WORKBOOK ANSWER KEY

Section 1. The Writing Process

Understanding Writing Assignments

Exercise 1.1: Key Words in Writing Prompts (page 2)

Group A 1. c 2. d 3. f 4. a 5. b 6. e
Group B 1. b 2. f 3. d 4. c 5. a 6. e
Group C 1. c 2. e 3. b 4. a 5. f 6. d
Group D 1. b 2. c 3. a 4. d 5. e
Group E 1. d 2. c 3. a 4. e 5. b

Exercise 1.2: Identifying Key Words in Writing Assignments (page 3)

1. Discuss the following proposition: All cultural and arts events and sites, such as libraries, concerts, museums, and festivals, should be made available to the public free or at little cost. Defend your position with facts and examples.
2. Describe the process of photosynthesis. Provide diagrams to support your explanation.
3. Trace the history of the roles of women and men in your country. Address economic and social aspects, and discuss changes that have occurred over the past century.
4. Compare two of the great revolutions in world history. Evaluate the reasons behind and the results of each revolution.
5. Assess the benefits and drawbacks of attending a university in a foreign country. Enumerate at least three issues that a student should or should not consider when choosing to study abroad, and support your opinion with examples and personal anecdotes.

Generating Ideas

Exercises 1.3 to 1.10 (pages 4–11)

Answers will vary.

Section 2. Essay Structure

Shaping a Paragraph

Exercise 2.1: Topic and Perspective (page 14)

1. My writing habits changed after taking the writing course.
2. There should not be mandatory curricula for young children.
3. Although both Shanghai and Hong Kong are cities in China, many cultural differences exist between them.
4. Parents should take responsibility for teaching their children how to behave and keep them quiet, especially in a public environment.
5. An excess of watching television can have harmful effects on children.
Exercise 2.2: Finding a Topic Sentence in a Paragraph (page 15)

Paper, one of the most commonly used materials in our life, is made from trees, a resource that can easily be exhausted on the earth. Generally, after using paper, people just throw it away. However, it takes 30 to 50 years to grow a tree, but the time we take to use paper and throw it away can be just a few minutes. We cannot grow trees as fast as we exhaust them. As a result, too many of the world’s trees will be destroyed unless we find good ways to deal with the used paper. Trees also reduce the content of carbon dioxide in the air and improve the environment. Therefore, we should recycle used paper products as much as we can in order to save trees for other uses and have a better environment as well.

Exercise 2.3: Writing Topic Sentences for Paragraphs (page 16)
Possible answers are:

1. Physical fitness is not the only advantage that we can derive from playing sports; there are mental and social benefits as well.
2. Credit cards and debit cards have some differences, but it is clearly better to use debit cards.
3. The code of values and traditions that a person learns in life from his or her society and the influence of family play a dominant role in shaping the person’s character and future behavior.

Exercise 2.4: Writing a Topic Sentence for a Paragraph (page 17)
Possible sentence boldfaced.

My parents used to always point out that helping people is a humane goal that is easy to understand, but hard to fulfill. They used to stress the fact that helping people purifies the spirit and gets it used to good deeds. A fascinating philosophy that I believe strongly in is that if you help somebody, there will surely come a day when you will find somebody to help you. Actually, I know a very revealing event related to this philosophy. It occurred to a friend of mine. One day, that friend was heading to my home for a visit. On his way, he encountered an old lady who had lost her money because a robber stole her wallet. She needed to take a taxi, and she had no money with her. So, she asked my friend for help. My friend also had no money with him. He brought her with him to my place, borrowed some money from me, and then handed it to the lady. Two days later, my friend came back to visit me again and told me a strange event which had happened to him. He said that on the day when he helped that lady, he went home. When he got there, his mother told him that, on her way back home, she had lost her wallet somewhere, but fortunately there was somebody who handed her money to get back home. The amount of money was exactly the same as what my friend had given to help the old lady!

Explanation: The topic sentence is placed immediately before the sentence introducing the long anecdote because the anecdote explains and supports it.

Shaping an Essay

Exercise 2.5: Essay Introduction (page 18)

1. What do you think is the main idea of the whole essay?
   *However, I would say absolutely human nature is gracious.*

2. What are the main supporting ideas that you expect will be discussed in the body of the essay?
   *There will probably be three supporting ideas:*
   a. How this personal view led me to do voluntary work.
   b. How it led me to study education and pursue it as my career.
   c. How it has enabled me to live happily and optimistically.
3. In what order do you think the supporting ideas will be discussed?
   Probably in the same order as presented in this introduction (see answer to Number 2).

Exercise 2.6: Essay Conclusion (page 19)
1. Based on this conclusion, what do you think is the main idea of the whole essay?
The essay is probably about giving college credits for students to do voluntary work, to encourage the students' helpfulness in society. This idea is expressed in the topic sentence of the paragraph: “Thus, even if our society encourages students to work as volunteers for college credits, it will not cause them all to become more gracious and helpful in the long run because volunteer work is not something easy which needs only one’s time.”
2. Based on this conclusion, what are the main supporting ideas that you expect were discussed in the body of the essay?
The main supporting ideas were probably about two types of volunteers, whom the author refers to as the whole-hearted type and the half-hearted type.
3. In what order do you think the supporting ideas were discussed?
The order was probably the same as the order in which they were mentioned in this conclusion: discussion of the whole-hearted group first, followed by discussion of the half-hearted group.

Exercise 2.7: Essay Introduction and Conclusion (page 20)
1. Introduction
   A friend for me is a person who I can trust and who I can count on in different places and in different moments. Since about 1980, I can identify three distinct periods in my life in terms of my social environment and friendships. The first period started at the beginning of my elementary school and ended when I finished high school; the second started with my undergraduate studies and ended with my Master thesis; the last one began with my PhD studies in August 2002 and continues up to now. During all these periods of my life, I met different kinds of people and I made a lot of friends who were quite important to me.
2. Main points expected: 1. friends during elementary school through high school 2. friends during undergraduate through Masters studies 3. friends during PhD studies through the present
3. Conclusion
   What I can conclude from this is that during all the time I have been a student, I have made many friends who have been a significant part of my life. I am convinced that nobody can live without friends. Certainly, if I hadn’t made all these friends I would be a very different person today. In each stage of life, it is important to have people you can count on and who will help you on your journey through new challenges and experiences.

Exercise 2.8: Description (page 21)
Answers will vary.

Exercise 2.9: Simple Definition (page 22)
Possible answers are:
1. Bus: A bus is a long vehicle that can transport a large number of people by road.
2. Mouse: A mouse is a small rodent that lives in a variety of settings: in the wild, in urban areas, and in homes as a domesticated pet.
3. Banana: A banana is a long, curved fruit with a yellow peel that is grown in tropical locations.
Exercise 2.10: Complex Definition (page 23)
Possible answers are:
1. Language
   Language is vital to communication between people. Words, and their particular combinations and usage, comprise the core of language. This systematic means of communicating allows a community of people to share ideas, information, and feelings. Language may be oral, written, or non-verbal.
2. Home
   A home is generally a place where one lives with other people, frequently one's family, but sometimes friends, and occasionally alone. Although homes vary widely around the world, a home should be a place where someone can feel safe and comfortable. A person can relax and be authentic in his or her home, without fear of judgment. Essentially, home is a place where a person can be nurtured emotionally in order to grow into a stronger and better individual.
3. Rice
   Rice is a type of grain that is grown and consumed around the world. The edible parts of the plant are basically the seeds of the grass. Rice is an integral part of the common diet in parts of Asia and Africa. Because of its bland flavor, it is combined with a wide variety of other foods (meat, vegetables, sauces, etc.) and flavors (spicy, sour, sweet, etc.) in regional cuisines around the globe.

