

IDENTIFYING THE SUBJECT → Worksheet 1

ACTIVITY 1 For each of the following sentences, identify the subject by underlining it. Then identify whether the subject is performing the action or being acted upon.

EXAMPLE: The girl sitting in the corner is reading a strange novel. Performing the action

1. The malicious boy sneaked a cookie out of his brother's bag. _____
2. Connor and his sister are going to watch a movie tonight. _____
3. The scandal was revealed by the inquisitive and persistent reporter. _____
4. The table creaked under his bulky weight. _____
5. While reading, Sophie suddenly had a thought. _____
6. The food at the party was devoured by the hungry mob of teenagers. _____
7. Bill was sent a cryptic message from the government. _____
8. "Will you be finishing that burger?" _____
9. The rules must be obeyed by everyone, otherwise they are pointless. _____
10. Once again, Obama has been elected as president. _____
11. For some reason, Toby could not see the man standing in front of him. _____
12. All the boys in the class decided to skip school that day. _____
13. "Will the report be read by your boss?" _____
14. The man with the tall red hat told me a very interesting story. _____
15. His parents and his brother decided to throw him a surprise party. _____

ACTIVITY 2 Write FIVE of your own sentences. Each one must contain a subject which is performing the action of the sentence.

1. _____
2. _____
3. _____
4. _____
5. _____

ACTIVITY 3 Write FIVE of your own sentences. Each one must contain a subject which is being acted upon.

1. _____
2. _____
3. _____
4. _____
5. _____

ACTIVE OR PASSIVE? —————> Worksheet 2

For each of the following sentences, label them as either **active** or **passive**, and identify the doer of the action.

Example: The spoon was left on the table by Jeremy.

→ Passive / Doer: Jeremy

1. The milk was knocked over by the willful cat.
→ _____ / Doer: _____
2. Without thinking, Steven climbed the ladder quickly.
→ _____ / Doer: _____
3. This delicious cake was baked for us by Tom.
→ _____ / Doer: _____
4. My father is perpetually losing his keys and wallet.
→ _____ / Doer: _____
5. All of the tea had been drunk.
→ _____ / Doer: _____
6. The beautifully speckled egg was laid by a bluebird.
→ _____ / Doer: _____
7. My phone was taken away from me by Mr. Knowles.
→ _____ / Doer: _____
8. Quietly, the hesitant child snuck out of the room.
→ _____ / Doer: _____
9. Matthew and Jill decided to go to the dance together.
→ _____ / Doer: _____
10. Bethany, being the boisterous girl that she is, was asked to leave the bus because she was making too much noise.
→ _____ / Doer: _____



ACTIVE OR PASSIVE? —————> Worksheet 2

For each of the following sentences, label them as either **active** or **passive**, and identify the doer of the action.

Example: The spoon was left on the table by Jeremy.

→ Passive / Doer: Jeremy

1. The milk was knocked over by the willful cat.
→ _____ / Doer: _____
2. Without thinking, Steven climbed the ladder quickly.
→ _____ / Doer: _____
3. This delicious cake was baked for us by Tom.
→ _____ / Doer: _____
4. My father is perpetually losing his keys and wallet.
→ _____ / Doer: _____
5. All of the tea had been drunk.
→ _____ / Doer: _____
6. The beautifully speckled egg was laid by a bluebird.
→ _____ / Doer: _____
7. My phone was taken away from me by Mr. Knowles.
→ _____ / Doer: _____
8. Quietly, the hesitant child snuck out of the room.
→ _____ / Doer: _____
9. Matthew and Jill decided to go to the dance together.
→ _____ / Doer: _____
10. Bethany, being the boisterous girl that she is, was asked to leave the bus because she was making too much noise.
→ _____ / Doer: _____



ACTIVE → PASSIVE VOICE → Worksheet 3

ACTIVITY All of the following sentences are written in the ACTIVE voice. Read them, and then re-write them in the PASSIVE form.

EXAMPLE: I always keep a block of butter in my fridge. A block of butter is always kept in my fridge.

1. You must eat your vegetables. _____
2. God loves us all equally. _____
3. Tom violently kicked the bucket. _____
4. Aunt Violet picks flowers for the church service. _____

5. Last week my old school friend sent me a letter. _____

6. The builders are repairing the cracks in the walls. _____

7. My brother cut my hair with the kitchen scissors. _____

8. The teachers picked strawberries for us all to enjoy in class. _____

9. The school bought thousands of books for the students this year. _____

10. Sandra drives her car in a reckless manner. _____

11. A dog bit him while he was running in the field. _____

12. My father will write a letter to the principal, complaining about the homework. _____

13. Are you writing a song for your friend? _____

14. In the rainy season, the farmers plant the crops. _____

15. They have informed him of his mother's death. _____

16. What if he does not accept this plan? _____

ACTIVITY All of the following sentences are written in the PASSIVE voice. Read them, and then re-write them in the ACTIVE form.

EXAMPLE: The flowers were planted by my mother. My mother planted the flowers.

1. I was summoned by the court. _____
2. Your homework must be done. _____
3. The dog was found by my sister. _____
4. Letters were delivered by the postman at ten o'clock. _____

5. These offices were cleaned by a special company. _____

6. The umbrella was sold to my father by a strange young lady. _____

7. Bob was greeted by the enthusiastic crowd as he walked on stage. _____

8. The window was smashed by a sinister stranger. _____

9. This worksheet was created by our teacher, especially for us. _____

10. Everyday, the best cars are made here. _____

11. The dictionary is often used by our students. _____

12. The large tree in the garden will be cut down with a saw. _____

13. Last week, Tony was offered a place at the University with a full scholarship. _____

14. The door to the study had recently been opened. _____

15. Every year, Tim is voted the company's favorite employee. _____

16. Children are always being told to clean their rooms by their parents. _____

USING THE APOSTROPHE

Exercise One

Analyze each of the following and then identify if the apostrophe is being used correctly or incorrectly.

		Correct	Incorrect
1	Steve's phone wouldn't turn on.		
2	Beth didn't enjoy scary movies.		
3	It's a tough day when we lose.		
4	It was the product of several years' work.		
5	She stumbled into the mens' bathroom.		
6	The lion leisurely licked it's paws.		

		Correct	Incorrect
7	He interrupted the accountants's lunch.		
8	The chair was ugly; its presence was off-putting.		
9	The students shouts' of joy filled the hall.		
10	Mr. Stevens' briefcase sat on the kitchen table.		
11	The mess in the room was our's.		
12	He couldn't get over the fact that she didn't arrive.		

Exercise Two

For each of the following sentences have apostrophe errors (some have multiple). First circle the errors and then re-write the sentences with the corrections.

1. Josephines' diary was left open on the desk.

2. He walked into the girls locker room by mistake.

3. She didnt know which of the socks was her's and which were Amys.

4. When I have guests, they always use the visitors bathroom.

5. Im always late for school in the mornings, but its my dads fault.

6. Jane Austens books are the classes favorite.

7. Charles doctors office is in the next building.

8. Weve achieved high marks this year; were New Yorks best school.

9. Her baby loves the rattle; its his best toy.

10. The childrens bags weren't labeled, so I didn't know which was Sarahs.

USING THE APOSTROPHE

Many people make errors when using the apostrophe, and it is particularly embarrassing when these errors appear in print or business advertising. Examine such errors below, and then **rewrite them**, making the corrections, and then explain **why** the apostrophe is in the place it should be.

1 **NO DOG'S
ALLOWED**

Rewrite: _____

Explain: _____

2 **Get you're
fresh fruit
HERE!**

Rewrite: _____

Explain: _____

3 **DAILY
SPECIALS**
Joe's Tomato
Soup
Homemade
Panini's
Chocolate Tan

Rewrite: _____

Explain: _____

4 **50% OFF
TODAYS PIES**

Rewrite: _____

Explain: _____

5 **Your welcome
to come in!**

Rewrite: _____

Explain: _____

6 **Farmers
Market Open
On Friday's**

Rewrite: _____

Explain: _____

7 **WORLDS' BEST
COFFEE
SOLD HERE**

Rewrite: _____

Explain: _____

8 **ITS ALL
ON SALE**

Rewrite: _____

Explain: _____

USING THE APOSTROPHE

Exercise One

For each of the following sentences, rearrange the words to show possession by means of an apostrophe. The first one has been done for you as an example.

e.g. The adults took the sandwiches which belonged to the children.

The adults took the children's sandwiches.

1. He could not stop the unalterable pace of Time.

2. The governor did nothing to help the people of Kansas.

3. The chill of winter started to set in last week.

4. The racket, which belonged to Tim, had been broken.

5. The wind blew off the hats, which belonged to the ladies.

Exercise Two

Your or You're?

