

# Annotated Answer Key

## Pretest

### Part I (Pages 3–15)

1. ② reservation until  
**When I finally reached the desk, the employee was unable to find my reservation until I spelled my name several times and gave her my reservation number.** Option ② is correct because the subordinating conjunction until indicates the relationship of the clauses. The subordinating conjunctions in Options ① and ⑤ do not indicate the relationship of the clauses. Option ③ incorrectly uses the transition however to join the clauses. However does not indicate the relationship of the clauses and is not punctuated correctly: when using however, a semicolon is needed after reservation to join the two clauses. Joining the clauses with but results in a sentence that does not make sense (Option ④). Option ⑤ also has an unnecessary comma after reservation. A comma is not needed when a dependent clause follows an independent clause.
2. ① insert a comma after lower floor  
**My reservation was also for a room on a lower floor, but she told me that only rooms on the twenty-second floor were available.** Option ① is correct because a comma is needed to join two independent clauses with but. There is also no reason to insert a comma after but (Option ②). Option ③ is incorrect because the pronoun refers to a woman, so she is needed. There is no reason to change were to was (Option ④). Were agrees with the plural subject rooms.
3. ③ change their to there  
**The clerk who checked me in wasn't there, and another clerk was on duty.** Option ③ is correct because the adverb there is needed in this sentence to refer to a place, not the possessive word their. Option ① is incorrect because the preposition in is needed in this part of the sentence, not the noun inn ("hotel"). Option ② moves the apostrophe to an incorrect position. The apostrophe should be in the same place as the letter removed from the contraction, o. Option ④ removes a comma needed to join two independent clauses with the coordinating conjunction and.
4. ① insert a comma after Angrily  
**Angrily, he told me to wait in line with the others, so I had to wait 15 more minutes to get a key to my room.** Option ① is correct because a comma is needed after the introductory adverb Angrily. There is no reason to insert a comma after line (Option ②) or minutes (Option ④). Option ③ removes a comma needed to join two independent clauses with the coordinating conjunction so.
5. ④ Unfortunately, my problems did not end there.  
Option ④ is the best topic sentence for paragraph C. Paragraph C is about several more problems, and Option ④ provides a good, general introduction to the paragraph. Options ① and ③ are too specific. The Internet and the pool were not the only problems mentioned in the paragraph, and there is nothing in the paragraph to indicate that Internet access was the biggest problem. Option ② does not sum up the problems mentioned in the paragraph, which includes more than problems with the room. Option ⑤ does not sum up the main idea of the paragraph.
6. ⑤ replace memorial day with Memorial Day  
**However, employees told me that the pool was not scheduled to open until the following weekend, which was Memorial Day.** Option ⑤ is correct because holidays, such as Memorial Day, are proper nouns, so the first letter of each word should be capitalized. Option ① removes a comma required after the introductory transition However. The paragraph takes place in the past, so there is no reason to change was to the present tense (Options ② and ④). Weekend is not a proper noun in this sentence, so it does not need to be capitalized (Option ③).
7. ② a warm, airless, and uncomfortable room  
**Since there were no other rooms available, I had to sleep in a warm, airless, and uncomfortable room.** Option ② correctly uses parallel structure to join three adjectives (warm, airless, and uncomfortable) in a list using commas and and. Option ③ is incorrect because there is no reason to use and after each of the adjectives to join them in a list. Option ④ needs commas and and to join the three adjectives in a list. Option ⑤ is awkward and wordy.
8. ⑤ change can to could  
**I complained to a desk clerk about all of these problems, but she said that there was nothing she could do to solve them.** Option ⑤ is correct because the sentence is in the past, so the past form of can ("be able"), could, is needed. Therefore, Options ① and ③, which introduce more present tense verbs, are incorrect. Option ② is incorrect because the verb was agrees with its singular subject, nothing. There is no reason to remove can (Option ④).

9. ④ replace they with you  
**Each service has advantages and disadvantages, so it's important to choose wisely so that you and your family can see the programs you like.** Option ④ is correct because the subject pronoun you is needed to refer to the people who like the TV programs, you and your family. Has agrees with its singular subject service, so there is no reason to change it (Option ①). It's is correctly used as a contraction for it is in this sentence, so Option ② is incorrect. There is no reason to change the possessive pronoun your to the contraction you're (Option ③).
10. ② insert a comma after locations  
**In some locations, your choices may be limited to four or five channels.** Option ② is correct because a comma is needed after the introductory prepositional phrase In some locations. There is no reason to insert a comma after some (Option ①). There is no reason to change the possessive pronoun your to the contraction you're (Option ③) or the emphatic possessive yours (Option ④).
11. ③ move sentence 10 to follow sentence 6  
 Option ③ is correct because sentence 10 names an advantage of broadcast TV, so the sentence should go with the other advantages. The transition In addition indicates that the sentence should go after another advantage, so the best place for this sentence is after sentence 6. For this reason, Options ② and ④ are incorrect. Option ① is incorrect because the sentence belongs in paragraph B, which is about broadcast TV. The sentence gives a relevant detail about the advantages of broadcast TV, so Option ⑤ is incorrect.
12. ② improves  
**As technology improves, cable companies plan to increase the number of channels even more.** Option ② is correct because the singular subject technology requires a singular verb, improves. There is no reason to change the verb to the simple past (Option ③) or the present perfect (Option ④). Option ⑤ creates a sentence fragment because improving is not a complete verb.
13. ② insert a comma and and after offerings  
**Standard packages have more offerings, and other packages can include many more channels, including premium channels.** Option ② is correct because sentence 18 is a run-on. Two independent clauses are run together without any punctuation or coordinating conjunctions. Option ② correctly inserts a comma and the coordinating conjunction and to join the two clauses. Option ① is incorrect because have agrees with the plural subject packages. There is no reason to change the tense of can include (Option ③) or to remove the comma after more channels (Option ④).
14. ⑤ replace them with it  
**Parents can simply not order an objectionable channel, or they can use blocking technology to prevent their children from watching it.** Option ⑤ is correct because the word the pronoun refers to is singular (channel), so the singular object pronoun it is needed. There is no reason to capitalize objectionable channel (Option ①) or to insert a comma after technology (Option ③). A comma is needed after channel to join two independent clauses with or (Option ②). There is no reason to change the possessive pronoun their to there (Option ④).
15. ① When you use a satellite network,  
**When you use a satellite network, a special satellite dish is installed outside your home.** Sentence 23 has a dangling modifier—the phrase Using a satellite network modifies the phrase satellite dish, and is the implied subject of the phrase, which does not make sense. Option ① corrects the problem by changing the phrase to a clause with a subject that makes sense, you. Option ② is also a dangling modifier. Options ③, ④, and ⑤ result in sentences that do not make sense.
16. ② cost  
**Satellite networks, offering the largest selection of programming, often cost more than cable.** Option ② is correct because the subject networks is plural, so the plural verb cost is needed. Option ③ is not a full verb, changing the sentence to a fragment. Options ④ and ⑤ result in sentences that do not make sense.
17. ③ join paragraphs C and D  
 Option ③ is correct because paragraphs C and D are on the same topic, cable television, so they should be joined together. Options ① and ② are incorrect because paragraphs A and B and B and C are on different topics so they should not be joined together. Paragraph D provides important information about the main idea of the passage, so Option ④ is incorrect. There is no reason to move sentence 16 (Option ⑤), which belongs before the discussion of the various kinds of cable packages.



18. ② puppy that  
**In addition, you want to pick a healthy puppy that will grow up to be a loyal pet for many years.** Sentence 5 is a fragment. Option ② fixes it by joining it to sentence 4 as a dependent clause. Option ③ results in a sentence that does not make sense. Options ④ and ⑤ do not fix the sentence fragment. It is not possible to join a dependent clause to an independent clause with and (Option ⑤).

