

Part 1: Language Arts: Writing

Bonus
Chapter

Chapter 1: The English Sentence Revealed

Questions

Practice identifying the subject (person, place, or thing) and the verb (action) in the following sentences.

1. Andre winked.
2. The door opened.

For 3 and 4, punctuate the sentences correctly.

3. That toddler is totally out of control
4. I'll meet you at the mall in an hour

Answers

Subject Verb

1. Andre winked
2. door opened
3. Although you could argue that this is just a statement, the word *totally* makes it a strong statement. An exclamation point is appropriate.
4. This statement of fact requires only a period.

Questions

Read the following sentences and complete the incomplete thoughts. Ask yourself: what's missing in the sentence, the subject or the verb?

1. Before I start my new job.
2. Baking and cooking all day.

Answers

1. I need new clothes before I start my new job. (subject, *I*; verb, *need*)
2. Phil enjoys baking and cooking all day. (subject, *Phil*; verb, *enjoys*)

Questions

Look for fragments, run-ons, and comma faults in paragraph 1. Insert punctuation or correct marks where needed.

Paragraph 1:

(A) When businesses close or downsize. (B) Employees are affected in many ways workers lose what may have been a steady job for many years. (C) While income is gone and health benefits may go, too.

In paragraphs 2 and 3, rewrite fragments to make complete sentences. Look for comma faults and run-on sentences and separate them into complete thoughts.

Paragraphs 2 and 3:

Are you surprised to learn that the government does not require companies to offer vacations to its employees however once the company offers a vacation there are federal and state laws that must be followed. So, if you were promised 1 week of vacation after your first year on the job, you will get it your employer does not want to lose a great employee to another company that keeps its word.

How do you learn about your company's vacation policy this is one of the items most companies include in their employee handbook and if the policy does not follow federal regulations and if the policy is not clearly stated. Taking a chance of being sued by employees.

Answers

Paragraph 1:

Sentence A is a fragment. Sentence B is a run-on sentence. Sentence C is a fragment. In sentence A, notice the common error, that is, starting the sentence with *When* and then not finishing the thought. The best correction would be to complete sentence A by adding part of sentence B to it:

When businesses close or downsize, employees are affected in many ways.

You now have a sentence that can stand alone—capitalized, of course:

Workers lose what may have been a steady job for many years.

Sentence C is also incomplete. The word *While* introduces a clause that demands to be completed, but it isn't. You want to ask what the result is of this fact. You need to finish the sentence:

When their income is gone, their health benefits may go, too.

Here's the rewritten paragraph:

When businesses close or downsize, employees are affected in many ways. Workers lose what may have been a steady job for many years. When their income is gone, their health benefits may go, too.

Paragraphs 2 and 3:

Are you surprised to learn that the government does not require companies to offer vacations to its employees? (Correct run-on sentence.) However, once the company offers a vacation, there are federal and state laws that must be followed. So, if you were promised 1 week of vacation after your first year on the job, you will get it. Your employer does not want to lose a great employee to another company that keeps its word. (Correct the two run-on sentences by adding a period.)

How do you learn about your company's vacation policy? (Correct run-on sentence.) This is one of the items most companies include in their employee handbook. If the policy does not follow federal regulations and is not clearly stated, the company takes a chance of being sued by its employees. (Correct run-on sentences and fragment.)

Questions

Read the following examples of incomplete thoughts. How would you finish them?

1. When you go to work
2. As soon as I finish eating a big meal

Answers

1. When you go to work, take your cell phone.
2. As soon as I finish eating a big meal, I fall asleep.

Chapter 2: What Role Do Parts of Speech Play?

Questions

One of the most common errors in English usage is the use of an object pronoun as the subject or a subject pronoun as the object. Find subject pronoun errors in these sentences.

1. You and me are happy to eat pizza for dinner.
2. Me and Lenny are happy about the Patriots' winning game.

Answers

1. You and I are happy to eat pizza for dinner. *You* is a subject pronoun, but *me* is not. It is an object pronoun. Both words are the subject, so you need to use subject pronouns.
2. Lenny and I are happy about the Patriots' winning game. Once again, put the other person first and you are more likely to choose the subject pronoun *I*.

Questions

Find the nouns in these sentences.

1. The company's largest store closed.
2. My songbird is never quiet.

Answers

1. company's, store
2. songbird

Questions

Find and correct any errors in the spelling of plural nouns.

