17:

Each of the following sentences contains a negative or "almost negative" expression. Circle the negative expressions. Look at the clauses that follow and underline the subjects once and the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. Never the boy wrote to his sisters.
2. (On no occasion did they say that to me.
3. Steve did not win the prize, nor did he expect to do so.
4. Only once in my life gone I have to New York City.
5. Did he go out of the house at no time.
6. Seldom their secretary has made such mistakes.
7. No sooner had she hung up the phone than it rang again.
8. Sheila did not arrive late for work, nor she left early.
9. Barely had he finished the exam when the graduate assistant collected the papers.
10. The police did not arrive in time to save the girl, and neither did the paramedics.

SKILL 18: INVERT THE SUBJECT AND VERB WITH CONDITIONALS

EXERCISE 18:

Each of the following sentences contains a conditional with a stated or an implied if. Circle the conditionals, or put an asterisk (*) where if has been omitted. Look at the clauses that follow and underline the subjects once and the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. Were our neighbors a bit more friendly, it would be somewhat easier to get to know them.
2. There are plenty of blankets in the closet if should you get cold during the night.
3. Has he enough vacation days left this year, he will take two full weeks off in December.

4. Had we been informed of the decision, we might have had something to say about it.
5. I would like to know could you help me pack these boxes.
6. He would have been in big trouble had not he remembered the assignment at the last minute.
7. If your friends come to visit, will they stay in a hotel or at your house?
8. He might be a little more successful today were he a little more willing to do somehard work.
9. Should you ever visit this town again, I would be delighted to show you around.
10. Do you think that shewould give the speech were she asked to do so?

SKILL 19: INVERTTHE SUBJECT AND VERB WITH COMPARISONS

INVERTED SUBJECTS AND VERBS WITH COMPARISONS				
The subject and verb may invert after a comparison. The following structures are both possible.				
S	V	comparison	S	V
We	were	more prepared than	the other performers	were.
S	V	comparison	S	V
We	were	more prepared than	were	the other performers
NOTE : A subject-verb inversionafter a comparison.sounds rather-formal.				

EXERCISE 19:

Each of the following sentences contains a comparison. Circle the comparisons. Look at the clauses that follow and underline the subjects once and the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. This candidate has-received more votes than has any other candidate in previous years.
2. Obviously we were much more impressed with the performance than did the other members of the audience.

3. The film that we saw last night at the festival was far better than any of the other films.
4. The vegetables at the market this morning were far fresher than were those at the market yesterday.
5. I am afraid that is the condition of these tires as bad as the condition of the others.
6. We firmly believed that our team could achieve a much faster time than any of the others.
7. This apple pie is not as good as the last one that you made.
8. On the fishing trip, Bobby caught twice as many fish as anyone else did.
9. The final speaker gave us more details than had any of the previous speakers.
10. Do you know why does he need to sleep so many more hours than do the others?

EXERCISE (Skills 15-19):

Each of these sentences contains a structure that could require an inverted subject and verb. Circle the structures that may require inverted subjects and verbs. Underline the subjects once and the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. The town council is not sure why have the land developers changed their plans.
2. Never in the world I believed that this would happen.
3. The day might have been a little more enjoyable had the sun been out a little more.
4. Only once did the judge take the defense lawyer's suggestion.
5. Down the hall to the left the offices are that need to be painted.
6. Did the scientist explain what he put in the beaker?
7. Hardly ever it snows in this section of the country.
8. Elijah scored more points in yesterday's basketball final than had any other player in history.
9. In the state of California, earthquakes occur regularly.

10. He should ever call again, please tell him that I am not at home.

TOEFL EXERCISE (Skills 15-19): Choose the letter of the word or group of words that best completes the sentence.

1. Rarely located near city lights or at lower elevations.
 - A. observatories are
 - B. are
 - C. in the observatories
 - D. are observatories
2. There are geographic, economic, and cultural reasons why around the world.
 - A. diets differ
 - B. do diets differ
 - C. are diets different
 - D. to differ a diet
3. Were millions of dollars each year replenishing eroding beaches, the coastline would be changing even more rapidly.
 - A. the U.S. Army Corps of Engineers not spending
 - B. the U.S. Army Corps of Engineers not spend
 - C. the U.S. Army Corps of Engineers does not spend
 - D. not spending the U.S. Army Corps of Engineers
4. Nowhere more skewed than in the auto industry.
 - A. that retail trade figures
 - B. retail trade figures are
 - C. are retail trade figures
 - D. retail trade figures
5. New York City's Central Park is nearly twice as large second smallest country, Monaco.

- A. as
 - B. is the
 - C. as is
 - D. as is the
6. Potassium has a valence of positive one because it usually loses one electron when with other elements.
- A. does it combine
 - B. it combines
 - C. in combining
 - D. combination
7. The economic background of labor legislation will not be mentioned in this course, be treated.
- A. trade unionism will not
 - B. nor trade unionism will
 - C. nor will trade unionism
 - D. neither trade unionism will
8. test positive for antibiotics when tanker trucks arrive at a milk processing plant, according to federal law, the entire truckload must be discarded.
- A. Should milk
 - B. If milk
 - C. If milk is
 - D. Milk should
9. Located behind the two lacrimal glands.
- A. each eyelid
 - B. is each eyelid
 - C. each eyelid are
 - D. each eyelid which is

10. Only for a short period of time run at top speed.

- A. cheetahs
- B. do cheetahs
- C. that a cheetah can
- D. can

TOEFL REVLV EXERCISE (Skills 1-19): Choose the letter of the word or group of words that best completes the sentence.

1. variety of flowers in the show, from simple carnations to the most exquisite roses.

- A. A wide
- B. There was a wide
- C. Was there
- D. Many

2. The wedges dart board are worth from one to twenty points each.

- A. they are on a
- B. are on a
- C. are they on a
- D. on a

3. producing many new movies for release after the new season begins.

- A. His company is
- B. His companies
- C. The company
- D. Why the company is

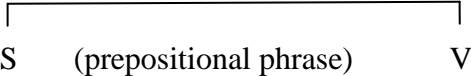
4. that Emily Dickinson wrote, 24 were given titles and 7 were published during her lifetime.

- A. Of the 1,800 poems

- B. There were 1,800 poems
 - C. Because the 1,800 poems
 - D. The 1,800 poems
5. Since an immediate change was needed on an emergency basis, by the governor to curtail railway expenditure.
- A. so it was proposed
 - B. was proposed
 - C. because of the proposal
 - D. it was proposed
6. In the Morgan Library in New York City of medieval and Renaissance manuscripts.
- A. a collection is
 - B. in a collection
 - C. is a collection
 - D. which is a collection
7. Some fishing fleets might not have been so inefficient in limiting their catch to target species more strict in enforcing penalties.
- A. the government had been
 - B. if the government had
 - C. had the government been
 - D. if the government
8. The Dewey Decimal System, currently used in libraries throughout the world, all written works into ten classes according to subject.
- A. dividing
 - B. divides
 - C. it would divide
 - D. was divided

9. Individual differences in brain-wave activity may shed light on why some people are more prone to emotional stress, disorders
- that others are
 - and others are
 - others are
 - than are others
10. squeezed, the orange juice in a one-cup serving provides twice the minimum daily requirement for vitamin C.
- It is freshly
 - If freshly
 - You freshly
 - If it freshly

SKILL 20: MAKE VERBS AGREE AFTER PREPOSITIONAL PHRASES

SUBJECT VERB AGREEMENT WITH PREPOSITIONAL PHRASES		
		
When a prepositional phrase comes between the subject and the verb, be sure that the verb agrees with the subject		

EXERCISE 20:

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).

- The climbers on the sheer face of the mountain need to be rescued.
- The interrogation, conducted by three police officers, have lasted for several hours.
- The tenants in the apartment next to mine is giving a party this evening.
- 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.

SKILL 21 : MAKE VERBS AGREE AFTER EXPRESSIONS OF QUANTITY

SUBJECT VERB AGREEMENT AFTER EXPRESSIONS OF QUANTITY	
<div style="display: flex; align-items: center; justify-content: center;"> <div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; padding: 10px; margin-right: 20px;"> All Most Some half </div> <div style="text-align: center;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="margin-top: 10px;">OF THE (OBJECT)</div> <div style="margin-top: 10px;">V</div> </div> </div> </div>	
When an expression of quantity is the subject, the verb agrees with the object.	

EXERCISE 21:

Each of the following sentences has a quantity expression as the subject. Underline the subjects once and the verbs twice. Circle the objects that the verbs agree with. Then indicate if the sentences are correct (C) or incorrect (I).

1. The witnesses saw that most of the fire in the hills was extinguished.
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.

SKILL 22: MAKE INVERTED VERBS AGREE

SUBJECT-VERB AGREEMENT AFTER INVERTED VERBS	
<div style="border: 1px solid black; border-radius: 20px; padding: 10px; display: inline-block;"> question negative place condition (no if) comparison </div>	<div style="text-align: center;"> <div style="border-top: 1px solid black; width: 100%; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; width: 100%;"> VS </div> </div>
After question words, negative expressions, place expressions, conditions without if, and comparisons, the verb agrees with the subject, which may be after the verb.	

