UNDERSTANDING SENTENCE ELEMENTS

Recognize the Basic Elements of Sentences

Exercise (pp. 491–492) Identify each of the underlined words or phrases as a subject (S), verb (V), object (O), complement (C), modifier (M), or conjunction (Conj). (Consider proper names as single elements, but consider all other words separately.)

1. Although the 1981 baseball strike lasted seven weeks, the 1985 baseball strike lasted only three days.
2. Cadets at West Point are considered members of the regular Army.
3. Jason sent me an application for Duke University, in hopes that I too would apply for admission.
4. In 1967, a fire aboard Apollo 1 killed Virgil Grissom, Edward White, and Roger Chaffee.
5. General Washington commissioned seven ships to fight against the British navy.
6. Universal Studios and 20th Century-Fox produced the five motion pictures with the highest revenues.
7. The Iliad and The Odyssey, composed by the Greek poet Homer, are mainstays of most humanities curricula.

8. Thomas à Becket was the archbishop of Canterbury during the reign of Henry II.

9. In spite of recent declines in sales, General Motors, Ford, and Chrysler are still among the fifteen largest corporations in the United States.

10. U. S. Grant was an effective general but an ineffectual president.

**Recognize Basic Sentence Patterns**

*Exercise (pp. 493–494)* Identify the following sentences as simple, compound, complex, or compound-complex.

1. Lightning is a discharge of electricity between two clouds or between a cloud and the Earth.

2. Because of deaths during the war with the Soviet Union and because of massive emigration to Iran and Pakistan, Afghanistan’s population has shrunk by one third in the last decade.

3. According to some statistics, Northern Ireland has the highest unemployment rate in Europe.

4. The original purpose of the Crusades was to take Christianity to the non-Christian “infidels,” but the holy wars also served to enrich trade and the arts in Europe.
5. Although the 1986 Tax Reform Act is supposed to be revenue neutral, it provides too many loopholes for selected businesses.

6. Mongolia is located in eastern Asia, between Siberia and China, and is slightly larger than Alaska.

7. After his notorious raid on Harpers Ferry in 1859, John Brown was captured and hanged; in the years that followed, his name became a symbol of ineffectual militant protest.

8. Although *bona fide* means “in good faith” in Latin, it is commonly used today to mean “genuine.”

9. Because the costs of American materials and labor are high, sales of American-made shoes have plummeted, and sales of imports from Brazil and South Korea have risen.

10. Most Americans assume that the U.S. Navy is our oldest maritime service, yet the U.S. Coast Guard was established in 1790, eight years before the Navy.

**Expand and Vary Sentence Patterns**

*Exercise (p. 496)* Use coordination and subordination to combine the following pairs of sentences.

1. Four men from the United States have won the Olympic figure skating title. Only one, Dick Button, won the title twice.

2. *Amadeus* popularized the works of Mozart. The plot of the play and film is historically inaccurate.
3. Ten percent of home-study lawyers pass the California Bar Exam. Sixty percent of law-school-trained lawyers pass.

4. Alfred Smith was the first Catholic to run for president. He lost by a wide margin to Herbert Hoover in 1928.

5. Trademarks are usually specialized symbols, products, or company names. They can also be individual words and letters.

Exercise (pp. 496–497) The following paragraph contains simple sentences only. Use coordination and subordination to combine sentences and produce an effective and varied paragraph.

The Beatles were the most successful pop group of all time. They began playing in Liverpool, England. The group had four members. They were John Lennon, Paul McCartney, George Harrison, and Ringo Starr. Their early music was characterized by a simple rhythm-and-blues style. It also had simple harmonies and lyrics. The Beatles’ early hits included “She Loves You,” “Please Please Me,” and “I Want to Hold Your Hand.” These simple songs attracted worldwide interest. John Lennon and Paul McCartney later wrote complicated songs. The lyrics became imaginative and philosophical. The music itself became varied. It was also complex. They experimented with new instruments and recording equipment. Their later work included the albums Rubber Soul, The White Album, and Abbey Road. The Beatles’ most sophisticated work was the album Sergeant Pepper’s Lonely Hearts Club Band. It contained some of the group’s most memorable songs. Each member of the band developed separate interests. The group disbanded in 1970.
**Understanding Sentence Elements: Review Exercises (pp. 497–498)**

In the following paragraphs, label each of the underlined elements as a subject (S), Verb (V), object (O), complement (C), modifier (M), or conjunction (Conj).

*Our Sun* is a *sphere* of superheated gas. *Hydrogen atoms* at its core *fuse*, creating the *atomic reactions* that *produce both light and energy*. *Scientists estimate* that the *temperature* of the Sun’s core is *twenty million degrees centigrade*, while the *surface temperature* is *approximately six thousand degrees centigrade*. The *diameter* of the Sun is *roughly 850,000 miles*. *These figures suggest* that our Sun is *neither a hot nor a large star* when compared with others *in our solar system*.