		Correct	Incorrect
1	I want to borrow your scarf.		
2	Tom likes you're website.		
3	You're supposed to listen!		
4	You're dog is so cute!		
5	Call me when your home.		
6	Call me from your home.		
7	Don't use your own phone.		
8	You're grammar is important.		
9	Your going to fall!		
10	Don't listen to your friend.		

Exercise Three

Their, there, there's, they're?

Fill in the correct one.

1	Please pass me _____ books.
2	_____ not allowed in here.
3	_____ no reason to cry.
4	The boys know _____ grammar.
5	I hate pigs; _____ so smelly.
6	If _____ no lunch, I will cry.
7	_____ are people in the shop.
8	No one wants _____ secrets told.
9	Don't go _____ alone.
10	_____ water in the engine.



USING COLONS & SEMICOLONS

Rewrite each of the following using colons and/or semicolons.

e.g. You need to bring clothes, sunscreen, snacks and a book on camp.

You need to bring the following on camp: clothes, sunscreen, snacks and a book.

1. My father would always say that I should not trust politicians or lawyers.

2. Gerald doesn't like pizza, as he is allergic to cheese.

3. School was closed because the road was covered in ice.

4. It takes courage, patience, determination and loyalty to be a teacher.

5. My sister loves to cook. However, she also loves to bake.

6. He was faced with the problem of not being good enough.

7. The school is well known for its academic standards and great teaching.

8. I had passed my driving test and so my life had changed forever.

9. The beautiful sunset is the only thing I can see.

10. I could always hear her voice telling me not to give up.

11. As the rain was pouring outside, we couldn't hear the phone.

12. I need to go to bed early, but my sister likes to stay up late.

USING COLONS & SEMICOLONS

Practice
WORKSHEET
THREE

Exercise One

For each of the following, fill in the missing colons or semicolons (choose the correct one):

1. You need to remember_ give your all to everything you do.
2. The following students must report to the principal_ Jim, Suzan, Vijay and Jo.
3. I always get up early_ sunrises are just so beautiful.
4. She just kept repeating_ "Don't you love me anymore?"
5. My head stopped spinning_ the room came back into focus_ I felt relieved.
6. The match was cancelled_ the pitch was rain-soaked.
7. Neil loves cake_ Robert loves biscuits.
8. You need many things to be a good cook_ an abundance of patience_ a love for experimentation_ lots of creativity_ and a good set of knives.
9. The manager had to make a decision_ claim bankruptcy or undergo prosecution.
10. Call me on Friday_ you can give me an answer then.

Exercise Two

Identify the correct sentence in each of the following:

- a) James has an abundance of clothing; jackets, jeans, waistcoats, and shirts.
- b) James has an abundance of clothing: jackets, jeans, waistcoats, and shirts.
- c) James has an abundance of clothing: jackets; jeans; waistcoats; and shirts.

- a) Suzan likes coffee; but Bo likes tea.
- b) Suzan likes coffee: Bo likes tea.
- c) Suzan likes coffee; Bo likes tea.

- a) I hear my father's voice in my head: "Always think before you speak."
- b) I hear my father's voice in my head: "Always think before you speak."
- c) I hear my father's voice in my head: "always think before you speak."

- a) I have a problem; I am in love with two men.
- b) I have a problem: I am in love with two men.
- c) I have a problem; as I am in love with two men.

- a) The concert was cancelled: the weather was bad; I was devastated.
- b) The concert was cancelled; the weather was bad; I was devastated.
- c) The concert was cancelled; the weather was bad: I was devastated.

- a) The kids experienced a feeling they had never felt before: excitement.
- b) The kids experienced a feeling they had never felt before; excitement.
- c) The kids experienced: a feeling they had never felt before; excitement.

USING COLONS

For each of the following sentences, identify whether colons have been used correctly or incorrectly and then explain your choice.

e.g. Ben loves many sports: basketball, tennis, baseball, swimming and hockey.

Identify: Correct Explain: Here the colon is being correctly used to introduce a list, which follows.

1. He kept shouting: "I really want that new iPhone!"

Identify: _____ Explain: _____

2. She wanted to see three cities in England : London, Manchester and Oxford.

Identify: _____ Explain: _____

3. You can come and collect me now: I am feeling better.

Identify: _____ Explain: _____

4. Smoking on public transport: a bad idea.

Identify: _____ Explain: _____

5. My mother would not stop shouting: "don't be home late."

Identify: _____ Explain: _____

6. I have never liked fast food: I work in advertising.

Identify: _____ Explain: _____

7. There are two choices at this time: give up or fight.

Identify: _____ Explain: _____

8. The new teacher is wonderful: friendly, kind and fair.

Identify: _____ Explain: _____

USING SEMICOLONS

For each of the following sentences, *identify* whether semicolons have been used correctly or incorrectly and then *explain* your choice.

e.g. I know you don't like carrots; pizza is bad for your health.

Identify: Incorrect Explain: Here the semicolon is being incorrectly used used as the two independent clauses are unrelated.

1. You need new brakes; otherwise you may have a car accident.

Identify: _____ Explain: _____

2. You need to bring the following items: hat; gloves; scarf; towel; and snacks.

Identify: _____ Explain: _____

3. Many teachers are here: Mr. Smith, History; Mrs. Jen, English; and Ms. Po, Math.

Identify: _____ Explain: _____

4. He is so dreamy; beautiful eyes, good skin and a great smile.

Identify: _____ Explain: _____

5. So many options; I don't know what to choose on the menu.

Identify: _____ Explain: _____

6. Jim loves tennis; and Sue loves basketball.

Identify: _____ Explain: _____

7. I passed the driving test; also, I won the magazine competition.

Identify: _____ Explain: _____

8. Bring a warm jacket with you; it gets cold at night.

Identify: _____ Explain: _____

Understanding COMMA SPLICES

In written English, the comma splice is one of the most frequent errors. Make sure that you learn what it is and how to avoid it.

WHAT IS IT?

A **comma splice** is the use of a **comma** to join two independent clauses.



EXAMPLE: *It is late, we will not make the bus on time.*

Either side of this comma, we have independent clauses — sentences in their own right, which can stand alone.

X WRONG

In English, this is considered **incorrect**. In order to join together two independent clauses, we need to use a comma and a coordinating **conjunction** (such as *and*, *so* or *but*). Alternatively, we can write them as two separate sentences, or join them with a semicolon.

EXAMPLES: *It is late, and we will not make the bus on time.*

It is late; we will not make the bus on time.

It is late. We will not make the bus on time.

✓ **RIGHT**
✓ **RIGHT**
✓ **RIGHT**

PRACTICE

For each of the following, decide if they are complete sentences, or if there are comma splices present.

	Comma Splice	Complete Sentence
1. Susan was always late for work, nobody seemed to care.	<input type="checkbox"/>	<input type="checkbox"/>
2. He didn't like to ski, so he always went to the restaurant instead.	<input type="checkbox"/>	<input type="checkbox"/>
3. Sitting down, she realised she didn't have her work with her.	<input type="checkbox"/>	<input type="checkbox"/>
4. English is a difficult subject, math is easy.	<input type="checkbox"/>	<input type="checkbox"/>
5. After I passed my exam, I was allowed to drive alone.	<input type="checkbox"/>	<input type="checkbox"/>
6. He makes delicious pizzas, I love them.	<input type="checkbox"/>	<input type="checkbox"/>
7. Jen loves cake, Tom likes cookies, but I love them both.	<input type="checkbox"/>	<input type="checkbox"/>
8. It is cold outside, put on a jacket.	<input type="checkbox"/>	<input type="checkbox"/>
9. As the students understood their grammar, the teacher was pleased.	<input type="checkbox"/>	<input type="checkbox"/>
10. He loved her with all his heart, yet she couldn't love him back.	<input type="checkbox"/>	<input type="checkbox"/>
11. Marking quizzes is bearable, marking essays is painful.	<input type="checkbox"/>	<input type="checkbox"/>
12. Ben loves to read and travel, he often reads while traveling!	<input type="checkbox"/>	<input type="checkbox"/>
13. Although she was tired, she couldn't sleep.	<input type="checkbox"/>	<input type="checkbox"/>

9 USING COMMAS

Exercise One

The following sentences are lacking commas. You must add them to correct the sentences.

1. Knowing her as he did he knew that she felt uncomfortable at the party.
2. Mrs. Smith who is the history teacher is the smartest member of staff.
3. "I need to go" she said. Then she added "That is if you'll let me."
4. When Ben fell he dropped the glasses books and flowers he had been carrying.
5. As a child I always thought that I would become a rock star.
6. Go past the tent turn left walk to the end of the road and you will see the school.
7. If you don't like chemistry why did you study it?
8. Your dad will give you the money your mum will lend you her car and then you must go and buy the groceries.
9. "If you give me that tone again" he said "I will ground you."
10. This week we will be studying verbs adjectives sentences and commas.