1. We regret that so many lifes were lost in the war.
2. My childrens love playing soccer.

Answers

1. The correct spelling is *lives*. This is another noun that ends in *fe*, so you change it to *v* and add *es*.
2. The correct spelling is *children*. Some words change their internal spelling.

Questions

In each sentence, place a *v* over the verb and an *n* over the noun/subject.

1. Dogs make wonderful pets.
2. A plastic bottle litters the floor.

Answers

1. Make (verb) dogs (noun/subject)
2. Litters (verb) bottle (noun/subject)

Questions

Choose a singular or plural linking verb to complete each sentence.

1. The weather _____ terrible!
2. Yesterday, you _____ ready to leave very early.

For 3 and 4, correct the action or linking verb in each sentence.

3. We was ready to leave right on time.
4. The suitcases in the trunk is all mine.

Answers

1. Weather (noun/subject) *is* (linking verb)
2. You (pronoun/subject) *were* (linking verb)
3. The subject (*we*) is plural, so choose a plural linking verb (*were*).
4. *Suitcases* is a plural noun, so choose a plural verb (*are*).

Questions

Choose the correct form of the adjective or adverb in each sentence.

1. She was voted most (likeliest, likely) to succeed.
2. Ivan gets more work done because he moves (more hurriedly, hurriedly) through the day.

Answers

1. likely
2. hurriedly (This sentence doesn't contain a comparison; therefore it doesn't need an *-er* or the word *more*. With a comparison, the sentence might be this: Ivan gets more work done because he moves more hurriedly through the day than Jan does.)

Questions

In each sentence, find the prepositional phrase that comes between the subject and the verb. Underline the phrase. Choose the correct verb.

1. The uniforms for teams such as mine (changes, change) every few years.
2. The information in these blogs (is, are) never fact checked.

Answers

1. The correct answer is the plural verb *change*, which agrees with *uniforms*. The prepositional phrase is *for teams such as mine*.
2. The correct answer is the single verb *is*, which agrees with *information*. The prepositional phrase is *in these blogs*.

Chapter 3: Back to Verbs

Questions

Choose the correct verb from those provided. Use cues from the other words in the sentence to help you figure them out.

1. Shall we go/went too?
2. Natalia translated/translates the book before it was published.

Answers

1. Go (the question is being asked about a future event, not something that has happened).
2. Translated (the second verb in the sentence, *published*, shows us that the action has happened).

Questions

Choose the correct form of the irregular verb. Look for the helping verb if you get confused.

1. We have always worn/wore our best dresses to that party.
2. I have wrote/written to the manager, asking for an explanation.
3. Suzanne drank/drank all the soda in the cup.
4. Gordon had known/knew about the event for longer than Ryan.
5. A truck came/come down the street.

Answers

1. worn (don't let the "always" throw you off!)
2. written
3. drank
4. had known
5. came

Questions

Fix the *to be* usages in the following statements.

1. We ain't happy about taking that route, but we did it.
2. Wasn't nothing could stop us.

Answers

1. Never use ain't! Instead, say We aren't happy ... or We're not happy ...
2. The sentence is a bit of a mess, but wasn't definitely doesn't match nothing. That makes a double negative, which is never correct. It's better to rewrite the whole sentence to "Nothing could stop us" and take out the unnecessary *to be*.

Chapter 4: Parts of Speech Used and Abused

Questions

For each sentence, choose the correct pronoun.

1. The director gave Luisa and me/I our cues.
2. The responders are he/him and I/me.
3. Those are your/yours choices.
4. I saw him/himself.

Answers

1. me (take *Luisa and* out, if needed)
2. him and me (this is the object form—remember to flip the sentence around if you're not sure)
3. your
4. him

Questions

Choose the adjective or adverb form of the word to complete the sentence.

1. The information was large/largely overlooked.
2. The penguin appeared hungry/hungrily.

Answers

1. Largely (use the adverb form, since you're describing the verb *overlooked*)
2. Hungry (use the adjective form, since you're describing the penguin)

Chapter 5: Put Sentences Together Correctly

Questions

Are the following sentences or fragments?

1. Came up and spoke to us.
2. When I left the house, I cried.

Answers

1. Fragment
2. Sentence

Question

The following sentence may have errors. Spot and fix them!

1. Both Michael Jordan or Shaquille O’Neal will appear.

Answer

1. The *or* should be an *and*.

Question

Fix the following sentences so that they do not contain dangling modifiers.

1. Born earlier this year, we adopted the foal.

Answer

There are several ways to fix this sentence, but here is one example:

1. We adopted the foal born earlier this year.

Chapter 6: Punctuation Holds Sentences Together

Questions

Choose the end mark for each of the following sentences.

