

# Sentence Fragments

1

A complete sentence

- has a complete subject and a complete verb
- expresses a complete thought
- can stand alone

**Example:**

Martha baked a delicious apple pie.

*Martha* is the subject; *baked* is the verb. The sentence expresses a complete thought and can stand alone.

A **sentence fragment** is an incomplete sentence.

A **sentence fragment** is an incomplete sentence. A sentence fragment

A **dependent clause** is introduced by a word such as *after, although, because, before, if, since, unless, until, when, or where*.

- lacks a complete subject or complete verb
- does not express a complete thought
- cannot stand alone

**Examples:**

- Nancy been my boss for the last three years.  
(lacks a complete verb, does not express a complete thought, and cannot stand alone)
- Although he likes candy a lot.  
(dependent clause: does not express a complete thought and cannot stand alone)
- That he bought at a discount store.  
(relative clause: does not express a complete thought and cannot stand alone)

A **relative clause** is introduced by a relative pronoun such as *who, whom, which, that, whoever, or whatever*.

## Correcting a Sentence Fragment

There are three ways to correct a sentence fragment:

- Add a subject and/or a complete verb.  
Nancy **has** been my boss for the last three years.  
(added a complete verb)
- Add an independent clause.  
Although he likes candy a lot, **he never eats it**.
- Add a clause that completes the thought.  
**He's wearing a brand-new sweater** that he bought at a discount store.

1/15/19



# GED Readiness

Questions 1 through 5 refer to the following e-mail. Circle the number of the one best answer to each item.

To: Mark Bell (mbell@world.com)  
From: Lee Phillip (lphillip@world.com)

(1) I am writing to invite you to a meeting tomorrow afternoon. (2) We discussing a number of important issues about the upcoming fall sales campaign. (3) Beginning next month, the campaign will run for six weeks. (4) The campaign is an important time for the company to get new customers. (5) Which we need to increase our income. (6) The meeting is in Conference Room A from 2:00 to 4:00. (7) Although we might have to move to the Executive Conference Room because of another meeting scheduled for Conference Room A. (8) I will send you another e-mail if the room changes. (9) Hoped you have a lot of good ideas to share.

## Correction

- ❶ Sentence 2: **We discussing a number of important issues about the upcoming fall sales campaign.**

Which correction should be made to sentence 2?

- ① change discussing to discussed
- ② change discussing to is discussing
- ③ change discussing to will be discussing
- ④ change discussing to be discussing
- ⑤ no correction is necessary

## Correction

- ❷ Sentence 3: **Beginning next month, the campaign will run for six weeks.**

Which correction should be made to sentence 3?

- ① change Beginning to Will be beginning
- ② insert The campaign before Beginning
- ③ change Beginning to Began
- ④ remove Beginning next month,
- ⑤ no correction is necessary

## Revision

- ❸ Sentences 4 and 5: **The campaign is an important time for the company to get new customers. Which we need to increase our income.**

Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option (1).

- ① customers. Which we
- ② customers, so we
- ③ customers where we
- ④ customers, which we
- ⑤ customers

## Revision

- ❹ Sentences 6 and 7: **The meeting is in Conference Room A from 2:00 to 4:00. Although we might have to move to the Executive Conference Room because of another meeting scheduled for Conference Room A.**

Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option (1).

- ① from 2:00 to 4:00. Although we
- ② from 2:00 to 4:00 we
- ③ from 2:00 to 4:00, we
- ④ from 2:00 to 4:00 however we
- ⑤ from 2:00 to 4:00, although we

## Correction

- ❺ Sentence 9: **Hoped you have a lot of good ideas to share.**

Which correction should be made to sentence 9?

- ① replace Hoped with Hopes
- ② insert I before Hoped
- ③ replace Hoped with I hope
- ④ change Hoped to Be hoping
- ⑤ no correction is necessary



A **run-on sentence** is two or more independent clauses joined together without connecting words or punctuation.

A **clause** is a group of words with a complete subject and complete verb.

An **independent clause** can stand alone as a sentence.

A **dependent clause** cannot stand alone as a sentence. It must be joined to an independent clause.

A **run-on sentence** is two or more independent clauses joined together without connecting words or punctuation. (A **clause** is a group of words with a complete subject and complete verb. An **independent clause** can stand alone as a sentence.)

#### Example:

Going to a car race is a lot of fun it's exciting to see which driver will win.

The two independent clauses are: *Going to a car race is a lot of fun* and *it's exciting to see which driver will win*. Both of these clauses have complete subjects and complete verbs and can stand alone.

### Correcting a Run-On Sentence

There are several ways to correct a run-on sentence:

- Divide the run-on sentence into two separate sentences.  
Going to a car race is a lot of fun. It's exciting to see which car will win.
- Join the two clauses with a semicolon.  
Going to a car race is a lot of fun; it's exciting to see which car will win.
- Join the clauses with a comma and a coordinating conjunction (*and, but, or, nor, for, yet, and so*).  
Going to a car race is a lot of fun, **and** it's exciting to see which car will win.
- Join the two clauses with a subordinating conjunction and a comma (if necessary). Common subordinating conjunctions include *although, because, before, even though, if, though, unless, when, and while*.  
Going to a car race is a lot of fun **because** it's exciting to see which car will win.
- When you join an independent clause and a dependent clause into a single sentence, use a comma only when the dependent clause comes first.  
**Because** it's exciting to see which car will win, going to a car race is a lot of fun.

11/22/19



# GED Readiness

Questions 1 through 5 refer to the following information. Circle the number of the one best answer to each item.

## KEEPING YOUR CAR IN GOOD REPAIR

(1) Nothing is more frustrating than having your car break down it can ruin your entire day. (2) Several steps your car in good operating condition and will help you avoid trouble on the road. (3) First, you should have your oil changed and your fluid levels, air filter, and battery checked every three months or 3,000 miles. (4) Second, check your tire pressure regularly you should put air in your tires whenever the pressure looks low. (5) You check your tires make sure you check the air pressure in your spare tire, too. (6) Finally, make sure you take your car in for tune-ups and other scheduled maintenance.

