



Na'imah

IMPROVING ENGLISH GRAMMAR COMPETENCE BASED ON TOEFL

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Pascasarjana Fakultas Ilmu Tarbiyah dan Keguruan (FITK)
Universitas Islam Negeri (UIN) Sunan Kalijaga Yogyakarta

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Preface

Alkhamdulillah, with all humility, the authors say thank you to the presence of Allah the Almighty Who has bestowed all His blessings, mercy, and guidance on all of us, including these dear readers. Sholawat and greetings may be bestowed on our lord, Prophet Muhammad (PBUH), his family, friends, and followers including all of us until the end of time, amien. By the grace of Allah SWT, we have finished compiling this “Improving English Grammar Competence Based on TOEFL” book to add reading references, and scientific treasures for academics wherever they are. We hope that this simple book that we have compiled will be useful for dear readers.

With all humility, the author expresses gratitude to Allah the Almighty, who has bestowed all His blessings, grace, and guidance to the author, so that the book “English Grammar of TOEFL” can be completed and published, and read and studied by readers and observers. May the prayers and greetings always be bestowed by Allah the Almighty to the lord of the Prophet Muhammad (PBUH), as the bearer of the religion of Islam and the light of the hearts of mankind.

The author hopes that this simple book is as intended, so that readers can easily understand it, be able to apply the English Grammar of TOEFL correctly, and improve their competence at the Advanced level of English. The discussion of this book includes various structures and written-expressions to meet the needs of their use in a precise, practical, and systematic manner.

The author realizes that there are still many shortcomings and limitations in writing this first edition of the English Grammar of TOEFL book. Therefore, the author expects input, suggestions, and constructive criticism from readers and observers who are worthy of completing and perfecting this book. Thank you for the suggestions and criticisms from the dear readers. In the end, only to Allah the Almighty. we worship, ask for help, and only to Him we surrender.

Yogyakarta, October 2021

Writer,

Na'imah

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Chapter 01

Problems With Nouns

You have probably learned that “a noun is the name of a person, place, or thing.” Nouns perform several functions in English, but “naming” is clearly the most important. There are two basic classifications of nouns in English. In some grammar books, they are called *count nouns* and *noncount nouns*. In the grammar books, they are called *count nouns* and *mass noun*. In still other grammar books, they are called *countable and noncountable nouns*. All of these names are very confusing because, of course, everything can be counted. The problem is how to count it. And in that respect, the two classification of nouns are very different. Count and noncount nouns have both singular and plural nouns. They are used in agreement with singular and plural verbs.

In contrast, mass or noncount, uncountable nouns have only one form. They are used in agreement with singular verbs. Often count or countable nouns are individual persons, places, or things that can be seen and counted individually. Often mass, noncount, or uncountable nouns are substances and ideas that are shapeless by nature and can not be seen and counted individually. But it is not always logic that determines whether a noun is count or noncount. But beans is considered a count noun and rice is considered a noun count noun. Why? Because it is a grammatical convention.¹

¹ Sharpe. P.J. 2018. How To Prepare For The TOEFL TEST. 13th Edition. Indonesia: Binarupa Aksara.P:147.

A. Countable and non-countable nouns

	few/ many	noun (count)	
There are	few/ many	reference books television programs	may be checked out for children on Saturday
Remember that the following nouns are examples of count nouns:			
<i>books</i>		<i>friends</i>	
<i>classes</i>		<i>programs</i>	
<i>dollars</i>		<i>seats</i>	
Avoid using a non-count noun instead of a count noun after <i>few</i> and <i>many</i> .			

	little much	noun (non-count)
Before he came to the U.S., he had done We don't have	little much	traveling information
Remember that the following nouns are examples of non-count nouns:		
<i>advice</i>		<i>information</i>
<i>hair</i>		<i>money</i>
<i>homework</i>		<i>news</i>
Avoid using a count noun instead of a non-count noun after <i>little</i> and <i>much</i> .		

Only	a few	noun (count)	
Only	a few	dollars	have been budgeted for supplies
Avoid using <i>few</i> instead of <i>a few</i> after <i>only</i> .			
	only	a little	noun (non-count)
We have	only	a little	homework for monday
Avoid using <i>little</i> instead of <i>a little</i> after <i>only</i> .			

A large number of	noun (count)	
A large number of	students	from other countries attend State University
A large amount of	noun (non-count)	
A small amount of	rain	is expected tomorrow
Avoid using <i>number</i> with non-count nouns and <i>amount</i> with count nouns.		

Examples

Incorrect : She has to balance her account very carefully because she has few money.

Correct : She has to balance her account very carefully because she has little money.

Incorrect : My letter is short because there isn't many news.

Correct : My letter is short because there isn't much news.

Incorrect : He bought a small amount of tickets.

Correct : He bought a small number of tickets.

Incorrect : We know that there are only few seats left.

Correct : We know that there are only a few seats left.

Incorrect : Brown had very little friends.

Correct : Brown had very few friends.

B. Singular Expressions Of Non-Count Nouns

	A	singular	Of	noun (non-count)
A folk song is	a	piece	of	popular music
Remember that the following singular expressions are idiomatic:				
<i>a piece of bread</i>				
<i>a piece of equipment</i>				
<i>a piece of furniture</i>				
<i>a piece of jewelry</i>				
<i>a piece of luggage</i>				
<i>a piece of mail</i>				
<i>a piece of music</i>				
<i>a piece of toast</i>				
<i>a loaf of bread</i>				
<i>a slice of bread</i>				
<i>an ear of corn</i>				

Examples:

Incorrect : A mail travels faster when the zip code is indicated on the envelope.

Correct : A piece of mail travels faster when the zip code is indicated on the envelope.

Incorrect : There is a limit of one carry-on luggage for each passenger.

Correct : There is a limit of one piece of carry-on luggage for each passenger.

Incorrect : Each furniture in this display is on sale for half price.

Correct : Each piece of furniture in this display is on sale for half price.

Incorrect : I'd like a steak, a salad, and a corn's ear with butter.

Correct : I'd like a steak, a salad, and an ear of corn with butter.

Incorrect : The Engineering Department purchased a new equipment to simulate conditions in outer space.

Correct : The Engineering Department purchased a new piece of equipment to simulate conditions in outer space.

C. Classifications with Kind and Type

		Kind Types	of	noun (plural count) (non-count)
Cable TV has many different Dr. Parker gives several		kinds typ es	of of	shows homework
One	kind type	of	noun (singular count) (non-count)	
one one	kind type	of of	show homework	is news is a lab report

Examples

Incorrect : She has just told me that there are three kind of coke now.

Correct : She has just told me that there are three kinds of cokes now.

Incorrect : They have seen several kind of birds at the wildlife preserve.

Correct : They have seen several kinds of birds at the wildlife preserve.

Incorrect : This exam has two types parts.

Correct : This exam has two types of parts.

Incorrect : What are you looking for? We are looking for a special kinds of car.

Correct : What are you looking for? We are looking for a special kind of car.

Incorrect : We only know how to run one type a computer program.

Correct : We only know how to run one type of computer program.

D. Numbers With Nouns

	The	ordinal number	Noun	
I am outlining	the	sixth	chapter	in my notebook
Remember that the following are ordinal numbers:				
<i>first</i>		<i>eighth</i>		<i>fifteenth</i>
<i>second</i>		<i>ninth</i>		<i>sixteenth</i>
<i>third</i>		<i>tenth</i>		
		<i>seventeenth</i>		
<i>fourth</i>		<i>eleventh</i>		<i>eighteenth</i>
<i>fifth</i>		<i>twelfth</i>		<i>nineteenth</i>
<i>sixth</i>		<i>thirteenth</i>		<i>twentieth</i>
<i>seventh</i>		<i>fourteenth</i>		
Avoid using the before the noun instead of before the ordinal number. Avoid using a cardinal instead of an ordinal number.				

Review of Structure and Written Expression

	noun	cardinal number	
I am outlining	chapter	six	in my notebook
Remember that the following are cardinal numbers:			
<i>one</i>	<i>eight</i>	<i>fifteen</i>	
<i>two</i>	<i>nine</i>	<i>sixteen</i>	
<i>three</i>	<i>ten</i>	<i>seventeen</i>	
<i>four</i>	<i>eleven</i>	<i>eighteen</i>	
<i>five</i>	<i>twelve</i>	<i>nineteen</i>	
<i>six</i>	<i>thirteen</i>	<i>twenty</i>	
<i>seven</i>	<i>fourteen</i>		
Avoid using the before the cardinal number or before the noun.			
Avoid using an ordinal number instead of a cardinal number.			

Examples

Incorrect : Flight 555 for London is now ready for boarding at the concourse seven.

Correct : Flight 555 for London is now ready for boarding at concourse seven.

Incorrect : They left before the beginning of act third.

Correct : They left before the beginning of the third act,
or

They left before the beginning of act three.

Incorrect : Our tickets are for gate the tenth, section B.

Correct : Our tickets are for gate ten, section B.

Incorrect : Notice volume first of the English Dictionary.

Correct : Notice the first volume of the English Dictionary,
or

Notice volume one of the English Dictionary.

Incorrect : The New York-Washington train arrives on track the fourth.

Correct : The New York-Washington train arrives on track four.

E. Gerund and infinitive as subjects

S (-ing)		V	
Reading	quickly and well	requires	practice
S (infinitive)		V	
To read	a foreign language	is	even more difficult
Avoid using a verb word instead of an -ing form or an infinitive in the subject. Avoid using to with an -ing form.			
The	-ing	qualifying phrase	
		of	noun
The	reading	of technical material	requires knowledge of technical terms
Remember that -ing forms are usually non-count nouns and that non-count nouns are not preceded by the unless followed by a qualifying phrase.			

Examples

Incorrect : To working provides people with personal satisfaction as well as money.

Correct : To work provides people with personal satisfaction as well as money,

or

Working provides people with personal satisfaction as well as money.

Incorrect : The sneeze spreads germs.

Correct : To sneeze spreads germs, or Sneezing spreads germs.

Incorrect : Winning of prizes is not as important as playing well.

Correct : The winning of prizes is not as important as playing well,

or

Winning prizes is not as important as playing well.

Incorrect : Shoplift is considered a serious crime.

Correct : To shoplift is considered a serious crime,

or

Shoplifting is considered a serious crime.

Incorrect : Direct dialling of overseas numbers is now common.

Correct : The direct dialling of overseas numbers is now common.

F. Nouns Which Function as Adjectives

Remember that when two nouns occur together, the first noun describes the second noun; that is, the first noun functions as an adjective.		
	Noun	noun
All of us are foreign	language	teachers
Avoid using a plural form for the first noun even when the second noun is plural. Avoid using a possessive form for the first noun.		

Examples

Incorrect : Can you bring me some notebooks paper?

Correct : Can you bring me some notebook paper?

Incorrect : All business' students must take the Graduate Management Admission Test.

Correct : All business students must take the Graduate Management Admission Test.

Incorrect : We forgot their telephone's number

Correct : We forgot their telephone numbers

Incorrect : They know there is a sale at the shoes store.

Correct : They know there is a sale at the shoe store.

Incorrect : Keep the mail on the hall's table.

Correct : Keep the mail on the hall table.

G. Hyphenated adjectives

Remember that it is common for a number to appear as the first in a series of hyphenated adjectives.							
	a	Adjective	–	adjective	noun		
Agriculture 420 is	a	five	–	hour	class		
a	Adjective	–	Adjective	–	adjective	noun	
A	sixty	-	year	-	old	employee	may retire
						e	
Avoid using a plural form for any of the adjectives joined by hyphens even when the noun that follows is plural.							

Examples

Incorrect : We know that a three-minutes call anywhere in the United States costs less than a dollar when you dial it yourself.

Correct : We know that a three-minute call anywhere in the United States costs less than a dollar when you dial it yourself.

Incorrect : They have a four-months-old baby.

Correct : They have a four-month-old baby.

Incorrect : Can you make change for a thirty-dollars bill?

Correct : Can you make change for a thirty-dollar bill?

Incorrect : Notice, a two-doors car is cheaper than a four-doors model.

Correct : Notice, a two-door car is cheaper than a four-door model.

Incorrect : We have to write a one-thousand-words paper this weekend.

Correct : We have to write a one-thousand-word paper this weekend.

H. Negative adjectives

No	Noun
No	tests are scheduled on the first day of orientation
Avoid using not or none instead of no.	

Examples

Incorrect : We are sure that there is not reason to worry.

Correct : We are sure that there is no reason to worry.

Incorrect : Nowadays, none news is good news.

Correct : Nowadays, no news is good news.

Incorrect : He has not a file under the name Wagner.

Correct : He has no file under the name Wagner.

Chapter 02

Agreement of Noun and Pronoun

In all patterns, there must be agreement of noun and pronoun.
Avoid using a pronoun that does not agree with the noun to which it refers.

Examples

Incorrect : Those of you who are over fifty years old should get our blood pressure checked regularly.

Correct : Those of you who are over fifty years old should get your blood pressure checked regularly.

Incorrect : Joe is interested in mathematics and their applications.

Correct : Joe is interested in mathematics and its applications.

Incorrect : It is easier to talk about a part than it is to resolve them.

Correct : It is easier to talk about a part than it is to resolve it.

Incorrect : Although their visas will expire in June, they can have it extended for three months.

Correct : Although their visas will expire in June, they can have them extended for three months!

Incorrect : In spite of its small size, these cameras take very good pictures.

Correct : In spite of their small size, these cameras take very good pictures.

¹ Sharpe. P.J. 2011. How To Prepare For The TOEFL with Audio Compact Discs 13th Edition. United States of America: Barron's Educational Series. P:134.

A. Agreement of Subject and Possessive Pronouns

In all patterns, there must be agreement of subject pronoun and possessive pronouns which refer to the subject.

Remember that the following possessive pronouns are singular:

her

his

its

Avoid using *their* instead of *her*, *his*, or *its* when referring to a singular subject pronoun. Avoid using *her* instead of *his* unless referring specifically to a woman.

Note: The cultural catalyst of the women's movement along with the historical tendency toward a simplification of gender inflections in the English language has left authorities in disagreement as to whether or to what extent the gender of pronouns should be identified. Until some statement has been generally adopted, the pronoun patterns in this review will be adequate for TOEFL preparation.

Examples

Incorrect : Each student should have their schedule signed by the department chairman.

Correct : Each student should have his schedule signed by the department chairman.

Incorrect : Everyone should put their examination on my desk before leaving.

Correct : Everyone should put his examination on my desk before leaving.

Incorrect : Whoever called did not leave their name and number.

Correct : Whoever called did not leave his name and number.

Incorrect : Every man and woman eighteen years of age or older is eligible to vote for the candidate of their choice.

Correct : Every man and woman eighteen years of age or older is eligible to vote for the candidate of his choice.

Incorrect : Each of the delegates at the International Conference for women read a statement of policy from their country.

Correct : Each of the delegates at the International Conference for women read a statement of policy from her country.

B. Agreement of Impersonal Pronouns

In all patterns, there must be agreement of impersonal pronouns in a sentence. Remember that for formal writing, it is necessary to continue using the impersonal pronoun one throughout a sentence. For more informal writing, he or his may be used instead of one or one's.²

Avoid using you, your, they, or their to refer to the impersonal pronoun one.

Examples:

Incorrect : At a large university, one will almost always be able to find a friend who speaks your language.

Correct : At a large university, one will almost always be able to find a friend who speaks one's language, or
At a large university, one will almost always be able to find a friend who speaks his language.

Incorrect : If one knew the facts, you would not be so quick to criticize.

Correct : If one knew the facts, one would not be so quick to criticize or
If one knew the facts, he would not be so quick to criticize.

² Sharpe. P.J. 2018. How To Prepare For The TOEFL TEST. 13th Edition. Indonesia: Binarupa Aksara.

Incorrect : In order to graduate, one must present their thesis thirty days prior to the last day of classes.

Correct : In order to graduate, one must present one's thesis thirty days prior to the last day of classes, or

In order to graduate, one must present his thesis thirty days prior to the last day of classes.

Incorrect : Regardless of one's personal beliefs, you have the responsibility to report the facts as impartially as possible.

Correct : Regardless of one's personal beliefs, one has the responsibility to report the facts as impartially as possible, or

Regardless of one's personal beliefs, he has the responsibility to report the facts as impartially as possible.

Incorrect : If one does not work hard, you cannot expect to succeed.

Correct : If one does not work hard, one cannot expect to succeed, or

If one does not work hard, he /she cannot expect to succeed.

C. Object Pronouns after Prepositions.

Remember that personal pronouns used as the object of a preposition should be object case pronouns.

Remember that the following prepositions are commonly used with object pronouns.

<i>Among</i>	<i>of</i>
<i>Between</i>	<i>to</i>
<i>For</i>	<i>with</i>
<i>From</i>	

	preposition	Pronoun(object)
I would be glad to take a massage	for	her

Avoid using a subject pronoun instead of an object pronoun after a preposition.

Examples

Incorrect : The experiment proved to my lab partner and I that prejudices about the result of an investigation are often unfounded.

Correct : The experiment proved to my lab partner and me that prejudices about the result of an investigation are often unfounded.

Incorrect : Of those who graduated with Betty and he, Ellen is the only one who has found a good job.

Correct : Of those who graduated with Betty and him, Ellen is the only one who has found a good job.

Incorrect : Among we men, it was he who always acted as the interpreter.

Correct : Among us men, it was he who always acted as the interpreter

Incorrect : The cake is from Jan, and the flowers are from Larry and we.

Correct : The cake is from Jan, and the flowers are from Larry and us.

Incorrect : Just between you and I, this isn't very good price.

Correct : Just between you and me, this isn't very good price.

D. Relative Pronouns that Refer to Persons and Things

Remember that *who* is used to refer to persons, and *which* is used to refer to things

	someone	who	
She is	The secretary	who	Works in the international office

Avoid using *which* instead of *who* in reference to a person.

	something	Which	
This is	The new typewriter	which	you ordered

Avoid using *who* instead of *which* in reference to a thing.

Examples

Incorrect : The people which cheated on the examination had to leave the room.

Correct : The people who cheated on the examination had to leave the room.

Incorrect : There is someone on line two which would like to speak with you

Correct : There is someone on line two who would like to speak with you

Incorrect : Who is the man which asked the question?

Correct : Who is the man who asked the question?

Incorrect : The person which was recommended for the position did not fulfill the minimum requirements.

Correct : The person who was recommended for the position did not fulfill the minimum requirements.

Incorrect : The student which receives the highest score will be awarded a scholarship.

Correct : The student who receives the highest score will be awarded a scholarship.