EXERCISE 22:

Each of the following sentences contains an inverted subject and verb. Circle the word or group of words that causes the subject and verb to invert. Find the subject and verb that follow these words. Underline the subject once and the verb twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. Only once) this morning were the letters delivered by the campus mail service.
2. Around the corner and to the right is the rooms that have been assigned to that program.

3. What in the world is the children trying to do?
4. John would be studying the chapters were he able to get hold of the book.
5. This chapter has many more exercises than do the next one.
6. The computer programmer was unaware that there was so many mistakes in the program he had written.
7. Seldom in the history of television has two new comedies been so successful in one season.
8. How many huge mistakes have the teacher actually found in the research paper?
9. The new phone system is able to hold far more messages than was the phone system that had previously been used.
10. In the parking lot south of the stadium was the cars that were about to be towed.

SKILL 23: MAKE VERBS AGREE AFTER CERTAIN WORDS

SUBJECT/VERB AGREEMENT AFTER CERTAIN WORDS				
These words or expressions are grammatically singular; so they take singular verbs:				
Anybody	everybody	nobody	somebody	each (+ noun)
Anyone	everyone	no one	someone	every (+ noun)
Anything	everything	nothing	something	

EXERCISE 23:

Each of the following sentences contains one of the words that are grammatically singular but have plural meanings. Underline these words once and underline the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. It is impossible to believe that somebody actually admire that man.
2. Each of the doctors in the building needs to have a separate reception area.
3. The president felt that no one were better suited for the position of chief staff advisor.

4. Everybody participating in the fund-raiser are to turn in the tickets by 8:00.
5. Because of the low number of orders, nothing has to be done now.
6. Every time someone take unnecessary breaks, precious moments of production time are lost.
7. Anybody who goes to the top of the Empire State Building is impressed with the view.
8. Every man, woman, and child in this line are required to sign the forms in order to complete the registration process.
9. It is nice to believe that anything is possible if a person tries hard enough.
10. The company reiterated to reporters that nobody have been dismissed because of the incident.

EXERCISE (Skills 20-23): Underline the subjects once and the verbs twice in each of the following sentences. Then indicate if the sentences are correct (C) or incorrect (I).

1. The contracts signed by the company has been voided because some stipulations were not met.
2. Ten miles beyond the river was the farmlands that they had purchased with their life savings.
3. Each package that is not properly wrapped have to be returned to the sender.
4. She would not have to enter the house through the bedroom window were the keys where they were supposed to be.
5. The proposal brought so much new work to the partnership that there was not enough hours to complete all of it.
6. The box of disks for the computer have been misplaced.
7. It is disconcerting to believe that every possible candidate has been rejected for one reason or another.
8. Only once have there been more excitement in this city about a sporting event.

9. Bobby has a bigger bicycle than does the other children in the neighborhood.
10. If nobody have bought that car from the dealer, then you should return and make another offer.

TOEFL EXERCISE (Skills 20-23): Choose the letter of the word or group of words that best completes the sentence.

1. Among bees a highly elaborate form of communication.
 - A. Occur
 - B. Occurs
 - C. it occurs
 - D. they occur
2. 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.

3. Each number : binary system are formed from only two symbols.

A
B
C
D
4. Scientists at the medical center is trying to determine if there is a relationship between saccharine and cancer.

A
B

C
D
5. On the rim of the Kilauea volcano in the Hawaiian Islands are a hotel called the Volcano Hotel.

A
B
C

D
6. The great digital advances of the electronic age, such as integrated circuitry

A
B

microcomputer, has been planted in tiny chips.

C D

7. There are many frequently mentioned reasons why one out of four arrests

A B C

involve a juvenile.

D

8. Kepler's Laws, principles outlining planetary movement, was formulated

A B

based on observations made without a telescope.

C D

9. Only with a two-thirds vote by both houses are the U.S. Congress able to

A B C

override a presidential veto.

D

- 10 Of all the evidence that has up since Webster's paper was published, there

A

Is no new ideas to contradict his original theory.

B C D

TOEFL REVIEW EXERCISE (Skills 1-23): 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

SKILL 24: USE PARALLEL STRUCTURE WITH COORDINATE CONJUNCTIONS

PARALLEL STRUCTURE WITH COORDINATE CONJUNCTIONS			
	and		
(same structure)	but		(same structure)
structure)	Or		
	and		
(same structure),	(same structure)		but
(same structure)			
	or		

EXERCISE 24:

Each of the following sentences contains words or groups of words that should be parallel. Circle the word that indicates that the sentence should have parallel parts. Underline the parts that should be parallel. Then indicate if the sentences are correct (C) or incorrect (I).

1. She held jobs as a typist, a housekeeper, an in a restaurant.
2. The report you are looking for could be in the file(or) on the desk.
3. She works very hard but usually gets below-average grades.
4. The speaker introduced himself, told several interesting anecdotes, and finishing with an emotional plea.
5. You should know when the program starts and how many units you must complete.
6. The term paper he wrote was rather short but very impressive.
7. She suggested taking the plane this evening or that we go by train tomorrow.
8. The dean or the assistant dean will inform you of when and where you should apply for your diploma.
9. There are papers to file, reports to type, and those letters should be answered.
10. The manager needed a quick but thorough response.

SKILL 25: USE PARALLEL STRUCTURE WITH PAIRED CONJUNCTIONS

PARALLEL STRUCTURE WITH PAIRED CONJUNCTIONS			
Both		and	
Either		or	
Neither	(same structure)	nor	(same structure)
not only		but also	

EXERCISE 25:

Each of the following sentences contains words or groups of words that should be parallel. Circle the word or words that indicate that the sentence should have parallel parts. Underline the parts that should be parallel. Then indicate if the sentences are correct (C) or incorrect (I).

1. According to the syllabus, you can either write a paper or you can take an exam.

2. It would be Both noticed (ainid) appreciated if you could finish the work before you leave.
3. She would like neither to see a movie or to go bowling.
4. Either the manager or her assistant can help you with your refund.
5. She wants not only to take a trip to Europe but she also would like to travel to Asia.
6. He could correct neither what you said nor you wrote.
7. Both the tailor or the laundress could fix the damage to the dress.
8. He not only called the polic department but also called the fire department.
9. You can graduate either it the end off the fall semester or you can graduate at the end of the spring semester.
10. The movie was neither amusing nor was it interesting.

SKILL 26: USE PARALLEL STRUCTURE WITH COMPARISONS

PARALLELSTRUCTUREWITH COMPARISONS		
(same structure)	more ... than	
	-er ... than	
	less ... than	(same structure)
	some ... as... as	
	as the	
	similar ... to	

EXERCISE 26:

Each of the following sentences contains words or groups of words that should be parallel. Circle the word or words that indicate that the sentence should have parallel parts. Underline the parts that should be parallel. Then indicate if each sentence is correct (C) or incorrect (I).

1. His research for the thesis was more useful than hers.
2. Dining in a restaurant is more fun than to eat at home.
3. I want a new secretary who is as efficient as the previous one.
4. What you do today should be the same as did yesterday.

5. This lesson is more difficult than we had before.
6. You have less homework than they do.
7. What do you has more effect than what you say.
8. Music in your country is quite similiar to my country.
9. The collection of foreign journals in the university library is more extensive than the high school library.
10. How to buy a used car can be as difficult as buying a new car.

EXERCISE (Skills 24-26):

Circle the word or words that indicate that the sentence should have parallel parts. Underline the parts that should be parallel. Then indicate if the sentences are correct (C) or incorrect (I).

1. After retirement he plans on traveling to exotic locations, dine in the finest restaurants, and playing a lot of golf.
2. She was both surprised by and pleased with the seminar.
3. What came after the break was even more boring than had come Before.
4. He would find the missing keys neither under the bed or behind the sofa.
5. Depending on the perspective of the viewer, the film was considered laudable, mediocrity, or horrendous.
6. He exercised not only in the morning, but he also exercised every afternoon.
7. Working four days per week is much more relaxing than working five days per week.
8. Sam is always good natured, generous, and helps you.
9. Either you have to finish the project, or the contract will be canceled.
10. The courses that you are -required to take are more important than the courses that you choose.

TOEFL EXERCISE (Skills 24-26): Choose the letter of the word or group of words that best completes the sentence.

1. Truman Capote's *In Cold Blood* is neither journalistically accurate
 - A. a piece of fiction
 - B. nor a fictitious work
 - C. or written in a fictitious way
 - D. nor completely fictitious
2. Vitamin C is necessary for the prevention and of scurvy.
 - A. it cures
 - B. cures
 - C. cure
 - D. for curing
3. A baby's development is influenced by both heredity and
 - A. by environmental factors
 - B. environmentally
 - C. the influence of the environment
 - D. environment
4. Because bone loss occurs earlier in women than the effects of osteoporosis are more apparent in women.
 - A. men do
 - B. in men
 - C. as men
 - D. similar to men

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

5. Fire extinguishers can contain liquefied gas, dry chemicals, or watery.

A

B

C

D

6. The U.S. Congress consists of both the Senate as well as the House of

A

B

C

D

Representatives.

