Contents

List of Reference Charts ........................................... xv

Chapter 1. Tools for Language Learning ................... 1
  Parts of Speech  1
  Sentences  6
  Dictionaries  14

Chapter 2. Verb Tenses ........................................... 19
  Present Tenses  21
  Past Tenses  26

Chapter 3. Modals ............................................... 36
  Time  38
  Ability  38
  Necessity  40
  Advisability and Hindsight  41
  Expectation  42
  Options  43
  Certainty and Lack of Certainty  44
  Polite Forms  49

Chapter 4. Passive Voice ....................................... 52
  Forming Passive Voice Verb Phrases  52
  Reasons to Use Passive Voice  55

Chapter 5. A/an and the ......................................... 60
  Count Nouns and Noncount Nouns  61
  Article Use: Singular Count Nouns  65
  Article Use: Plurals and Noncount Nouns  67
  Generic Use of Nouns  71
  Helpful Guidelines  72

Chapter 6. Subject-Verb Agreement........................... 78
  Agreement  78
  Troublesome Subjects  79
Chapter 7. Modifiers and Comparisons .................. 86
  Modifiers of Nouns  87
  Adverbs  92
  Comparisons  95

Chapter 8. Gerunds and Infinitives ...................... 100
  Gerunds  100
  Infinitives  104
  Make, Let, and Have  114

Chapter 9. Parallel Structure .............................. 116
  Using Parallel Structure  116

Chapter 10. Subordination and Transition:
  Adverb Clauses ............................................ 119
    Ways to Connect Ideas  121
    Troublesome Subordinating Conjunctions  124
    Troublesome Transitional Expressions  128
    A Few More Troublesome Expressions  131
    Using Transitional Expressions to Organize
      an Essay  132

Chapter 11. Adjective Clauses ............................. 136
  Subject Adjective Clauses  137
  Object Adjective Clauses  139
  Preposition Adjective Clauses  143
  Restrictive versus Nonrestrictive
    Adjective Clauses  147
  Adjective Clauses with Whose  148
  Other Uses of Which Clauses  150
  Adjective Clauses with of Which or of Whom  150

Chapter 12. Noun Clauses.................................. 153
  Noun Clauses with Question Words  153
  If Noun Clauses  155
  That Noun Clauses  156
  That Noun Clauses versus Noun Clauses with
    Question Words  157
  It Sentences with Noun Clauses  159
  Noun Clauses as Complements  160
  The Formal Sequence of Tenses for
    Reported Speech  163
Chapter 13. Subjunctive Verb Forms ....................... 166
  Ordinary Conditionals (“Real” Conditionals) 166
  Hypothetical Conditionals (“Unreal” Conditionals):
    Present/Future Time 169
  Hypothetical Conditionals (“Unreal” Conditionals):
    Past Time 172
  Hypothetical Conditionals (“Unreal” Conditionals):
    Mixed Time 174
  Hidden and Implied Conditionals 175
  Rare Forms 178
  Subjunctive Complements 179
  Wish 182

Chapter 14. Participial Phrases .......................... 186
  Adjectival Participial Phrases 187
  Time Relationships in Participial Phrases 191
  Adverbial Participial Phrases 194
  Other Participial Phrase Forms 196

Chapter 15. Readings ...................................... 198
  Reading Poetry 198
  Reading Prose 201

Appendix: Words from the Academic and
  University Word Lists .................................... 211

Answer Key .................................................... 223