

## LESSON 8 : PRACTICE CLASS

Upon completion of this lesson, you will be able to use the accepted standard of English grammar and punctuation in written business communication. To reach this you should be able to:

- Punctuate message correctly.

- Write complete grammatically correct sentence.

### Practice Class

#### Adverb or adjective?

- I feel (bad) \_\_\_\_\_ about what happened yesterday. I didn't know you were going to take everything so (serious) \_\_\_\_\_.
- This beer tastes too (bitter) \_\_\_\_\_ for my liking.
- She looked at me (tender) \_\_\_\_\_ and said (soft) \_\_\_\_\_ that I looked (good) \_\_\_\_\_ in my chequered shirt.
- I could (easy) \_\_\_\_\_ convince him not to become too excited with all the media attention.
- He turned the car (cautious) \_\_\_\_\_ as not to drive into the (nice) \_\_\_\_\_ laid-out border of the neighbours.
- Have you ever been (wrong) \_\_\_\_\_ accused of something?
- "My brother is an (incredible) \_\_\_\_\_ successful businessman", he said (cynical) \_\_\_\_\_ "he's just gone bankrupt for the fifth time!"
- (Unfortunately) \_\_\_\_\_ all the milk has gone (sour) \_\_\_\_\_ overnight.
- She (haste) \_\_\_\_\_ ran down the stairs, (picked) \_\_\_\_\_ picked up her coat and umbrella and disappeared in the (unusual) \_\_\_\_\_ mysterious night.
- The number of visitors to the exhibition dropped (considerable) \_\_\_\_\_ in the second week.

#### Prepositions of Direction: To, On (to), In (to): Exercise

Complete the following sentences with the correct preposition: **to, toward, on, onto, in, or into**. Some sentences may have more than one possible correct answer. Remember that a few verbs of motion take only "on" rather than "onto."

1. Anna has returned \_\_\_\_\_ her home town.
2. The dog jumped \_\_\_\_\_ the lake.
3. Are the boys still swimming \_\_\_\_\_ the pool?
4. Thomas fell \_\_\_\_\_ the floor.
5. The plane landed \_\_\_\_\_ the runway.
6. We drove \_\_\_\_\_ the river for an hour, but turned north before we reached it.
7. The kids climbed \_\_\_\_\_ the monkey bars.
8. Joanna got \_\_\_\_\_ Fred's car.
9. The baby spilled his cereal \_\_\_\_\_ the floor.
10. We cried to the man on the ladder, "Hang \_\_\_\_\_!"
11. I just called \_\_\_\_\_ say I love you.
12. Matthew and Michelle moved the table \_\_\_\_\_ the dining room.
13. Allan left your keys \_\_\_\_\_ the table.
14. Dr. Karper apologized for interrupting us, and told us to carry \_\_\_\_\_ with our discussion.
15. I'd like \_\_\_\_\_ ask you a question.
16. Pat drove Mike \_\_\_\_\_ the airport.
17. Glenn almost fell \_\_\_\_\_ the river.
18. The waitress noticed that there was no more Diet Pepsi \_\_\_\_\_ Marty's glass.

19. Lee and Sarah took the bus that was heading \_\_\_\_\_ the university.
20. Mary Sue jumped \_\_\_\_\_ the stage and danced.

#### Exercise 2

Complete the following sentences with the correct preposition: **at, in, or on**.

1. Will you wait for me \_\_\_\_\_ the bus stop?
2. Jane is \_\_\_\_\_ her bedroom.
3. Daria's books are lying \_\_\_\_\_ the floor.
4. The girls didn't want to spend a long time \_\_\_\_\_ the carnival.
5. I let the cat sit \_\_\_\_\_ my lap, but then suddenly it jumped \_\_\_\_\_ my face!

#### Grammar: Verb-subject agreement worksheet 1

- 1 Verbs and subjects must agree!  
Choose the right verb form in each of these sentences, so that each verb agrees with its subject.

1. So many people is/are waiting outside.
2. The office next door was/were closed all day yesterday.
3. The print on the labels is/are so small.
4. The carpet has/have so many stains on it that it needs/need to be replaced.
5. The Trade Union members' meeting is/are downstairs in the Conference Room.
6. Mr. and Mrs. Taylor has/have moved in next door to us.
7. Two cars and a coach was/were involved in the motorway accident.
8. His application form for the new job, which was/were posted yesterday, has/have gone missing.
9. My neighbour play/plays his music so loud that the walls almost vibrate/vibrates.
10. Ricardo do/does not care whether United or City is/are winning.
11. The bouquet of flowers has/have just arrived.
12. He makes/make use of the computer now, and even writes/write reports for the manager with it.