- TOEFL REVIEW EXERCISE (Skills 1-26):** Choose the letter of the word or group of words that best completes the sentence.

1. The growth of hair cyclical process, with phases of activity and inactivity.
 - A. it is
 - B. is a
 - C. which is
 - D. a regular
2. The fire to have started in the furnace under the house.
 - A. is believed
 - B. that is believed
 - C. they believe
 - D. that they believe
3. In Roman numerals, symbols for numeric values.
 - A. are letters of the alphabet

- B. letters of the alphabet are
 C. which uses letters of the alphabet
 D. in which letters of the alphabet are
4. The legal systems of most countries can be classified common law or civil law.
 A. as either
 B. either as
 C. either to
 D. to either
5. One difference between mathematics and language is that mathematics is precise
 A. language is not
 B. while language is not
 C. but language not
 D. while is language
6. Your criticism of the three short stories should not be less than 2,000 words, nor more than 3,000.
 A. should it be
 B. it should be
 C. it is
 D. should be it

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

7. In 1870, the attorney general was made head of the Department of Justice,
 A
 given an enlarged staff, and endow with clear-cut law-enforcement functions.
 B C D

8. The General Sherman Tree, the largest of all the giant sequoias, are reputed to be the world's largest living thing.

A

B C

D

9. The skeleton of a shark is made of cartilage rather than having bone.

A

B

C

D

10. At least one sample of each of the brands contains measurable amounts of aflatoxin, and there is three which exceed the maximum.

A

B

C

D

SKILL 27: FORM COMPARATIVES AND SUPERLATIVES CORRECTLY

THE FORM OF COMPARATIVES AND SUPERLATIVES	
COMPARATIVE	<div> <div> more(long adjective) (short adjective) + er </div> than </div>
SUPERLATIVE	<div> The <div> most (long adjective) (short adjective) + est </div> that </div> <div> maybe in, of, </div>

EXERCISE 27:

Each of the following sentences contains a comparative or superlative. Circle the comparative or superlative. Then indicate if the sentences are correct (C) or incorrect (I).

- Oxygen is abundanter than nitrogen.
- The directions to the exercise say to choose the most appropriate response.
- The lesson you are studying now is the most importantest lesson that you will have.
- Fashions this year are shorter and more colorful than they were last year.

5. The professor indicated that Anthony's research paper was more long than the other students' papers.
6. Alaska is the coldest than all the states in the United States.
7. The workers on the day shift are more rested than the workers on the night shift.
8. She was more happier this morning than she had been yesterday.
9. The quarterback on this year's football team is more versatile than the quarterback on last year's team.
10. She always tries to do the best and most efficient job that she can do.

SKILL 28: USE COMPARATIVES AND SUPERLATIVES CORRECTLY

THE USES OF COMPARATIVES AND: SUPERLATIVES
The COMPARATIVE is used to compare two equal things.
The SUPERLATIVE is used to show which one of many is in some way the most outstanding.

EXERCISE 28:

Each of the following sentences contains a comparative or superlative. Circle the comparative or superlative. Then indicate if the sentences are correct (C) or incorrect (I).

1. Harvard is probably the most prestigious university in the United States.
2. Rhonda is more hard working of the class.
3. The engineers hired this year have more experience than those hired last year.
4. The graduate assistant informed us that the first exam is the most difficult of the two.
5. He bought the more powerful stereo speakers that he could find.
6. The afternoon seminar was much more interesting than the morning lecture.
7. The food in this restaurant is the best of the restaurant we visited last week.
8. The plants that have been sitting in the sunny window are far healthier than the other plants.
9. The photocopies are the darkest that they have ever been.

10. The first journal article is the longest of the second article.

SKILL 29: USE THE IRREGULAR -ER, -ER STRUCTURE CORRECTLY

THE -ER, -ER STRUCTURE					
	-er			-er	
THE	more	(same structure)	THE	more	(same structure)
This type of sentence may or may not include a verb.					

EXERCISE 29:

Each of the following sentences contains the irregular -er, -er structure. Circle the two comparisons with the. Underline the parts that should be parallel. Then indicate if the sentences are correct (C) or incorrect (I).

1. The hotter the food is, harder it is to eat.
2. The warmer the weather, the greater the attendance at the outdoor concert.
3. The more you say, the worst the situation will be.
4. The more time they have to play, the happier the children are.
5. The thicker the walls, the noise that comes through is less.
6. If you run faster, the earlier you'll arrive.
7. The more you use the phone, the higher the bill will be.
8. The harder you serve, the easier it is to win the point.
9. The earliest you send in your fax forms, the sooner you will receive your refund.
10. The more people there are at the party, you'll have a good time.

EXERCISE (Skills 27-29): Circle the comparatives and superlatives in the following sentences. Then indicate if the sentences are correct (C) or incorrect (I).

1. The coffee is more stronger today than it was yesterday.
2. The tree that was struck by lightning had been the tallest of the two trees we had in the yard.

3. He will buy the most fuel-efficient car that he can afford.
4. The closest it gets to summer, the longer the days are.
5. The business department is bigger of the departments in the university.
6. I really do not want to live in the Southeast because it is one of the most hot areas in the United States.
7. It is preferable to use the most efficient and most effective method that you can.
8. Tonight's dinner was more filling than last night's.
9. The sooner the exam is scheduled, the less time you have to prepare. 10.
10. The house is now the cleanest that it has ever been.

TOEFL EXERCISE (Skills 27-29): Choose the letter of the word or group of words that best completes the sentence.

1. The speed of light is the speed of sound.
 - A. Faster
 - B. much faster than
 - C. the fastest
 - D. as fast
2. The use of detail is method of developing a controlling idea, and almost all students employ this method.
 - A. more common
 - B. common
 - C. most common
 - D. the most common
3. in Stevenson's landscapes, the more vitality and character the paintings seem to possess.
 - A. The brushwork is loose
 - B. The looser brushwork
 - C. The loose brushwork is
 - D. The looser the brushwork is

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

4. Certain types of snakes have been known to survive fasts more as a year long.
A B C D
5. The grizzly bear, which can grow up to eight feet tall, has been called a more
A B C D
dangerous animal of North America.
6. Climate, soil type, and availability of water are the most critical factors than
A B C
selecting the best type of grass for a lawn.
D
7. Peter Abelard, a logician and theologian, was the controversialest teacher of
A B C D
his age.
8. Protein molecules are the most complex than the molecules of carbohydrates.
A B C D
9. The leek, a member of the lily family, has a mildest taste than the onion.
A B C D
10. The widely used natural fiber of all is cotton.
A B C D

TOEFL REVIEW EXERCISE (Skills 1-29): Choose the letter of the word or group of words that best completes the sentence.

1. _____ a liberal arts college specifically for deaf people, is located in Washington, D.C.
A. Gallaudet College
B. Gallaudet College is
C. About Gallaudet College
D. Because of Gallaudet College
2. _____ varieties of dogs at the show, including spaniels, poodles, and collies.
A. The several
B. Those

- C. Several
- D. There were several
3. While the discovery that many migratory songbirds can thrive in deforested wintering spots , the fact remains that these birds are dying at unusual rates.
- A. it is heartening
- B. hearten
- C. heartening
- D. is heartening

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

4. The coyote is somewhat smaller in size than a timber wolf.
- A B C D
5. The weather reports all showed that there were a tremendous storm front moving in.
- A B C
- D
6. Seldom cactus plants are found outside of North America.
- A B C D
7. In a basketball game a player what is fouled receives one or two free throws.
- A B C D
8. Until recently, California was largest producer of oranges in the United States.
- A B C D
9. An understanding of engineering theories and problems are impossible until basic arithmetic is fully mastered.
- A B
- C D

10. The earliest the CVS (chorionic villus sampling) procedure in the pregnancy,
A B C
the greater the risk to the baby.
D

SKILL 30: AFTER HAVE, USE THE PAST PARTICIPLE

VERB FORMS AFTER HAVE
HAVE + past: participle

EXERCISE 30:

Each of the following sentences contains a verb in the past or a past participle. Underline the verbs or past participles twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. The young girl drunk a glass of milk.
2. Before she left, she had asked her mother for permission.
3. Having finished the term paper, he began studying for the exam.
4. The secretary has broke her typewriter.
5. The installer should have completes the task more quickly.
6. He has often become angry during meetings.
7. She has rarely rode her horse in the park.
8. Having saw the film, he was quite disappointed.
9. Tom has thought about taking that job.
10. You might have respond more effectively.

SKILL 31: AFTER BE, USE THE PRESENT PARTICIPLE OR THE PAST PARTICIPLE

VERB FORMS AFTER HAVE
HAVE + past participle

EXERCISE 31:

Each of the following sentences contains a verb formed with be. Underline the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. At 12:00 Sam is eat his lunch.
2. We are meeting them later today.
3. The message was took by the receptionist.
4. Being heard was extremely important to him.
5. The Smiths are build their house on some property that they own in the desert.
6. It had been noticed that some staff members were late.
7. The report should have been submit by noon.
8. Are the two companies merge into one?
9. He could be taking four courses this semester.
10. The score information has been duplicates on the backup disk.