### Correction

- ① Sentence 1: **Nothing is more frustrating than having your car break down it can ruin your entire day.**

Which correction should be made to sentence 1?

- ① replace down it with down. It
- ② replace break with brake
- ③ change break to broke
- ④ insert a comma after down
- ⑤ no correction is necessary

### Correction

- ② Sentence 2: **Several steps your car in good operating condition and will help you avoid trouble on the road.**

Which correction should be made to sentence 2?

- ① insert will keep after steps
- ② insert a comma after condition
- ③ remove and
- ④ replace condition and will help you with condition. Help you
- ⑤ change will help to helps

### Revision

- ③ Sentence 3: **First, you should have your oil changed and your fluid levels, air filter, and battery checked every three months or 3,000 miles.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① oil changed and your fluid levels, air filter, and battery checked
- ② oil changed, your fluid levels, air filter, and battery checked
- ③ oil changed, and your fluid levels air filter and battery checked
- ④ oil changed and your fluid levels air filter, and battery checked
- ⑤ oil changed, and your fluid levels air filter, and battery checked

### Correction

- ④ Sentence 4: **Second, check your tire pressure regularly you should ~~put~~ air in your tires whenever the pressure looks low.**

Which correction should be made to sentence 4?

- ① insert a comma after regularly
- ② insert a semicolon after regularly
- ③ change regularly to regular
- ④ remove you should
- ⑤ no correction is necessary

### Construction Shift

- ⑤ Sentence 5: **You check your tires make sure you check the air pressure in your spare tire, too.**

If you rewrote sentence 5 beginning with When you check the next words should be

- ① make sure you check
- ② the air pressure in your spare tire
- ③ your tires, the air pressure
- ④ your tires, make sure
- ⑤ your spare tire



# Comma Splice

# 3

A **comma splice** and a run-on sentence are very similar. They both involve two clauses that are improperly joined. A comma splice occurs when two independent clauses are joined together with a comma.

## Example:

A tornado is a dangerous storm, a hailstorm can be dangerous, too.

The two independent clauses are: *A tornado is a dangerous storm* and *a hailstorm can be dangerous, too*. Both of these clauses have a complete subject and a complete verb and can stand alone.

A **comma splice** occurs when you join two independent clauses with a comma.

## Correcting a Comma Splice

There are several ways to correct a comma splice:

- Divide the comma splice into two separate sentences.  
A tornado is a dangerous storm. A hailstorm can be dangerous, too.
- Join the two clauses into a single sentence with a semicolon.  
A tornado is a dangerous storm; a hailstorm can be dangerous, too.
- If the two clauses are connected with a **transitional** word, such as *however*, *therefore*, or *for example*, use a semicolon and a comma.  
A tornado is a dangerous storm; **however**, a hailstorm can be dangerous, too.
- Add a comma and a coordinating conjunction (*and*, *but*, *or*, *nor*, *for*, *yet*, and *so*).  
A tornado is a dangerous storm, **but** a hailstorm can be dangerous, too.
- Add a subordinating conjunction and use a comma if necessary. Common subordinating conjunctions include *although*, *because*, *before*, *even though*, *if*, *though*, *unless*, *when*, *whether*, and *while*.

If the subordinating conjunction is the first word in the sentence, a comma is needed.

**Although** a tornado is a dangerous storm, a hailstorm can be dangerous, too.

If the subordinating conjunction is in the middle of the sentence, no comma is needed.

A tornado is a dangerous storm **although** a hailstorm can be dangerous, too.

12/6/19



# GED Readiness

Questions 1 through 4 refer to the following information. Circle the number of the one best answer to each item.

## BOYD MANUFACTURING COMPANY

Providing Good Customer Service

(1) Good customer service is part of our job, whether we work directly with customers or not. (2) Our company exists because of our customers, we must provide excellent customer service to keep their business. (3) Here are some ideas that will help you provide the outstanding service that our customers deserve:

- (4) First, smile when you are on the phone with a customer. (5) Smiling gives your voice a pleasant tone.
- (6) Second, prepare all customer orders carefully. (7) Make sure that orders are accurate and complete.
- (8) Third, listen carefully a customer has a complaint. (9) Try to resolve the complaint in a way that's fair for the customer and the company.

(10) Following these steps will help us become the best company in our growing industry.

(11) Remember, it's easy to lose a customer, it's much harder to get a new one.

### Revision

- ❶ Sentence 1: **Good customer service is part of our job, whether we work directly with customers or not.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① job, whether we
- ② job we
- ③ job whether we
- ④ job, and we
- ⑤ job; whether we

### Revision

- ❷ Sentence 2: **Our company exists because of our customers, we must provide excellent customer service to keep their business.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① customers, we must
- ② customers we must
- ③ customers, must
- ④ customers, however, we must
- ⑤ customers, so we must

### Correction

- ❸ Sentence 8: **Third, listen carefully a customer has a complaint.**

Which correction should be made to sentence 8?

- ① insert when after carefully
- ② insert a comma after carefully
- ③ insert yet after carefully
- ④ insert so after carefully
- ⑤ no correction is necessary

### Revision

- ❹ Sentence 11: **Remember, it's easy to lose a customer, it's much harder to get a new one.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① customer, it's
- ② customer; it's
- ③ customer it's
- ④ customer, however, it's
- ⑤ customer, so it's



# Subordination

## 4

### Subordinate Clauses

A clause is a group of words including a subject and a verb. An independent clause expresses a complete thought and can stand alone. A **dependent or subordinate clause** does not express a complete thought and cannot stand alone. A subordinate clause needs to be joined to an independent clause.

#### Example:

Every spring, we go on a picnic at the state park **once the weather is nice**.

The subordinate clause *once the weather is nice* is joined to an independent clause.

#### Example:

We always leave early **so that we can enjoy the spring weather**.

The subordinate clause *so that we can enjoy the spring weather* is joined to an independent clause.