Exercise Two

Write your own sentences to show these different uses of commas:

1. To separate items in a list:

2. To separate introductory elements in a sentence:

3. Before or after direct speech:

4. To add an aside (parenthetical information):

5. To separate independent clause (used with coordinating conjunctions):

6. To separate elements of contrast:

7. Commas are used to separate several adjectives:





USING COMMAS

For each of the following sentences, identify whether commas have been used correctly or incorrectly and then explain your choice.

e.g. While she chopped the vegetables, Toby declared that he had lost his job.

Identify: Correct Explain: Here the comma is being used to separate an introductory element – in this case, a subordinate clause.

1. I don't think I could ever skydive, I am afraid of heights.

Identify: _____ Explain: _____

2. My father loves to fish, hike, snowboard and surf.

Identify: _____ Explain: _____

3. Ken, who was Barbie's boyfriend, always looked too perfect to me.

Identify: _____ Explain: _____

4. Sally started her homework two hours ago and, she just finished.

Identify: _____ Explain: _____

5. It was a large shiny brand-new, computer.

Identify: _____ Explain: _____

6. On the other hand, I think that your argument has merit.

Identify: _____ Explain: _____

7. "Don't ever do that again", she said.

Identify: _____ Explain: _____

8. The computer, which had never been used was finally turned on.

Identify: _____ Explain: _____

PRACTICING DIRECT & INDIRECT SPEECH

WORKSHEET ONE

For each of the following, write both the direct and indirect versions of what is spoken. You can name the speaker, and give additional information such as how the words are spoken. The first one has been done for you as an example.

EXAMPLE



I CAN'T
CONTROL
THE BLAZE!

Direct: "I can't control the blaze!" shouted the firefighter as he wrestled with the hose.

Indirect: Wrestling with the hose, the firefighter shouted that he couldn't control the blaze.

1



IS IT DINNER
TIME YET
KITTY?

Direct: _____

Indirect: _____

2



DO YOU HAVE THE TIME?

NO, I
LOST MY
WATCH.

Direct: _____

Indirect: _____

3



WHAT DO YOU THINK OF
MY COSTUME?

I THINK
YOU MAKE
A GREAT
NINJA!

Direct: _____

Indirect: _____

4



I'LL NEVER FINISH
THIS PAINTING

Direct: _____

Indirect: _____

5



I FAILED MY
ENGLISH EXAM.

MY PARENTS
ARE GOING TO
BE FURIOUS

Direct: _____

Indirect: _____

6



WELCOME! THE BAND
WILL BE OUT SHORTLY.

Direct: _____

Indirect: _____

7



WE WANT SWEETS!

Direct: _____

Indirect: _____

8



DO YOU WANT TO
CLIMB A TREE WITH ME?

IS HE
MAD?

Direct: _____

Indirect: _____

PRACTICING DIRECT & INDIRECT SPEECH

WORKSHEET TWO

Read the following extracts from actual scripts and then rewrite them as prose. You can use some creative license and add descriptions of people and actions. However, you must use a combination of both direct and indirect speech.

From *An Inspector Calls* by J.B. Priestly

SHEILA: How did you come to know this girl, Eva Smith?

GERALD: I didn't.

SHEILA: Daisy Renton then - it's the same thing.

GERALD: Why should I have known her?

SHEILA: Oh, don't be stupid. We haven't much time. You gave yourself away as soon as he mentioned her name.

GERALD: All right. I knew her. Let's leave it at that.

SHEILA: We can't leave it at that.

GERALD: [*approaching her*] Now listen, darling -

SHEILA: No, that's no use. You not only knew her, but you knew her very well. Otherwise, you wouldn't look so guilty about it. When did you first get to know her? [*He does not reply.*]

From the screenplay for *Harry Potter and The Sorcerer's Stone*

DUMBLEDORE: I should have known that you would be here...Professor McGonagall.

MCGONAGALL: Good evening, Professor Dumbledore. Are the rumors true, Albus?

DUMBLEDORE: I'm afraid so, Professor. The good, and the bad.

MCGONAGALL: And the boy?

DUMBLEDORE: Hagrid is bringing him.

MCGONAGALL: Do you think it wise to trust Hagrid with something as important as this?

DUMBLEDORE: Ah, Professor, I would trust Hagrid with my life.

[*Hagrid arrives*]

HAGRID: Professor Dumbledore, Sir. Professor McGonagall.

DUMBLEDORE: No problems, I trust, Hagrid?

HAGRID: No, sir. Little tyke fell asleep just as we were flying over Bristol. Here. Try not to wake him. There you go.

PRACTICING DIRECT & INDIRECT SPEECH

WORKSHEET THREE

Imagine that you have to adapt a novel into a screenplay. Read the following prose passages, and then write the script version on the right.

Exercise One

Peter rushed into the classroom while muttering an apology about being late.

"That's just not good enough Peter," said Mr Blacksmith. He then proceeded to say that as all the other children managed to arrive on time, he couldn't see why it was so difficult for Peter.

"But sir," groaned Peter, "you're always picking on me." Peter's best friend Jacob muttered something under his breath.

"What's that Jacob?" shouted Mr. Blacksmith. "You have something to add?" Jacob said that he did not, but then proceeded to point out that what Peter said did indeed contain some truth – that indeed the teacher did have a way of always picking on his friend.

"Detention for both of you!" bellowed the teacher.

Exercise Two

"I'll have the salmon," said Sandra to the waiter as she handed him her menu. The waiter thanked her politely and then asked Katrina what she would like.

"I think I will just have a salad," said the smaller lady, "and a glass of water please." The waiter collected the remaining menus and informed the ladies that the complimentary bread would be on its way shortly. Then he hastily disappeared into the kitchen.

"I like this restaurant," said Katrina. "It reminds me of a happier time." Sandra was puzzled and asked her friend what she meant. Katrina just smiled and changed the subject by asking Sandra what she thought of the flowers.

"They're lovely," Sandra replied dismissively, "but don't change the subject." She asked her friend if she had seen her husband recently. Katrina looked down at her hands and told her that John was still working in Seattle and that she hadn't heard from him in almost a week.

Rewrite each of the follow
by using direct speech.

Worksheet 1

LET'S FOCUS ON DIRECT SPEECH

EXAMPLE

She said that she had been teaching English for seven years.

She said, "I have been teaching English for seven years."

1. He said that he was going to the cinema.

2. While eating, I wondered if I would ever see Ray again.

3. Tanya said that her brother is living in Iceland.

4. Sam wondered if they had arrived on time.

5. Luckily, she was sitting down when he told her that they had won the lottery.

6. John asked me whether I would marry him the following year.

7. She screamed that I should get a life.

8. This morning he announced that he was going to the Olympics.

9. Matthew ran through the corridor declaring that he had passed the exam.

10. Benedict told Paolo to stop asking so many questions.

11. I told Joan that I would never eat mushrooms and she said that she thought I should at least try them.

12. Elizabeth asked us what we had been doing all day and we told her that we had been sleeping.

For each of the following, circle the errors, then rewrite the sentences, making the corrections.

LET'S FOCUS ON DIRECT SPEECH

EXAMPLE

My mother asked me "Will you be home for dinner"?

My mother asked me, "Will you be home for dinner?"

1. "I really hate tomatoes", Tom declared to his family.

2. Clarence asked me "would you like to study together?"

3. David said that, "There is a great band playing at the club tonight."

4. "Would you like some help" the shop assistant asked me.

5. I'll have the curry she said before adding "But not too spicy please."

6. The doctor said that "I will send you the results as soon as I get them"

7. "You don't even like pizza" she exclaimed when I asked her for a slice.

8. "I am cold," Tom said. Then he added, please get me a coat.

9. That is a really magnificent horse, she thought while standing in the stables.

10. When I saw her, I thought that she was not looking well but I said "Wow, you look lovely!"

11. "Don't belittle me like that", Jim said to his brother.

12. Bethany looked around and declared "I don't like it in here" Then she left the room.

13. "please leave the room" I asked them.

VERBALS

PARTICIPLES & GERUNDS

All *-ing* words can be nouns (gerunds) or adjectives (participles).
For each of the words below, you must write two sentences, displaying the two different uses.

Here's the word
you must use

CRYING

GERUND: Crying is pointless; it doesn't solve anything.
PARTICIPLE: It was impossible to calm the crying baby.

