

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 Were 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).

5. ⑤ no correction is necessary
There is no telling when you will want to share your music with a friend. Option ⑤ is correct because the sentence contains no errors. There is no reason to replace the adverb There with the contraction They're (Option ①) or the possessive pronoun Their (Option ②). There is no reason to replace to (which is needed to form an infinitive with the following verb, share) with the number two (Option ③) or the adverb too ("in addition") (Option ④).

Skill 27 (Page 73)

1. ④ The merry-go-round has a long, surprising history. Option ④ is the best topic sentence for the paragraph. It sums up the main idea of the paragraph: that merry-go-rounds were developed many years ago. Option ① is too specific. The paragraph covers more than the initial invention of the merry-go-round. Option ② is too broad and may not be true. The paragraph covers only the initial history of the merry-go-round, not just the time of its invention, and says nothing about the importance of its invention. Option ③ is too broad and not related to the main idea of the passage, the invention of the merry-go-round. Option ⑤ is not related to the main idea of the paragraph, the history of the invention of merry-go-rounds.
2. ⑤ no correction is necessary
In fact, the period from about 1860 to 1930 was called the "Golden Age" of the merry-go-round because of the many beautiful rides created during this time. Option ⑤ is correct because the sentence is placed correctly. It gives an additional detail related to the sentence that comes before it, sentence 6. Therefore, Options ③ and ④ are incorrect. Option ① is incorrect because sentence 7 belongs in paragraph B with information about modern merry-go-rounds. Option ② is incorrect because sentence 7 is too detailed to be the topic sentence.
3. ② move sentence 8 to the beginning of paragraph B
Option ② is correct because paragraph B needs a topic sentence, and sentence 8 is an effective topic sentence for the paragraph. Option ① is incorrect because sentence 8 belongs in paragraph B, which is about merry-go-rounds in the United States. Options ③ and ④ are incorrect because sentence 8 is most effective as introduction to paragraph B.

4. ④ These beloved machines are now less and less common.
Option ④ is the best topic sentence for paragraph C because it provides the best statement of the main idea of the paragraph: that now there are fewer merry-go-rounds now than in the past. For this reason, Options ② and ⑤ are incorrect. Options ① and ③ are too specific, and Option ① is contradicted by the last sentence of paragraph C.

Skill 28 (Page 75)

1. ⑤ no correction is necessary
The track between Green Street and Flynn Street will be repaired. Option ⑤ is correct because sentence 3 is placed correctly in the paragraph. Repairing the track is one of the improvements that is causing the station to close temporarily. Option ① is incorrect because sentence 1, the topic sentence, is most effective first in the paragraph. Sentence 3 contains a detail that logically comes after sentence 1. Sentence 3 does not belong in paragraph B (Option ②), because that paragraph is about alternate travel arrangements while the station is closed. Sentence 3 does not belong after sentence 10 (Option ③), because that sentence is about new bus lines, not track repair. Option ④ removes a key detail from the passage: a main cause for the station to close is the track maintenance.
2. ⑤ remove sentence 6
Option ⑤ is correct because the sentence is not relevant to the main idea of the announcement: the repairs being made to the station. For this reason, the remaining options are incorrect.
3. ⑤ remove sentence 8
Sentence 8, which is about people who do not use the transit system, is not relevant to the main idea of paragraph B, or any of the other paragraphs, so should be removed. For this reason, the remaining options are incorrect.
4. ① move sentence 12 to follow sentence 5
Option ① is correct because paragraph A is about improvements to the station, and the sentence lists one of the improvements, a new exit with access to the new Skyline Tower Mall. Sentence 12 also begins with the word Finally, which means it should be toward the end of the paragraph. For this reason, Option ② is incorrect. Sentence 12 does not belong in paragraph B (Option ③) because that paragraph is about alternate transportation for subway riders. Option ④ removes a relevant idea from the selection.

Skill 29 (Page 77)

1. ⑤ remove sentence 3
Option ⑤ is correct because sentence 3 is about insurance benefits, and not the topic of the memo, direct deposit. Option ① removes the introductory paragraph from the memo. There is no reason to combine the introduction to the memo and the first body paragraph (Option ②). Options ③ and ④ remove necessary sentences from paragraph A.
2. ③ join paragraphs B and C
Option ③ is correct because paragraphs B and C are both about the same main idea, the advantages of direct deposit, so they should be joined together. Options ① and ② remove needed information from the memo. There is no reason to join paragraphs C and D (Option ④) because these paragraphs are on different main ideas: advantages of direct deposit and instructions for signing up.
3. ② sentence 13
Option ② is correct because starting with sentence 13, the paragraph shifts focus from how to sign up to how to make changes to direct deposit. Sentence 12 (Option ①), contains an idea related to signing up for direct deposit, so a new paragraph should not begin with that sentence. The remaining options result in dividing up information on changing or stopping direct deposit, which belong in a single paragraph.
4. ④ remove sentence 20
Option ④ is correct because sentence 20 introduces a new topic not related to direct deposit, so should be removed from the memo. Options ①, ②, and ③ remove necessary information from the memo.