Chapter 03

Problems with Verbs

A verb is a word or phrase that expresses existence, action, or experience. There are two kinds of verbs in English. They are the *main verb* and the auxiliary verb. In some grammar books, the auxiliary verb is called a *helping verb* because it is used with a main verb. Every verb in English can be described by the following formula: Verb=tense+(modal)+(have +participle)+(be+ing) + verb word. Each of the parts of this formula will be summarized in one or more of the problems in this review. Don't spend time studying it now. Just refer to it as you progress through this review section.¹

A. Point of Verbs

In all patterns, maintain a point of view, either present or past.
Avoid changing from present to past tense, or from past to present tense in the same sentence.

Examples

Incorrect : He was among the few who want to continue working on the project.

Correct : He is among the few who want to continue working on the project. or

He was among the few who wanted to continue working on the project.

¹ Sharpe. P.J. 2011. How To Prepare For The TOEFL with Audio Compact Discs 13th Edition. United States of America: Barron's Educational Series. P:134.

Incorrect : It is an accepted custom for a man to open the door when he accompanied a woman.

Correct : It is an accepted custom for a man to open the door when he accompanies a woman. or

It was an accepted custom for a man to open the door when he accompanied a woman.

Incorrect : She closed the door and hurries away to class.

Correct : She closes the door and hurries away to class, or
She closed the door and hurried away to class.

Incorrect : We receive several applications a day and with them had been copies of transcripts and degrees.

Correct : We receive several applications a day and with them are copies of transcripts and degrees. or

We had received several applications a day and with them had been copies of transcripts and degrees.

Incorrect : Mr.'David tried to finish his research, but he found only part of the information which he needs.

Correct : Mr. Davis tries to finish his research, but he finds only part of the information which he needs. or

Mr. Davis tried to finish his research, but he found only part of the information which he needed.

B. Point of More Verbs

S	V (past)	that	S	V (past)	
He	said	that	he	was	sorry
Remember that the following verbs are used as the first past verb in the pattern above:					
<i>asked</i>		<i>reported</i>			
<i>forgot</i>		<i>said</i>			
<i>knew</i>		<i>thought</i>			
<i>remembered</i>		<i>told</i>			
Avoid using a present verb after that in the pattern.					

Examples

Incorrect : I thought that he is coming today.

Correct : I thought that he was coming today.

Incorrect : A research scientist at State University reported that he finds a blood test to diagnose cancer.

Correct : A research scientist at State University reported that he found a blood test to diagnose cancer.

Incorrect : When she told us that everything is ready, we went into the dining room and seated ourselves.

Correct : When she told us that everything was ready, we went into the dining room and seated ourselves.

Incorrect : They asked him if he will help us.

Correct : They asked him if he would help us.

Incorrect : Professor Baker told his class that the best way to understand the culture of another country is to live in that country.

Correct : Professor Baker told his class that the best way to understand the culture of another country was to live in that country.

C. Point of View; Verbs and Adverbs

In all patterns, avoid using past adverbs with verbs in the present tense.

Examples:

Incorrect : Between one thing and another, Charles does not finish typing his paper last night.

Correct : Between one thing and another, Charles did not finish typing his paper last night.

Incorrect : In 1960, according to statistics from the Bureau of Census, the population of the United States is 179,323,175.

Correct : In 1960, according to statistics from the Bureau of Census, the population of ' the United States was 179,323,175.

Incorrect : We do not receive mail yesterday because it was a holiday.

Correct : We did not receive mail yesterday because it was a holiday.

Incorrect : Mary does not finish her homework in time to go with us to the football game yesterday afternoon.

Correct : Mary did not finish her homework in time to go with us to the football game yesterday afternoon.

Incorrect : Although there are only two hundred foreign students studying at State University in 1970, there are more than five hundred now.

Correct : Although there were only two hundred foreign students studying at State University in 1970, there are more than five hundred now.

D. Point of view; Activities of the Dead

In all patterns, avoid using present verbs to refer to activities of the dead.

Examples

Incorrect : Just before he died, my friend who writes poetry published his first book.

Correct : Just before he died, my friend who wrote poetry published his first book.

Incorrect : Professor Ayers was so punctual that until the day he died, he always arrives in class just as the bell rings.

Correct : Professor Ayers was so punctual that until the day he died, he always arrived in class just as the bell rang.

Incorrect : Before he died, the man who lives across the street used to help me with my English.

Correct : Before he died, the man who lived across the street used to help me with my English.

Incorrect : A short time before he died, the old man has written a will, leaving his entire estate to his brother.

Correct : A short time before he died, the old man had written a will, leaving his entire estate to his brother.

Incorrect : Until the day she died, the lady who lives next door visited me every evening.

Correct : Until the day she died, the lady who lived next door visited me every evening.

E. Point of view; Reported Speech

Some verbs are used to report events.

Remember that the following verbs are used as the first past verb in the pattern below

<i>asked</i>	<i>knew</i>	<i>said</i>
<i>believed</i>	<i>remembered</i>	<i>thought</i>
<i>forgot</i>	<i>reported</i>	<i>told</i>

S	V (past)	that	S	V (past)	
He	said	that	he	was	sorry

Avoid using a present verb after *that* in the pattern.

Note: when the reported sentence deals with a general truth, then a present verb may be used after *that* in the pattern. For

example, *in the early 1500s, some sailors believed that the world is round*. If current knowledge supersedes a formerly accepted truth, then the past verb is retained. For example, *in the early 1500s, many sailors believed that the world was flat*

Examples

Incorrect : I thought that he is coming today.

Correct : I thought that he was coming today.

Incorrect : A research scientist at State University reported that he finds a blood test to diagnose cancer.

Correct : A research scientist at State University reported that he found a blood test to diagnose cancer.

Incorrect : When she told us that everything is ready, we went into the dining room and seated ourselves.

Correct : When she told us that everything was ready, we went into the dining room and seated ourselves.

Incorrect : They asked him if he will help us.

Correct : They asked him if he would help us.

Incorrect : Professor Baker told his class that there 10,000 species of ferns.

Correct : Professor Baker told his class that there are 10,000 species of ferns.
(A general truth by current scientific standards).

F. Missing Auxiliary Verb-Active.

Remember that some main verbs require auxiliary verbs.

	BE	-ing	
Mom	is	watering	her plants

	HAVE	Participle	
Mom	has	watered	her plants

	MODAL	Verb word	
Mom	should	water	her plants

Avoid using *-ing* forms without BE, participles without HAVE, and verb words without modals when *-ing* , a participle, or a verb word function as a main verb.

Examples

Incorrect : The party is surprise, but all of her friends coming.

Correct : The party is surprise, but all of her friends are coming.

Incorrect : She read it to you later tonight

Correct : She will read it to you later tonight

Incorrect : The sun shining when we left this morning

Correct : The sun was shining when we left this morning.

Incorrect : We gone there before.

Correct : We have gone there before.

Incorrect : I can't talk with you right now because the doorbell
ringing

Correct : I can't talk with you right now because the doorbell is
ringing

G. Missing Auxiliary Verb-Passive.

Examples

Incorrect : The phone answered automatically

Correct : The phone is answered automatically

Incorrect : They have informed already

Correct : They have been informed already

Incorrect : These books should returned today

Correct : These books should be returned today

Incorrect : The plane delayed by bad weather

Correct : The plane was delayed by bad weather

Incorrect : My paper has not typed.

Correct : My paper has not been typed.

H. Phrasal Verbs

1. Phrasal verbs: Type 1; verb (transitive) + preposition

a. Introduction to phrasal verbs

We often combine verbs with prepositions and adverb particles to form **phrasal verbs**. These verbs can have non-idiomatic or idiomatic meanings and we use them a lot. So, for example, if someone knocks at the door, we would probably say 'Come in!' rather than 'Enter'. We would say 'take off' your jacket, rather than 'remove' it, and so on. We can define four types of phrasal verbs according to form. As you learn new verbs, get used to recognizing them as one of these four types so that you learn how to use them.

Note the terms: **transitive** (= followed by a noun or pronoun object) **intransitive** (= not followed by a noun or pronoun object)

Type 1: verb (transitive) + preposition: e.g. **Listen to** this record. **Listen to it. Listen!**

Type 2: verb (transitive) + particle: e.g. **Take off** your hat. **Take your hat off. Take it off.**

Type 3: verb (intransitive)+ particle: e.g. **Hurry up! Sit down!**

Type 4: verb (transitive)+ particle + preposition: e.g. *We've run out of matches*

b. Type 1: Verb + preposition + object, non-idiomatic: 'look at the camera'

Study: These verbs are used in their normal sense.

c. Type 1: Verb + object + preposition + object, non-idiomatic: 'tell me about it'

Study: These verbs are used in their normal sense.

d. Type 1: Verb + preposition + object, idiomatic: 'get over an illness'

Study: We cannot relate the parts of these verbs to their literal meanings: e.g.

*/ don't know what **came over me**. (= affected)*

2. Phrasal verbs: Type 2; verb (transitive) +particle

a. Type 1 and Type 2 phrasal verbs compared

Study:

1) We use prepositions after Type 1 verbs. We cannot separate the preposition from the verb: *I'm **looking at** the camera.* (Not *I'm looking the camera at.* *)

2) We can separate the adverb particle from a Type 2 verb and put it immediately after the noun object: *She **gave away** her books. She **gave** her books **away**.*

- 3) If the object is a pronoun, we cannot put the particle in front of it:
- 4) Give **it** away. (Not "Give away it. *) Give **them** away. (Not "Give away them.")
- 5) Special note: In *She gave away her books*, *away* is an adverb particle, not a preposition, even if it has an object after it. Unlike a preposition, a particle is 'mobile' and can be used before or after a noun object.

b. Type 2: Particles that extend the verb: 'write down'

Study: A single particle can strengthen or extend the meaning of a verb:

- 1) *The scarecrow frightened the birds **away***, (*away* refers to 'distance')
 - 2) *I was holding my hat and the wind snatched it **away***, (*away* refers to 'detachment')
 - 3) *I got a cloth and wiped **away** the coffee I had spilled*, (*away* refers to 'disappearance')
 - 4) *Please put these dishes **away***, (*away* refers to 'tidying')
- The verb often has its non-idiomatic meaning, but the particle 'extends' this meaning: e.g. *pull out*, *push away*, *wash away*, *move back*, *burn down*, *bring in*, *cut off*.

3. Phrasal verbs: Type 3; verb (intransitive) + particle Type 4; verb (transitive) + particle + preposition

a. Type 3: Verb (intransitive) + particle, non-idiomatic: 'hurry up'

Study: We use these verbs in their normal sense. Many combinations are possible:

Hurry up! Sit down! Stand up! Compare Type 1 : *Look!*
(Not 'Look at')

b. Type 3; Verb (intransitive) + particle, idiomatic: 'break down'

Study: We cannot relate the parts of these verbs to their literal meanings: e.g.

She broke down when she heard the news (= collapsed)

4. Type 4; Verb + particle + preposition + object, non-idiomatic: 'walk up to the top'

Study: These verbs are used in their normal sense

5. Verb + particle + preposition + object, idiomatic: 'put up with it'

Study: We cannot relate the parts of these verbs to their literal meanings: e.g. E3

*How do you **put up with** it? (= tolerate)*

Chapter 04

Problem of Nouns and Verbs

A. Nouns and Verbs with the same spelling but different stress

Study: a. With some words, when the stress is on the **first syllable**, the **word** is a **noun**.

When the stress is on the **second syllable**, it is a **verb**.

The meanings are related:

Noun: We have finished Book 1. We have made good progress.

Verb: We are now ready to progress to Book 2.

b. The meanings can also be quite different:

Noun: My son's conduct at school hasn't been very good.

Verb: Mahler used to conduct the Vienna Philharmonic.

These are examples of nouns and verbs with must be read in different ways.

1. I need a *permit* to work in this country
2. I can't permit you to park here.
3. Will they increase my salary next year?
4. I'm looking for an increase in salary.
5. Joy objects to your proposal.
6. Don't treat me as if I were an object.
7. We've had complaints about your conduct.

8. I'll conduct you to your seat.
9. This is the entrance to the building.
10. Gloria will entrance you.
11. Do you want to buy this record?
12. Let me record your voice.
13. I've brought you a present.
14. Please present my compliments to him.
15. I must protest at your proposal.
16. The proposal didn't go without protest.
17. I've got an Australian accent.
18. Please accent every syllable.
19. Our exports have increased this year.
20. We export everything we make.
21. I'll escort you to your new office.
22. You'll need an escort.
23. Our imports have increased.
24. We *import* too much.

B. Compound nouns

1. Nouns formed with gerund ('_ing') + noun: 'dancing-shoes'

Study:

- a. When a noun has two or more parts (e.g. classroom), we call it **compound noun**.

We can make **compound nouns** with the -ing form:

e.g. dancing-shoes (compare > 16.5).

- b. The -ing form can something be an **adjective**:

Can you see that dancing couple? (=couple that is dancing)

When the-ing form is an adjective, we stress both words and never use a hyphen.

- c. The-ing form can be the first part of a **compound noun**:
I need a pair of **dancing-shoes**. (=shoes used for dancing;
not 'shoes that are dancing')

When the-ing form is a noun, we stress the first word only and a hyphen is optimal.

Each of the following sentences has a compound noun.

1. You need a pair of *running shoes*
2. We sat beside a running stream.
3. Put it the frying pan.
4. I like the smell of frying sausages.
5. This water is near boiling point.
6. I need some boiling water.
7. Where are my walking shoes?
8. Vera is a walking dictionary.

2. Apostrophe S ('S) or compound noun?

Study:

- a. We use apostrophe s('s) and apostrophe (s') with people and some living things to show possession: Gus's car, the girl's shoes, a dog bark
- b. When we want to show possession with inanimate things, we can use off the leg of the table. However, we often prefer to use a compound noun instead of off the table-leg
- c. We can say the voice of a man or a man's voice (Not *a man voice*)
We can say the leg of a table or a table – leg. (Not *a table's leg*)

3. Compound nouns which tell us about material and substances

Study:

- a. Names of materials and substances (leather, gold) are like adjectives when we use them to form compound nouns.
Example: a watch made of gold a gold watch. (not *golden*)
These words behave like adjectives in this one way, but they remain nouns because they do not have comparative or superlative forms and we cannot put very in front of them. We stress both words in spoken English: I can't afford a 'gold' watch.
- b. Two important exceptions are wood and wool, which have adjectival forms.
Examples: a table made of wood a wooden table; a dress made of wool a woolen dress
- c. There are adjectival forms for words like gold: glass/ glassy, gold/golden, leather/leathery, silver/silvery, silk/silky/ silken, steel/steely. Stone/stony.
We use them to mean 'like': a golden sunset (=a sunset like gold).

C. Countable and uncountable nouns

1. Countable and uncountable nouns compared

Study:

- a. If a noun is countable:
 - 1) We can use a/an in front of it: I bought a book. (not * I bought book*)
 - 2) It has a plural and can be used in questions with how many? How many books...?
 - 3) We can use a number in front of it: one book, two books
- b. If a noun is uncountable:
 - 1) We do not normally use a/an in front of it: I bought some bread. (Not *a bread*)

- 2) It does not normally have a plural and can be used in questions with How much?: How much bread...? (Not 'How many breads?')
 - 3) We cannot normally use a number in front of it.
- c. We need to know whether nouns are countable or uncountable in English to be able to use a/an, some, any, much, many, a few, a little, etc. correctly. Compare: It was a marvellous experience. (countable = something that happened)
- We need someone with experience. (uncountable = skill and knowledge)

2. Nouns which can be either countable or uncountable: 'an egg/egg'

Study:

- a. Some nouns are countable when they refer to single items, but they are uncountable when they refer to substances:

Countable (a single item)	Uncountable (substance/material)
He ate a whole chicken!	Would you like some chicken?
I had a boiled egg for breakfast	There's egg on your tie.
- b. Some nouns are uncountable when they refer to a material, but they are countable when they refer to an object made from that material:

Countable ('thing')	Uncountable ('material')
I broke a glass this morning	Glass is made from sand and lime
I picked up a stone	we used stone to build our walls.

D. Count Nouns

Remember that count nouns have both singular and plural forms. Plural numbers can precede count noun but not noncount

nouns. There are several categories of count nouns that can help you organise your study. Some of them are listed here.

1. Names of persons, their relationships, and their occupations:

<i>One boy</i>	<i>Two boys</i>
<i>One friend</i>	<i>Two friends</i>
<i>One student</i>	<i>Two students</i>

2. Names of animals, plants, insects:

<i>One dog</i>	<i>Two dogs</i>
<i>One flower</i>	<i>Two flowers</i>
<i>One bee</i>	<i>Two bees</i>

3. Names of things with a definite, individual shape:

<i>One car</i>	<i>Two cars</i>
<i>One house</i>	<i>Two houses</i>
<i>One room</i>	<i>Two rooms</i>

4. Units of measurement:

<i>One inch</i>	<i>Two inches</i>
<i>One pound</i>	<i>Two pounds</i>
<i>One degree</i>	<i>Two degrees</i>

5. Units of classification in society:

<i>One family</i>	<i>Two families</i>
<i>One country</i>	<i>Two countries</i>
<i>One language</i>	<i>Two languages</i>

6. Containers of noncount solids, liquids, pastes, and gases:

<i>One bottle</i>	<i>Two bottles</i>
<i>One jar</i>	<i>Two jars</i>
<i>One tube</i>	<i>Two tubes</i>

7. A limited number of abstract concepts:

<i>One idea</i>	<i>Two ideas</i>
<i>One invention</i>	<i>Two inventions</i>
<i>One plan</i>	<i>Two plans</i>

Number (Plural)	Noun (count-plural)
Sixty	Years

Avoid using a singular *count noun* with a plural number.

Examples

Incorrect : we have twenty dollar left.

Correct : we have twenty dollars left.

Incorrect : I hope that I can about five pound before summer.

Correct : I hope that I can about five pounds before summer.

Incorrect : several of the people in this class speak three or four language.

Correct : several of the people in this class speak three or four languages.

Incorrect : the temperature has risen ten degree in two hours.

Correct : the temperature has risen ten degrees in two hours.

Incorrect : the teacher has ordered two book, but they aren't in at the bookstore.

Correct : the teacher has ordered two books, but they aren't in at the bookstore.

E. Noncount Nouns

Remember that *noncount* nouns have only one form. They are used in agreement with singular verbs. The word *the* does not precede them. There are categories for *noncount* nouns that can help you organize your study. Some of them are listed here.