SMOKING

GERUND: _____
PARTICIPLE: _____

DANCING

GERUND: _____
PARTICIPLE: _____

FISHING

GERUND: _____
PARTICIPLE: _____

READING

GERUND: _____
PARTICIPLE: _____

SITTING

GERUND: _____
PARTICIPLE: _____

SINGING

GERUND: _____
PARTICIPLE: _____

DRIVING

GERUND: _____
PARTICIPLE: _____

PLAYING

GERUND: _____
PARTICIPLE: _____

LYING

GERUND: _____
PARTICIPLE: _____

RUNNING

GERUND: _____
PARTICIPLE: _____

TEACHING

GERUND: _____
PARTICIPLE: _____

VERBALS

WORDS ENDING WITH -ING

Many words end with *-ing* (sitting, watching crying, etc.) However, sometimes these words are GERUNDS (nouns) and other times they function as PARTICIPLES (adjectives).



For each of the following sentences, identify whether the words ending in *-ing* are gerunds or participles.

		Gerund	Participle
E.g	The ghastly painting hung on the wall above his bed.	✓	
1	Grabbing his coat, Tim hastily pursued the suspect.		
2	My mother, knowing that I am not perfect, loves me.		
3	For stage actors, rehearsing is an essential part of their craft.		
4	The changing of the guards takes place at Buckingham Palace every day.		
5	My new stepmother loves spending my dad's money; she does it liberally.		
6	Whispering at the back of the room, the girls never heard the teacher's instructions.		
7	New studies have shown that smiling has been proven to reduce stress.		
8	James threw the boring book aside and turned to his computer.		
9	The students loved their new English teacher; they found her to be really interesting.		
10	Sue couldn't concentrate; she had been kept awake all night by her neighbor's barking dogs.		
11	Traveling is a great way to find yourself and become a more informed person.		
12	Knowing that he'd say no, Jo still went to his teacher and asked for an extension on his essay.		
13	Matthew refused to participate in the voting, as he knew it was a corrupt process.		
14	Unfortunately, Ken's family did not appreciate his incessant singing.		
15	Smiling, she explained the exciting plan to the audience.		

Read the passage below and then circle the GERUNDS and underline the PARTICIPLES which are functioning as adjectives.

Stepping hesitantly, Stephen walked across the garden towards the house. Everything within him wanted to run in the opposite direction, but he clenched his trembling hands and pushed on. The grass was overgrown, and it was clear that the gardening had not been done for quite some time. That should have been his first clue, yet his nerves were clouding his judgment.

Finally, he made it to the door. Bringing his hand up to the bell, he paused. It had been almost six years since he had entered this house, and he knew that he wouldn't be welcomed with open arms. How he had left it so long, Stephen didn't know. It was true that he wasn't good at communicating, but surely the blame didn't lie entirely with him.

Anxiously, he pressed the doorbell. The chilling tones of the bell sounded threatening to his ears, and Stephen braced himself for the response, but none came. He tried again. Still, only silence was returned.

Then Stephen realized that his worrying had been for nothing: nobody was even home.

{-} USING HYPHENS & DASHES

Exercise One

There are dashes missing in each of the following sentences. You must add them in.

1. Toby along with his loving dog was always at the park.
2. You are the friend the only friend who remembers my birthday.
3. Pizzas, burgers, chips These are all things which are unhealthy.
4. "Don't ever Wait are you listening to me?"
5. I think and I say this with love that you need to be more thoughtful.

Exercise Two

Identify whether the following are hyphens or dashes and explain their function.

1	When she fell pregnant—three months later—they were quite surprised.	Identify:
Function:		
2	During the 2012–2013 school year, three students were suspended.	Identify:
Function:		
3	He interviewed the well-known author whose first three novels were all bestsellers.	Identify:
Function:		
4	"I won't ever know—" she began, but she was stopped short by the boy's scream.	Identify:
Function:		
5	The naughty young man had decided to let off laughing-gas in the classroom.	Identify:
Function:		

Exercise Three

Are the following correctly or incorrectly punctuated with hyphens and dashes?

		Correct	Incorrect
1	Sue can't wait for her birthday — she's very excited.		
2	Pepperoni — especially when it's spicy, is delicious on pizza.		
3	The high school basketball team played and the score was 15—2.		
4	His brother-in-law was a famous movie star.		
5	Knowing that it was pre—arranged, she felt comfortable.		

USING HYPHENS & DASHES

Exercise One

There are dashes missing in each of the following sentences. You must add them in.

- Toby—along with his loving dog—was always at the park.
- You are the friend—the only friend—who remembers my birthday.
- Pizzas, burgers, chips — These are all things which are unhealthy.
- "Don't ever— Wait, are you listening to me?"
- I think—and I say this with love—that you need to be more thoughtful.

Exercise Two

Identify whether the following are hyphens or dashes and explain their function.

1	When she fell pregnant—three months later—they were quite surprised.	Identify: Em Dash
Function: Here the dashes function as parentheses to enclose additional information.		
2	During the 2012–2013 school year, three students were suspended.	Identify: En Dash
Function: The dash indicates the span of time.		
3	He interviewed the well-known author whose first three novels were all bestsellers.	Identify: Hyphen
Function: The hyphen combines two words to form a compound adjective.		
4	"I won't ever know—" she began, but she was stopped short by the boy's scream.	Identify: Em Dash
Function: Here the dash indicated the abrupt stop (interruption).		
5	The naughty young man had decided to let off laughing-gas in the classroom.	Identify: Hyphen
Function: The hyphen combines two words to form a compound noun.		

Exercise Three

Are the following are correctly or incorrectly punctuated with hyphens and dashes?

		Correct	Incorrect
1	Sue can't wait for her birthday — she's very excited.	✓	
2	Pepperoni — especially when it's spicy, is delicious on pizza. Missing second dash		✗
3	The high school basketball team played and the score was 15–2. Should be en dash		✗
4	His brother-in-law was a famous movie star.	✓	
5	Knowing that it was pre—arranged, she felt comfortable. Should be a hyphen (shorter)		✗



USING HYPHENS & DASHES

For each of the following pairs of sentences, the only change is a hyphen, yet the meanings are completely different. Examine them and then explain the difference.

1. He ordered an extra large pizza. / He ordered an extra-large pizza.

2. She was an old age specialist. / She was an old-age specialist.

3. I need to recover my book. / I need to re-cover my book.

4. There were nine year old kids there. / There were nine-year-old kids there.

5. I have ten dollar bills. / I have ten-dollar bills.

6. He was trying to sell a little used bed. / He was trying to sell a little-used bed.

7. They were small business owners. / They were small-business owners.

8. It was a violent games meeting. / It was a violent-games meeting.

9. I worked twenty four hour shifts. / I worked twenty-four hour shifts.



USING HYPHENS & DASHES

Practice
WORKSHEET

ANSWER KEY

For each of the following pairs of sentences, the only change is a hyphen, yet the meanings are completely different. Examine them and then explain the difference.

1. He ordered an extra large pizza. / He ordered an extra-large pizza.

The first sentence means that an additional pizza was ordered. The second means that the pizza ordered was larger than normal.

2. She was an old age specialist. / She was an old-age specialist.

The first sentence means the lady specialized in age, and she herself was old.

The second means that her area of specialty was older people (or old age).

3. I need to recover my book. / I need to re-cover my book.

The first sentence means that the book needs to be returned; the second means that the book needs a new cover to be put on it.

4. There were nine year old kids there. / There were nine-year-old kids there.

The first sentence means there were 9 babies - each of them was one. The second means that there were many children who were each nine.

5. I have ten dollar bills. / I have ten-dollar bills.

The first sentence means the person has 10 notes; each one is a one-dollar bill. The second means the bills they have are each worth 10 dollars.

6. He was trying to sell a little used bed. / He was trying to sell a little-used bed.

In the first sentence, the bed is second-hand and miniature. The second means that the bed has been rarely used.

7. They were small business owners. / They were small-business owners.

In the first sentence, the owners of the business were small (in stature). In the second, they own small businesses.

8. It was a violent games meeting. / It was a violent-games meeting.

In the first sentence, the meeting about games turned violent. The second means that the meeting was about games which are violent.

9. I worked twenty four hour shifts. / I worked twenty-four hour shifts.

In the first sentence, the speaker worked hour-long shifts, and worked 20 of them. In the second, they worked many shifts which each lasted 24 hours.

Rewrite each of the follow
by using indirect speech.

Worksheet 1

LET'S FOCUS ON INDIRECT SPEECH

EXAMPLE

"Have you got a computer?" the teacher asked me.

The teacher asked me if I had a computer.

1. "Next week's lesson is on indirect speech," she said.