Skill 30 (Page 79)

1. ① location, make all of the necessary arrangements, and plan fun activities for everyone.
To have a successful reunion, select a date and location, make all of the necessary arrangements, and plan fun activities for everyone. Option ① is correct because it is the most effective combination of the clauses into a single sentence. The clauses are in parallel structure, use a transition that makes sense, and are correctly joined by commas and and. The remaining options use incorrect transitions.

2. ⑤ If, for example,
If, for example, a relative who lives in Canada will be visiting at a certain time, that might be a good time to have the reunion. Option ⑤ is correct because a transition indicating an example is needed in this sentence. Options ①, ②, ③ and ④ use incorrect transitions.
3. ③ insert also after You
You also might hire a babysitter. Option ③ is correct because the word also indicates that sentence 10 is an additional suggestion about how to deal with children at the reunion. Options ①, ②, and ⑤ use transitions that do not make sense. There is no reason to change might (auxiliary verb) to mite ("a small insect") (Option ④).
4. ④ As a result, people
As a result, people at the reunion will get a better understanding of the family and its history. Option ④ is correct because the transition As a result indicates the correct relationship between sentence 12 and the information that came before: studying family history will result in a better understanding of the family. Option ① is incorrect because a transition is needed to indicate the relationship between sentences 11 and 12. Options ②, ③, and ⑤ use transitions that do not make sense.

Skill 31 (Page 81)

Check Your Knowledge

1. no
2. yes
3. no
4. yes
5. yes
6. no
7. no
8. yes

Practice

1. Checked: none
2. Checked: It's on a specific subject; The ideas are organized; It has a beginning, a middle, and an end; It's written in complete sentences and in one paragraph; It has good spelling, grammar, and punctuation.

3. Checked: It's on a specific subject; The ideas are organized; It has a beginning, a middle, and an end; It's written in complete sentences and in one paragraph; It has good spelling, grammar, and punctuation.

Write

Many answers are possible. Share your list of topics with your instructor or another learner.

Skill 32 (Page 83)

Check Your Knowledge

1. false
2. true
3. false
4. true
5. false
6. true
7. true
8. true

Practice

Many answers are possible. Compare your answers with these possible answers:

1. Topic: whether it's important to vote
How you will answer: give reasons
2. Topic: my favorite food
How you will answer: give a description
3. Topic: a really good day
How you will answer: tell what happened

Write

Many answers are possible. Share your answers with your instructor or another learner.

Skill 33 (Page 85)

Check Your Knowledge

1. no
2. yes
3. no
4. no

5. no

6. yes

Practice

1. Many answers are possible. Compare your answers with these possible answers.

loving
sets limits
encouraging
meets regularly with teachers
helps with homework
disciplines when necessary
makes sure children have nutritious meals
makes sure children have plenty of good clothes

2. Many answers are possible. Use your answers to improve your brainstorming in the future.

Write

Many answers are possible. Share your answers with your instructor or another learner.

Skill 34 (Page 87)

Check Your Knowledge

1. I have a great neighbor, Carmen Mendoza.
2. Carmen is very friendly.
3. Sometimes we spend hours talking.
4. Her home is always beautiful.
5. She has beautiful flowers in her garden.
6. She's very helpful.
7. Carmen always checks on our oldest neighbor, Ms. Espinoza.
8. Carmen babysits for me when I have to work late.

Practice

1. Many answers are possible. Share your answers with your instructor or another learner.
2. Use your answers to improve your writing in the future.

Write

Many answers are possible. Share your answers with your instructor or another learner.

Skill 35 (Pages 90–91)

Check Your Knowledge

1. a healthful meal is low in fat and has fresh ingredients
2. Underlined: A healthful meal should be low in fat and contain plenty of fresh, natural ingredients.
3. 5
4. The tacos were filled with spicy chicken and plenty of lettuce, tomatoes, and chopped onions. For dessert, we had fresh grapes.
5. Underlined: My husband and kids loved everything, and I was happy because everything was good for them.