SKILL 32: AFTER WILL, WOULD, OR OTHER MODALS, USE THE BASE FORM OF THE VERB

VERBS FORMS AFTER MODALS
MODAL + base form of the verb

EXERCISE 32:

Each of the following sentences contains a verb formed with a modal. Underline the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. The salesclerk might lower the price.
2. The television movie will finishes in a few minutes.
3. Should everyone arrive by 8:00?
4. The method for organizing files can be improved.
5. The machine may clicks off if it is overused.
6. Every morning the plants must be watered.
7. The houses with ocean views could sell for considerably more.
8. Would anyone liked to see that movie?
9. I do not know when it will depart.
10. She will work on the project only if she can has a full-time secretary.

EXERCISE (Skills 30-32):

Underline the verbs twice in the following sentences. Then indicate if the sentences are correct (C) or incorrect (I).

1. I have gave you all the money that I have.
2. The articles were put in the newspaper before he was able to stop production.
3. All the tickets for the concert might already be sold.
4. He was so thirsty that he drunk several large glasses of water.
5. The deposit will has to be paid before the apartment can be rented.
6. He objects to being held without bail.
7. Having completed the first chapter of the manuscript, she decided to take a break.
8. If Steve had really wanted to pass his exam, he would has studied much more.
9. He thought that he should have be invited to attend the conference.
10. Before the speaker finished, many guests had rose from their seats and started for the door.

TOEFL EXERCISE (Skills 30-32): Choose the letter of the underlined word or group of words that is not correct.

1. Alice in Wonderland, first published in 1865, has since being translated
A B C D
into thirty languages.
2. The Peace Corps was establish on March 1, 1961, by then President John
A B C D
F. Kennedy.
3. The advisor told himself, while listening to the speech, that a dozen other
A B
reporters would has already asked that question.
C D
4. At the start of the American Revolution, lanterns were hung in the Old
A B C
North Church as a signal that the British were came.
D

5. Linus Pauling has wins two Nobel Prizes: the 1954 Nobel Prize in
Chemistry and the 1962 Nobel Peace Prize.
D
6. On the huge Ferris wheel constructed for a world exhibition in Chicago in
A B
1893, each of the thirty-six cabs could held sixty people.
C D
7. To overcome rejection of a skin graft, a system for matching donor and_
A B
recipient tissues has be developed.
C D
8. Nails are commonly make of steel but also can contain substances such as
A B C D
Aluminum or brass.
9. A patient suffering from amnesia may had partial or total loss of memory.
A B C D
10. The idea of using pure nicotine to help smokers stop was first tries in the
A B C C
mid-1980's with nicotine-laced chewing gum.

TOEFL REVIEW EXERCISE (Skills 1-32): Choose the letter of the word or group of words that best completes the sentence.

1. _____ separates Manhattan's Upper East Side from the Upper West Side.
 - A. Central Park
 - B. Where Central Park
 - C. Where is Central Park
 - D. Central Park which
2. Bioluminescent animals _____ the water or on land.
 - A. live
 - B. are living either

9. The study demonstrates that neither experience or awareness will improve chances of success.

D

10. Some of the eye movements used in reading is actually unnecessary.

A	B	C	D
1	1	1	1
2	1	1	1
3	1	1	1
4	1	1	1
5	1	1	1
6	1	1	1
7	1	1	1
8	1	1	1
9	1	1	1
10	1	1	1
11	1	1	1
12	1	1	1
13	1	1	1
14	1	1	1
15	1	1	1
16	1	1	1
17	1	1	1
18	1	1	1
19	1	1	1
20	1	1	1
21	1	1	1
22	1	1	1
23	1	1	1
24	1	1	1
25	1	1	1
26	1	1	1
27	1	1	1
28	1	1	1
29	1	1	1
30	1	1	1
31	1	1	1
32	1	1	1
33	1	1	1
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35	1	1	1
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89	1	1	1
90	1	1	1
91	1	1	1
92	1	1	1
93	1	1	1
94	1	1	1
95	1	1	1
96	1	1	1
97	1	1	1
98	1	1	1
99	1	1	1
100	1	1	1

SKILL 33: KNOW WHEN TO USE THE PAST WITH THE PRESENT

USING THE PAST WITH THE PRESENT

1. If you see a sentence with one verb in the past and one verb in the present, the sentence is probably incorrect.
2. However, it is possible for a correct sentence to have both past and present together.
3. If you see the past and present together, you must check the meaning to determine whether or not the sentence is correct.

EXERCISE 33:

Each of the following sentences has at least one verb in the past and one verb in the present. Underline the verbs twice and decide if the meanings are logical.

Then indicate if the sentences are correct (C) or incorrect (I).

1. I tell him the truth when he asked me the question.
2. I understand that you were angry.
3. When he was a child, he always goes to the circus.
4. Last semester he reads seven books and wrote five papers.
5. Steve wakes up early every morning because he went to work early.
6. Mark studied at the American University when he is in Washington, D.C.
7. He is telling the teacher why he did not have time to finish his homework.
8. He put some money in his account when he goes to the bank.
9. Tom keeps studying hard because he intended to go to dental school.
10. She is where she is today because she worked hard when she was a student.

SKILL 34: USE HAVE AND HAD CORRECTLY

USING (HAVE + PAST PARTICIPLE) AND (HAD + PAST PARTICIPLE)			
TENSE	FORM	MEANING	USE
present perfect	have + past participle	past up to now	not with a past tense
past perfect	had + past participle	before past up to past	not with a present tense
** Except when the time expression since is part of the sentence (see Skill 35).			

EXERCISE 34:

Each of the following sentences contains had or have. Underline the verbs twice and decide if the meanings are logical: Then indicate if the sentences are correct (C) or incorrect (I).

1. I have always liked the designs that are on the cover.
2. Because her proposal had been rejected, she is depressed.
3. The students have registered for classes before the semester started.
4. When she had purchased the car, she contacted the insurance agent.
5. He said that he had finished the typing when you finish the reports.
6. She has enjoyed herself every time that she has gone to the zoo.
7. He drove to the post office after he had finished preparing the package.
8. After the votes were counted, it had been determined that Steve was the winner.
9. Last night all the waiters and waitresses have worked overtime.
10. He had fastened his seat belt before the airplane took off.

SKILL 35: USE THE CORRECT TENSE WITH TIME EXPRESSIONS

USING CORRECT TENSES WITH TIME EXPRESSIONS		
PAST PERFECT	SIMPLE PAST	PRESENT PERFECT
by (1920)	(two years) ago last (year) in (1920)	since (1920) lately

EXERCISE 35:

Each of the following sentences contains a time expression. Circle the time expressions and underline the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. The phone rang incessantly last night.
2. They have finished contacting everyone by 4:00 yesterday.
3. The Pilgrims have arrived in the New World in 1620.
4. Since the new law was passed, it has been difficult to estimate taxes.
5. The cashier put the money into the account two hours ago.
6. All the votes have been counted last week.
7. The students are writing many compositions lately.
8. The Senate votes on the law to ban cigarette smoking in public in 1990.
9. By the time the main course was served, all the guests had arrived and been seated.
10. I had not done much more work since I talked to you on Wednesday.

SKILL 36: USE THE CORRECT TENSE WITH WILL AND WOULD

USING CORRECT TENSES WITH WILL AND WOULD		
VERB	MEANING	USE
Will	after the present	do not use with past
would	after the past	do not use with present
<p>NOTE There is a different modal would that is used to make polite requests. This type of would is often used with the present tense.</p> <p style="text-align: center;">I would like to know if you have a pencil that I could borrow.</p>		

EXERCISE 36:

Each of the following sentences contains will or would. Underline the verbs twice and decide if the meanings are logical. Then indicate if the sentences are correct (C) or incorrect (I).

1. He knew that he will be able to pass the exam.
2. I think that I will leave tomorrow.
3. Paul did not say when he will finish the project.

4. Jake doubts that he would have time to finish the project.
5. I know that I will go if I can afford it.
6. The police officer indicated that he would write a ticket if he has the time.
7. Students will often study in the library before they go to classes or before they go home.
8. He told me that he thought he will get the job in spite of his lack of education.
9. The executive vice president emphasizes at the conferences that the board would not change its position.
10. Students will register for classes according to who has the highest number of units.

EXERCISE (Skills 33-36): Underline the verbs twice in each of the following sentences. Then indicate if the sentences are correct (C) or incorrect (I).

1. When he receives the money from the insurance company two days ago, he had already rebuilt the house.
2. The position on the city council will be filled next week when the electorate votes.
3. The dentist fills the cavities every time the x-rays show that it was necessary.
4. When the bell rang, the students have left the class.
5. The space shuttle would be launched next month if the weather is good.
6. The special delivery package has arrived by noon yesterday.
7. It is probable that the students who were tested yesterday were quite successful.
8. After forty-five students had signed up for the class, the class was closed.
9. The parking at the arena was inadequate for the tremendous number of drivers who will want to park there.
10. They have not returned to Rhode Island since they left in 1970.

