

# COMPANION WITH FAITH

## Writing Guide



Verb Tenses

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# Verb Tenses

## " Perfect " Verbs

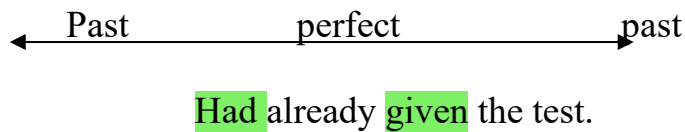
how to identify?  
verbs present  
verbs past  
verb future

Use the perfect tenses whenever you need to indicate that some event is completed before some other point in time

- 1- **Past perfect tense**: shows that an event had been completed before another point in the past

had + past participle .....refers to an action happened before another action in the past

Ex: By the time we arrived at the reception, Ali had already given the test.



- 2- **present perfect tense**, while the other perfect tense, usually does not show completion, but then an event either extends from the past to the present or occurs at an extended or unspecified time in the past. You can think of it as the “past” plus present” tense the “Unspecified past

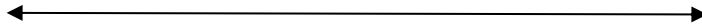
have // has + past participle  
i have studied English for 10 years.

3- **future perfect tense** shows that something will have been completed before sometime in the future.

will + have + past participle

Ex: On Friday, we will have completed the project.

Future perfect



No

will have completed on Friday

**Participles** must be “perfect” too, when they indicate an action completed before another action.

-Having walked all night, we were desperate to find rest at dawn.

v+ing + past participle

### **"Timeless" verbs**

exception

When you need to discuss a theory, an artistic work, or a general non historical fact, the verb that describes it is “timeless” and should take the present tense by default.

Ex: The ancient Greek philosopher Zeno believed that all motion was an illusion.

(Incorrect)

is

## What is the Mood of a Verb?

The **mood of a verb** is its factuality or urgency.

**-Subjunctive mood:** verbs indicate something **hypothetical, condition, wishful, suggestive, or counter to fact.**

**-Imperative mood:** verbs in the imperative mood indicate a direct command.

-The **subjunctive mood** is usually indicated by auxiliaries like would, should, might, and may, or if the verb is to be, by the forms were and be.

### Examples:

-He would feel better if only he would eat. (hypothetical)  
was xx

-If I **were** faster, I could play better.

-We thought that she might win the election, but she lost by a lot.  
(counter to fact)

-He plays **as though** he **were** not even injured. (counter to fact)

-I **wish** that he would not act so superior (wishful)

-I wish I were two inches taller. (wishful)

-I truly doubt that she would ever say such a thing. (doubtful)

-She said that we should practice harder (suggestion)

-He asks that we be there at 6 o'clock. (indirect command)

# Conditional Sentences

Never change from a tense to another needlessly.

If clause meaning	Verb form in the "if clause and in the result clause	Examples
True in the present/future	Simple present, simple future	Ex: If I have enough time, I write to my parents every week.  Ex: If I have enough time tomorrow, I will write to my parent.
Untrue in the present-future	Simple past / would + simple form	Ex: If I had enough time now, I would write to my parents.
Un true in the past	Past perfect would have + pp.	Ex: If I had had enough time, I would have written to my parents yesterday.

if I study , I will succeed.  
if I studied , I would succeed.  
if I had studied, I would have succeeded.

## Using Progressive Verb Forms

True → It is raining right now, so I will not go for a walk.

Conditional → If it were not raining right now, I would go for a week.

True → I was not living in Chile last year. I was not working at a bank.

Conditional → If I had been living in Chile last year, I would have been working at a bank.

## Using " Mixed time " in conditional sentences

**True:** I didn't eat breakfast several hours ago, so I'm hungry now.

**Conditional:** If I had eaten breakfast several hours ago, I would not be hungry now.

**True:** He is not a good student. He didn't study for the test yesterday.

**Conditional:** If he were a good student, he would have studied for the test.

## Omitting if

1-Were I you, I wouldn't do that.

-If I were you,.....

2-Had I known, I would have told you.

3-If I had known ,.....

4-Should anyone call, please take a message.

If anyone should call,.....

## Classwork Exercises

1-The article goes on to suggest that the most valuable resources provided by co working spaces are actually the people whom use them.

A- No change

B- whom uses

C- who uses

D- who use

2-Because philosophy teaching students not what to think about but how to think, the age old discipline offers consistently useful tools for academic and professional achievement.

A- No change

B- teaches

C- teach

D- and teaching

3-On the Graduate Record Examination (GRE), for example students intending to study philosophy in graduate school has scored higher than students in all but four other majors.

A- No change

B- have scored B

C- scores

D- scoring

4-This trend, combined with the increasing accessibility of information via the internet, has led some to claim that librarianship is in decline as a profession.

A- No change A

B- have

C- which have

D- which has

5-Like any other health problems, these ailments can increase employee absenteeism, which in turn, is costly for employers.

A- No change A

B- are X

C- is being X

D- have been X



6-These Harvey Houses, which constituted the first restaurant chain in the United States, was unique for its high standards of service and quality.