Practice

- B3:** Still others enjoy treating themselves to a favorite food such as a pizza or a burger and fries.
- TS:** If we watch our diets, we don't have to eat sensible foods all the time—sometimes we can splurge on a favorite food.
- B1:** Some people really enjoy chocolate as a splurge.
- CS:** So even if you are watching your diet, leave some room for an occasional treat.
- B2:** Other people enjoy salty snacks, such as potato chips or tortilla chips.

Write

Many answers are possible. Share your answers with your instructor or another learner.

Skill 36 (Page 93)

Check Your Knowledge

1. no
2. yes
3. no
4. yes
5. no
6. yes
7. yes
8. no

Practice

Many answers are possible. Compare your answers with these possible answers.

- 1 Favorite food is salad
- 5 Ripe red tomatoes
- 6 Chopped onions
- 8 Top it off with blue cheese dressing
- 2 Like to eat salad for lunch or dinner
- 3 Sometimes eat it for lunch and dinner
- 7 Always add special ingredients—nuts, cheese, fresh vegetables
- 4 Fresh lettuce

Write

1. Many answers are possible. Share your answers with your instructor or another learner.
2. Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay.

Skill 37 (Page 95)

Check Your Knowledge

Many answers are possible. Compare your answers with these possible answers.

1. Mr. Chun made a delicious and healthful tuna salad sandwich for lunch.
2. The fresh air smells as good as an ocean breeze.
3. She drove to the new supermarket at 70 miles per hour.
4. He read a fascinating novel about the Civil War.
5. I need a red, plaid work shirt for the freezing cold winter weather.
6. It's pouring rain right now.
7. Going to the movies is great entertainment for the whole family.
8. His kitchen has dirty dishes piled everywhere.

Practice

Many answers are possible. Share your answers with your instructor or another learner.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay.

Skill 38 (Page 97)

Check Your Knowledge

Many answers are possible. Compare your answers with these possible answers.

1. Crossed off: can get sick and die easily; Added: Nice for people who live in apartments
2. Crossed off: some dogs are very lazy; Added: keep their owners safe
3. Crossed off: dogs are very friendly; Added: skunks can bite or scratch
4. Crossed off: cats like to catch birds; Added: she always says “hello” to guests

Practice

Many answers are possible. Share your answers with your instructor or another learner.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ③ to improve your writing in the future.

Skill 39 (Page 99)

Check Your Knowledge

- 6 I had to work through lunch.
- 4 Then the bus was late.
- 2 First, when I got up, I stepped on my glasses and broke them.
- 8 I had to pay my landlord \$25 to come over and let me in my apartment.
- 3 After that, I had to repair them with tape.
- 1 I had a terrible day yesterday.
- 5 When I got to work, my boss yelled at me for being late.
- 7 When I got home after work, I found out I’d lost my keys.

Practice

Many answers are possible. Share your answers with your instructor or another learner.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ② to improve your writing in the future.

Skill 40 (Page 101)

Check Your Knowledge

- 4 After the word “Ready” appears, dial the number you want to call.
- 7 When you are finished using the phone, hold down the red on-off button until you hear another musical chime.
- 2 When the phone turns on, you will hear a short musical chime.
- 1 Turn on the phone by holding down the red on-off button.
- 3 Watch the display panel for the word “Ready” to appear.
- 6 When you are finished talking, press the red on-off button again.
- 5 Press the Talk button after you dial.

Practice

Many answers are possible. Share your answers with your instructor or another learner.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ② to improve your writing in the future.

Skill 41 (Page 103)

Check Your Knowledge

1. Circled: give reasons, explain
2. Circled: specific reasons and examples
3. Circled: specific reasons and examples

Practice

Many answers are possible. Share your answers with your instructor or another learner.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ② to improve your writing in the future.

Skill 42 (Page 105)

Check Your Knowledge

1. how-to; Move *Always wash cooking pots last*, to after the sentence, *Then rinse the silverware*.
2. narration; Move *I signed a lease right after I looked at the apartment the first time*, to after the sentence, *It was small but nice, and the price was right*.
3. description; Move *I keep all of my materials for the GED on my desk*, to after the sentence, *My desk is in the hall*.

Practice

Many answers are possible. Share your answers with your instructor or another learner.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ② to improve your writing in the future.

Skill 43 (Page 107)

Check Your Knowledge

1. All young people should do a year or more of public service.
2. For example, joining the **Peace** Corps is a great way to serve the country.
3. **Other young people** might want to join the military.
4. Joining the army or the navy **are** great ways to serve the country and see the world.
5. Young people should get **benefits** for serving the country.
6. One **benefit** could be a year of free college education for each year of service.
7. The biggest benefit is that young people will develop a sense of responsibility.
8. Doing a year of public service **benefits** the whole country and all of its citizens.