A **dependent or subordinate clause** has a subject and a verb but is not a complete thought and cannot stand alone. A subordinate clause needs to be joined to an independent clause.

#### Tip

Use a comma when a subordinate clause is first in the sentence. Do not use a comma when the subordinate clause is at the end of the sentence.

#### Examples:

We'll go on a picnic unless it rains. (no comma)

Unless it rains, we'll go on a picnic. (comma)

### Subordinating Conjunctions

These subordinating conjunctions introduce subordinate clauses:

Time	Reason or Effect	Concession	Place	Condition	Manner
after as before once since when until whenever while	as because since so that in order that	although even though though while	where wherever	even if if in case unless until	as if as though

#### Examples:

Tomorrow we are going to go on a picnic **unless** it rains.

We are going to go to the state park **because** it has nice hiking trails.

We'll find a nice picnic spot **where** we can relax and eat.

We'll bring charcoal **so that** we can barbeque hot dogs and hamburgers.

**After** we eat lunch, we'll go on a long hike in the forest.

**Although** we like to hike, we won't walk more than two miles.

We'll stay at the park **until** it gets dark.

You're invited to come with us **if** you want.

12/13/19



# GED Readiness

Questions 1 through 4 refer to the following information. Circle the number of the one best answer to each item.

## HOW TO GET ON A TV GAME SHOW

(1) It seems that every day, people are winning big prizes on TV game shows. (2) How can you get a chance to win prizes on your favorite game show? (3) On some shows, contestants are selected from the audience the day of the show. (4) On other shows, contestants are selected months in advance. (5) For example, on the popular show *The Price Is Right*, contestants are picked from the audience. (6) You run to the front of the studio. (7) Your name is called. (8) Of course, before the show is taped, you will need to fill out forms in case you are selected and win a prize. (9) On the more selective shows, you will need to take a test. (10) That's the case on a show like *Jeopardy*. (11) People have to take a written test and then wait unless they are called for a screen test.

## Construction Shift

- ① Sentences 3 and 4: **On some shows, contestants are selected from the audience the day of the show. On other shows, contestants are selected months in advance.**

The most effective combination of sentences 3 and 4 would include which group of words?

- ① the day of the show when on other shows
- ② the day of the show, when on other shows
- ③ the day of the show while on other shows
- ④ the day of the show where on other shows
- ⑤ the day of the show since on other shows

## Construction Shift

- ② Sentences 6 and 7: **You run to the front of the studio. Your name is called.**

Which is the most effective combination of sentences 6 and 7?

- ① You run to the front of the studio, and your name is called.
- ② You run to the front of the studio your name is called.
- ③ You run to the front of the studio, your name is called.
- ④ You run to the front of the studio when your name is called.
- ⑤ You run to the front of the studio, when your name is called.

## Correction

- ③ Sentence 8: **Of course, before the show is taped, you will need to fill out forms in case you are selected and win a prize.**

Which correction should be made to sentence 8?

- ① replace before with until
- ② replace before with while
- ③ remove the comma after taped
- ④ replace in case with because
- ⑤ no correction is necessary

## Correction

- ④ Sentence 11: **People have to take a written test and then wait unless they are called for a screen test.**

Which correction should be made to sentence 11?

- ① insert a comma after wait
- ② replace unless with until
- ③ replace unless with when
- ④ replace unless with after
- ⑤ replace unless with although



# Misplaced and Dangling Modifiers

## Misplaced Modifiers

A modifier is a word or phrase that describes another word or phrase. A **misplaced modifier** is not placed near the word or phrase it describes. The reader cannot tell what is being described.

### Examples:

Jin saw an auto accident looking out the window.

According to the way the sentence is written, an auto accident was looking out the window, not Jin.

Mrs. Johnson is a tall woman with blond hair weighing 170 pounds.

According to the sentence, Mrs. Johnson's hair weighs 170 pounds.

## Correcting a Misplaced Modifier

To fix a misplaced modifier, move the modifier closer to the noun or phrase it modifies. Sometimes you may need to reword the modifier.

### Examples:

**Looking out the window**, Jin saw an accident.

Mrs. Johnson is a tall, **170-pound** woman with blond hair.

## Dangling Modifiers

A **dangling modifier** has no word to modify in the sentence.

### Examples:

Waiting for the elevator, the fire alarm went off.

Who was waiting for the elevator? According to the sentence, the fire alarm.

Doing the laundry, the buttons came off the new shirt.

Who was doing the laundry? According to the sentence, the buttons.

## Correcting a Dangling Modifier

To fix a dangling modifier, revise the sentence so that the modifier has a noun or phrase to describe.

### Examples:

Waiting for the elevator, **Evelyn heard** the fire alarm go off.

**While Max was** doing the laundry, the buttons came off the new shirt.

A **misplaced modifier** is a modifier that is not placed near the word it modifies.

A **dangling modifier** occurs when the sentence lacks a word for the modifier to describe.

### Tip

To correct a misplaced or dangling modifier, figure out which word should be modified. Then revise the sentence to make the relationship clear.

1/10-17



# GED Readiness

Questions 1 through 5 refer to the following information. Circle the number of the one best answer to each item.

## THE LOST DOG

(1) Marcus barely avoided a freak traffic accident last week. (2) Driving home from work, a dog ran across the highway in front of his car. (3) Marcus braked and veered to the right to avoid the dog sharply. (4) Confused, the dog turned and ran back into the path of Marcus's car. (5) This time Marcus stopped. (6) Then the dog limped to the side of the road. (7) Realizing that the dog was hurt, Marcus pulled off the highway and approached the dog completely. (8) Marcus gathered the dog up, took it home, and called the dog's owner. (9) Picking up the dog at Marcus's house, the dog was glad to see his owner.

### Revision

- ① Sentence 2: **Driving home from work, a dog ran across the highway in front of his car.**

Which is the best way to rewrite the underlined portion of this sentence? If the original is the best, choose option (1).

- ① work, a dog ran
- ② work a dog ran
- ③ work, Marcus saw a dog run
- ④ work, Marcus ran
- ⑤ work ran

### Correction

- ② Sentence 3: **Marcus braked and veered to the right to avoid the dog sharply.**

Which correction should be made to sentence 3?