The following paragraph contains simple sentences only. Use coordination and subordination to combine sentences to make this paragraph effective. Then label sentences by type: simple (S), compound (C), complex (CX), and compound-complex (CCX).

*The Black Death* devastated Europe between 1348 and 1666. The disease was brought to Europe through Italy. Traders carried it from the Black Sea area. The epidemic of 1348 killed one-fourth of the population of Europe. The disease was carried by fleas. This was unknown in the fourteenth and seventeenth centuries. The fleas lived on rats. The disease raged, subsided, and re-emerged for three hundred years. The worst epidemic in England occurred in 1665. Entire towns and villages were wiped out. London’s population decreased by one-tenth. The population was approximately 450,000. People were terrified. They tried all kinds of cures. They didn’t understand the nature of the disease. The cures failed. Samuel Pepys wrote about the Black Death in his *Diary*. Daniel Defoe wrote a fictional account titled *Journal of the Plague Year*. 
WRITING LOGICAL AND EFFECTIVE SENTENCES

Sentence Sense (SS)

Exercise (pp. 500–501)  Revise each set of sentences so that it constitutes a paragraph that is consistent in mood, point of view, voice, and tense.

1. Department of Energy spokespersons have suggested that Americans save energy in small but important ways. They suggest walking rather than driving, coordinating short trips, and driving at slower speeds. Turn off lights when you are not in a room. Wash only full loads. Lower your thermostats.

2. The U.S. Fish and Wildlife Service now restricts bird hunting in most areas. Hunters can no longer use lead shot, since it poisons birds that are wounded but not killed. You must also restrict hunting to specified seasons, and hunters must limited the number of birds they kill. Penalties are also severe if you are caught violating these protective laws.

3. The National Forest Service has made timberlands available to private logging companies. New logging roads are built, destroying the forest floor. Trees are removed, and fish and wildlife are threatened. Irreparable damage is being done.

4. In the last few years, industrial pollution of water has declined. The Clean Water Act has given government agencies the right to assign stiff fines to plants and foundries in violation of existing pollution standards. These companies then had to correct the problem or risk further fines. Most industries adapted to these procedures.
5. Spokespeople for these agencies and services address important issues at arranged press conferences. Facts are given, and violators are identified. The American people are given information by these spokespeople to help them understand these national concerns.

Active and Passive Sentences

Exercise (pp. 502–503) The following sentences are written in the passive voice. Rewrite those that would be more effective in the active voice.

1. Twenty people were killed when a car bomb exploded in Teheran.

2. Over $800 million had been deposited in personal Swiss bank accounts by Ferdinand Marcos, the ousted president of the Philippines.

3. Favorable trade conditions with China were supported by President Bush, despite controversy over the action.

4. Details of the nuclear accident at Chernobyl were withheld by Soviet officials for several days.

5. Franklin D. Roosevelt was elected to four terms as president.

Maintain Parallelism Among Sentence Elements

Exercise (pp. 503–504) Revise the following sentences to eliminate faulty parallelism.

1. The narrator of *Invisible Man* was idealistic, intelligent, and tried to advance the cause of black people.

2. Holden Caulfield, the main character of *Catcher in the Rye*, rejected hypocrisy in other people but was ignoring his own hypocrisy.
3. Thornton Wilder won Pulitzer Prizes not only for his plays *Our Town* and *The Skin of Our Teeth* but also he won for his novel *The Bridge of San Luis Rey*.

4. The stories of Flannery O’Connor allow readers to examine unusual characters, to explore psychological motivations, and consider macabre situations.

5. Willy Loman could neither understand his own problems nor could he accept the help of friends.

**Word Order**

*Exercise (pp. 505–506)*  Revise the following sentences to improve awkward or unemphatic word order.

1. The Supreme Court refused to consider the appeal, according to the late news last night.

2. The major evidence had been acquired during a search without a proper warrant, thus resulting in a dismissal of the case.

3. The evidence shows, the prosecuting attorney suggested, that Marshall Tireman is guilty of stealing industrial secrets.

4. The judge agreed to admit the videotape as evidence after the defense attorney made a special appeal.

5. The lawyers even had not expected such a large settlement in the case.

**Position Modifiers Carefully**

*Exercise (pp. 507–508)*  Eliminate ambiguities in the following sentences by changing the position of misleading modifiers.
1. At one time his parents said he had been an engineering student.
2. The stage set, based on original paintings and engravings from the eighteenth century, was breathtaking.
3. The car was in the garage that he wrecked.
4. Marc promised on his way home to pick me up.
5. They talked about going on a second honeymoon but never did.
6. My brother hung the painting in the hallway that I gave him for his birthday.
7. The short story was, because of its convoluted sentences and obscure imagery, almost incomprehensible.
8. There is a panel discussion tonight about drug addiction in the student lounge.
9. I thought of writing often but never did.
10. Reading the personal letters of famous people is a way to usefully and completely understand their reactions to public situations.