2. Bill looked at Mary and shouted, "I will never lend you money!"

3. She said, "I got the message while I was waiting at the bus stop."

4. Tina's mother said, "Go and do your homework," and then added, "and do it properly."

5. "When did you come to this school?" asked the teacher.

6. My mother exclaimed, "We must go skiing in winter!"

7. "Today," said Tom, "was the best day of my life."

8. Mr. Smith considered me carefully and then said, "I think I might expel you."

9. She stares blankly at the window and says, "I think it might rain today."

10. Laura asked me, "Are you going to the theatre today?"
 "No, I can't make it."

11. While swinging the bat, the boy asked, "Will I have to do this all day?"
 To which his father replied, "Only if you cannot get it right!"

12. "I don't like poppies," I declare as he hands me the droopy flowers.

Read the following dialogue extracts, & then fill in the blanks of the indirect speech paragraphs.

LET'S FOCUS ON INDIRECT SPEECH

EXAMPLE

NANCY : Why don't you go and have a rest?
JIM : [with anger] Stop telling me what to do!
NANCY : There is no need to shout.

Nancy suggested that Jim go and rest. Angrily Jim said that she should stop telling him what to do. Nancy replied, saying that he needn't shout.

ONE

TIM : [smiling excitedly] I passed my driving exam. Isn't that great?
RAJ : Yes. Can I get a lift to school now?

With an _____ smile, Tim declared _____ he had passed his driving exam. Raj agreed that this was _____ news and then _____ Tim could now drive him to school.

TWO

DOCTOR : [sitting down at his desk] How are you feeling?
PATIENT : Much better, thank you. Although, I am still very tired.

Sitting down at his desk, _____ asked _____ how _____ feeling. The patient said that _____, although he then added _____ was still very tired.

THREE

TEACHER : Why didn't you do your homework Juan.
JUAN : [quietly] I didn't understand it.
TEACHER : [compassionately] So why didn't you say something?

The teacher asked Juan why he hadn't _____ his homework. _____, Juan said that he _____ understood it. To which the teacher compassionately asked him why he _____.

FOUR

SAM : [kicking a stone] I am bored!
SAM'S FATHER : Don't say that; you have plenty you could be doing.

While kicking a stone, Sam exclaimed that _____ was bored. His father told _____ not to say _____. Then he added that there _____ plenty that Sam _____ be doing.

FIVE

HUSBAND : Do we have any orange juice?
WIFE : Yes. But it is almost finished.
HUSBAND : Shall I get some more on my way home from work?

Tom enquired whether _____. His _____ replied that they _____ but that _____. So _____ asked _____ he _____ get some more on _____ way home from work.

SIX

POPPY : Why do you look so scared?
RALPH : Because it's so dark and we are lost!
JACK : [laughing] Stop being such a baby, it's -
POPPY : Don't be nasty Jack.

_____ asked _____ why he _____. Ralph said _____ it was _____ it was so dark and because _____. At which point Jack started _____ and _____ Ralph to stop _____ such a baby. However, _____ was _____ by Poppy who told _____ not to be so nasty.



→ FOCUSING ON INFINITIVES

For each of the following sentences, underline the infinitive and then identify whether it is functioning as a noun, adjective or adverb.

Since he was a child, Ethan wanted to drive.

- Noun

- 1) He was the first man to fly over the Atlantic. - _____
- 2) Kim knew one thing: she needed to sing. - _____
- 3) The teacher wanted the students to listen carefully to her instructions. - _____
- 4) I want to play computer games with my brother this afternoon. - _____
- 5) Bob announced that it was time to work on getting better. - _____
- 6) The students were eager to learn about Martin Luther King Jr. - _____
- 7) To empathize is a valuable and necessary virtue in life. - _____
- 8) They decided that they would like to meet. - _____
- 9) I take the bus to get to work on time. - _____
- 10) After years of trying, Adele has finally learned to dance. - _____
- 11) Her favorite activity is to watch movies at the theater. - _____
- 12) At 7 o'clock, my mother came to wake me. - _____
- 13) It was clear to the teacher that none of the students wanted to learn. - _____
- 14) Her hair was like rats' tails; she desperately needed someone to cut it. - _____
- 15) I went to university because of my desire to learn. - _____
- 16) To Joe, it seemed that to run would be foolish. - _____
- 17) My sister has gone to play tennis with our father. - _____
- 18) My brother hates to lose when we play games. - _____
- 19) My mother told me to follow my heart when it comes to career choices. - _____
- 20) To hear her sing is a real privilege. - _____
- 21) His enthusiasm to learn was clearly evident to those around him. - _____
- 22) John paused to think about how he should answer the question. - _____
- 23) My aunt wrote to the lawyers, asking them to review the case. - _____
- 24) It is clear: the key to success is to try. - _____
- 25) As clever as Jim was, he couldn't find a way to fix the problem. - _____



When we use participles as adjectives in participle phrases, we need to make sure that the participle phrase clearly relates to the subject it is describing. If it is ambiguous, we may have a case of a **dangling participle**.

For
Example:

Flying south for the winter, I saw a flock of birds.

→ This is the participle phrase, but who was flying south? The speaker or the birds?
Can you see that it is ambiguous? It is a dangling (or misplaced) participle.



Whenever we start a sentence with a participle phrase, the subject being described by the participle must immediately follow.

Eating his lunch, Tony thought of me.



The subject comes immediately after the phrase.

Rewrite each of the following sentences to get rid of any dangling participles.

- 1 Baked, not fried, Tom likes his potatoes.

- 2 Eating her peanut butter sandwich, the bird attacked Mary.

- 3 Shocked by the news, the glass fell from my hand.

- 4 Covered with a thick layer of frosting, I enjoyed the cake.

- 5 Shouting about the exam results, the students were silent.

- 6 Walking on the hot road, the puddles were a relief.

- 7 Having eaten my food, the waitress brought the dessert menu.

- 8 After soaking in syrup, my mother ate the cherries.

- 9 Waiting for the bus, time seemed to stand still.

- 10 Leaking onto the floor, Suzan watched the overflowing syrup.

For each of the following sentences, underline the pronoun and then identify which type of pronoun it is.

IDENTIFYING PRONOUNS

Beth was indignant; she knew Tom had taken the plums.

- Personal (subject)

- 1) Tabitha eagerly read the will; the money was hers. - _____
- 2) With a sour face, Mr. McIntyre handed us the exam papers. - _____
- 3) The man on the bench, who has been there all day, is feeding the birds. - _____
- 4) Unceremoniously, the students helped themselves to the buffet. - _____
- 5) Nobody really knows what the future may hold. - _____
- 6) Knowing he was right, Jim stood by the policeman. - _____
- 7) The children are well-behaved – that is quite clear. - _____
- 8) Whoever would want to race snails? - _____
- 9) I like your drawing. Do you like mine? - _____
- 10) The evening went well; everyone seemed to enjoy the show. - _____
- 11) The bananas, which are overripe, will make good banana-bread. - _____
- 12) They would never accept the marriage between Tina and Garry. - _____
- 13) Looking at the unwashed dishes, Val said, “Those are starting to smell.” - _____
- 14) “To whom did you give the note?” the teacher asked. - _____
- 15) The doctor planned to give them the bad news the following day. - _____
- 16) The mansion on the hill was the house that Jack built. - _____
- 17) One can never tell what my mother is thinking. - _____
- 18) In all things, we must remain steadfast. - _____
- 19) After weeks of treatment, the dog was finally able to feed itself. - _____
- 20) Ours will be the first building designed completely by women. - _____
- 21) The moldy socks left in the laundry basket were his. - _____
- 22) Yours is the only opinion Billy cares about. - _____
- 23) My father handed me the bill and said, “These are your responsibility.” - _____
- 24) Neil couldn’t believe it; Tom Cruise himself was the guest speaker. - _____
- 25) My parents don’t know anything about teenagers today. - _____

Focusing on PERSONAL PRONOUNS

EXERCISE ONE

In the passage below, underline the subject pronouns and circle the object pronouns.

Holding out the puppy as a peace offering, John stood before his children. Four little faces stared at it in utter amazement. Never in their wildest dreams had they thought that he would give in and buy the energetic Dalmatian for them. Tom was the first to break the awed silence which had overcome them.

"Have you named him?" he asked cautiously, still unable to believe that this little bundle of gorgeousness was really theirs.

"No, I thought that you would like to do that," John replied. He didn't mention the fact that naming the pup was part of his plan for distraction. He had hoped that the children would become so absorbed in the little guy that he would be able to leave without a fuss.

Just as he was handing them the dog, Sarah entered the room. She shot him a look of utter derision. "You think that this will make up for it?" she snarled. "Have you even told them yet?" John glanced over at the children, huddled around the startled little puppy. His plan was already working.