Exercise 2.11. Examples (page 24)
One possible answer:
Pacer Construction, Inc., has demonstrated strong performance on past projects and has built a good reputation among its clients. Pacer has finished all of its projects with good quality and on schedule, while often ending up under budget. For example, Pacer recently completed the vast Queens Hotel project two weeks ahead of schedule and $500,000 under budget. That is why a large number of its clients are highly satisfied with Pacer's performance and the company has received numerous awards for its work. This recognition for its work directly reflects Pacer's work performance and the good reputation that it has built over four decades of construction experience.

Exercise 2.12: Paragraph Unity (page 25)
Sentences deleted to improve unity: 3, 5, 6, 9. New unified paragraph:
Diabetes can be divided into two categories. One is Insulin-Dependent Diabetes (IDDs, Type I diabetes) and the other is Non–Insulin Dependent Diabetes (NIDDs, Type II diabetes). Both types of diabetes greatly increase a person's risk for a range of serious conditions such as blindness and kidney failure. Moreover, diabetics can bear critical risk factors for heart disease, stroke, and leg amputations. Although both types of diabetes are related with excess glucose concentration in blood, each has its own distinguished characteristics in causes, symptoms, and treatments.

Exercise 2.13: Paragraph Coherence (page 26)
Possible order of sentences to improve coherence: 5, 3, 2, 6, 4, 1. New coherent paragraph:
My hometown is a small, quiet city, and its economy is based on agriculture and tourism. Grapes are the main product that is cultivated in our region. Once a year the people in the rural areas harvest those grapes and sell them to companies that make several kinds of wine, juice, and champagne. Additionally, tourism also makes its contribution to the regional economy. For people who like to know about wine and champagne there are several places where they can
learn about the origin of the wine industry, see some of the local products, and taste some of the special wines and champagnes. Overall, the wine and champagne industries are very significant to the economic health of my hometown.

Exercise 2.14: Paragraph Coherence (page 27)
One possible answer:

My own experiences and my observations of others support the generalization about anger that one must seek a deeper reason for the anger within oneself rather than looking to the outside. It is true that anger can be generated from relationships with others, but it is we ourselves who feel this emotion. When we are frustrated by something, the degrees of anger vary according to our character, situation, place, and, scientifically, our genetic orientation. Moreover, we have the experience of reacting differently to the same situation depending on our mood. We cannot rely on the external factors to change so that we can avoid anger, because this feeling is an internal reaction to what is happening around us. Thus, anger and the situations that cause it are unavoidable, but we can train ourselves to deal with frustrations so that anger does not overcome us and affect other people in negative ways.

Exercise 2.15: Using Transitions for Coherence in a Paragraph (page 28)

The Internet affects our lives in many ways today. 1 First of all, we can communicate with each other by email easily, compared to sending messages by postal mail. 2 For instance, we can chat with our friends, no matter where they are. 3 Moreover, we can buy whatever we want on the Internet, and we do not need to go out to the shops. 4 In addition, we can pay our bills such as electric fee and gas fee, and manage our accounts online. 5 On the other hand, the Internet has some disadvantages for people. There is too much information on the Internet that is not very useful for us, and some information from the Internet is not accurate at all. 6 Additionally, the Internet reduces the interaction of people to some extent. 7 For example, your friend may just send an email to you instead of visiting you in person. That will decrease the opportunities for you to meet each other face to face. 8 Also, people can just chat at home on the Internet rather than going out with their friends. 9 Therefore, while the Internet may make our lives more convenient in many ways, the Internet also decreases our social interaction and makes our lives more isolated.

Exercise 2.16: Using Transitions for Coherence in an Essay (pages 29–30)

Employment and Taxes

1 Nowadays, many developing countries face economic problems resulting from different factors. Some people claim that the problems are too difficult to solve. There are, 2 however, positive ways to improve the economic situation of countries and promote the lives of their poor people. These must include an increase in job opportunities and a decrease in the amount of taxes. Increasing employment and decreasing taxes will improve the economic situation of a country and reduce the rate of poverty.

3 First, employment is the active engine that keeps a country going. It is the means by which people are able to care for themselves and their families. 4 In addition, job opportunities maintain a certain economic security for people and enable them to improve their lives. This means that they can care for their families and be active, contributing citizens. 5 Also, jobs are a symbol of independence and self-sufficiency. A person who is self-sufficient does not need the help of governmental social programs like welfare or medical insurance for assistance in his or her life. 6 Consequently, this individual’s self-sufficiency would save money for the government.
On the other hand, unemployment is the negative condition that keeps an economy in an unfavorable and inactive state. Lack of employment is a serious problem for the individual in the sense that he or she will be and will feel dependent and lost. Thus, he or she may depend on the government to provide the basic needs for him or her. The government, as a result, loses resources and money in supporting such a person.

Second, another economic aspect that negatively affects a government is high taxes. Most people complain too much about the large amount of taxes they have to pay to the government. They claim that they cannot afford necessities because they find themselves left with little money. They cannot save money for later situations of need because the amount of their taxes is far out of proportion to their income. Taxes which are too great and which put a person in a tight situation badly affect the population and the economy. Therefore, some economists assert that there should be low, fair, and balanced tax regulations that take into consideration people's personal financial situations and create opportunities for them to live a better life. Nonetheless, despite economists' strong support of low taxes, it must be emphasized that they do not want taxes to be eliminated altogether. They realize governments must have revenues to use in social services and job creation. Before setting tax levels, governments should provide jobs to enhance people's economic situation. After that, there should be a fair decision about the amount of taxes to be paid, taking into account the cost of living and the person's ability to pay a certain amount.

In summary, high rates of unemployment and high taxes cause economic problems and lead governments into many financial crises. It is only by giving serious consideration to people's financial situations and providing them with jobs that an economy can be improved and stimulated.

Section 3. Patterns of Organization

Narrative [Handbook, Section 3A]

Exercise 3.1: Ordering a Narrative Paragraph (page 32)

7. Meanwhile, the campers were talking about how much fun the night was going to be.
13. I don’t know what the others wished for, but I wished that I would again have as much fun at the next year’s camp.
4. This was upsetting because we all wanted to have a last chance to all be together and have fun.
11. That was when we found out that it was one of the best nights for seeing meteor showers.
1. One of my best memories took place when I was working at a children's summer camp last year.
3. On Thursday, the counselors and campers planned a big bonfire and then, later, a star-gazing session, but it had rained heavily.
8. After dinner, we all gathered in a big clearing by the lake and lit the bonfire we had prepared.
2. It was the last weekend for many of the children at camp and everyone was feeling a bit sad, so we decided to do something special.
12. For hours, we all watched shooting stars together.
6. All day, the counselors searched for dry wood and set it up for the bonfire.
10. As the bonfire died down, we all brought out our blankets and lay down to look at the stars.
5. So the next night, everyone was even more eager to have end-of-the-summer fun.
9. We sang songs and roasted marshmallows.