A-No change X

B- were unique for their B

C- was unique for their X

D- were unique for its X

7-Yet some of the earliest known works of art, including paintings and drawings tens of thousands of years old found on cave walls in Spain and France, portrays animals.

A- No change X

B- portraying Can't be a main verb

C- portray c

D- has portrayed X

8-According to such organizations as the US Environmental Protection Agency, the minute amounts of residue falling within such limits have no negative impact on human health.

A-No change A

B- is having X

C- has had X

D- has X

9-Proponents of organic food, of course, are quick to add that their are numerous other **reasons** to buy organic food.

A- No change POSSESSIVE

B- there are B

C- **there is**

D- **there is**

10-Not all **research** **into regional English varieties** requires such time, effort, and resources, however.

A-No change A

B- are requiring X

C- have required X

D- require X

PAST

PRESENT

11-There were **a number of** steps you **can take** to determine whether game design is the right field for you.

A-No change

B- has been X

C- **are** PRESENT

D- was X

PAST

SUB.

12-The experiment **confirmed** their suspicions when the **half** of the lake containing **the phosphates** was teeming with blue green algae.

A-No change PAST A

B-were teeming PAST

C-are teeming PRESENT

D-teems PRESENT

13-The most common **forms** of professional development provided to employees includes coaching, mentoring, technical assistance, and workshops.

A-No change x

B- include finite

a prepositional phrase is never a subject.  
a modifier is never a subject.  
here & there are never subjects .

C- including non

D- **has** included x

14-As a result, organic **material** **that is sent to landfills** contribute to the release of methane, a very potent greenhouse gas.

A-No change x

B- are contributing x

C- contributes C

D- have contributed x

**15-** This deformation results in subtle variations in density that both causes uneven heat flow and limits the size of the droplets, that can be tested.

A- No change

B- cause uneven heat flow and limit

C- cause uneven heat flow and limits

D- has caused uneven heat flow and has limited

## Homework Exercises

16- The best way to address these concerns about accuracy and privacy are not to avoid adopting electronic health record systems but rather to implement them effectively.

A-No change

B- have been

C-had been

D-is

17- However, with the rise of high- quality recording technology, reliance on court reporters as a record keeper is decreasing.

A- No Change

B- each as record keepers

C- as record keepers

D- to be a record keeper

18- As interesting as Russ's findings are, though, they're true value lies in their reminder that the internet is not merely a sophisticated tool for collecting data but is also itself a rich source of data.

A-No Change

B-their true values lies in their

C-there true value lies in they're

D-their true value lies in their

**19-** Any New York City construction project using municipal funds are required to consider whether historical artifacts will be affected during construction, and if that possibility exists, an urban archaeologist must be consulted.

A- No Change

B- have been

C- is

D- were

**20-**In nineteenth century, reproductions of cathedrals or castles made entirely of ice was often a popular feature in North American winter carnivals.

A- No change

B- often were popular features

C- often was featured popularly

D- often being popular features

**21-**All the talk about controlling noise, keeping rivers clean, and planting trees have not impressed people enough to be bringing about major changes in laws and lifestyles.

A- No change

B- have not made enough for an impression on people to bring.

C- have not made enough for an impression on people to bring

D-has not impressed people enough to bring

**22-**Traditional Jamaican music, enriched with rock, jazz, and other modern rhythms from America, were the basis for reggae

A-No change

B-have been a basis for

C-become the basis of

D-was the basis for

**23-**In a nearby resort community, fewer accidents have been reported and the number of speeding tickets to be issued have decreased since speed bumps were installed.

A-No change

B- issued have been on the decrease

C-issued has decreased

D-that were issued have now decreased

**24-**Alongside the trail on which we ride our bikes each morning run a crooked line of rugged old oak trees.

A-No change

B- runs a crooked line of rugged old oak trees.

C- runs rugged old oak trees in a crooked line

D- there runs rugged old oak trees in a crooked line

**25-**The Andes Mountain chain, which includes some of the Western hemisphere's peaks, are much more formidable as barriers to transportation than the Rocky Mountains are.

A-No change

B-are barriers, and much more formable

C-is a much more formidable barrier

D-as barriers, are much more formidable

**26-**Equipment in both factories have now been upgraded, from which we can assume there will be no further disruptions of our production schedule.

A-No change

B-have now been upgraded, and we can assume

C- has now been upgraded, we can assume

D-has now been upgraded, so we can assume that

**27-**The feelings attached to the word " king" varies widely with the history and political traditions of the people who use it.

A- No change

B- varies widely in

C- vary widely with

D- vary widely as



**28-**Reactions to the Grand Canyon ranges from astonishment at its size to solemn appreciation of its natural beauty.

A- No change

B- ranging from

C- that range between

D- range from

**29-**A sequence of training sessions on the use of the new equipment is scheduled for this coming Tuesday at the technology laboratory.

A- No change

B- are

C- being

D- have been

**30-**From its beginning, the movement had opposed the standardization of taste that fast food chains promote.

A-No change

B- opposes

C- will oppose

D- has opposed

**Extra Practice Exercises**

**31**-In 1875, Tweed escaped from jail and fled to Spain and unwittingly brought about one final triumph for the power of political cartoons.