1. Food staples that can be purchased in various forms:

Bread

Meat

butter

2. Construction materials that can change shape, depending on what is made:

Wood

Iron

Glass

3. Liquids that can change shape, depending on the shape of the container:

Oil

Tea

Milk

4. Natural substances that can change shape, depending on natural laws:

Steam, water, ice

Smoke, ashes

Oxygen

5. Substances with many small parts:

Rice

Sand

Sugar

6. Groups of things that have different sizes and shapes:

Clothing (*a coat, a shirt, a sock*)

Furniture (*a table, a chair, a bed*)

Luggage (*a suitcase, a trunk, a box*)

7. Language:

Arabic

Japanese

Spanish

8. Abstract concepts, often with endings *-ness*, *-ance*, *-ence*, *-ity*:

Beauty

Ignorance

Peace

9. Most – *ing* forms:

Learning

Shopping

Working

Noun (nouncount)	Verb (singular)	
Friendship	is	Important

Avoid using the before a nouncount noun. Avoid using a plural with a noncount noun.

Examples

Incorrect : The happiness means different things to different people.

Correct : Happiness means different things to different people

Incorrect : Toshi speaks the Japanese at home

Correct : Toshi speaks Japanese at home

Incorrect : Bread are expensive in the grocery store on the corner

Correct : Bread is expensive in the grocery store on the corner

Incorrect : I like my tea with the milk.

Correct : I like my tea with milk.

Incorrect : If you open the door, airs will circulate better.

Correct : If you open the door, air will circulate better.

F. Nouns with Count and Noncount Meanings

Remember that some nouns may be used count or as *noncount nouns* depending on their meanings. Materials and abstract concepts are *noncount* nouns, but they may be used as count nouns to express specific meanings.

Count noun	Specific meaning	Nouncount noun	General meaning
an agreement agreements	an occasion or a document	agreement	abstract concept all agreements
a bone bones	a part of a skeleton	bone	construction material
a business business	a company	business	abstract concept all business transactions
a cloth cloths	a piece of cloth	cloth	construction material
a decision decisions	an occasion	education	abstract concept all education
a fire fires	an event	fire	material
a glass glasses	a container	glass	construction material
a history histories	a historical account	history	abstract concept all history
an honor honors	an occasion or an award	honor	abstract concept all honor
a language languages	a specific variety	language	abstract concept all language
a life lives	a specific person's	life	abstract concept all life
a light lights	a lamp	light	the absence of darkness

a noise noises	a specific sound	noise	abstract concept all sounds
a pain pains	a specific occasion	pain	abstract concept all pain
a paper papers	a document or sheet	paper	construction material
a pleasure pleasures	a specific occasion	pleasure	abstract concept all pleasure
a silence silences	a specific occasion	silence	abstract concept all silence
a space spaces	a blank	space	the universe
a stone stones	a small rock	stone	construction material
a success successes	an achievement	success	abstract concept all success
a thought thoughts	an idea	thought	abstract concept all thought
a time times	a historical period or moment	time	abstract concept all time
a war wars	a specific war	war	the general act of war all wars
a work works	an artistic creation	work	employment abstract concept all work

A document		
I have	A paper	Due Monday
Construction material		
Let's use	paper	To make the present

Avoid using count nouns with specific meanings to express the general meanings of nouncount nouns.

Examples

Incorrect : Dr. Bradley will receive special honor at the graduation.

Correct : Dr. Bradley will receive special honor at the graduation.
(an award)

Incorrect : She needs to find a work.

correct : She needs to find a work.
(employment)

Incorrect : My neighbor dislikes a noise.

correct : My neighbor dislikes a noise.
(all sounds)

Incorrect : We need glass for the juice.

correct : We need glass for the juice.

Or

We need glasses for the juice.
(containers)

Incorrect : A war is as old as mankind.

correct : War is as old as mankind.
(the act of war)

G. Noncount Nouns that are Count Nouns in Other Language

Remember, many nouns that are count nouns in other languages may be noncount nouns in English. Some the most troublesome have been listed for you on the following page.

<i>Advice</i>	<i>homework</i>	<i>money</i>	<i>poetry</i>
<i>Anger</i>	<i>ignorance</i>	<i>music</i>	<i>poverty</i>
<i>Courage</i>	<i>information</i>	<i>news</i>	<i>progress</i>
<i>Damage</i>	<i>knowledge</i>	<i>patience</i>	
<i>Equipment</i>	<i>leisure</i>	<i>permission</i>	
<i>Fun</i>	<i>luck</i>		

	Ⓢ	Noun (noncount)
Did you do your		homework?

Avoid using a or an before noncount nouns.

Examples

Incorrect : Do you have an information about it?

Correct : Do you have information about it?

Incorrect : Conselors are available to give you an advice before you register for your classes.

Correct : Conselors are available to give you advice before you register for your classes.

Incorrect : George had a good luck when he first came to state university.

Correct : George had good luck when he first came to state university.

Incorrect : A news was released about the hostages.

Correct : News was released about the hostages.

Incorrect : A news was released about the hostages.

Correct : News was released about the hostages.

Incorrect : Did you get a permission to take the placement test?

Correct : Did you get permission to take the placement test?

H. Noncount Nouns with Qualifying Phrases-The

Remember, the is used with count nouns. You have also learned that the can be used before an *-ing* noun that is followed by quality phrase.

In addition, the can be used before a noncount noun with a qualifying phrase.

The	Noncount noun	Qualifying Phrase
The	art	Of the Middle Ages
		Is on display

Examples

Incorrect : Poetry of Carl Sandburg is being read at the student union on Friday.

Correct : The poetry of Carl Sandburg is being read at the student union on Friday.

Incorrect : Poverty of people in the rural areas is not as visible as that of people in the city.

Correct : The poverty of people in the rural areas is not as visible as that of people in the city.

Incorrect : Science of genetic engineering is not very old.

Correct : The science of genetic engineering is not very old.

Incorrect : History of this area is interesting.

Correct : The history of this area is interesting.

Incorrect : Work of many people made the project a success.

Correct : The work of many people made the project a success.

I. Singular and Plural Expressions of Nouncount Nouns

Examples

Incorrect : a mail travels faster when the zip code is indicated on the envelope

Correct : a piece of mail travels faster when the zip code is indicated on the envelope

Incorrect : There is a limit of two carry-on luggages for each passenger.

Correct : There is a limit of two pieces of carry-on luggages for each passenger.

Incorrect : Each furniture in this display is on sale for half price

Correct : Each pieces of furniture in this display is on sale for half price

Incorrect : I'd like a steak, a salad, and a corn's ear with butter

Correct : I'd like a steak, a salad, and an ear of corn with butter

Incorrect : The Engineering Department purchased a new equipment to simulate conditions in outer space.

Correct : The Engineering Department purchased a new piece of equipment to simulate conditions in outer space.

J. Noun that Function as Adjectives

Remember that when two nouns occur together, the first noun describes the second noun; that is, the first noun functions as an adjective. Adjectives do not change form singular or plural.

	Noun	Noun
All of us are foreign	Language	teachers

Avoid using a plural form for the first noun even when the second noun is plural. Avoid using a possessive form for the first noun.

Examples

Incorrect : May I borrow some notebooks paper?

Correct : May I borrow some notebook paper?

Incorrect : All bussiness' students must take the Graduate Management Admission Test

Correct : All bussiness students must take the Graduate Management Admission Test

Incorrect : I forget their telephone's number

Correct : I forget their telephone number

Incorrect : There is a sale at the shoes store.

Correct : There is a sale at the shoe store.

Incorrect : Put the mail on the hall's table.

Correct : Put the mail on the hall table.

Chapter 05

Problem with Agreement

A. Agreement of Modified Subject and Verb

In all patterns, there must be agreement of subject and verb.
Avoid using a verb which agrees with the modifier of a subject
instead of with the subject itself.

Examples

Incorrect : His knowledge of languages and international relations
aid him in his work.

Correct : His knowledge of languages and international relations
aids him in his work.

Incorrect : The facilities at the new research library, including an
excellent microfilm file, is among the best in the country.

Correct : The facilities at the new research library, including an
excellent microfilm file, are among the best in the country.

Incorrect : All trade between the two countries were suspended
pending negotiation of a new agreement.

Correct : All trade between the two countries was suspended
pending negotiation of a new agreement

Incorrect : The production of different kinds of artificial materials
are essential to the conservation of our natural resources.

Correct : The production of different kinds of artificial materials
is essential to the conservation of our natural resources.

Incorrect : Since the shipment of supplies for our experiments were delayed, we will have to reschedule our work.

Correct : Since the shipment of supplies for our experiments was delayed, we will have to reschedule our work.

B. Agreement of Subject with Accompaniment and Verb

In all patterns, avoid using a verb which agrees with a phrase of accompaniment instead of with the subject itself.

Examples

Incorrect : The guest of honour, along with his wife and two sons, were seated at the first table.

Correct : The guest of honour, along with his wife and two sons, was seated at the first table.

Incorrect : The ambassador, with his family and staff, invite you to a reception at the embassy on Tuesday afternoon at five o'clock.

Correct : The ambassador, with his family and staff, invites you to a reception at the embassy on Tuesday afternoon at five o'clock.

Incorrect : Mary, accompanied by her brother on the piano, were very well received at the talent show.

Correct : Mary, accompanied by her brother on the piano, was very well received at the talent show.

Incorrect : Senator Davis, with his assistant and his press secretary, are scheduled to arrive in New York today.

Correct : Senator Davis, with his assistant and his press secretary, is scheduled to arrive in New York today.

Incorrect : Folk singer Neil Young, accompanied by the musical group Stray Gators, are appearing in concert at the Student Centre on Saturday night.

Correct : Folk singer Neil Young, accompanied by the musical group Stray Gators, is appearing in concert at the Student Centre on Saturday night.

C. Verb-Subject Patterns

There	V	S
There	are	the results of the election
Here	V	S
Here	is	the result of the election
Remember that there and here introduce verb-subject order. Avoid using a verb that does not agree with the subject.		

Examples

Incorrect : There was ten people in line already when we arrived.

Correct : There were ten people in line already when we arrived.

Incorrect : There have been very little rain this summer.

Correct : There has been very little rain this summer.

Incorrect : There is lights on in the house.

Correct : There are lights on in the house.

Incorrect : There has been several objections to the new policy.

Correct : There have been several objections to the new policy.

Incorrect : I think that there were a part.

Correct : I think that there was a part.

D. Negative Emphasis

Negative	Auxiliary	S	V	
Never	have	I	seen	so much snow
Remember that negatives include phrases like: not one, not once, never again, only rarely, and very seldom. Auxiliaries must agree with verbs and subjects. Avoid using a subject before the auxiliary in this pattern.				

Examples

Incorrect : Never again they will stay in that hotel.

Correct : Never again will they stay in that hotel.

Incorrect : Only rarely an accident has occurred.

Correct : Only rarely has an accident occurred.

Incorrect : Very seldom a movie can hold my attention like this one.

Correct : Very seldom can a movie hold my attention like this one.

Incorrect : Not one paper she has finished on time.

Correct : Not one paper has she finished on time.

Incorrect : Not once Steve and Jan have invited us to their house.

Correct : Not once have Steve and Jan invited us to their house.

E. Agreement of an Indefinite Subject and Verb

Remember that the following subjects are singular:	
<i>anyone</i>	<i>neither</i>
<i>anything</i>	<i>no one</i>
<i>each</i>	<i>nothing</i>
<i>either</i>	<i>what</i>
<i>everyone</i>	<i>whatever</i>
<i>everything</i>	<i>whoever</i>
The following subjects are plural:	
<i>few</i>	
<i>the rest</i>	
Avoid using plural verbs with singular subjects, and singular verbs with plural subjects.	

Examples

Incorrect : Everyone who majors in architecture and fine arts study History of Art 450.

Correct : Everyone who majors in architecture and fine arts studies History of Art 450.

Incorrect : Either of these buses go past the university.

Correct : Either of these buses goes past the university.

Incorrect : Anyone who wish to participate in the state lottery may do so by purchasing a ticket at a store which displays the official lottery seal.

Correct : Anyone who wishes to participate in the state lottery may do so by purchasing a ticket at a store which displays the official lottery seal.

Incorrect : Neither Canada nor Mexico require that citizens of the United States have passports.

Correct : Neither Canada nor Mexico requires that citizens of the United States have passports.

Incorrect : The first two parts are very difficult, but the rest is easy.

Correct : The first two parts are very difficult, but the rest are easy.

F. Agreement of a Collective Subject and Verb

Remember that the following subjects agree with singular verbs:

<i>audience</i>	<i>group</i>	<i>2,3,4,.. dollars</i>
<i>class</i>	<i>public</i>	<i>2,3,4,... miles</i>
<i>committee</i>	<i>staff</i>	
<i>faculty</i>	<i>team</i>	
<i>family</i>		

Remember that the following subject agrees with a plural verb:

People

Avoid using plural verbs with singular subjects and singular verbs with plural subjects.

Note: In certain cases, to express the separate nature of individuals in a group, the writer may use a plural verb with the subject audience-team.

Examples

Incorrect : Twenty dollars are the price.

Correct : Twenty dollars is the price.

Incorrect : Many people is coming to the graduation.

Correct : Many people are coming to the graduation.

Incorrect : An audience usually do not applaud in a church.

Correct : An audience usually does not applaud in a church.

Incorrect : Four miles have been recorded on the odometer.

Correct : Four miles has been recorded on the odometer.

Incorrect : The staff are meeting in the conference room.

Correct : The staff is meeting in the conference room.

G. Agreement of Noun and Pronoun

In all patterns, there must be agreement of noun and pronoun.
Avoid using a pronoun that does not agree with the noun to which it refers.

Examples

Incorrect : Those of us who are over fifty years old should get their blood pressure checked regularly.

Correct : Those of us who are over fifty years old should get our blood pressure checked regularly.

Incorrect : Al is interested in mathematics and their applications.

Correct : Al is interested in mathematics and its applications.

Incorrect : It is easier to talk about a part than it is to resolve them.

Correct : It is easier to talk about a part than it is to resolve it.

Incorrect : Although their visas will expire in June, they can have it extended for three months.

Correct : Although their visas will expire in June, they can have them extended for three months!

Incorrect : In spite of its small size, these cameras take very good pictures.

Correct : In spite of their small size, these cameras take very good pictures.

H. Agreement of Subject and Possessive Pronouns

In all patterns, there must be agreement of subject pronoun and possessive pronouns which refer to the subject.

Remember that the following possessive pronouns are singular:

her

his

its

Avoid using *their* instead of *her*, *his*, or *its* when referring to a singular subject pronoun. Avoid using *her* instead of *his* unless referring specifically to a woman.

Note: The cultural catalyst of the women's movement along with the historical tendency toward a simplification of gender inflections in the English language has left authorities in disagreement as to whether or to what extent the gender of pronouns should be identified. Until some statement has been generally adopted, the pronoun patterns in this Review will be adequate for TOEFL preparation.

Examples

Incorrect : Each student should have their schedule signed by the department chairman.

Correct : Each student should have his schedule signed by the department chairman.

Incorrect : Everyone should put their examination on my desk before leaving.

Correct : Everyone should put his examination on my desk before leaving.

Incorrect : Whoever called did not leave their name and number.

Correct : Whoever called did not leave his name and number.

Incorrect : Every man and woman eighteen years of age or older is eligible to vote for the candidate of their choice.

Correct : Every man and woman eighteen years of age or older is eligible to vote for the candidate of his choice.

Incorrect : Each of the delegates at the International Conference for Women read a statement of policy from his country.

Correct : Each of the delegates at the International Conference for Women read a statement of policy from her country.

I. Agreement of Impersonal Pronouns

In all patterns, there must be agreement of impersonal pronouns in a sentence.

Remember that for formal writing, it is necessary to continue using the impersonal pronoun one throughout a sentence. For more informal writing, he or his may be used instead of one or one's.¹

Avoid using you, your, they, or their to refer to the impersonal pronoun one.

¹ Sharpe. P.J. 2018. How To Prepare For The TOEFL TEST. 13th Edition. Indonesia: Binarupa Aksara.

Examples

Incorrect : At a large university, one will almost always be able to find a friend who speaks your language.

Correct : At a large university, one will almost always be able to find a friend who speaks one's language.

or

At a large university, one will almost always be able to find a friend who speaks his language.

Incorrect : If one knew the facts, you would not be so quick to criticize.

Correct : If one knew the facts, one would not be so quick to criticize.

or

If one knew the facts, he would not be so quick to criticize.

Incorrect : In order to graduate, one must present their thesis thirty days prior to the last day of classes.

Correct : In order to graduate, one must present one's thesis thirty days prior to the last day of classes.

or

In order to graduate, one must present his thesis thirty days prior to the last day of classes.

Incorrect : Regardless of one's personal beliefs, you have the responsibility to report the facts as impartially as possible.

Correct : Regardless of one's personal beliefs, one has the responsibility to report the facts as impartially as possible.

or

Regardless of one's personal beliefs, he has the responsibility to report the facts as impartially as possible.

Incorrect : If one does not work hard, you cannot expect to succeed.

Correct : If one does not work hard, one cannot expect to succeed.

or

If one does not work hard, he cannot expect to succeed.

J. Preference, Advisability, Invitation

1. Preference

S	would rather	verb word			
She	would rather	drive			
S	would rather	not	verb word		
I	would rather	not	drive		
Avoid using an infinitive or an -ing form instead of a verb word.					
S	would rather	that	S	V (past)	
I	would rather	that	you	drove	
Avoid using a present verb or a verb word instead of a past verb. Avoid using should and a verb word instead of a past verb.					
S	would rather	that	S	didn't	verb word
I	would rather	that	you	didn't	drive
Avoid using don't or doesn't instead of <i>didn't</i> .					

Examples

Incorrect : I'd rather that you don't do that.

Correct : I'd rather that you didn't do that.

Incorrect : She told me that she'd rather not to serve on the committee.

Correct : She told me that she'd rather not serve on the committee.

Incorrect : If you don't mind, I'd rather not going.

Correct : If you don't mind, I'd rather not go.

Incorrect : He said that he'd rather went to a small college instead of to a large university.

Correct : He said that he'd rather go to a small college instead of to a large university.

Incorrect : We'd rather that you should come tomorrow.

Correct : We'd rather that you came tomorrow.

2. Advisability

S	had better	verb word		
You	had better	take chemistry 600 this semester		
S	had better	not	verb word	
You	had better	not	take	chemistry 600 this semester
Remember that although had is a past form, it refers to future time in this pattern. Avoid using an infinitive or a past form of a verb instead of a verb word. Avoid using don't instead of not.				