**Exercise 3.2: Practice with *When* and *While* (page 33)**

1. *When/While* he was a freshman in college, he met his future wife.
2. We were just leaving the baseball field *when* a tornado struck.
3. *While* I was watching TV, my brother came home from football practice.
4. *When* they learned that their daughter had been in an accident, they immediately rushed to the hospital.
5. *When* I was young, I used to spend a lot of time at my grandparents. I have fond memories of Sunday mornings spent reading the comics section with my grandfather *while* my grandmother washed the breakfast dishes. To this day, *whenever/when* I hear the noise of dishes being washed, I think of those happy times.
6. I had asked my neighbor many times not to play loud music in the afternoon *while* my baby was sleeping, but he would not stop. *When* I just couldn’t take it anymore, I finally had to complain to the building manager.
7. At camp, since I didn’t like to swim, I would help prepare a lunch *while* the other campers were enjoying swimming in the lake.
8. Do you remember a day *when* you were so happy you wished that day could last forever?

**Process [Handbook, Section 3B]**

**Exercise 3.3: Practice with Process Words and Phrases (page 34)**

Choosing a physician who will oversee your health care can be a difficult decision, but the process can be made less stressful by following a few simple steps. It is important to work through this process before you urgently need health care, so that you can make a wise and carefully thought-out decision. An initial step in this process is to ask friends for recommendations. Although your experience with a particular doctor may differ from another person’s, these opinions can be very valuable in helping you to narrow your search to just a few doctors. Once you have a list of several doctors for whom you have received personal recommendations, you should call each office to ask a few questions: Is the practice accepting new patients? Can the doctor address your (or your family’s) particular health concerns? You should also note whether the office staff seem professional and friendly, or rushed and curt. Another very important step in this process is to find out whether your insurance company will cover visits to the physician that you select. You should check with both your insurance company and the doctor’s office to verify this. If the answers to your initial questions are positive, a subsequent but optional step is to visit the office in person. Besides determining the convenience of the location, you can observe the atmosphere of the waiting room and examination rooms, and the personalities and mannerisms of the office staff and nurses. A visit also gives you the opportunity to interview the physician and ascertain his or her personality and approach to health care. To complete the process of selecting a doctor, you should inform both the doctor’s office and your insurance company of your decision, so that there are no delays or complications when the time comes for you and your family to rely on your doctor’s expertise.

**Exercise 3.4: Connecting Ideas Using Process Words and Phrases (page 35)**

One possible answer:

*How to Choose a Major*

In choosing a major, you should *first* talk with an advisor at your college or university. *Before going to an advisor,* ask your friends if they know any good ones at your college or university. Try to choose an advisor with interests similar to yours so you can be sure he/she will have valuable information to share. *While you are talking with the advisor,* let him know what
you think your interests are. Then he or she will give you advice about which departments might be the best for you. After you meet with an advisor, go to the department(s) that he or she recommended and get more information. Once you have collected the information, be sure to consider it carefully. Also, discuss the information and your options with friends and family. Finally, after considering their advice and your own inclination, you can make an informed decision.

**Comparison and Contrast** [Handbook, Section 3C]

**Exercise 3.5: Connecting Ideas Using Comparison and Contrast Words and Phrases (page 36)**

Possible answers are:

1. *Internet shopping / shopping in a store*
   a. When shopping in a store, you can browse around to find the merchandise that you want. Similarly, with Internet shopping, you can also browse to find just the right product.
   b. Internet shopping is different from shopping in a store in that the consumer does not have the convenience of asking an employee where to find something.

2. *older people / younger people*
   a. Younger people are similar to older people in that they also desire to live in comfort.
   b. Younger people and older people are dissimilar with respect to their expectations. Younger people want everything “right now” and older people are more willing to wait for what they want.

3. *fast food restaurant / sit-down restaurant*
   a. At a fast food restaurant you can get service that is just as good as at a sit-down restaurant.
   b. It is just a different kind of service.

4. *eating with a fork / eating with chopsticks*
   a. Eating with a fork is quite simple, and eating with chopsticks is also quite simple.
   b. Both a fork and chopsticks can be used to pick up food; however, while a fork is used in western countries, chopsticks are used in the East.

5. *tropical climate / temperate climate*
   a. A tropical climate and a temperate climate both have their good points.
   b. However, a tropical climate is not as desirable as a temperate one for several reasons.

**Exercise 3.6: Using Comparison and Contrast Words to Create a Paragraph (page 37)**

Answers will vary.

**Cause and Effect** [Handbook, Section 3D]

**Exercise 3.7: Identifying Cause-and-Effect Words and Phrases (pages 38–39)**

*The Changing of the World with the Advent of the Internet*

Imagine a situation where the current Internet system does not work any more. You can see long lines made by people who are waiting to pay bills at banks. At the beginning of the semester, college offices are filled with students who want to register for their classes. Unemployment is up as many people working at companies based on the Internet are out of work. Clearly, even though less than twenty years have passed since the Internet started to become commonly used, we can realize that the Internet has greatly affected many parts of our lives.
First of all, the most important effect of the Internet has been to increase accessibility of information. The Internet allows people to get information easily, no matter the place or time. People do not need to go to the library and read several books to get information. That is because Google, the most popular web search engine, can show the web pages containing information people are searching within just a few seconds. Likewise, conventional encyclopedias in the library are not used so much any more because most people use Wikipidia, one of the biggest information providers on the Internet. Thus, most students, researchers, and even common people would be very inconvenienced if the Internet were no longer available. This demonstrates the important position the Internet holds in our daily lives.

Moreover, the Internet has played a great role in facilitating interpersonal communication. For supporting examples one need look no further than email. Today, most students and workers turn on their computer in the morning and check email first. Many international students also use Skype, the Internet messenger program, to talk with their family. This program does not involve high cost or much time compared to phone calls or letters. As a consequence, people feel free to contact even those who are very far with the Internet. This definitely has a positive impact on foreign students, who are far from home and may be feeling lonely due to culture shock. The fact that these students can easily communicate with their friends and family abroad leads to a sense of community and well-being that may help them through their period of culture shock.

Moreover, online shopping has become quite popular as a result of the now common use of the Internet. In my observation, most people know the first step to buy products at a cheaper price is to search at sites such as Amazon. In fact, today, there are lots of online shopping malls which sell products at reasonable prices compared to regular malls because online shopping mall owners do not need to pay for rent. Also, customers do not need to drive to the mall, so they can save time as well as money. This is another way in which the Internet has greatly affected our lives.

Finally, the most striking effect of the Internet has been the advent of online services. Today, people use many kinds of online services. People often pay bills using online banking. Students tend to register for classes or hand in their homework online. Many governments provide online services including registration for the driver’s test and photo ID to shorten citizens’ waiting time at the office. Because it is so simple, using online services has become part of our daily lives as well, and the Internet is the phenomenon which has made it possible.

The Internet has greatly affected our lives. It helps us access information easily any place or time. We can communicate with those who live very far away using email and some Internet-based programs at less cost and in less time. Furthermore, not only online shopping but also online services make it possible to decrease our effort to go to the store, bank, and government offices. Our lives have gradually changed due to the Internet so that now we might even say it has become a necessity.

Exercise 3.8: Connecting Ideas Using Cause-and-Effect Words and Phrases (page 40)
Possible answers are:

In the U.S., the divorce rate continues to rise every year. ① One reason for this constant increase is the fact that divorces have become so common. Before the 1980s, divorced people were not looked on as not the norm. The commonly accepted belief was that these people should have tried harder to work out their marital difficulties. However, ② because such a high percentage of married people get divorced, it may seem like a normal part of life. With more than 50% of marriages in the U.S. eventually ending in divorce, no one can take the attitude that divorced people are “strange.” In addition, ③ since there is no longer a social taboo against get-
ting a divorce, people do not feel compelled to “stick it out.” This has brought about a situation where couples may go into a marriage thinking, “If it doesn’t work out, I can always get a divorce.” A typical outcome of this kind of thinking is that when a difficult problem arises, rather than working hard to solve it or accepting that a compromise might be the only way to solve the problem, the couple uses divorce as a solution.