TOEFL EXERCISE (Skills 33-36): Choose the letter of the underlined word or group of words that is not correct.

1. In several of his paintings, Edward Hicks depicted the Quaker farm in
A
Pennsylvania where he spends his youth.
B C D
2. Florida has become the twenty-seventh state in the United States on March
A B C D
3, 1845.
3. After last week's meeting, the advertising department quickly realized that
A B
the product will need a new slogan.
C D
4. John F. Kennedy's grandfather, John F. Fitzgerald, serves two terms as the
A B C
mayor of Boston in the beginning of the twentieth century.
D
5. Fort Ticonderoga, a strategically important fortification during the
Revolution, had since been reconstructed and turned into a museum.
A B C D
6. In making their calculations, Institute researchers assume that the least
A B
costly form of energy would be used.
C D
7. A twenty-one-year-old man became the second casualty yesterday when
A B
he loses control of his truck.
C D
8. Most people had written with quill pens until pens with metal points_
A B C
become popular in the middle of the nineteenth century.
D

9. In a determined drive to pare its debt, Time Warner is launching a stock offering plan that would potentially raise \$2.8 billion.

A

B

C

D

10. The formula used in the study calls for either peroxide or metaldehyde, but metaldehyde was not always available.

A

B

C

D

TOEFL REVEKW EXERCISE (Skills 1-36): Choose the letter of the word or group of words that best completes the sentence.

1. in the United States declined from twenty million in 1910 to nine million in the 1970s.

- A. For a number of horses
- B. The number of horses
- C. When the number of horses
- D. That the number of horses

2. Because of his reservations about the issue, refused to vote for it.

- A. who
- B. and
- C. which the senator
- D. the senator

3. Bats avoid running into objects by high-frequency sounds and Listening for echoes.

- A. the emission
- B. emitted
- C. emitting
- D. they emit

4. It has been estimated that if we intend to stay above the starvation level, food supply.

- A. so we will have to double
- B. and it must double
- C. which it must be doubled
- D. we must double

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

5. To determine an object's force, the mass and speed of the object must be

- A B C

measure.

D

6. The most common time for tornados to occur are in the afternoon or

- A B C

evening on a hot, humid spring day.

D

7. Automakers Nissan and Ford and several aerospace research facilities in

A

Great Britain are working lately to apply active noise cancellation to entire

- B C D

cars and planes.

8. When a country in an early stage of development, investments in fixed

- A B C

capital are vital.

D

9. John Chapman became famous in American folklore as "Johnny

A

Appleseed" after he plants apple trees throughout the northeastern part of

- B C D

the United States.

10. Inasmuch he kept mostly to himself, the author of The Treasure of the

A B C

Sierra Madre was known as "the mysterious B. Treuen.

D

SKILL 37: USE THE CORRECT FORM OF THE PASSIVE

THE FORM OF THE PASSIVE	
BE + past participle (BY + object)	

EXERCISE 37:

Each of the following sentences has a passive meaning. Underline twice the verbs that should be passive. Then indicate if the sentences are correct (C) or incorrect (I).

1. The boy had never be stung by a bee.
2. The suits were hung in the closet when they were returned from the cleaners.
3. Money is lending by the credit union to those who want to buy homes.
4. The record had been chose by dancers near the jukebox.
5. The topic for your research paper should have been approved by your advisor.
6. That song has been playing over and over again by Steve.
7. Their utility bills have been increased again and again.
8. The patients who are too sick to situp are being assisted by the orderlies.
9. The offices were thoroughly clean last evening by the night crew.
10. The car that was struck in the intersection yesterday is being repaired today.

SKILL 38: RECOGNIZE ACTIVE AND PASSIVE MEANINGS

ACTIVEAND PASSIVE MEANINGS	
ACTIVE	The subject does the action of the verb.
PASSIVE	The subject receives the action of the verb.

EXERCISE 38:

Each of the following sentences contains at least one active verb; however, some of the verbs should be passive. Underline the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

1. The car parked in a no-parking zone.
2. The physics exam began just a few minutes ago.
3. Everything to organize the picnic has already done.
4. The police investigated him because of his unusual actions.
5. The package containing the necessary samples has just sent.
6. The vacation to Europe will plan carefully before the scheduled departure date.
7. The coffee turned bitter when it left on the stove for so long.
8. The soccer game won in the closing minutes.
9. The clothes made to rival the latest fashions of the season.
10. When the roads are icy, the buses do not drive.

EXERCISE (Skills 37-38): Underline the verbs twice in the following sentences.

Then indicate if the sentences are correct (C) or incorrect (I).

1. After the old radiator had be replaced, the travelers continued their cross-country trip.
2. During the lightning storm, he struck in the head by a falling tree.
3. While I am on vacation, the pets should be feeds every morning and evening.
4. A book being written now by a team of writers will be published in the fall.
5. I found out that the real estate agent had already been leased the condominium.
6. The house that Mrs. Martin has always wanted to buy has just placed on the market.
7. The foundation should have been finishing by the construction workers before they left the construction site.
8. We must leave that money in the checking account because the bills pay on the first of the month.

9. The horses can't be taken out now because they have been rode for the past few hours.
10. It is being announced by a presidential aide that a lawyer from Virginia has been named attorney general.

TOEFL FKERCISE (Skills 37-38): Choose the letter of the word or group of words that best completes the sentence.

- discussed by the board of directors when it was proposed again by the
 - The problem had already
 - The problem is already
 - The problem had already been
 - The problem has already
- Much of the carnage of elephants, giraffes, and big cats uncaring hunters.
 - must commit by
 - must be committed
 - must have committed
 - must have been committed by
- The x-ray treatments hospital. up to the time that he was dismissed from the
 - gave daily
 - were given daily
 - basically have given
 - daily had been given

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

4. Particular issues that concern teenagers were covering in the half-hour program.

5. Electrical impulses May also picked up by the optic nerver.
A B C D
6. Workers training for a specific job have a strong possibility of being
A B C
replace by a machine.
D
7. On June 30, 1992, international timekeepers in Paris were added an extra_
A B
second to the day.
C D
8. The report could not be turned in on time because all the needed work lost.
A B C D
9. In English these questions have be formed by changing the word order of a
A B C
statement, whereas in some languages the word order remains the same.
D
10. He was not able to define the process by which the body had protected by
A B C D
the immunologic system.

TOEFL REVIEW EXERCISE (Skills 1-38): Choose the letter of the word or group of words that best completes the sentence.

1. Big Dipper, a seven-star constellation in the shape of a cup, is part of Ursa Major
A. The
B. It is the
C. With the
D. That the
2. The Military Academy at West Point on the west bank of the Hudson River, north of New York City.

- A. Located
- B. is located
- C. which is located
- D. whose location is

3. impressive chapter in the book was the chapter on Stuart's scientific theories.

- A. It was the most
- B. The most
- C. Most
- D. Most of the

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

4. The first fish have appeared on the earth approximately 500 million years ago.

- A
- B
- C
- D

5. Only rarely sound waves are of a single frequency encountered in practice.

- A
- B
- C
- D

6. Cameos can be carved not only from onyx and sardonyx or from agate.

- A
- B
- C
- D

7. Although most of the wild horses on the western range have already been

- A
- B

rounded up, the most remote the area, the greater the possibility that wild

- C
- D

horses can still be found.

8. During this period, \$206 was spend annually on food by families in the lower

- A
- B
- C
- D

third income bracket.

9. The dangers of noise are, unfortunately, not as clear-cut than are those from

- A
- B
- C

most other health hazards.

D

10. In a recent survey of Americans, more than 75 percent expressed the view that

A

B

the government it should take a more active role in health care.

C

D

SKILL 39: USE THE CORRECT SINGULAR OR PLURAL NOUN

KEYWORDS FOR SINGULAR AND PLURAL NOUNS				
For Singular Nouns	each	every	single	one
	a			
For Plural Nouns	both	two	many	several
		various		

EXERCISE 39:

Each of the following sentences contains at least one key word to tell you if a noun should be singular or plural. Circle the key words. Draw arrows to the nouns they describe. Then indicate if the sentences are correct (C) or incorrect (I).

1. The automotive shop stocked part for the (various) types of Hondas.
2. Every receipt must be removed from the cashier's drawer and tallied.
3. The salesclerk demonstrated various additional way that the machine could be used.
4. The woman found it difficult to believe that both of the piece of jewelry had disappeared.
5. The unhappy man became more and more discouraged with each passing days.
6. An extended cruise would be a nice way to spend a vacation one days.
7. The manager was surprised that not a single worker was available on Tuesday.
8. The housekeeper cleaned the room and took two of the occupant's dress to the laundry.
9. When the first bill was defeated, the Senate immediately began work on a different bills.

10. There were several boxes in the cupboard, and each box contained a dozen glasses.

SKILL 40: DISTINGUISH COUNTABLE AND UNCOUNTABLE NOUNS

KEYWORDS FOR COUNTABLE AND UNCOUNTABLE NOUNS				
For Countable Nouns	many	number	few	fewer
For Uncountable Nouns	Much	amount	little	less

EXERCISE 40:

Each of the following sentences contains at least one key word to tell you if a noun should be countable or uncountable. Circle the key words. Draw arrows to the nouns they describe. Then indicate if the sentences are correct (C) or incorrect (I).

