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Exercise B1-1 ♦ Parts of speech: Nouns

Before working this exercise, read section B1-a in *A Writer's Reference*, Ninth Edition.

Underline the nouns (and noun/adjectives) in the following sentences. Answers appear in the answer key. Example:

The best part of dinner was the chef's newest dessert.

- a. The stage was set for a confrontation of biblical proportions.
- b. The courage of the mountain climber was an inspiration to the rescuers.
- c. The need to arrive before the guest of honor motivated us to navigate the thick fog.
- d. The defense attorney made a final appeal to the jury.
- e. A national museum dedicated to women artists opened in 1987.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise B1-2 ♦ Parts of speech: Pronouns

Before working this exercise, read section B1-b in *A Writer's Reference*, Ninth Edition.

Underline the pronouns (and pronoun/adjectives) in the following sentences. Answers appear in the answer key. Example:

We were intrigued by the video that the fifth graders produced as their final project.

- a. The governor's loyalty was his most appealing trait.
- b. In the fall, the geese that fly south for the winter pass through our town in huge numbers.
- c. As Carl Sandburg once said, even he himself did not understand some of his poetry.
- d. I appealed my parking ticket, but you did not get one.
- e. Angela did not mind gossip as long as no one gossiped about her.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise B1-3 ♦ Parts of speech: Verbs

Before working this exercise, read section B1-c in *A Writer's Reference*, Ninth Edition.

Underline the verbs in the following sentences, including helping verbs and particles. If a verb is part of a contraction (such as *is* in *isn't* or *would* in *I'd*), underline only the letters that represent the verb. Answers appear in the answer key. Example:

The ground under the pine trees wasn't wet from the rain.

- a. My grandmother always told me a soothing story before bed.
- b. There were fifty apples on the tree before the frost killed them.
- c. Morton brought down the box of letters from the attic.
- d. Stay on the main road and you'll arrive at the base camp before us.
- e. The fish struggled vigorously but was trapped in the net.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise B1-4 ♦ Parts of speech: Adjectives and adverbs

Before working this exercise, read sections B1-d and B1-e in *A Writer's Reference*, Ninth Edition.

Underline the adjectives and circle the adverbs in the following sentences. If a word is a noun or pronoun functioning as an adjective, underline it and mark it as a noun/adjective or pronoun/adjective. Also treat the articles *a*, *an*, and *the* as adjectives. Answers appear in the answer key. Example:

Finding an available room during the convention was not easy.

- a. Generalizations lead to weak, unfocused essays.
- b. The Spanish language is wonderfully flexible.
- c. The wildflowers smelled especially fragrant after the steady rain.
- d. I'd rather be slightly hot than bitterly cold.
- e. The cat slept soundly in its wicker basket.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise B2-1 ♦ Parts of sentences: Subjects

Before working this exercise, read section B2-a in *A Writer's Reference*, Ninth Edition.

In the following sentences, underline the complete subject and write *SS* above the simple subject(s). If the subject is an understood *you*, insert *you* in parentheses. Answers appear in the answer key. Example:

SS
Parents and their children often look alike.

- a. The hills and mountains seemed endless, and the snow atop them glistened.
- b. In foil fencing, points are scored by hitting an electronic target.
- c. Do not stand in the aisles or sit on the stairs.
- d. There were hundreds of fireflies in the open field.
- e. The evidence against the defendant was staggering.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise B2-3 ♦ Parts of sentences: Objects and complements

Before working this exercise, read section B2-b in *A Writer's Reference*, Ninth Edition.

Each of the following sentences has either an indirect object followed by a direct object or a direct object followed by an object complement. Label the objects and complements, using the labels *IO*, *DO*, and *OC*. If an object or a complement consists of more than one word, bracket and label all of it. Answers appear in the answer key. Example:

┌────────── DO ───────────┐ ┌── OC ─┐
Most people consider their own experience normal.

- a. Stress can make adults and children weary.
- b. The dining hall offered students healthy meal choices.
- c. Consider the work finished.
- d. We showed the agent our tickets, and she gave us boarding passes.
- e. Zita has made community service her priority this year.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise B3-1 ♦ Subordinate word groups: Prepositional phrases

Before working this exercise, read section B3-a in *A Writer's Reference*, Ninth Edition.

Underline the prepositional phrases in the following sentences. Tell whether each one is an adjective phrase or an adverb phrase and what it modifies in the sentence. Answers appear in the answer key.
Example:

Flecks of mica glittered in the new granite floor. (*Adjective phrase modifying "Flecks"; adverb phrase modifying "glittered"*)

- a. In northern Italy, we met many people who speak German as their first language.
- b. William completed the three-mile hike through the thick forest with ease.
- c. To my boss's dismay, I was late for work again.
- d. The traveling exhibit of Mayan artifacts gave viewers new insight into pre-Columbian culture.
- e. In 2002, the euro became the official currency in twelve European countries.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise B3-2 ♦ Subordinate word groups: Verbal phrases

Before working this exercise, read section B3-b in *A Writer's Reference*, Ninth Edition.

Underline the verbal phrases in the following sentences. Tell whether each phrase is participial, gerund, or infinitive and how each is used in the sentence. Answers appear in the answer key. Example:

Do you want to watch that documentary? (*Infinitive phrase used as direct object of "Do want"*)

- a. Updating your software will fix the computer glitch.
- b. The challenge in decreasing the town budget is identifying nonessential services.
- c. Cathleen tried to help her mother by raking the lawn.
- d. Understanding little, I had no hope of passing my biology final.
- e. Working with animals gave Steve a sense of satisfaction.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise B3-3 ♦ Subordinate word groups: Subordinate clauses

Before working this exercise, read section B3-e in *A Writer's Reference*, Ninth Edition.

Underline the subordinate clauses in the following sentences. Tell whether each clause is an adjective clause, an adverb clause, or a noun clause and how it is used in the sentence. Answers appear in the answer key. Example:

Show the committee the latest draft before you print the final report. (*Adverb clause modifying "Show"*)

- a. The city's electoral commission adjusted the voting process so that every vote would count.
- b. A marketing campaign that targets baby boomers may not appeal to young professionals.
- c. After the Tambora volcano erupted in the southern Pacific in 1815, no one realized that it would contribute to the "year without a summer" in Europe and North America.
- d. The concept of peak oil implies that at a certain point there will be no more oil to extract from the earth.
- e. Details are easily overlooked when you are rushing.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise B4-1 ♦ Sentence types

Before working this exercise, read section B4 in *A Writer's Reference*, Ninth Edition.

Identify the following sentences as simple, compound, complex, or compound-complex. Identify the subordinate clauses and classify them according to their function: adjective, adverb, or noun. (See B3-e.) Answers appear in the answer key. Example:

The deli in Courthouse Square was crowded with lawyers at lunchtime. (*Simple*)

- a. Fires that are ignited in dry areas spread especially quickly.
- b. The early Incas were advanced; they used a calendar and developed a decimal system.
- c. Elaine's jacket was too thin to block the wintry air.
- d. Before we leave for the station, we always check the Amtrak website.
- e. Decide when you want to leave, and I will be there to pick you up.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G1-1 ♦ Subject-verb agreement

Before working this exercise, read section G1 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate problems with subject-verb agreement. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

Jack's first days in the military ^{were} ~~was~~ grueling.
^

- a. One of the main reasons for elephant poaching are the profits received from selling the ivory tusks.
- b. Not until my interview with Dr. Hwang were other possibilities opened to me.
- c. A number of students in the seminar was aware of the importance of joining the discussion.
- d. Batik cloth from Bali, blue and white ceramics from Delft, and a bocce ball from Turin has made Angelie's room the talk of the dorm.
- e. The board of directors, ignoring the wishes of the neighborhood, has voted to allow further development.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G1-2 ♦ Subject-verb agreement

Before working this exercise, read section G1 in *A Writer's Reference*, Ninth Edition.

For each sentence in the following passage, underline the subject (or compound subject) and then select the verb that agrees with it. (If you have trouble identifying the subject, consult B2-a.) Answers appear in the answer key.

Loggerhead sea turtles (migrate / migrates) thousands of miles before returning to their nesting location every two to three years. The nesting season for loggerhead turtles (span / spans) the hottest months of the summer. Although the habitat of Atlantic loggerheads (range / ranges) from Newfoundland to Argentina, nesting for these turtles (take / takes) place primarily along the southeastern coast of the United States. Female turtles that have reached sexual maturity (crawl / crawls) ashore at night to lay their eggs. The cavity that serves as a nest for the eggs (is / are) dug out with the female's strong flippers. Deposited into each nest (is / are) anywhere from fifty to two hundred spherical eggs, also known as a *clutch*. After a two-month incubation period, all eggs in the clutch (begin / begins) to hatch, and within a few days the young turtles attempt to make their way into the ocean. A major cause of the loggerhead's decreasing numbers (is / are) natural predators such as raccoons, birds, and crabs. Beach erosion and coastal development also (threaten / threatens) the turtles' survival. For example, a crowd of curious humans or lights from beachfront residences (is / are) enough to make the female abandon her nesting plans and return to the ocean. Since only one in one thousand loggerheads survives to adulthood, special care should be taken to protect this threatened species.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G2-1 ♦ Irregular verbs

Before working this exercise, read section G2-a in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate problems with irregular verbs. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

The ranger ^{saw} ~~seen~~ the forest fire ten miles away.
^

- a. When I get the urge to exercise, I lay down until it passes.
- b. Grandmother had drove our new hybrid to the sunrise church service, so we were left with the station wagon.
- c. A pile of dirty rags was laying at the bottom of the stairs.
- d. How did the game know that the player had went from the room with the blue ogre to the hall where the gold was heaped?
- e. Abraham Lincoln took good care of his legal clients; the contracts he drew for the Illinois Central Railroad could never be broke.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G2-3 ♦ Verb tense and mood

Before working this exercise, read sections G2-f and G2-g in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate errors in verb tense or mood. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

After the path ^{had been} was plowed, we were able to walk in the park.