EXERCISE TWO

Underline the personal pronouns and then identify whether they are subject or object pronouns.

		Subject	Object
1	Yesterday, he wanted to borrow her notebook.		
2	It's never cold in her home.		
3	You are not allowed to eat in here.		
4	Joe told her to wait patiently for the teacher.		
5	Call your parents when you get home.		
6	Meg is my friend, and she is from Scotland.		
7	The waiter said that we would have a ten-minute wait.		
8	My parents gave us our inheritance early.		
9	The footballer handed them the match-winning ball.		
10	He was her best friend.		
11	Ben had a computer but didn't use it.		
12	Knowing the truth, we avoided going home.		
13	They never liked their science teacher very much.		

EXERCISE THREE



Fill in the correct pronoun (for the words below).

1	_____ went down to the river. (Tom)
2	She handed the books to _____. (the students)
3	Today _____ will be studying algebra. (Sue, Jo and I)
4	Congratulations, _____ is a boy! (the baby)
5	I think _____ took the last slice. (Anna)
6	He told _____ that _____ had lost. (my sisters and I)
7	_____ are the people in charge here. (my parents)
8	I will tell _____ my secrets. (you and Tim)
9	Please pass _____ to me. (the books)
10	_____ don't need to come in tomorrow. (the staff)
11	I will test _____ on it tomorrow. (Vince & Polly)
12	She has new glasses; she hates _____. (the glasses)

POSSESSIVE ADJECTIVES & PRONOUNS

Fill in the missing word and then decide whether it is a possessive adjective or pronoun.

1 We value our students, not for our ability to educate them, but for _____ ability to educate us.

☐ Adjective ☐ Pronoun

2 Tom cleaned his own suit before the prom; Brad took _____ to the dry-cleaners.

☐ Adjective ☐ Pronoun

3 I love eating your food; _____ is the only lasagna I have ever actually enjoyed.

☐ Adjective ☐ Pronoun

4 We never compromise on _____ morals, as that is not who we were brought up to be.

☐ Adjective ☐ Pronoun

5 You have your way of doing things, and I have _____. Let me do it my way.

☐ Adjective ☐ Pronoun

6 _____ only hope of winning is if they start playing as a team.

☐ Adjective ☐ Pronoun

7 The playful dog spent a full hour chasing _____ tail.

☐ Adjective ☐ Pronoun

8 I gave you _____ heart, but you never seemed to want to give me yours.

☐ Adjective ☐ Pronoun

9 When we win the account, we will finally have what is rightfully _____.

☐ Adjective ☐ Pronoun

10 Josephine found out that she had a brother she never knew about; _____ name was Anthony.

☐ Adjective ☐ Pronoun

11 I can't find my notebook; is the one on the table yours or _____?

☐ Adjective ☐ Pronoun

12 Is Sally home? A friend of _____ brother's is on the phone for her.

☐ Adjective ☐ Pronoun

13 The cellphone, which the teacher wrongly accused Bethany of stealing, turned out to be _____ all along.

☐ Adjective ☐ Pronoun

14 The castle had fallen into disrepair and all of _____ walls were crumbling down.

☐ Adjective ☐ Pronoun

15 When we bumped into Ted in the department store, my mother asked my brother and I, if he was a friend of _____.

☐ Adjective ☐ Pronoun

16 Knowing my father, when it comes to my getting a car, he will have _____ way.

☐ Adjective ☐ Pronoun

17 Please give some of these sweets to the children; _____ are the ones in the box.

☐ Adjective ☐ Pronoun

18 My classmates and I thought that _____ was the best teacher in the school.

☐ Adjective ☐ Pronoun

19 He asked who the car belonged to, and I had to admit that it was _____.

☐ Adjective ☐ Pronoun

20 The teacher was infuriated, as the students had left _____ bags strewn across the floor.

☐ Adjective ☐ Pronoun

Using **RELATIVE PRONOUNS**

Join these independent clauses together by using RELATIVE PRONOUNS.

1) Shakespeare was born in 1564 and died in 1616. He was the world's greatest playwright.

Shakespeare, who is the world's _____

2) After the exam, I looked everywhere for Tina. I had found her cellphone on one of the chairs. (**Clue: you're going to need "... whose cellphone ...")

3) When Josephine was young, someone gave her a dollhouse. The dollhouse was so old that she never played with it.

4) On the bus to town last week, I saw Tom Berry. I had not seen him since middle school. (**Clue: quite a tough one! You're going to need "whom")

5) Last week we met Michael Jordan at a charity dinner. He is my older brother's hero.

6) My father and his new wife have gone on holiday to Rome. Many people think it is the most beautiful city in the world.

7) They selected Mr. Smith to be the principal, and it really surprised most people.

8) My sister was the highest placed student in her class. She is training to become a lawyer.

USING THE CORRECT PRONOUN

Circle the correct pronoun in the sentences below.

Knowing the risks involved, James and (~~me~~ / **I**) still decided to take the flight.

- 1) My brother and (I / me) threw a surprise party for our parents, and (themselves / they) were ecstatic.
- 2) (We / Us) Americans are strong people; always good in a crisis.
- 3) The boy could contain (him / himself / he) no longer; he burst out of the doors and into the sunlight.
- 4) The book on the table belongs to (me / I / myself); my father gave it to (me / I / myself) last year.
- 5) There could be no denying it: the fault was all (our / ours / ourselves).
- 6) Mr. Colt handed (I / me / myself) the exam and told me to give it back to (he / him) when I was done.
- 7) Today, Tim and (we / us) went down town for milkshakes.
- 8) When the visitors arrived, Mrs. Kent and (they / them) discussed the plan for the meeting.
- 9) Earlier today, Carl came over as (him / he) and Tom were going to paint the shed.
- 10) After a long argument, (she and he / him and her) decided to call it quits and go home.
- 11) My mother came to school and (her / she) and the principal had a two-hour meeting about (I / me).
- 12) My parents are divorced, but every week my father takes my brother and (me / I) for ice-cream.
- 13) My father was sitting on the front porch when (us / we) arrived home late.
- 14) After the football match, all (us / we) girls went over to Suzie's for a sleepover.
- 15) We couldn't argue about it; (they / them) were the true winners.
- 16) If it were up to (me / I), the school would never have closed; the snow really wasn't that bad.
- 17) The suit looked better on (me / I), than it did on (him / he).
- 18) The other kids went to the school down the road. Are you happier than (they / them)?
- 19) When we were little, she was always more energetic than (me / I).
- 20) Are Adele and (her / she) travelling together to Paris? Or are (themselves / they) traveling separately?
- 21) If you see Holden, will you ask him if it was (he / him) who called last night.
- 22) For (us / we) the decision is extremely difficult; (It / It's / Its) isn't clear-cut.
- 23) (Whom / Who / Whose) shall I call about making a reservation for (he / him)?
- 24) Have you met the Hendersons? My boyfriend, Bartholomew, and (they / them) are very good friends.
- 25) The boys went to the river by (himself / themselves) as they wanted to get away from the adults.

LET'S FOCUS ON COMPOUND-COMPLEX SENTENCES

WHAT IS A COMPOUND-COMPLEX SENTENCE?

As its name suggests, it is a blend of a compound and complex sentence. A **compound-complex sentence** is made from two or more independent clauses and one or more dependent clauses.

Example: Although I like cooking, I don't cook every day, but I would like to cook more often.

EXERCISE 1 *Underline the **independent** clauses, and put brackets around the **dependent (subordinate)** clauses, in the sentences below.*

1. While she was running around the shop, my mother realized she had left her wallet at home, and she had no money with her.
2. Suzie's parents thought that the movie was too frightening, but the party guests, who like to watch scary movies, watched it anyway.
3. Although I cannot sing, I joined the choir, and I really enjoyed it.
4. Our teacher forgot to grade our tests, so she baked us cookies when she remembered.
5. While he was camping, a raccoon bit Stuart, and he was taken to hospital.

EXERCISE 2 *Identify whether the following are compound-complex sentences or not by ticking the YES or NO box. If NO, then give a reason why not.*

		Yes	No	Reason
1	When he was sick, Tony missed the class test.			
2	While we were eating sushi, my friend told me she was allergic to fish, but she was already having a reaction.			
3	Beth and Chris were desperate to go to the park.			
4	I like carrots, but I love broccoli, which is currently in season.			
5	Although I like the cinema, I am grounded, so my parents won't let me go.			

EXERCISE 3 *Below, write two compound-complex sentences of your own.*

1. _____

2. _____

LET'S FOCUS ON COMPLEX SENTENCES

WHAT IS A COMPLEX SENTENCE?

A **complex sentence** has an independent clause joined by one or more dependent clauses (or subordinate clauses), which cannot stand alone.