**Argument [Handbook, Section 3E]**

**Exercise 3.9: Argument Words and Phrases (pages 41–42)**

*Early Computer Education: Its Negative Effects on the Intellectual Development of Children*

Imagine a group of kindergartners sitting in front of their computers in the computer room of an elementary school. They look into the dazzling images on their individually assigned computer screen while hardly talking to each other. No smile or liveliness can be found in this room, where these 6-year old children start learning how to adapt themselves to the so-called age of information technology. Even though the computer is now an essential part of modern life, it doesn’t seem logical to waste valuable childhood years when children should be performing creative activity and discovering life for themselves. In fact, this type of computer education in early elementary years has several negative effects on the intellectual development of children: lowering their concentration on a task, preventing them from acquiring social skills and exposing them to a hazardous online environment.

First of all, early computer education can lower children’s concentration on a task. While young children learn on the computer, they use lots of software or computer games which contain dazzling pictures. Even though they seem to pay attention to the work on the computer, actually they are just looking at the monitor, overwhelmed by the glittering images. This strong visual stimulation irritates children’s minds and the children are apt to lose interest in things without such a brilliant screen. It seems for them so boring and dumb to read a storybook because it is not moving fast or dazzling. As a result, children can be easily distracted and cannot concentrate on the important tasks for their ages such as reading books, writing their opinions, or solving logical problems, which are definitely needed for their academic success and mental growth. We can deduce that this will lead to problems for the children later in life when these skills are necessary.

Another negative effect of early computer education is that children lose time and opportunity to socialize with peers. Because most children tend to work on the computer alone for a long time, they confine themselves in virtual space and are reluctant to interact with peers. Even though they need lots of social experiences in early childhood to grow into a well-rounded person, children can be easily involved in computer activity and may spend all of their free time doing something on the computer. Consequently, they are deprived of important opportunities to play and talk with their friends. It is reasonable to assume, then, that in this type of situation, where children grow up into adults without sufficient opportunity to interact with peers, they may have less of a capability to participate in our complex and interactive society.

Finally, children can be exposed to the hazardous online environment. For example, there is a great deal of inappropriate material on the Internet like pornography, violence, and hatred. Those things exert a very bad influence on children. Because children are so sensitive and do not have much knowledge of life, they accept the dangerous influences as reality. In addition, they can encounter bullies or molesters via chatting or email. Due to the anonymity, a criminal can easily approach the innocent children and lure them into a very harmful situation. Therefore, children may experience physical danger as well.
In conclusion, early computer education may have a negative impact on children with respect to the development of concentration and social skills and to the possibility of harmful Internet experiences. Therefore, it is better to teach children how to use a computer in their later elementary grades, taking into consideration their developmental stages. In doing this, we will be able to minimize the negative effects of children's computer education.

Exercise 3.10: Connecting Ideas Using Logical Argument (page 43)
Argument 1
A. The amount of violence on television seems to be steadily increasing.
B. It is widely believed that children are influenced by what they see on television. Seeing violence on TV may ultimately lead to increased violence among children and young adults.
C. Parents must therefore pay close attention to what their children watch on television.

Argument 2
A. Antioxidants such as beta-carotene and lycopene are found in many fruits and vegetables.
B. These antioxidants have been found in studies to reduce the risk of many types of cancer.
C. Thus, diets rich in fruits and vegetables may help reduce the risk of cancer.

Exercise 3.11: Making Generalizations (page 44)
Possible answers are:
1. The students in the Engineering class are hard-working and academically motivated.
2. Members of the Yokohama family are excellent language learners.
3. The city of Hunter’s Woods is quite dangerous.
4. Colleges are using online systems for more and more applications.
5. Music has soothing properties that can help people feel good.

Section 4. Research Paper
Summarizing and Recognizing Plagiarism [Handbook, Section 4D]

Exercise 4.1: Summarizing (pages 46–47)
Possible answers are:
Passage A: Bilateral Aid
Although bilateral aid is supposed to assist developing countries, it does have some serious negative aspects because of the typical conditions attached to it as a loan and also how it is managed. For example, a donor country may require the receiving country to buy needed items from the donor country itself. Some critics say such aid is not necessary and does little to promote peace and reduce poverty.

Passage B: Human Security and International Development
Human security, a notion proposed by Sen, is now considered to be an important part of measuring a country’s development. Unlike traditional measures based on a nation’s GDP, human security considers the economic safety and welfare of people as individuals, which must be assured by organizations beyond the limits of single governments.

Exercise 4.2: Recognizing Plagiarism (pages 48–50)
Outlining [Handbook, Section 4E]

Exercise 4.3: Ordering Outline Headings (page 51)
One possible outline:

Title: Adjusting to a New Culture

I. Arrival in the new country
   A. The drive from the airport
   B. Being met by someone on arrival

II. The process of adjusting
   A. Three phases
   B. Variations in phases
   C. Overlap of phases

III. The phase of novelty and excitement
   A. Seeing all people as very interesting
   B. Excitement about the scenery

IV. The phase of negativity
   A. Finding fault with the food
   B. Noticing bad behavior patterns

V. The balanced phase
   A. Looking more deeply at things
   B. Achieving real understanding
   C. Noticing the good, the bad, and the in-between

VI. Recommendations for adjusting to a new culture

Thesis Statements [Handbook, Section 4F]

Exercise 4.4: Thesis Statements: Argument or Report (page 52)

1. R

2. It can be argued the relationship between the state and its citizens in a country,
not the existence of democratic institutions and a high level of national revenues,
is what creates conditions to assure the eradication of poverty. A

3. Even though it has given enjoyment to people around the world, Hollywood has
done more societal harm than good in most countries. A

4. E-commerce will play the most important role in the world business market in
the near future. A

5. R

6. R

7. In order to be effective and practical, future scheduling techniques must balance
two factors: model accuracy and computational complexity. A

8. Even though many experts still reject any application of the intelligent agents
based on a Bayesian network in their field, this paper supports that type of
application by presenting a practical implementation of this statistical technique
in a non-trivial environment. A

9. R

10. Although many people think both countries have the same response to business
investment, it can be shown that this is merely a superficial similarity and their
responses are in fact completely different due to cultural factors. A
APA Style [Handbook, Section 4J]

Exercise 4.5: APA References (pages 53–55)


MLA Style [Handbook, Section 4K]

Exercise 4.6: MLA Works Cited (pages 56–58)


Section 5. Grammar and Style

Word Forms [Handbook, Section 5A]

Exercise 5.1: Word Forms (page 60)

1. looked → look
2. mouse → mice; control → controls
3. common → commonly
4. War → wars
5. computer → computers
6. child → children
7. talk → talking
8. diplomat → diplomatic
9. type → types
10. write → writing
Articles [Handbook, Section 5B]

Exercise 5.2: Articles (page 61)
My hobby is oil painting. I often used to go to a/the museum to look at various paintings. Among them, I preferred the canvases of Maurice Utrillo, a/the French painter who mainly drew Montmartre in Paris. Utrillo had three phases in his painting life: the “montagny period,” the “colorist period,” and the “white period.” I prefer the paintings from the last phase. The first paintings he did are only imitations of impressionists, and I cannot feel my favorite whitish mood from his canvases. The paintings from the “colorist period” give us a cheerful but too bright impression. On the other hand, Utrillo’s paintings do. The “colorist period,” and various tones make me feel melancholy. In addition, the various tones of whites give me impressions of loneliness and isolation. I enjoy viewing Utrillo’s paintings alone to feel those moods and emotions that only he gives us through his “white period,” and when I paint I often imitate these tones because I wish to create a similar melancholy feeling.