1. He received little notice that the bill would have to be paid in full.
2. The police had few opportunities to catch the thief who had committed a large amount of crimes.
3. You will have fewer problems with your income taxes if you get professional help.
4. After the strike, the company dismissed many employees.
5. Because the bottom corner of the pocket was torn, much coins fell out.
6. Since he bought the new adapter, he has had less trouble with the machine.
7. There are much new items to purchase before leaving, and there is such a short amount of time.
8. The less time you take on the assignment, the less pages you will complete.
9. A few soldiers who had been in heavy combat were brought back for a little rest.
10. It is better to go shopping in the late evening because there are less people in the market, and you can accomplish a number of tasks in a short period of time.

SKILL 41: RECOGNIZE IRREGULAR PLURALS OF NOUNS

IRREGULAR PLURALS			
Vowel change	man / men	foot / feel	goose / geese
	woman / women	tooth / teeth	mouse / mice
Add -EN	child / children	ox / oxen	
Same as singular	deer / deer	salmon / salmon	trout / trout
	fish / fish	sheep / sheep	
-is → -ES	analysis / analyses	diagnosis / diagnoses	synthesis / syntheses
	axis / axes	hypothesis / hypotheses	thesis / theses
	crisis / crises	parenthesis / parentheses	
Ends in -a	bacterium / bacteria	datum / data	criterion / criteria
	curriculum / curricula	phenomenon / phenomena	
-us → -i	alumnus / alumni	fungus / fungi	stimulus / stimuli
	bacillus / bacilli	nucleus / nuclei	syllabus / syllabi
	cactus / cacti	radius / radii	

NOTE:

Additional exercises to practice these irregular plurals of nouns appear in Appendix H at the back of the text. You may want to complete these exercises before you begin Exercise 41.

EXERCISE 41:

Each of the following sentences contains at least one noun with an irregular plural. Circle the nouns with irregular plurals. Then indicate if the sentences are correct (C) or incorrect (I).

1. Parentheses is needed around that expression.
2. He wants to go on a fishing trip this weekend because he has heard that the (fish) are running.
3. The syllabi for the courses is included in the packet of materials.
4. The diagnosis that heheard today were not very positive.

5. The crisis is not going to be resolved until some of the pressure is relieved.
6. All of the alumni are attending the reception at the president's house.
7. A flock of geese were seen heading south for the winter.
8. The teeth in the back of his mouth needs to be capped.
9. The fungi has spread throughout the garden.
10. The sheepdog is chasing after the sheep which are heading over the hill.

EXERCISE (Skills 39-42): Study the nouns in the following sentences. Then indicate if the sentences are correct (C) or incorrect (I).

1. The professor does not give many exam in chemistry class, but the ones she gives are difficult.
2. His thesis includes an analyses of the hypotheses.
3. It was his dream to be a musical in the New York Philharmonic.
4. For the reception, the caterers prepared a large amount of food to serve a large number of people.
5. Many job opportunities exist in the field of nurse if you will accept a low-paying position.
6. For each business trip you make, you can choose from many different airlines
7. The stimulus for his career change is his acknowledgment that he is in a deadaend job.
8. She wants to undergo a series of treatments, but she thinks it costs a little too much money.
9. The television producer that was shown last night on the CBS network from 9:00 to 11:00 was one of the best shows of the season.
10. Various sight-seeing excursion were available from the tourist agency.

TOEFL EXERCISE (Skills 39-42): Choose the letter of the underlined word or group of words that is not correct.

1. As a compilation of useful details, a weekly magazine commends itself in
A B C

several respect.

D

2. Through aquaculture, or fish farming, more than 500 million tons of fish are

A

B

produced each years.

C

D

3. The legal system has much safeguards to protect the right of a defendant to an

A

B

C

impartial jury.

D

4. The mystery bookstore was largely a phenomena of the last decade.

A

B

C

D

5. The Song of Hiawatha, by Longfellow, tells the story of the Indian heroism

A

B

who married Minehaha.

C

D

6. Uranus is the seventh planets from the Sun.

A B

C

D

7. The sycamore has broad leaves with a large amount of pointed teeth.

A B

C

D

8. The first of two such investigation requires the students to read continuously

A

B

over a period of four hours.

C

D

9. A quantitative analysis, using both the computer and quantitative techniques,

A

B

are used to optimize financial decisions.

C

D

10. To enter the FBI National Academy, an application must be between the ages

A

B

C

D

of twenty-three and thirty-four.

TOEFL REVIEW EXERCISE (Skills 1-42): Choose the letter of the word or group of words that best completes the sentence.

1. Presidential held every four years on the first Tuesday after the first Monday in November.
 - A. electing
 - B. elections are
 - C. is elected
 - D. elected and

2. Studies of carcinogenesis in animals can provide data on in human susceptibility
 - A. differences are
 - B. that differences are
 - C. differences have
 - D. differences

3. Those who favor the new law say that the present law does not set spending limits on lobbyists' gifts to politicians, nor statewide funds.
 - A. it limits
 - B. limits it
 - C. does it limit
 - D. does it

4. The population of the earth is increasing at a tremendous rate and out of control.
 - A. they have become
 - B. are soon going to be
 - C. soon will be
 - D. why it will be

5. Starting in 1811, traders and manufacturers were more easily able to send goods upriver in the necessary power to counteract the provided flow of the waters.

A. steamboats
B. which
C. that
D. that steamboats

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

6. Temperature indicates on a bimetallic thermometer by the amount that the
A B C D
bimetallic strip bends.

7. Many of the food consumed by penguins consists of fish obtained from the
A B C D
ocean.

8. Before the newspaper became widespread, a town crier has walked
A B C
throughout village or town singing out the news.
D

9. All of NASA's manned spacecraft project are headquartered at the Lyndon
A B C D
Johnson Space Center in Houston.

10. Fungi cause more serious plant diseased than do other parasites.
A B C D

SKILL 42 : DISTINGUISH THE PERSON FROM THE THING

PERSON OR THING
It is common to confuse a person-with a thing in written -expression questions on the TOEFL test.

EXERCISE 42:

Some of the following sentences contain incorrectly used persons or things. Circle the incorrectly used words. Then indicate if the sentences are correct (C) or incorrect (I).

1. In the evening he relaxes in front of the fire and writes long oets.
2. Service in the restaurant was slow because one cook had called in sick.
3. The sculpture worked from sunrise until sunset on his new project.
4. She has received several awards for her research in engineer.
5. The economist's radical views were printed in a column in the Sunday newspaper.
6. You must have remarkable looks to work as a model for Vogue.
7. He had several critics to offer about the new play.
8. The gardener worked feverishly after the frost to save as many plants as possible.
9. The company hired a statistic to prepare marketing studies for the new product.
10. The famous acting has appeared in more than fifty Broadway plays.

SKILL 43: DISTINGUISH SUBJECT AND OBJECT PRONOUNS

SUBJECT	OBJECT
I	Me
You	You
He	Him
She	Her
It	It
We	Us
They	Them

EXERCISE 43:

Each of the following sentences contains at least one subject or object pronoun. Circle the pronouns. Then indicate if the sentences are correct (C) or incorrect (I).

1. The worst problem with it is that (e cannot afford it.
2. They saw Steve and Oat the movies last night after class.
3. Perhaps you would like to go to the seminar with they and their friends.
4. The mother took her son to the doctor's office because he was feeling sick.
5. I did not know that you and her were working together on the project.
6. She did not buy the sweater because it had a small hole in it.
7. The man leading the seminar gave me all the information I needed to make a decision.
8. The cords connecting the computer to its printer need to be replaced before them wear down.
9. He is going to the party with you and me if you do not mind.
10. You and her ought to return the books to the library because they are already overdue.

SKI 44: DISTINGUISH POSSESSIVE ADJECTIVES AND PRONOUNS

POSSESSIVE ADJECTIVES	POSSESSIVE PRONOUNS
My	Mine
Your	Yours
his	His
Her	Hers
Its	-----
Our	Ours
Their	Their
must be accompanied by a noun	cannot be accompanied by a noun

EXERCISE 44:

Each of the following sentences contains at least one possessive pronoun or adjective. Circle the possessives in these sentences. Then indicate if the sentences are correct (C) or incorrect (I).

1. If she borrows your coat, then you should be able to borrow her.
2. Each pot and pan in her kitchen has its own place on the shelf.
3. Mary and Mark invited theirs parents to see their new apartment.
4. When my roommate paid her half of the rent, I paid mine.
5. All students need to bring theirs own pencils and answer sheets to the exam.
6. All her secretaries are working late tonight to finish her report.
7. The horse trotting around the track won its race a few minutes ago.
8. Before the report is finalized, the information in their notes and our must be proofed.
9. She worked all day cooking food and making decorations for her son's birthday party.
10. The weather in the mountains this weekend will be extremely cold, so please take yours heavy jackets

SKILL 45 : CHECK PRONOUN REFERENCE FOR AGREEMENT

PRONOUN AGREEMENT
1. Be sure that every pronoun and possessive...agrees with the noun it refers to.
2. You generally check back in the sentence for agreement.