Example: Although she is allergic, she ate the seafood.

Here, "although she is allergic" is the subordinate clause as it cannot stand alone - it gives more information about the independent clause.

EXERCISE 1 Underline the **dependent (subordinate)** clauses in the sentences below.

1. The economy is growing although unemployment is increasing.
2. My father, who I think you'd like, enjoyed your cake.
3. Even though you are unwell, will you come to the party?
4. Edith burned the dinner because she had forgotten about it.
5. Roses, which I don't even like, grow in the garden, even though I never water them.
6. After they finished studying, the children went to the movies even though they knew they weren't allowed.

EXERCISE 2 Identify whether the following are complex sentences or not by ticking the YES or NO box. If NO, then give a reason why not.

		Yes	No	Reason
1	Dan can play the piano although he never does.			
2	My sister continues to excel while my grades are failing.			
3	I love to go to bed late, but my sister goes to bed early.			
4	Julie and Vicky went to play in the park and walk the dog.			
5	Although I really do enjoy hiking, and don't want to disappoint you.			
6	As soon as he finished his homework, he went outside.			

EXERCISE 3 Below, write three complex sentences of your own.

1. _____
2. _____
3. _____

LET'S FOCUS ON COMPOUND SENTENCES

WHAT IS A COMPOUND SENTENCE?

A **compound sentence** contains two or more independent clauses (simple sentences), which are normally joined by a conjunction (such as *and* or *but*).

Example: Josephine loves cooking, yet she hates baking.

PLEASE NOTE

We generally place a comma after the first independent clause and before the coordinating conjunction.

I like painting, but Ray likes drawing.

EXERCISE 1

Below are a variety of simple sentences. You must choose at least two (you can choose more than two), and join them to form 3 compound sentences.

John waited for the bus. | Matthew read a book. | He ate an apple. | It was cold.
He was hungry. | He enjoyed it. | It was hot. | He needed to get to school.
He went inside. | It was late. | He thought about it. | It was just what he needed.

1. _____
2. _____
3. _____

EXERCISE 2

Identify whether the following are compound sentences or not by ticking the YES or NO box. If NO, then give a reason why not.

		Yes	No	Reason
1	My father and I both love eating pizza and pasta.			
2	I need you but not your bad attitude.			
3	He ran fast, but she beat him.			
4	Jim studied a lot, but he failed the exam.			
5	My mother loves reading but not sci-fi books.			

EXERCISE 3

Below, write three compound sentences of your own.

1. _____
2. _____
3. _____

IDENTIFYING SENTENCE TYPES

FOR EACH OF THE FOLLOWING SENTENCES, IDENTIFY WHETHER THEY ARE SIMPLE, COMPOUND, COMPLEX OR COMPOUND-COMPLEX.

- 1 My son can be difficult sometimes, but overall he is a good boy. - _____
- 2 The woman, who called my mother, was my aunt. - _____
- 3 Jenny loves to sing opera and dance in her bedroom. - _____
- 4 After they finished watching the movie, John and Mary discussed what they wanted to eat. - _____
- 5 The school administration decided to close the school for the day, so the teachers all went home. - _____
- 6 While she was reading a book, Sandy heard a loud bang, so she went outside to investigate. - _____
- 7 When I stepped outside, I was blinded by the sunlight - _____
As Beth's father knew she liked sweet things, he bought her a
- 8 chocolate cake for her birthday, and she was extremely grateful. - _____
- 9 Timothy is a terrible cook, so he eats out every night. - _____
- 10 In the garden, the man shouted and waved to his neighbor. - _____
- 11 The teacher walked into the classroom, greeted the students, and took attendance. - _____
- 12 Although Federer is the better tennis player, he lost. - _____
- 13 The shop was filled with many delicious cakes, a fridge filled with pastries, and a delectable smell. - _____
- 14 Juan played computer games while Antonia went and cooked dinner. - _____
- 15 Lightening flashed, and thunder clapped as he left the building. - _____
- 16 Although Jo didn't want to go, he went with Susan to the dance. - _____
- 17 Raj passed the test because he studied hard and listened in class. - _____
- 18 Sophie didn't like the present, but she said, "I love it." - _____



LET'S FOCUS ON SIMPLE SENTENCES

WHAT IS A SIMPLE SENTENCE?

A **simple sentence**, (also called an **independent clause**), contains a subject and a verb, and it expresses a complete thought.

Example: Josephine loves cooking.

**PLEASE
NOTE**

A simple sentence can only have **one** subject-verb combination, but can have a compound subject and/or a compound verb.

John and Hugo ran to the park and played tennis.

EXERCISE 1

For each of the following simple sentences, underline the subject and circle the main verb (or verb combination).

1. The teacher plans to mark the books this evening.
2. Jerry will be going to the shops today.
3. Jennifer, Susan and Carly will be organizing the school dance this year.
4. The school management committee organized and implemented the necessary changes.
5. The boy in the corner pouted and grumbled for the whole lesson.

EXERCISE 2

Identify whether the following are simple sentences or not by ticking the YES or NO box. If NO, then give a reason why not.

		Yes	No	Reason
1	Susan likes to cycle at night.			
2	Every year at this time.			
3	My father will never forgive you.			
4	Jimmy, that really tall boy and I.			
5	Sophie ate a burger, and I ate pizza.			
6	All of the students were late.			
7	Was so easy to do.			

EXERCISE 3

Write three of your own simple sentences below.

1. _____
2. _____
3. _____

Rewrite the sentences below, changing them into the tenses specified.

CHANGING THE TENSE

EXAMPLE

She ate a large slice of chocolate cake.

Future Continuous: She will be eating a large slice of chocolate cake.

1. He will go to the theatre to see her perform.

Past Continuous: _____

2. I will sing for you.

Present Simple: _____

3. Sonya has been working for forty-two hours.

Future Perfect: _____

4. The teacher wrote the essay topic on the board.

Present Perfect-Continuous: _____

5. Kim is sitting down while John proposes.

Future Continuous: _____

6. Tony is finishing his homework in the kitchen.

Past Perfect: _____

7. My mother shouted at me while she cooked dinner.

Present Continuous: _____

8. This morning he announced that he was going shopping.

Past Perfect-Continuous: _____

9. Matthew was running through the halls at top speed.

Future Simple: _____

10. I was sewing and Tom was playing guitar.

Present Perfect: _____

11. I tell Jo that I am allergic to mushrooms as the waiter arrives.

Past Continuous: _____

12. The students will be going to the museum with Mr. Hall.

Past Simple: _____

For each of the sentences below, fill in the blanks by choosing the correct tense form.

CHOOSE THE TENSE

EXAMPLE

He was watching TV when the phone rang.
(to watch)

Tense: Past Continuous

1. The teacher _____ with the parents at this very moment. Tense: _____
(to speak)
2. I _____ in the next general elections. Tense: _____
(to vote)
3. Betty _____ dinner when the power went out. Tense: _____
(to make)
4. Last year, I _____ the school's spelling bee. Tense: _____
(to win)
5. Currently, they _____ in the Olympic games. Tense: _____
(to compete)
6. This time tomorrow, we _____ our exams. Tense: _____
(to finish)
7. The students _____ as the teacher speaks. Tense: _____
(to protest)
8. Susan _____ with her left hand. Tense: _____
(to write)
9. Before he retired, my father _____ a doctor. Tense: _____
(to be)
10. By next year, I _____ for seven years. Tense: _____
(to study)
11. My parents _____ for twenty-three years. Tense: _____
(to marry)
12. He played football and she _____ him. Tense: _____
(to watch)
13. I _____ him already, long before you introduced us. Tense: _____
(to meet)
14. When you arrive, I _____. Tense: _____
(to wait)
15. I _____ the flute since I was in third grade. Tense: _____
(to play)
16. My brother _____ golf right now. Tense: _____
(to play)
17. By the time I get home, my mother _____ dinner. Tense: _____
(to cook)
18. I promise that he _____ on time. Tense: _____
(to arrive)
19. He _____ all night, so he fell asleep in class. Tense: _____
(to read)
20. My sister always _____ it when it snows. Tense: _____
(to love)
21. Yesterday we _____ the house when it started raining. Tense: _____
(to paint)
22. Tomorrow we _____ poetry. Tense: _____
(to study)
23. Last year I _____ for class president. Tense: _____
(to run)
24. Don't bother me! Can't you see that I _____ busy? Tense: _____
(to be)

For each of the sentences, choose the correct tense form.