19. ③ change is to are  
**Experts agree that there are several steps you should follow to ensure you choose the right pet.** Option ③ is correct because the plural form of be, are, is needed to agree with the plural subject steps. There is no reason to change agree to agrees. (Option ①) or to change the adverb there to the possessive pronoun their (Option ②). There is no reason to change choose to choosing (Option ④). There is no reason to replace the adjective right ("correct") with the verb write ("record on paper") (Option ⑤).

20. ① On the other hand,  
**On the other hand, the dog you choose should not be a large or aggressive breed if your children are very small.** Option ① is correct because it has the only transition that makes sense in this sentence. Sentence 12 contrasts with the previous sentences, and only On the other hand indicates contrast. For this reason, the remaining options are incorrect.

21. ② remove the comma after breeder  
**You might get advice from a dog breeder or veterinarian before making a choice.** Option ② is correct because a comma is not needed to join two nouns (breeder and veterinarian) with or. Commas are only needed when three or more items are involved. Option ① is incorrect because there is no reason to replace might ("may perhaps") with mite ("a small insect"). There is no reason to insert a comma after veterinarian (Option ③). Option ④ results in a sentence that does not make sense.

22. ② insert a comma after shelter  
**When you get a dog from the animal shelter, you often only have to pay for the dog's license and required shots.** Option ② is correct because a comma is needed to join a dependent clause to an independent clause when the dependent clause is first. There is no reason to insert a comma after dog (Option ①). Option ③ results in a pronoun shift: the pronouns in the sentence change from you to one. There is no reason to change the

singular possessive dog's to the plural possessive dogs' (Option ④) because the sentence is only talking about one dog. There is no reason to insert a comma after license (Option ⑤). A comma is not needed to join two nouns (license and shots) with and. Commas are only needed when three or more items are involved.

23. ③ its  
**Look over the dog to make sure its skin and fur look healthy.** Option ③ is correct because the pronoun replaces the singular noun dog, so the singular possessive pronoun its is needed. Option ② is incorrect because the possessive pronoun its, not the contraction it's ("it is") is needed. Option ④ is incorrect because there is no reason to insert the adverb there into this sentence. Option ⑤ is incorrect because a possessive pronoun, not an emphatic possessive, is needed before the nouns skin and fur.

24. ① puppy's  
**Check the puppy's gums.** Option ① is correct because the singular possessive form of puppy is needed in this sentence. In the preceding sentences, puppy is singular, so it should be singular in this sentence. For this reason, the remaining options, which are all plural, are incorrect. Option ② is the plural possessive form. Option ③ is the plural form. Option ④ is the plural possessive form with an extra s. Option ⑤ is a misspelling of the plural form.

25. ⑤ rock, dust, gases, and water  
**A comet is a frozen chunk of rock, dust, gases, and water that orbits around the sun.** Option ⑤ is correct because it uses commas and and correctly to join the list of four items: rock, dust, gases, and water. Option ① is incorrect because it omits a comma after dust. Option ② is missing commas after all of the nouns in the list. Option ③ has an unneeded comma after and. Option ④ omits necessary commas after rock and dust.

26. ② are so large that they  
**Some comets' orbits are so large that they travel millions of miles beyond Pluto, the planet farthest from the sun.** Option ② is correct because it successfully joins the sentences with the correct subject pronoun they. Option ① is incorrect because the subject pronoun they, not the object pronoun them, is needed in this sentence. Option ③ is incorrect because the pronoun refers to a plural noun, so a plural pronoun is needed. Options ④ and ⑤ result in sentences that do not make sense.

27. ② was

**In fact, for many years people thought that the appearance of a comet in the sky meant that something terrible was going to happen.**

Option ② is correct because the sentence is in the past tense, so a past tense verb is needed. The other options result in sentences that do not make sense.

28. ③ insert and before one

**He predicted that the comet would reappear in about 1758, and one year later the comet reappeared in March, 1759.** Sentence 13 is a comma splice (two clauses joined together with only a comma). Option ③ fixes the problem by adding the coordinating conjunction and.

Option ① is incorrect because there is no reason to change reappear to a past participle. Option ② changes the comma splice to a run-on sentence. Option ④ results in a sentence that does not make sense. Option ⑤ removes a necessary comma between the month and the year in a date.

29. ③ have cataloged

**However, until now, they have cataloged only about 1,000 of them.** Option ③ is correct because the present perfect tense, which consists of a form of the verb have and a past participle (cataloged), is needed here. Option ② results in an incomplete verb. There is no reason to use the past perfect tense in this sentence (Option ④). Option ⑤ does not make sense.

30. ④ themselves

**Many of the discoverers, such as Hyakutake, choose to name their comets after themselves.** Option ④ is correct because a reflexive pronoun is needed in this sentence, since the object pronoun and the subject of the sentence refer to the same person, in this case, the discoverers of the comets. Themselves agrees with the plural noun it replaces, discoverers. Options ②, ③, and ⑤ are incorrect because the pronoun refers to a plural subject, so a plural reflexive pronoun is necessary. In addition, Option ⑤ is incorrect because the pronoun replaces a person, so a pronoun that refers to a person is required. (It refers to animals and objects.)

## Part II (Page 17)

Give your instructor your essay to evaluate. You will find his or her objective comments helpful in assessing your essay. If this is not possible, have another learner evaluate your paper. If you cannot find another learner to help you, review your paper yourself. If you do this, it's better to let your paper "sit" for a few days before you evaluate it. This way, you will experience your essay much the same way a first-time reader will experience it. Whoever reads your paper should use the GED Essay Scoring Guide on pages ix–xi to evaluate your essay and give it a score on each of the five criteria on the Scoring Guide using this scale:

1. Inadequate
2. Marginal
3. Adequate
4. Effective

Then write your score for each criteria on the Pretest Evaluation Chart on page 19. Use that chart to figure out which skills to study in the instruction section of this book.

## Skill 1 (Page 21)

1. ③ change discussing to will be discussing

**We will be discussing a number of important issues about the upcoming fall sales campaign.**

Option ③ is correct because it uses a complete verb to fix the sentence fragment. Option ① fixes the fragment but is incorrect because there is no reason to change the meaning of the sentence from future to past. Option ② is incorrect because is does not agree with the subject we. Option ④ is incorrect because be discussing is still an incomplete verb.

2. ⑤ no correction is necessary

**Beginning next month, the campaign will run**

**for six weeks.** Option ⑤ is correct because the sentence is not a fragment. It has a complete subject (campaign) and verb (will run). Options ① and ③ create sentences that do not make sense. Option ② creates a sentence fragment and a comma splice. (For information on comma splices, see Skill 2). There is no reason to remove the introductory phrase Beginning next month. (Option ④).



3. ④ customers, which we  
**The campaign is an important time for the company to get new customers, which we need to increase our income.** Option ④ is correct because it correctly uses a comma to join sentence 5, which is a relative clause that cannot stand on its own, with the previous sentence. Options ②, ③, and ⑤ create sentences that do not make sense.
4. ⑤ from 2:00 to 4:00 although we  
**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.** Option ⑤ correctly joins the dependent clause in Sentence 7 to the independent clause in Sentence 6. Option ② is incorrect because it creates a run-on sentence. (For more information on run-on sentences, see Skill 2.) Option ③ creates a comma splice. (For more information on comma splices, see Skill 3.) Option ④ creates a comma splice and is missing a comma after however.
5. ③ replace Hoped with I hope  
**I hope you have a lot of good ideas to share.** Option ③ is correct because it fixes the sentence fragment by giving the sentence a subject (I) and a verb that makes sense (hope). Option ① does not fix the sentence fragment. Option ② is incorrect because this sentence should be in the present tense. Option ④ creates a sentence that does not make sense.

