Basics for Communicating Effectively



ANSWER KEY

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Introductory Note to Teachers

This manual supplies answers to the various exercises contained in the Student Edition. In many lessons, the student is asked to write sentences using his or her own words or to provide examples of the grammatical subject discussed in the lesson. Sentences and other answers supplied for these lessons *will vary* from student to student and may not coincide with the answers given in this key. The answers given in this manual, in such cases, are for *illustrative purposes* and for *theoretical comparison* with the student's answers and sentences.

In other lessons, *objective answers are required*. The student's answers should *match* or *closely match* the answers given in this key.

In most cases, the teacher should use *discretion* in checking student answers with those given in this key, with the primary objective being to ascertain whether the student fully understands the *concepts* taught in the lesson. The key also includes various specific notes to teachers dealing with certain individual answers which may need clarification or extra measures of discretion.

Page numbers referenced in certain exercise instructions refer to the pages in the Student Edition.

- A word that modifies a verb, adjective, or adverb is a(n) <u>adverb</u>.
- A verb that expresses a state or condition of being is a(n) *linking* verb.
- 7. A verb that assists an action verb or linking verb to complete its meaning is a(n) *helping* verb.
- A predicate *nominative* follows a linking verb and renames the subject.
- A predicate adjective follows a linking verb and describes (modifies) the subject.
- 10. A group of words that begins with a preposition and ends with a noun or pronoun is called a prepositional phrase.
- 11. The noun or pronoun that follows a preposition is the *object* of the preposition.
- 12. A word that expresses an exclamation but is largely unrelated to the rest of the sentence is a(n) interjection .
- 13. Adverbs that serve as conjunctions are called *conjunctive adverbs*.
- 14. Conjunctions that are always used in pairs are *correlative conjunctions*.
- 15. Conjunctive adverbs with two or more syllables must be punctuated by preceding them with a <u>semicolon</u> and following them with a <u>comma</u>.

Unit 2 Building Sentences

LESSON 10: WHAT MAKES A SENTENCE?

EXERCISE (pages 34–36)

- raised the microphone an inch or two <u>X</u>
- <u>S</u> 3. she began to sing a lovely melody
- <u>X</u> 4. the man who owns the store
- S 5. he was a person who enjoyed fishing
- \$ X \$ \$ \$ \$ \$ 6. he reads several magazines every week
- 7. and have been sitting here ever since
- 8. in the following examples
- 9. she tries to study and get good grades
- 10. the telephone rang several times
- 11. we can be sure God hears us when we pray
- 12. my brother Bill is a good swimmer
- 13. fell from her horse
- X X S S 14. down by the old mill stream
- 15. white-water rafting is one of the most exciting sports
- 16. a smile is better than a frown
- 17. a wise son heeds his father's instruction
- <u>S</u> 18. there goes one now
- 19. the way of the unfaithful is hard
- <u>X</u> <u>X</u> <u>S</u> 20. a ring of gold on her finger
- 21. but as for me
- 22. they sang, praising and giving thanks to the Lord
- <u>X</u> 23. some of the dogs
- Χ 24. for a skater to fall occasionally
- S spoken words are remembered with more difficulty

- X 26. made a list of the people in the class
- 5 27. make a list of the people in the class
- **S** 28. did you say where you found your belt
- **S** 29. now is the time for all good men to come to the aid of their party
- X 30. the best-selling novel for this month

LESSON 11: SUBJECTS AND PREDICATES

EXERCISE A (pages 36–37)

- This toothpaste I is my favorite.
- 3. Always happy, Trudy I was a pleasant person to be around.
- 4. He l is my only brother.
- 5. The members of the club | agreed to meet again next week.
- 6. Smoke I billowed out of the windows of the burning warehouse.
- 7. The youth group at church I spent two weeks preparing for their mission trip.
- 8. A sentence | consists of a subject and a predicate.
- 9. Dr. McDonald I is a family physician.
- 10. A flashing red traffic signal I means that drivers must stop before proceeding.
- 11. My brother and his wife lare members of Valley Presbyterian Church.
- 12. We all I had a hearty laugh after falling into the swimming pool.
- 13. Vigorous massage | will improve blood circulation.
- 14. I was very nervous about my performance.
- 15. Nobody I cares about anything anymore.
- 16. The gnats in our backyard I are extremely bothersome.
- 17. You are cordially invited to attend the recital.
- 18. You I can find him in his workshop on just about any evening.
- 19. The subject of a sentence I must contain at least one noun, pronoun, or a group of words used as a noun.
- 20. My dog l is lovable.
- 21. The company I offered free samples to help promote its new product.

EXERCISE B (pages 37–38)

- **P** 2. The lost hikers were found safe but tired.
- **P** 3. The train rolled on during the entire *night*.
- **S** 4. Having been elected chairman, *Bob* called the meeting to order.
- **P** 5. A motion was made to adjourn the meeting.
- *S* 6. *Traveling* by car is usually cheaper than flying.
- **P** 7. The Lord is in His holy temple.
- **P** 8. He *flew* to Los Angeles with his parents.
- **P** 9. I have no *objection* to your proposal.
- **P** 10. Timothy hoped to find a summer *job*.