- a. The palace of Knossos in Crete is believed to have been destroyed by fire around 1375 BCE.
- b. Watson and Crick discovered the mechanism that controlled inheritance in all life: the workings of the DNA molecule.
- c. When city planners proposed rezoning the waterfront, did they know that the mayor promised to curb development in that neighborhood?
- d. Tonight's concert begins at 9:30. If it was earlier, I'd consider going.
- e. The math position was filled by the instructor who had been running the tutoring center.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G3-1 ♦ Pronoun-antecedent agreement

Before working this exercise, read section G3-a in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate problems with pronoun-antecedent agreement. Most of the sentences can be revised in more than one way, so experiment before choosing a solution. If a sentence is correct, write "correct" after it. Possible revisions appear in the answer key. Example:

Recruiters

~~The recruiter~~ may tell the truth, but there is much that they choose not to tell.
^

- a. Every presidential candidate must appeal to a wide variety of ethnic and social groups if they want to win the election.
- b. Either Tom Hanks or Harrison Ford will win an award for their lifetime achievement in cinema.
- c. The aerobics teacher motioned for everyone to move their arms in wide, slow circles.
- d. The parade committee was unanimous in its decision to allow all groups and organizations to join the festivities.
- e. The applicant should be bilingual if they want to qualify for this position.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G3-2 ♦ Pronoun-antecedent agreement

Before working this exercise, read section G3-a in *A Writer's Reference*, Ninth Edition.

Edit the following paragraph to eliminate problems with pronoun-antecedent agreement or sexist language. A possible revision appears in the answer key.

A common practice in businesses is to put each employee in their own cubicle. A typical cubicle resembles an office, but their walls don't reach the ceiling. Many office managers feel that a cubicle floor plan has its advantages. Cubicles make a large area feel spacious. In addition, they can be moved around so that each new employee can be accommodated in his own work area. Of course, the cubicle model also has problems. Typically, an employee is not as happy with a cubicle as they would be with a traditional office. Also, productivity can suffer. Neither a manager nor a frontline worker can ordinarily do their best work in a cubicle because of noise and lack of privacy. Each worker can hear his neighbors tapping on computer keyboards, making telephone calls, and muttering under their breath.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G3-3 ♦ Pronoun reference

Before working this exercise, read section G3-b in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct errors in pronoun reference. In some cases, you will need to decide on an antecedent that the pronoun might logically refer to. Possible revisions appear in the answer key. Example:

Although Apple makes the most widely recognized tablet device, other companies have gained a share of the market. ^{The competition} This has kept prices from skyrocketing.

- a. They say that engineering students should have hands-on experience with dismantling and reassembling machines.
- b. She had decorated her living room with posters from chamber music festivals. This led her date to believe that she was interested in classical music. Actually she preferred rock.
- c. In my high school, you didn't need to get all A's to be considered a success; you just needed to work to your ability.
- d. Marianne told Jenny that she was worried about her mother's illness.
- e. Though Lewis cried for several minutes after scraping his knee, eventually it subsided.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G3-4 ♦ Pronoun reference

Before working this exercise, read section G3-b in *A Writer's Reference*, Ninth Edition.

Edit the following passage to correct errors in pronoun reference. In some cases, you will need to decide on an antecedent that the pronoun might logically refer to. A possible revision appears in the answer key.

Since its launch in the 1980s, the Internet has grown to be one of the largest communications forums in the world. The Internet was created by a team of academics who were building on a platform that government scientists had started developing in the 1950s. They initially viewed it as a noncommercial enterprise that would serve only the needs of the academic and technical communities. But with the introduction of user-friendly browser technology in the 1990s, it expanded tremendously. By the late 1990s, many businesses were connecting to the Internet with high-speed broadband and fiber-optic connections, which is also true of home users today. Accessing information, shopping, gaming, and communicating are easier than ever before. This, however, can lead to some possible drawbacks. You forfeit privacy when you search, shop, game, and communicate. They say that avoiding disclosure of personal information and routinely adjusting your privacy settings on social media sites are the best ways to protect yourself on the Internet.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G3-5 ♦ Pronoun case: Personal pronouns

Before working this exercise, read section G3-c in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate errors in pronoun case. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

Grandfather cuts down trees for neighbors much younger than ^{he.}~~him.~~
^

- a. Rick applied for the job even though he heard that other candidates were more experienced than he.
- b. The volleyball team could not believe that the coach was she.
- c. She appreciated him telling the truth in such a difficult situation.
- d. The director has asked you and I to draft a proposal for a new recycling plan.
- e. Five close friends and myself rented a station wagon, packed it with food, and drove two hundred miles to Mardi Gras.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G3-6 ♦ Pronoun case

Before working this exercise, read section G3-c in *A Writer's Reference*, Ninth Edition.

In the following paragraph, choose the correct pronoun in each set of parentheses. Answers appear in the answer key.

We may blame television for the number of products based on characters in children's TV shows—from Big Bird to SpongeBob—but in fact merchandising that capitalizes on a character's popularity started long before television. Raggedy Ann began as a child's rag doll, and a few years later books about (she / her) and her brother, Raggedy Andy, were published. A cartoonist named Johnny Gruelle painted a cloth face on a family doll and applied for a patent in 1915. Later Gruelle began writing and illustrating stories about Raggedy Ann, and in 1918 (he / him) and a publisher teamed up to publish the books and sell the dolls. He was not the only one to try to sell products linked to children's stories. Beatrix Potter published the first of many Peter Rabbit picture books in 1902, and no one was better than (she / her) at making a living from spin-offs. After Peter Rabbit and Benjamin Bunny became popular, Potter began putting pictures of (they / them) and their little animal friends on merchandise. Potter had fans all over the world, and she understood (them / their) wanting to see Peter Rabbit not only in books but also on teapots and plates and lamps and other furnishings for the nursery. Potter and Gruelle, like countless others before and since, knew that entertaining children could be a profitable business.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G3-7 ♦ Pronoun case: *Who* and *whom*

Before working this exercise, read section G3-d in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate errors in the use of *who* and *whom* (or *whoever* and *whomever*). If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

What is the address of the artist ^{whom} ~~who~~ Antonio hired?
^

- a. Arriving late for rehearsal, we had no idea who was supposed to dance with whom.
- b. The environmental policy conference featured scholars who I had never heard of.
- c. Whom did you support in last month's election for student government president?
- d. Daniel always gives a holiday donation to whomever needs it.
- e. So many singers came to the audition that Natalia had trouble deciding who to select for the choir.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G4-1 ♦ Adjectives and adverbs

Before working this exercise, read section G4 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate errors in the use of adjectives and adverbs. If a sentence is correct, write "correct" after it. Possible revisions appear in the answer key. Example:

We weren't surprised by how ^{well} good the sidecar racing team flowed through the tricky course.

- a. Do you expect to perform good on the nursing board exam next week?
- b. With the budget deadline approaching, our office hasn't hardly had time to handle routine correspondence.
- c. When I worked in a flower shop, I learned that some flowers smell surprisingly bad.
- d. The customer complained that he hadn't been treated nice by the agent on the phone.
- e. Of all the smart people in my family, Uncle Roberto is the most cleverest.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G4-2 ♦ Adjectives and adverbs

Before working this exercise, read section G4 in *A Writer's Reference*, Ninth Edition.

Edit the following passage to eliminate errors in the use of adjectives and adverbs. A possible revision appears in the answer key.

Doctors recommend that to give skin the most fullest protection from ultraviolet rays, people should use plenty of sunscreen, limit sun exposure, and wear protective clothing. The commonest sunscreens today are known as “broad spectrum” because they block out both UVA and UVB rays. These lotions don’t feel any differently on the skin from the old UVA-only types, but they work best at preventing premature aging and skin cancer.

Many sunscreens claim to be waterproof, but they won’t hardly provide adequate coverage after extended periods of swimming or perspiring. To protect good, even waterproof sunscreens should be reapplied liberal and often. All areas of exposed skin, including ears, backs of hands, and tops of feet, need to be coated good to avoid burning or damage. Some people’s skin reacts bad to PABA, or para-aminobenzoic acid, so PABA-free (hypoallergenic) sunscreens are widely available. In addition to recommending sunscreen, doctors almost unanimously agree that people should stay out of the sun when rays are the most strongest—between 10:00 a.m. and 3:00 p.m.—and should limit time in the sun. They also suggest that people wear long-sleeved shirts, broad-brimmed hats, and long pants whenever possible.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G5-1 ♦ Sentence fragments

Before working this exercise, read section G5 in *A Writer's Reference*, Ninth Edition.