## Skill 2 (Page 23)

1. ① replace down it with down. It  
**Nothing is more frustrating than having your car break down. It can ruin your entire day.** Option ① fixes the run-on sentence by dividing it into two separate sentences. Option ② is incorrect because brake (meaning "slow a car by using the brakes") is not needed in this sentence. There is no reason to change break to the simple past (Option ③). This change does not fix the run-on sentence. Option ④ creates a comma splice. (For more information on comma splices, see Skill 3).
2. ① insert will keep after steps  
**Several steps will keep your car in good operating condition and help you avoid trouble on the road.** Sentence 2 is a fragment because it lacks a complete verb. Option ① supplies the missing verb. The other options do not correct the sentence fragment.

3. ① oil changed and your fluid levels, air filter, and battery checked  
**First, you should have your oil changed and your fluid levels, air filter, and battery checked every three months or 3,000 miles.** Option ① is correct because the sentence is correct as written. Option ② is not correct because it causes faulty parallel structure. (For more information on parallel structure, see Skill 6.) A comma is not needed after changed because and is not joining independent clauses and commas are needed after fluid levels and air filter (Option ③). Options ④ and ⑤ remove a needed comma for items in a series. (For more information on commas in a series, see Skill 19.)
4. ② insert a semicolon after regularly  
**Second, check your tire pressure regularly; you should put air in your tires whenever the pressure looks low.** Sentence 4 is a run-on. Option ② fixes the problem by joining the two independent clauses with a semicolon. Option ① creates a comma splice. (See Skill 3 for information on comma splices.) Option ④ removes the subject and part of the verb of the second clause. Option ③ is incorrect because an adverb is required to modify the verb check.
5. ④ your tires, make sure  
**When you check your tires, make sure you check the air pressure in your spare tire, too.** Option ④ is correct because it correctly uses a comma after a dependent clause to join it to the following independent clause. Option ① omits essential information, your tires. Options ②, ③, and ⑤ create sentences that do not make sense.

## Skill 3 (Page 25)

1. ③ job whether we  
**Good customer service is part of our job whether we work directly with customers or not.** Option ③ is correct because it removes an unneeded comma. Option ② creates a run-on. (See Skill 2 for more information about run-ons.) Option ④ creates a sentence that does not make sense. Option ⑤ creates another error: a semicolon can join two independent clauses, not an independent clause and a dependent clause.

2. ⑤ customers, so we must  
**Our company exists because of our customers, so we must provide excellent customer service to keep their business.** Option ⑤ fixes the comma splice by using the coordinating conjunction so to join the two independent clauses. Option ② is a run-on sentence. (For more information on run-on sentences, see Skill 2.) Option ③ omits the subject of the second clause. Option ④ creates a new comma splice.
3. ① insert when after carefully  
**Third, listen carefully when a customer has a complaint.** Option ① is correct because it adds a subordinating conjunction, when, joining an independent clause to the dependent clause that follows. Option ② creates a comma splice. Options ③ and ④ create sentences that do not make sense.
4. ② customer; it's  
**Remember, it's easy to lose a customer; it's much harder to get a new one.** Option ② is correct because it fixes the comma splice by joining the two independent clauses with a semicolon. Option ③ creates a run-on sentence. (For more information on run-on sentences, see Skill 2.) Option ④ creates a new comma splice. Option ⑤ tries to correct the comma splice by joining the independent clauses with a coordinating conjunction, but the conjunction does not make sense.

## Skill 4 (Page 27)

1. ③ the day of the show while on other shows  
**On some shows, contestants are selected from the audience the day of the show while on other shows, contestants are selected months in advance.** Option ③ correctly joins the clauses with the subordinating conjunction while. The subordinating conjunctions in the other options do not make sense. Option ② also adds an unneeded comma after show.
2. ④ You run to the front of the studio when your name is called.  
 Option ④ is correct because it uses the subordinating conjunction when to show the relationship between the two clauses. Option ① does not show the relationship between the two clauses. Option ② creates a run-on sentence. Option ③ creates a comma splice. Option ⑤ uses the correct subordinating conjunction, but adds an unneeded comma.

3. ⑤ no correction is necessary  
**Of course, before the show is taped, you will need to fill out forms in case you are selected and win a prize.** Option ⑤ is correct because the subordinating conjunction before and a comma are used correctly to join the sentences. Options ① and ② are not correct because the subordinating conjunctions until and while do not make sense in this sentence. Option ③ removes a necessary comma. Option ④ creates a sentence that does not make sense.
4. ② replace unless with until  
**People have to take a written test and then wait until they are called for a screen test.** Option ② is correct because the subordinating conjunction until indicates the correct relationship between the independent and subordinate clause. A comma is not needed when an independent clause comes before a subordinate clause (Option ①). The subordinating conjunctions when (Option ③), after (Option ④), and although (Option ⑤) do not make sense in this sentence.

## Skill 5 (Page 29)

1. ③ work, Marcus saw a dog run  
**Driving home from work, Marcus saw a dog run across the highway in front of his car.** Sentence 2 has a dangling modifier, Driving home from work. As written, the sentence seems to say that the dog was driving home from work and ran across the road. Option ③ fixes the sentence by giving the modifier a logical word to describe, Marcus. Option ② doesn't correct the dangling modifiers and also omits a necessary comma. Option ④ creates a sentence that does not make sense. Marcus can't drive home and run across the highway. Option ⑤ creates a sentence fragment by deleting the subject of the sentence. (For more information on sentence fragments, see Skill 1.)
2. ② move sharply to follow veered  
**Marcus braked and veered sharply to the right to avoid the dog.** Option ② corrects the misplaced modifier sharply by moving it next to the verb it modifies, veered. Option ① is not correct because sharply needs to be near the verb it modifies, veered. Option ③ is not correct because an adverb is needed to modify the verb veered, not an adjective. There is no reason to change sharply to sharper. (Option ④).



3. ⑤ no correction is necessary  
**Confused, the dog turned and ran back into the path of Marcus's car.** Option ⑤ is correct because the sentence is correct as written. The modifier Confused, is correctly placed before the word it modifies, dog. Option ① removes a necessary comma. There is no reason to remove the word Confused (Option ②). Options ③ and ④ are incorrect because the dog is confused, not the path or the car.
4. ④ move completely to follow highway  
**Realizing that the dog was hurt, Marcus pulled off the highway completely and approached the dog.** Option ④ is correct because the misplaced adverb completely is now near the phrase it modifies, pulled off the highway. Option ① does not correct the misplaced modifier. There is no reason to remove the comma after hurt (Option ②) or to insert a comma after highway (Option ③).
5. ③ When the owner picked up the dog at Marcus's house, the dog was glad to see him.  
 Sentence 9 contains a dangling modifier. According to the sentence, the dog was picking himself up at Marcus's house, which does not make sense. Option ③ corrects this error by providing a subject that makes sense for the phrase picked up the dog. The other options do not make sense because they fail to correct the dangling modifier.

## Skill 6 (Page 31)

1. ③ replace in an organized state with organized  
**Keeping your closets clean and organized is not easy.** In sentence 1, the two modifiers are not in parallel structure (Clean is an adjective and in an organized state is a prepositional phrase). Option ③ corrects the lack of parallelism by changing the prepositional phrase to an adjective, organized. There is no reason to change Keeping to Keep (Option ①). There is no reason to change clean to cleaned (Option ②). Option ④ introduces a new error in parallel structure (Organization is a noun, and clean is an adjective).
2. ③ change organizing to organize  
**In fact, there are now closet consultants, experts who will tell you how to clean and organize your closets.** Option ③ corrects the faulty parallel structure in Sentence 2 by changing organizing to organize to match the form of the verb clean. The other options do not correct the faulty parallel structure.

3. ④ replace very with too  
**First, get rid of any clothes that are too small or too large.** Option ④ corrects the faulty parallel structure in Sentence 4 by changing very large to too large, which matches the form of too small. The other options do not correct the faulty parallel structure.
4. ① don't want or need  
**Donate everything you don't want or need to charity.** Option ① is correct because the sentence is correct as written. The verbs want and need are already in parallel structure. Options ②, ③, and ④ introduce errors in parallel structure. Option ⑤ creates a sentence that does not make sense.
5. ④ remove to spend  
**Having an organized closet will help you find the right outfit for a night on the town or a day at the park.** Option ④ corrects the error in parallel structure by removing the infinitive to spend, leaving the remaining phrases a night on the town and a day in the park in parallel structure. The other options do not correct the faulty parallel structure. In addition, Option ② introduces a new error in parallel structure (for spending and to spend are not parallel). Option ③ also needlessly repeats the phrase the right outfit.

