

---

# Contents

*Preface: To the Instructor ix*

---

## **PART I GRAMMAR**

---

### **Basic Sentence Structure 2**

---

#### **1 • Subject and Predicate 3**

- a. The independent clause: subject + verb 4
- b. The verb phrase 5
- c. The position of the subject 8
- d. What not to do with the subject of the sentence 9
- e. Filler subjects *it* and *there* 10
- f. The six basic requirements of a written sentence 11

#### **SELECTED READING PASSAGES**

EPHRON, Room with View—And No People 334

#### **2 • Phrases and Clauses 15**

- a. Packing a sentence with information 16
- b. Adding information at the beginning 17
- c. Including information to modify and identify the subject 18
- d. Inserting additional information after the subject 19
- e. Adding a verb 20
- f. Expanding the object: direct and indirect object 20
- g. Adding information about the sentence at the end 22

#### **SELECTED READING PASSAGES**

EPHRON, Room With View—And No People 334

#### **3 • Questions and Negatives 26**

- a. The form of questions 26
- b. *Why?* and *what for?* 29
- c. Negatives 29
- d. Alternative forms of negation 30

- e. Tag questions 32
- f. Tag questions: summary 32

**SELECTED READING PASSAGES**

- BOK, *The Doctors' Dilemma* 337
- THOMAS, *Tau Ceti* 355
- EPHRON, *Room with View—And No People* 334

**Noun Phrases 36**

---

**4 • Proper Nouns 37**

- a. Categories of proper nouns 37
- b. Article use with proper nouns: summary 38
- c. Articles with singular proper nouns 39
- d. Articles with plural proper nouns 39

**SELECTED READING PASSAGES**

- HAPGOOD, *The Soybean* 339
- EPHRON, *Room with View—And No People* 334

**5 • Countable and Uncountable Nouns 45**

- a. Common nouns and their markers 46
- b. Countable nouns 47
- c. Plural forms of countable nouns 48
- d. Uncountable nouns 50
- e. Quantity words with countable and uncountable nouns 52
- f. *Few* and *a few* 54
- g. Measure words 55

**SELECTED READING PASSAGES**

- BOK, *The Doctors' Dilemma* 337
- EPHRON, *Room with View—And No People* 334
- BAKER, *The Surprise* 342

**6 • Articles 57**

- a. Determiners and articles 58
- b. Specific reference: *the* 58
- c. Nonspecific reference and generalizations 60
- d. Articles with proper and common nouns: summary 62
- e. Important points to remember 63
- f. Idiomatic usage 66

**SELECTED READING PASSAGES**

- BAKER, *The Surprise* 342

- BOK, The Doctors' Dilemma 337**  
**HAPGOOD, The Soybean 339**  
**EPHRON, Room with View—And No People 334**

## **Verb Phrases 69**

---

### **7 • Verb Phrases 70**

- a. Complete verb phrases 71  
 b. Active and passive verb phrases 72  
 c. The time clusters of verb phrases: present-future and past 73  
 d. Summary of requirements for checking verb phrases 75

### **SELECTED READING PASSAGES**

- GOMBRICH, Vincent van Gogh 343**  
**STEILA, WILMS, and LEAHY, The Basic-Nonbasic Concept 367**  
**WELCH and WELCH, Economics and Scarcity 369**  
**TAFFEL, Portable Computers 357**

### **8 • Verb Tenses: Overview 78**

- a. Referring to basic time 79  
 b. Referring to time before basic time (perfect aspect) 80  
 c. Referring to an event or action in progress at basic time (progressive aspect) 83  
 d. Verbs not used with progressive aspect 84  
 e. Referring to time both before basic and in progress (perfect progressive aspect) 85  
 f. Consistency of tenses 87

### **SELECTED READING PASSAGES**

- QUINDLEN, Siblings 345**

### **9 • Verb Tenses: Past 90**

- a. Identifying and using past cluster verb phrases 91  
 b. Basic past tense 93  
 c. Irregular verb forms 94  
 d. Past perfect 95  
 e. Past progressive and past perfect progressive 97  
 f. *Used to* and *would* 99

### **SELECTED READING PASSAGES**

- SALZMAN, Cultural Exchanges 347**  
**STEILA, WILMS, and LEAHY, The Basic-Nonbasic Concept 367**