- ① move sharply to the beginning of the sentence
- ② move sharply to follow veered
- ③ change sharply to sharp
- ④ change sharply to sharper
- ⑤ no correction is necessary

### Correction

- ③ Sentence 4: **Confused, the dog turned and ran back into the path of Marcus's car.**

Which correction should be made to sentence 4?

- ① remove the comma after Confused
- ② remove Confused
- ③ move Confused to precede path
- ④ move Confused to follow Marcus's
- ⑤ no correction is necessary

### Correction

- ④ Sentence 7: **Realizing that the dog was hurt, Marcus pulled off the highway and approached the dog completely.**

Which correction should be made to sentence 7?

- ① Move Realizing that the dog was hurt, to the end of the sentence.
- ② remove the comma after hurt
- ③ insert a comma after highway
- ④ move completely to follow highway
- ⑤ no correction is necessary

### Construction Shift

- ⑤ Sentence 9: **Picking up the dog at Marcus's house, the dog was glad to see his owner.**

Which is the most effective revision of sentence 9?

- ① Picking up the dog at Marcus's house, Marcus was glad to see the owner.
- ② Picking up the dog at Marcus's house, the dog knew that the owner was glad to see him.
- ③ When the owner picked up the dog at Marcus's house, the dog was glad to see him.
- ④ Picking up the dog at Marcus's house, the dog was glad to see Marcus.
- ⑤ Picking up the dog at Marcus's house, Marcus was glad to see the owner.



## 6

A sentence can contain two or more nouns, verbs, adverbs, phrases, or clauses joined by a conjunction (such as *and* or *or*). Words joined by a conjunction should always be in the same grammatical form. This is called **parallel structure**.

**Examples:**

On weekday mornings, Joni **gets up** early, **exercises**, and **leaves** for work by 7:00 A.M. (verbs)

Getting up so early every day requires **focus** and **discipline**. (nouns)

**Correcting Faulty Parallel Structure**

When words or phrases joined by a conjunction are not in the same grammatical form, the sentence has faulty parallel structure. Sentences with faulty parallelism are hard to read.

**Example:**

On Monday mornings, **Joni gets up** early, **exercises**, and **she leaves** for work by 7:00 A.M.

The sentence has a subject and verb (*Joni gets up*), then a verb (*exercise*), then a subject and verb (*she leaves*). To correct this sentence, use one subject with three verbs, or use three sets of subjects and verbs.

On Monday mornings, **Joni gets up** early, **exercises**, and **leaves** for work by 7:00 A.M. (one subject with three verbs)

On Monday mornings, **Joni gets up** early, **she exercises**, and **she leaves** for work by 7:00 A.M. (three sets of subjects and verbs)

**Example:**

Getting up so early every day requires **focus** and **being disciplined**.

The sentence has a noun (*focus*) and an *-ing* form (*being disciplined*). To correct this sentence, use two nouns or two *-ing* forms.

Getting up so early every day requires **focus** and **discipline**. (two nouns)

Getting up so early every day requires **being focused** and **being disciplined**. (two *-ing* forms)

**Example:**

It's not fun **to clean** the bathroom and **doing** the laundry.

The sentence has an infinitive (*to clean*) and an *-ing* form (*doing*). To correct this sentence, use two infinitives or two *-ing* forms

It's not fun **to clean** the bathroom and **do** the laundry. (two infinitives)

It's not fun **cleaning** the bathroom and **doing** the laundry. (two *-ing* forms)

A sentence has **parallel structure** when the items joined by a conjunction are in the same grammatical form. Parallel structure makes a sentence easy to read.

**Tip**

To figure out whether a sentence is in parallel structure, look at the items joined by *and* or *or*. The items should be in the same grammatical form.



# GED Readiness

Questions 1 through 5 refer to the following information. Circle the number of the one best answer to each item.

## ORGANIZING YOUR CLOSETS

(1) Keeping your closets clean and in an organized state is not easy. (2) In fact, there are now closet consultants, experts who will tell you how to clean and organizing your closets. (3) Usually, a closet consultant will tell you to start by going through everything in your closet. (4) First, get rid of any clothes that are too small or very large. (5) Donate everything you don't want or need to charity. (6) Then organize your clothes into groups and hang them together. (7) Having an organized closet will help you find the right outfit for a night on the town or to spend a day at the park.

### Correction

- ❶ Sentence 1: **Keeping your closets clean and in an organized state is not easy.**

Which correction should be made to sentence 1?

- ❶ change Keeping to Keep
- ❷ change clean to cleaned
- ❸ replace in an organized state with organized
- ❹ replace in an organized state with organization
- ❺ no correction is necessary

### Correction

- ❷ Sentence 2: **In fact, there are now closet consultants, experts who will tell you how to clean and organizing your closets.**

Which correction should be made to sentence 2?

- ❶ change will tell to telling
- ❷ insert how to before organizing
- ❸ change organizing to organize
- ❹ change organizing to organizes
- ❺ no correction is necessary

### Correction

- ❸ Sentence 4: **First, get rid of any clothes that are too small or very large.**

Which correction should be made to sentence 4?

- ❶ change get to getting
- ❷ replace too small with smaller
- ❸ insert too before very
- ❹ replace very with too
- ❺ no correction is necessary

### Revision

- ❹ Sentence 5: **Donate everything you don't want or need to charity.**

Which is the best way to rewrite the underlined portion of the sentence? If the original is the best way, choose option (1).

- ❶ don't want or need
- ❷ don't to want or need
- ❸ don't to want or to need
- ❹ don't want or needing
- ❺ don't wanting or needing

### Correction

- ❺ Sentence 7: **Having an organized closet will help you find the right outfit for a night on the town or to spend a day at the park.**

Which correction should be made to sentence 7?