## Skill 7 (Page 33)

1. ③ change have to has  
**The Modern and Contemporary Art Museum has offered an inviting setting for the community to experience works of art for over 50 years.** Option ③ is correct because the subject of the sentence, Museum, is singular so the verb needs to be in the singular form. Option ① changes the verb to the simple past, which does not make sense. Option ② creates an incorrect verb form. Option ④ is incorrect because there is no reason to change the verb to the past perfect tense.
2. ① Suggested admission is \$3.00 for seniors and children.  
 Option ① is correct because it combines the two sentences without creating any errors. Option ② is incorrect because the verb are does not agree with the singular subject admission. Option ③ is a run-on sentence. Option ④ is a comma splice. Option ⑤ is not the best choice because it is awkward.

3. ③ change is to are  
**Visitors may pay more or less than the suggested donation, but all are required to pay something.** Option ③ is correct because all refers to a plural noun, visitors. Therefore, the plural verb are is required. Option ① is incorrect because pays does not agree with the plural subject visitors. Option ② is not correct because the sentence is about what visitors pay every day for admission, not about what they have paid in the past. Option ④ results in a sentence that does not make sense.
4. ② helps  
**A trained guide always helps teachers plan their visits.** Option ② is correct because the singular verb helps agrees with the singular subject guide. Option ① is not correct because the subject of the sentence is guide, which is singular, not guides, which is plural, so a singular verb form is required. Option ③ is not a complete verb, and creates a sentence fragment. Option ④ is not correct because it changes the meaning of the sentence. Option ⑤ results in a sentence that does not make sense.

## Skill 8 (Page 35)

1. ③ change are to is  
**Learning to use computers is easy in this one-day class at City Community College.** Option ③ is correct because the subject of the sentence, learning, is singular, so it requires a singular verb, is. Option ① does not correct the lack of agreement between learning and are. Option ② creates a sentence fragment because be is not a complete verb. Option ④ changes the meaning of the sentence.
2. ① change learns to will learn  
**Students in this class will learn how to start a computer and use basic software.** Option ① is correct because will learn agrees with the plural subject of this sentence, Students, and makes sense in this sentence. Option ② is incorrect because there is no reason to change the verb to the past tense. Options ③ and ④ are incorrect because the simple present tense is not used after to; to start and (to) use are infinitives, which have no added endings.
3. ④ Using computers to send e-mails is  
**Using computers to send e-mails is also a topic.** Option ④ is correct because the subject of the sentence is using, which is singular, and the singular verb is agrees with that subject. Option ② is incorrect because the subject of the sentence is

using, which is singular, not computers or e-mails, which are plural. Option ③ does not correct the agreement problem with using and are. Option ⑤ omits the verb completely, creating a sentence fragment.

4. ② change have to has  
**Our instructor, David Bell, a trainer for several area companies, has experience in helping beginners become successful computer users.** Option ② is correct because the subject of the sentence, David Bell, is singular, and has agrees with this subject. Option ① is incorrect because the sentence already has a verb, but the verb does not agree with the subject. Option ③ creates a sentence that does not make sense. Option ④ does not correct the agreement error in the sentence, and creates another agreement error—the plural verb become agrees with the plural subject beginners.
5. ⑤ no correction is necessary  
**Students wanting to learn keyboarding skills can take *Keyboarding for Beginners*, another six-week course.** Option ⑤ is correct because the sentence contains no errors. All of the other options introduce errors into the sentence. Options ① and ② are incorrect because a verb is not needed before wanting, which is an adjective that describes learners. Option ③ is not correct because the plural verb can take agrees with the subject of the sentence, Students. Option ④ introduces another agreement error. The subject, Keyboarding for Beginners, is singular, but are is plural.

## Skill 9 (Page 37)

1. ⑤ no correction is needed  
**Do you and your family want to have a fun family vacation?** Option ⑤ is correct because the sentence contains no errors. The other options introduce errors. Option ① creates an agreement error. Do agrees with the subject you and your family. There is no reason to change the verb Do to are (Option ②). Option ③ is incorrect because in questions such as this one, endings such as -s are not added to the main verb but to a verb like do. Option ④ is incorrect because the simple present tense is not used after to; to have is an infinitive, which has a verb with no added endings.



2. ② change is to are  
**There are many reasons to vacation in a state or national park.** Option ② is correct because the plural verb are agrees with the plural subject reasons. Option ① removes the sentence's verb, creating a sentence fragment. There is no reason to add a verb before national park (Options ③ and ④).

3. ⑤ no correction is necessary  
**Yellowstone National Park, for example, has geysers, such as the famous Old Faithful, that frequently spew water into the air.** Option ⑤ is correct because the sentence contains no errors. Option ① is not correct because the singular verb has already agrees with its subject, Yellowstone National Park. There is no reason to change has to is or are (Options ② and ③). There is no reason to change spew to spews (Option ④) because the plural verb spew agrees with the plural subject geysers.

4. ① change are to is  
**At Grand Canyon National Park is one of the most amazing sights in the world, the Grand Canyon.** Option ① is correct because in this sentence with inverted order, is agrees with the singular subject one. There is no reason to change are to has or have (Options ② and ③) or to add verbs after sights (Options ④ and ⑤).

5. ③ change offer to offers  
**Third, the park system, which includes hundreds of parks in all 50 states and Puerto Rico, offers plenty of activities.** Option ③ is correct. Offer should agree with the singular subject, park system, not with the plural interrupting phrase. Option ① is incorrect because this verb agrees with the singular noun it refers to, park system. Option ② is not correct because a full verb, not a participle, is needed here. Option ④ is not correct because there is no reason to change offer to the past tense.

## Skill 10 (Page 39)

1. ④ are having  
**We are having several problems with data loss on the company's personal computers.** Option ④ is correct because the present progressive tense is formed with is or are and a verb that ends in -ing. Options ①, ②, ③, and ⑤ are not correct because have having, had having, has having, and are had are not possible verb forms.

2. ③ change losing to are losing  
**In some cases, workers are losing a day or more of work because their computer's hard drive crashed.** Option ③ is correct because this option fixes the sentence fragment by providing a complete verb that is formed correctly. Option ① is incorrect because the verb has lost does not agree with the subject, workers. Option ② is incorrect because had losing is not a possible verb form. Option ④ does not introduce a new error, but does not correct the sentence fragment. Option ⑤ removes the complete verb from the dependent clause.

3. ① lost  
**One department lost a database of 10,000 customer names, addresses, and phone numbers.** Option ① is correct because the sentence is correct as written. Option ② is not correct because the plural verb have lost does not agree with the singular subject department. Option ③ is not correct because there is no reason to use the past perfect tense in this sentence. Option ④ is not correct because there is no reason to use the present progressive tense in this sentence. Option ⑤ creates a sentence fragment because losing is not a complete verb.

4. ② change requesting to requests  
**To stop these losses, the company requests that employees back up important files on a separate floppy disk.** The participle requesting is not a complete verb. Option ② corrects the problem by inserting the complete verb requests. Option ① is not correct because there is no reason to change stop to have stopped. There is also no reason to change the tense of back up to the past perfect or present progressive tenses (Options ③ and ④).

5. ② are working  
**If you are working on a file over a period of several days, back up the file regularly.** Option ② is correct because working is not a complete verb. Are working is a complete verb that makes sense in the sentence and agrees with the subject, you. Options ③, ④, and ⑤ are not correct because the meaning of this sentence clearly calls for the present tense. There is no reason to use the simple past, past perfect, or past progressive tenses in this sentence.