**10 • Verb Tenses: Present and Future 101**

- a. Present-future verb phrases 102
- b. Basic present for habitual action 102
- c. Other uses of basic present verb forms 104
- d. Perfect tenses: present and future 105
- e. Progressive tenses: present and future 108
- f. Perfect progressive: present and future 109

**SELECTED READING PASSAGES**

ADLER, ROSENFELD, and TOWNE, *The Effects of Our Environment* 351

**11 • Modal Auxiliaries 113**

- a. Meanings of modal auxiliaries: ability, permission, polite questions and statements 114
- b. Meanings of modal auxiliaries: advisability, necessity, no necessity, prohibition 116
- c. Meanings of modal auxiliaries: expectation, possibility, and logical deduction 118
- d. Simple form after the modal auxiliaries 119
- e. The uses of *would* 120
- f. Summary chart 120

**SELECTED READING PASSAGES**

THOMAS, *Tau Ceti* 355

**12 • Active and Passive 124**

- a. Forms of the passive 125
- b. Uses of the passive 127
- c. Passive idioms with *get* and *have* 130
- d. The passive with direct and indirect objects 131
- e. *Been* and *being* 132
- f. Participle used to describe a situation 133

**SELECTED READING PASSAGES**

TAFFEL, *Portable Computers* 357

ADLER, ROSENFELD, and TOWNE, *White Lies* 365

EPHRON, *Room with View—And No People* 334

BOK, *The Doctors' Dilemma* 337

ADLER, ROSENFELD, and TOWNE, *The Effects of Our Environment* 351

GOMBRICH, *Vincent van Gogh* 343

**13 • Verb Forms: Summary 136**

- a. Forms of the verb 137
- b. Troublesome verb forms 138
- c. The verb system at a glance 139
- d. Phrasal verbs 143

**SELECTED READING PASSAGES**

- ADLER, ROSENFELD, and TOWNE, *The Effects of Our Environment* 351
- SALZMAN, *Cultural Exchanges* 347
- GOMBRICH, *Vincent van Gogh* 343
- HAPGOOD, *The Soybean* 339
- EPHRON, *Room with View—And No People* 334
- HILTS, *Artificial Intelligence* 359

**Modifiers 147**

---

**14 • Adjectives and Noun Modifiers 148**

- a. Form and position of adjectives 149
- b. Nouns used to modify nouns 151
- c. Compound adjectives 152
- d. Adjectives formed from the *-ing* form or the participle (*-ed/-en*) form 153
- e. Position of adjectives in a series 155
- f. Adjectives + prepositions 156
- g. Adjectives introducing reduced clauses 157

**SELECTED READING PASSAGES**

- HILTS, *Artificial Intelligence* 359

**15 • Adverbs and Frequency Adverbs 160**

- a. Form and meaning of adverbs 160
- b. Position of adverbs and adverbial phrases 162
- c. Adverbs modifying specific constructions in a sentence 162
- d. *Very, too, enough* 163
- e. Adverbs of frequency in middle positions 165
- f. Adverbs of frequency in other positions: beginning and end 166
- g. Time adverbs and verb tense 167

**SELECTED READING PASSAGES**

- HALL, *The Culture of "Lead Time"* 361

**16 • Comparisons 171**

- a. Forms for comparison of adjectives and adverbs 172
- b. Irregular forms 173
- c. Comparative structures 175
- d. Other comparative structures: (*not*) *as . . . as, like, but, however, whereas, etc.* 176
- e. *Most, the most, and most of* 179
- f. Idiom: *the more, the merrier* 180
- g. Figures of speech 181

**SELECTED READING PASSAGES**

- GOULD, Sizing Up Human Intelligence 363
- HILTS, Artificial Intelligence 359

**Agreement 183**

---

**17 • Subject-Verb Agreement 184**

- a. The *-s* ending 185
- b. Subjects and verbs 186
- c. Verbs in a sequence 188
- d. Tricky singular and plural subjects 189
- e. Proximity and ellipsis 189
- f. Agreement with adjectival clauses 191
- g. *There* and *one of* 192

**SELECTED READING PASSAGES**

- QUINDLEN, Siblings 345
- STELLA, WILMS, and LEAHY, The Basic-Nonbasic Concept 367