Practice

Many answers are possible. Share your answers with your instructor or another learner. Use your answers to improve your mechanics in the future.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ③ to improve your writing in the future.

Skill 44 (Page 109)

Check Your Knowledge

1. body
2. conclusion
3. introduction

Practice

1. conclusion
2. body
3. introduction

Write

Many answers are possible. Share your answers with your instructor or another learner. Use your answers to ② to improve your writing in the future.

Skill 45 (Page 111)

Check Your Knowledge

Checked: build interest in the essay, have a thesis statement; be organized from general to specific

Practice

- ① Many answers are possible. Compare your answers with these possible answers.
 1. Collecting stamps is an enjoyable hobby for several reasons.
 2. People keep pets for companionship and fun.
 3. My favorite pastimes are reading and swimming.
 4. My least favorite task is vacuuming.
 5. I would like my next car to be a sleek sports car.
- ② Many answers are possible. Share your answers with your instructor or another learner. Use your answers to improve your writing in the future.

Write

Many answers are possible. Share your answers with your instructor or another learner. Use your answers to ② to improve your writing in the future.

Skill 46 (Page 113)

Check Your Knowledge

- ① Many answers are possible. Compare your answers with these possible answers.
 1. the first paragraph of an essay; provides an overview of the topic and states the main idea, builds interest, and has a thesis statement.
 2. provides detail and examples to back up the main idea
 3. usually the last sentence of the introduction; states the main idea of the essay
 4. usually the first sentence of a body paragraph; states the main idea of the paragraph

②

1. introduction
2. introduction
3. body
4. body

Practice

Many answers are possible. Compare your answers with these possible answers.

1. Pancakes are easy to make.
2. Camping is a great way to spend a family vacation.

Write

Many answers are possible. Share your answers with your instructor or another learner. Use your answers to ② to improve your writing in the future.

Skill 47 (Page 115)

Check Your Knowledge

1. conclusion
2. body
3. introduction
4. body

5. introduction

6. conclusion

7. introduction

8. conclusion

9. conclusion

Practice

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ② to improve your writing in the future.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ③ to improve your writing in the future.

Skill 48 (Page 117)

Check Your Knowledge

- E Introductory paragraph
- B Thesis statement
- I Topic sentence 1
- G Body paragraph 1
- F Topic sentence 2
- A Body paragraph 2
- D Topic sentence 3
- H Body paragraph 3
- C Concluding paragraph

Practice

Group 1: learned to drive; needed to learn because I moved to Los Angeles; in Los Angeles many people have cars; I needed to drive to work

Group 2: now can drive to work; can drive kids to school, too; can drive to the beach on weekends

Group 3: had to learn other new skills; pumping gas; changing a flat

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay.

Skill 49 (Page 119)

Check Your Knowledge

Many answers are possible. Share your answers with your instructor or another learner.

Practice

Many answers are possible. Share your answers with your instructor or another learner.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ② to improve your writing in the future.

Skill 50 (Page 121)

Check Your Knowledge

1. I had a lot of fun last weekend, and I got a lot of work done, too.
2. On Saturday morning, I cleaned the kitchen and bathroom, but I didn't vacuum.
3. I was washing the dishes when the phone rang.
4. My brother was calling because he wanted to go to the mall with me.
5. He wanted me to go to the mall with him since needed to buy a new suit.
6. I didn't have any plans for the afternoon, so I went with him to the mall.
7. He didn't want to buy a suit unless it was on sale.
8. After we bought him a nice suit on sale, we went to a restaurant for dinner.
9. On Sunday, I studied for the GED, and I got ready for work on Monday.
10. On Sunday night, I read a magazine while my children were doing their homework.

Practice

Many answers are possible. Share your answers with your instructor or another learner. Use your answers to ② to improve your writing in the future.

Write

Many answers are possible. Follow the instructions on pages ix–xi to evaluate your essay. Use your answers to ④ to improve your writing in the future.