## Skill 11 (Page 41)

1. ④ is  
**Collecting baseball cards is one of the most popular hobbies today.** Option ④ is correct because the word today indicates that a present tense is required. Is is in the present tense and agrees with the subject of the sentence, Collecting. Options ①, ②, and ⑤ are in tenses that do not make sense in this sentence: simple past, present perfect, and future. Though in the present tense, Option ③ does not agree with the subject of the sentence, Collecting.
2. ③ were  
**These original cards were not sold with gum or any other product.** Option ③ is correct because clues in the sentence and preceding sentence indicate that this sentence is about how original baseball cards were sold when first issued. Therefore, the past tense is required. Option ② is in the past tense, but does not agree with the plural subject cards. There is no reason to use the present perfect or future tenses in this sentence (Options ④ and ⑤).
3. ① had  
**The front of each card had a picture of a baseball player, and the back had an advertisement.** Option ① is correct because the sentence is correct as written. The sentence is clearly about the past, and both verbs should be in the past tense. There is no reason to use the present and future tense verbs in the remaining options.
4. ③ change found to find  
**The companies produced over 2,000 kinds of cards, and occasionally collectors still find new cards from that time today.** Option ③ is correct because the word today indicates that the second clause of this sentence is about the present, so the present tense is required. Therefore, Option ④, which uses the past perfect tense, is incorrect. Options ① and ② are incorrect because the first clause is about the companies' original production of the cards in the past, so the past tense is used correctly.
5. ③ change start to started  
**Today, many adults have collections of baseball cards that they started when they were children, and many more continue to collect them.** Option ③ is correct because the clause that they started when they were children clearly refers to the past, so a past tense verb is required. Option ① is incorrect because this

clause, introduced with the adverb today, correctly uses the present tense. Option ② creates a sentence fragment, since having is not a complete verb. Option ④ is incorrect because the present tense is required in this sentence, since it talks about what people collect now.

## Skill 12 (Page 43)

1. ② showed that it is  
**At last Saturday's concert, the Parkville Chorus showed that it is one of the best musical groups in our city.** Option ② is correct because the fact that the chorus is one of the best musical groups in the city is something that is true today, so the present tense makes sense for this verb. Option ④ correctly uses the present tense is, but incorrectly uses the present progressive tense, is showing, for an action that took place in the past. Options ① and ⑤, which use the past perfect and future tenses, do not make sense in this sentence. Option ③ replaces the verb with an incomplete verb form, be.
2. ⑤ no correction is necessary  
**The Parkville Chorus sang 20 popular songs, and a smaller group, The Clip Notes, entertained with barbershop quartet favorites.** Option ⑤ is correct because the sentence contains no errors. The sentence is about the past, and the verbs are in the simple past tense. Option ① is incorrect because inserting sung, a past participle, creates a sentence fragment. Options ②, ③, and ④ are incorrect because there is no reason to change the verbs to the past progressive tense (Options ② and ③) or the future tense (Option ④).
3. ③ change was lasting to lasted  
**The concert started at 7:30 on the main stage of the Pickwick Theater, and it lasted until about 10:00 at night.** Option ③ is correct because there is no reason to use the past progressive tense in this sentence, which refers to a finished action, not to an action that was in progress. Option ③ correctly replaces the past progressive with the simple past tense. Option ① does not correct the error with the verb was lasting, and introduces another, similar error with the verb started. There is no reason to use the future tense (Options ② and ④) in this sentence, which is about actions that took place in the past.



4. ❶ change were to was

**The performance was so energetic that while the chorus was singing, most of the audience was tapping their feet along with the music.**

Option ❶ is correct because were does not agree with its subject, audience, a singular noun. Was agrees with this subject. There is no reason to change the verb to the past perfect tense (Option ❷). Option ❸ and ❹ remove part of the verbs, leaving sentence fragments. Option ❺ is a possible change to the sentence, but this option fails to correct the agreement error in the sentence.

5. ❺ change had been to will be

**At the end of the concert, the chorus announced that their next performance will be at 7:30 on Saturday, April 30.**

Option ❺ is correct because the word next indicates that the future tense is called for in this context. Options ❶ and ❷ fail to correct this error and introduce additional errors. Option ❶ is incorrect because the simple past tense is used correctly to refer to a single, completed action. Option ❷ is incorrect because there is no reason to use the future tense in this part of the sentence. Option ❸ creates an incomplete verb in a place where a complete verb is needed. Option ❹ uses the past tense instead of the future tense, which is needed in this part of the sentence to state the chorus's future plans.

incorrect because it doesn't correct the pronoun error. Option ❸ replaces the phrase with another object pronoun, instead of a subject pronoun.

Option ❹ is not correct because the phrase her husband refers to a man, so the pronoun it should not be used.

3. ❸ you or me

**Identity theft can happen to you or me.**

Option ❸ is correct because the pronoun I follows a preposition, so should be changed to the object pronoun me. There is no reason to change to pronouns that refer to completely different people (Options ❷, ❹, and ❺), and Options ❷ and ❹ also use the subject pronouns they and we instead of object pronouns.

4. ❺ no correction is necessary

**What can we do to stop it from happening to us?**

Option ❺ is correct because the sentence is correct as written. Option ❶ is incorrect because there is no reason to change we, which is the subject of the sentence, to us, which is an object pronoun. Option ❷ is incorrect because there is no reason to change we to a pronoun that refers to completely different people. In addition, them is an object pronoun, and a subject pronoun is required in this part of the sentence. Option ❸ is incorrect because it, a singular pronoun, agrees with the singular noun it replaces, identity theft. Option ❹ is incorrect because us is object of the preposition to; therefore, there is no reason to change it to the subject pronoun we.

5. ❷ insert you before should

**Finally, if you use the Internet for banking, you should keep your passwords secret and change them frequently.** Option ❷ is correct because the sentence lacks a subject, and is therefore a fragment. Option ❷ provides the necessary subject. There is no reason to replace you with they (Option ❶). Option ❸ creates a pronoun shift. Option ❹ is incorrect because them is object of the verb change and therefore should not be changed to the subject pronoun they.

## Skill 13 (Page 45)

1. ❺ no correction is necessary

**Thieves accessed her checking and savings accounts and emptied them.** Option ❺ is correct because the sentence contains no errors. The plural pronoun them correctly agrees with the plural noun accounts. Option ❶ is incorrect because there is no reason to insert the object pronoun them as subject of the verb emptied. Option ❷ is incorrect because the thieves emptied the woman's accounts, not the woman. Option ❸ is incorrect because an object pronoun is required after the preposition of, not the singular pronoun they. Option ❹ is not correct because a plural pronoun is required to replace the plural noun accounts.

2. ❹ She and her husband

**She and her husband spent six months and over \$500 of their own money to get everything back.** Option ❹ is correct because both She and husband are the subjects of the sentence. Therefore, the pronoun her must be changed to a subject pronoun, she. Option ❷, which reverses the order of the pronouns, is

## Skill 14 (Page 47)

1. ③ replace his with their  
**All employees need to have their company ID cards with them at all times while at work.** Option ③ is correct because the pronoun refers to a plural noun, the owners of the ID cards. The plural pronoun their agrees with this noun. Options ① and ② are incorrect because there is no reason to change the subject All employees to the possessive pronoun your or the emphatic possessive yours. Option ④ is incorrect because them is an object pronoun because it follows the preposition with. Therefore, there is no reason to change them to the possessive pronoun their. There is also no reason to insert the pronoun their after while (Option ⑤).
2. ⑤ no correction is necessary  
**Employees in the warehouse should keep them in their pockets.** Option ⑤ is correct because the sentence contains no errors. There is no reason to use the possessive pronoun their, since them is the object of the verb (Option ①). There is no reason to use the object pronoun them because a possessive pronoun is needed to show whose pockets the sentence is talking about (Option ②). Option ③ is incorrect because his does not agree with the noun it replaces, Employees. Option ④ is incorrect because the possessive pronoun their, not the emphatic possessive theirs, is used before a noun.
3. ① your card  
**If you leave the building without your card, the security guard must call your manager before you can reenter the building.** Option ① is correct because the sentence contains no errors. The possessive pronoun your is correct because it occurs before the noun card and agrees with the noun it refers to, you. Option ② uses a subject pronoun incorrectly. Option ③ uses an emphatic possessive incorrectly. The pronouns their (Option ④) and his or her (Option ⑤) do not agree with the noun they replace, you, so they are incorrect.
4. ③ yours  
**Do not try to enter the building using a company ID that is not yours.** Option ③ is correct because an emphatic possessive is needed because it appears alone. Therefore, you (Option ①), which is a subject pronoun, is incorrect. The possessive pronoun your (Option ②) is incorrect because a possessive pronoun must occur before another noun. His or hers (Option ④)

and theirs (Option ⑤) are emphatic possessives but are incorrect because they do not agree with the possessor the pronoun refers to, you.