Examples

Incorrect : You had better to hurry if you don't want to miss the bus.

Correct : You had better hurry if you don't want to miss the bus.

Incorrect : We had better made reservations so that we will be sure, of gelling a good table

Correct : We had better make reservations so that we will be sure of getting a good table.

Incorrect : We had better to check the schedule.

Correct : We had better check the schedule.

Incorrect : You had better don't quit your job until you find another one.

Correct : You had better not quit your job until you find another one.

Incorrect : You had better don't go alone.

Correct : You had better not go alone.

3. Question Forms for Invitations and Customs

Would you like	infinitive	
Would you like	to watch	the news today?
Remember that would like means to want. It is used in a question form for an invitation. A specific date such as today is usually included. Avoid using will and won't instead of would. Avoid using do instead of would for invitations.		
Do you like	infinitive	
Do you like	to watch	the news every day?
Remember that like means to enjoy. It is used with do in a question form for asking about customs. A word or phrase indicating habitual action such as every day is usually included. Avoid using would instead of do for customs.		

Examples

Incorrect : Do you like to come to a party on Saturday at the International House?

Correct : Would you like to come to a party on Saturday at the International House?

Incorrect : Should you like to have tea every afternoon?

Correct : Do you like to have tea every afternoon?

Incorrect : Will you like to go to the movies this weekend?

Correct : Would you like to go to the movies this weekend?

Incorrect : Won't you like to go swimming with us tomorrow?

Correct : Would you like to go swimming with us tomorrow?

Incorrect : Do you like to have dinner with us tonight?

Correct : Would you like to have dinner with us tonight?

K. Desires and Subjunctives

S	wish (present)	that	S	had could have would have	Participle	
I	wish	that	you	had	called	yesterday
I	wish	that	you	could have	called	yesterday
I	wish	that	you	would have	called	yesterday
Remember that although the verb WISH is in present tense, this pattern refers to desires in the past.						
S	wish (present)	that	S	V (past) could verb word would verb word		
I	wish	that	you	called		every day
I	wish	that	you	could call		tomorrow
I	wish	that	you	would call		tomorrow
Remember that although the verb WISH is in present tense, this pattern refers to desires for customs and future events. Avoid using this pattern to express desires in the past. Avoid using will instead of could and would.						

Examples:

Incorrect : I wish that I received this letter before the office closed for the day.

Correct : I wish that I had received this letter before the office closed for the day.

or

I wish that I could have received this letter before the office closed for the day.

or

I wish that I would have received this letter before the office closed for the day.

Incorrect : We wish that you will change your mind about leaving tomorrow.

Correct : We wish that you could change your mind about leaving tomorrow.

or

We wish that you would change your mind about leaving tomorrow.

Incorrect : Mary wishes that she has studied law instead of history when she was in college.

Correct : Mary wishes that she had studied law instead of history when she was in college.

or

Mary wishes that she could have studied law instead of history when she was in college.

Incorrect : I wish that I could meet your father last night.

Correct : I wish that I had met your father last night, or
I wish that I could have met your father last night.

Incorrect : I wish that the snow will stop soon.

Correct : I wish that the snow would stop soon.

1. Contrary-to-fact statements

If	S	were			
If	the party	were	on Friday, we could go		
Avoid changing were to agree with the subject in contrary-to-fact statements.					
S	wish (present)	that	S	were	
I	wish	that	the party	were	on friday
Avoid changing were to agree with the subject.					

Examples

Incorrect : If I was you, I would not go.

Correct : If I were you, I would not go.

Incorrect : I wish that it was true.

Correct : I wish that it were true.

Incorrect : Bill wishes that she is more interested in his work.

Correct : Bill wishes that she were more interested in his work.

Incorrect : If it is not so far, we could go for the weekend.

Correct : If it were not so far, we could go for the weekend.

Incorrect : I wish that he was here.

Correct : I wish that he were here.

2. Unfulfilled Desires in The Past

S	had hoped	that	S	would	verb word	
We	had hoped	that	she	would	change	her mind
Avoid using a verb word instead of would and a verb word. Avoid using the incorrect pattern:						
S	had hoped	object pronoun		-ing form		
We	had hoped	her		changing		her mind

Examples

Incorrect : He had hoped that he graduate this semester, but he couldn't finish his thesis in time.

Correct : He had hoped that he would graduate this semester, but he couldn't finish his thesis in time.

Incorrect : We had hoped him staying longer.

Correct : We had hoped that he would stay longer.

Incorrect : They had hoped that she not find out about it.

Correct : They had hoped that she would not find out about it.

Incorrect : I had hoped her coming to the party.

Correct : I had hoped that she would come to the party.

Incorrect : His father had hoped that he go into business with him.

Correct : His father had hoped that he would go into business with him.

3. Subjunctives

S	V	that	S	verb word	
Mr. Johnson	prefers	that	she	speak	with him personally
Remember that the following verbs are used before that and the verb word clause: <i>ask</i> <i>demand</i> <i>desire</i> <i>insist</i> <i>prefer</i> <i>recommend,</i> <i>require</i> <i>suggest</i>					
Avoid using a present or past verb instead of a verb word. Avoid using a modal before the verb word.					
Noun	that	S	verb word		
The recommendation	that	we	be	evaluated	was approved
Remember that the following nouns are used in this pattern: <i>recommendation</i> <i>requirement</i> <i>suggestion</i>					
Avoid using a present or past verb instead of a verb word. Avoid using a modal before the verb word.					

Examples

Incorrect : The doctor suggested that she will not smoke.

Correct : The doctor suggested that she not smoke.

Incorrect : He complied with the requirement that all graduate students in education should write a thesis.

Correct : He complied with the requirement that all graduate students in education write a thesis.

Incorrect : The foreign student advisor recommended that she studied more English before enrolling at the university.

Correct : The foreign student advisor recommended that she study more English before enrolling at the university.

Incorrect : The law requires that everyone has his car checked at least once a year.

Correct : The law requires that everyone have his car checked at least once a year.

Incorrect : She insisted that they should give her a receipt.

Correct : She insisted that they give her a receipt.

L. Replacement and Unexpected Result A. Replacement— Instead of and Instead;

Remember that “instead of” and “instead” both mean in place of, but. “Instead of “ is used before a noun, adjective, or adverb, and “instead” is used at the end of a sentence or a clause to refer to a noun, adjective, or adverb that has already been mentioned.

	noun adjective adverb	instead of	noun adjective adverb	
We went to	Colorado	instead of	abroad	on our vacation
You should be	firm	instead of	patient	this year
Treat the dog	gently	instead of	roughly	in this case

Avoid using *instead* without *of*.

	noun adjective adverb	instead
We went to	Colorado	instead
You should be	firm	instead
Treat the dog	gently	instead

Despite	noun,	
Despite	his denial,	we knew that he was guilty
or		
Inspite of	noun,	
Inspite of	his denial,	we knew that he was guilty

Examples

Incorrect : Bob’s father wanted him to be an engineer instead a geologist.

Correct : Bob’s father wanted him to be an engineer instead of a geologist.

or

Bob’s father wanted him to be an engineer instead.

Incorrect : Could I have rice instead potatoes, please?

Correct : Could I have rice instead of potatoes, please?

or

Could I have rice instead, please?

Incorrect : Paula’s part is that she likes to go to movies stead of to class.

Correct : Paula’s part is that she likes to go to movies instead of to class.

or

Paula’s part is that she likes to go to movies instead.

Incorrect : We chose Terry instead from Gene as our representative.

Correct : We chose Terry instead of Gene as our representative.

or

We chose Terry instead.

1. Unexpected Result—*Despite* and *Inspite of*

Remember that despite and inspite of have the same meaning. They introduce a contradiction in a sentence or clause of cause-and-result.

	But Except	Noun	
All of the students	but	the seniors	will receive their grades
All of the students	except	the seniors	will receive their grades

Avoid using exception, except to, or excepting instead of except.

Examples

Incorrect : All of the group exception Barbara went to the lake.

Correct : All of the group but Barbara went to the lake.

or

All of the group except Barbara went to the lake.

Incorrect : You can put everything but for those silk blouses in the washer.

Correct : You can put everything but those silk blouses in the washer.

or

You can put everything except those silk blouses in the washer.

Incorrect : Everyone except to Larry wants sugar in the tea.

Correct : Everyone but Larry wants sugar in the tea.

or

Everyone except Larry wants sugar in the tea.

Incorrect : No one excepting Kalhy knows very much about it.

Correct : No one but Kalhy knows very much about it.

or

No one except Kalhy knows Wry much about it.

Incorrect : The mail carries at ten o'clock every day not Saturday.

Correct : The mail comes at ten o'clock every day but Saturday.

or

The mail comes at ten o'clock every day except Saturday

2. Example—Such as

Remember that such as means for example.

	such as	noun (example)	
Some birds	such as	robins and cardinals	spend the winter in the North

Avoid using such or as such instead of such as.

Examples

Incorrect : By using coupons, you can get a discount on a lot of things, such groceries, toiletries, and household items.

Correct : By using coupons, you can get a discount on a lot of things, such as groceries, toiletries, and household items.

Incorrect : Taking care of pets as such dogs and cats can teach children lessons in responsibility.

Correct : Taking care of pets such as dogs and cats can teach children lessons in responsibility.

Incorrect : Magazines such time, Newsweek, and U.S. News and World Report provide the reader with a pictorial report of the week's events.

Correct : Magazines such as time, Newsweek, and U.S. News and World Report provide the reader with a pictorial report of the week's events.

Incorrect : Jobs at fast-food restaurants for such as McDonald's or Taco Bell are often filled by students.

Correct : Jobs at fast-food restaurants such as McDonald's or Taco Bell are often filled by students.

Incorrect : A metal detector buzzes not only when firearms are located but also when smaller metal objects as keys and belt buckles are found.

Correct : A metal detector buzzes not only when firearms are located but also when smaller metal objects such as keys and belt buckles are found.

3. Parts with Redundancy

a. Redundancy __ Repetition of words with the same meaning

In all patterns, avoid using words with the same meaning consecutively in a sentence.

Examples

Incorrect : The money that I have is sufficient enough for my needs.

Correct : The money that I have is sufficient for my needs.

Incorrect : Bill asked the speaker to repeat again because he had not heard him the first time.

Correct : Bill asked the speaker to repeat because he had not heard him the first time.

Incorrect : The class advanced forward rapidly.

Correct : The class advanced rapidly.

Incorrect : She returned back to her hometown after she had finished her degree.

Correct : She returned to her hometown after she had finished her degree.

Incorrect : I am early almost finished with this chapter.

Correct : I am early finished with this chapter

or

I am almost finished with this chapter

b. Redundancy ____ Unnecessary Phrases

In all patterns, prefer simple, direct sentences to complicated, indirect sentences. Find the subject-verb-complement-modifier, and determine whether the other words are useful or unnecessary.

S	V	C	M
Lee	learned	English	quickly

Avoid using an adjective with such phrases as in character or in nature. Avoid using the redundancy instead of an adverb such as quickly.

In a	adjective	Manner
In a	quick	manner

Examples

Incorrect : The key officials who testified before the senate committee responded in a manner that was evasive.

Correct : The key officials who testified before the senate committee responded evasively.

Incorrect : Mr. Davis knows a great deal in terms of the condition of the situation.

Correct : Mr. Davis knows a great deal about the situation.

Incorrect : It was a part which was very difficult in character and very delicate in nature.

Correct : It was a part difficult and delicate.

Incorrect : The disease was very serious in the nature of it.

Correct : The disease was very serious.

Incorrect : Mary had always behaved in a responsible manner.

Correct : Mary had always behaved responsibly.

c. Redundancy____Repetition of Noun by Pronoun

In all patterns, avoid using a noun and the pronoun that refers to it consecutively in a sentence. Avoid using a pronoun after the it refers to, and *that*.

Examples

Incorrect : My teacher he said to listen to the news on the radio in order to practise listening comprehension.

Correct : My teacher said to listen to the news on the radio in order to practise listening comprehension.

Incorrect : Steve he plans to go into business with his father.

Correct : Steve plans to go into business with his father.

Incorrect : My sister she found a store that imported food from our country.

Correct : My sister found a store that imported food from our country.

Incorrect : Hospitalization that it covers room, meals, nursing, and additional hospital expenses such as lab tests, X-rays, and medicine.

Correct : Hospitalization covers room, meals, nursing, and additional hospital expenses such as lab tests, X-rays, and medicine.

Incorrect : Anne she wants to visit Washington, D.C., before she goes home.

Correct : Anne wants to visit Washington, D.C., before she goes home.

M. Parts with Parallel Structure

Parallel structure means expressing ideas of equal importance with the same grammatical structures.

1. Parallel Structure in a Series

In all patterns, ideas of equal importance should be expressed by the same grammatical structure. Avoid expressing ideas in a series by different structures.

Examples

Incorrect : Jane is young, enthusiastic, and she has talent.

Correct : Jane is young, enthusiastic, and talented.

Incorrect : We learned to read the passages carefully and underlining the main ideas.

Correct : We learned to read the passages carefully and to underline the main ideas.

Incorrect : The duties of the new secretary are to answer the telephone, to type letters, and book keeping.

Correct : The duties of the new secretary are to answer the telephone, to type letters, and to do the bookkeeping.

Incorrect : The patient's symptoms were fever, dizziness, and his head hurt.

Correct : The patient's symptoms were fever, dizziness, and headaches.

Incorrect : Professor Williams enjoys teaching and to write.

Correct : Professor Williams enjoys teaching and writing.

2. Parallel Structure after Correlative Conjunctions

Remember that ideas of equal importance are introduced by correlative conjunctions;

Both...and

Not only...but also

Avoid expressing ideas after correlative conjunctions by different structures.

Examples

Incorrect : She is not only famous in the united states, but also abroad.

Correct : She is famous not only in the united states, but also abroad.

Incorrect : The exam tested both listening and to read.

Correct : The exam tested both listening and reading.

Incorrect : He is not only intelligent but also he is creative.

Correct : He is not only intelligent but also creative.

Incorrect : Flying is not only faster but also it is safer than traveling by car.

Correct : Flying is not only faster but also safer than traveling by car.

Incorrect : John registered for both Electrical Engineering 500 and to study Mathematics 390.

Correct : John registered for both Electrical Engineering 500 and Mathematics 390.

N. Parts with Connectors

Inclusive and Exclusive

	noun adjective		as well as		noun adjective
He enjoys playing	basketball		as well as		football athletic
He is	intelligent		as well as		
	noun	and	noun	as well as	noun
	adjective		adjective		adjective
He enjoys playing	soccer	and	baseball	as well as	tennis
He is	intelligent	and	artistic	as well as	athletic
	both	noun	and	noun adjective	
		adjective			
The lecture was	both	Dr. Jones	and	Miss Smith	spoke
	both	interesting	and	instructive	
Avoid using as well as instead of and with both. Avoid using both . . . and for more than two nouns or adjectives.					

	not only	noun adjective	but also	noun adjective
One should take Checks are	not only not only	cash safer	but also but also	traveler's checks more convenient
Avoid using only not instead of not only. Avoid using but instead of but also. Avoid using the incorrect pattern:				
	not only	noun adjective	but	noun adjective also
	not only	noun adjective	but	noun adjective also

	not	noun adjective	but	noun adjective
The largest university is The school color is	not not	Minnesota blue	but but	Ohio State red
Avoid using only instead of <i>but</i>				

O. Parts with Word Choice

Word choice means choosing between similar words to express precise meanings.

1. Transitive and Intransitive Verbs *Raise and Rise*

A transitive verb is a verb that takes a complement. An intransitive verb is a verb that does not take a complement.²

The following pairs of verbs can be confusing. Remember that *raise* is a transitive verb; it take a complement. *Rise* is an intransitive verb; it does not take a complement.

Transitive			Intransitive		
Verb word	Past	Participle	Verb word	Past	Participle
<i>raise</i>	<i>raised</i>	<i>raised</i>	<i>rise</i>	<i>rose</i>	<i>risen</i>

Remember that *to raise* means to move to a higher place or to cause to rise. *To rise* means to go up or to increase.

² GrawMc. 2017. *The Official Guide to the Toefl*. 5th Edition. English: McGraw-Hill Education.

Raise and *rise* are also used as nouns. A *raise* means an increase in salary. A *rise* means an increase in price, worth, quantity, or degree.

S	raise	C	M
Heavy rain	raises	the water level of the reservoir	every spring
Heavy rain	raised	the water level of the reservoir	last week

S	rise	C	M
The water level	rises		when it rains every spring
The water level	rose		when it rained last week

Examples

Incorrect : The cost of living has raised 3 percent in the past year.

Correct : The cost of living has risen 3 percent in the past year.

Incorrect : The flag is risen at dawn by an honour guard.

Correct : The flag is raised at dawn by an honour guard.

Incorrect : Kay needs to rise her grades if she wants to get into graduate school.

Correct : Kay needs to raise her grades if she wants to get into graduate school.

Incorrect : The landlord has risen the rent.

Correct : The landlord has raised the rent.

Incorrect : The smoke that is raising from that oil refinery is black.

Correct : The smoke that is rising from that oil refinery is black.

2. Transitive and Intransitive Verbs _____ *Lay and Lie*

Remember that *lay* is transitive verb; it takes a complement.
Lie is an intransitive verb; it does not take a complement.

Transitive			Intransitive		
Verb word	Past	Participle	Verb word	Past	Participle
<i>lay</i>	<i>laid</i>	<i>laid</i>	<i>lie</i>	<i>lay</i>	<i>lain</i>

Remember that *to lay* means to put, to place or to cause to lie. *To lie* means to recline or to occupy a place.

The past form of *to lie* is *lay*.

S	lay	C	M
The postman	lays	the mail	on the table every day
The postman	laid	the mail	on the table yesterday

S	lie	C	M
He	lies	the mail	on the sofa to rest every day after work
He	lay	the mail	on the sofa to rest yesterday after work

Examples

Incorrect : Her coat was laying on the chair.

Correct : Her coat was lying on the chair.

Incorrect : I have lain your notebook on the table by the door so that you won't forget it.

Correct : I have laid your notebook on the table by the door so that you won't forget it.

Incorrect : Key West lays off the coast of florida.

Correct : Key West lies off the coast of florida.

Incorrect : Why don't you lay down for awhile?

Correct : Why don't you lie down for awhile?

Incorrect : Linda always forgets where she lies her glasses.

Correct : Linda always forgets where she lays her glasses.

3. Transitive and Intransitive Verbs _____ Set and Sit

Remember that *set* is transitive verb; it takes a complement. *Sit* is an intransitive verb; it does not take a complement.