EXERCISE 45:

Each of the following sentences contains at least one pronoun or possessive. Circle the pronouns and possessives. Draw arrows to the nouns they refer to. Then indicate if the sentences are correct (C) or incorrect (I).

1. If a person really wants to succeed, they must always work hard.
2. If (you see the students from the math class, could you return their exam papers to them.
3. Some friends and I went to see a movie, and afterwards we wrote a critique about them.
4. If you have a problem, you are welcome to discuss it with me before you try to resolve them.
5. I know you had a terrible time last week, but you must try to forget about it.
6. At the start of the program, each student needs to see his advisor about his schedule.
7. In spite of its small size, these video recorders produce excellent tapes.
8. Whatever the situation, you should reflect profoundly about them before coming to a decision.
9. The people I admire most are those who manage to solve their own problems.
10. If anyone stops by while I am at the meeting, please take a message from them.

SKILL 46: USE BASIC ADJECTIVES AND ADVERBS CORRECTLY

BASIC USE OF ADJECTIVES AND ADVERBS	
ADJECTIVES	Adjectives describe nouns or pronouns.
ADVERBS	Adverbs describe verbs, adjectives, or other adverbs.

EXERCISE 46:

Each of the following sentences has at least one adjective or adverb. Circle the adjectives and adverbs, and label them. Draw arrows to the words they describe. Then indicate if the sentences are correct (C) or incorrect (I).

1. The mother was pleased surprised when her daughter came to visit.
NOUN ADJ ADJ
2. The salespeople frequently visit the East Coast for trade shows
3. He was driving an expensively sports car.
4. There is a special program on television this evening.
5. She was chosen for the leading part because she sings so well.
6. The car was not complete ready at 3:00.
7. It was difficult to believe that what we read in the newspaper was a truly story.
8. Points will be subtracted for each incorrect answered question.
9. The production manager quietly requested a completely report of the terribly incident.
10. The children finished their homework quickly so that they could watch television.

SKILL 47: USE ADJECTIVES AFTER LINKING VERBS

EXERCISE 47:

Each of the following sentences contains at least one adjective or adverb. Circle the adjectives and adverbs, and label them. Draw arrows to the words they describe. Then indicate if the sentences are correct (C) or incorrect (I).

1. The parents seem angrily about the child's reort card.
2. The speaker talkd knowingly about rehistoric fossils.

3. After she drank the lemonade the cake tasted too sweetly to her.
4. Throughout dinner we were bored because he spoke incessantly.
5. Sam felt terribly depressed after the accident.
6. The neighbor appeared calm in spite of the fact that his house was on fire.
7. He looked quite unhappily at the thought of leaving his job.
8. Marla jumped up quick when she heard the gunshot.
9. Even though we were not really hungry, the food smelled delicious.
10. The history course that I took last semester proved more difficultly than I had expected.

SKILL 48: POSITION ADJECTIVES AND ADVERBS CORRECTLY

THE POSITION OF ADJECTIVES AND ADVERBS	
ADJECTIVES	A one-word adjective comes before the noun it describes. It does not come directly after.
ADVERBS	An adverb can appear in many positions. It cannot be used between a verb and its object.

EXERCISE 48:

Each of the following sentences contains at least one adjective or adverb Circle the adjectives and adverbs, and label them. Draw arrows to the words they describe Then indicate if the sentences are correct (C) or incorrect (I).

1. The store opened with a sale fantastic
ADJ
2. The pharmacist has always filled our order quicklcy
3. The political candidates expressed their opposing views.
4. The lawyer has selected carefully a new case.
5. Frequently the coffee has tasted bitter.
6. The wedding reception was held at a restaurant expensive.
7. The salesclerk has often traveled to New York.
8. Following the failure of the first set of plans, the manager has altered subsequently them.

9. The students had to study many hours daily during the program intensive.
10. The naval officer was asked to transfer to a foreign country

SKILL 49 : RECOGNIZE- LY ADJECTIVES

-LY ADJECTIVES				
Costly	likely	daily	quarterly	northerly
Early	rely	hourly	weekly	easterly
Friendly	lonely	monthly	yearly	southerly
Kindly	manly	nightly	lovely	westerly

EXERCISE 49:

Each of the following sentences contains at least one adjective or adverb ending in -ly. Circle the -ly words, and label them as either adjectives or adverbs. Draw arrows to the words they describe. Then indicate if the sentences are correct (C) or incorrect (I).

1. Federal taxes are yearly taxes which must be paid every April.
2. At the fashion show, the new seasonally fashions will be shown.
3. Do you want to go to the early movie or the lately movie?
4. She offered me some friendly advice about how to deal with the terribly problem.
5. The quarterly reports need to be turned in at the next weekly meeting.
6. He did not have a manly reaction to the negatively comments.
7. The likely outcome of the purchase of the costly car is that he will not be able to pay his monthly bills.
8. The days she spent at the beach house were lonely and solitarily.
9. She takes her daily medication on a regularly schedule.
10. The kindly neighbor paid hourly visits to her unhealthily friend.

SKILL 50: USE PREDICATE ADJECTIVES CORRECTLY

PREDICATE ADJECTIVES	
PREDICATE ADJECTIVES	FORMS USED IN FRONT OF A NOUN
Alike	like, similar
Alive	live, living
Alone	lone
Afraid	frightened
Asleep	sleeping
A predicate adjective appears after_a linking verb such as.be. It cannot appear directly in front of the noun that it describes.	

EXERCISE 50:

Each of the following sentences contains a predicate adjective or its related form. Circle the predicate adjectives or related forms. Then indicate if the sentences are correct (C) or incorrect (I).

1. The two brothers do not look at all alike.
2. My friend brought the alive lobster to my house and expected me to cook it.
3. Are you going to be lone in the house tonight?
4. The afraid child cried for his mother.
5. Everyone else was asleep by the time I arrived home.
6. We completed our two projects in a like manner.
7. All of the crash victims were alive when they were found.
8. She tried to walk quietly by the asleep dogs without waking them.
9. Were you feeling afraid when you heard the noise?
10. According to the report, the president was shot by an alone gunman.

SKILL 51: USE -ED AND -ING ADJECTIVES CORRECTLY

-ED AND -ING ADJECTIVES			
TYPE	MEANING	USE	EXAMPLE
-ING	active	It does the actlofl of the verb	The happily playing childres (the children play)
-ED	passive	the happily playing children ...	the frequently played record (someone plays the record)

EXERCISE 51:

Each of the following sentences contains either an -ed or an -ing verbal adjective. Circle the verbal adjectives. Draw arrows to the words they describe. Then indicate if the sentences are correct (C) or incorrect (I).

1. The teacher gave a quiz on the just completing lesson.
2. There is a fascinating movie at the theater tonight.
3. They thought that it had been a very satisfied dinner.
4. The empty bottles are to the left, and the filling bottles are to the right.
5. For lunch at the restaurant she ordered a mixed salad.
6. The students thought that it was an interesting assignment.
7. The shoppers were impressed by the reducing prices.
8. He can't afford to take long vacations to exotic places because he is a worked man.
9. I recently received several annoying phone calls from the insurance agent.
10. Today the bookkeeper will work on the unpaying bills.

SKILL 52: USE ARTICLES WITH SINGULAR NOUNS

ARTICLES WITH SINGULAR- NOUNS
A singular noun must have an article (a, an, the) or some other determiner, such as my or each. (A plural noun or an uncountable noun may or may not have an article.)

EXERCISE 52:

The following sentences contain different types of nouns. Circle only the countable singular nouns. Mark where articles (or determiners) have been omitted. Then indicate if the sentences are correct (C) or incorrect (I).

1. She is takingV trip with friends.
2. In my (yard) there are flowerstreesand grass.,,
3. The.manager sent memo to his employees.
4. There is car in front of the building.
5. The child and his friends are having milk and cookies.
6. She is studying to be an actress in films.
7. My neighbor was arrested for throwing rocks through windows.
8. We have machinery that prints ten pages each minute.
9. Teacher has many students during a semester.
10. Can you heat water for tea?

SKILL 53: DISTINGUISH A AND AN

A AND AN	
A	A.is used in front of a singular noun with a consonant sound.
AN	An is used in <u>front</u> of a singular noun with a vowel sound.
Be careful of nouns beginning with N or U. They may have a vowel or a consonant sound.	

EXERCISE 53:

Each of the following sentences contains a or an. Circle each a or an. Underline the beginning of the word that directly follows. Pronounce the word. Then indicate if the sentences are correct (C) or incorrect (I).

1. The dishwasher quit his job because he was making only four dollars a hour.

2. It was an unexpected disappointment to receive a rejection letter from the university.
3. It is raining, so you should bring a umbrella.
4. He bought a half gallon of milk and a box of a hundred envelopes.
5. An objection was raised because it was such a unacceptable idea.
6. The workers at the plant do not belong to a union.
7. The police officer was not wearing an uniform when she arrested the suspect.
8. If you do not give me a hand, finishing the project on time will be an impossibility.
9. She was upset when a honest mistake was made.
10. She opened a account at a local department store.