Exercise 5.3: Looking at Nouns in Context to Determine Article Use (page 62)
1. I remember one day (zero/non-specific reference provided by one) when I was traveling to another city (zero/non-specific reference provided by another) by train (zero/general reference).
2. The journey (the/definite reference to journey implied in traveling to in Sentence 1) was very long.
3. Sitting next to me there was a family (a/non-specific) who had annoying and unbearable children (zero/non-specific).
4. It was a long and horrible day (a/non-specific) for me.
5. I had to bear the noise and misbehavior (the/definite reference to of the children in this sentence) of the children (the/definite reference to children in Sentence 3).
6. I know that children (zero/general reference) make noise (zero/general reference).
7. They go through a noisy phase (a/non-specific) that is part (zero/non-specific) of life (zero/general reference).
8. That’s their job (definite reference provided by their).
9. The children (the/definite reference to children in Sentences 3 and 5) were only being children (zero/general reference), doing what children (zero/general reference) do.
10. However, there is a limit (a/non-specific) to everything (zero/unique reference).
11. Those children (definite reference provided by those) went far beyond the limit (the/definite reference to limit in the previous sentence).
12. As a passenger (a/non-specific general reference), I am entitled to have a peaceful and quiet environment (a/non-specific general reference), when traveling.
13. These parents (definite reference provided by these) should have kept their children quiet (definite reference provided by their).
14. Before taking a long trip, (a/non-specific general reference) parents (zero/general reference) should teach their children (definite reference provided by their) how to behave in a public place (a/non-specific) or when using public transportation (zero/general reference).
15. In this way, (definite reference provided by this) neither the passengers (the/definite reference to passengers implied by public transportation in Sentence 14) nor the parents (the/definite reference to parents in Sentence 14) would have a hard time (a/non-specific) on their trip, (definite reference provided by their) and everybody (zero/unique reference) would be relaxed, especially me!
Prepositions [Handbook, Section 5C]

Exercise 5.4: Prepositions (page 63)
I did hair cuts 1 for some friends recently, and I realized the process of hair-cutting is similar 2 to the writing process. When you start to cut hair for somebody, you need to figure 3 out the best style for this person, so you consult 4 with her or him, give some suggestions, and get some feedback. This is the same as generating ideas 5 in writing. Then you start cutting the hair 6 in the shape you designed. 7 At this stage, you don’t work 8 on the details, but rather cut the hair 9 in each area such that you get a basic style. This phase compares 10 to drafting in writing. As you go on, you may find that the hairstyle you designed first is not good enough 11 in some ways. Therefore, you need to change it to fit the shape 12 of the person’s face. Revising for writing is the same. Although this phase is similar for both hair-cutting and writing, there is a little difference 13 between them. In writing, you can delete some paragraphs and write new ones, but in hair-cutting you cannot put 14 back the hair that you have cut 15 off. Last, when you are happy 16 with the shape and style of the haircut, you need to work 17 out some details, like the final editing stage in writing. You can smooth the edges 18 of the hair, or put some gel 19 on it, while in your essay you may want to check the spelling, punctuation, citations, or bibliography.

Exercise 5.5: Phrasal Verbs (page 64)
2. tolerate 3. analyze 4. finishes 5. reduce 6. continue
7. discovered 8. discarded 9. fluctuate 10. cancel

Word Choice in Formal Style [Handbook, Section 5D]

Exercise 5.6: Word Choice (page 65)
The more formal word(s) is/are underlined. Possible answers are:

1. When I left my country and moved away from my family, I needed to learn new (things) skills. For example, I was (awful) inexperienced at cooking before I came here, but now I am a (good) competent cook. Furthermore, I eat (proper) nutritious food and pay more attention to what I eat because if I get sick, nobody will take care of me. Although I do not have (lots of) much free time to spend on eating and cooking, I still insist on eating regularly and at home.

2. Another effect of leaving the family is having to manage (everything) various aspects of my life better and without help. For instance, I have more time than before, and I can decide how to spend it. I do not need to (get) request permission to do anything. I have (made) created a study schedule for myself and have been following it day by day. It has already (taken) cost my parents (lots of) a large amount of money to (let) enable me to study here. Thus, I should manage my money (well) efficiently, by not buying luxury (things) items, comparing prices, and using coupons when I make purchases.

3. Finally, leaving my family and living by myself has been (good) beneficial for me because it made me (grow up) mature fast and (get) develop a sense of independence. It is very difficult for me to get used to this kind of life. Some (things) aspects of my life have changed and are different from before, such as my diet and my time and money management. However, I think I am (getting) experiencing an important and helpful (influence) education for my whole life. Such experiences are (good) beneficial for (all people) everyone.
Reference Words [Handbook, Section 5E]

Exercise 5.7: Reference Words (page 66)
Possible answers are:
1. Professor Davis told Professor Lawson that Professor Lawson’s students were hard workers.
2. If the nations of the world all agreed to apply the same policies, the policies would be more successful.
3. Athletics at the Olympic level requires dedicated daily training. Athletes actually spend years of their lives working towards their Olympic goal.
4. Our political campaign was helped by several unexpected global conflicts. These events changed the way that voters were thinking about us.
5. Mary told me that there were two ways to interpret the experiment’s results: one was that it was a well-conducted experiment and another was that its design was weak. The latter was an idea that I had not previously thought about.
6. The diplomats have refused to negotiate a ceasefire agreement, but their rejection is not acceptable.
7. The factory managers told the other employees that everyone working in the factory would be getting an increase in their pay.
8. We emailed the office of the daily newspaper about the latest news, but no one replied.
9. The typical romantic movie presents an unreal view of life.
10. Miguel said that I should be able to speak Spanish fluently because I lived in Chile for a long time.

Reducing Wordiness [Handbook, Section 5F]

Exercise 5.8: Reducing Wordiness in Sentences (page 67)
Possible answers are:
1. His argument is not very persuasive because he provides little evidence to support it.
2. After reading her report, we decided that the hiring policy regarding new workers should not be applied.
3. If economists based their recommendations only on the data from corporations, their recommendations would not be useful.
4. Mrs. MacDonald thinks that we should not support any politicians who promise that everything will become perfect if we vote for them.
5. Study skills are very important to help us in school.

Exercise 5.9: Reducing Wordiness in a Paragraph (page 68)
One possible answer:
People exhibit different types of behavior. Usually their attitudes and behavior depend on the education they received from their parents, which affects their future. My own experience is an example. My parents taught me good values and social attitudes, according to each situation of my life. To give me a model they also put into practice these values, and I grew up with those kinds of attitudes. They taught me honesty, integrity, and courtesy toward all.
Subject-Verb Agreement [Handbook, Section 5H]

Exercise 5.10: Subject-Verb Agreement (page 69)
Errors are underlined.
1. I Even though the answer is correct, the way in which you got the answer is not clear.
2. I Each of the twelve questions has only one correct answer.
3. C They decided to meet on Thursday to finish writing their programs, which are due on Friday.
4. I In order to solve these problems, we need to first look at what is causing them.
5. I Neither my teacher nor my advisor knows the answer.
6. C Many of the characters in the novel The Lord of the Rings are based on beings from Celtic mythology.
7. I Both of the societies that we are studying in our textbook right now seem to share a common ideological foundation.
8. C It has been proven that the majority of the population in each of those countries does not vote in the annual election.
9. I It is difficult to determine whether the parent or the child was to blame.
10. I The news these days is full of stories of violence.