Repair any fragment by attaching it to a nearby sentence or by rewriting it as a complete sentence. If a word group is correct, write “correct” after it. Possible revisions appear in the answer key. Example:

One Greek island that should not be missed is Mykonos,^a ~~A~~ vacation spot for Europeans and a playground for the rich and famous.

- a. Listening to the CD her sister had sent, Mia was overcome with a mix of emotions. Happiness, homesickness, and nostalgia.
- b. Cortés and his soldiers were astonished when they looked down from the mountains and saw Tenochtitlán. The magnificent capital of the Aztecs.
- c. Although my spoken Spanish is not very good. I can read the language with ease.
- d. There are several reasons for not eating meat. One reason being that dangerous chemicals are used throughout the various stages of meat production.
- e. To learn how to sculpt beauty from everyday life. This is my intention in studying art and archaeology.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G5-2 ♦ Sentence fragments

Before working this exercise, read section G5 in *A Writer's Reference*, Ninth Edition.

Repair each fragment in the following passage by attaching it to a sentence nearby or by rewriting it as a complete sentence. A possible revision appears in the answer key.

Digital technology has revolutionized information delivery. Forever blurring the lines between information and entertainment. Yesterday's readers of books and newspapers are today's readers of e-books and blogs. Countless readers have moved on from print information entirely. Choosing instead to point, click, and scroll their way through a text online or on an e-reader. Once a nation of people spoon-fed television commercials and the six o'clock evening news. We are now seemingly addicted to YouTube and social media. Remember the family trip when Dad or Mom wrestled with a road map? On the way to St. Louis or Seattle? No wrestling is required with a GPS device. Unless it's Mom and Dad wrestling over who gets to program the address. Accessing information now seems to be America's favorite pastime. John Horrigan, associate director for research at the Pew Internet and American Life Project, reports that nearly half of American adults are "elite" users of technology. Who are "highly engaged" with digital content. As a country, we embrace information and communication technologies. Which now include iPods, smartphones, and tablets. Among children and adolescents, social media and other technology use are well established. For activities like socializing, gaming, and information gathering.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G6-1 ♦ Run-on sentences

Before working this exercise, read section G6 in *A Writer's Reference*, Ninth Edition.

Revise the following run-on sentences using the method of revision suggested in brackets. Possible revisions appear in the answer key. Example:

Because
Orville had been obsessed with his weight as a teenager, he rarely ate anything
^
sweet. [*Restructure the sentence.*]

- a. The city had one public swimming pool, it stayed packed with children all summer long.
[*Restructure the sentence.*]
- b. The building is being renovated, therefore at times we have no heat, water, or electricity.
[*Use a comma and a coordinating conjunction.*]
- c. The view was not what the travel agent had described, where were the rolling hills and the shimmering rivers? [*Make two sentences.*]
- d. Walker's coming-of-age novel is set against a gloomy scientific backdrop, the Earth's rotation has begun to slow down. [*Use a semicolon.*]
- e. City officials had good reason to fear a major earthquake, most of the business district was built on landfill. [*Use a colon.*]

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G6-2 ♦ Run-on sentences

Before working this exercise, read section G6 in *A Writer's Reference*, Ninth Edition.

Revise any run-on sentences using a technique that you find effective. If a sentence is correct, write “correct” after it. Possible revisions appear in the answer key. Example:

Crossing so many time zones on an eight-hour flight, I knew I would be tired when I arrived, ^{but} however, I was too excited to sleep on the plane.

- a. Wind power for the home is a supplementary source of energy, it can be combined with electricity, gas, or solar energy.
- b. Aidan viewed Sofia Coppola’s *Lost in Translation* three times and then wrote a paper describing the film as the work of a mysterious modern painter.
- c. In the Middle Ages, the streets of London were dangerous places, it was safer to travel by boat along the Thames.
- d. “He’s not drunk,” I said, “he’s in a state of diabetic shock.”
- e. Are you able to endure extreme angle turns, high speeds, frequent jumps, and occasional crashes, then supermoto racing may be a sport for you.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise G6-3 ♦ Run-on sentences

Before working this exercise, read section G6 in *A Writer's Reference*, Ninth Edition.

In the following rough draft, revise any run-on sentences. A possible revision appears in the answer key.

Some parents and educators argue that requiring uniforms in public schools would improve student behavior and performance. They think that uniforms give students a more professional attitude toward school, moreover, they believe that uniforms help create a sense of community among students from diverse backgrounds. But parents and educators should consider the drawbacks to requiring uniforms in public schools.

Uniforms do create a sense of community, they do this, however, by stamping out individuality. Youth is a time to express originality, it is a time to develop a sense of self. One important way young people express their identities is through the clothes they wear. The self-patrolled dress code of high school students may be stricter than any school-imposed code, nevertheless, trying to control dress habits from above will only lead to resentment or to mindless conformity.

If children are going to act like adults, they need to be treated like adults, they need to be allowed to make their own choices. Telling young people what to wear to school merely prolongs their childhood. Requiring uniforms undermines the educational purpose of public schools, which is not just to teach facts and figures but to help young people grow into adults who are responsible for making their own choices.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M1-2 ♦ Verb forms with modals

Before working this exercise, read section M1-c in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct errors in the use of verb forms with modals. If a sentence is correct, write “correct” after it. Answers appear in the answer key. Example:

We should ~~to~~ order pizza for dinner.

- a. A major league pitcher can to throw a baseball more than ninety-five miles per hour.
- b. The writing center tutor will helps you revise your essay.
- c. A reptile must adjusted its body temperature to its environment.
- d. In some states, individuals may renew a driver’s license online.
- e. My uncle, a cartoonist, could sketched a face in less than a minute.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M1-3 ♦ Negative verb forms and conditional verbs

Before working this exercise, read sections M1-d and M1-e in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct problems with verbs. In some cases, more than one revision is possible. Possible revisions appear in the answer key. Example:

^{had}
If I ~~have~~ time, I would study both French and Russian next semester.

- a. The electrician might have discovered the broken circuit if she went through the modules one at a time.
- b. If Verena wins a scholarship, she would go to graduate school.
- c. Whenever a rainbow appears after a storm, everybody came out to see it.
- d. Sarah did not understood the terms of her internship.
- e. If I live in Budapest with my cousin Szusza, she would teach me Hungarian cooking.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M1-4 ♦ Verbs followed by gerunds or infinitives

Before working this exercise, read sections M1-d and M1-e in *A Writer's Reference*, Ninth Edition.

Form sentences by adding gerund or infinitive constructions to the following sentence openings. In some cases, more than one kind of construction is possible. Possible answers appear in the answer key.

Example:

Please remind [^] your sister to call me.

- a. I enjoy
- b. The tutor told Samantha
- c. The team hopes
- d. Ricardo and his brothers miss
- e. Jon remembered

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M2-1 ♦ Articles and types of nouns

Before working this exercise, read section M2 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences for proper use of articles and nouns. If a sentence is correct, write “correct” after it. Answers appear in the answer key. Example:

The Josefina’s dance routine was flawless.

- a. Doing volunteer work often brings a satisfaction.
- b. As I looked out the window of the plane, I could see the Cape Cod.
- c. Melina likes to drink her coffees with lots of cream.
- d. Recovering from abdominal surgery requires patience.
- e. I completed the my homework assignment quickly.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M2-2 ♦ Articles

Before working this exercise, read section M2 in *A Writer's Reference*, Ninth Edition.

Articles have been omitted from the following description of winter weather. Insert the articles *a*, *an*, and *the* where English requires them and be prepared to explain the reasons for your choices. Answers appear in the answer key.

Many people confuse terms *hail*, *sleet*, and *freezing rain*. Hail normally occurs in thunderstorm and is caused by strong updrafts that lift growing chunks of ice into clouds. When chunks of ice, called hailstones, become too heavy to be carried by updrafts, they fall to ground. Hailstones can cause damage to crops, windshields, and people. Sleet occurs during winter storms and is caused by snowflakes falling from layer of cold air into warm layer, where they become raindrops, and then into another cold layer. As they fall through last layer of cold air, raindrops freeze and become small ice pellets, forming sleet. When it hits car windshield or windows of house, sleet can make annoying racket. Driving and walking can be hazardous when sleet accumulates on roads and sidewalks. Freezing rain is basically rain that falls onto ground and then freezes after it hits ground. It causes icy glaze on trees and any surface that is below freezing.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M3-1 ♦ Omissions and repetitions

Before working this exercise, read sections M3-a to M3-d in *A Writer's Reference*, Ninth Edition.

In the following sentences, add needed subjects or expletives (placeholders) and delete any repeated subjects, objects, or adverbs. Answers appear in the answer key. Example:

The new geology professor is the one whom we saw ~~him~~ on TV.