Posttest

Part I (Pages 125–137)

1. ⑤ replace Weekend with weekend
The Twenty-Fifth Annual Downtown Jazz and Blues Music Festival is scheduled to take place on the weekend of June 17 at Davis Park. Option ⑤ is correct because weekend is not a proper noun, so there is no reason to capitalize it. Option ① is incorrect because downtown is a proper noun in this passage, part of the name of the event, so there is no reason to change it to lower case. Option ② is incorrect because the subject of the sentence, Festival, is singular, so it needs the singular form of be (is). Option ③ results in a sentence that does not make sense. Option ④ is incorrect because the word to is used to form an infinitive, not too ("also").
2. ③ change starting to will start
Evening concerts on our main stage, the band shell in Davis Park, will start at 7:00 P.M. on Friday, Saturday, and Sunday nights. Sentence 4 is a sentence fragment because starting is not a complete verb. Option ③ corrects this problem by providing a complete verb, will start. Option ① incorrectly removes the commas that set off the appositive the band shell in Davis Park. Band shell is a common noun, so there is no reason to capitalize it (Option ②). Option ④ removes commas that are needed for three or more items in a series. Option ⑤ adds an unnecessary comma.
3. ③ insert a comma after anniversary
To celebrate the festival's twenty-fifth anniversary, a special fireworks show will close the last concert on Sunday night. Option ③ is correct because a comma is required after an introductory prepositional phrase. There is no reason to insert a comma after celebrate (Option ①). Festival is a singular noun, so the possessive is formed correctly (Option ②). Fireworks is a plural noun and not a possessive, so Option ④ is incorrect.
4. ④ During the day, festivalgoers can enjoy a variety of acts at our two day stages.
Option ④ is the best topic sentence for paragraph C, which focuses on the activities at the two day stages. The remaining options do not state this main idea.

5. ④ Tito Puente, and Sunday
On Saturday night, festivalgoers can hear a special tribute to the late Latin jazz great, Tito Puente, and Sunday night features hip-hop/jazz fusion artist Tahiri. Option ④ is correct because it joins the two independent clauses with the coordinating conjunction and and a comma. Option ① is a run-on sentence. Options ② and ⑤ are comma splices. Option ③ omits a comma required after Puente to join two independent clauses with the coordinating conjunction and.

6. ② change is to are
All of the concerts and events at the Downtown Jazz and Blues Music Festival are free, and no tickets are required. Option ② is correct because the subject of this sentence, concerts and events, is plural, so the plural form of be (are) is needed. Option ① is incorrect because there is no reason to capitalize concerts and events. Option ③ removes a comma required after free to join two independent clauses with the coordinating conjunction and. Option ④ results in a comma splice.

7. ③ city's
Food, drinks, and other refreshments will be available from 20 of our city's best restaurants. Option ③ is correct because the information is about a festival in a particular city, and the singular possessive form of city is city's. Cities' (Option ①) is the plural, possessive form of city. Option ② is the plural, possessive form of city with an extra s after the apostrophe. Option ④ is a misspelling of the plural, possessive form of city. Option ⑤ is the plural form of city.

8. ③ replace one with you
You can walk or take public transportation to the festival, or you can drive and use the city parking garage beneath Davis Park or any of the private lots nearby. Option ③ is correct because sentence 15 contains a pronoun shift, changing from you to one. A comma is not needed after walk (Option ①), drive (Option ④), or Park (Option ⑤) because a comma is needed only when joining three or more items with and or or. Option ② is incorrect because the preposition to is required here, not too ("also").

9. ④ days, so one
There were only a few brands and styles of shoes in those days, so one just chose the pair that seemed the most comfortable and stylish. Sentence 2 is a comma splice, and Option ④ fixes the problem by adding a comma and the

appropriate coordinating conjunction, so. Option ② is a run-on. Option ③ joins the clauses with the subordinating conjunction since, which does not make sense. Option ⑤ joins the clauses with the coordinating conjunction or, which does not make sense.

10. ④ styles, colors, and special features
But today, athletic shoes are a multi-billion dollar business that offers thousands of different styles, colors, and special features that make picking a pair of athletic shoes difficult. Sentence 3 has faulty parallelism. The three phrases joined by and (styles, colors, and special features) should all be in the same grammatical form, as in Option ④. Options ①, ②, and ③ all have faulty parallelism. Option ⑤ omits and before special features, which is needed when joining three items in a list.

11. ⑤ no correction is necessary
For everyday shoes, comfort and appearance are the most important criteria. Option ⑤ is correct because the sentence contains no errors. Option ① is incorrect because a comma is needed after the introductory prepositional phrase, For everyday shoes. Option ② is incorrect because a comma is not needed in a list of two items joined by and. There is no reason to insert a comma between subject and verb (Option ③). The subject of this sentence, comfort and appearance, is plural, so the plural verb are is needed, not is (Option ④).

12. ③ replace tow with toe
Tennis shoes contain extra padding in the toe area to provide extra cushioning while serving. Option ③ is correct because the noun toe, a part of the foot, not the verb tow ("move a vehicle by pulling it") is needed in this sentence. There is no reason to capitalize shoes, which is a common noun (Option ①). Option ② is incorrect because the plural verb contain is needed to agree with the plural subject Tennis shoes. Option ④ is incorrect because to, not the number two, is needed to form the infinitive to provide. There is no reason to add a comma after cushioning.