Run-On Sentences and Sentence Fragments [Handbook, Section 5I]

Exercise 5.11: Fragments (page 70)
Errors are underlined.
In King Louis 14th's era, arts and new technologies were the most important ways of advertising. He and his court encouraged many kinds of arts and technology to represent the power of the king. In the field of art, he established an organization of painters and patronized many artists including famous sculptors and architects. The Académie Française was established at this time since he wanted scholars to be studying the French language and to be cultivating it. In the field of science, we can say that the establishment of the national astronomical observatory was one of his main achievements.

Exercise 5.12: Run Ons and Fragments (page 71)
Possible answers are underlined.
King Louis 14th demanded that the painters paint him as a god or mythological person and add more dignity to his portrait. The king in the paintings was thus painted wearing clothes of the emperors of ancient Rome and Greece to send a message that he was the legitimate successor of the ancient empires. In these paintings, there were also goddesses and legendary heroes around the king to impress people with his honorable character. Moreover, the height of the king in paintings was always bigger than his real height. All of the images were made to strengthen the authority of the king and government.

The famous palace of Versailles was designed to represent the authority and the power of the king in the clearest way. In this palace, many bureaucrats and noble families lived around the king, who was the center of the court. The paintings or statues of him, as well as his symbols, were placed everywhere in the palace. People were surrounded by works of art that were well planned to give a special impression. Therefore, it was difficult for citizens to be indifferent to the existence of the king at this palace.
Comma Splice [Handbook, Section 5J]

Exercise 5.13: Comma Splices (page 72)
Possible answers are underlined.

Everyone needs smiles! You need a smile, for example, when you feel lonely or blue. When you are happy, it takes no effort to smile because it is already there. However, when you feel down, it is good to smile. How? It is easy. Lift your lips’ edges. You do not need a big smile; just a little lift makes your mind lighter and warmer. I have to say that I do not know why this works, however, I have heard about a relationship between the physical and mental systems. They are interactive so that when you are happy, a smile appears on your face and when you make a smiling face, you can make yourself feel happy. After I heard about this, I tried it and it worked!

Relative Clauses: Restrictive and Non-Restrictive [Handbook, Section 5K]

Exercise 5.14: Comma Use in Relative Clauses (page 73)
Corrections are underlined.

The liver is the most important organ that is affected by alcohol. The liver, which is the largest organ in the body, removes or detoxifies poisons, germs, and bacteria from the blood, makes protein, and produces immune agents. Although direct damage from alcohol in the liver cells has not been reported, alcohol and its metabolites injure the liver by blocking its normal metabolism of proteins, fats, and carbohydrates. As a consequence, consuming alcohol on a regular basis causes fatty liver, alcoholic hepatitis, and alcoholic liver cirrhosis, which all prevent the normal functioning of the body. For example, blood may accumulate in the leg and in the abdomen. In addition, bleeding that cannot be stopped easily develops when the protein-making function of the liver is destroyed. Gallstones, itching, and jaundice, which is the yellowing of the skin and eyes, also result because of deteriorating bile metabolism. If the liver is not able to detoxify poisons from the blood, these toxins accumulate in the blood and finally in the brain. People who have these problems are likely to suffer from personality changes, mental symptoms, coma, and even death.

Parallel Structure [Handbook, Section 5L]

Exercise 5.15 Parallel Structure (page 74)
Possible answers are:

Governments frequently divert what science produces into war-related uses. The original reason for scientists inventing things is usually to improve technology and to help people live better. For example, the airplane was invented to shorten travel time, and dynamite was invented for people to remove mountains and to build houses there more easily. However, governments changed the purpose of those technologies. The airplane has been changed into a military equipment transporter or bomb carrier, and dynamite has been changed into a killing tool inside of these bombs. It is true that people spend a lot of money researching new technology for a better life; however, they spend a lot more money developing the new technology into new weapons.
Sentence Combining [Handbook, Section 5M]

Exercise 5.16: Combining Sentences (pages 75–76)
Possible answers are:

1. Memory is a vital quality of human thought because we would not be able to function in our daily activity without it.
2. Memory failures do happen frequently, and this causes many problems, such as forgetting important information that we studied for an exam.
3. When studying for an exam, you can use different techniques to improve how much you remember the important points like highlighting them in your textbook with a marker pen, writing a summary of them on file cards, or reciting them out loud to yourself.
4. Making up possible exam questions based on my class notes, a study method I learned from my aunt, a professor of psychology, has always been the most effective one for me.
5. When studying your class notes before a test, put the notes aside and then say the main points out loud, as if you are telling someone what they are, because this will help you remember them.
6. I learned a valuable study method that helped me a lot from my friend, William, who seems to remember his class notes very well.
7. William advised me not to leave my studying until just before a test, saying that I should have shorter study sessions of the same material every day, an approach he had found to be much more effective than trying to remember everything in one long study session.
8. Since memory is affected by repetition, highlight the important points in your textbook and read them again and again over a period of several days.
9. Some students use memory aids called mnemonics, like a made-up word, verse, or other verbal or visual device, to help them remember facts.
10. I found it hard to remember the colors of the rainbow until I learned a simple mnemonic, “Roy G. Biv,” that sounds like a person’s name, using the first letter of each color: red, orange, yellow, green, blue, indigo, violet.

Exercise 5.17: Using Specific Structures to Revise Sentences (page 77)
Possible answers are:

1. I very unwillingly took the course in trigonometry. [adverb]
2. The foundation of what we now call the Web was developed during the 1980s by Tim Berners-Lee with his work on information retrieval from distributed systems. [passive]
3. It was due to Stanley’s failure to arrive on time that we missed our flight. [divided sentence]
4. Because she had studied hard for the final examination in her Biology class, Janet was sure that she would do very well on it. [dependent clause]
5. Encouraged by her good results on the final History exam, Paulina thought that she might take a more advanced course in the next semester. [participial phrase]
6. Penicillin was discovered by Alexander Fleming when he observed that mold would not grow around a bacteria culture that he had unintentionally left uncovered. [passive]
7. Alfonso traveled happily to Ecuador, where his family was still living. [adverb]
8. I did not say “basketball.” I said it is at tennis that Enrico is very skilled. [divided sentence]
9. Wishing that I had studied harder for the spelling test, I arrived at school in a state of anxiety. [participial phrase]
10. Although it was not easy to develop a new research program to better understand how the sun transmits radiation, Professor Bigelow and her graduate students were successful in their work and published an article about it. [dependent clause]
Sentence Variety [Handbook, Section 5N]

Exercise 5.18: Creating More Variety in Sentence Structure (page 78)
One possible answer:

The use of fossil fuels, such as coal, natural gas, and oil, has increased greatly. Since such fuels are becoming harder to find, using more ethanol would be better than relying too much on these fuels. Ethanol has advantages that are clear, especially the fact that it can be made from many common crops, for example sugar cane, corn, and wheat. Despite the fact that growing more of these crops can help farmers increase their income, these crops are also needed as food for humans and livestock, requiring a choice to be made between growing crops for food and growing crops to manufacture ethanol. It is a difficult choice involving an ethical issue. Reducing the supply of food crops causes an immediate increase in food prices, but many of the world’s people are hungry and need these crops as food. However, with cheaper fuel, farmers who use fuel-powered equipment for planting and reaping crops can grow crops more efficiently, which can increase their production of crops.