- a. Are some cartons of ice cream in the freezer.
- b. I don't use the subway because am afraid.
- c. The prime minister she is the most popular leader in my country.
- d. We tried to get in touch with the same manager whom we spoke to him earlier.
- e. Recently have been a number of earthquakes in Turkey.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M3-2 ♦ Sentence structure

Before working this exercise, read sections M3-e and M3-f in *A Writer's Reference*, Ninth Edition.

Edit the following sentences for proper sentence structure. If a sentence is correct, write "correct" after it. Possible revisions appear in the answer key. Example:

She peeled ~~slowly~~ the banana ^{slowly}.

- a. Although freshwater freezes at 32 degrees Fahrenheit, however ocean water freezes at 28 degrees Fahrenheit.
- b. Because we switched cable packages, so our channel lineup has changed.
- c. The competitor mounted confidently his skateboard.
- d. My sister performs well the *legong*, a Balinese dance.
- e. Because product development is behind schedule, we will have to launch the product next spring.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M4-1 ♦ Present versus past participles

Before working this exercise, read section M4-a in *A Writer's Reference*, Ninth Edition.

Edit the following sentences for proper use of present and past participles. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

Danielle and Monica were very ^{excited} ~~exciting~~ to be going to a Broadway show for the first time.

- a. Listening to everyone's complaints all day was irritated.
- b. The long flight to Singapore was exhausted.
- c. His skill at chess is amazing.
- d. After a great deal of research, the scientist made a fascinated discovery.
- e. Surviving that tornado was one of the most frightened experiences I've ever had.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M4-2 ♦ Order of cumulative adjectives

Before working this exercise, read section M4-b in *A Writer's Reference*, Ninth Edition.

Arrange the following modifiers and nouns in their proper order. Answers appear in the answer key.

Example:

two new French racing bicycles
new, French, two, bicycles, racing

- a. sculptor, young, an, Vietnamese, intelligent
- b. dedicated, a, priest, Catholic
- c. leather, worn, her, backpack, brown
- d. delicious, Joe's, Scandinavian, bread
- e. many, boxes, jewelry, antique, beautiful

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise M5-1 ♦ Prepositions showing time and place

Before working this exercise, read section M5-a in *A Writer's Reference*, Ninth Edition.

In the following sentences, replace prepositions that are not used correctly. If a sentence is correct, write “correct” after it. Answers appear in the answer key. Example:

The play begins ^{at}~~on~~ 7:20 p.m.

- a. Whenever we eat at the Centerville Café, we sit at a small table on the corner of the room.
- b. In the 1990s, entrepreneurs created new online businesses in record numbers.
- c. In Thursday, Nancy will attend her first home repair class at the community center.
- d. Alex began looking for her lost mitten in another location.
- e. We decided to go to a restaurant because there was no fresh food on the refrigerator.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P1-1 ♦ The comma: Independent clauses, introductory elements

Before working this exercise, read sections P1-a and P1-b in *A Writer's Reference*, Ninth Edition.

Add or delete commas where necessary in the following sentences. If a sentence is correct, write “correct” after it. Answers appear in the answer key. Example:

**Because we had been saving molding for a few weeks, we had enough wood
to frame all thirty paintings.**

- a. Alisa brought the injured bird home, and fashioned a splint out of Popsicle sticks for its wing.
- b. Considered a classic of early animation *The Adventures of Prince Achmed* used hand-cut silhouettes against colored backgrounds.
- c. If you complete the evaluation form and return it within two weeks you will receive a free breakfast during your next stay.
- d. After retiring from the New York City Ballet in 1965, legendary dancer Maria Tallchief went on to found the Chicago City Ballet.
- e. Roger had always wanted a handmade violin but he couldn't afford one.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P1-2 ♦ The comma: Independent clauses, introductory elements

Before working this exercise, read sections P1-a and P1-b in *A Writer's Reference*, Ninth Edition.

Add or delete commas where necessary in the following sentences. If a sentence is correct, write “correct” after it. Answers appear in the answer key. Example:

The car had been sitting idle for a month, so the battery was completely dead.

- a. J. R. R. Tolkien finished writing his draft of the *Lord of the Rings* trilogy in 1949 but the first book in the series wasn't published until 1954.
- b. In the first two minutes of its ascent the space shuttle had broken the sound barrier and reached a height of over twenty-five miles.
- c. German shepherds can be gentle guide dogs or they can be fierce attack dogs.
- d. Some former professional cyclists admit that the use of performance-enhancing drugs is widespread in cycling but they argue that no rider can be competitive without doping.
- e. As an intern, I learned most aspects of the broadcasting industry but I never learned about fundraising.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P1-3 ♦ The comma: Series, coordinate adjectives

Before working this exercise, read sections P1-c and P1-d in *A Writer's Reference*, Ninth Edition.

Add or delete commas where necessary in the following sentences. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

We gathered our essentials, took off for the great outdoors, and ignored the fact that it was Friday the 13th.

- a. The cold impersonal atmosphere of the university was unbearable.
- b. An ambulance threaded its way through police cars, fire trucks and irate citizens.
- c. The *1812 Overture* is a stirring, magnificent piece of music.
- d. After two broken arms, three cracked ribs and one concussion, Ken quit the varsity football team.
- e. My cat's pupils had constricted to small black shining slits.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P1-4 ♦ The comma: Series, coordinate adjectives

Before working this exercise, read sections P1-c and P1-d in *A Writer's Reference*, Ninth Edition.

Add or delete commas where necessary in the following sentences. If a sentence is correct, write “correct” after it. Answers appear in the answer key. Example:

Good social workers excel in patience, diplomacy, and positive thinking.

- a. NASA’s rovers on Mars are equipped with special cameras that can take close-up high-resolution pictures of the terrain.
- b. A baseball player achieves the triple crown by having the highest batting average, the most home runs, and the most runs batted in during the regular season.
- c. If it does not get enough sunlight, a healthy green lawn can turn into a shriveled brown mess within a matter of days.
- d. Love, vengeance, greed and betrayal are common themes in Western literature.
- e. Many experts believe that shark attacks on surfers are a result of the sharks’ mistaking surfboards for small, injured seals.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P1-5 ♦ The comma: Nonrestrictive elements

Before working this exercise, read section P1-e in *A Writer's Reference*, Ninth Edition.

Add or delete commas where necessary in the following sentences. If a sentence is correct, write “correct” after it. Answers appear in the answer key. Example:

My sister, who plays center on the Sparks, now lives at The Sands, a beach house near Los Angeles.

- a. Choreographer Alvin Ailey’s best-known work *Revelations* is more than just a crowd-pleaser.
- b. Twyla Tharp’s contemporary ballet *Push Comes to Shove* was made famous by the Russian dancer Baryshnikov. [*Tharp has written more than one contemporary ballet.*]
- c. The glass sculptor sifting through hot red sand explained her technique to the other glassmakers. [*There is more than one glass sculptor.*]
- d. A member of an organization, that provides job training for teens, was also appointed to the education commission.
- e. Brian Eno who began his career as a rock musician turned to meditative compositions in the late 1970s.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P1-6 ♦ The major uses of the comma

Before working this exercise, read sections P1-a to P1-e in *A Writer's Reference*, Ninth Edition.

This exercise covers the major uses of the comma described in P1-a to P1-e. Add or delete commas where necessary. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

Even though our brains actually can't focus on two tasks at a time, many people believe they can multitask.

- a. Cricket which originated in England is also popular in Australia, South Africa and India.
- b. At the sound of the starting pistol the horses surged forward toward the first obstacle, a sharp incline three feet high.
- c. After seeing an exhibition of Western art Gerhard Richter escaped from East Berlin, and smuggled out many of his notebooks.
- d. Corrie's new wet suit has an intricate, blue pattern.
- e. We replaced the rickety, old, spiral staircase with a sturdy, new ladder.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P1-7 ♦ The major uses of the comma

Before working this exercise, read sections P1-a to P1-f in *A Writer's Reference*, Ninth Edition.

This exercise covers the major uses of the comma described in P1-a to P1-f. Edit the following paragraph to correct any comma errors. Answers appear in the answer key.

Hope for Paws, a nonprofit rescue organization in Los Angeles tells many sad stories of animal abuse and neglect. Most of the stories, however have happy endings. One such story involves Woody, a dog left behind, after his master died. For a long lonely year, Woody took refuge under a neighbor's shed, waiting in vain, for his master's return. He survived on occasional scraps from his neighbors who eventually contacted Hope for Paws. When rescuers reached Woody, they found a malnourished, and frightened dog who had one blind eye and dirty, matted, fur. Gently, Woody was pulled from beneath the shed, and taken to the home of a volunteer, who fosters orphaned pets. There, Woody was fed, shaved, bathed and loved. Woody's story had the happiest of endings, when a family adopted him. Now Woody has a new forever home and he is once again a happy, well-loved dog.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P1-8 ♦ All uses of the comma

Before working this exercise, read section P1 in *A Writer's Reference*, Ninth Edition.

This exercise covers all uses of the comma. Add or delete commas where necessary in the following sentences. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

"Yes, [^]dear, you can have dessert," my mother said.