Comparisons

Exercise (p. 508) Revise the following sentences to make their comparisons logical and complete.

1. Once Carla began taking her medication regularly, she felt much better.
2. Having had a two-hour practice session, the students were no longer as confused.
3. Taking a taxi or riding the subway is certainly more convenient than a car.
4. Reeboks are more popular than any tennis shoes.
5. Revising a paper is much easier using a word processor.

Conciseness

Exercise (pp. 510–511) Make the following wordy sentences concise. Note the number of words saved through revision.

1. There should be two waiters to serve every ten people at the banquet, or there will be unnecessary delays occurring. [20 words reduced to _____.]  
2. After the violent eruption of Nevada de Ruiz, relief agencies joined together in their efforts to help the unfortunate victims. [20 words reduced to _____.]  
3. Wynton Marsalis, who plays both classical and jazz trumpet, scorns pop music. [12 words reduced to _____.]  
4. At this point in time, we should prepare for spring floods, in the event that the Wabash River will crest as it did last year. [25 words reduced to _____.]  
5. Finalists in the oratory competition will be evaluated by seven judges. [11 words reduced to _____.]  
6. The original prototype for the Ford Mustang is on display at the Ford Museum in Detroit, Michigan. [17 words reduced to _____.]  
7. A house made of brick is more costly but more maintenance free than a house made of wood. [18 words reduced to _____.]  
8. Secret Service agents are responsible for protecting the current president, past presidents, and their families. [16 words reduced to _____.]  
9. In the humble opinion of this writer, Academy Awards present indications of popularity rather than quality. [16 words reduced to _____.]
10. The real truth is that there is no money available to support and maintain the

   scholarship. [16 words reduced to _______]

*Exercise (p. 511)* Revise the following paragraph to make it concise. Try a number of strategies, and notice how much the paragraph improves when you eliminate unnecessary words and bloated phrases.

Prior to beginning the search for gainful employment, gather together necessary and essential information and materials. Assemble a list of your experiences in educational institutions and in the work place and be sure to include the months or years involved in each situation. Prepare a résumé that includes facts and information about yourself, personally, and about yourself, academically and professionally. Make sure that there are clear sections in the résumé to cover each of these important and crucial topics. Proofread the final copy of the résumé in order to
be aware of and correct any errors or mistakes. Then photocopy the résumé so that you still have at your disposal a copy of the résumé for future reference.

**Writing Logical and Effective Sentences: Review Exercises (pp. 511–513)**

Revise the following sets of sentences to create logical and effective sentences. Identify the kinds of problems that required correction.

1. Human figures were elongated and rendered in sallow yellows and greens by the Spanish artist El Greco.
2. Cubism is, with its emphasis on presenting the surfaces of all objects—both living and inanimate—in abstract geometric forms, alien to many people’s artistic sensibilities.
3. Although his work was not popular during his lifetime, van Gogh paints with bold colors and exaggerated forms. Modern collectors have valued his work since his death.
4. It is clear that there are only a few major pop art paintings of lasting aesthetic value. There are many others that are simply cultural curiosities.
5. When one sees the work of Rembrandt in a well-lighted gallery, you will be impressed by the rich texture of his work and the subtle variations in his gold and brown tones.
6. Neoclassical artists of the eighteenth century objected to the visual excesses of Baroque and Rococo art and imitate the symmetry and simple forms of Greek and Roman art.

7. Picasso’s versatility as a sculptor is evident in his ability to skillfully and ingeniously use “junk” in his welded works.

8. Da Vinci, Raphael, David, Rembrandt, van Gogh, Monet, and Picasso would surely be included if one was to make a list of major European painters.

9. New York’s Chrysler Building—with its use of zigzag forms, angular metal ornamentation, and strong vertical lines—is an exemplary model of Art Deco architecture.

10. Up until the middle of the last century, most prominent and important painters and sculptors from the United States of America trained and went to school in the countries of Europe.

11. Once, painters worked almost exclusively on wood panels or plaster walls. Then stretched canvas was used. Today, wood is being used again by many artists.

12. The Louvre in Paris houses more major works of art than any museum.

13. Prior to viewing a major exhibition, I would offer encouragement to inexperienced and untrained viewers to peruse or skim the catalogue prepared to accompany the exhibition.

14. To create what he described as an unconscious interpretation of reality, paint was splattered on canvas by Jackson Pollock.
15. Stressing the dreamlike, the unusual, and the bizarre, we found Surrealistic art unsettling.

**WRITING GRAMMATICAL SENTENCES**

**Eliminate Sentence Fragments**

*Exercise (p. 515)*  Eliminate each fragment by making it into a sentence or by combining it with a sentence.

1. The *Robert E. Lee*, a renovated riverboat that now operates as a restaurant. It is an excellent place to eat.

2. We made our way up the mountain trail with much difficulty. Slipping on rocks and snagging our clothes in the underbrush.