5. ⑤ his or hers  
**An employee can be dismissed for using an ID that is not his or hers.** Option ⑤ is correct because emphatic possessives are needed here because they appear alone. The pronouns in the phrase his or hers agree with the noun they replace, employee. Therefore, Option ①, which uses the object pronoun him, is incorrect. Option ② is incorrect because her is a possessive pronoun, not an emphatic possessive. Option ③ is incorrect because him and her are object pronouns, not emphatic possessives. Option ④ is incorrect because he is a subject pronoun and her is a possessive pronoun.

## Skill 15 (Page 49)

1. ④ them  
**You want to give the bride and groom a gift, but you don't know what to get them.** Option ④ is correct because an object pronoun is needed since the pronoun is the object of the verb get. Them agrees with the phrase it refers to, bride and groom. Option ① is wordy and repetitive. Option ②, it, a singular object pronoun, and Option ⑤, us, a plural object pronoun, do not agree with the phrase they replace, bride and groom. Option ③ is incorrect because she is a subject pronoun.
2. ② replace them with it  
**You just choose it from a list of items that the couple selected.** Option ② is correct because the singular object pronoun it agrees with the noun it replaces, gift. We (Option ①) is incorrect because there is no reason to change the subject of the sentence from You; the entire passage is directed to the reader using You. Option ③ is incorrect because him does not agree with the noun it replaces, gift. Options ④ and ⑤ do not correct the faulty agreement of them. In addition, replacing items and the couple with pronouns does not make sense because it is not clear what nouns the pronouns refer to in the passage.
3. ③ them  
**If the couple is not registered, then ask someone close to them for advice.** Option ③ is correct because them is an object pronoun and it replaces a noun that is the object of a preposition. Them agrees with the noun it replaces, couple. Couple is an unusual noun because it takes a singular verb (is) but is replaced by plural



pronouns. Her (Option ①) is an object pronoun but does not agree with couple. Hers (Option ②) is an emphatic possessive, not an object pronoun, and does not agree with couple. Option ④ agrees with couple but is a subject pronoun, not an object pronoun. Option ⑤ agrees with couple but is a possessive pronoun, not an object pronoun.

4. ③ replace they with she  
**Usually, the maid of honor is a good friend of the bride and groom, so she may have some ideas for you.** Option ③ is correct because the pronoun she agrees with the noun it replaces, maid of honor. Option ① and ② are incorrect because he and it do not agree with the noun they replace, maid of honor. Options ④ and ⑤ are incorrect because the passage is directed to the reader (using the pronoun you), not her or them.
5. ④ replace from them with yours  
**That way, the couple will know it is yours and will be able to thank you.** Option ④ is correct because this emphatic possessive occurs alone and agrees with the person it refers to, in this case the reader of the advice, you. Option ① is incorrect because they does not agree with the noun it replaces, gift. Option ② is incorrect because a possessive word is needed to show who the gift is from. Option ③ does not make sense because the couple does not need a card to tell them that the gift is for them. They need it to know who sent the gift. Option ⑤ is incorrect because the object pronoun you is needed, since the pronoun is the object of the verb thank.

## Skill 16 (Page 51)

1. ⑤ no correction is necessary  
***I Love Lucy* is one of the biggest success stories of television.** Option ⑤ is correct because the sentence contains no errors. Option ① is incorrect because the subject of the sentence, *I Love Lucy*, is singular. For this reason, some (Option ②), which refers to *I Love Lucy*, is incorrect. Options ③ and ④ result in sentences that do not make sense.
2. ③ everyone  
**Almost everyone has heard of the loveable redhead Lucy and her Cuban bandleader husband, Ricky.** Option ③ is correct because the paragraph is about how the popularity of the TV show has resulted in most people knowing about the TV character Lucy. Options ①, ② and ⑤ result in sentences that do not make sense. Option ④ is incorrect because everything cannot be used to refer to people.

3. ① replace themselves with herself  
**In one famous episode, Lucy stuffed herself with chocolate in order to avoid losing her job at a candy factory.** Option ① is correct because herself agrees with the noun it replaces, Lucy, and is a reflexive pronoun because it refers to the same person as the subject of the sentence. Itself (Option ②) does not agree with the noun it replaces, Lucy. There is no reason to insert herself after losing (Option ③). Option ④ is incorrect because the possessive pronoun her, not a reflexive pronoun herself, is needed before job to show whose job it was.
4. ③ replace us with ourselves  
**But, more importantly, experts say that we can see ourselves in the program.** Option ③ is correct because a reflexive pronoun is needed here because the noun it replaces is the same as the subject of the clause, we. There is no reason to change the subject of the clause (Option ①). Options ② and ④ do not agree with the noun the pronoun refers to, us.
5. ④ change face to faces  
**Each episode focused on real problems that everyone faces.** Option ④ is correct because faces agrees with its singular subject, everyone. There is no reason to remove Each (Option ①). Options ② and ③ result in sentences that do not make sense. Option ⑤ replaces the verb face with a present participle, facing, which is not a complete verb, resulting in a sentence fragment.

## Skill 17 (Page 53)

1. ④ replace their with our  
**We are proud to announce that after 49 years in downtown Parkville, Ryan-Park Home Theater is moving from our original location to our new, larger location in Parkville Mall.** Option ④ is correct because their is a pronoun shift. The sentence first refers to We and our original location and then shifts to their new location. The remaining options are not correct because the subject of the sentence is We, so the pronouns that refer to the subject of the sentence should agree with this subject.
2. ③ replace one orders with you order  
**During this time, you can get 20 percent off all purchases of in-stock merchandise if you order by May 20.** Option ③ is correct because the sentence first addresses the reader as you and then shifts to one. The passage is written to address the readers directly, using you, so the pronoun you is

correct in this sentence. For this reason, Options ①, ②, and ④, which use different pronouns, are incorrect.

3. ⑤ replace they with he or she

**If a name is called but that person is not present, he or she cannot win.** Option ⑤ is correct because person is singular, so pronouns that refer to this noun must be singular. Option ① and ③ do not correct the pronoun shift with they, and introduce additional pronoun shifts, since your and you do not agree with that person or they. Option ② does not add an additional error to the sentence but does not correct the error with they. Option ④ is incorrect because they does not agree with the noun it replaces, that person.

4. ② replace theirs with yours

**Our store has been serving Parkville families like yours for almost 50 years, and we hope to continue to do so from our new location for 50 more years.** Option ② is correct because it corrects the pronoun shift in this sentence. The passage directly addresses the reader using yours, so you should be used, not theirs. The other options do not correct this error and introduce additional pronoun shifts. The writer of the letter uses pronouns such as we and us to refer to the store, so the pronouns we and our should not change to my, one, its or their.

## Skill 18 (Page 55)

1. ② change Office Assistant to office assistant

**I am writing to you to apply for the position of office assistant at Heartland Printing Company.** Option ② is correct because there is no reason to capitalize office assistant. Option ① is incorrect because there is no reason to capitalize the object pronoun you. Options ③ and ④ are incorrect because Printing Company is part of a proper noun so should remain capitalized.