- ❶ insert to after you
- ❷ insert spending after for
- ❸ insert the right outfit after or
- ❹ remove to spend
- ❺ no correction is necessary



## Subject-Verb Agreement

Nouns and pronouns can be singular or plural. Present-tense verbs can be singular or plural, too. Look at the chart:

Singular	Plural
I <b>am</b> You <b>are</b> He, She, It <b>is</b>	We <b>are</b> You <b>are</b> They <b>are</b>
I <b>have</b> You <b>have</b> He, She, It <b>has</b>	We <b>have</b> You <b>have</b> They <b>have</b>
I <b>like</b> You <b>like</b> He, She, It <b>likes</b>	We <b>like</b> You <b>like</b> They <b>like</b>

Notice that the singular verbs that go with *he*, *she*, and *it* always end in *-s* or *-es*.

**Examples:**

- He **is**
- She **has**
- It **likes**

When you write, subjects and verbs should agree.

- Singular subjects should have singular verbs:  
Miguel **has** worked for this company for a long time.  
He **is** a good employee.
- Plural subjects should have plural verbs:  
They **have** worked for this company for a long time.  
Miguel and Sonya **are** good employees.

It can be hard to tell whether certain subjects are singular or plural. Some words seem plural, but they are singular. For example:

- *Group* can refer to a group of people or things. But *group* takes a singular subject.  
This **group** of employees **is** getting a bonus.
- *Each* refers to several people but takes a singular subject.  
**Each** of the employees **is** getting a bonus for good attendance.

**Singular Words:** each, either, neither, no one, nothing, nobody, everyone, everything, everybody

**Plural Words:** several, few, both, many

**Singular or Plural:** some, most, any, none, all

When the subject has two parts joined by *or* or *nor*, the verb agrees with the word nearest to it.

**Examples:**

The coach or the players **are** getting the prize.

Neither the players nor the coach **is** getting the prize.

Subjects and present-tense verbs should agree in number. A singular subject should have a singular verb. A plural subject should have a plural verb.

**Tip**

To figure out whether words like *some* and *all* are singular or plural, check the sentences that follow.

**Examples:**

**Some employees** are getting a bonus.

**Some money** is being distributed to employees as bonuses.



# GED Readiness

Questions 1 through 4 refer to the following information. Circle the number of the one best answer to each item.

## *Modern and Contemporary Art Museum*

### *Visitor Information*

(1) The Modern and Contemporary Art Museum have offered an inviting setting for the community to experience works of art for over 50 years.

### *Hours*

(2) The museum is open from 10 A.M. to 5 P.M. seven days a week. (3) We are closed on Thanksgiving Day, Christmas Day, and New Year's Day.

### *Admission*

(4) Admission to the museum is free on Tuesdays. (5) On other days, admission is by donation. (6) Suggested admission is \$7.00 for adults. (7) Suggested admission for seniors is \$3.00. (8) Suggested admission for children is \$3.00. (9) Children under five are always free. (10) Visitors may pay more or less than the suggested donation, but all is required to pay something.

### *School Groups*

(11) School groups are invited to visit the museum on school days. (12) A trained guide always help teachers plan their visits.

## Correction

- ① Sentence 1: **The Modern and Contemporary Art Museum have offered an inviting setting for the community to experience works of art for over 50 years.**

Which correction should be made to sentence 1?

- ① remove have
- ② replace have with is
- ③ change have to has
- ④ change have to had
- ⑤ no correction is necessary

## Construction Shift

- ② Sentences 7 and 8: **Suggested admission for seniors is \$3.00. Suggested admission for children is \$3.00.**

Which is the most effective combination of sentences 7 and 8?

- ① Suggested admission is \$3.00 for seniors and children.
- ② Suggested admission are \$3.00 for seniors and children.
- ③ Suggested admission for seniors is \$3.00 suggested admission for children is \$3.00.
- ④ Suggested admission for seniors is \$3.00, suggested admission for children is \$3.00.
- ⑤ Suggested admission for seniors is \$3.00 and for children.

## Correction

- ③ Sentence 10: **Visitors may pay more or less than the suggested donation, but all is required to pay something.**

Which correction should be made to sentence 10?

- ① change may pay to pays
- ② change may pay to have paid
- ③ change is to are
- ④ change is to have
- ⑤ no correction is necessary

## Revision

- ④ Sentence 12: **A trained guide always help teachers plan their visits.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① help
- ② helps
- ③ helping
- ④ has helped
- ⑤ are helped



# Agreement with Interrupting Structures

Sometimes a word or a phrase comes between the subject and the verb. In this case, it can be confusing to determine the subject, which leads to subject-verb agreement errors.

## Examples:

- **Incorrect:** Repairing car engines require special skills.  
Problem: *Require* agrees with *engines*, which is not the subject of the sentence.
- **Incorrect:** Replacement parts for your car is on order.  
Problem: *Is* agrees with *car*, which is not the subject of the sentence.
- **Incorrect:** The mechanic who is repairing the cars are almost done.  
Problem: *Are* agrees with *cars*, which is not the subject of the sentence.
- **Incorrect:** The mechanic, one of the company's most skillful workers, usually figure out the problem immediately.  
Problem: *Figure* agrees with *workers*, which is not the subject of the sentence.

A word, phrase, or clause may come between a subject and a verb. This can make it difficult to figure out the real subject of the sentence.

## Tip

To figure out the actual subject of a sentence, delete any phrases or clauses that come between the subject and the verb. Then make sure the verb and subject agree.

## Examples:

The car ~~that the mechanics fixed~~ now works perfectly.

The replacement parts ~~for the car~~ were very expensive.

## Finding and Fixing Agreement Problems with Interrupting Structures

To find and fix agreement problems caused by interrupting structures, you first need to find the real subject of the verb. Then you need to make sure that the verb agrees with that subject.

## Examples:

- **Correct:** Repairing car engines requires special skills.  
*Requires* now agrees with its subject, *repairing*, which is singular.
- **Correct:** Replacement parts for your car are on order.  
*Are* now agrees with its subject, *replacement parts*, which is plural.
- **Correct:** The mechanic who is repairing the cars is almost done.  
*Is* now agrees with its subject, *mechanic*, which is singular.
- **Correct:** The mechanic, one of the company's most skillful workers, usually figures out the problem immediately.  
*Figures* now agrees with its subject, *mechanic*, which is singular.