- a. On January 15, 2012 our office moved to 29 Commonwealth Avenue, Mechanicsville VA 23111.
- b. The coach having resigned after the big game, we left the locker room in shock.
- c. Ms. Carlson you are a valued customer whose satisfaction is very important to us.
- d. Mr. Mundy was born on July 22, 1939 in Arkansas, where his family had lived for four generations.
- e. Her board poised at the edge of the half-pipe, Nina waited her turn to drop in.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P2-1 ♦ Unnecessary commas

Before working this exercise, read section P2 in *A Writer's Reference*, Ninth Edition.

Delete any unnecessary commas in the following sentences. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

In his Silk Road Project, Yo-Yo Ma incorporates work by musicians such as/ Kayhan Kahlor and Richard Danielpour.

- a. After the morning rains cease, the swimmers emerge from their cottages.
- b. Tricia's first artwork was a bright, blue, clay dolphin.
- c. Some modern musicians, (trumpeter John Hassell is an example) blend several cultural traditions into a unique sound.
- d. Myra liked hot, spicy foods such as, chili, kung pao chicken, and buffalo wings.
- e. On the display screen, was a soothing pattern of light and shadow.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P2-2 ♦ Unnecessary commas

Before working this exercise, read section P2 in *A Writer's Reference*, Ninth Edition.

Delete unnecessary commas in the following passage. Answers appear in the answer key.

Each spring since 1970, New Orleans has hosted the Jazz and Heritage Festival, an event that celebrates the music, food, and culture, of the region. Although, it is often referred to as “Jazz Fest,” the festival typically includes a wide variety of musical styles such as, gospel, Cajun, blues, zydeco, and, rock and roll. Famous musicians who have appeared regularly at Jazz Fest, include Dr. John, B. B. King, and Aretha Franklin. Large stages are set up throughout the fairgrounds in a way, that allows up to ten bands to play simultaneously without any sound overlap. Food tents are located throughout the festival, and offer popular, local dishes like crawfish Monica, jambalaya, and fried, green tomatoes. Following Hurricane Katrina in 2005, Jazz Fest revived quickly, and attendance has steadily increased each year. Fans, who cannot attend the festival, still enjoy the music by downloading MP3 files, and watching performances online.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P3-1 ♦ The semicolon and the colon

Before working this exercise, read sections P3-a to P3-c and review sections P1 and P2 in *A Writer's Reference*, Ninth Edition.

Add commas or semicolons where needed in the following well-known quotations. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

If an animal does something, we call it instinct; if we do the same thing, we call it intelligence. —Will Cuppy

- a. Do not ask me to be kind just ask me to act as though I were. —Jules Renard
- b. When men talk about defense they always claim to be protecting women and children but they never ask the women and children what they think. —Pat Schroeder
- c. When I get a little money I buy books if any is left I buy food and clothes. —Desiderius Erasmus
- d. America is a country that doesn't know where it is going but is determined to set a speed record getting there. —Lawrence J. Peter
- e. Wit has truth in it wisecracking is simply calisthenics with words. —Dorothy Parker

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P3-2 ♦ The semicolon and the colon

Before working this exercise, read sections P3-a to P3-c and review sections P1 and P2 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct errors in the use of the comma and the semicolon. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

Love is blind; envy has its eyes wide open.

- a. Strong black coffee will not sober you up, the truth is that time is the only way to get alcohol out of your system.
- b. Margaret was not surprised to see hail and vivid lightning, conditions had been right for violent weather all day.
- c. There is often a fine line between right and wrong; good and bad; truth and deception.
- d. My mother always says that you can't learn common sense; either you're born with it or you're not.
- e. Severe, unremitting pain is a ravaging force; especially when the patient tries to hide it from others.

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More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.
.....

Exercise P3-3 ♦ The comma, the semicolon, and the colon

Before working this exercise, read sections P3-d to P3-f and review sections P1 and P3-a to P3-c in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct errors in the use of the comma, the semicolon, or the colon. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

Lifting the cover gently, Luca found the source of the odd sound[^]; a marble in the gears.

- a. We always looked forward to Thanksgiving in Vermont: It was our only chance to see our Grady cousins.
- b. If we have come to fight, we are far too few, if we have come to die, we are far too many.
- c. The travel package includes: a round-trip ticket to Athens, a cruise through the Cyclades, and all hotel accommodations.
- d. The news article portrays the land use proposal as reckless; although 62 percent of the town's residents support it.
- e. Psychologists Kindlon and Thompson (2000) offer parents a simple starting point for raising male children, "Teach boys that there are many ways to be a man" (p. 256).

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P4-1 ♦ The apostrophe

Before working this exercise, read section P4 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct errors in the use of the apostrophe. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

Our favorite barbecue restaurant is ^{Richard's} ~~Poor Richards~~ Ribs.
^

- a. This diet will improve almost anyone's health.
- b. The innovative shoe fastener was inspired by the designers young son.
- c. Each days menu features a different European country's dish.
- d. Sue worked overtime to increase her families earnings.
- e. Ms. Jacobs is unwilling to listen to students complaints about computer failures.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P4-2 ♦ The apostrophe

Before working this exercise, read section P4 in *A Writer's Reference*, Ninth Edition.

Edit the following passage to correct errors in the use of the apostrophe. Answers appear in the answer key.

Its never too soon to start holiday shopping. In fact, some people choose to start shopping as early as January, when last seasons leftover's are priced at their lowest. Many stores try to lure customers in with promise's of savings up to 90 percent. Their main objective, of course, is to make way for next years inventory. The big problem with postholiday shopping, though, is that there isn't much left to choose from. Store's shelves have been picked over by last-minute shoppers desperately searching for gifts. The other problem is that its hard to know what to buy so far in advance. Next year's hot items are anyones guess. But proper timing, mixed with lot's of luck and determination, can lead to good purchases at great price's.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P5-1 ♦ Quotation marks

Before working this exercise, read section P5 in *A Writer's Reference*, Ninth Edition.

Add or delete quotation marks as needed and make any other necessary changes in punctuation in the following sentences. If a sentence is correct, write “correct” after it. Answers appear in the answer key.
Example:

Gandhi once said, “An eye for an eye only ends up making the whole world blind.”

- a. As for the advertisement “Sailors have more fun”, if you consider chipping paint and swabbing decks fun, then you will have plenty of it.
- b. Even after forty minutes of discussion, our class could not agree on an interpretation of Robert Frost’s poem “The Road Not Taken.”
- c. After winning the lottery, Juanita said that “she would give half the money to charity.”
- d. After the movie, Vicki said, “The reviewer called this flick “trash of the first order.” I guess you can’t believe everything you read.”
- e. “Cleaning your house while your kids are still growing,” said Phyllis Diller, “is like shoveling the walk before it stops snowing.”

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P5-2 ♦ Quotation marks

Before working this exercise, read section P5 in *A Writer's Reference*, Ninth Edition.

Add or delete quotation marks as needed and make any other necessary changes in punctuation in the following passage. Citations should conform to MLA style (see MLA-4a). Answers appear in the answer key.

In his article *The Moment of Truth*, former vice president Al Gore argues that global warming is a genuine threat to life on Earth and that we must act now to avoid catastrophe. Gore calls our situation a “true *planetary emergency*” and cites scientific evidence of the greenhouse effect and its consequences (170-71). “What is at stake, Gore insists, is the survival of our civilization and the habitability of the Earth (197).” With such a grim predicament at hand, Gore questions why so many political and economic leaders are reluctant to act. “Is it simply more convenient to ignore the warnings,” he asks (171)?

The crisis, of course, will not go away if we just pretend it isn't there. Gore points out that in Chinese two symbols form the character for the word crisis. The first of those symbols means “danger”, and the second means “opportunity.” The danger we face, he claims, is accompanied by “unprecedented opportunity.” (172) Gore contends that throughout history we have won battles against seemingly unbeatable evils such as slavery and fascism and that we did so by facing the truth and choosing the moral high ground. Gore's final appeal is to our humanity:

“Ultimately, [the fight to end global warming] is not about any scientific discussion or political dialogue; it is about who we are as human beings. It is about our capacity to transcend our limitations, to rise to this new occasion. To see with our hearts, as well as our heads, the response that is now called for.” (244)

Gore feels that the fate of our world rests in our own hands, and his hope is that we will make the choice to save the planet.

Source of quotations: Al Gore, “The Moment of Truth,” *Vanity Fair*, May 2006, pp. 170+.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P6-1 ♦ The period, the question mark, and the exclamation point

Before working this exercise, read section P6-a in *A Writer's Reference*, Ninth Edition.

Add appropriate end punctuation in the following paragraph. Answers appear in the answer key.

Although I am generally rational, I am superstitious I never walk under ladders or put shoes on the table If I spill the salt, I go into frenzied calisthenics picking up the grains and tossing them over my left shoulder As a result of these curious activities, I've always wondered whether knowing the roots of superstitions would quell my irrational responses Superstition has it, for example, that one should never place a hat on the bed This superstition arises from a time when head lice were common and placing a guest's hat on the bed stood a good chance of spreading lice through the host's bed Doesn't this make good sense And doesn't it stand to reason that, if I know that my guests don't have lice, I shouldn't care where their hats go Of course it does It is fair to ask, then, whether I have changed my ways and place hats on beds Are you kidding I wouldn't put a hat on a bed if my life depended on it

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P6-2 ♦ Other punctuation marks

Before working this exercise, read sections P6-b to P6-d in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct errors in punctuation, focusing especially on appropriate use of the dash, parentheses, brackets, the ellipsis mark, and the slash. If a sentence is correct, write “correct” after it. Answers appear in the answer key. Example:

Social insects/ —bees, for example/ —are able to communicate complicated messages to one another.