2. ⑤ no correction is necessary

**I read about this opening in the Sunday, May 8 edition of the Daily News.** Option ⑤ is correct because the sentence contains no errors. Options ① and ② are incorrect because days of the week and months of the year are proper nouns so they should be capitalized. Option ③ is incorrect because there is no reason to capitalize edition. Option ④ is incorrect because the name of the newspaper is a proper noun and should be capitalized.

3. ② change Doctor to doctor

**I am looking for a new job because the doctor is retiring at the end of this month.** Option ② is correct because people's titles are capitalized only before their names. There is no reason to capitalize new job (Option ①) or end (Option ③). Option ④ is incorrect because there is no reason to capitalize the word month. Names of the months, such as July, are proper nouns and therefore capitalized, but the word month is a common noun and is not capitalized.

4. ④ change springfield to Springfield

**Prior to this position, I was a clerk in the purchasing office of Capitol Electric in Springfield.** Option ④ is correct because Springfield, the name of a city, is a proper noun so it should be capitalized. Options ① and ② are incorrect because there is no reason to capitalize clerk or purchasing office. Option ③ is incorrect because Capitol Electric, the name of a specific company, is a proper noun so it should remain capitalized.

5. ② change High School to high school

**My education and training include graduation from high school, where I studied office occupations and keyboarding and took Accounting 1.** Option ② is correct, since it is not necessary to capitalize high school in this sentence because it's not a proper noun. Only the name of a specific high school (such as Maine South High School) is a proper noun. Accounting is part of the name of a specific course, so it is a proper noun that should be capitalized. There is no reason to capitalize the words in the remaining options.

## Skill 19 (Page 57)

1. ③ granola, corn flakes, raisin bran, or oatmeal  
**Do you crave granola, corn flakes, raisin bran, or oatmeal at different times of the day?** Option ③ is correct because it correctly uses commas to separate the items in the list. Option ② is incorrect because a comma is not needed after or. Option ④ has extra commas after corn and raisin. Option ⑤ has extra commas after raisin and oatmeal.

2. ① of hundreds of hot and cold cereals  
**The Cereal Bowl has a selection of hundreds of hot and cold cereals.** Option ① is correct because the sentence contains no errors. The remaining options are incorrect because commas are not needed to separate a list of two items joined by and.



3. ④ insert or after bananas  
**You can also add raisins, nuts, strawberries, bananas, or blueberries to your cereal.** Option ④ is correct because a conjunction such as and or or is needed. Option ① is incorrect because there is no reason to remove a needed comma and replace it with and. There is no reason to insert a comma after add (Option ②) or blueberries (Option ⑤). Option ③ results in a sentence that does not make sense.

4. ② insert buy before a cup  
**You can also get a bag of granola, order a breakfast tortilla, buy a cup of yogurt, or grab a donut to go.** Option ② is correct because the items in a list joined by and or or need to be in the same grammatical form: all nouns, all verbs, etc. Option ② makes the items in the list parallel by adding a needed verb. Option ① removes another necessary verb. Option ③ removes a needed comma. There is no reason to add a comma after donut (Option ④).

## Skill 20 (Page 59)

1. ⑤ no correction is necessary  
**You may have a lot of old clothes that your children outgrew, or maybe you have household items and collectables that you no longer need.** Option ⑤ is correct because the sentence contains no errors. Option ① is incorrect because a comma is needed after outgrew to join the two independent clauses into a single sentence. There is no reason to add the commas in Options ②, ③, or ④.
2. ② them, but you  
**You want to sell them, but you don't want to have a garage sale.** Option ② is correct because a comma is needed to join the two independent clauses into a single sentence. Option ③ creates a run-on sentence, and Option ④ creates a comma splice. Option ⑤ is incorrect because there is no reason to insert a comma after but.
3. ② insert a comma after bids  
**At the end of the auction, you simply examine the bids, and the customer with the highest bid gets the item.** Option ② is correct because a comma is needed to join the two independent clauses into a single sentence. Option ① is incorrect because a comma is needed after the introductory prepositional phrase. Option ③ creates a run-on sentence. Option ④ results in a sentence that does not make sense.

4. ③ online payment system, and you ship  
**The customer sends you a payment using a credit card or an online payment system, and you ship the customer his or her purchase.** Option ③ is correct because a comma is needed to join the two independent clauses into a single sentence with the coordinating conjunction and. Option ① is a comma splice. Option ② is a run-on sentence. Option ④ results in a sentence that does not make sense. Option ⑤ is incorrect because the seller, not the customer, ships the item.
5. ⑤ no correction is necessary  
**You will soon find out that buying and selling things on the Internet is easy and fun.** Option ⑤ is correct because the sentence contains no errors. Commas are not needed after buying (Option ①) or easy (Option ④) because these lists only contain two items. There is no reason to add commas after things (Option ②) or Internet (Option ③).

## Skill 21 (Page 61)

1. ⑤ no correction is necessary  
**Although all adult citizens can vote, voter turnout has been low in recent elections.** Option ⑤ is correct because the sentence contains no errors. There is no reason to insert a comma after Although (Option ①). Option ② removes a comma needed after the dependent clause to join it to the following independent clause. Option ③ results in a sentence that does not make sense. There is no reason to add a comma before turnout (Option ④).
2. ② remove the comma after decrease  
**Voter participation will continue to decrease unless we take action and reverse this trend.** Option ② is correct because a comma is not needed after decrease. In this sentence, the independent clause is first, so no comma is needed to join it to the following dependent clause. Option ① is incorrect because a comma is not needed after participation. Option ③ results in a sentence that does not make sense. Option ④ is incorrect because a comma is not needed after action.

3. ② to vote, they often do not  
**Even though people are registered to vote, they often do not exercise this vital right.** Option ② is correct because it completes the dependent clause and uses a comma to join it to the following independent clause. Option ① results in a sentence that does not make sense. Option ③ omits the comma necessary after the initial dependent clause to join it to the following independent clause. Option ④ is incorrect because it omits the subject of the independent clause, they, making the clause into a fragment. There is no reason to use the coordinating conjunction but to join a dependent clause to the following independent clause (Option ⑤).
4. ③ Many citizens fail to vote because they think that voting is time-consuming.  
 Option ③ is correct because it joins the two sentences with a subordinating conjunction that indicates the relationship between the two clauses. Option ① is a run-on. Option ② is a comma splice. Option ④ uses an unnecessary comma after vote. (A comma is not needed to join an initial independent clause to a dependent clause.) Option ⑤ is not correct because the subordinating conjunction although does not make sense in this sentence.
5. ④ insert so that after work  
**In addition, people should get time off from work so that they can vote.** Option ④ is correct because it adds a subordinating conjunction that correctly expresses the relationship between the independent and dependent clauses. Option ① is incorrect because there is no reason to remove the comma after the introductory prepositional phrase In addition. Option ② creates a comma splice. A comma is not needed before so that because the dependent clause introduced by so that follows the initial independent clause (Option ③).

## Skill 22 (Page 63)

1. ① insert a comma after auditoriums  
**With two auditoriums, the complex has seats for 1,800 people in its main auditorium.** Option ① is correct because the introductory prepositional phrase With two auditoriums needs to be followed by a comma. There is no reason to capitalize complex (Option ②) or follow it with a comma. (Option ③). There is also no reason to insert a comma after people (Option ④).