3. Chad has only one ambition. To play the violin in a major symphony.

4. Many people dread one part of medical exams more than any other. Having a blood sample taken.

5. In a political speech, candidates should appeal to the entire audience. Not just those who believe as they do.

6. Even though the cost of automobile insurance is high. Repairs on damaged cars are even more exorbitant.

7. Having come this far. We must see the matter through.

8. Whatever challenge the office presents. I believe our new member of Congress will meet it successfully.
9. When the chairperson stated, “I will not compromise on any issue on which I have taken a stand.” I began to question her judgment.

10. Rita Moreno has won all major performance awards. An Oscar, an Emmy, a Grammy, and a Tony.

Eliminate Fused Sentences and Comma Splices

Correct the following fused sentences and comma splices.

1. The comma splice can confuse readers, it is usually less troublesome, however, than the fused sentence.

2. Members of the Drama Guild have rehearsed carefully for tonight’s show, the director feels certain it will be a success.

3. The war is over the fighting is not.

4. The air traffic controller made the best decision he could at the time, looking back, he saw what he should have done differently.

5. It is too late to sign up for the proficiency exam this term, however, students can sign up for next term’s exam.

6. Pay attention to the instructions, you must follow them exactly.

7. Much has been done the Civil Liberties Union believes that much more needs to be done.

8. Stockholders don’t have to liquidate their assets this week, all they need to do is sign papers of intent.
9. Clean-up is scheduled for Monday, Tuesday, and Wednesday the plant closes on Friday.

10. No conclusive evidence has been uncovered, the commissioners will meet again tomorrow.

**Agreement**

*Exercise (pp. 521–522)*  Circle the correct form in parentheses.

1. Neither she nor her sons (was, were) present at the reading of the will.

2. The jury (is, are) expected to reach a verdict before midnight.

3. Each of the children is expected to bring (his, her, his or her, their) own art supplies.

4. The horse (that, who) won the Kentucky Derby went on to win the Preakness and the Belmont.

5. The team lost (its, their) first game of the season, but (it, they) won the next five games.

6. Every one of the actors who auditioned (was, were) exceptionally talented.

7. There (is, are) both food and firewood in the cabin.

8. Students (which, who) maintain grade-point averages of 3.50 or better are eligible for alumni scholarships.

9. None of the applicants presented (himself, herself, himself or herself, themselves) well in the interview.
10. Thirty hours a week (is, are) a heavy work schedule, especially if you are
taking two classes.

Case

Exercise (p. 525) Revise the following sentences to correct any errors in the use of
case. Some of the sentences need no correction.

1. The police suspected Boris Kraykov’s associates, but he is more likely to be
   responsible than them.
2. Jim, not me, must make the recommendation.
3. Us gun collectors must be aware of people’s objecting to firearms.
4. Reverend Wehrenberg is the person to whom we will go for advice.
5. They gave the finalists, Sandi and he, an enthusiastic round of applause.
6. Whoever we appoint to the council must be willing to present our case with
   conviction.
7. There is really no excuse for him refusing to comment.
8. The comments were directed to we two, you and I.
9. Carol is at least three years older than him.
10. Sonia will have to train whoever accepts the job.

Verb Tenses

Exercise (pp. 529–530) Select the appropriate verb tenses in the following
sentences. Be ready to explain your choices.

1. Rain (is, was) water that (condenses, condensed) around dust particles and
   (falls, fell) to the earth.
2. Normally the incidence of heartworm disease (increases, increased) each year, but last year it (decreases, decreased).

3. On a bimonthly basis, the Citizens’ Action Coalition (sends, sent) a newsletter to its supporters.

4. Next fall, tuition at American universities (rises, will rise) to keep pace with inflation.

5. Becky Sharp (is, was) the main character of William Thackeray’s *Vanity Fair*, an episodic novel published in 1847.

6. Isaac Singer (has written, had written) all of his stories in Yiddish, but they (are, were) immediately translated into English.

7. By the end of this season, we (will play, will have played) in thirty games and two tournaments.

8. (Serving, Having served) on the magazine’s Board of Economic Advisors, the woman (is, was) a likely figure to head the Federal Reserve Board.

9. Because Da Vinci (experiments, experimented) with a variety of interesting pigments, many of his works (are, were) deteriorating.

10. (Opening, Having opened) the bomb casing with great care, the explosives expert (disconnects, disconnected) the timing mechanism.

**Adjectives and Adverbs**

*Exercise (pp. 531–532)* Revise the following sentences to correct faulty modification.
1. If you move quiet and slow, you can sometimes see small wildlife in this area.

2. Miss Havisham, eccentric and oppressive, treated Pip bad.

3. Competitive cyclists must react calm and quick when they need to make repairs during tournaments.

4. Make sure that the knots are tied tight and secure, for the rocking of the waves may break the boat loose from the wharf.

5. When receiving chemotherapy treatments, most patients don’t feel good.

Writing Grammatical Sentences: Review Exercise (pp. 532–534)

Revise the following sentences to make them grammatical. Identify the problem that made revision necessary.