Worksheet 4 CHOOSE THE TENSE

ANSWER KEY

- EXAMPLE** He was watching (to watch) TV when the phone rang. Tense: Past Continuous
- The teacher is speaking (to speak) with the parents at this very moment. Tense: Present Continuous
 - I will vote (to vote) in the next general elections. Tense: Future Simple
 - Betty was making (to make) dinner when the power went out. Tense: Past Continuous
 - Last year, I won (to win) the school's spelling bee. Tense: Past Simple
 - Currently, they are competing (to compete) in the Olympic games. Tense: Present Continuous
 - This time tomorrow, we will have finished (to finish) our exams. Tense: Future Perfect
 - The students protest (to protest) as the teacher speaks. Tense: Present Simple
 - Susan writes (to write) with her left hand. Tense: Present Simple
 - Before he retired, my father was (to be) a doctor. Tense: Past Simple
 - By next year, I will have been studying (to study) for seven years. Tense: Future Perfect-Continuous
 - My parents have been married (to marry) for twenty-three years. Tense: Present Perfect
 - He played football and she watched (to watch) him. Tense: Past Simple
 - I had met (to meet) him already, long before you introduced us. Tense: Past Perfect
 - When you arrive, I will be waiting (to wait). Tense: Future Continuous
 - I have been playing (to play) the flute since I was in third grade. Tense: Present Perfect-Continuous
 - My brother is playing (to play) golf right now. Tense: Present Continuous
 - By the time I get home, my mother will have cooked (to cook) dinner. Tense: Future Perfect
 - I promise that he will arrive (to arrive) on time. Tense: Future Simple
 - He had been reading (to read) all night, so he fell asleep in class. Tense: Past Perfect-Continuous
 - My sister always loves (to love) it when it snows. Tense: Present Simple
 - Yesterday we were painting (to paint) the house when it started raining. Tense: Past Continuous
 - Tomorrow we will be studying (to study) poetry. Tense: Future Continuous
 - Last year I ran (to run) for class president. Tense: Past Simple
 - Don't bother me! Can't you see that I am (to be) busy? Tense: Present Simple

There are at least 3 tense errors in each of the passages below. Circle and correct them.

CORRECTING TENSE ERRORS

*NOTE: The tense of the first verb should determine the tense of the entire passage.

1

Joe stood at the window and stared out. He watched as an old man ^{fumbled} ~~fumbles~~ with his keys and eventually makes his way into his house. Joe feels a sharp pain in his chest as he suddenly realized that he would never reach the age of that man, would never have grey hair or the pleasure of watching his kids grow up. As he stands staring out of the window, the words of the doctors replay over and over in the back of his mind.

2

We are sitting on a bench overlooking the vast ocean when Tom suddenly turned to me and tells me that he thinks we should break up. I am startled; even though I knew this was coming, it still hurt. I stand abruptly and turn away from him. I don't want him to see the tears trickling down my face. With venom, I will tell him that I never loved him anyway.

3

Tomorrow, we will celebrate Robin's first birthday. We will have all the usual party trimmings and everyone will gush over the cake I had made. People bring presents and, if the weather was good, we will sit in the garden and the kids will all tire themselves out from games and good times. I know that it will be a beautiful day; that is, as long as James didn't show up.

4

They had never experienced a storm quite like it. The wind howled like an angry wolf and rain blasts against the windows.

Mrs. Jones, who has been sewing by the fire all evening, suddenly cast aside her craft and said, "Who wants hot chocolate?" There's no reply, so she wondered off to the kitchen alone.

"I certainly wouldn't drink anything she's made!" Susan exclaimed. Most of the other children murmur in agreement, but Gerald stood up for their foster mother.

"You're all so mean to her. She really does her best you know."

Before any of them could rebut this there's an almighty crash from the kitchen.

5

It's game day and we are all feeling a little anxious. We will assemble in the locker room but no one speaks. I stand staring at the photograph at the back of my locker. I know that I should get dressed but putting on that jersey will make it all too real and for now, I was not ready for that.

I think back to the first day I ever picked up a football. Although I was only five, I remember it vividly. It was a Christmas present from my dad and after lunch we went outside and throw it around. Although that was over twenty years ago, it felt like yesterday.

IDENTIFY THE TENSE



Correctly identify the tenses of the following sentences:

		Past	Present	Future		Simple	Continuous	Perfect	Perfect-Continuous
E.g	I had been cooking for three hours.	✓							✓
1	Bethany will run the marathon tomorrow.								
2	It was not raining last Tuesday evening.								
3	Knowing the girl, Tom walked up to her and asked if she would like coffee.								
4	We will have written the exam by this time tomorrow.								
5	The class is quietly working on their projects.								
6	John and Matthew have eaten their lunch already.								
7	By the end of the class, the teacher will have been speaking for forty minutes.								
8	Mr. Williams was running down the street with his coat billowing like a cape.								
9	My father boiled the kettle to make tea.								
10	My sister will wrap the gift before my grandmother's birthday.								
11	When I graduate, I will have been at this school for four years.								
12	As the children happily play and laugh, the mother smiles.								
13	Joseph was silently laughing as Lara was attempting to sing.								
14	My parents have been married for twenty years.								
15	Neil is learning to play the piano: an arduous process.								
16	He has been patiently waiting for her for three hours.								
17	She was standing on the tracks when the train approached.								
18	By January 3 rd , Mr. Kim had already broken all his New Year's resolutions.								
19	At the end of the year, our teacher will be leaving to have a baby.								
20	The children have already eaten.								
21	Tim and Suzie had been studying for hours when their parents arrived home.								
22	Will you be having fries with that burger?								
23	This time tomorrow the protestors will have finished their sit-in.								
24	I love singing in the shower.								
25	My uncle has never voted in an election.								

From *The Hunger Games* by Suzanne Collins

A boy reaches the pack at the same time I do and for a brief time we grapple for it and then he coughs, splattering my face with blood. I stagger back, repulsed by the warm, sticky spray. Then the boy slips to the ground. That's when I see the knife in his back. Already other tributes have reached the Cornucopia and are spreading out to attack.

REWRITE IN THE PAST TENSE:

From *Harry Potter and the Chamber of Secrets* by J.K. Rowling

Harry had never been inside Filch's office before; it was a place most students avoided. The room was dingy and windowless, lit by a single oil lamp dangling from the low ceiling. A faint smell of fried fish lingered about the place. Wooden filing cabinets stood around the walls; from their labels, Harry could see that they contained details of every pupil Filch had ever punished.

REWRITE IN THE PRESENT TENSE:

From *Divergent* by Veronica Roth

The second day of every third month, is the day my mother cuts my hair. I sit on the stool and my mother stands behind me with the scissors, trimming. The strands fall on the floor in a dull, blond ring. When she finishes, she pulls my hair away from my face and twists it into a knot. I note how calm she looks and how focused she is.

REWRITE IN THE FUTURE TENSE:

Have you ever wondered when to use **WHO** or **WHOM** in a sentence? The answer is simple.

When talking about the **SUBJECT** (the doer of the action), we use **WHO**.
When talking about **OBJECT** (the receiver of the action), we use **WHOM**.



EXAMPLE:

Whom do you love?

Here, the pronoun is referring to the object (the person receiving the love).

Who hit you?

Here, the pronoun is referring to the subject (the person who did the hitting).

EXERCISE

For each of the following, first **circle the verb** and then decide whether it should be **who** or **whom**. (*Remember, it is *who* when referring to the doer of the action; *whom* for the receiver.)

- To _____ did you send the letter?
- _____ drove the car into the building?
- I don't know _____ drank your coffee.
- _____ did you see at the concert?
- She couldn't think _____ might have done it.
- _____ left the dishes in the sink again?
- The boy, _____ you love, is at the door.
- We will never know _____ did it.
- With _____ did you compete?
- He couldn't think _____ gave him the letter.
- She couldn't decide _____ she loved.
- Ben told Sally _____ broke the lamp.
- To _____ did you confide your secret?
- _____ told you my name is Martin?
- _____ dared to sit in my chair?
- Tom, _____ is my brother, is extremely tall.
- _____ are you going to invite to the party?
- _____ did Mr. Solly blame for the accident?
- With _____ did Bianca decide to go to prom?
- She wondered _____ was in the in the kitchen.
- I went with Ben, _____ is my best friend.
- I don't care _____ you love or hate.
- I hired the girl _____ I interviewed last week.
- Do you know _____ he sold his car to?
- _____ did you sell your computer to?
- Tim, _____ you don't know, is also coming.
- I believe that Jo, _____ I love, is also here.
- I believe that Tim, _____ loves me, is here.
- To _____ do I owe thanks for this?
- He knew _____ he wanted to marry.
- _____ gave you the locket?
- To _____ did you give the locket?
- Where is the boy _____ I spoke to yesterday?
- _____ destroyed the papers on my desk?