SKILL 54: MAKE ARTICLES AGREE WITH NOUNS

AGREEMENT OF ARTICLES WITH NOUNS
You should never use a or an with a plural noun

EXERCISE 54:

Each of the following sentences contains a or an. Circle each a or an. Draw an arrow to the noun it describes. Then indicate if the sentences are correct (C) or incorrect (I).

1. She went to school in a local community.
2. The doctor used an other pills.
3. It is necessary to have a farm or land of your own.
4. He must contact a members of the club.
5. You will need a pen or a pencil.
6. He is responsible for bringing a number of items.
7. You must write a report on a subjects of your choice.
8. They crossed through several forests and a stream.
9. There will be another important lessons tomorrow.
10. He could not give me a good reasons for what he did.

SKILL 55: DISTINGUISH SPECIFIC AND GENERAL IDEAS

SPECIFIC AND GENERAL IDEAS		
ARTICLE	MEANING	USES
A or AN	general idea	Use when there are many, and you do not know which one it is. Use when there are many, and you do not care which one it is.
THE	specific idea	Use when it is the only one. Use when there are many, and you know which one it is.

EXERCISE 55:

Each of the following sentences contains one or more articles. Circle the articles. Draw arrows to the nouns they describe. Then indicate if the sentences are correct (C) or incorrect (I).

1. He took lal tnp on lal Snake River.
2. I'll meet you at the library later.
3. The ball hit a child on a head.
4. He had a best grade in the class on the exam.
5. The people who came here yesterday were here again today.
6. She was a most beautiful girl in the room.
7. The trip that I took last year to the Bahamas was the only vacation I had all year.
8. I need a piece of paper so that I can finish the report that I am working on.
9. A basketball player threw the ball to a center of the court.
10. The sixth-grade class went on a field trip to visit a Lincoln Memorial.

SKILL 56: RECOGNIZE INCORRECT PREPOSITIONS

EXERCISE 56:

Each of the following sentences contains at least one preposition. Circle the prepositions. Then indicate if the sentences are correct (C) or incorrect (I).

1. After school many students participate in sports.
2. I know I can rely in you to be here on time.
3. If you need more light to read, turn on the lamp next to you.
4. Parents always try to bring at their children to be thoughtful.
5. I'll have to consult to my attorney before making a decision.
6. Walt has lost his keys, so he must look for them.
7. I just don't approve at your cheating on the exam.
8. Smoking is forbidden, so you should put out your cigarette
9. Failure to pass the test will result to the loss of your license.
10. It is unlawful for parolees to associate with known felons.

SKILL 57: RECOGNIZE WHEN PREPOSITIONS HAVE BEEN OMITTED

EXERCISE 57:

Prepositions have been omitted in some of the following sentences. Mark where prepositions have been omitted. Then indicate if the sentences are correct (C) or incorrect (I).

1. If you take this job, it will be necessary to dealVother departments.
2. Each child took one cookie from the plate.
3. In the discussion, Rob sided the rest.
4. The board turned his suggestion for the project because it was too costly.
5. He can always depend his friends.
6. While Mrs. Sampson went shopping, a baby sitter looked the children.
7. I know Steve believes what you told him.
8. Children should beware strangers.
9. It was difficult to make a decision about buying a house.

10. Tom blamed his brother the dent in the car.

SKILL 58: DISTINGUISH MAKE AND DO

EXERCISE 58:

Each of the following sentences contains make or do. Circle make or do. Draw arrows to the nouns that complete the expressions. Then indicate if the sentences are correct (C) or incorrect (I).

1. The biology student did several mistakes in the lab report.
2. I hope that you will be able to do me a favor this afternoon.
3. No matter what job she has, she always makes her best.
4. The runner did a strong effort to increase her speed in the mile race.
5. It is comforting to think that your work can make a difference.
6. His grade was not very good because he had not done his homework
7. In this job you will make more money than in your previous job.
8. He was unable to do dinner because no one had done the lunch dishes.
9. It is a pleasure to work with someone who always makes the right thing.
10. It is a pleasure to work with someone who always makes the right thing.

SKILL 59: DISTINGUISH LIKE, ALIKE, AND UNLIKE

LIKE, ALIKE, AND UNLIKE			
like	adjective	similar	As an adjective, like is used before a noun.
alike	adjective	similar	As an adjective, alike is used after a linking verb.
like	preposition	similar	Both prepositions are followed by objects.
unlike	preposition	different	They can both be used in many positions, including at the beginning of the sentence.

EXERCISE 59:

Each of the following sentences contains like, alike, or unlike. Circle the like words. Then indicate if the sentences are correct (C) or incorrect (I).

1. The two routes you have chosen for the trip are.
2. The science books this semester are like the books used last semester.
3. Alike the restaurant where we usually eat, this new restaurant has early-bird specials.
4. Unlike the traditional red fire engines, the new fire engines are yellow.
5. The two girls were embarrassed because they were wearing alike dresses.
6. The new piece that the pianist is preparing is unlike any she has ever played before.
7. Like the Washington Zoo, the San Diego Zoo had several panda bears.
8. The insurance package offered by that company is exactly alike the package our company offers.
9. Any further work done in a like fashion will be rejected.
10. It is unfortunate that the covers for this year's and last year's albums are so alike.

SKILL 60: DISTINGUISH OTHER ANOTHER, AND OTHERS

	SINGULAR	PLURAL
INDEFINITE	I have another book. (ADJ) I have another. (PRo)	I have other books. (ADJ) I have others. (PRo)
DEFINITE	I have the other book. (ADJ)I have the other. (PRo)	I have the other books. (ADJ) I have the others. (PRO)

Notice that you use another only to refer to an indefinite, singular idea. Others is used only as a plural pronoun (not accompanied by a noun). In all other cases, other is correct.

EXERCISE 60:

Each of the following sentences contains other, another, or others. Circle other, another or others. Then indicate if the sentences are correct (C) or incorrect (I).

1. It is essential to complete the first program before working on the others.
2. The waitress will bring you the another bowl of soup if you want.
3. You should pack another pair of shoes in case that pair gets soaked.
4. It is difficult to find others workers who are willing to work such long hours.
5. Since the lamp you wanted is out of stock, you must choose another.
6. The other desk clerk must have put that message in your mailbox.
7. If your identification card is lost or stolen, you cannot get another.
8. Because they were not pleased with the hotel accommodations last year, they havedecided to try a other hotel this year.
9. As some students moved into the registration area, others took their places in line.
10. The printer will not function unless it has another cartridges.

EXERCISE (Skills 58-60):

Circle the words in the following sentences that are commonly confused on the TOEFL test. Then indicate if the sentences are correct (C) or incorrect (I).

1. When the car's odometer reached 100,000, she decided that it was time to buy another car.
2. Every time someone does an error in the program, several extra hours of work are created.
3. Like the fashions shown in this magazine, the fashions in the other magazine are quite expensive.
4. Because the main highway is crowded at this hour, the driver should try to find another routes to the stadium.
5. Although the two signatures are supposed to be exactly the same, they are not at all like.
6. The decorators did the shopping for the material and made curtains for the windows.

7. Before the administrator reads the stack of papers on his desk, he should sign the others that are on the file cabinet.
8. The committee is doing the arrangements for the Saturday evening banquet.
9. When he made several other big mistakes, he did his apologies to the others in the office.
10. Perhaps the designer could select others styles if these are inappropriate.

TOEFL EXERCISE (Skills 58-60):

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

1. The buffalo and the bison are like except for the size and shape of the head and shoulders.
A B C D
2. Other interesting aspect of tachistopic training in recent years has been the newfound use by professional teams.
A B C D
3. Only about 3 percent of oil wells actually do a profit.
A B C D
4. Dislike sumac with red berries, sumac with white berries is poisonous.
A B C D
5. Pittsburgh has reduced its smog by requiring more complete oxidation of fuel in cars, and others cities can do the same thing.
A B C D
6. Alike all other mammals, dolphins have lungs
A B C D
7. Up to World War II almost all important research in physics had been made in universities, with only university funds for support.
A B C D

3. Titania, photographed by Voyager 2 in 1986, has significantly fewer craters
- A B C

than another moons of Uranus.

D

4. The author Francis Scott Key Fitzgerald is better know as F. Scott Fitzgerald.

A

B C D

5. The result of the failure to plan for the future is that a child from an urban area

A

B

must be took to the country to see nature.

C

D

6. This machine can print on a single pieces of paper, but only if the lever is _

A

B

C

facing the front of the machine.

D

7. The development of permanent teeth, alike that of deciduous teeth, begins

A B

C

before birth.

D

8. A crowd of several hundred fan watched the ceremony from behind a fence.

A

B C

D

9. Unlike other architects of the early modern movement, Alvar Aalto stressed

A

B

informality, personal expression, romantic, and regionality in his work.

C

D

10. Color blindness may exist at birth or may occur later in life as a result for

A

B

C

D

disease or injury.