1. Beginning in 1901, Nobel Prizes have been awarded to people who have made major contributions in the areas of peace, literature, physics, chemistry, and physiology or medicine, contributions in economics have been recognized since 1969.

2. A committee representing Yale University and the Bollingen Foundation presents their $5,000 award for poetry every two years.

3. The 1985 World Hunger Media Award was given to Bob Geldof, the rock musician who most people recognize as the organizer of the Live Aid concerts.

5. Kennedy Center Honors have recognized the innovative work of a number of choreographers. George Balanchine, Martha Graham, Agnes de Mille, and Jerome Robbins, among others.

6. Although the musical *The Mystery of Edwin Drood* won five major Tony Awards in 1986, it has fared bad on overall ticket sales.

7. George W. Beadie and Edward L. Tatum, both of the United States, received Nobel Prizes in Physiology for their discovery that genes transmitted hereditary characteristics.

8. Each year, the Randolph Caldecott Medal, awarded by the American Library Association, recognizes whomever has produced the best illustrated book for children.

9. “We Are the World,” the title cut from the album of the same name. Won Grammy Awards in 1985 for record of the year, song of the year, pop group of the year, and video–short form.

10. Henry Kissinger was Secretary of State from 1973 to 1977, under Nixon and Ford, he has received the Nobel Peace Prize (1975), the Presidential Medal of Freedom (1977), and the Medal of Liberty (n.d.).

11. Emory Holloway, Walter Jackson Bate, Justin Kaplan, Lawrence Thompson, Louis Sheaffer, and Richard W. B. Lewis have all won Pulitzer Prizes for biographies of major writers. In spite of the awards, however, their books are more recognized by name than them.
12. MacArthur Foundation Fellowships boast awards of $164,000 to $300,000, spread over five years, these fellowships free recipients to pursue their interests.

13. The Enrico Fermi Award is given to scientists who demonstrated an “exceptional and altogether outstanding” body of work in the field of atomic energy.

14. Milos Forman has won Academy Awards for directing two highly distinct films, *One Flew over the Cuckoo’s Nest*, a black comedy about a psychiatric ward, and *Amadeus*, a selectively retold biography of Mozart, also won Oscars as best film of the year.

15. The Columbia University Graduate School of Journalism won a George Foster Peabody Award for Broadcasting in 1985. Their collection *Seminars on Media and Society* were particularly acknowledged.

**CHOOSING EFFECTIVE DICTION**

**Use a Dictionary**

*Exercise (p. 538)* Use the following questions to familiarize yourself with your own collegiate dictionary. You will have to use all parts of the dictionary to find your answers—the front matter, entries, and appended materials. Keep in mind that your responses may vary slightly from those of people using other dictionaries.

1. If you have to hyphenate *maleficence* at the end of a line, where could you
appropriately place a hyphen before finishing the word on the next line?

2. How are the following words pronounced: acclimate, banal, data, impotent, Wagnerian?

3. Which is the preferred spelling, aesthetics or esthetics? Is the word listed under both spellings or only under one?

4. What synonyms does your dictionary list for ghastly, lure, puzzle, single, and yield?

5. What is the British meaning of the word torch? When torch is used as slang, what does it mean? What idiomatic expression uses the word torch?
6. What is a *schlemiel*? What is the origin of the word?

7. How many meanings are recorded for the word *vulgar*? By what pattern are the definitions arranged?

8. As what parts of speech can the word *square* be used? In what order do the parts of speech appear in the entry?

9. What are the plural forms of *alumna, fungus, graffito, hippopotamus,* and *medium*?

10. What do the abbreviations *AAUW, EST, FNMA, MCAT,* and *VISTA* stand for?
11. In what years were Marian Anderson, D. W. Griffith, Marie Antoinette, Alfred Nobel, George H. Ruth, and Mary Cassatt born?

12. In what countries are Addis Ababa, Caracas, Kuala Lumpur, Mecca, and Vienna located?

Consider Issues of Diction

Exercise (pp. 541–542) Revise the following sentences to eliminate problems with diction. Consult your dictionary, if necessary.

1. The sight for the new city counsel building has already been chosen.

2. We racked our brains for solutions to our financial problems, but solutions seemed few and far between.

3. The berserk parents shouted at the school’s principle and refused to believe that Danny, their pride and joy, could have done anything wrong.

4. Purchasing a residence in a noncity environment was the Smiths’ fondest wish.

5. Like a ship without a sail, Scott wandered threw the office building, looking for the lawyer’s office.
6. The intelligence operative arranged for telephone surveillance of Dr. Russell’s office.

7. For reasons too numerous to mention, Bradley Jennerman resigned.

8. One should always masticate one’s food completely.

9. Like a scared monkey, the small child clung to his mother.

10. Researchers suggest that excessive involvement in the television viewing process can effect the way a young person preforms in an educational institution.

Exercise (pp. 542–543) Revise the following paragraphs to eliminate problems with diction.