# GED Readiness

Questions 1 through 5 refer to the following information. Circle the number of the one best answer to each item.

## COMPUTERS FOR BEGINNERS

(1) Have you always wanted to learn how to use a computer? (2) Learning to use computers are easy in this one-day class at City Community College. (3) Students in this class learns how to start a computer and use basic software. (4) Using computers to send e-mails are also a topic. (5) Our instructor, David Bell, a trainer for several area companies, have experience helping beginners become successful computer users. (6) This course prepares learners for our six-week computer course, *Internet Basics*. (7) Students wanting to learn keyboarding skills can take *Keyboarding for Beginners*, another six-week course.

### Correction

- ① Sentence 2: **Learning to use computers are easy in this one-day class at City Community College.**

Which correction should be made to sentence 2?

- ① replace computers with a computer
- ② change are to be
- ③ change are to is
- ④ change are to has been
- ⑤ no correction is necessary

### Correction

- ② Sentence 3: **Students in this class learns how to start a computer and use basic software.**

Which correction should be made to sentence 3?

- ① change learns to will learn
- ② change learns to learned
- ③ change start to starts
- ④ change use to uses

- ⑤ no correction is necessary

### Revision

- ③ Sentence 4: **Using computers to send e-mails are also a topic.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① Using computers to send e-mails are
- ② Using a computer to send e-mails are
- ③ Using a computer to send an e-mail are
- ④ Using computers to send e-mails is
- ⑤ Using computers to send an e-mail are

### Correction

- ④ Sentence 5: **Our instructor, David Bell, a trainer for several area companies, have experience helping beginners become successful computer users.**

Which correction should be made to sentence 5?

- ① insert is after Bell
- ② change have to has
- ③ change have to is
- ④ change become to becomes
- ⑤ no correction is necessary

### Correction

- ⑤ Sentence 7: **Students wanting to learn keyboarding skills can take *Keyboarding for Beginners*, another six-week course.**

Which correction should be made to sentence 7?

- ① insert are after Students
- ② insert is after Students
- ③ change can take to is taking
- ④ insert which are before another
- ⑤ no correction is necessary



## 9

# Agreement with Inverted Structures

Usually the subject comes before the verb in a sentence. But sometimes, subjects and verbs are inverted—the verb comes before the subject. When subjects and verbs are inverted, it can be easy to make a subject-verb agreement error.

- Questions

**Incorrect:** Does Mr. Williams and his son want to buy a new SUV?

Problem: *Does* agrees with *Mr. Williams*, which is not the entire subject of the sentence.

- Sentences that begin with *There* or *Here*

**Incorrect:** Here are the SUV they want to buy.

**Incorrect:** There is several reasons they want to buy a new SUV.

Problem: *Here* and *There* are not the subjects of the sentences. The verbs should not agree with them.

- Sentences that begin with an introductory phrase

**Incorrect:** In their garage is two classic cars.

Problem: *Is* agrees with *garage*, which is not the subject of the sentence.

Several kinds of sentences can have inverted order:

- questions
- sentences that begin with *here* or *there*
- sentences that begin with an introductory phrase

### Tip

To find the subject of a sentence with inverted order, check each noun in the sentence until you find a noun that makes sense as the subject of the verb.

## Finding and Fixing Agreement Problems with Inverted Structures

- *Here* and *there* are not the subject of a sentence. For sentences that begin with *here* and *there*, find the subject in the sentence. Make sure the verb agrees with that subject.
- For questions or sentences with an introductory phrase, change the word order so that the subject comes first. Then make sure the subject and verb agree.

### Examples:

- **Correct:** Do Mr. Williams and his son want to buy a new SUV?

(Change the word order to: *Mr. Williams and his son do want to buy a new SUV.*)

- **Correct:** Here is the SUV they want to buy.  
(*Here* is not the subject. The subject is *SUV*.)

- **Correct:** There are several reasons they want to buy a new SUV.  
(*There* is not the subject. The subject is *several reasons*.)

- **Correct:** In their garage are two classic cars.  
(Change the word order to: *Two classic cars are in their garage.*)



# GED Readiness

Questions 1 through 5 refer to the following information. Circle the number of the one best answer to each item.

(1) Do you and your family want to have a fun family vacation? (2) Look no further than your nearest state or national park! (3) There is many reasons to vacation in a state or national park. (4) First, most state parks have excellent camping facilities. (5) Second, the state and national park systems offer a wide variety of sights. (6) Yellowstone National Park, for example, has geysers, such as the famous Old Faithful, that frequently spew water into the air. (7) At Grand Canyon National Park are one of the most amazing sights in the world, the Grand Canyon. (8) Third, the park system, which includes hundreds of parks in all 50 states and Puerto Rico, offer plenty of activities. (9) So for your next family vacation, consider our state and national parks.

## Correction

- ① Sentence 1: Do you and your family want to have a fun family vacation?

Which correction should be made to sentence 1?

- ① change Do to Does
- ② replace Do with Are
- ③ change want to wants
- ④ change have to has
- ⑤ no correction is needed ✓

## Correction

- ② Sentence 3: There is many reasons to vacation in a state or national park.

Which correction should be made to sentence 3?

- ① remove is
- ② change is to are ✓
- ③ insert is after or
- ④ insert are after or
- ⑤ no correction is necessary

## Correction

- ③ Sentence 6: Yellowstone National Park, for example, has geysers, such as the famous Old Faithful, that frequently spew water into the air.

Which correction should be made to sentence 6?

- ① change has to have
- ② change has to are
- ③ change has to is
- ④ change spew to spews
- ⑤ no correction is necessary ✓

## Correction

- ④ Sentence 7: At Grand Canyon National Park are one of the most amazing sights in the world, the Grand Canyon.

Which correction should be made to sentence 7?