13. ① replace participates with participate
If you participate in many sports, a pair of cross-training shoes is a good idea. Option ① is correct because a singular verb is needed to agree with the singular subject you. Option ② is incorrect because a comma is needed to join a dependent clause to a subsequent independent clause. Option ③ is incorrect because pear, a kind of fruit, does not make sense in this sentence. Pair ("a set of

two") is the correct word. Option ④ is incorrect because the subject of the clause, pair, is singular, so the singular form of the verb, is, is needed in this sentence.

14. ⑤ have selected

After you have selected a kind of shoe, begin to look at individual pairs of shoes. Option ⑤ is correct because a present tense verb is required in this sentence, and have selected is the only complete present tense verb among the options that agrees with the subject you. Therefore, Options ① and ②, which are past tenses, are incorrect. Option ③, which is a present participle and not a complete verb, is also incorrect. Option ④, selects, is incorrect because it does not agree with the subject of the clause, you.

15. ④ remove sentence 18

Option ④ is correct because this sentence is on a topic unrelated to the main idea of the information, choosing athletic shoes wisely, so it should be removed. For this reason, the remaining options are all incorrect.

16. ⑤ replace yours with yourself

If your feet are jammed too closely to the tip of the shoe, your feet will hurt and you run the risk of injuring yourself. Option ⑤ is correct because the subject of the clause and the direct object of the verb refer to the same person, you, so the reflexive pronoun yourself is needed. There is no reason to change jammed to jam (Option ①). Option ② is incorrect because too ("very"), not the preposition to, makes sense in this sentence. There is no reason to change the possessive pronoun your to the contraction of you are, (you're) (Option ③). There is no reason to change run to the past tense (Option ④).

17. ④ begin a new paragraph with sentence 29

Option ④ is correct because paragraph D is on two topics: style and special features, and using your new shoes. Sentence 29 is where the new topic begins, so it's a logical place for a new paragraph to begin. For this reason, the remaining options are incorrect.

18. ④ you and I

The cell phone, a truly amazing example of technology, uses a highly complex system so that you and I can use our mobile phones to make calls from almost anywhere. Option ④ is correct because the pronouns are the subject of the clause, so the subject pronouns you and I are needed. Therefore, Option ①, which has the object

pronoun me, and Options ②, ③, and ⑤, which have the reflexive pronouns myself and/or yourself, are incorrect.

19. ① In contrast,

In contrast, a mobile phone uses two signals, one for speaking and one for listening. Option ① is correct because the information in sentence 7 contrasts with the information in the previous sentence, and Option ① is the only transition word that signals this meaning. Therefore, the remaining options are incorrect.

20. ② insert the word user after walkie-talkie

Therefore, unlike a walkie-talkie user, a mobile phone user does not have to keep saying "over." Sentence 8 has a dangling modifier: the phrase unlike a walkie-talkie implies that the mobile phone user is unlike a walkie-talkie, which is not the meaning of the sentence. Option ② is correct because inserting user shows that walkie-talkie users are being compared to mobile phone users, which makes sense. Option ① removes a comma required after the introductory prepositional phrase unlike a walkie-talkie. Option ③ does not make sense because a mobile phone cannot talk. Option ④ is incorrect because the verb does already agrees with its singular subject user. There is no reason to change have to has (Option ⑤).

21. ④ remove the comma after transmitters

Mobile phone companies use a network of towers with radio transmitters and receivers throughout the city. Option ④ is correct because a comma is not needed in a list of two items joined by and. Option ① is incorrect because a comma is not needed between a subject and a verb. Option ② is incorrect because the plural verb use agrees with its plural subject companies. There is no reason to insert a comma after towers (Option ③).

22. ① his or her

When a customer turns on his or her phone, it sends a signal to the tower in that cell. Option ① is correct in this sentence because two possessive pronouns are required in this sentence. Option ② is incorrect because there is no reason to use the emphatic possessives hers. Option ③ is incorrect because there is no reason to use the object pronoun him. Option ④ is incorrect because there is no reason to use the object pronoun him or the emphatic possessives hers. Option ⑤ misspells the emphatic pronoun hers.