Section 6. Punctuation

Period [Handbook, Section 6A]

Exercise 6.1: Period at End of Sentence: Run On (page 80)
1. Machines can be helpful if you understand them. Some people don’t like any machines.
2. When the sun is shining, I go swimming. When it rains, I go swimming too because I love swimming.
3. Compare the two trees. That one is a little bit taller than the other.
4. I would very much like to travel to foreign countries as soon as possible. Which ones I will go to will not be certain until I determine the costs of air travel.
5. The raw material of statistics is data or numbers. The data are the result of counting or measurement that assigns numbers to objects.
6. Biostatistics focuses only on biological and medical science areas. There are many biostatistics applications in clinical data.
7. Descriptive statistics is organizing and summarizing data to determine what information the data contain. To organize and summarize data, we can use methods such as order array or measuring the central tendency by mean, median, and mode for population or grouped data.
8. Diabetes can be divided into two categories. One is Insulin-Dependent Diabetes and the other is Non–Insulin Dependent Diabetes.
9. Both types of diabetes are related to excess glucose concentration in the blood. Each has its own causes, symptoms, and treatments.
10. There are many problems in the field of global education. Basically they arise from the fact that so many children do not attend primary school, so more advanced education is not possible.

Exercise 6.2: Period at End of Sentence: Correcting Errors (page 81)

She looked out to sea. To her left were some ships. Far beyond the ships, she saw some whales and dolphins. She saw only cliffs and crashing waves to her right. She decided then that she would try to find a ship that would accept her as a passenger for the long journey across the ocean. She was determined to cross the Pacific and begin her search.
Exercise 6.3: Period with Decimals (page 82)
1. 3.04 2. $64,000.00 3. 1.06 4. 7.86 5. $2,000,000.02 6. 14.14

Question Mark [Handbook, Section 6B]

Exercise 6.4: Question Mark and Period (page 83)
The detective sat in his office thinking about the strange events at the time of the crime. These were his thoughts: Who was the second witness? Why had she vanished so quickly? There were many people who wanted to know. He knew that Anne wanted to know. Sally had asked questions about it. Andrew had also made inquiries. James, however, had asked only two questions. He had asked when the crime occurred. He had also asked why it had been committed. That was very strange. Why had James not asked about the second witness? Did he perhaps know where she was? It would probably be a good idea to question James about his movements after the crime.

Exclamation Point [Handbook, Section 6C]

Exercise 6.5: Exclamation Point for Strong Feeling (page 84)
1. Oh, no!
2. Is the weather bad?
3. The painting was rather unusual, with a turtle shown in a strange mixture of green, blue, pink, and various shades of red.
4. How strange!
5. Who is that man carrying the book?
6. Stop, thief!
7. Are you willing to speak to the ambassador?
8. What an amazing opportunity!

Exercise 6.6: Exclamation Points, Periods, or Question Marks in a Conversation (page 85)
Customer: How much is this pair of shoes?
Clerk: Ninety-nine dollars.
Customer: That’s so expensive!
Clerk: Not really, considering what they are made of.
Customer: What are they made of?
Clerk: A special, rare material originally designed for astronauts’ boots for use in outer space.
Customer: How amazing! Perhaps I’ll buy a pair.

Comma [Handbook, Section 6D]

Exercise 6.7: Comma after Introductory or Transitional Words and Phrases (page 86)
1. It is customary to place a comma after introductory or transitional words and phrases. [NO CHANGE]
2. Remembering all the serious obstacles faced the previous year, Janet refused to try again.
3. Having defeated the enemy, our military forces were withdrawn as soon as it was safe to do so.
4. As a means of repairing torn cloth, nothing could be better than this special machine.
5. Being a lazy student from my earliest schooldays, I naturally found it hard to pass examinations.
6. George had learned little and had made few friends by the end of the third term. [NO CHANGE]
7. After speaking to his bank manager, the wheat farmer was able to get a loan to enable him to continue farming for another year.
8. At the restaurant, Ivan and Olga met many journalists whom they had not seen for fifteen years.
9. The letters that were addressed to me were finally delivered to the right address. [NO CHANGE]
10. Except for the writing class, my studies at the Language Institute are very easy.
11. After understanding English comma usage, the students will find all the other marks of punctuation relatively easy.
12. Moreover, it was absolutely impossible for the ambassador to visit the Prime Minister.

Exercise 6.8: Comma after Introductory Clause (page 87)
1. When winter comes, I will go skiing.
2. He will buy a bag of oranges if he goes to the supermarket. [NO CHANGE]
3. After Leo's cousin arrives in Tasmania, they will travel together to the north of the island.
4. Very many students agree that the university offers excellent courses. [NO CHANGE]
5. Unless they can travel to an English-speaking country, students must learn the language in their own countries.
6. Students who want to learn English travel to English-speaking countries if they can. [NO CHANGE]
7. Because certain unusual events have occurred, the detectives are investigating the case.
8. Many people do not smoke because it would affect their health. [NO CHANGE]
9. This exercise will end at number ten so that the students can have a rest. [NO CHANGE]
10. Since you have worked so hard at this exercise, you may now stop for a break.

Exercise 6.9: Comma before Coordinating Conjunctions Linking Independent Clauses (page 88)
1. There has been an increase in the popularity of volleyball, and many more spectators are attending the games.
2. Some of the tennis players were doing special exercises to improve their game, but others were just relaxing in the clubhouse.
3. The women from that country did not like golf, nor did they like cricket.
4. Igor will travel to Uruguay to start a new branch of his business, or he will stay in his country for two more years and then go to Uruguay.
5. My chemistry teacher keeps very busy since he also does a lot of research. [NO CHANGE]
6. Eddie was ready to fight them, but they did not come near him because they were afraid of him.
7. Jane gave me advice and I succeeded. [NO CHANGE]
8. As it was the only drink available at the small cafeteria, we drank many cups of strong coffee.
9. The research teams in the computer industry always try to find out what the competition is working on, and they then try to bring out similar or better products.
10. To make a good pizza at home, you should have the right ingredients and prepare them in the right way.
Exercise 6.10: Comma with Lists of Words, Phrases, or Clauses (page 89)

1. Books, papers, bottles, cans, pens, and pencils were lying scattered on the floor of the room.
2. Jennifer decided to study economic theory, business administration, personnel management, and computer programming.
3. Jennifer’s sister could not decide whether to study art, French, or linguistics.
4. James refused to go to the store because it was raining very hard, because he felt tired, and because there was enough food in the house.
5. If a politician smiles at you, promises you something wonderful, claims to have done many good things, or criticizes his opponents, you can guess that there must be an election soon.
6. Financial advice, loans, and credit cards were all offered by the new bank.
7. The travel advertisement promised an ideal holiday in South America, with visits to Brazil, Paraguay, Argentina, and Chile.
8. The journalist said that all countries need to diversify their energy sources, find more fossil fuels, and conserve fuel supplies in order to ensure that energy resources are adequate.
9. The complaints to the mayor mentioned problems with parking facilities, traffic flow, public transportation, unsafe pedestrian crossings, and special paths for bicycles.
10. Swimming, walking, jogging, and wrestling are all good forms of exercise for busy students.