Transitive			Intransitive		
Verb word	Past	Participle	Verb word	Past	Participle
<i>set</i>	<i>set</i>	<i>set</i>	<i>sit</i>	<i>sat</i>	<i>sat</i>

Remember that *to set* means to put, to place, or to cause to sit. *To sit* means to occupy a place on a chair or a flat surface.

S	set	C	M
The students	set	the lab equipment	on the table every class
The students	set	the lab equipment	on the table last class period

S	sit	C	M
The equipment	sits		on the table every class
The equipment	sat		on the table last class period

Examples

Incorrect : Please sit the telephone on the table by the bed.

Correct : Please set the telephone on the table by the bed.

Incorrect : Won't you set down?

Correct : Won't you sit down?

Incorrect : Their house sets on a hill overlooking a lake.

Correct : Their house sits on a hill overlooking a lake.

Incorrect : Let's sit your suitcases out of the way.

Correct : Let's set your suitcases out of the way.

Incorrect : Terry has set there waiting for us for almost an hour.

Correct : Terry has sit there waiting for us for almost an hour.

4. Similar Verbs — *Tell and Say*

Verb word	Past	Participle	Verb word	Past	Participle
<i>tell</i>	<i>told</i>	<i>told</i>	<i>say</i>	<i>said</i>	<i>said</i>

Remember that to tell and to say have similar meanings, but tell is often used before complements, especially persons. To say

is not used before complements that are persons. To say is usually followed by a clause introduced by that.³

S	tell	C	M
The teacher	tells	us	how to do it
The teacher	told	us	how to do it

S	say	C	M
The teacher	says		that we are making progress
The teacher	said		that we are making progress

Examples

Incorrect : Jayne said him that she would meet us here.

Correct : Jayne told him that she would meet us here.

Incorrect : Margaret told that she would call before she came.

Correct : Margaret said that she would call before she came.

Incorrect : Randy says a lot of jokes and funny stories.

Correct : Randy tells a lot of jokes and funny stories.

Incorrect : I have said the truth.

Correct : I have told the truth.

Incorrect : The girls told (that) they were hungry.

Correct : The girls said that they were hungry.

5. Similar Verbs ___ *Let* and *Leave*

S	let	C	M
Their mother	lets	them	stay up late every night
Their mother	let	them	stay up late last night

S	leave	C	M
She	leaves	her briefcase	at the office every day
She	left	her briefcase	at the office yesterday

³ Sharpe. P.J. 2018. How To Prepare For The TOEFL TEST. 13th Edition. Indonesia: Binarupa Aksara.

Remember that *to let* and *to leave* have similar sounds, but not similar meanings. *To let* means to allow or to permit. *To leave* means to let someone or something remain. *To leave* also means to depart or to go.

Examples

Incorrect : Although her doctor allowed her family to visit her, he wouldn't leave anyone else go into her room.

Correct : Although her doctor allowed her family to visit her, he wouldn't let anyone else go into her room.

Incorrect : You can let your car in long-term parking until you come back.

Correct : You can leave your car in long-term parking until you come back.

Incorrect : Professor baker wouldn't leave us use our dictionaries during the test.

Correct : Professor baker wouldn't let us use our dictionaries during the test.

Incorrect : Just let the paper in my mailbox.

Correct : Just leave the paper in my mailbox.

Incorrect : Just let your coats on the racks in the hall.

Correct : Just leave your coats on the racks in the hall.

6. Similar Verbs———*Borrow and Lend*

Verb word	Past	Participle	Verb word	Past	Participle
<i>borrow</i>	<i>borrowed</i>	<i>Borrowed</i>	<i>lend</i>	<i>lent</i>	<i>lent</i>

Remember that *to borrow* and *to lend* have related meanings. *To borrow* means to take and give back. It is often followed by the

word from. *To lend* means to give and take back. It is often followed by the word *to*.⁴

S	borrow	C	M
Karen's father Karen's father	borrow borrowed	money money	from the bank every term from the bank last term

S	lend	C	M
The bank The bank	lends lent	money money	to Karen's father every term to Karen's father last term

Examples

Incorrect : Stan had an accident while he was driving the car that his cousin had borrowed him.

Correct : Stan had an accident while he was driving the car that his cousin had lent him.

Incorrect : Would you please borrow me your pen?

Correct : Would you please lend me your pen?

Incorrect : Can I lend this dictionary for a few minutes while I check my composition?

Correct : Can I borrow this dictionary for a few minutes while I check my composition?

Incorrect : She lent my key to get into apartment and lost it.

Correct : She borrowed my key to get into apartment and lost it.

Incorrect : Thank you for borrowing me your umbrella.

Correct : Thank you for lending me your umbrella.

⁴ Quirk, R., Greenbaum, S., Leech, G., & Svartvik, J. 1997. *Comprehensive Grammar of the English Language*. London & Newyork: British Library Catalogue.

7. Prepositional Idioms

Prefer these idiom	Avoid these errors
accede to	accede on, by
according to	according
approve to	approve for
ashamed to	ashamed with
bored with	bored of
capable of	capable to
compete with	compete together
composed of	composed from
concerned with	concerned of
conscious of	conscious for
depend on	depend in, to
effects on	effects in
equal to	equal as
except for	excepting for
from now on	after now on
from time to time	for, when time to time
frown on	frown to
glance at, through	glance
incapable of	incapable to
in conflict	on conflict
inferior to	inferior with
in the habit of	in the habit to
in the near future	at the near future
knowledge of	knowledge on
near, next to	near to
of the opinion	in opinion
on top of	on top
Opposite	opposite over
orior to	prior
regard to	regard of
related to	related with
respect for	respect of
responsible for	responsible
similar to	similar as
Since	ever since
Until	up until
with regard to	with regard of

Examples

Incorrect : Excepting for the gulf coast region, most of the nation will have very pleasant weather tonight and tomorrow.

Correct : Except for the gulf coast region, most of the nation will have very pleasant weather tonight and tomorrow.

Incorrect : In recent years, educators have become more concerned of bilingualism.

Correct : In recent years, educators have become more concerned with bilingualism.

Incorrect : He always does what he pleases, without regard of the rules and regulation.

Correct : He always does what he pleases, without regard to the rules and regulation.

Incorrect : The bank opposite over the university isn't open on Saturdays.

Correct : The bank opposite the university isn't open on Saturdays.

Incorrect : The customs of other countries are not inferior with those of our own country.

Correct : The customs of other countries are not inferior to those of our own country.

P. Parts With Sentences and Clauses

1. Sentences and Clauses

Remember that a main clause, also called an independent clause, can function as a separate sentence. A subordinate clause, also called a dependent clause, must be attached to a main clause. A dependent clause is often marked with the clause marker *that*.

SENTENCE	
Main clause (Sentence)	clause marker.....dependent clause
We were glad	that the box came

Avoid using the clause marker with dependent clauses as sentences. Avoid using the clause marker *that* with a sentence that has no dependent clause following it.

Examples:

Incorrect : Utensils and condiments that are found on the table by the door.

Correct : Utensils and condiments are found on the table by the door.

Incorrect : During final exam week, that the library when opening all night.

Correct : During final exam week, the library is open all night.

Incorrect : The weather that is very rainy this time of year.

Correct : The weather is very rainy this time of year.

Incorrect : All of the dorms that are located on East Campus.

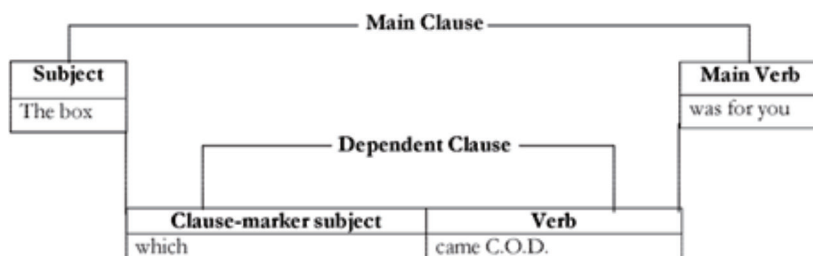
Correct : All of the dorms are located on East Campus.

Incorrect : During our vacation, that we suspended the news paper delivery.

Correct : During our vacation, we suspended the news paper delivery.

2. Clause-Marker Subjects

Remember that some dependent clause may come in the middle of a main clause. In many of these dependent clauses, the clause marker is the subject of the dependent clause, for example, the clause-marker *which*.⁵



⁵ Leech, G., & Svartvik, J. 2013. A Communicative Grammar of English. London & Newyork: Routledge.

Avoid using a clause marker subject without a verb or a verb without a clause-marker subject independent clauses of this type.

Examples:

Incorrect : The concert, is scheduled for Friday, has been cancelled.

Correct : The concert, which is scheduled for Friday, has been cancelled.

Incorrect : Asking questions, which essential in learning a language, can be difficult for beginners.

Correct : Asking questions, which is essential in learning a language, can be difficult for beginners.

Incorrect : My suit cases, which they are now at the city airport, have been located.

Correct : My suit cases, which are now at the city airport, have been located.

Incorrect : The telephone number, which number I wrote down, is for the hotel.

Correct : The telephone number, which is written down, is for the hotel

Incorrect : The flowers, which were just delivering, are from Steve.

Correct : The flowers, which were just delivered, are from Steve.

3. Verb in Dependent Clause

Remember that both main clauses and dependent clauses must have their own verbs.

Main Clause	Clause.....Dependent		
S V	that	S	V
It is good	that	the box	arrived on time

Avoid deleting the verb in a dependent clause, or using an -ing form instead of a verb in the dependent clause.

Examples:

Incorrect : It is a shame that you missing the movie.

Correct : It is a shame that you missed the movie.

Incorrect : She knows that mistakes in grammar occasionally.

Correct : She knows that she makes mistakes in grammar occasionally.

Incorrect : He said that going was he wanted.

Correct : He said that he wanted to go.

Incorrect : I noticed that Mary's absence today.

Correct : I noticed that Mary was absent today.

Incorrect : The experiment proved that less water for the plants.

Correct : The experiment proved that the plants needed less water.

Part B: Choose the Incorrect word or phrase and correct it.

Most modern observatories contain telescopes that scientists

(A)

(B)

using as cameras to take photographs of remote galaxies.

(C)

(D)

4. Adjective Clauses

Remember that in some dependent clauses, the clause marker refers to and modifies the object of the main clause.

Main Clause			Clause Marker.....Dependent Clause		
S	V		that	S	V
These boxes	are	the ones	that	we	ordered

Avoid adjective clauses without a subject or without a verb.

Examples

Incorrect : This is the way that coming the last time.

Correct : This is the way that we came the last time.

Incorrect : These are the ones that bought.

Correct : These are the ones that I bought.

Incorrect : This book is the one that our class.

Correct : This book is the one that our class used.

Incorrect : These are the assignments that our teacher giving us.

Correct : These are the assignments that our teacher gave us.

Incorrect : There are some things that don't understand about living in the United States.

Correct : There are some things that I don't understand about living in the United States

Chapter 06

Problems with Comparatives

A. Noun comparatives

	noun	V	middle comparisons	noun	
			like the same as similar to		
I believe that	this coat	is	like the same as similar to	that one	
Remember that like is a preposition and it is a conjunction. Avoid using as instead of like in prepositional phrases.					
	noun	and	noun	v	final comparisons
					alike the same similar
I believe that	this coat	and	that one	are	alike the same similar
Avoid using the same as and similar to as final comparisons. Avoid using alike and the same as middle comparisons.					

Examples:

Incorrect : That car is almost the same like mine.

Correct : That car is almost like mine,

or

That car is almost the same as mine.

Incorrect : The weather feels as spring.

Correct : The weather feels like spring.

Incorrect : My briefcase is exactly the same that yours.

Correct : My briefcase is exactly like yours,

or

My briefcase is exactly the same as yours.

Incorrect : These suits are like.

Correct : These suits are alike,

or

These suits are the same.

or

These suits are similar.

Incorrect : Is your book the same to mine?

Correct : Is your book like mine?

or

Is your book the same as mine?

B. More Noun Comparatives

Noun	V	the same	noun (quality)	As	noun
She	Is	the same	age	as	John
Remember that the following are examples of quality nouns:					
<i>age</i>			<i>price</i>		
<i>color</i>			<i>size</i>		
<i>height</i>			<i>style</i>		
<i>length</i>			<i>weight</i>		
Avoid using to, than, or like instead of as. Avoid using a quality adjective instead of a quality noun after the same.					

Noun	V	As	adjective (quality)	As	Noun
She	is	as	old	as	John
Remember that the following are examples of quality adjectives:					
<i>big</i>			<i>light</i>		
<i>cheap</i>			<i>little</i>		
<i>clear</i>			<i>long</i>		
<i>easy</i>			<i>old</i>		
<i>expensive</i>			<i>short</i>		
<i>hard</i>			<i>small</i>		
<i>heavy</i>			<i>tall</i>		
<i>large</i>			<i>young</i>		
Avoid using to, than., or like instead of as. Avoid using a quality noun instead of a quality adjective after as.					

Examples:

Incorrect : Mary worked as hard than Bill did.

Correct : Mary worked as hard as Bill did.

Incorrect : I want to buy a pair of shoes the same style like these I'm wearing.

Correct : I want to buy a pair of shoes the same style as these I'm wearing.

Incorrect : Miss Jones' English is not as clear than Mr. Baker's.

Correct : Miss Jones' English is not as clear as Mr. Baker's.

Incorrect : This is not the same big as the rest of the apartments.

Correct : This is not the same size as the rest of the apartments.

Incorrect : He is not as tall like his brother.

Correct : He is not as tall as his brother.

C. General Differences¹

	different from		
This one is	different from		the rest
or			
	differ	from	
This one	differs	from	the rest
Remember that differ is a verb and must change forms to agree with the subject. Avoid using 'be' with differ. Avoid using than, of, or to after differ and different.			

Examples:

Incorrect : Sharon is different of other women I know.

Correct : Sharon is different from other women I know.

Incorrect : Do you have anything a little different to these?

Correct : Do you have anything a little different from these?

or

¹ Sharpe. P.J. 2018. How To Prepare For The TOEFL TEST. 13th Edition. Indonesia: Binarupa Aksara.

Do you have anything that differs a little from these?

Incorrect : The campus at State University different from that of City College.

Correct : The campus at State University differs from that of City College,

or

The campus at State University is different from that of City College.

Incorrect : Jayne's apartment is very differs from Bill's even though they are in the same building.

Correct : Jayne's apartment is very different from Bill's even though they are in the same building,

or

Jayne's apartment differs from Bill's even though they are in the same building.

Incorrect : Customs differ one region of the country to another.

Correct : Customs differ from one region of the country to another,

or

Customs are different from one region of the country to another.

D. Pseudo-Comparatives

Remember that although as high as and as soon as appear to be comparatives, they are idioms. As high as introduces a limit of height or cost. As soon as introduces a limit of time.						
				as high as		
The price of a haircut runs				as high as	five dollars	
S	will	verb word		as soon as when	S	V (present)
He	will	go	home	as soon as	he	graduates
Avoid using to instead of as. Avoid using will and a verb word instead of a present verb after as soon as.						

Example

Incorrect : I plan to move as soon as I will find another apartment.

Correct : I plan to move as soon as I find another apartment.

Incorrect : Since taxi fare from the airport may run as high to twenty dollars, I suggest that you take a limousine.

Correct : Since taxi fare from the airport may run as high as twenty dollars, I suggest that you take a limousine.

Incorrect : She will call you back as soon as she will finish dinner.

Correct : She will call you back as soon as she finishes dinner.

Incorrect : The cost of one day in an average hospital can run as high to \$250.

Correct : The cost of one day in an average hospital can run as high as \$250.

Incorrect : Your application will be considered as soon as your file will be complete.

Correct : Your application will be considered as soon as your file is complete.

E. Multiple Comparatives

	multiple	as	much many	as	
Fresh fruit costs	twice	as	much	as	canned fruit
We have	half	as	many	as	we need
Remember that the following are examples of multiple numbers:					
<i>half</i>					
<i>twice</i>					
<i>three times</i>					
<i>four times</i>					
<i>five times</i>					
Avoid using so instead of as after a multiple. Avoid using more than instead of as much as or as many as. Avoid using the multiple after as much and as many.					

Examples

Incorrect : This one is prettier, but it costs twice more than the other one.

Correct : This one is prettier, but it costs twice as much as the other one.

Incorrect : The rent at College Apartments is only half so much as you pay here.

Correct : The rent at College Apartments is only half as much as you pay here.

Incorrect : Bob found a job that paid as much twice as he made working at the library.

Correct : Bob found a job that paid twice as much as he made working at the library.

Incorrect : The price was very reasonable; I would gladly have paid three times more than he asked.

Correct : The price was very reasonable; I would gladly have paid three times as much as he asked.

Incorrect : We didn't buy the car because they wanted as much twice as it was worth.

Correct : We didn't buy the car because they wanted twice as much as it was worth.

F. Comparative Estimates

	more than	number	
Steve has	more than	a thousand	coins in his collection
	less than		
Andy has	less than	a dozen	coins in his pocket
Avoid using more or less without than in estimates. Avoid using as instead of than.			

Examples

Incorrect : More one hundred people came to the meeting.

Correct : More than one hundred people came to the meeting.

Incorrect : We have lived in the United States for as less than seven years.

Correct : We have lived in the United States for less than seven years.

Incorrect : The main library has more as one million volumes.

Correct : The main library has more than one million volumes.

Incorrect : A new shopping centre on the north side will have five hundred shops more than.

Correct : A new shopping centre on the north side will have more than five hundred shops.

Incorrect : There are most than fifty students in the lab, but only two computers.

Correct : There are more than fifty students in the lab, but only two computers.

G. Double Comparatives

The	comparative	S	V,	the	comparative	S	V
The	more	you	review,	the	easier	the	will be
						patterns	
Remember that a comparative is more or less with an adjective, or an adjective with -er. Avoid using as instead of the. Avoid using the incorrect form lesser. Avoid omitting the. Avoid omitting -er from the adjective.							

Examples

Incorrect : The more you study during the semester, the lesser you have to study the week before exams.

Correct : The more you study during the semester, the less you have to study the week before exams.

Incorrect : The faster we finish, the soon we can leave.

Correct : The faster we finish, the sooner we can leave.

Incorrect : The less one earns, the lesser one must pay in income taxes.

Correct : The less one earns, the less one must pay in income taxes.

Incorrect : The louder he shouted, less he convinced anyone.

Correct : The louder he shouted, the less he convinced anyone.

Incorrect : The more you practice speaking, the well you will do it.