- ① change are to is ✓
- ② change are to has
- ③ change are to have
- ④ insert is after sights
- ⑤ insert are after sights

## Correction

- ⑤ Sentence 8: Third, the park system, which includes hundreds of parks in all 50 states and Puerto Rico, offer plenty of activities.

Which correction should be made to sentence 8?

- ① change includes to include
- ② change includes to including
- ③ change offer to offers ✓
- ④ change offer to offered
- ⑤ no correction is necessary



# Correct Verb Forms

✓ 10

A sentence should have a complete subject and a complete verb. Certain verb forms, such as present participles and past participles, cannot stand on their own. They need to have a helping verb, such as a form of *be* (*am, is, are, was, were*) or *have* (*has, had*).

Here are some present and past participles that use helping verbs:

Tense or Structure	Example
Present Progressive Tense	She <b>is cleaning</b> the living room.
Past Progressive Tense	He <b>was doing</b> the laundry when the phone rang.
Present Perfect Tense	She <b>has lived</b> here since 1999.
Past Perfect Tense	She <b>had washed</b> the car just before the rain started.
Passive voice	The man <b>was bit</b> by the dog.

A sentence should have a complete subject and a complete verb. Present participles and past participles cannot stand on their own. They need to have a helping verb, such as a form of *be* or *have*.

## Correcting Verb Form Errors

To correct verb form errors, make sure that every present and past participle has a form of *be* or *have* with it when it is the main verb in the sentence.

### Examples:

**Incorrect:** Maria's dishwasher is not working, so she **done** the dishes by hand every night this week.

**Correct:** Maria's dishwasher is not working, so she **has done** the dishes by hand every night this week.

**Incorrect:** Maria **getting** tired of washing the dishes every night.

**Correct:** Maria **is getting** tired of washing the dishes every night.

A gerund (an -ing verb used as a noun) doesn't need a form of *have* or *be*.

### Example:

Smoking **is** a bad habit.

A present participle used as an adjective doesn't need a form of *have* or *be*.

### Example:

He **read** a fascinating book.



# GED Readiness

Questions 1 through 5 refer to the following information. Circle the number of the one best answer to each item.

To: All Employees  
From: David Salinas, Data Services Manager

(1) We have having several problems with data loss on the company's personal computers. (2) In some cases, workers losing a day or more of work because their computer's hard drive crashed. (3) One department lost a database of 10,000 customer names, addresses, and phone numbers. (4) To stop these losses, the company requesting that employees back up important files on a separate floppy disk. (5) If you working on a file over a period of several days, back up the file regularly.

## Revision

- ① Sentence 1: We have having several problems with data loss on the company's personal computers.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① have having
- ② had having
- ③ has having
- ④ are having
- ⑤ are had

## Correction

- ② Sentence 2: In some cases, workers losing a day or more of work because their computer's hard drive crashed.

Which correction should be made to sentence 2?

- ① change losing to has lost
- ② change losing to had losing
- ③ change losing to are losing
- ④ change crashed to has crashed
- ⑤ changed crashed to crashing

## Revision

- ③ Sentence 3: One department lost a database of 10,000 customer names, addresses, and phone numbers.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① lost
- ② have lost
- ③ had lost
- ④ are losing
- ⑤ losing

## Correction

- ④ Sentence 4: To stop these losses, the company requesting that employees back up important files on a separate floppy disk.

Which correction should be made to sentence 4?

- ① change stop to have stopped
- ② change requesting to requests
- ③ change back up to had backed up
- ④ change back up to are backing up
- ⑤ no correction is necessary

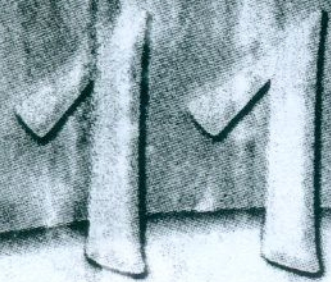
## Revision

- ⑤ Sentence 5: If you working on a file over a period of several days, back up the file regularly.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① working
- ② are working
- ③ worked
- ④ had worked
- ⑤ were worked





# Using Word Clues to Figure Out Verb Tense

The form of a verb shows person—singular or plural. The form of a verb also shows the time it refers to—past, present or future. This is called **verb tense**.

- **Past:** I went to bed late last night.
- **Present:** I feel really sleepy today.
- **Future:** I will try to get a better night's sleep tonight.

## Word Clues in the Sentence

Usually, the words in a sentence will help you figure out the tense of the verb. An adverb such as *tomorrow*, for instance, will help you figure out that the sentence is about the future. Or, a verb in the simple past tense may tell you that other verbs in the sentence should also be in the past tense.

### Examples:

**Yesterday**, I **started** work at 5:00 A.M.

I left home at 4:30 in the morning and **got** to work at 4:55.

## Word Clues in the Paragraph

Sometimes, the clue to the tense of a verb will be in the other sentences in the paragraph. For example, if a paragraph is about something that happened in the past, all of the sentences in the paragraph should be in the past tense.

### Example:

**Yesterday morning** was Saturday, so I **slept** late. Then I **got** up and **cooked** my wife breakfast. I **made** her favorite—fresh orange juice, whole-wheat pancakes with real maple syrup, and a cup of hot coffee. It **was** a beautiful spring morning, so we **worked** in our front yard and garden most of the day.

In this example, only one adverb phrase, *yesterday morning*, tells the time the action took place. But all of the verbs in the paragraph are in the simple past tense.

A verb can show the time of the action: past, present, or future. This is called the **tense** of the verb.

### Tip

To figure out the tense of a verb, look at the words in the sentence. The adverbs and other verbs can help you figure out the correct tense of the verb. If you can't figure out the tense from the words in the sentence, look at the verbs and adverbs in the rest of the paragraph.



# GED Readiness

Questions 1 through 5 refer to the following information. Circle the number of the one best answer to each item.

(1) Collecting baseball cards was one of the most popular hobbies today. (2) But what is the history of baseball cards?