1. Please let me know if you want to join us
2. Watch out for the werewolves

Answers

1. .
2. ! (This sentence expresses strong feeling in its imperative, so it’s okay to use an exclamation point, unlike sentence 5.)

Question

Take a moment now to practice using the comma with appositives. Where should the commas go in this sentence?

1. At first I was scared.

Answer

1. At first, I was scared. (introductory word rule—just a reminder!)

Question

Add commas where they are needed in the following sentence.

1. You moved from London England to Grand Rapids South Dakota?

Answer

1. You moved from London, England, to Grand Rapids, South Dakota? (dates, locations, addresses, and letter parts rule)

Question

Insert the correct punctuation where it's needed.

1. We brought lunch both the food and drinks to the event.

Answer

1. We brought lunch—both the food and drinks—to the event.

Question

Insert the apostrophes in the following sentence.

1. I found the mans receipt.

Answer

1. I found the man's receipt.

Questions

Insert or correct the punctuation as needed in the following sentences.

1. (A) It was the last day of the festival and my family was going to miss it. (B) I urged them to “hurry up.” (C) Even though we’d been there several times, the festival has been held every year since 1990, I still wanted to see it. (D) I tried to wait patiently on that August 30 1998 but I already knew that it wasn’t going to be a run of the mill kind of day.
2. (A) My Dad insisted on driving to north of the city despite the snow. (B) He had a friend at Northstar Hospital and wanted to see him before christmas. (C) I said, “you don’t care how late it is, or how long it takes!” (D) My dad’s friend is the President of the local NAACP, and they’ve known each other for years. (E) We got there in one piece, but ended up having to stay until the next day, Monday!

Answers

1. (A) Make sure to add a comma when there are two simple sentences put together into a compound sentence. It should be included after “festival.” (B) Indirect quotes do not need quotation marks. (C) The information about when the festival was held seems extraneous, so it should be put in parentheses or separated by em dashes. Don’t worry; the GED won’t give you both choices. (D) This sentence has two errors! Commas are missing in the date, and hyphens are missing in a compound adjective. It should read: I tried to wait patiently on that August 30, 1998, but I already knew that it wasn’t going to be a run-of-the-mill kind of day.
2. (A) “Dad” should not be capitalized, since it is preceded by the word “my.” (B) “Christmas” should be capitalized. (C) “You” should be capitalized. (D) “President” does not need to be capitalized. It is not for a high-ranking person in this case. (E) No errors!

Chapter 7: The Right Way to Write Paragraphs

Question

In the following paragraph, try to identify which sentence would be the best topic sentence. Remember that, on the GED, you’ll be asked which sentence would be most effective when inserted at the beginning or the end of the paragraph.

1. (A) The localvore movement is gaining adherents all over the United States. (B) Tied together with a desire for safer food and a planet freed from the climate crisis, localvores see their mission as finding good food as close to home as possible. (C) In some communities, restaurants brag about their local sources, even mentioning farms by name on their menus. (D) Farmers’ markets and greenmarkets are similarly on the rise.

Answer

1. The topic sentence is (A). This paragraph is set up correctly.

Question

Read the following email and then answer the question, remembering what you reviewed so far.

TO: All employees

FROM: Stephan Swope, Director of Human Resources

DATE: April 21, 2012

RE: Dress code

Paragraph 1: (A) What's most important is that shoes must be worn at all times. (B) After last week's factory floor incident, I wanted to take a few minutes to review the company dress code with you. (C) Coveralls are mandatory, and will be provided for those who do not have, or have lost, theirs. (D) Hairnets are suggested for those with hair longer than one inch.

Paragraph 2: (A) A sturdy set of work boots are also suggested, although steel-toed boots are not mandatory. (B) We deeply regret the injury caused to one of our employees because dress code regulations were not followed. (C) Unfortunately, liquid does occasionally condense on the floor of the factory near the larger machines, which is why boots are suggested. (D) You know, my wife's father lost half of his arm because he wasn't cautious about loading the machine correctly at the factory where he worked. (E) Unfortunately, I ask you to consider contributing to the fund set up for our co-worker's medical care, and please conform to the suggested dress code as stated above.

1. Which sentence should be removed to improve the coherence of paragraph 2?
 - (1) B
 - (2) C
 - (3) D
 - (4) E
 - (5) No change needed

Answer

1. (3) Sentence (D) does not contribute to unity or coherence. By the way, you may think sentence (A) could be removed, but it's not one of the choices.