LESSON 12: MORE ABOUT SUBJECTS AND PREDICATES

- **EXERCISE** (page 40)
- 2. Christian (morality) (s) important for self-government.
- 3. Uncle Anthony (nas promised) to pay for my college education.
- 4. Zeal without knowledge often leads to fanaticism.
- 5 Truth will always be truth regardless of lack of understanding, disbelief, or ignorance. (Stone)
- 6. (It) is) good to have things settled by faith before they are unsettled by feeling. (Cowman)
- 7. They that sow in tears shall reap in joy. (Psalms)
- 8. No army can withstand the strength of an idea whose time has come. (Hugo)
- 9. We consume our tomorrows fretting about our yesterdays. (Persius)
- 10. Our (amily) (nas) fond memories of our last vacation.
- 11. The time S 4 o'clock.
- 12. The quality shows in every product they make.
- 13. All of the children in kindergarten are under 6 years old.
- 14. Western civilization has been influenced profoundly by Christianity.
- 15. Some modern computers can be operated by the human voice.
- 16. My dog's name (s) Bushy.
- 17. Charles Dickens (s) the author of Oliver Twist and David Copperfield.
- 18. Documentary <u>programs are becoming</u> more popular on television.
- 19. Our flight will be arriving in San Francisco at 9:10 p.m.
- 20. The students at our school all their Bible-study group Campus Club.

LESSON 13: COMPOUND SUBJECTS AND PREDICATES

EXERCISE (pages 41–43)

- 2. Wind and rain have caused erosion on that hillside.
- 3. Swimming, canoeing, hiking, and archery were some of the activities offered at camp.
- 4. Randy found a lost wallet and returned it to its owner.
- 5. The money was missing and was never found.
- 6. "Heaven and earth shall pass away, but my words shall not pass away" (Matt. 24:35).
- 7. He has few enemies and many friends.
- 8. <u>Martin Luther</u>, <u>John Calvin</u>, and <u>John Knox led</u> the Reformation and <u>remain</u> in high regard today among many Christians and other scholars.
- 9. A boy and his dog are always good friends.
- 10. My cousins came for a visit and stayed for a week.
- 11. Mother washed, dried, and ironed my clothes.
- 12. The car was damaged beyond repair and was sent to the junkyard.
- 13. Both men and women played in the tournament.
- 14. The flood waters receded and returned to their normal channels.
- 15. Gary did his research, prepared an outline, wrote his composition, and submitted it.
- 16. We drove through Ohio, Indiana, Illinois, and Iowa.
- 17. The cultures of the eastern and western hemispheres are guite different.
- 18. The librarian <u>unpacked</u> several new books, <u>catalogued</u> them, and <u>placed</u> them on a shelf.
- 19. My dad gave me my allowance but warned me not to spend it foolishly.
- 20. English and history are my favorite subjects.
- 21. I promise to repay your loan and will do so next week.
- 22. The telephone <u>rang</u> and <u>rang</u> but <u>went</u> unanswered.
- 23. Three boys and three girls were chosen to participate in the geography contest.
- 24. The science fair opened on Monday and closed on Thursday.
- 25. "Give me liberty or give me death!" (Patrick Henry).
- 26. Rob and Carl know the rules but have ignored them.

LESSON 14: SIMPLE AND COMPOUND SENTENCES

EXERCISE A (pages 44–45)

- 2. There was a power outage in our area; therefore, we lit our wood-stove to keep warm.
- 3. Your order was received, and we will mail the merchandise immediately.
- 4. The temperature is droppin it may be snowing soon.
- 5. My book is here, but you left yours at school.
- 6. Finish your supper, or go to bed hungry.

EXERCISE B (page 45)

- 2. Jenny swept the floor, and Gina dusted the furniture.
- 3. Columbus sailed to the New World, but Magellan's expedition circumnavigated the globe.
- 4. Oil and water do not mix, but alcohol and water do.
- 5. He is not here; He has risen.
- 6. The door was left open again, and the dog got out.
- EXERCISE C (Sentences will vary.) (page 46)
- 1. The weather was fine, and we enjoyed ourselves all week.
- 2. The package arrived, but the contents were missing.
- 3. The time has arrived; we must go.
- 4. The telephone rang several times; however, I was not able to answer it on time.

LESSON 15: SENTENCE FRAGMENTS AND RUN-ON SENTENCES

EXERCISE A (pages 47–48)

- <u>S</u> 2. I do believe this is an answer to prayer.
- **R** 3. He liked thick pillows she didn't.
- **R** 4. Please do not send any more information we have all we need.
- **F** 5. The book on the desk.
- <u>F</u> 6. In order to properly understand me.
- **R** 7. My dentist appointment is at 9 o'clock my sister's is a half hour later.
- **R** 8. She went shopping yesterday she hoped to find some new clothes for her trip.
- **She went shopping yesterday, hoping to find some new clothes for her trip.**
- F 10. Some people. Never learn how to obey.
- *S* 11. Some people never learn.
- **S** 12. Some people never learn how to obey.