(3) The first baseball cards were produced in about 1869. (4) These original cards are not sold with gum or any other product. (5) The front of each card had a picture of a baseball player, and the back had an advertisement. (6) In the 1880s, tobacco companies began to include cards with their products. (7) The companies produced over 2,000 kinds of cards, and occasionally collectors still found new cards from that time today.

(8) Tobacco companies stopped making baseball cards during World War I, but then gum and candy companies began making them. (9) Today, many adults have collections of baseball cards that they start when they were children, and many more continue to collect them.

## Revision

- ① Sentence 1: Collecting baseball cards was one of the most popular hobbies today.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- |            |           |
|------------|-----------|
| ① was      | ④ is      |
| ② has been | ⑤ will be |
| ③ are      |           |

## Revision

- ② Sentence 4: These original cards are not sold with gum or any other product.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- |        |             |
|--------|-------------|
| ① are  | ④ have been |
| ② was  | ⑤ will be   |
| ③ were |             |

## Revision

- ③ Sentence 5: The front of each card had a picture of a baseball player, and the back had an advertisement.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- |        |             |
|--------|-------------|
| ① had  | ④ is having |
| ② has  | ⑤ will have |
| ③ have |             |

## Correction

- ④ Sentence 7: The companies produced over 2,000 kinds of cards, and occasionally collectors still found new cards from that time today.

Which correction should be made to sentence 7?

- |  |
|--|
| ① change <u>produced</u> to <u>produce</u>       |
| ② change <u>produced</u> to <u>have produced</u> |
| ③ change <u>found</u> to <u>find</u>             |
| ④ change <u>found</u> to <u>had found</u>        |
| ⑤ no correction is necessary                     |

## Correction

- ⑤ Sentence 9: Today, many adults have collections of baseball cards that they start when they were children, and many more continue to collect them.

Which correction should be made to sentence 9?

- |  |
|--|
| ① change <u>have</u> to <u>had</u>           |
| ② change <u>have</u> to <u>having</u>        |
| ③ change <u>start</u> to <u>started</u>      |
| ④ change <u>continue</u> to <u>continued</u> |
| ⑤ no correction is necessary                 |



# Sequence of Verb Tense

## Using the Same Tense

Usually, all of the verbs in a sentence are in the same tense. For example, all of the verbs will be in the present progressive or in the simple past.

### Examples:

- Magdalena and I **cooked** dinner, and everyone **ate** at 7:30.  
(Two actions took place in the past.)
- Renata **is studying**, and Carlos **is cleaning** the house.  
(Two actions are taking place in the present.)

## Changing Tenses

However, in some cases, the verbs in a sentence may be in different tenses in order to show that the actions happened at different times.

### Examples:

- I **am** certain that John **pressed** the wrong button.  
(The speaker is certain now that John made a mistake in the past.)
- If the bus **is** late, I **won't** get to work on time.  
(If the bus is late now, something will happen later in the future—the speaker will be late to work.)
- Magellan **proved** that the earth **is** round by sailing around it.  
(Magellan's action in the past demonstrated something that is always true.)
- While we **were waiting** for the bus, it **started** to rain.  
(An action that took place over time, waiting for the bus, was interrupted by the start of another action, the start of a rainstorm.)
- She **was washing** the dishes when the phone **rang**.  
(An action that took place over time, washing the dishes, was interrupted by the start of another action, the ringing of the phone.)
- Marcus **realized** that he **had made** a mistake.  
(A past action, *had made a mistake*, occurred before another action—realizing the mistake.)

Usually, all of the verbs in a sentence are in the same tense. But sometimes we use different tenses to show actions that happened at different times. This is called **sequence of tense**.

### Tip

When the verbs in a sentence are in different tenses, decide whether the actions logically took place at different times. Then make any necessary corrections.

### Example:

Yesterday he **decided** that he **will go** to Tahiti on vacation next month.

(The sentence is correct.

Yesterday he made a decision about his future plans for next month.)



Questions 1 through 5 refer to the following newspaper article. Circle the number of the one best answer to each item.

(1) At last Saturday's concert, the Parkville Chorus showed that it had been one of the best musical groups in our city. (2) The Parkville Chorus sang 20 popular songs, and a smaller group, The Clip Notes, entertained with barbershop quartet favorites. (3) The concert started at 7:30 on the main stage of the Pickwick Theater, and it was lasting until 10:00 at night. (4) The performance was so energetic that while the chorus were singing, most of the audience was tapping their feet along with the music. (5) At the end of the concert, the chorus announced that their next performance had been at 7:30 on Saturday, April 30.

## Revision

- ① Sentence 1: At last Saturday's concert, the Parkville Chorus showed that it had been one of the best musical groups in our city.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- ① showed that it had been
- ② showed that it is
- ③ shows that it be
- ④ is showing that it is
- ⑤ will show that it will be

## Correction

- ② Sentence 2: The Parkville Chorus sang 20 popular songs, and a smaller group, The Clip Notes, entertained with barbershop quartet favorites.

Which correction should be made to sentence 2?

- ① change sang to sung
- ② change sang to was singing
- ③ change entertained to were entertaining
- ④ change entertained to will entertain
- ⑤ no correction is necessary

## Correction

- ③ Sentence 3: The concert started at 7:30 on the main stage of the Pickwick Theater, and it was lasting until 10:00 at night.

Which correction should be made to sentence 3?

- ① change started to was starting
- ② change started to will start
- ③ change was lasting to lasted
- ④ change was lasting to will last
- ⑤ no correction is necessary

## Correction

- ④ Sentence 4: The performance was so energetic that while the chorus were singing, most of the audience was tapping their feet along with the music.

Which correction should be made to sentence 4?

- ① change were to was
- ② change were singing to had sung
- ③ remove were
- ④ change was tapping to tapped
- ⑤ remove was before tapping

## Correction

- ⑤ Sentence 5: At the end of the concert, the chorus announced that their next performance had been at 7:30 on Saturday, April 30.

Which correction should be made to sentence 5?

- ① change announced to was announcing
- ② change announced to will announce
- ③ remove had
- ④ change had been to were
- ⑤ change had been to will be