A-No change

B- bringing

C- brings

D- had brought

**32**-Researchers from the National Museum of Brazil has relied on this technique to study a fossilized skeleton that was discovered protruding from a rock on old SOA Polo railroad site.

A-No change

B- relied

C- will rely

D- is relying

**33-**Since last September Patricia has been working at the convenience store down the road.

- A- No change
- B- is working
- C- will be working
- D- worked

**34-**A poetic form congenial to Robert Browning was the dramatic monologue, it let him explore a character's mind without the simplifications demanded by stage productions.

- A- No change
- B- monologue, which let him explore
- C- monologue that lets him explore
- D- monologue; letting him explore

**35-**At constitutional convention of 1787, the proposal to replace the existing articles of confederation with a federal constitution were met with fierce opposition

- A-No change
- B- having been meeting with
- C-it met with
- D- met with

**36-**One of the most beautiful trees in North America, the chestnut tree brought nearly to extinction by a fungus during the chestnut blight of 1909

- A- No change
- B- tree, which a fungus brought nearly to extinction
- C- tree, but a fungus brought it nearly to extinction
- D- tree was brought nearly to extinction by a fungus

**37-**Mr. Lee and his grandchildren practiced traditional Chinese calligraphy together so that the children would be knowing an art cherished by earlier generations of their family.

- A- No change
- B- would know
- C- will know
- D- were known to

**38-**To introduce itself to a wider audience, the little-known band sold its CD's cheaply to enthusiastic fans, who in turn shared the music with friends.

- A-No change
- B- sold their CD's cheaply
- C- sells its CD's at a low-price
- D- prices their CD's low to sell

**39-**He was convinced that if property taxes would have rose any higher, he would have had to move to a different area.

A-No change

B- if property taxes would rise

C-if property taxes had risen

D- had property taxes rose

**40-**Some college towns and the resort communities embrace the model because buses can go faster when drives would not have had to collect fares.

A- No Change

B- do not have

C- did not have

D- will not have

**41-**Scientists are along believing that this structure enables complex tasks by sequestering skilled movement to a single hemisphere without sacrificing coordination between both sides of the body.

A-No Change

B-will long be believing

C-have long believed

D- long believe

**42-**When writing *The Other Black Girl* (2021), novelist Zakiya Dalila Harris drew on her own experiences working at a publishing office. The award-winning book is Harris's first novel, but her writing \_\_\_\_\_ honored before. At the age of twelve, she entered a contest to have a story published in *American Girl* magazine—and won.

- A) were
- B) have been
- C) has been
- D) are

**43-**In order to prevent nonnative fish species from moving freely between the Mediterranean and Red Seas, marine biologist Bella Galil has proposed that a saline lock system be installed along the Suez Canal in Egypt's Great Bitter Lakes. The lock would increase the salinity of the lakes and \_\_\_\_\_ a natural barrier of water most marine creatures would be unable to cross.

- A) creates
- B) create
- C) creating
- D) created

**44-**Bengali author Toru Dutt's *A Sheaf Gleaned in French Fields* (1876), a volume of English translations of French poems, \_\_\_\_\_ scholars' understanding of the transnational and multilingual contexts in which Dutt lived and worked.

- A) has enhanced
- B) are enhancing
- C) have enhanced
- D) enhance

**45-**Former First Lady of the United States Eleanor Roosevelt and Indian activist and educator Hansa Mehta were instrumental in drafting the United Nations' Universal Declaration of Human Rights, a document that \_\_\_\_\_ the basic freedoms to which all people are entitled.

- A) have outlined
- B) were outlining
- C) outlines
- D) outline

**46-**The Progressive Era in the United States witnessed the rise of numerous Black women's clubs, local organizations that advocated for racial and gender equality. Among the clubs' leaders \_\_\_\_\_ Josephine St. Pierre Ruffin, founder of the Women's Era Club of Boston.

- A) was
- B) were
- C) are
- D) have been

**47-**Formed in 1967 to foster political and economic stability within the Asia-Pacific region, the Association of Southeast Asian Nations was originally made up of five members: Thailand, the Philippines, Singapore, Malaysia, and Indonesia. By the end of the 1990s, the organization \_\_\_\_\_ its initial membership.

- A) has doubled
- B) had doubled
- C) doubles
- D) will double



**48-**Food and the sensation of taste are central to Monique Truong's novels. In *The Book of Salt*, for example, the exiled character of Binh connects to his native Saigon through the food he prepares, while in *Bitter in the Mouth*, the character of Linda \_\_\_\_\_ a form of synesthesia whereby the words she hears evoke tastes.

- A) experienced
- B) had experienced
- C) experiences
- D) will be experiencing

**49-**In the 1950s, a man named Joseph McVicker was struggling to keep his business afloat when his sister-in-law Kay Zufall advised him to repurpose the company's product, a nontoxic, clay-like substance for removing soot from wallpaper, as a modeling putty for kids. In addition, Zufall \_\_\_\_\_ selling the product under a child-friendly name: Play-Doh.

- A) suggested
- B) suggests
- C) had suggested
- D) was suggesting