

Commonly Confused Words—I

Directions: Choose the word or phrase that is used correctly. Examples of correct usage of commonly confused words are covered in *The Only Grammar Book You'll Ever Need*, pages 6–18.

1. Let's try to get together (a) a (b) an hour before the meeting.
2. "This is (a) a (b) an heck of a way to start the day!"
3. I'm surprised to see that (a) a lot (b) alot of the foliage has already changed.
4. That is the supervisor who will (a) a lot (b) allot the merit raises for the entire staff.
5. I think my grandmother has given me every recipe I want (a) accept (b) except my favorite one.
6. Give me the courage to (a) accept (b) except the things I cannot change.
7. How easily will pets (a) adapt (b) adopt to changes in environment?
8. Cassie's best friends have gone to Russia to (a) adapt (b) adopt a new baby.
9. New hires often look for mentors to (a) advise (b) advice them on the inner workings of the company.
10. "My (a) advise (b) advice is to start getting to work on time," the supervisor said sharply.

Answer Key: 1. b; 2. a; 3. a; 4. b; 5. b; 6. a; 7. a; 8. b; 9. a; 10. b.

Apostrophes in Contractions

Directions: Combine the underlined words into contractions. Correct usage of contractions is covered in *The Only Grammar Book You'll Ever Need*, page 87.

1. If you have never seen *Star Wars*, tune in tonight.
2. David and Arlene will not ask for help with the party.
3. This is not what I ordered!
4. I will help you every chance I get.
5. When Ramon gets here, he will call the others.
6. If you are going to Chicago, what direction will you travel?
7. If Gail has not come to see you at the meeting, call Leo.
8. I have never seen anything like what I saw at the museum.
9. She is walking around in the yard.
10. Since it is your turn to pay, I plan to order a steak.

Answer Key: 1. you've; 2. won't; 3. isn't; 4. I'll; 5. he'll; 6. you're; 7. hasn't; 8. I've; 9. She's; 10. it's.

Dangling Modifiers

Directions: Reword the sentences to eliminate dangling modifiers. Correcting dangling modifiers is covered in *The Only Grammar Book You'll Ever Need*, pages 114–115.

1. After getting a new paint job, reupholstering was now needed for the car.
2. Looking closely, the watch proved to be a fake to the buyer.
3. At three, Dad taught me how to ride a bicycle.
4. Still in the lobby getting candy, the movie began.
5. Indicted for mail fraud, the lawyer advised the client.
6. Coming into the room, the seats were out of order.
7. Chasing the robber, Alex's ankle was broken when he fell down stairs.
8. Carrying six bags of luggage across the lobby, the wheelchair-bound tourist was helped by a porter.
9. Playing basketball, Gerald's nose was accidentally broken by Norris.
10. To get the bill passed, concessions were given by each side.

Answer Key: (Answers may vary) 1. After getting a new paint job, our car needed reupholstering; 2. Looking closely, the buyer proved the watch was a fake; 3. Dad taught me how to ride a bicycle when I was three; 4. The movie began while I was still in the lobby; 5. The lawyer advised the client who had been indicted for mail fraud; 6. When I came into the room, I saw the seats were out of order; 7. Alex's ankle was broken when he fell down stairs chasing the robber; 8. The wheelchair-bound tourist was helped by a porter who was carrying six bags of luggage across the lobby; 9. Gerald's nose was accidentally broken by Norris when they were playing basketball; 10. To get the bill passed, each side gave concessions.

Commonly Confused Words—II

Directions: Choose the word or phrase that is used correctly. Examples of correct usage of commonly confused words are covered in *The Only Grammar Book You'll Ever Need*, pages 6–18.

1. What (a) affect (b) effect will the latest speeding ticket have on your driving record?
2. You hope the ticket will not (a) affect (b) effect your record too badly.
3. Clara will (a) annoy (b) aggravate Clarence if she spends too much money.
4. Clarence will (a) annoy (b) aggravate the situation if he insists on watching every penny Clara spends.
5. Ms. Carlson, the teacher's (a) aid (b) aide, called to say my son had been in an accident at school.
6. Ms. Carlson said she had quickly administered first (a) aid (b) aide.
7. Are we (a) all ready (b) already to start the meeting?
8. You were late, and we (a) all ready (b) already started the meeting without you.
9. Cloe was a little ill yesterday, but she feels (a) all right (b) alright today.
10. Is it (a) all right (b) alright with you if I leave now?