2. ① insert a comma after Grandville  
**In downtown Grandville, the beautiful white stone building with large windows looks out onto the large plaza on Main Street.** Option ① is correct because In downtown Grandville is an introductory prepositional phrase, so it should be followed by a comma. Options ② and ③ are incorrect because the complete introductory phrase is In downtown Grandville. There is no reason to insert commas in the remaining options.
3. ③ insert a comma after play  
**Before or after a concert or play, enjoy a meal, a snack, or a delicious dessert.** Option ③ is correct because the introductory prepositional phrase Before or after a concert or play should be followed by a comma. There is no reason to insert a comma after Before (Option ①). Concert is not the last word in the introductory prepositional phrase, so Option ② is incorrect. There is no reason to remove the comma after meal (Option ④). It is possible to remove the comma after snack (because a comma before and is optional), but the error with the missing comma after play is still uncorrected (Option ⑤).
4. ② insert a comma after 14  
**On Saturday, May 14, residents can take a tour of the complex.** Option ② is correct because a comma is needed after the introductory prepositional phrase On Saturday, May 14. Option ① removes a comma needed to write the date correctly. There is no reason to insert commas after residents (Option ③) or tour (Option ④).

## Skill 23 (Page 65)

1. ① insert a comma after However  
**However, finding a credit card that offers a good deal is also important.** Option ① is correct because a comma is needed after an introductory adverb such as However. There is no reason to add commas after card and/or deal (Options ② and ③) or after is and also (Option ④).
2. ⑤ no correction is necessary  
**The annual percentage rate, or APR, is the interest rate you pay each month.** Option ⑤ is correct because the sentence contains no errors. There is no reason to insert commas after percentage and/or annual (Options ① and ②). There is also no reason to remove the commas after percentage rate or APR (Options ③ and ④) because they are needed to set off the appositive or APR.



3. ⑤ insert a comma after cards  
Typically, annual fees range from \$29 to \$50, but some premium plastic, such as gold credit cards, may cost more. Option ⑤ is correct because commas are needed before and after the appositive such as gold credit cards. A comma is needed after the introductory adverb Typically (Option ①). A comma is also needed after \$50 (Option ②) because two independent clauses are joined by but. A comma after plastic (Option ③) is needed to set off the appositive that follows, such as a gold card. There is no reason to add a comma after gold (Option ④).
4. ⑤ no correction is necessary  
The grace period, usually 30 days, is the time you have to pay the charges before interest starts. Option ⑤ is correct because the sentence contains no errors. Commas are needed after period and days (Options ① and ②) to set off the appositive usually 30 days. There is no reason to insert commas after have or charges (Options ③ and ④).

## Skill 24 (Page 67)

1. ④ remove the comma after TV  
Today, many parents worry that their children spend too much time watching TV and playing video games. Option ④ is correct because a comma is not needed in a list of only two items joined by and. Option ① is incorrect because a comma is needed after the introductory word Today. Option ② is incorrect because a comma is not needed in a list of two items joined by and. Option ③ is incorrect because there is no reason to add a comma after children. Option ⑤ is incorrect because a comma is not needed after and when it is used to join items in a list.
2. ① remove the comma after daughter  
Your son or daughter might like to participate in an organized sport, such as an after-school soccer. Option ① is correct because a comma is not needed between the subject (Your son or daughter) and the verb (might like). A comma is needed after sport (Option ③) to set off the following appositive. There is no reason to insert a comma after participate or school (Options ② and ④).

3. ② remove the comma after dancing  
Your child might be interested in dancing or collecting coins and stamps. Option ② is correct because a comma is not needed to join two items (dancing and collecting) joined by and. There is no need to insert a comma after in (Option ①), or collecting (Option ③). And joins two items, coins and stamps, so a comma is not needed after coins (Option ④).
4. ① insert a comma after places  
In many places, community centers offer classes for kids on interesting subjects, such as acting and magic. Option ① is correct because a comma is needed after the introductory prepositional phrase In many places. There is no reason to insert a comma after centers (Option ②). A comma is not needed between the subject and the verb. The comma after subjects (Option ③) is needed to set off the following appositive. Option ④ adds a unnecessary comma to a list of two items joined by and. There is no reason to insert a comma after and. (Option ⑤).
5. ① add a comma after interested  
If your child is interested, he or she might want to learn to play a musical instrument. Option ① is correct because a comma is needed to join an initial dependent clause to the following independent clause. Option ② is incorrect because a comma is not needed in lists of two items joined with or. Option ③ is not correct because a comma is not needed between the subject and the verb of a sentence. There is no reason to insert a comma after musical (Option ④).

## Skill 25 (Page 69)

1. ③ replace it's with its  
The Friends of Lakeview will have its next regular meeting on Monday, May 23 at 7:30 p.m. Option ③ is correct because in this sentence, its is a possessive pronoun, not a contraction, so an apostrophe is not needed. For this reason, Option ④, which uses an apostrophe in an incorrect place, is also incorrect. Options ① and ② are incorrect because Friends is plural, not possessive, in this sentence, so an apostrophe is not needed.

2. ④ replace Schools with School's  
**The meeting will take place in Wallace O. Williams High School's community room.**  
 Option ④ is correct because School is possessive in this sentence, so it needs an apostrophe and an -s. Options ① and ② are incorrect because Williams is not possessive in this sentence. The school is named after Williams; it doesn't belong to him. Option ③ is incorrect because this word is singular and possessive, not plural and possessive.
3. ② replace cities with city's  
**Also on the agenda is a discussion of the city's plan for its annual back-to-school parade.**  
 Option ② is correct because a singular possessive is needed in this sentence. Only one city sponsors the parade. Therefore, Option ①, which is a plural possessive, is incorrect. Option ③ misspells the plural possessive form of city, which is cities'. Option ④ is incorrect because in this sentence, its is a possessive pronoun, not a contraction, so an apostrophe is not needed.
4. ② replace well' with we'll  
**Finally, we'll be joined by Bernie Hansen, a representative from the local branch of Commerce Bank, who will update us on the construction of the bank's new branch.**  
 Option ② is correct because the apostrophe should be inserted to take the place of the letters deleted from the contraction, in this case, wi. Option ① is incorrect because we will, or the contraction we'll, are needed here, not the noun well. Options ③ and ④ are incorrect because the sentence is about a single bank, so the singular possessive bank's is correct here.
5. ① replace We're with We're  
**We're going to postpone the tour of the new school auditorium until June's meeting.**  
 Option ① is correct because an apostrophe is needed in the contraction We're, we are. Option ② is incorrect because the apostrophe is misplaced. The apostrophe should replace the letter deleted from the contraction, a. Options ③ and ④ are incorrect because there is no reason to use plural or plural possessive forms of June in this sentence.

## Skill 26 (Page 71)

1. ② replace knew with new  
**You want a great new personal music player.**  
 Option ② is correct because the adjective new is required to modify the noun phrase personal music player. Option ① is incorrect because the word grate ("metal grill" or "make into fine pieces") does not make sense in this sentence. Option ③ is incorrect because there is no reason to replace personal ("belonging to one person") with personnel ("human resources"). There is no reason to capitalize player (Option ④).
2. ④ replace won with one  
**How can you buy the right one?**  
 Option ④ is correct because the noun one is needed in this place, not the past tense form of the verb win, won. Option ① is incorrect because there is no reason to capitalize you. Option ② is incorrect because there is no reason to replace the verb buy with the preposition by. Option ③ is incorrect because the adjective right ("correct") is needed in this place in the sentence, not the verb write.
3. ① replace Sum with Some  
**Some people have put their whole music libraries on their players.**  
 Option ① is correct because the adjective Some ("a few"), not the noun sum ("the result of addition") is needed in this sentence. There is no reason to replace the possessive pronoun their with the adverb there (Option ②) or the contraction they're (Option ③). Option ④ is incorrect because the adjective whole ("complete") is needed in this sentence rather than the noun hole ("opening in the ground").
4. ⑤ replace week with weak  
**You wouldn't want the music to sound weak when you play it back.**  
 Option ⑤ is correct because the adjective weak ("not strong") is required here, not the noun week ("period of seven days"). Option ① incorrectly forms the contraction wouldn't with the noun wood instead of the auxiliary verb would. Option ② is not correct because the apostrophe is misplaced. The apostrophe should replace the letter removed from the word not, o to form a contraction. There is no reason to replace to, (which is needed to form an infinitive with the following verb, sound) with the adverb too ("in addition") or the number two (Options ③ and ④).