EXERCISE B (Corrected sentences will have variations.) (pages 48–49)

- 1. Our teacher asked us to name a famous author from the sixteenth century.
- 2. He liked thick pillows; she didn't.
- 3. Please do not send any more information. We have all we need.
- 4. The book on the desk belongs to my father.
- 5. In order to properly understand me, you should know something about my background.
- 6. My dentist appointment is at 9 o'clock; my sister's is a half hour later.
- 7. She went shopping yesterday. She hoped to find some new clothes for her trip.
- 8. Some people never learn how to obey.

LESSON 16: FUNCTION OF SENTENCES

EXERCISE A (page 50)

<u>declarative</u> 2. The smoke filled the room, causing everyone to gasp for breath.

interrogative 3. What was the name of that book you were reading?

<u>exclamatory</u> 4. How great was their joy when they first believed in Christ!

<u>interrogative</u> 5. Do you understand what an interrogatory sentence is?

imperative 6. Do unto others what you would have them do unto you. imperative 7. Never, never, never do such a terrible thing again! interrogative 8. When did Jan van Riebeck land in South Africa? declarative 9. I will mail you a letter tomorrow. declarative 10. My only hesitation is whether we can raise enough money for this project.

EXERCISE B (Sentences will vary.) (pages 50–51)

1. decl. This is a declarative sentence. imp. Write an imperative sentence. 3.

What an excellent sentence this is! 2. inter. Is this an interrogative sentence? excl. 4.

LESSON 17: UNIT REVIEW

EXERCISE A (pages 51–52)

- 1. A sentence is a group of words that <u>expresses a complete thought</u>.
- The subject of a sentence is the word or group of words about which something is being said or written.
- The predicate of a sentence is the word or group of words which says something about the 3. subject.
- 4. A compound subject consists of two or more subjects having the same verb.
- A compound predicate consists of two or more verbs having the same subject.
- A simple sentence has one complete *subject* and one complete *predicate*, although either or both may be *compound*.
- 7. A compound sentence has two or more simple sentences joined by a conjunction, conjunctive adverb, or semicolon.
- 8. A sentence fragment is a part of a sentence that does not *express a complete thought*.
- 9. A run-on sentence is one consisting of two or more sentences joined without the proper connecting word or punctuation.

EXERCISE B (pages 52–53)

- The Crucifixion of Jesus Christ took place on Friday of the Passover Week of the Jews, in the year A.D. 30.
- 2. This day is known and now generally observed by Christians as Good Friday.
- The Jews never executed their criminals in this way, but the Greeks and Romans made the cross the instrument of death to malefactors.
- The Jews never executed their criminals in this way, but the Greeks and Romans made the cross the instrument of death to malefactors.
- It was the usual custom to compel the criminal to carry his own cross to the place of execution.
- In the case of the crucifixion of lesus Christ, the victim was fastened to the cross by nails driven through his hands and feet.

EXERCISE C (page 53)

- F A simple sentence cannot have a compound subject.
- <u>T</u> Independent clauses in a compound sentence may be separated by a semicolon. 2.
- <u>F</u> <u>F</u> 3. Independent clauses must be separated by only a comma.
- A compound sentence must have a compound subject and a compound verb.
- An independent clause is a sentence part which could stand alone as a sentence.

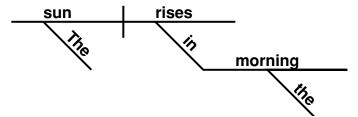
- $\underline{\mathbf{F}}$ 6. A run-on sentence is any sentence that takes up more than two lines.
- <u>7</u>. Independent clauses may be joined by a conjunctive adverb.
- \overline{F} 8. A subject must be a noun.
- <u>T</u> 9. A complete predicate must have at least one verb.
- T 10. All words in a sentence are part of the complete subject or the complete predicate.
- F 11. An imperative sentence asks a question.
- <u>1</u> 12. An exclamation point may be placed at the end of either an imperative sentence or an exclamatory sentence.
- **F** 13. An interrogatory sentence can never be a compound sentence.

Unit 3 Sentence Design

LESSON 18: SENTENCE DESIGN A

- **EXERCISE A** (page 56)
- 2. Rivers overflow from melted snow.
- 3. Wild horses live on prairies in several western states.
- 4. Coyotes roam in open pastures.
- 5. <u>Droughts have come</u> regularly.
- 6. The <u>railroads</u> <u>helped</u> with westward migration.
- 7. Wild <u>animals</u> in parts of the West <u>roam</u> freely on the open plains.
- **EXERCISE B** (pages 57–58)

2.



leaves decompose

Tallen winter