Correct : The more you practice speaking, the better you will do it.

H. Exact Similarity-the Same as and the Same

Remember that the same as and the same have the same meaning. But the same as is used between the two nouns compared, and the same is used after the two nouns or a plural noun

Noun		The same as	Noun
This coat	Is	The same as	That one

Noun		noun		The same
This coat	and	That one	are	The same

Noun (plural)		The same
These coats	are	The same

Avoid using to and like instead of as. Avoid using the same between the two nouns compared.

I. General Difference-to Differ from

Remember that differ is a verb and must change forms to agree with the subject.

	DIFFER	From	
This one	differs	from	The rest

Avoid using BE with differ. Avoid using than, of, or, to after differ.

Examples

Incorrect : Sharon is different of other women I know.

Correct : Sharon is different from other women I know.

Or

Sharon differs from other women I know.

Incorrect : Do you have anything a little different to these?

Correct : Do you have anything a little different from these?

Or

Do you have anything that differs a little from these?

Incorrect : The campus at State University different from that of City College.

Correct : The campus at State University differs from that of City College.

Or

The campus at State University is different from that of City College.

Incorrect : Jayne's apartment is very differs from Bill's even though they are in the same building

Correct : Jayne's apartment is very different from Bill's even though they are in the same building

Or

Jayne's apartment differs from Bill's even though they are in the same building

Incorrect : Customs differ one region of the country to another.

Correct : Customs differ from one region of the country to another.

Or

Customs are different from one region of the country to another.

J. Comparative Estimates-Multiple Numbers

Remember that the following are examples of multiple numbers:

Half *four times*

Twice *five times*

Three times *ten times*

	multiple	as	Much many	As	
Fresh fruit costs We have	Twice half	As As	Much Many	As As	Canned fruit We need

Avoid using so instead of as after a multiple. Avoid using more than instead of as much as or as many as. Avoid using the multiple after as much and as many.

Examples

Incorrect : We expect as much as thirty people to come

Correct : We expect as many as thirty people to come

Incorrect : There are as many fifteen thousand students attending summer school

Correct : There are as many fifteen thousand students attending summer school

Incorrect : The children can see as much as twenty-five baby animals in the nursery at the zoo

Correct : The children can see as many as twenty-five baby animals in the nursery at the zoo

Incorrect : Many as ten planes have sat in line waiting to take off

Correct : as many as ten planes have sat in line waiting to take off

Incorrect : State University offers as much as two hundred major fields of study

Correct : State University offers as many as two hundred major fields of study

K. Degrees of Comparison-Irregular Adjectives

Remember that some very common adjectives have irregular forms. Some of them are listed here for you.

	<i>Comparative-</i>	<i>Superlative-</i>
<i>Adjective</i>	<i>to compare two</i>	<i>to compare three or more</i>
<i>Bad</i>	<i>worse</i>	<i>the worst</i>
<i>Far</i>	<i>farther</i>	<i>the farthest</i>
	<i>Further</i>	<i>the furthest</i>
<i>Good</i>	<i>better</i>	<i>the best</i>
<i>Little</i>	<i>less</i>	<i>the least</i>
<i>Many</i>	<i>more</i>	<i>the most</i>
<i>Much</i>	<i>more</i>	<i>the most</i>

	Irregular comparative	Than	
This ice cream is	better	than	The other brands

	Irregular superlative	
This ice cream is	The best	Of all

Avoid using a regular form instead of an irregular form for these adjectives.

Examples

Incorrect : The lab is more far from the bus stop than the library

Correct : The lab is farther from the bus stop than the library

Or

The lab is further from the bus stop than the library

Incorrect : The badest accident in the history of the occurred last night on the North Freeway

Correct : The worst accident in the history of the occurred last night on the North Freeway

Incorrect : These photographs are very good, but that one is the better of all.

Correct : These photographs are very good, but that one is the best of all.

Incorrect : Please give me much sugar than you did last time.

Correct : Please give me more sugar than you did last time.

Incorrect : This composition is more good than your last one.

Correct : This composition is better good than your last one.

L. Illogical Comparatives-General Similarity and Difference

Remember that comparisons must be made wit logically comparable nouns. You can't compare the climate in the North with the South. You must compare the climate in the North with the climate in the South. Remember that that of and those of are used instead of repeating a noun to express a logical comparative. An example with different from appears below.

Noun (singular)		different	from	That	
Football in the U.S.	is	different	from	that	In other countries

Noun (plural)		different	from	Those	
The rules	are	different	from	Those	Of soccer

Avoid omitting that and those. Avoid using than instead of from with different.

Examples

Incorrect : The food in my country is very different than that in the United States

Correct : The food in my country is very different from that in the United States

Incorrect : The classes at my university are very different from State University

Correct : The classes at my university are very different from those at State University

Incorrect : The English that is spoken in Canada is similar to the United States

Correct : The English that is spoken in Canada is similar to that of the United States

Incorrect : Drugstores here are not like at home.

Correct : Drugstores here are not like those at home.

Incorrect : The time in New York City differs three hours from Los Angeles

Correct : The time in New York City differs three hours from that of Los Angeles

Chapter 07

Correct Sentence Patterns

A. Parts of Speech

Parts of speech are the divisions into which words are classified according to their functions in a sentence. Most grammarians recognize eight parts of speech in classifying all the words in the language which are used in connected discourse. Each part of speech has a special use (or part) in the make-up of sentence of which it is a unit. The **noun** (the name of a person, place, or thing), the **pronoun** (a word substituting for a noun), and **the adjective** (a word qualifying a noun or pronoun) are generally associated with or thought to belong to the subject of a sentence or to substantives belonging to or relating to the subject. The **verb** (a word asserting action, being, or state of being) and the **adverb** (when a modifier of the verb) are felt to belong to the predicate of the sentence. The **preposition** ('a word placed before' to show relation between words) and the **conjunction** ('a yoking,' or connecting word) show relationship or connect units within the sentence. The **interjection** (an ejaculation, an exclamation) is used to show emotion.¹

Although it is usually very easy to identify part of speech, word families can be confusing. Word families are groups of words with similar meanings and spellings. Each word in the family is a different part of speech. For example, agreement is a noun; agreeable is an adjective; to agree is a verb.²

¹ Baum, C., Callan, M., Edmonds, S., Rupp, T., & Shah, N. 2019. TOEFL IBT Prep Plus 2020-2021. Newyork: Kaplan Publishing.

² Matthiesen, Steven J. 2017. *Essential World for the Toefl*. 6th Edition. English: Barron's.

The endings of words can help you identify the part of speech.

Nouns Derived from Verbs

Verb	Ending	Noun
Store	-age	storage
Accept	-ance	acceptance
Insist	-ence	insistence
Agree	-ment	agreement
Authorize	-sion/-tion	authorization

Nouns Derived from Adjectives

Adjective	Ending	Noun
Convenient	-ce	convenience
Redundant	-cy	redundancy
Opposite	-tion	opposition
Soft	-ness	softness
Durable	-ty	durability

Adjectives Derived from Nouns

Noun	Ending	Adjectives
possibility	-able/-ible	possible
intension	-al	intentional
distance	-ant	distant
frequency	-ent	frequent
juice	-y	juicy

Adjectives Derived from Adjectives

Adjectives	Ending	Adjectives
efficient	-ly	efficiently

Examples

Incorrect : The agreeing is not legal unless everyone signs his name.

Correct : The agreement is not legal unless everyone signs his name.

Incorrect : Even young children begin to show able in mathematics.

Correct : Even young children begin to show ability in mathematics.

Incorrect : Arranging have been made for the funeral.

Correct : Arrangements have been made for the funeral.

Incorrect : A free educating is guaranteed to every citizen.

Correct : A free education is guaranteed to every citizen.

Incorrect : The develop of hybrids has increased yields.

Correct : The development of hybrids has increased yields

B. Active – Passive Voice

A sentence can be either in the active or passive voice. In an “active” sentence, the subject performs the action. In a “passive” sentence, the subject receives the action. To make an active sentence into a passive sentence follow these steps.³

1. Place the complement of the active sentence at the beginning of the passive sentence
2. If there are any auxiliaries in the active sentence, place them immediately after the new subject agreeing in number with the subject.
3. Insert the verb be after the auxiliary or auxiliaries in the same form as the main verb in the active sentence:
4. Place the main verb from the active sentence after the auxiliaries and be in the past participle.
5. Place the subject of the active sentence after the verb in the passive sentence preceded by the preposition by. (This can be eliminated completely if it is not important or is understood.)

Study the following possible word orders for passive voice.

³ Philips, D. 2014. Longman Preparation Course for the TOEFL IBT Test. Japan: Pearson Education.

a. Simple Present or Simple Past

$$\left\{ \begin{array}{l} \text{am} \\ \text{is} \\ \text{are} \\ \text{was} \\ \text{were} \end{array} \right\} + [\text{verb in past participle}]$$

Active : Hurricanes destroy a great deal of property each year
Subject present complement

Passive : A great deal of property is destroyed by hurricanes
Singular subject be past participle
each year.

Active : The tornado destroyed thirty houses.
Subject past complement

Passive : Thirty houses were destroyed by the tornado.
Plural subject be past participle

b. Present Progressive or Past Progressive

$$\left\{ \begin{array}{l} \text{am} \\ \text{is} \\ \text{are} \\ \text{was} \\ \text{were} \end{array} \right\} + \text{being} + [\text{verb in past participle}]$$

Active : The committee, is considering several new proposals.
Subject present progressive complement

Passive : Several new-proposals are being considered
Plural subject auxiliary be past participle
by the committee.

Active : The committee was considering several new
Subject present progressive complement
Proposals

Passive : Several new proposals were being considered by the
Plural subject auxiliary be past participle
committee.

c. Present Perfect or Past Perfect

$\left\{ \begin{array}{l} has \\ have \\ had \end{array} \right\} + been + (\text{verb in past participle})$

Active : The company has ordered some new equipment.
Subject present perfect complement

Passive : Some new equipment has been ordered by the company.
Subject auxiliary be past participle

Active : The company had ordered some new equipment
Subject present perfect complement
before the strike began.

Passive : Some new equipment had been ordered by the company
Plural subject auxiliary be past participle
before the strike began.

d. Modals

modal + *be* + [verb in past participle]

Active : The manager should sign these contracts today.
Subject modal + verb complement

Passive : These contracts should be signed by the manager
Subject modal be past participle
today.

e. Modals + Perfect

modal + *have + been +* [verb in past participle]

Active : Somebody should have called the president this morning.
Subject modal + perfect complement

Passive : The president should have been called this morning.
Subject modal have be past participle

f. Causative Verbs

The causative verbs are used to indicate that one person causes a second person to do something for the first person. One can cause somebody to do something for him or her by paying, asking, or forcing the person. The causative verbs are: *have, get, make*.

- *Have/get*: The clause following *have* or *get* may be active or passive. Study the following rules.

(1) ACTIVE

subject + *have +* complement + [verb in simple form] . . .
(*any tense*) (*usually person*)

(2) ACTIVE

subject + *get +* complement + [verb in infinitive]
(*any tense*) (*usually person*)

(3) PASSIVE

subject + *have +* complement + [verb in past participle]
{ *get* } (*usually thing*)

- Mary had John wash the car. (John washed the car.) active
- Mary got John to wash the car. (John washed the car.) active
- Mary got the car washed. (The car was washed by somebody) passive
Mary had the car washed.

Examples of active clauses, in causative sentences:

1. The president had his advisors arrange a press conference.
2. George is getting his teachers to give him a make-up exam.
3. Mary has had a friend type all of her papers.
4. John is having his father contact the officials.
5. The editor had the contributors attend a composition workshop.
6. Morris got his dog to bring him the newspaper.

Examples of passive clauses in causative sentences:

1. James has his shirts cleaned at the drycleaners.
2. Pat is having her car repaired this week.
3. Anna got her paper typed by a friend.
4. The President is having a press conference arranged by his advisors.
5. Mary got her husband arrested. (Exception: a person is the complement, but the second clause is passive.)
6. Rick was having his hair cut when John called.

- *Make*: *Make* can be followed only by a clause in the active voice. It is stronger than *have* or *get*. It means *force*.

subject + *make* + complement + [verb in simple form]
(*any tense*)

The robber made the teller give him the money. (The robber *forced* the teller *to give* him the money.)

Note: + [verb in infinitive]

Examples of *make*:

1. The manager made the salesmen attend the conference.
2. The teacher always makes the children stay in their seats.
3. George made his son be quiet in the office.

4. The president is making his cabinet members sign this document.
 5. The teacher had made the students' parents sign release forms before he let the students jump on the trampoline.
- *Let:* *Let* is usually added to the list of causatives in grammar textbooks. It is not actually causative. It means *allow* or *permit*. Notice the difference in grammar.

subject + *let* + complement + [verb in simple form] ...

subject + $\left\{ \begin{array}{l} \textit{permit} \\ \textit{allow} \end{array} \right\}$ + complement + [verb in infinitive] ...

Note: *Let* is not interchangeable with *leave*, which means *to go away*.

Examples:

1. John let his daughter swim with her friends.
 2. (John allowed his daughter to swim with her friends.)
 3. (John permitted his daughter to swim with her friends.)
 4. The teacher let the students leave class early.
 5. The policeman let the suspect make one phone call.
 6. Mr. Jones is letting the students hand in the papers on Monday.
 7. Mrs. Binion letter son spend the night with a friend.
 8. We are going to let her write the letter.
 9. Mr. Brown always lets his children watch cartoons on Saturday mornings.
- *Help:* *Help* is not actually a causative verb either, but is generally considered with causative verbs in grammar textbooks. It is usually followed by the simple form, but can be followed by the infinitive in some cases. It means *assist*.

subject + *help* + complement + I [verb in simple form]
[verb infinitive]

John helped Mary wash the dishes.

Jorge helped the old woman with the packages (to) find a taxi. The teacher helped Carolina find the research materials

C. The Substitute "It"

Look at these sentences :

To speak English well is difficult

= It is difficult *to speak English well*

What you mean is not clear

= It is not clear *what you mean*

The *it* in each example is called a substitute subject because it replaces the real subject, which is usually an infinitive construction or a noun clause.

Change the following sentences in the same way as in the examples given above :

1. Whether we should accept the money or not is a serious question.
2. That he should say such things is incredible.
3. Where he went to still remains a mystery.
4. That he will return tomorrow seems very improbable.
5. To make fun of her is easy, but to do so is cruel.
6. What they discussed in the meeting is not known.
7. To try and help them seems quite useless.
8. To buy all you can would seem a very good idea in the circumstances.
9. To lend money to that man is generally considered most unwise.

Exercise No.40 Substitute Subject 'It' Used for Emphasis

Look at these sentences :

(a). *John* met the new manager.

It was *John* who met the new manager

John met *the new manager* .

It was *the new manager* (that) John met.

(b) *Yesterday afternoon* John met the new manager in the street.

It was *yesterday afternoon* that John met the new manager.

John met the new manager *in the street*.

It was *in the street* that John met the new manager.

We can give special emphasis to any part of a sentence by putting it at the beginning after the words *It is (was)*. The rest of the sentence then follows as a clause. If the emphasized word is the subject and a person, then the clause starts with *who*.

Example :

It was John who met the new manager.

If *it* stands for the object, the word *that* may be used or omitted to form a contact clause.

Example :

It was the new manager (that) John met. In all other cases *that* can be used

Example :

It was in the street (that) John met him.

It was yesterday afternoon (that) John met him.

In ordinary conversation *that* is often omitted when it is not the subject of a verb.

1. Exercise Substitute Subject 'It' in questions

The construction practised in the previous exercise is frequently found in questions.

It was the postman I met at the gate. Who was it you met at the gate?

It was at the bottom of the garden I lost my handkerchief. Where was it you lost your handkerchief?

But it was only yesterday I telephoned to her. When was it you telephoned to her last?

It is because he is very tired that he has stayed at home. Why is it he has stayed at home?

Note : the word that is more frequently omitted in the question form.

2. Exercise Inversion of Subjection and Verb After Certain Adverbs

Here is a list of adverbs ; their meaning is either restrictive or negative:

Scarcely, hardly, seldom, rarely, little, even less, nor, neither, by no means, nowhere, at no time, never, and a number of restrictive adverbs made with only, such as :

only by chance, only then, only today, only yesterday, only with difficulty, only on rare occasions, only by luck.

If any of these adverbs is put at the beginning of a sentence the subject must follow the verb as in a question:

Hardly had he finished when somebody knocked at the door.

Seldom have I heard such a beautiful voice.

If the tense used is Simple Past or Present, we must use the auxiliary verb do, just as in a question:

Nowhere did he make a greater impression than in Paris.

Little does he realize how foolish he looks.

Although these adverbs are often used at the beginning of sentences, we can also put them in positions where they do not affect the order of the verb and its subject.

He had *hardly* finished, when....

He *little* realizes how....

Reconstruct these sentences so that the adverb in italics comes at the beginning of the sentence :

Example :

I have *never* heard such nonsense.

= *Never* have I heard such nonsense.

We *seldom* go out the evening these days.

= *Seldom* do we go out in the evenings these days

- a. He had *hardly* finished his dinner when the servant came rushing in.
- b. You know little of what goes on behind the scenes.
- c. You know even less of what the ministers are thinking.
- d. He not only showed her how to do it but offered to help her as well.
- e. I have never in all my life seen such a sight as this.
- f. There has rarely been such a gathering of celebrities in our house.

D. Compound and Complex Sentences

1. The compound sentence

The form of a compound sentence

Study:

- a. When we join two or more simple sentences [> 1,2A], we make a **compound sentence**:

*Tom phoned. He left a message. Tom phoned **and** left a message.*

- b. The name we give to 'joining words' is **conjunctions**.

These are the conjunctions we use to make compound sentences:

and, and then, but, for, nor, or, so, yet;

either... or; neither... nor...; not only ...but... (also/as well/too).

- c. We can use conjunctions to show, for example:

- **addition** {and}: *He washed the car **and** polished it.*
- **continuation** {and then}: *He washed the car **and then** polished it*
- **contrast** {but, yet}: *She sold her house, but/yet (she) can't help regretting it.*
- **choice** {or}: *You can park your car on the drive or on the road.*
- **result** {so}: *He couldn't find his pen, so he wrote in pencil.*
- **reason** {for}: *We rarely stay in hotels, for we can't*

- d. We do not usually put a comma in front of *and*, but we often use one in front of other

Conjunctions: *He washed the car **and** polished it.* (no comma before *and*)

Compare: *He washed the car, **but** didn't polish it.* (comma before *but*)

- e. We keep to the basic word order in a compound sentence
subject verb object conjunction subject verb complement
Jimmy fell off his bike, but (he) was unhurt.