- a. A client left his/her cell phone in our conference room after the meeting.
- b. The films we made of Kilauea—on our trip to Hawaii Volcanoes National Park—illustrate a typical spatter cone eruption.
- c. Although he was confident in his course selections, Greg chose the pass/fail option for Chemistry 101.
- d. Of three engineering fields, chemical, mechanical, and materials, Keegan chose materials engineering for its application to toy manufacturing.
- e. The writer Chitra Divakaruni explained her work with other Indian American immigrants: “Many women who came to Maitri [a women’s support group in San Francisco] needed to know simple things like opening a bank account or getting citizenship. . . . Many women in Maitri spoke English, but their English was functional rather than emotional. They needed someone who understands their problems and speaks their language.”

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P7-1 ♦ Spelling

Before working this exercise, read sections P7-a and P7-c in *A Writer's Reference*, Ninth Edition.

The following memo has been run through a spell checker. Proofread it carefully, editing the spelling and typographical errors that remain. Answers appear in the answer key.

November 2, 2017

To: Patricia Wise

From: Constance Mayhew

Subject: Express Tours annual report

Thank you for agreeing to draft the annual report for Express Tours. Before you begin your work, let me outline the initial steps.

First, it's essential for you to include brief profiles of top management. Early next week, I'll provide profiles for all managers except Samuel Heath, whose biographical information is being revised. You should edit these profiles carefully and then format them according to the enclosed instructions. We may ask you to include other employees' profiles at some point.

Second, you should arrange to get complete financial information for fiscal year 2017 from our comptroller, Richard Chang. (Helen Boyes, too, can provide the necessary figures.) When you get this information, precede according to the plans we discuss in yesterday's meeting. By the way, you will notice from the figures that the sale of our Charterhouse division did not significantly affect net profits.

Third, you should email first draft of the report by December 11. Of course, you should proofread your writing.

I am quite pleased that you can take on this project. If I can answer questions, don't hesitate to call.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P8-1 ♦ Capital letters

Before working this exercise, read section P8 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct errors in capitalization. If a sentence is correct, write "correct" after it. Answers appear in the answer key. Example:

On our trip to the West, we visited the ^Ggrand ^Ccanyon and the ^Ggreat ^Ssalt ^Ddesert.

- Assistant dean Shirin Ahmadi recommended offering more world language courses.
- We went to the Mark Taper Forum to see a production of *Angels in America*.
- Kalindi has an ambitious semester, studying differential calculus, classical hebrew, brochure design, and greek literature.
- Lydia's Aunt and Uncle make modular houses as beautiful as modernist works of art.
- We amused ourselves on the long flight by discussing how Spring in Kyoto stacks up against Summer in London.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise P10-1 ♦ Italics

Before working this exercise, read section P10 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct errors in the use of italics. If a sentence is correct, write “correct” after it. Answers appear in the answer key. Example:

We had a lively discussion about Gini Alhadeff’s memoir *The Sun at Midday*. *Correct*

- a. Howard Hughes commissioned the Spruce Goose, a beautifully built but thoroughly impractical wooden aircraft.
- b. The old man *screamed* his anger, *shouting* to all of us, “I will not leave my money to you worthless layabouts!”
- c. I learned the Latin term *ad infinitum* from an old nursery rhyme about fleas: “Great fleas have little fleas upon their back to bite ’em, / Little fleas have lesser fleas and so on *ad infinitum*.”
- d. Cinema audiences once gasped at hearing the word *damn* in *Gone with the Wind*.
- e. Neve Campbell’s lifelong interest in ballet inspired her involvement in the film “The Company,” which portrays a season with the Joffrey Ballet.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S1-1 ♦ Parallelism

Before working this exercise, read section S1 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct faulty parallelism. Possible revisions appear in the answer key.

Example:

Rowena began her workday by pouring a cup of coffee and ^{checking}~~checked~~ her email.
^

- a. Police dogs are used for finding lost children, tracking criminals, and the detection of bombs and illegal drugs.
- b. Hannah told her rock-climbing partner that she bought a new harness and of her desire to climb Otter Cliffs.
- c. It is more difficult to sustain an exercise program than starting one.
- d. During basic training, I was not only told what to do but also what to think.
- e. Jan wanted to drive to the wine country or at least Sausalito.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S1-2 ♦ Parallelism

Before working this exercise, read section S1 in *A Writer's Reference*, Ninth Edition.

Revise the following paragraph to balance parallel ideas. A possible revision appears in the answer key.

Community service can provide tremendous benefits not only for the organization receiving the help but the volunteer providing the help, too. This dual benefit idea is behind a recent move to make community service hours a graduation requirement in high schools across the country. For many nonprofit organizations, seeking volunteers is often smarter financially than to hire additional employees. For many young people, community service positions can help develop empathy, being committed, and leadership. Opponents of the trend argue that volunteerism should not be mandatory, but research shows that community service requirements are keeping students engaged in school and lower dropout rates dramatically. Parents, school administrators, and people who are leaders in the community all seem to favor the new initiatives.

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More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.
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Exercise S3-1 ♦ Misplaced modifiers

Before working this exercise, read sections S3-a to S3-d in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct misplaced or awkwardly placed modifiers. Possible revisions appear in the answer key. Example:

Answering questions ^{in a phone survey} can be annoying. ~~in a phone survey.~~

- a. More research is needed to effectively evaluate the risks posed by volcanoes in the Pacific Northwest.
- b. Many students graduate with debt from college totaling more than fifty thousand dollars.
- c. It is a myth that humans only use 10 percent of their brains.
- d. A coolhunter is a person who can find in the unnoticed corners of modern society the next wave of fashion.
- e. All geese do not fly beyond Narragansett for the winter.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S3-2 ♦ Dangling modifiers

Before working this exercise, read section S3-e in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct dangling modifiers. Most sentences can be revised in more than one way. Possible revisions appear in the answer key. Example:

To acquire a degree in almost any field, ^{a student must complete} two science courses. ~~must be completed.~~[^]

- a. To complete an online purchase with a credit card, the expiration date and the security code must be entered.
- b. Though only sixteen, UCLA accepted Martha's application.
- c. Settled in the cockpit, the pounding of the engine was muffled only slightly by my helmet.
- d. After studying polymer chemistry, computer games seemed less complex to Phuong.
- e. When a young man, my mother enrolled me in tap dance classes.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S4-1 ♦ Shifts: Point of view

Before working this exercise, read section S4-a in *A Writer's Reference*, Ninth Edition.

Edit the following paragraph to eliminate distracting shifts in point of view (person and number). Create two versions. First, imagine that this is an introductory paragraph designed to engage the reader with a personal story; write it in the first person (using *I* and *we*). Can you think of other contexts in which the first-person point of view would be the best choice? Then write the paragraph in the third person (using *people* and *they*). In what contexts would this version be the best choice? Possible revisions appear in the answer key.

When online dating first became available, many people thought that it would simplify romance. We believed that you could type in a list of criteria—sense of humor, college education, green eyes, good job—and a database would select the perfect mate. Thousands of people signed up for services and filled out their profiles, confident that true love was only a few mouse clicks away. As it turns out, however, virtual dating is no easier than traditional dating. I still have to contact the people I find, exchange emails and phone calls, and meet him in the real world. Although a database might produce a list of possibilities and screen out obviously undesirable people, you can't predict chemistry. More often than not, people who seem perfect online just don't click in person. Electronic services do help a single person expand their pool of potential dates, but it's no substitute for the hard work of romance.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S4-2 ♦ Shifts: Tense

Before working this exercise, read section S4-b in *A Writer's Reference*, Ninth Edition.

Edit the following paragraphs to eliminate distracting shifts in tense. Possible revisions appear in the answer key.

The English colonists who settled in Massachusetts received assistance at first from the local Indian tribes, but by 1675 there had been friction between the two groups for many years. In that year, Metacomet, whom the colonists called Philip, leads the Wampanoag tribe in the first of a series of attacks on the colonial settlements. The war, known as King Philip's War, rages on for more than a year and leaves three thousand Indians and six hundred colonists dead. Metacomet's attempt to retain his power failed. He too is killed, and the colonists sell his wife and children into slavery.