Answer Key: 1. b; 2. a; 3. a; 4. b; 5. b; 6. a; 7. a; 8. b; 9. a; 10. a.

Apostrophes with Possession

Directions: Determine which word uses apostrophes correctly. Correct usage of apostrophes for possession is covered in *The Only Grammar Book You'll Ever Need*, pages 87–90.

1. (a) Diana's (b) Dianas' purse is missing.
2. The seven (a) swan's (b) swans' necks were arched.
3. All the (a) children's (b) childrens' crayons were scattered on the floor.
4. The question of who would keep the cat was the hardest part of (a) Rita and Luke's (b) Rita's and Luke's breakup.
5. (a) Albert's (b) Alberts' speech was fascinating.
6. The five (a) employee's (b) employees' raises were under consideration.
7. President John (a) Adam's (b) Adams' son John Quincy Adams was the sixth president.
8. (a) Susie's (b) Susies' car is a blue convertible.
9. Three (a) neighbor's (b) neighbors' houses were destroyed in the fire.
10. During the training session, six (a) monitor's (b) monitors' screens suddenly went blank.

Answer Key: 1. a; 2. b; 3. a; 4. a; 5. a; 6. b; 7. b; 8. a; 9. a; 10. b.

Commonly Confused Words—III

Directions: Choose the word or phrase that is used correctly. Examples of correct usage of commonly confused words are covered in *The Only Grammar Book You'll Ever Need*, pages 6–18.

1. The family was (a) all together (b) altogether for the reunion.
2. What Aunt Opal said at the reunion was (a) all together (b) altogether too unacceptable.
3. Mary, Sue, and Juanita are (a) alumni (b) alumnae (c) alumnus (d) alumna of the same school.
4. Juanita's sister Mercedes is an (a) alumni (b) alumnae (c) alumnus (d) alumna of Hillbrook High School.
5. Will all the (a) alumni (b) alumnae (c) alumnus (d) alumna please assemble in the auditorium?
6. Marcus, an (a) alumni (b) alumnae (c) alumnus (d) alumna of Zion High School, received the "Male Athlete of the Year" award.
7. I was under the (a) allusion (b) illusion that dinner would be provided at the evening event.
8. That (a) allusion (b) illusion about raining forty days and forty nights came from the Bible.
9. Robby said he wouldn't (a) altar (b) alter his plans just to accommodate Rita.
10. The bride and groom placed a rose on the (a) altar (b) alter.

Answer Key: 1. a; 2. b; 3. b; 4. d; 5. a; 6. c; 7. b; 8. a; 9. b; 10. a.

Commas in a Series

Directions: Determine where commas are needed. Examples of correct usage of commas in a series are covered in *The Only Grammar Book You'll Ever Need*, pages 91-92.

1. Pass the salt pepper and ketchup.
2. The hot spicy sandwich was just what Erica wanted.
3. Judy left her files laptop mouse and pens in the outer office.
4. Please bring bottled water diet sodas and iced tea to the picnic.
5. The long complicated puzzles were beyond me.
6. In the trunk in the attic we found old letters a diary postcards and an address book.
7. Causes of the conflict included debates over monetary policy questions of enforcement of existing laws and dissatisfaction with certain officials.
8. Three things I'll never eat are porcupine reindeer steak and grasshoppers.
9. I still need to water the grass wash some clothes do my exercises and clean out the car.
10. Jake's favorite movies are *Casablanca Nashville The In-Laws* and *Cars 2*.

Answer Key: 1. . . . salt, pepper, and 2. . . . hot, spicy 3. . . . files, laptop, mouse, and pens 4. . . . bottled water, diet sodas, and 5. . . . long, complicated; 6. . . . letters, a diary, postcards, and 7. . . . monetary policy, questions of enforcement of existing laws, and ; 8. . . . porcupine, reindeer steak, and 9. . . . grass, wash some clothes, do my exercises, and ; 10. . . . *Casablanca, Nashville, The In-Laws, and Cars 2*.