23. ④ it's
The tower then sends the call to central computers where it's connected to the regular phone system. Option ④ is correct because the singular pronoun it is needed to agree with the noun it replaces, signal, and the verb is (it's) agrees with this subject. There is no reason to replace the pronoun with the adverb there (Option ②), the possessive pronoun its (Option ③), or the plural possessive their (Option ⑤).
24. ③ weaker while the
The first tower notices the signal getting weaker while the second tower notices the signal getting stronger. Option ③ correctly joins the two clauses with the subordinating conjunction while, which makes sense in this context, since the two actions are happening at the same time. Option ① creates a comma splice. Option ② is missing a comma after weaker, which is required when joining independent clauses with a coordinating conjunction such as and. Option ④ creates a comma splice. Option ⑤ creates a run-on sentence.
25. ② has been increasing
As you know, traffic in the West End has been increasing for the last few years. Option ② is correct because the present perfect tense is required when talking about an action that began in the past and has continued into the present. For this reason, the remaining options are incorrect.
26. ② change is to are
In our neighborhood are several new stores and a new car wash. Sentence 4 has inverted structure, and the plural subject of this sentence is several new stores and new car wash, and are agrees with this plural subject (Option ②). A comma after our results in a sentence that does not make sense (Option ①). There is no reason to change new ("not old") to knew (the past tense of know) (Option ③). A comma is not needed after stores because only two items are joined with and (Option ④).
27. ③ remove and after homes
We have also added over 100 homes, many apartment buildings, and a small hotel. Option ③ is correct because and is used only once (before the last item) when joining three or more items in a list. Option ① is a possible change to the sentence, but it does not correct the error with and. Option ② removes a comma required when joining three or more items with and. Option ④ is a possible change to the sentence, but does not correct the error with and. There is no reason to remove and after buildings (Option ⑤).
28. ③ dramatically. At busy times,
Now, during rush hour and on weekends, traffic on Enfield Road has increased dramatically. At busy times, the line of cars in front of the new carwash is often two blocks long. Option ③ is correct because sentence 6 is a run-on. Option ③ corrects the run-on by dividing it into two sentences. Option ② creates a comma splice. Option ④ is missing the comma required after dramatically when joining two independent clauses with and. Joining the two clauses with but (Option ⑤) does not make sense.
29. ① gone
Parking is now almost impossible to find after 6:00 P.M., and noise and litter have gone up dramatically. Option ① is correct because the past participle of go (gone) is required to form the present perfect tense. For this reason, the remaining options are incorrect.
30. ① action because
I would like the city to take action because the problems are getting worse and worse by the day. Option ① joins the sentences correctly by using the subordinating conjunction because, which makes sense in this sentence. Option ② also uses the subordinating conjunction because, but adds a comma, which is not needed to join an independent clause to a following dependent clause. Option ③ joins the sentences with the coordinating conjunction or, which does not make sense. The subordinating conjunction while (Option ④) does not make sense in this sentence. Option ⑤ uses the subordinating conjunction since, which makes sense, but adds an extra comma, which is not needed to join an independent clause to a following dependent clause.

Part II (Page 139)

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 rubric using this scale:

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

Then write your score for each criteria on the Posttest Evaluation Chart on page 141. Use that chart to figure out which skills to study in the instruction section of this book.

Glossary

appositive An appositive is a phrase that re-names a noun using different words.

body paragraph The body paragraph is the second paragraph of a three-paragraph essay. A good body paragraph gives plenty of examples and details to support the main idea of the essay.

body sentence The sentences after the topic sentence called body sentences. Good body sentences are specific, are in a logical order, and support the main idea of the paragraph.

brainstorming Brainstorming is a way to gather ideas for an essay. When you brainstorm, write many ideas as quickly as possible.

chronological order In a narration essay, the events are usually arranged in order of time, or chronological order.

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

coherence A paragraph has coherence when all of the body sentences are in logical order.

comma splice A comma splice occurs when two independent clauses are joined with a comma.

complete sentence A complete sentence has a subject and a verb, is a complete thought, and can stand alone. A complete sentence begins with a capital letter and ends with a period.

complex sentence A complex sentence consists of an independent clause and a dependent clause joined with a word such as *if*, *because*, *when*, *while*, or *unless*.

compound predicate A compound predicate is two predicates joined by a word such as *and* or *or*.

compound sentence A compound sentence consists of two independent clauses joined with a comma and a word such as *and*, *but*, *or*, or *so*.

concluding paragraph A concluding paragraph restates the main idea, summarizes the information in the body, and provides a final thought to the reader.

concluding sentence A concluding sentence sums up the information in the body of the paragraph.

contraction Contractions are words that are shortened by combining two words and leaving out letters. To write a contraction, put the apostrophe in the place where letters were omitted.