**18 • Pronouns and Pronoun Reference 197**

- a. Personal pronouns 198
- b. Demonstrative pronouns and adjectives 201
- c. Pronoun agreement: gender and number 201
- d. Pronoun reference and faulty pronoun reference 202
- e. Pronouns and sentence structure 203
- f. Possessive pronouns and adjectives 204

**SELECTED READING PASSAGES**

- QUINDLEN, Siblings 345
- GOMBRICH, Vincent van Gogh 343
- GOULD, Sizing Up Human Intelligence 363

**Verbals 207****19 • Infinitives 208**

- a. Form and functions of infinitives 209
- b. Infinitive as subject and subject complement 210
- c. Infinitive as object 211
- d. Infinitive after verb + noun phrase 212
- e. Infinitive to modify adjectives 213
- f. Infinitive to modify nouns 214
- g. Infinitive to express purpose 215
- h. Special uses of the infinitive 216

**SELECTED READING PASSAGES**

ADLER, ROSENFELD, and TOWNE, *White Lies* 365

**20 • -ing Forms (Gerunds and Modifiers) 220**

- a. The functions of *-ing* words 221
- b. *-ing* as subject and subject complement (gerund in a noun phrase) 222
- c. *-ing* as object (gerund in a noun phrase) 223
- d. Verbs followed by either *-ing* or infinitive (*to* + simple form) 224
- e. *-ing* after a preposition (gerund in a noun phrase) 226
- f. *-ing* after *to* as a preposition 226
- g. *-ing* as an adjective 228
- h. *-ing* in phrases substituting for clauses 229

**SELECTED READING PASSAGES**

BAKER, *The Surprise* 342

THOMAS, *Tau Ceti* 355

ADLER, ROSENFELD, and TOWNE, *The Effects of Our Environment* 351

BOK, *The Doctors' Dilemma* 337

**21 • Participle Forms (-ed/-en Forms) 232**

- a. The functions of participles 233
- b. Participle and *-ing* forms 234
- c. Participle after *get* 236
- d. *Used to* and *get (or be) used to* 237
- e. Participle as clause substitute 238

**SELECTED READING PASSAGES**

STELA, WILMS, and LEAHY, *The Basic-Nonbasic Concept* 367

HAPGOOD, *The Soybean* 339

SALZMAN, *Cultural Exchanges* 347

**Connecting Sentences 242**

---

**22 • Coordinating Conjunctions 243**

- a. Coordinating conjunctions connecting sentences 243
- b. Avoiding run-ons and the comma splice 245
- c. Conjunctions connecting phrases and other parallel structures 246
- d. *Not only* and *nor* 247
- e. Coordinate tags: *so*, *too*, *either*, and *neither* 249

**SELECTED READING PASSAGES**

- EPHRON, Room with View—And No People 334
- SALZMAN, Cultural Exchanges 347
- QUINDLEN, Siblings 345
- STEILA, WILMS, and LEAHY, The Basic-Nonbasic Concept 367

**23 • Transitions 252**

- a. Linking related sentences: the semicolon 253
- b. Transition words and expressions 253
- c. Problems with transitions: run-ons and the comma splice 256
- d. *In contrast* and *on the contrary* 257

**SELECTED READING PASSAGES**

- HAPGOOD, The Soybean 339
- GOULD, Sizing Up Human Intelligence 363
- HALL, The Culture of "Lead Time" 361
- STEILA, WILMS, and LEAHY, The Basic-Nonbasic Concept 367
- ADLER, ROSENFELD, and TOWNE, White Lies 365
- ADLER, ROSENFELD, and TOWNE, The Effects of Our Environment 351

**Combining Sentences 260**

---

**24 • Adjectival Clauses 261**

- a. Adjectival clauses: form and function 262
- b. Relative pronoun as subject of clause 264
- c. Relative pronoun as object of clause 265
- d. Possessive relative pronoun 267
- e. Relative pronoun with preposition 267
- f. Idioms with *where*, *when*, *what*, and *the way* 268
- g. Punctuation: restrictive and nonrestrictive clauses 270
- h. Quantity words with relative pronouns 272
- i. Reduced adjectival clauses 273