- f. When the subject is the same in all parts of the sentence, we do not usually repeat it:

same subject:

*Tom phoned. He left a message. → Tom phoned **and** (he) left a message.*

different subjects:

*Tom phoned. Frank answered. → Tom phoned **and** Frank answered.*

- g. We usually repeat the subject after *so*: *He couldn't find his pen, **so he** wrote in pencil.*
- h. We always have to repeat the subject after *for*. *For* is more usual in the written language and we cannot use it to begin a sentence [compare > 1.9A]:

*We rarely stay at hotels, **for** we can't afford it.*

2. The complex sentence: noun clauses

a. Introduction to complex sentences

Study:

- 1) We can join two or more simple sentences to make **complex sentences** The alarm was raised. The fire was discovered.

The alarm was raised as soon as the fire was discovered.

The alarm was raised when the fire was discovered.

The alarm was raised after the fire was discovered.

- 2) We can use many different kinds of 'joining words' (or conjunctions) to make complex sentences: after, as soon as, when, since, that, if, so that, whether, etc. [> 1.5-10]
- 3) In a complex sentence there is one 'main' idea and one or more 'subordinate' ideas. We can take the main idea (or clause) out of the sentence so that it stands on its own: The alarm was raised is a main clause: it can stand on its own.... as soon as the fire was discovered cannot stand on its own. It is subordinate to the main clause.

b. Noun clauses derived from statements

Study:

- 1) **A noun clause** does the work of a noun. It answers the questions *Who?* or *What?*

*He told me about **his success**, (told me about what?): his success is a 'noun phrase'.*

*He told me **that he had succeeded**. (... what?): that he had succeeded is a noun clause.*

- 2) We introduce noun clause statements with *that* after:
 - some adjectives: *It's obvious **that he's going to be late**.*
 - some nouns: *It's **a pity that he's going to be late**.*
 - some verbs: *I know **that he's going to be late**.*
- 3) We often use noun clauses after 'reporting verbs' like *say, tell (me), think, know* [> 15.2-3]. We can often omit *that*. Instead of: *I know **that he's going to be late***, we can say: *I know **he's going to be late**.*

c. Noun clauses derived from questions

Study: Yes/No questions

- 1) *Has he signed the contract?* is a direct Yes/No question.
- 2) We can introduce a Yes/No question as a **noun clause** after /for *whether*. We use 'reporting verbs' like *ask, tell*

me, want to know:

*Tell me **if he has signed the contract**. (Tell me what?): if he has signed the contract.*

*Ask him **whether he has signed it**. (Ask him what?): whether he has signed it.*

Question-word questions

1) *When did you sign the contract?* is a question-word question.

2) We can introduce this as a **noun clause** after *Tell me, I want to know*, etc. The word order changes back to subject + verb and we don't use a question mark

*Tell me **when you signed the contract**. (Not *Tell me when did you sign")*

d. The complex sentence: relative pronouns and clauses

1) Relative pronouns and clauses

Study: Introduction to relative clauses

Suppose you want to write a paragraph like this:

***The house we moved into** is absolutely beautiful. **The people who lived** here before us took very great care of it. The garden, **which is quite small**, is lovely. I'm glad we moved. I don't think we'll ever regret **the decision we made**.*

If we want to speak or write like this, we have to master relative clauses. We introduce relative clauses with these relative pronouns: *who*, *who(m)*, *which*, *that* and *whose*.

'Who', 'which' and 'that' as subjects of a relative clause

a) We use *who* or *that* to refer to people. We use them in place of noun subjects or pronoun subjects (*you, he*, etc.) and we cannot omit them.

They do not change when they refer to masculine, feminine, singular or plural:

He is the man/She is the woman who/that lives here. (Not

'He is the man who he ...')

They are the men/the women who/that live here. (Not

*"They are the men who they... *")*

- b) We use *which* or *that* (in place of noun subjects and *it*) to refer to animals and things:

That's the cat which/that lives next door. Those are the cats which/that live next door.

Here's a photo which/that shows my car. Here are some

photos which/that show my car.

2) 'Who(m)', 'which' and 'that' as objects of a relative clause

Study: 1 We use *who(m)* or *that* to refer to people. We use them in place of noun objects or object pronouns (*me, you, him, etc.*). We often say *who* instead of *whom* when we speak. They do not change when they refer to masculine, feminine, singular or plural:

He's the man/She's the woman who(m)/that I met. (Not

*'He's the man that I met him. *')*

They're the men/women who(m)/that I met. (Not *'They*

are the men that I met them.'')

However, we usually omit *who(m)* and *that*. We say:
He's the man/She's the woman I met. They're the men/They're the women I met.

We use *which* or *that* (in place of noun objects or *it*) to refer to animals and things:

*That's the **cat which/that** I photographed. Those are the **cats which/that** I photographed.*

*That's the **photo which/that** I took. Those are the **photos which/that** I took.*

However, we usually omit *which* and *that*. We say: *That's the cat I photographed.*

Those are the cats I photographed. That's the photo I took. Those are the photos I took.

3) 'Who (m)', 'which' or 'that' as the objects of prepositions

Study: The position of prepositions in relative clauses is very important. We can say:

a) *He is the **person to whom** I wrote. (Never *to who*)*
(very formal)

*This is the **pan in which** I boiled the milk, (very formal)*

b) *He is the **person who(m)** I wrote **to**. This is the **pan which***

*I boiled the milk **in**.*

c) However, we usually prefer to omit the relative and say:

He is the person I wrote to. This' is the pan I boiled the milk in.

4) The complex sentence: 'whose'; defining/non-defining clauses

'Whose'+ noun in relative clauses

Study:

a) We use *whose* in place of possessive adjectives (*my, your, his, etc.*) to refer to people. *Whose* does

not change when it refers to masculine, feminine, singular or plural:

He's the man/She's the woman whose car was stolen.

(Not 'whose his car was stolen')

They're the people whose cars were stolen. (Not 'whose their cars were stolen')

- b) We sometimes use *whose* in place of *its* to refer to things and animals:

That's the house whose windows were broken. (= the windows of which)

- c) We can also use *whose* with prepositions:

He's the man from whose house the pictures were stolen, (formal)

He's the man whose house the pictures were stolen from.

5) Defining and non-defining clauses

Study:

- a) When we write relative clauses with *who*, *which* or *whose*, we have to decide whether to use commas 'round the clauses' or not.
- b) In sentences like:

*I've never met **anyone who** can type as fast as you can.*

*The magazine **which arrived** this morning is five days late.*

the relative clauses tell us which person or thing we mean. They give us essential information which we cannot omit. We call them **defining clauses** because they 'define' the person or thing they refer to. We never use commas in such sentences.

We never use commas with *that* in relative clauses:

*I've just had a phone call from the people **(that)** we met during our holidays.*

*The wallet **(that)** you lost has been found.*

c) In sentences like:

*Our new secretary, **who can type faster than anyone I have ever met**, has completely reorganized our office.*

*Time Magazine, **which is available in every country in the world**, is published every week.* the relative clauses add 'extra information'. If we take them out of the sentences, we won't seriously change the meaning. We call these non-defining clauses (they do not 'define') and we use commas before and after them.

d) Sometimes we have to decide when the information is 'essential' or 'extra' and we may or may not use commas. We must decide this for ourselves:

*He asked lots of questions(,) **which were none of his business**(,) and annoyed everybody.*

6) Sentences with two meanings

Study: The use or omission of commas round relative clauses can sometimes affect the meaning: *My wife, who is in Paris, will be returning tomorrow.* Without commas, this could suggest that I have another wife who is (or other wives who are) somewhere else!

3. The complex sentence: time, place, manner

a. Adverbial clauses of time, place and manner

Study: Introduction to adverbial clauses of time, place and manner

Suppose you want to write a paragraph like this:

*When we visited London, we went to the Tower. We saw the spot **where so many famous people had lost their heads!** We felt **as if we had travelled** back in time to another world!*

If we want to speak or write like this, we have to master **adverbial clauses of time** (answering *When?*), **place** (answering *Where?*) and **manner** (answering *How?*)

Adverbial clauses of time (past reference)

To say *when* something happened in the past, we use

‘joining words’ (or **conjunctions**) like *when, after, as, as soon as, before, by the time (that), once, since, until/till, while*:
When we visited London, we went to the Tower, [compare > 9.6A]

b. Adverbial clauses of time (future reference)

Study: When the time clause refers to the future, we normally use the simple present after: *after, as soon as, before, by the time, directly, immediately, the moment, till, until* **and** *when*: *The Owens **will move** to a new flat **when** their baby **is** born.* (Not

c. Adverbial clauses of place

Study: To say *where* something happens or happened, we use conjunctions like *where, wherever, anywhere* and *everywhere*: *That dog follows me **wherever** I go.*

d. Adverbial clauses of manner

Study: To say *how* something happens or happened, we use these conjunctions:

***as:** Type this again **as** I showed you a moment ago.*

***(in) the way (that), (in) the same way.** Type this again in **the way** I showed you.*

as if/as though (especially after *be, seem, etc.*): / ***feel as if/as though*** *I'm floating on air.*

4. The complex sentence: reason and contrast

a. Adverbial clauses of reason.

Study:

1. Adverbial clauses of reason answer the question *Why?*

We often give reasons by using 'joining words' (or **conjunctions**) like *because, as, seeing (that), and since*.

2. We often begin sentences with *as* and *since*. [Compare *since* (time)]

As (Since) it's a public holiday, you won't find many shops open.

3. We often use *because* in the second half of a sentence:

Jim's trying to find a place of his own because he wants to feel independent.

We can always use *because* in place of *as, since* and *for* [>1.4A, Note 8]. We cannot always use *as, since* and *for* in place of *because*.

b. Contrast (1).

Study: We can introduce **contrast** with conjunctions like *although, considering (that), though, even though, even if, much as, while* and *whereas*:

Though *I've had more than 20 lessons, I'm still not ready to take my driving test.*

c. Contrast (2)

Study: We can also introduce contrast with:

- *however* + adjective or adverb: e.g. *however small, however much*

*I intend to buy a CD player **however much** (or **whatever**) it costs.*

- *no matter*, e.g. *no matter how much, no matter where, no matter how. (sbw/slowly).*
*They'll find him **no matter** where he's hiding.*

5. The complex sentence: purpose, result and comparison

a. Adverbial clauses of purpose with 'so that' and 'in order that'

Study: We can express **purpose** with *so that* and *in order that*.

*I spent a year in Germany **in order that (so that)** I might learn German.*

Note that it's easier to use the fo-infinitive instead of *so that* and *in order that*:

*I spent a year in Germany **to learn** German. [> 16.2C]*

b. Adverbial clauses of purpose with 'in case'

Study: *In case* means 'so as to be on the safe side' and refers to the future. We use the simple present or *should* after *in case*:

*Take an umbrella with you. It might rain. Take an umbrella with you **in case** it rains. (Or... *in case it should rain*)*

c. Adverbial clauses of result with 'so ... (that)' and 'such ... (that)'

Study: We can describe results with:

1. **so + adjective (that)** (= 'as a result'):

*We were tired. We went to bed. → We were **so tired (that)***

we went to bed.

2. **such + noun (that)** (= 'as a result'):

He's a fool. He believes anything. → He's such a fool (that) he believes anything.

d. **Adverbial clauses of comparison with 'as ... as'**

Study: We can make comparisons with *as... as*, *not so* (or *as*)... *as*

and *than*:

We use object pronouns after *as* and *than* [$>$]: *He's as tall as me. He's taller than me.*

Or we use subject + verb: *He is as tall as I (am). He's taller than I (am).*

We may use *do*, *does* or *did* \o replace a verb in the simple present or simple past:

He plays the piano as well as I (do). He plays the piano as well as his sister (does).

You didn't finish the crossword puzzle as quickly as I (did).

E. **Cause Connector**

This section demonstrates the usage of several grammatical devices which show cause. *Because/because of*. *Because* must always be followed by a complete sentence. (There must be a verb.) *Because of* is followed *only* by a noun or noun phrase. (There must NOT be a conjugated verb.)⁴

... because + subject + verb

... because of + noun (phrase)

⁴ Na'imah. 2013. *Creative Student English Book 11*. Yogyakarta: FITK, UIN Sunan Kalijaga.

NOTE *Because of* is often interchangeable with the expression *due to*.

Jan was worried because it had started to rain.

Subject verb

Jan was worried because of the rain.

Noun phrase

The students arrived late because there was a traffic jam.

Subject verb

The students arrived late because of the traffic jam.

Noun phrase

We have to cut down on our driving because there is an oil shortage.

Subject verb

We have to cut down on our driving because of the oil shortage.

Noun phrase

NOTE: It is also possible for the cause clause to begin the sentence.

Because of the rain, we have cancelled the party.

Exercise 33: Because/Because Of

Supply either *because* or *because of* as appropriate.

1. It was difficult to deliver the letter _____ the sender had written the wrong address on the envelope.
2. We decided to leave early _____ the party was boring.
3. Rescue attempts were temporarily halted _____ the bad weather.
4. They visited their friends often _____ they enjoyed their company.
5. Paul cannot go to the football game _____ his grades.

Purpose and result (so that): Clauses showing purpose are followed by the conjunction *so that*. After *so that* is a result clause with both a subject and a verb. The time of the result clause must be future in relation to the time of the purpose clause.

subject + verb + *so that* + subject + verb

NOTE: It is NOT correct in formal written English to eliminate *that* in these sentences, although it is possible in spoken English.

He studied very hard so that he could pass the test.

She is sending the package early so that it will arrive in time for her sister's birthday.

Damien is practicing the guitar so that he can play for the dance.

I will be able to speak it when I go to I am learning German so that will be Austria next summer.

Susan drove to Miami instead of flying so that she could save money. Will you let me know about the party so that I can make plans to attend?

- *Cause and effect* (so, such): The following constructions are used to indicate a cause and effect (result) relationship.

- 1) subject + verb + *so* + adjective + *that* + subject + verb adverb

NOTE: Do not use a noun after *so*. See rule (3).

The soprano sang so well that she received a standing ovation. Terry ran so fast that he broke the previous speed record.

Judy worked so diligently that she received an increase in salary. The soup tastes so good that everyone will ask for more.

The little boy looks so unhappy that we all feel sorry for him.

The student had behaved so badly that he was dismissed from the class.

The rules for clauses including the intensive modifiers are:

- 2) subject + verb + *so* + *many* + plural count noun + *that* + subject + verb

The Smiths had so many children that they formed their own baseball team.

I had so few job offers that it wasn't difficult to select one.
subject + verb + *so* + *much* + non-count noun + *that* + subject
+ verb *I little I*

He has invested so much money in the project that he cannot abandon it now.

The grass received so little water that it turned brown in the heat.

- 3) subject + verb + *such* + *a* + *adjective* + singular count noun + *that* ...

or

subject + verb + *so* + adjective + *a* + singular count noun + *that*.

NOTE: Such + a + adjective is the more common of the two.

It was such a hot day that we decided to stay indoors.

or

It was so hot a day that we decided to stay indoors.

It was such an interesting book that he couldn't put it down.

or

It was so interesting a book that he couldn't put it down.

subject + verb + { *such* + adjective } + plural count noun + *that*
+ subject + verb

non count noun

She has such exceptional abilities that everyone is jealous of her.

plural count noun

They are such beautiful pictures that everybody will want one. plural count noun

Perry has had such bad luck that he's decided not to gamble.
non count noun

This is such difficult homework that I will never finish it.

non count noun

NOTE: It is not possible to use *so* in the above rule.

Meanings:

It has been such a long time since I've seen him that I'm not sure if I will remember him.

(I'm not sure if I will remember him *because* it has been a long time.) Cause: It has been a long time.

Effect: I'm not sure if I will remember him.

He has so heavy a work load that it is difficult for him to travel. (It is difficult for him to travel *because* he has a heavy work load.) Cause: He has a very heavy work load.

Effect: It is difficult for him to travel.

Peter has such long fingers that he should play the piano. (Peter should play the piano *because* he has very long fingers.)

Cause: Peter has very long fingers.

Effect: He should play the piano.

Professor Sands gives such interesting lectures that his classes are never boring.

(Professor Sands's classes are never boring *because* he gives very interesting lectures.)

Cause: Professor Sands gives very interesting lectures.

Effect: His classes are never boring.

This is such tasty ice cream that I'll have another helping. (I'll have another helping of ice cream *because* it is very tasty.)

Cause: The ice cream is very tasty.

Effect: I'll have another helping.

F. Prepositions

Exercise:

1. Prepositions of Time

Besides those prepositions of time whose meaning is quite clear, such as:

Until, before, after, during

There are a number of others which are often used with other meanings that time and for that reason are often misused:

At, for, in, since, by, from, on

- a. **At** is used with an exact point of time, for example : with hours, moments, also with the names of festivals :

At three o'clock, at this moment, at Christmas

- b. **In** is generally used with the Future Tense to show the period within which an action will happen. It is also used with seasons, years, and parts of the day and months :

In two months' time, in 1958, in January, in the morning

- c. **By** is used to show the latest time at which an action will be finished.

It is generally used therefore with the Future Tenses: He will probably arrive by 6 o'clock.

- d. **For** is used with periods of time to show how long an action lasts. It is most frequently used with the Perfect Tense in speaking, but is also found with the other tenses: I have lived here for here years.

- e. **Since** is used with a point of time in the past from which some action began and continues until the time of speaking. Used with the Perfect Tense:

I have lived here since 1952.

- f. **On** is used with more general points of time than at, usually with days and dates :

On Wednesday, on March 5th, on a Friday afternoon, on his birthday.

- g. *From*** is used with the starting point of any action in the past or future and is nearly always found with to or till. Compare it with since, which is used only with a point in the past and only for an action which lasts until the moment of speaking.

He lived in London from 1950 until 1957.

I shall be at home from 6 p.m. until 9 p.m.

Exercise:

2. **Between and Among**

Between is used with :

- a. Two persons or things

He stood between his son and daughter

- b. Any two of a larger number

He walked across the garden between the flower beds

- c. The speaker and a group

Ladies and Gentlemen! Between ourselves, I have...

Exercise :

3. **'At' and 'In' in Phrases of Place**

At is used to show the exact point : house, stations, small villages, etc ; ***in*** has the idea of within a larger area and is consequently used with bigger towns, valleys, countries.

Examples :

I was standing in the street when the storm broke. She waited half an hour at the corner of the street

Exercise :

4. **'For' and 'Since'**

These two prepositions used with phrases of time are frequently confused :

- a. **For** is used only with periods of time and can frequently be omitted—

He has lived here for three years. He has lived here all his life.