In these troubled financial times, one is likely to find adults returning to their family domiciles to cohabitant with their parents. After attaining degrees from institutions of higher learning, many offspring return to their home areas to find gainful employment and save money by sharing the family dwelling. The money they save they often invest in automobiles, stereos, and haberdashery. Some save money to allow them to later invest in living quarters of their own or save money for a rainy day.

The psychological affects of adults returning to live with parents can be unfortunate. Offspring sometimes feel that they are not establishing their independence from Mom and Pop. Parents sometimes feel that their children, now grown, are imposing on their independence, and returning children create storm and strife when they return to the nest. But at this point in time, adults living with their
parents is becoming more commonplace, and many people will have to learn to live with the situation.

Choosing Effective Diction: Review Exercise (p. 543)
Revise the following sentences to improve their diction.

1. An effective piece of transcribed discourse must be easily decipherable.
2. Like a sponge absorbs water, the dancer listened to and analyzed the comments of her choreographer.
3. In the final analysis, the institution of higher learning’s operation was not cost effective.
4. The NSC’s clandestine operations in Central America and the Middle East were less than effective.
5. The aggressive salesperson amassed a sizable commission.
6. It goes without saying that in this day and age oral communication is crucial for getting ahead in this dog-eat-dog world.
7. Sometime or other everyone will have difficulties with interpersonal relationships.
8. The principal’s principal objection was not to the principal the students presented but to their method of implementing it.
9. The Herculean task of planning the reunion fell on the shoulders of the two organizers.
The microscopic listening devices implanted in the concrete structural members of the U.S. Embassy in Moscow would make surreptitious monitoring of conversations possible.

OBSERVING THE RULES OF PUNCTUATION

Periods, Question Marks, and Exclamation Points (. / ? / !)

Exercise (pp. 549–551) Supply periods, question marks, exclamation points, and commas in the following sentences. Make sure that a rule guides your placement of each punctuation mark.

1. CBS NBC and ABC America’s largest networks are now advertising programs regularly on small independent cable networks
2. The novel originally priced at $2595 did not sell well but sales increased when the price was reduced to $1795
3. Address women as Ms unless you are certain that they prefer Mrs or Miss
4. Should we send our order to the Chicago Illinois distribution center or to the Atlanta Georgia center
5. Angered that her glares did not quiet the jabbering child the old woman finally shouted “Shut up”
6. The tour guide concerned that he adapt himself to the visitors’ preferences asked if they wanted to spend more time in the chapel
7. The San Francisco earthquake of April 18 1906 measured 8.3 on the Richter scale but the March 2 1933 earthquake in Japan measured 8.9
8. Much to my surprise the word *calf* is used to describe young cattle elephants, antelopes, rhinoceroses, hippopotamuses, and whales.

9. Even though he was working without State Department authorization, Rev. Jesse Jackson secured the release of Robert Goodman Jr. from Syria.

10. Did you know that the West Indian island Jamaica is smaller (4244 square miles) than Connecticut?

11. Because she was aware of prejudice against women, Amadine Aurore Dupin published her novels under the name George Sand.

12. After four months of work, the restorers gave up their attempts to salvage the Venetian fresco.

13. Peonies, irises, roses, and day lilies are among America’s favorite perennial, not annual flowers.

14. To be competitive in a declining market, American auto manufacturers slashed interest rates and offered special rebates.

15. The Tyrannosaurus Rex with teeth that measured six inches long was the fiercest of the meat-eating dinosaurs.

16. Passengers who need special assistance are always asked to board airplanes before other travelers.

17. Ironically, taking out a mortgage is considered more stressful than having a foreclosure on a mortgage.
18. Many taxpayers choose to use the “short form”; however taxpayers who wish to itemize deductions must use the “long form”

19. The mineral calcium is needed to develop and maintain bones and teeth but it is lacking in many diets

20. The film Gandhi begins with the leader’s assassination on January 30 1948 and then recounts his life in a long flashback

**Unnecessary Commas**

*Exercise (pp. 553–554)* Remove unnecessary commas from the following sentences. Be ready to explain why each comma you delete is not needed.

1. Sandy Koufax was named Most Valuable Player of the World Series in 1963, and in 1965.

2. Two American cities, (Chicago, and New York City) each employ more than ten thousand police officers.

3. Four, very, small cars can park in the spaces normally allotted to three full-sized cars.

4. The geriatrician said, the symptoms suggest that Uncle Rupert probably has Alzheimer’s disease.

5. Chicago’s O’Hare International Airport, is the busiest airport in the United States.

6. The aging movie theater, that was once the small city’s pride, needed extensive, expensive, renovation.
7. The playwright, Sophocles, is known for perfecting the form, of classical Greek tragedy.

8. Since early 1982, the copper penny has been gradually replaced, by a copper-plated zinc coin.

9. “How can we expect students, who have never taken calculus, to perform well on this portion of the exam?,” Professor Carino asked.