The Indians did not leave records of their encounters with the English, but the settlers recorded some of their experiences. One of the few accounts to survive was written by a captured colonist, Mary Rowlandson. She is a minister's wife who is kidnapped by Indians and held captive in 1676. Her history, *A Narrative of the Captivity and Restoration of Mrs. Mary Rowlandson*, tells the story of her experiences with the Wampanoags. Although it did not paint a completely balanced picture of the Indians, Rowlandson's story, which is considered a classic early American text, showed its author to be a keen observer of life in an Indian camp.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S4-3 ♦ Shifts: Mood and voice, questions and quotations

Before working this exercise, read sections S4-c and S4-d in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to make the verbs consistent in mood and voice and to eliminate distracting shifts from indirect to direct questions or quotations. Possible revisions appear in the answer key.
Example:

As a public relations intern, I wrote press releases, managed the website, and fielded all phone calls.
~~all phone calls were fielded by me.~~
^

- a. An incredibly talented musician, Ray Charles mastered R&B, soul, and gospel styles. Even country music was performed well by him.
- b. Environmentalists point out that shrimp farming in Southeast Asia is polluting water and making farmlands useless. They warn that action must be taken by governments before it is too late.
- c. The samples were observed for five days before we detected any growth.
- d. In his famous soliloquy, Hamlet contemplates whether death would be preferable to his difficult life and, if so, is he capable of committing suicide?
- e. The lawyer told the judge that Miranda Hale was innocent and allow her to prove the allegations false.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S4-4 ♦ Shifts

Before working this exercise, read section S4 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate distracting shifts. Possible revisions appear in the answer key.

Example:

**For many first-year engineering students, the course load can be so rigorous
that ^{they}you sometimes feel overwhelmed.**

- a. A courtroom lawyer needs to have more than a touch of theater in their blood.
- b. The interviewer asked whether we had brought our proof of citizenship and did we bring our passports?
- c. The experienced reconnaissance scout knows how to make fast decisions and use sophisticated equipment to keep their team from being detected.
- d. After the animators finish their scenes, the production designer arranges the clips according to the storyboard. Synchronization notes must also be made for the sound editor and the composer.
- e. Madame Defarge is a sinister figure in Dickens's *A Tale of Two Cities*. On a symbolic level, she represents fate; like the Greek Fates, she knitted the fabric of individual destiny.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S5-1 ♦ Mixed constructions

Before working this exercise, read section S5 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to untangle mixed constructions. Possible revisions appear in the answer key. Example:

Taking
~~By taking~~ the oath of allegiance made Ling a US citizen.
^

- a. Using surgical gloves is a precaution now worn by dentists to prevent contact with patients' blood and saliva.
- b. A physician, the career my brother is pursuing, requires at least ten years of challenging work.
- c. The reason the pharaohs had bad teeth was because tiny particles of sand found their way into Egyptian bread.
- d. Recurring bouts of flu among team members set a record for number of games forfeited.
- e. In this box contains the key to your future.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S6-1 ♦ Coordination and subordination

Before working this exercise, read section S6-a in *A Writer's Reference*, Ninth Edition.

Use the coordination or subordination technique in brackets to combine each pair of independent clauses. Possible revisions appear in the answer key. Example:

Ted Williams was one of the best hitters in the history of ^{baseball, but he} ~~baseball~~. He never won
^
a World Series ring. [Use a comma and a coordinating conjunction.]

- a. Williams played for the Boston Red Sox from 1939 to 1960. He managed the Washington Senators and Texas Rangers for several years after retiring as a player. [Use a comma and a coordinating conjunction.]
- b. In 1941, Williams finished the season with a batting average of .406. No player has hit over .400 for a season since then. [Use a semicolon.]
- c. Williams acknowledged that Joe DiMaggio was a better all-around player. Williams felt that he was a better hitter than DiMaggio. [Use the subordinating conjunction *although*.]
- d. Williams was a stubborn man. He always refused to tip his cap to the crowd after a home run because he claimed that fans were fickle. [Use a semicolon and the transitional phrase for example.]
- e. Williams's relationship with the media was unfriendly at best. He sarcastically called baseball writers the "knights of the keyboard" in his memoir. [Use a semicolon.]

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S6-2 ♦ Coordination and subordination

Before working this exercise, read section S6-b in *A Writer's Reference*, Ninth Edition.

Combine the following sentences by subordinating minor ideas or by coordinating ideas of equal importance. You must decide which ideas are minor because the sentences are given out of context. Possible revisions appear in the answer key. Example:

Agnes, [^]was a girl I worked with/, [^]She was a hyperactive child.

- a. The X-Men comic books and Japanese woodcuts of kabuki dancers were part of Marlana's research project on popular culture. They covered the tabletop and the chairs.
- b. Our waitress was costumed in a kimono. She had painted her face white. She had arranged her hair in a lacquered beehive.
- c. Students can apply for a spot in the leadership program. The program teaches thinking and communication skills.
- d. Shore houses were flooded up to the first floor. Beaches were washed away. Brant's Lighthouse was swallowed by the sea.
- e. Laura Thackray was an engineer at Volvo Car Corporation. She addressed women's safety needs. She designed a pregnant crash-test dummy.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S6-3 ♦ Coordination and subordination

Before working this exercise, read sections S6-a and S6-c in *A Writer's Reference*, Ninth Edition.

The following sentences show coordinated ideas (ideas joined with a coordinating conjunction or a semicolon). Restructure the sentences by subordinating minor ideas. You must decide which ideas are minor because the sentences are given out of context. Possible revisions appear in the answer key.
Example:

The rowers returned to shore, ^{where they} and had a party on the beach ^{to celebrate} and celebrated the start of the season.

- a. These particles are known as “stealth liposomes,” and they can hide in the body for a long time without detection.
- b. Irena is a competitive gymnast and majors in biochemistry; her goal is to apply her athletic experience and her science degree to a career in sports medicine.
- c. Students, textile workers, and labor unions have loudly protested sweatshop abuses, so apparel makers have been forced to examine their labor practices.
- d. IRC (Internet relay chat) was developed in a European university; it was created as a way for a group of graduate students to talk about projects from their dorm rooms.
- e. The cafeteria’s new menu has an international flavor, and it includes everything from enchiladas and pizza to pad thai and sauerbraten.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S6-4 ♦ Faulty subordination

Before working this exercise, read sections S6-d and S6-e in *A Writer's Reference*, Ninth Edition.

In each of the following sentences, the idea that the writer wished to emphasize is buried in a subordinate construction. Restructure each sentence so that the independent clause expresses the major idea, as indicated in brackets, and lesser ideas are subordinated. Possible revisions appear in the answer key.
Example:

Although
^
Catherine has weathered many hardships, ~~although~~ she has rarely become discouraged. [*Emphasize that Catherine has rarely become discouraged.*]

- a. Gina worked as an aide for the relief agency, distributing food and medical supplies. [*Emphasize distributing food and medical supplies.*]
- b. Janbir spent every Saturday learning tabla drumming, noticing with each hour of practice that his memory for complex patterns was growing stronger. [*Emphasize Janbir's memory.*]
- c. The rotor hit, gouging a hole about an eighth of an inch deep in my helmet. [*Emphasize that the rotor gouged a hole in the helmet.*]
- d. My grandfather, who raised his daughters the old-fashioned way, was born eighty years ago in Puerto Rico. [*Emphasize how the grandfather raised his daughters.*]
- e. The Narcan reversed the depressive effect of the drug, saving the patient's life. [*Emphasize that the patient's life was saved.*]

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S7-1 ♦ Sentence variety

Before working this exercise, read section S7 in *A Writer's Reference*, Ninth Edition.

Improve sentence variety in each of the following sentences by using the technique suggested in brackets. Possible revisions appear in the answer key. Example:

To protect endangered marine turtles, fishing
Fishing crews place turtle excluder devices in fishing nets. to protect endangered
marine turtles. [Begin the sentence with the adverbial infinitive phrase.]

- a. The exhibits for insects and spiders are across the hall from the fossils exhibit. [*Invert the sentence.*]
- b. Sayuri becomes a successful geisha after growing up desperately poor in Japan. [*Move the adverb phrase to the beginning of the sentence.*]
- c. Researchers have been studying Mount St. Helens for years. They believe that a series of earthquakes in the area may have caused the 1980 eruption. [*Combine the sentences into a complex sentence. See also B4-a.*]
- d. Ice cream typically contains 10 percent milk fat. Premium ice cream may contain up to 16 percent milk fat and has considerably less air in the product. [*Combine the two sentences as a compound sentence.*]
- e. The economy may recover more quickly than expected if home values climb. [*Move the adverb clause to the beginning of the sentence.*]

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise S7-2 ♦ Sentence variety

Before working this exercise, read section S7 in *A Writer's Reference*, Ninth Edition.

Edit the following paragraph to increase sentence variety. A possible revision appears in the answer key.

Making architectural models is a skill that requires patience and precision. It is an art that illuminates a design. Architects come up with a grand and intricate vision. Draftspersons convert that vision into blueprints. The model maker follows the blueprints. The model maker builds a miniature version of the structure. Modelers can work in traditional materials like wood and clay and paint. Modelers can work in newer materials like Styrofoam and liquid polymers. Some modelers still use cardboard, paper, and glue. Other modelers prefer glue guns, deformable plastic, and thin aluminum and brass wire. The modeler may seem to be making a small mess in the early stages of model building. In the end the modeler has completed a small-scale structure. Architect Rem Koolhaas has insisted that plans reveal the logic of a design. He has argued that models expose the architect's vision. The model maker's art makes this vision real.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W2-1 ♦ Wordy sentences

Before working this exercise, read section W2 in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to reduce wordiness. Possible revisions appear in the answer key. Example:

The Wilsons moved into the house ^{even though} ~~in spite of the fact that~~ the back door was only ten yards from the train tracks.