**SELECTED READING PASSAGES**

- ADLER, ROSENFELD, and TOWNE, The Effects of Our Environment 351

**25 • Noun Clauses and Reported Speech 276**

- a. Form and function of noun clauses 277
- b. Noun clauses introduced by *that* 278
- c. Included questions 280
- d. Reported and direct speech 282
- e. The conventions of reporting: documentation 283
- f. Verb form in noun clauses after *insist, suggest, etc.* 283

**SELECTED READING PASSAGES**

- HALL, The Culture of "Lead Time" 361  
 SALZMAN, Cultural Exchanges 347  
 ADLER, ROSENFELD, and TOWNE, The Effects of Our Environment 351

**26 • Adverbial Clauses: Time, Place, Reason, Result, Purpose, Contrast 286**

- a. Adverbial clauses: position and punctuation 287
- b. Clauses of time and place 288
- c. Clauses of reason 289
- d. *Because* and *because of* 290
- e. Clauses of result and purpose 291
- f. Clauses of contrast 292
- g. Reduced adverbial clauses 293
- h. Problems with adverbial clauses: fragments 294

**SELECTED READING PASSAGES**

- SALZMAN, Cultural Exchanges 347

**27 • Adverbial Clauses: Conditions 298**

- a. Features of conditional sentences 299
- b. Real conditions of fact 299
- c. Real conditions of prediction 300
- d. Hypothetical conditions of speculation and the use of *were* 301
- e. Hypothetical conditions of hindsight 304
- f. Wishes 305
- g. Summary of conditional adverbial clauses 305
- h. Other conjunctions 307
- i. Omitted *if* 308

**SELECTED READING PASSAGES**

- WELCH and WELCH, Economics and Scarcity 369  
 HALL, The Culture of "Lead Time" 361

**Principles of Written Discourse 310**

---

**28 • Style 311**

- a. Clarity and directness 311
- b. Wordiness 313
- c. Repetition 313
- d. Old information before new 314
- e. Sentence variety 315
- f. Cohesion 315

**SELECTED READING PASSAGES**

- EPHRON, Room with View—And No People 334
- WELCH and WELCH, Economics and Scarcity 369

**29 • Punctuation 318**

- a. End-of-sentence punctuation 318
- b. Semicolon 321
- c. Comma 321
- d. Colon 325
- e. Dashes and parentheses 326
- f. Apostrophe 326
- g. Quotation marks 328

**SELECTED READING PASSAGES**

- TAFFEL, Portable Computers 357
- SALZMAN, Cultural Exchanges 347
- STELA, WILMS, and LEAHY, The Basic-Nonbasic Concept 367
- WELCH and WELCH, Economics and Scarcity 369
- GOMBRICH, Vincent van Gogh 343
- HILTS, Artificial Intelligence 359
- ADLER, ROSENFELD, and TOWNE, White Lies 365

---

**PART II READINGS**

---

- 1 • **Nora Ephron**, Room with View—And No People 334
- 2 • **Sissela Bok**, The Doctors' Dilemma 337
- 3 • **Fred Hapgood**, The Soybean 339
- 4 • **Russell Baker**, The Surprise 342
- 5 • **E. H. Gombrich**, Vincent van Gogh 343
- 6 • **Anna Quindlen**, Siblings 345
- 7 • **Mark Salzman**, Cultural Exchanges 347

- 8 • Ronald B. Adler, Lawrence B. Rosenfeld, and  
Neil Towne, The Effects of Our Environment 351**
- 9 • Lewis Thomas, Tau Ceti 355**
- 10 • Alexander Taffel, Portable Computers 357**
- 11 • Philip J. Hilts, Artificial Intelligence 359**
- 12 • Edward T. Hall, The Culture of “Lead Time” 361**
- 13 • Stephen Jay Gould, Sizing Up Human Intelligence 363**
- 14 • Ronald B. Adler, Lawrence B. Rosenfeld, and  
Neil Towne, White Lies 365**
- 15 • Donald Steila, Douglas Wilms, and Edward P. Leahy,  
The Basic-Nonbasic Concept 367**
- 16 • Patrick J. Welch and Gerry F. Welch, Economics and  
Scarcity 369**
- Appendix A: Irregular Verbs 371**
- Appendix B: Spelling 374**
- Index 381*