6. Do you live \_\_\_\_\_ the city or \_\_\_\_\_ the country?
7. Trent arrived \_\_\_\_\_ the school building just in time.
8. The rancher built a fence to keep his cows \_\_\_\_\_ the pasture.
9. Kevin and Mack are out practicing \_\_\_\_\_ the football field.
10. From afar, Heathcliff could see a light \_\_\_\_\_ the window.
11. The old house had so much grime \_\_\_\_\_ the windows that Bradley could hardly see inside.
12. The shepherd boy grazed his flock \_\_\_\_\_ the grassy hillside.
13. The audience threw tomatoes \_\_\_\_\_ the terrible comedian.
14. Wrestling isn't real; those guys \_\_\_\_\_ the ring are just pretending.
15. David works \_\_\_\_\_ the field of network administration, while Marty works \_\_\_\_\_ web design.
16. The car stalled and got stuck \_\_\_\_\_ the street.
17. Audrey lives \_\_\_\_\_ Third Street.
18. If William doesn't make any money on his book, he'll be out \_\_\_\_\_ the street.
19. I'll use my cellular phone when I'm \_\_\_\_\_ the bus, but never while I'm \_\_\_\_\_ the car.
20. Passengers are not allowed to use electronic devices \_\_\_\_\_ airplanes during takeoff and landing.

### Apostrophes: Exercise

Punctuate the following sentences with apostrophes according to the rules for using the apostrophe.

1. Whos the partys candidate for vice president this year?
2. The fox had its right foreleg caught securely in the traps jaws.
3. Our neighbors car is an old Chrysler, and its just about to fall apart.
4. In three weeks time well have to begin school again.
5. Didnt you hear that theyre leaving tomorrow?
6. Whenever I think of the stories I read as a child, I remember Cinderellas glass slipper and Snow Whites wicked stepmother.
7. We claimed the picnic table was ours, but the Smiths children looked so disappointed that we found another spot.
8. Its important that the kitten learns to find its way home.
9. She did not hear her childrens cries.
10. My address has three 7s, and Tims phone number has four 2s.
11. Didnt he say when he would arrive at Arnies house?
12. Its such a beautiful day that Ive decided to take a sun bath.
13. She said the watch Jack found was hers, but she couldnt identify the manufacturers name on it.
14. Little girls clothing is on the first floor, and the mens department is on the second.
15. The dogs bark was far worse than its bite.

16. The moons rays shone feebly on the path, and I heard the insects chirpings and whistlings.
17. Theyre not afraid to go ahead with the plans, though the choice is not theirs.
18. The man whose face was tan said that he had spent his two weeks vacation in the mountains.
19. I found myself constantly putting two cs in the word process.
20. Johns 69 Ford is his proudest possession.

### Sentence Fragment Exercises—#1

The sentences below appeared in papers written by students. Act as their editor, marking a C if the sentences in the group are all complete and an F if any of the sentences in the group is a fragment. Could you tell these writers why the fragments are incomplete sentences?

- \_\_\_\_\_ 1. Then I attended Morris Junior High. A junior high that was a bad experience.
- \_\_\_\_\_ 2. The scene was filled with beauty. Such as the sun sending its brilliant rays to the earth and the leaves of various shades of red, yellow, and brown moving slowly in the wind.
- \_\_\_\_\_ 3. He talked for fifty minutes without taking his eyes off his notes. Like other teachers in that department, he did not encourage students' questions.
- \_\_\_\_\_ 4. Within each group, a wide range of features to choose from. It was difficult to distinguish between them.
- \_\_\_\_\_ 5. A few of the less serious fellows would go into a bar for a steak dinner and a few glasses of beer. After this meal, they were ready for anything.
- \_\_\_\_\_ 6. It can be really embarrassing to be so emotional. Especially when you are on your first date, you feel that you should be in control.
- \_\_\_\_\_ 7. The magazine has a reputation for a sophisticated, prestigious, and elite group of readers. Although that is a value judgment and in circumstances not a true premise.
- \_\_\_\_\_ 8. In the seventh grade every young boy goes out for football. To prove to himself and his parents that he is a man.
- \_\_\_\_\_ 9. She opened the door and let us into her home. Not realizing at the time that we would never enter that door in her home again.
- \_\_\_\_\_ 10. As Christmas grows near, I find myself looking back into my childhood days at fun-filled times of snowball fights. To think about this makes me happy.
- \_\_\_\_\_ 11. Making up his mind quickly. Jim ordered two dozen red roses for his wife. Hoping she would accept his apology.
- \_\_\_\_\_ 12. They were all having a good time. Until one of Joe's oldest and best friends had a little too much to drink.
- \_\_\_\_\_ 13. Although it only attained a speed of about twelve miles an hour. My old rowboat with its three-horsepower motor seemed like a high-speed job to me.
- \_\_\_\_\_ 14. With my brother standing by my side, I reached for the pot handle. Tilting the pot way too much caused the boiling water to spill.