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

dependent clause A dependent clause cannot stand alone as a sentence. It is introduced by a word such as *after*, *although*, *because*, *before*, *if*, *since*, *unless*, *until*, *when*, or *where*.
(see also: subordinate clause)

descriptive essay A descriptive essay is used to describe a person, place, thing, or feeling.

direct address A direct address is a word or phrase in a sentence that directly address someone.

Edited American English Edited American English uses complete sentences, spells words correctly, uses correct punctuation, and uses correct grammar.

emphatic possessive pronoun An emphatic possessive pronoun shows possession but stands alone, usually at the end of a sentence.

essay An essay is a written composition on a specific subject. The ideas in an essay are organized and have a beginning, middle, and end.

fragment A fragment is an incomplete sentence.

GED Essay Scoring Guide The GED Essay Scoring Guide is used by raters to evaluate GED essays. A score of a 2 is a minimum passing grade on this part of the GED test.

give reasons When you give reasons in an essay, you explain the thinking behind an opinion, belief, or action.

homonym Homonyms are two or more words with the same (or similar) pronunciation but different spellings and meanings.

how-to essay A how-to essay explains the steps in a process.

idea map An idea map is a way to gather and organize your ideas at the same time.

indefinite pronoun An indefinite pronoun is a pronoun that refers to an unknown or unspecified noun. An indefinite pronoun can be singular or plural.

independent clause An independent clause has a complete subject and verb, is a complete thought, and can stand alone as a sentence.

introductory paragraph The introductory paragraph of an essay tells the reader what the essay will be about, builds interest, and prepares the reader for the information to come in the body paragraph.

inverted structure A sentence has inverted structure if the verb comes before the subject.

mechanics Mechanics includes spelling, punctuation, and grammar.

misplaced modifier A misplaced modifier is a modifier that is not placed near the word it modifies, causing confusion for readers.

multi-paragraph essay A multi-paragraph essay has more than one paragraph. An effective GED essay is usually four or five paragraphs long.

narration A narration essay tells what happened in the past. When you narrate, use chronological order—order your ideas by time.

object pronoun An object pronoun is a pronoun that takes the place of a noun that is object of a verb or a preposition.

organization Organization is the order in which you present ideas. In an effective GED essay, the ideas are in an order that makes sense.

paragraph A paragraph is a group of sentences on a specific topic. It has a beginning, middle, and end, and the first line is indented.

parallel structure A sentence has parallel structure when the items joined by a conjunction are in the same grammatical form.

possessive noun Possessive nouns show who owns or possesses something.

possessive pronoun Possessive pronouns show who a noun belongs to. Possessive pronouns come before nouns.

prepositional phrase A prepositional phrase consists of a preposition and its object (the noun or pronoun that follows the preposition). Common prepositions include: *on, at, for, in, with, without, before, after, to, during, and by*.

pronoun Pronouns must agree with the nouns they replace.

pronoun shift A pronoun shift occurs when the number or person of pronouns is changed when referring to the same person or thing.

proper adjective A proper adjective is an adjective derived from a proper noun. The important words in a proper adjective must be capitalized.

proper noun A proper noun is the name of a specific person, place, group, or thing. The important words in a proper noun must be capitalized.

reflexive pronoun A reflexive pronoun is a pronoun that refers to the same noun that is the subject of the sentence.

relative clause A relative clause does not express a complete thought and cannot stand alone. It is introduced by a relative pronoun such as *who*, *whom*, *which*, *that*, *whoever*, or *whatever*.

relevant An idea that is relevant tells about the main idea of your essay. In a good GED essay, all of the ideas should be relevant.

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

sentence fragment A sentence fragment lacks a complete subject or verb, does not express a complete thought, and cannot stand alone.

sequence of tense Sequence of tense is when different tenses are used to show that the actions happened at different times.

subject pronoun A subject pronoun is a pronoun that takes the place of a noun that is the subject of a sentence.

subordinate clause A subordinate clause cannot stand alone as a sentence. It is introduced by a word such as after, although, because, before, if, since, unless, until, when or where.
(see also: dependent clause)

subordinating conjunction A subordinating conjunction introduces a subordinate clause.

tense The tense of a verb can show the time of the action: past, present, or future.

thesis statement The thesis statement is the last sentence of the introductory paragraph. This sentence states the main idea of the essay and indicates the kind of information that will come later in the body paragraphs.

topic sentence The topic sentence is general and states the main idea of the paragraph.

transition Use transitions to show the relationship among the ideas in a paragraph. Transitions can be used to add an idea, show contrast among ideas, introduce an example, or introduce a result.

unity A paragraph has unity when all of the body sentences support the main idea.

writing prompt The writing prompt states the topic your essay should address. An effective GED essay should "present a clearly focused main idea that addresses the prompt."