- a. Martin Luther King Jr. was a man who set a high standard for future leaders to meet.
- b. Alice has been deeply in love with cooking since she was little and could first peek over the edge of a big kitchen tabletop.
- c. In my opinion, Bloom's race for the governorship is a futile exercise.
- d. It is pretty important in being a successful graphic designer to have technical knowledge and at the same time an eye for color and balance.
- e. Your task will be the delivery of correspondence to all employees in the company.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W2-2 ♦ Wordy sentences

Before working this exercise, read section W2 in *A Writer's Reference*, Ninth Edition.

Edit the following business memo to reduce wordiness. A possible revision appears in the answer key.

To: District managers
From: Margaret Davenport, Vice President
Subject: Customer database

It has recently been brought to my attention that a percentage of our sales representatives have been failing to log reports of their client calls in our customer database each and every day. I have also learned that some representatives are not checking the database on a routine basis.

Our clients sometimes receive a multiple number of sales calls from us when a sales representative is not cognizant of the fact that the client has been contacted at a previous time. Repeated telephone calls from our representatives annoy our customers. These repeated telephone calls also portray our company as one that is lacking in organization.

Effective as of immediately, direct your representatives to do the following:

- Record each and every customer contact in the customer database at the end of each day, without fail.
- Check the database at the very beginning of each day to ensure that telephone communications will not be initiated with clients who have already been called.

Let me extend my appreciation to you for cooperating in this important matter.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W3-1 ♦ Active verbs

Before working this exercise, read section W3 in *A Writer's Reference*, Ninth Edition.

Revise any weak, unemphatic sentences by replacing passive verbs or *be* verbs with active alternatives. You may need to name in the subject the person or thing doing the action. If a sentence is already emphatic, do not change it. Possible revisions appear in the answer key. Example:

The ranger doused the campfire before giving us

~~The campfire was doused by the ranger before we were given a ticket for unauthorized~~
^
use of a campsite.

- a. The Prussians were victorious over the Saxons in 1745.
- b. The entire operation is managed by Ahmed, the producer.
- c. The sea kayaks were expertly paddled by the tour guides.
- d. At the crack of rocket and mortar blasts, I jumped from the top bunk and landed on my buddy below, who was crawling on the floor looking for his boots.
- e. There were shouting protesters on the courthouse steps.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W3-2 ♦ Active verbs

Before working this exercise, read section W3 in *A Writer's Reference*, Ninth Edition.

For each writing situation below, decide whether it is more appropriate to use the active voice or the passive voice. Answers appear in the answer key.

- a. You are writing a research paper explaining the effects of a deadly bacterial outbreak in a remote Chilean village. (active / passive)
- b. You are writing a letter to the editor, praising an emergency medical technician whose quick action saved an injured motorist. (active / passive)
- c. You are writing a summary of the procedure you used in an experiment for your biology class. (active / passive)
- d. To accompany your résumé, you must write a cover letter explaining your recent accomplishments as a manager. (active / passive)
- e. You must fill out an incident report, explaining in detail how your actions led to a collision between the forklift you were operating and a wall of fully stocked shelves. (active / passive)

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More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.
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Exercise W4-1 ♦ Jargon and pretentious language

Before working this exercise, read sections W4-a and W4-b in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate jargon, pretentious or flowery language, euphemisms, and doublespeak. You may need to make substantial changes in some sentences. Possible revisions appear in the answer key. Example:

After two weeks in the legal department, Sue has ^{mastered} ~~worked into~~ the ^{office} ~~routine~~, ~~of the office~~,
and her ^{performance has} ~~functional and self-management skills~~ have exceeded all expectations.

- a. In my youth, my family was under the constraints of difficult financial circumstances.
- b. In order that I may increase my expertise in the area of delivery of services to clients, I feel that participation in this conference will be beneficial.
- c. The prophetic meteorologist cautioned the general populace regarding the possible deleterious effects of the impending tempest.
- d. Governmentally sanctioned investigations into the continued value of after-school programs indicate a perceived need in the public realm at large.
- e. Passengers should endeavor to finalize the customs declaration form prior to exiting the aircraft.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W4-2 ♦ Jargon

Before working this exercise, read sections W4-a and W4-b in *A Writer's Reference*, Ninth Edition.

Edit the following email message to eliminate jargon. A possible revision appears in the answer key.

Dear Ms. Jackson:

We members of the Nakamura Reyes team value our external partnering arrangements with Creative Software, and I look forward to seeing you next week at the trade show in Fresno. Per Mr. Reyes, please let me know when you'll have some downtime there so that he and I can conduct a strategizing session with you concerning our production schedule. It's crucial that we all be on the same page re our 2017–2018 product release dates.

Before we have some face time, however, I have some findings to share. Our customer-centric approach to the new products will necessitate that user testing periods trend upward. The enclosed data should help you effectuate any adjustments to your timeline; let me know ASAP if you require any additional information to facilitate the above.

Before we convene in Fresno, Mr. Reyes and I will agendize any further talking points. Thanks for your help.

Sincerely,

Sylvia Nakamura

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Exercise W4-3 ♦ Slang and level of formality

Before working this exercise, read sections W4-d and W4-e in *A Writer's Reference*, Ninth Edition.

Revise the following passage twice. First, use a level of formality appropriate for a newspaper editorial directed toward a general audience. Then use a level of formality appropriate for a blog post directed at young adults. Possible revisions appear in the answer key.

In pop culture, college grads who return home to live with the folks are seen as good-for-nothing losers who mooch off their families. And many older adults seem to feel that the trend of moving back home after school, which was rare in their day, is becoming too commonplace today. But society must realize that a cultural shift is taking place. Most young adults want to live on their own ASAP, but they graduate with heaps of debt and need some time to become financially stable. College tuition and the cost of housing have increased way more than salary increases in the past half century. Also, the job market is tighter and more jobs require advanced degrees than in the past. So before people go off on college graduates who move back into their parents' house for a spell, they must indeed consider all the facts.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W4-5 ♦ Nonsexist language

Before working this exercise, read section W4-f in *A Writer's Reference*, Ninth Edition.

Eliminate sexist language or sexist assumptions in the following job posting for an elementary school teacher. A possible revision appears in the answer key.

We are looking for qualified women for the position of elementary school teacher. The ideal candidate should have a bachelor's degree, a state teaching certificate, and one year of student teaching. She should be knowledgeable in all elementary subject areas, including science and math. While we want our new teacher to have a commanding presence in the classroom, we are also looking for motherly characteristics such as patience and trustworthiness. She must be able to both motivate an entire classroom and work with each student one-on-one to assess his individual needs. She must also be comfortable communicating with the parents of her students. For salary and benefits information, including maternity leave policy, please contact the Martin County School Board. Any qualified applicant should submit her résumé by March 15.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W5-1 ♦ Synonyms

Before working this exercise, read section W5-a in *A Writer's Reference*, Ninth Edition.

Use a dictionary and a thesaurus to find at least four synonyms for each of the following words. Be prepared to explain any slight differences in meaning.

1. decay (verb)
2. difficult (adjective)
3. hurry (verb)
4. pleasure (noun)
5. secret (adjective)
6. talent (noun)

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W5-2 ♦ Misused words

Before working this exercise, read section W5-c in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to correct misused words. Possible revisions appear in the answer key.

Example:

These days the training required for a ballet dancer is ^{all-absorbing.} ~~all-absorbent.~~
^

- a. We regret this delay; thank you for your patients.
- b. Ada's plan is to require education and experience to prepare herself for a position as property manager.
- c. Serena Williams, the penultimate competitor, has earned millions of dollars just in endorsements.
- d. Many people take for granite that public libraries have up-to-date computer systems.
- e. The affect of Gao Xingjian's novels on Chinese exiles is hard to gauge.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W5-3 ♦ Standard idioms

Before working this exercise, read section W5-d in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to eliminate errors in the use of idiomatic expressions. If a sentence is correct, write "correct" after it. Possible revisions appear in the answer key. Example:

We agreed to abide ^{by} ~~with~~ the decision of the judge.

- a. Queen Anne was so angry at Sarah Churchill that she refused to see her again.
- b. Jean-Pierre's ambitious travel plans made it impossible for him to comply with the residency requirement for in-state tuition.
- c. The parade moved off of the street and onto the beach.
- d. The frightened refugees intend on making the dangerous trek across the mountains.
- e. What type of a wedding are you planning?

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.

Exercise W5-4 ♦ Clichés and mixed figures of speech

Before working this exercise, read sections W5-e and W5-f in *A Writer's Reference*, Ninth Edition.

Edit the following sentences to replace worn-out expressions and clarify mixed figures of speech. Possible revisions appear in the answer key. Example:

When he heard about the accident, ^{the color drained from his face.} ~~he turned white as a sheet.~~
^

- a. John stormed into the room like a bull in a china shop.
- b. Some people insist that they'll always be there for you, even when they haven't been before.
- c. The Cubs easily beat the Mets, who were in the soup early in the game today at Wrigley Field.
- d. We ironed out the sticky spots in our relationship.
- e. My mother accused me of beating around the bush when in fact I was just talking off the top of my head.

More Practice If your instructor has assigned LaunchPad, you have access to additional exercises.