- b. **Since** is used with points in time and cannot be omitted---
He has lived here since 1953.

Note these two phrases which can easily be confused : He has been ill since last week.

He has been ill for the last week.

G. Infinitives and Gerunds

English has two verbal, the infinitive and the gerund, where other European languages have one. Students often find it difficult to know when they must use one or the other. In the constructions in this section the *-ing* form of the verb is sometimes a gerund and sometimes a participle. Students do not need to distinguish between them while they are doing these exercises.⁵

Exercise 1: infinitives and Gerunds as Subjects of a Verb.

Both infinitives and gerunds are used as the subjects of verbs:

Smoking is forbidden

To smoke is forbidden

In the following sentences change the infinitive into a gerund:

Example:

To *drink* whisky spoils the appetite

= *Drinking* whisky spoils the appetite

1. To blush is a sign of modesty.
2. To read is a good habit.
3. To write with the left hand is more difficult.

⁵ Pyle, M, A., & Page, M. E. M. 2006. Cliff TOEFL Preparation Guide. New Delhi: Nice Printing.

4. To climb mountains is good exercise.
5. To eat too much makes one fat.
6. To raise your hat to a lady is good manners.
7. To mend cars is the work of a mechanic.
8. To fly by night is considered perfectly safe nowadays.
9. To spill the salt at table brings bad luck.
10. To drink a lot of water when you are hot is said to be unwise.

Exercise 2: infinitives and Gerunds as Objects of a Verb.

This is a list of verbs which can have either an infinitive or a gerund as an object:

Attempt	Bear	Begin
Continue	Dislike	Fear
Hate	Like	Intend
Love	Prefer	Omit
Propose	Start	Learn

I cannot bear to eat that stuff.

I cannot bear eating that stuff.

They began to talk. They began talking.

Exercise 3: The infinitive and the gerund are also used as objects of these verbs:

Forget	Remember	Learn
Need	Regret	Try

But in these cases the infinitive and gerund constructions mean something different.

1. With *remember*, *forget*, and *regret* the infinitive refers to an action which takes place after the remembering, forgetting, or regretting:

Remember to wash your hands.

I forget to wash my hands before dinner.

I regret to inform you that it is impossible.

The gerund refers to an action which took place before the act of remembering, forgetting, or regretting.

Do you remember washing your hands before dinner?

I shall never forget washing my hands in that dirty water. I bitterly regret having told her that.

2. With the verbs *want* and *need* the gerund has a passive meaning:

My pen needs filling. (=My pen needs to be *filled*)

My shoes want cleaning. (=My shoes want to be *cleaned*)

3. With the infinitive construction *try* means *to make an attempt*.

With the gerund it means *to make an experiment or trial*:

You must try to understand what I say. (=attempt) Try adding water to your drink. (=experiment)

4. With *learn* the *infinitive* suggests a certain degree of success, while *learn* with the gerund means no more than *study*:

She has learnt to cook. (=Now she knows how to cook)

She has been learning cooking. (=she has been studying the subject, but doesn't know how to cook yet)

Now supply a gerund or an infinitive in the place of the verb in brackets according to the meaning of the sentence:

Example:

I want (go out) this evening.

=I want to go out this evening.

She doesn't remember (see) him in the street yesterday.
 =She doesn't remember seeing him in the street yesterday

Exercise 4: Gerunds after Prepositions

Look at these sentences:

Before entering the room, he was surprised to hear voices inside.

After putting the book aside, he fell asleep.

I met George while walking to the office.

On my pressing the button there was a loud explosion.

H. Factual Conditionals-Absolute, Scientific Results

Remember that *absolute conditionals* express scientific facts. *Will* and a verb word expresses the opinion that the result is absolutely certain.

CONDITION				RESULT		
if	S	V (present)	,	S	V (present)	
If	a catalyst	Is used	,	the raction	occurs	More rapidly

or

CONDITION				RESULT			
if	S	V (present)	,	S	will	verb word	
If	a catalyst	Is used	,	the raction	will	occur	more rapidly

Avoid using *will* and a verb word instead of the present verb in the clause beginning with *if*. Avoid using the auxiliary verbs *have*, *has*, *do*, and *does* with main verbs in the clause of result.

Examples

Incorrect : If water freezes, it has become a solid

Correct : If water freezes, it becomes a solid

or

If water freezes, it will become a solid.

Incorrect : If children be healthy, they learn to walk at about eighteen months old.

Correct : If children are healthy, they learn to walk at about eighteen months old.

or

If children are healthy, they will learn to walk at about eighteen months old.

Incorrect : If orange blossoms are exposed to very cold temperatures, they withered and died.

Correct : If orange blossoms are exposed to very cold temperatures, they wither and die.

or

If orange blossoms are exposed to very cold temperatures, they will wither and die

Incorrect : If the trajectory of a satellite will be slightly off at launch, it will get worse as the flight progresses.

Correct : If the trajectory of a satellite will be slightly off at launch, it gets worse as the flight progresses.

or

If the trajectory of a satellite will be slightly off at launch, it will get worse as the flight progresses.

Incorrect : If light strikes a rough surface, it diffused.

Correct : If light strikes a rough surface, it diffuses.

or

If light strikes a rough surface, it will diffuse.

I. Factual Conditionals-Probable Results for the Future

Remember that *will* and a verb word expresses the opinion on that the results are absolutely certain. In order of more to less probable, use the following modals: *will, can, may*.

if	S	V (present)		,	S	Will Can May	verb word	
If	we	find	her address	,	we	will	write	her

S	Will Can May	Verb word		If	S	V (Present)	
we	will	write	her	if	we	find	her address

Avoid using the present tense ver instead of a modal and a verb word in the clause of result.

Examples

Incorrect : If you put too much water in rice when you cook it, it got sticky.

Correct : If you put too much water in rice when you cook it, it will get sticky.

or

It will get sticky if you put too much water in rice when you cook it.

Incorrect : If they have a good sale, I would have stopped by on my way home.

Correct : If they have a good sale, I will stop by on my way home.

or

I will stop by on my way home if they have a good sale.

Incorrect : We will wait if you wanted to go.

Correct : We will wait if you want to go.

or

If you want to go, we will wait.

Incorrect : If you listen to the questions carefully, you answer the easily.

Correct : If you listen to the questions carefully, you will answer the easily.

or

You will answer the easily if you listen to the questions carefully.

Incorrect : If we finished our work a little early today, we'll attend the lecture at he art museum.

Correct : If we finish our work a little early today, we'll attend the lecture at he art museum.

or

We'll attend the lecture at he art museum if we finish our work a little early today.

J. Contary-to-Fact Conditonals-Change in Conditions *Unless*

Remember that there is a subject and verb that determines the change in conditions after the conector *unless*

S	V	unless	S	V	
Luisa	Won't return	unless	She	gets	a scholarship

Avoid deleting *unless* from the sentence; avoid deleting either the subject or the verb from the clause after *unless*.

Examples

Incorrect : I can't go I don't get my work finished.

Correct : I can't go unless I get my work finished.

Incorrect : They are going to get a divorce he stopping drugs.

Correct : They are going to get a divorce unless he stops taking drugs.

Incorrect : You won't get well unless you are taking your medicine.

Correct : You won't get well unless you take your medicine.

Incorrect : Dean never calls his father unless needs money.

Correct : Dean never calls his father unless he needs money.

Incorrect : We can't pay the rent unless the scholarship check.

Correct : We can't pay the rent unless the scholarship check comes.

K. Importance-Impersonal Expressions

Remember that the following adjectives are used in impersonal expressions.

Essential

Imperative

Impotent

Necessary

It is	adjective	infinitive	
It is	important	to verify	the data

or

It is	adjective	that	S	verb word	
It is	important	that	the data	be	verified

Avoid using a present tense verb instead of a verb word. Avoid using a modal before the verb word.

Examples

Incorrect : It is not necessary that you must take an entrance examination to be admitted to an American university

Correct : It is not necessary to take an entrance examination to be admitted to an American university.

or

It is not necessary that you take an entrance examination to be admitted to an American university.

Incorrect : It is imperative that you are on time.

Correct : it is imperative to be on time.

or

it is imperative that you be on time.

Incorrect : It is important that I will speak with Mr. Williams immediately.

Correct : It is important to speak with Mr. Williams immediately.

or

It is important that I speak with Mr. Williams immediately.

Incorrect : It is imperative that your signature appears on your identification card.

Correct : It is imperative to sign your identification card.

or

It is imperative that your signature appear on your identification card.

Incorrect : It is essential that all applications and transcripts are field no later than July 1.

Correct : It is essential to file all applications and transcripts no later than July 1.

or

It is essential that all applications and transcripts be field no later than July 1.

L. Belief and Knowledge-Anticipatory *It*

Remember that an anticipatory *it* clause expresses belief or knowledge. Anticipatory means before. Some *it* clauses that go before main clauses are listed below:

It is believed

It is hypothesized

It is known

It is said

It is thought

It is true

It is written

Anticipatory <i>it</i>	that	S	V	
It is believed	that	all mammals	experience	dreams

Avoid using an *-ing* form, a noun, or a infinitive instead of a subject and verb after an anticipatory *it* clause.

Examples

Incorrect : It is hypothesized that the subjects in the control group not to score as well.

Correct : It is hypothesized that the subjects in the control group will not score as well.

Incorrect : It is generally known that she leaving at the end of the year.

Correct : It is generally known that she is leaving at the end of the year.

Incorrect : It is said that a buried treasure near here.

Correct : It is said that a buried treasure was hidden near here.

Incorrect : It is believed that a horseshoe bringing good luck.

Correct : It is believed that a horseshoe brings good luck.

Incorrect : It is thought that our ancestors building this city.

Correct : It is thought that our ancestors built this city.

M. Predictions-*Will Have* + Participle

Remember that *will have* followed by a participle and a future adverb expresses a prediction for a future activity or event.

Adverb (future)	Such as	will	have	participle	
By the year 2010,	researches	will	have	discovered	a cure for cancer

Avoid using *will* instead of *will have*.

Examples

Incorrect : You will finished your home work by the time the movie starts

Correct : You will have finished your home work by the time the movie starts

Incorrect : Jan will left by five o'clock.

Correct : Jan will have left by five o'clock.

Incorrect : Before school is out, I have returned all of my library books.

Correct : Before school is out, I will have returned all of my library books.

Incorrect : We have gotten an answer to our letter by the time we have to make a decision.

Correct : We will have gotten an answer to our letter by the time we have to make a decision.

Incorrect : Before we can tell them about the discount, they will bought the tickets.

Correct : Before we can tell them about the discount, they will have bought the tickets.

N. Infinitive and -ing Subjects

Remember the their an infinitive or an *-ing* form may be used as the subject of a sentence or a clause.

S (infinitive)	V	
To read a foreign language	Is	Even more difficult

S (-ing)	V	
Reading quickly and well	requires	Practice

Avoid using a verb word instead of an infinitive or an *-ing* form in the subject. Avoid using to with an *-ing* form.

O. Nominal that Clause

Remember that sometimes the subject of a verb is a single noun. Other times it is a long noun phrases or a long noun clause

One example of a long noun clause is the nominal that clause. Like all clauses, the nominal that clause has a subject and verb. The nominal that clause functions as the main subject of the main verb which follows it.

Nominal <i>that</i> clause S	V	
That vitamin C prevents colds	Is	Well known

Examples

Incorrect : That it is that she known him for a long time influenced her decision.

Correct : That she has known him for a long time influenced her decision.

Incorrect : it is that we need to move is sure

Correct : that we need to move is sure

Incorrect : is likely that the library is closed

Correct : that the library is closed is likely

Incorrect : she will win is almost certain

Correct : that she will win is almost certain

Incorrect : that is not fair seems obvious

Correct : that it is not fair seems obvious

1. Problems with Adjectives

Adjectives and adjective phrases describe nouns. They may be used to describe quantity (number or amount); *sufficiency* (number or amount needed); *consecutive order* (order in a sequence); *quality* (appearance); and *emphasis* (importance or force)

Most adjectives and adjective phrases have only one form in English. They do not change forms to agree with the nouns they describe.

2. Problems with Determiners

Determiners are a special kind of adjective. Like other adjectives, determiners describe nouns. But unlike other adjectives, determiners must agree with the nouns they describe. In other words, you must know whether the noun is a singular count noun, a plural count noun, or a noncount noun before you can choose the correct determiner. The noun determines which adjective form you use.

P. No Meaning Not Any

Remember that not means not any. It may be used with a singular or plural count noun or with a noncount noun.

no	Noun (count singular)	Verb (singular)
	Noun (count plural)	Verb (plural)
No	Tree	Grows above the tree line
No	Trees	Grow above the tree line

No	Noun (noncount)	Verb (singular)	
No	Art	is	On display today

Avoid using the negatives not or none instead of no. Avoid using a singular verb with a plural count noun.

Examples

Incorrect : There is not reason to worry

Correct : There is no reason to worry

Incorrect : None news is good news

Correct : No news is good news

Incorrect : We have not a file under the name Wagner

Correct : We have no file under the name Wagner

Incorrect : None of cheating will be tolerated

Correct : No cheating will be tolerated

Incorrect : Bill told me that he has none friends.

Correct : Bill told me that he has no friends.

Q. Almost All of the and Most of the

Remember that almost all of the and most of the mean all except a few, but almost all of the includes more.

Almost all (of the) Most (of the)	Noun (count-plural)	Verb (plural)	
Almost all (of the)	Trees in our yard	Are	Oaks
Most (of the)	trees	Are	Oaks

Almost all (of the) Most (of the)	Noun (countnoun)	Verb (singular)
Almost all (of the)	Art by R. C. Gorman	Is expensive
Most (of the)	Art by R. C. Gorman	Is expensive

Avoid using almost without all or all of the. Avoid using most of without the.

Examples

Incorrect : Almost the states have a sales tax

Correct : Almost all of the states have a sales tax

or

Almost all states have a sales tax

or

Most of the states have a sales tax

or

Most states have a sales tax

Incorrect : Most of teachers at State University care about their students progress

Correct : Almost all of the teachers at State University care about their students progress

or

Almost all teachers at State University care about their students progress

or

Most of the teachers at State University care about their students progress

or

Most teachers at State University care about their students progress

Incorrect : My cousin told me that most of people who won the lottery got only a few dollars, not the grand prize.

Correct : My cousin told me that almost all of the people who won the lottery got only a few dollars, not the grand prize.

or

My cousin told me that almost all people who won the lottery got only a few dollars, not the grand prize.

or

My cousin told me that most of the people who won the lottery got only a few dollars, not the grand prize.

or

My cousin told me that most people who won the lottery got only a few dollars, not the grand prize.

Incorrect : Most the dictionaries have information about pronunciation.

Correct : Almost all of the dictionaries have information about pronunciation.

or

Almost all dictionaries have information about pronunciation.

or

Most of the dictionaries have information about pronunciation.

or

Most dictionaries have information about pronunciation.

Incorrect : Is it true that most of Americans watches TV every night?

Correct : Is it true that almost all of the Americans watches TV every night?

Is it true that almost all Americans watches TV every night?

or

Is it true that most of the Americans watches TV every night?

or

Is it true that most Americans watches TV every night?

R. Cause-and-Result-So

Remember that *so* is used before an adjective or an adverb followed by *that*. The *so* clause expresses cause. The *that* clause expresses result.

CAUSE				RESULT			
S	V	so	Adverb adjective	That	S	V	
She the music	Got up was	So so	Late Loud	That taht	She we	Missed Couldn't talk	Her bus

Avoid using *as* or *too* onstead of *so* in clauses of cause. Avoid using *as* instead of *that* in clauses of result.

Examples

Incorrect : He is *so* slow *as* he never gets to class on time.

Correct : He is so slow that he never gets to class on time.

Incorrect : This suitcase is *as* heavy *that* I can hardly carry it.

Correct : This suitcase is so heavy that I can hardly carry it.

Incorrect : We arrived *so* late *as* Professor Baker had already called the roll

Correct : We arrived so late that Professor Baker had already called the roll

Incorrect : He drives *so* fast *as* no one likes to ride with him.

Correct : He drives so fast that no one likes to ride with him.

Incorrect : Preparing frozen foods is *too* easy *that* anyone can do it.

Correct : Preparing frozen foods is so easy that anyone can do it.

S. Addition-Besides

Remember that besides means in addition to. Besides means near.

besides	Noun Adjective	
Besides	Our dog,	We have two cats and a canary
Besides	white	We stock green and blue

	beside	Noun
We sat	beside	The teacher

Avoid using beside instead of besides to mean in addition.

Examples

Incorrect : Beside Marge, three couples are invited

Correct : Besides Marge, three couples are invited

Incorrect : Beside Domino's, four other pizza places deliver.

Correct : Besides Domino's, four other pizza places deliver.

Incorrect : To lead a well-balanced life, you need to have other intersts beside studying.

Correct : To lead a well-balanced life, you need to have other intersts besides studying.

Incorrect : Beside taxi service, there isn't any public transportation in town.

Correct : Besides taxi service, there isn't any public transportation in town.

Incorrect : Janice has lots of friends beside her roommate.

Correct : Janice has lots of friends besides her roommate.

T. Cause-Because of and Because

Remember that because of is prepositional phrase. It introduces a noun or a noun phrase. Because is a conjunction. It introduces a clause with a subject and a verb.

	Because	S	V
They decided to stay at home	because	The weather	Was bad

	Because of	Noun
They decided to stay at home	Because of	The weather

Avoid using because of before a subject and verb. Avoid using because before a noun which is not followed by a verb

Examples

Incorrect : Classes will be canceled tomorrow because a national holiday

Correct : Classes will be canceled tomorrow because it is national holiday

Or

Classes will be canceled tomorrow because of a national holiday

Incorrect : She was absent because of her cold was worse

Correct : She was absent because her cold was worse

Or

was absent because of her cold.

Incorrect : John's family is very happy because his being awarded a scholarship.

Correct : John's family is very happy because he has been awarded a scholarship.

Or

John's family is very happy because of his being awarded
a scholarship.

Incorrect : She didn't buy it because of the price was too high

Correct : She didn't buy it because the price was too high

Or

She didn't buy it because the price was too high

Incorrect : it was difficult to see the road clearly because the rain.

Correct : it was difficult to see the road clearly because it was
raining.

Or

it was difficult to see the road clearly because of the
rain.

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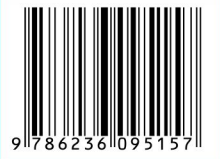
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