10. California, Pennsylvania, Illinois, Michigan, and Ohio, each distributes over $1.5 million annually in unemployment benefits.

**Semicolons (;) and Colons (:)**

*Exercise (p. 556)* Revise these sentences, using semicolons or colons.

1. Two lizards found in southwestern United States and northern Mexico are venomous. They are the Gila monster and the Mexican bearded lizard.

2. The Democratic party considered five cities for its national convention. These cities were Dallas, Texas, Chicago, Illinois, Atlanta, Georgia, Washington, D.C. and Los Angeles, California.

3. Mark Spitz was an outstanding Olympic competitor. However, he was only an adequate Olympic commentator.

4. Infertility counselor Roselle Shubin made this epigrammatic comment on parenthood. “There is more to being a mother than giving birth, and more to being a father than impregnating a woman.”
5. Morocco, Algeria, Libya, Tunisia, and Egypt border the Mediterranean Sea. These are the only African countries that do.

Dashes (—) and Parentheses (( ))

Exercise (pp. 557–558) Using dashes and parentheses, revise these sentences.

1. In 1755, roughly 4,000 Acadians settlers in Nova Scotia, Canada were forcibly relocated to Louisiana.


3. Mali, Niger, and Nigeria these are the countries through which the river Niger flows.

4. Changing a tire requires following five relatively simple steps: 1. turn off the car’s engine and engage the emergency brake, 2. jack up the car on the appropriate side, 3. remove the damaged tire, 4. put on the spare, and 5. lower the car and remove the jack.

5. Margaret Higgins Sanger 1883–1966 led the birth-control movement in America during the early years of the twentieth century.

Observing the Rules of Punctuation: Review Exercise (pp. 559–560)

Correct the punctuation errors in the following sentences. Be ready to identify the rules that guided your work.

1. The Internal Revenue Service IRS is responsible for administering the tax laws passed by Congress
2. From 1791 to 1862 the US government relied on tariffs to generate income in 1862 however Congress enacted the first income tax law to pay for the debts of the Civil War

3. Did you know that income taxes were not universally instituted until 1913

4. Following the 1986 tax law only a few major deductions will be allowed mortgage payments state and local taxes medical expenses and charitable contributions

5. Nevada South Dakota Texas Washington and Wyoming these states do not impose a corporate tax based on net earnings

6. The IRS operates from its various headquarters one national office in Washington seven regional offices sixty-three district offices and ten service centers and processes roughly 200 million returns annually

7. Beginning in 1943 taxes were withheld from wages a plan that increased the number of people who equitably paid taxes

8. According to new tax laws corporate rates will drop from 46 percent to 34 percent however a minimum tax will also be imposed to prevent major companies from paying no taxes

9. The nation’s first sales taxes enacted in 1812 affected consumers of only four kinds of commodities gold silver jewelry and watches

10. Did you know that it was Benjamin Franklin who said But in this world nothing can be said to be certain except death and taxes
11. James Otis spoke the sentence that became a catch phrase of the American Revolution: 
   Taxation without representation is tyranny.

12. In 1985 the IRS collected a total of $742,871,541,000 in taxes—a figure so large it is hard to envision.

13. Most Americans do not object to paying taxes, many however object to how the tax money is spent.

14. Various tables Schedule X, Y, or Z are used to compute the taxes of people with income of more than $50,000.

15. Taxpayers who wish to appeal a tax charge must follow these steps: 1. Discuss the charge with a local appeal’s office; 2. Submit a written protest; 3. Wait for a judgment; 4. Pay the charge or file yet another appeal with the District Claims Court.

**OBSERVING THE RULES OF MECHANICS**

**Capitalization**

*Exercise (pp. 563–564)* Supply capitalization in the following sentences, noting the rule that guides each correction.

1. The Elizabethan period, a cultural and aesthetic awakening in England, began roughly a century after the Italian renaissance.
2. yom kippur, the holiest jewish holiday, was observed on monday, october 13, this year.

3. although my mother and aunt beatrice are both normally critical television viewers, they both love the young and the restless.

4. an mba from harvard is an excellent passport to a lucrative job on wall street or with a fortune 500 firm.

5. students in french secondary schools are expected to learn english as well as one other foreign language.

6. James Baker, while secretary of state, traveled extensively in europe and the middle east for the department of state.

7. the reverend thomas r. fitzgerald serves as president of st. louis university, a catholic university enrolling over eleven thousand students.

8. who was it who said, “i cried all the way to the bank”?

9. the abbreviation ira could refer to the irish republican army or the international reading association.
10. Dorothy Parker once described Katharine Hepburn’s performance in a play with this caustic sentence: “She ran the whole gamut of emotions from a to b.”

**Italics and Quotation Marks (“/ ”)**

*Exercise (p. 566)* Insert italics (underlining) and quotation marks in the following sentences. Remember to place them accurately in relation to other punctuation.