Exercise 6.11: Comma with Coordinate Adjectives (page 90)

1. Senator Pulinski is a tough, outspoken critic of the President’s foreign policy.
2. Matilda bought a beautiful, bright blue winter coat. [NO CHANGE]
3. It was a difficult, bumpy, long, twisting road that led to the farmhouse on the side of the mountain.
4. The student said that her history class was always interesting, very informative, and quite stimulating.
5. Due to a severe, system-wide problem with spam and viruses, our company installed a complicated computer protection program on all our machines. [NO CHANGE]
6. Our walk in the woods turned out to be cold, wet, and tiresome, instead of the pleasant, relaxing stroll that we had expected.
7. The best exhibit in the art gallery was a ten-foot-wide, concrete and metal statue of a horse and rider.
8. The Queen’s chefs prepared a delicious, mildly-spicy, special dish for her fifteen dinner guests.
9. Antonio told us that the people he met were helpful, kind, and hospitable.
10. The Himalayas, where Mount Everest is located, are a huge, awe-inspiring mountain range in Asia.

Exercise 6.12: Comma with Quotations (page 91)

1. Yoo-Jin wrote, “These two advertisements can be compared in several aspects.”
2. “The women’s salaries are higher than the average salary of men in that business,” asserted Nina.
3. “Mr. Kipling,” I asked, “When did you write that patriotic poem?”
4. Yuki stated emphatically, “My company’s products are the best in the world!”
5. “This design will appeal to young, fashionable people. We must use it in our next product,” said the artist to the manager.

6. “I prefer,” said Hannah, pointing at the book, “to stay at home alone to read this. It’s so interesting! It’s about English grammar.”

7. “The style and purpose of this musical composition are fascinating,” said Jessie.

8. “Online purchases were more than half of the sales in the first quarter, signifying a major new direction for the company,” according to a report released by Frew and Macmillan Corporation.

9. A professor of business studies wrote, “In electronic transactions, transparency of price, design, availability, and supplier produces more choices and better pricing.”

10. “Industrial development near the city is the key to our progress,” announced the mayor.

Exercise 6.13: Comma with Abbreviations (page 92)
1. The Institute teaches many things very well, e.g., grammar and writing.

2. The important issue in this election is tax credits for individual citizens, i.e., indirectly returning some funds to them.

3. During the test you must remove all bags, books, papers, etc., from the desk.

4. Smith, et al., wrote the book about prehistoric times that I studied in my anthropology course.

5. Abbreviations should be limited to situations where they help the reader, i.e., when comprehension would be increased by using them.

6. Take some extra food, clothing, etc., on this trip because it may take longer than planned. [NO CHANGE]

7. I do not support the program promoted by Mr. Ross, et al.

8. There are some very good books that you can use to learn about numbers and data analysis, e.g., Statistics and Number Magic, which was recently published.

Exercise 6.14: Comma with Contrasting or Interrupting Elements or Those Needing Separation for Clarity (page 93)
1. These blue flowers, by contrast, do not eat insects.

2. This computer, though excellent, is not the type they need.

3. Therefore, the square of the hypotenuse is equal to the sum of the squares of the other two sides.

4. Would you like to sing now, Ms. Johnson?

5. Our shoes are, you know, the best available even if they are the most expensive.

6. Students who want to attend college must be very diligent. [NO CHANGE]

7. Sounding quite excited, she spoke about her trip to New Zealand.

8. I accepted the suggestion of painting the walls red and orange because the room needed brightening. [NO CHANGE]

9. Will you please be as quiet as possible during the recording? [NO CHANGE]

10. Secondly, place the apples in a dish with the other fruit.

11. My uncle’s boat, which I had often played in, was lost in last week’s hurricane.

12. Our reading teacher bought a fine car from the second hand car dealer on Forbes Avenue. [NO CHANGE]

13. We arrived in this great city in September of 1977. [NO CHANGE]

14. Angela, despite her injured foot, won the long jump.

15. This book, not the one that is on the table, is his.

16. I think that, given no serious or unexpected obstacles, we will complete our research program before the middle of March.
Semicolon [Handbook, Section 6E]

Exercise 6.15: Semicolon with Independent Clauses (page 94)

1. When you arrive at school today, go and see the principal’s secretary; she has a letter for you.
2. Do not go back to the beginning; if you make a mistake just keep going until you finish the job.
3. There was a variety of objects lying on the floor: old books, most of them with torn covers; sheets of paper, thrown down by the clerks; empty containers, which had obviously been used for paint; and many empty shoeboxes.
4. After the party we returned to school, driving along the old highway, a dangerous road; luckily for us, we made it back safely.
5. In order to use the machine you should first remove the dust cover; then press the green button, which starts the motor going; then turn the speed control, at the top left, to the desired speed; and, finally, adjust the heat control to the desired temperature.
6. The traveling circus transported many things, including large tents; animals, safely secured in cages; musical instruments of all types; and costumes that were specially designed for each performer.
7. The film, which was very interesting, helped us to understand the special uses of magnetism, electricity, and heat; and the presentation, as usual at such conferences, was followed by a general discussion.

Exercise 6.16: Semicolon (page 95)

1. On the cover of the catalog there were pictures of an electronic clock, selling for only $10; a steam iron, which cost $22.99; a gift-wrapped box, with no indication of what was inside it; and a camera, complete with flash and leather carrying case.
2. A lot of money is spent on preserving our nation's water supply, which involves taking care of rivers, lakes, dams, and reservoirs; but it remains a difficult task.
3. Everything went wrong yesterday: the children, who were late for school, started fighting; my car, bought just a month earlier, would not start; my best friend, recently recovered from a serious illness, called to say he was feeling sick again; and my boss, a pleasant, kind man, told me that I might lose my job.
4. Our expert advisors can help your business grow; call soon and ask for Ms. Fontaine or Mr. Legrand.
5. The first problem is that, in order to pay college fees, students must get loans, grants, or scholarships; and the second problem is that they must study hard to pass the difficult exams.

Colon [Handbook, Section 6F]

Exercise 6.17: Colon (page 96)

1. They purchased many things after winning the lottery: two new cars, a vacation home, and a boat.
2. She read two long novels over her winter break: Anna Karenina and The Tale of Genji.
3. Our class meets on Tuesdays at 9:45, not 8:45.
4. In the introduction to his famous book, The Origin of the Species, Charles Darwin begins:

When on board H.M.S. “Beagle,” as a naturalist, I was much struck with certain facts in the distribution of the organic beings inhabiting South America, and in the geological relations of the present to the past inhabitants of that continent. These facts, as
will be seen in the latter chapters of this volume, seemed to throw some light on the origin of the species—that mystery of mysteries, as it has been called by one of our greatest philosophers.

5. The young boy had the following in his pockets: string, used chewing gum, pebbles, a catapult, some pennies, twigs, a broken pencil, and a few marbles.

6. The Japanese poet Basho once said: “Do not seek to follow in the footsteps of the wise; seek what they sought.”

7. Professor Jones began to write the recommendation letter for her best student, which began,

To the Admissions Committee:

I am writing in support of Clara Morgan’s application to your PhD program in Civil Engineering.

8. For this recipe, use a ratio of 3:1 (three to one)—three parts water and one part rice.

9. The odds against my horse winning are 5:2 (five to two).

10. As Ismael cleaned his room, he found he following items under the bed: a dirty sock, two of his favorite comic books, and the homework assignment he could not find the night before.

11. To his surprise, Guiseppe found three English proverbs that referred to Rome: “All roads lead to Rome,” “Rome was not built in a day,” and “When in Rome, do as the Romans do.”

12. Leilani’s daily work schedule is as follows: check for mail, reply to urgent letters, attend meetings, have a business lunch, work with the planning department, and finally attend to mail orders.