1. Paul Conrad won Pulitzer Prizes for editorial cartooning when he worked for two different publications: the Denver Post and the Los Angeles Times.

2. Grammies for best song and best album went to Tina Turner for What’s Love Got to Do with It? and Private Dancer, respectively.

3. To demonstrate aerodynamic possibilities, engineers developed the Gossamer Albatross, an airplane propelled by peddling.

4. Blattella germanica is an eloquent sounding term to use when you mean cockroach!

5. Stuart called here sixteen times while you were gone this weekend.

6. On your final charts, please write female and male rather than f and m.

7. A View to a Death, a pivotal chapter in Golding’s novel Lord of the Flies, offers a vision of primitive, ritualistic execution.

8. In an article titled A Man with Titanic Vision, Discover magazine honored Bob Ballard as its 1986 Scientist of the Year.
9. Many American musicals have plays as their source, among them Hello, Dolly (The Matchmaker), My Fair Lady (Pygmalion), and Cabaret (I Am a Camera).

10. Kurtz, a character in Conrad’s novel The Heart of Darkness, has reemerged in T. S. Eliot’s Hollow Men, a brief poem, and Apocalypse Now, a long film.

*Exercise (pp. 571–572)* Insert necessary apostrophes and hyphens in the following sentences. In addition, correct the number style and forms of abbreviations.

1. 6 members of the committee returned the questionnaire, refusing to comment on MSU’s drug testing program.

2. The suicide that ends Act four of *Hedda Gabler* shocked many narrow minded critics.

3. Doctor Connelly, a graduate of U. of TX at Austin, spoke to our faculty on Oct. 15 1986.

4. To attract first-rate teachers to our public schools, we will have to increase teachers salaries.

5. Stephen Sondheim’s *Sunday in the Park with George* presents a neo Impressionist view of human relations and art.

6. Karin was delighted to receive 2 8s and 2 9s on her performance until she realized that 15s were possible.

7. The post Civil War period was a time of exploitation and manipulation in the South.
8. The Rams won the game thirty-six to seven, having passed for one hundred and fifty-four yards and having made seventy-four percent of the games interceptions.

9. My father-in-law's Social Security check ($24,967) covers slightly over two thirds of his monthly expenses.

10. The president-elect of the N.C.T.E. felt that her work would require working with a state-of-the-art computer and printer, so she bought the pair.

Exercise (p. 572) Revise the following paragraph so that it is mechanically correct and consistent with conventional usage. Errors in capitalization, italics, quotation marks, apostrophes, hyphenation, number style, and abbreviations are present in the paragraph.

1600 Pennsylvania Ave., Washington, District of Columbia, is perhaps the most famous address in the U.S. At that site is the “White House,” the residence of the President and his family. The design for the Original house was selected by Pres. Washington and Pierre L’Enfant, the French-born designer of the city, and the cornerstone was set on Oct. 13, 1792. In 1814, the building was razed during a Battle of the war of 1812, and in subsequent years the interior of the structure had to be rebuilt. But the original design was heavily modified. As Mrs. John N. Pearce notes in The White House: An Historic Guide Ever changing personalities and styles of living and building have inspired the continuing metamorphosis that has marked the history of the White House. Over the years, the “White House” has served as both the official and the private residence of the first family. The 1st
floor’s rooms are used for public functions like Receptions and State Dinners, and its expansive, public rooms are decorated with such famous artwork as Gilbert Stuart portrait George Washington. The limited-access rooms on the second and third floors are used by the presidents family and friends. In all, the “White House” has one hundred and thirty-two rooms.

**Observing the Rules of Mechanics: Review Exercise**

*Exercise (p. 582)* Correct the mechanical errors in the following paragraph.

The civil war period in american history has had a tremendous impact on modern Culture, Science, Politics, and Economics—in fact, on almost all aspects of american life. Yet the real influences of the civil war are typically ignored because of the myths which americans prefer to perpetuate. Who has not created a fictionalized view of antebellum culture based on Historical Novels like Margaret Mitchells Gone With The Wind, Harriet Beecher Stowes Uncle Toms Cabin, or Margaret Walkers Jubilee? Who has not been influenced by the mini series The North and the South, The Blue and The Gray, or Roots? Modern Americans have seen president Lincoln portrayed by dozens of actors, have seen reenactments of the battle of Gettysburg, and have witnessed the sea battles of the Iron Ships: The Monitor and others. Who has not seen dramatized versions of soldiers—both from the north and the south—heading to their homes, with The Battle Hymn of the Republic or Dixie as background music. We have stored images of generals Lee and Grant, as often as not based on the idealized statuary of the Franklin Mints Civil
War Chess Set. Yet few of us have seen the civil war through the disturbing Psychological perspective of Stephen Cranes The Red Badge of Courage. Few have acknowledged in any real way that the reconstruction depressed the southern economy, gave rise to the Ku Klux Klan, and failed to solve the ideological problems that continued to divide the country long after the deaths of six-hundred and fifty thousand soldiers.