

## Commonly Confused Words—VII

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**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. Are camels native to every (a) desert (b) dessert on earth?
2. I can't decide whether to have chocolate pie or vanilla ice cream for (a) desert (b) dessert.
3. The (a) discreet (b) discrete divisions of the company will each hold a separate summer picnic.
4. Please be (a) discreet (b) discrete in what you post on Facebook.
5. The (a) dual (b) duel aims of the meeting are to review strategy for this week and to plan for next week.
6. The Alexander Hamilton and Aaron Burr (a) dual (b) duel took place on July 11, 1804.
7. Thousands of people tried to (a) emigrate (b) immigrate from the dictator's harsh regime.
8. Those who (a) emigrate (b) immigrate from other countries often encounter culture shock.
9. Please (a) ensure (b) insure this ring for \$5,000.
10. To (a) ensure (b) insure that you are safe at night, be sure to lock all the windows and doors.

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

## Commonly Confused Words—VIII

**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 cold wind seemed to (a) envelop (b) envelope me as soon as I stepped outdoors.
2. Leave the stamped (a) envelop (b) envelope in your mailbox for the letter carrier to pick up.
3. Please e-mail (a) everyday (b) every day while you are away on this trip.
4. Our company's (a) everyday (b) every day cost-cutting measures will mean more profits.
5. I hope this is just a (a) faze (b) phase my two-year-old is going through!
6. Did you think the tantrum you threw last night would (a) faze (b) phase me?
7. No (a) fewer (b) less than ten people called to congratulate Thomas on his promotion.
8. This bottle has (a) fewer (b) less water than the one you're carrying.
9. I'm going to (a) forego (b) forgo the extra calories at lunch and have dessert tonight.
10. I hope Victor's reputation as a hard worker will (a) forego (b) forgo his interview for the promotion.

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

## Commonly Confused Words—IX

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**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. I'm thrilled that my name is mentioned in the (a) foreword (b) forward of the new book.
2. Let's go (a) foreword (b) forward with our discussion about a merger.
3. I did so (a) good (b) well on the placement test that I think I'll get the next available job.
4. William's score was (a) good (b) well enough to impress the hiring committee.
5. Can you (a) hear (b) here me now?
6. I'm standing right (a) hear (b) here in the next room.
7. (a) I hope (b) Hopefully the rain will end in time for the fireworks tonight.
8. We were saddened by the picture of the starving children gazing (a) I hope (b) hopefully at the sky.
9. Annabelle meant to (a) imply (b) infer that she would never go out with Anthony.
10. Anthony did not (a) imply (b) infer that dating Annabelle was a lost cause.

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

## Commas in Addresses

**Directions:** Determine where commas are needed. Correct usage of commas in addresses is covered in *The Only Grammar Book You'll Ever Need*, page 95.

1. Send the payment to Frank House, 258 Elm Street, Ransville, IN 43004.
2. The package arrived at 3 Riverside Drive Apartment, 4 Reno Nevada, 89501.
3. The W. C. Handy Blues and Barbecue Festival is held in Henderson, Kentucky.
4. I'm happy to call Dallas, Texas, my hometown.
5. A resident of the condominium at 1467 Angel Avenue, Perrytown, Florida, was under investigation.
6. The surprise party will take place at 594 Berry Boulevard in <sup>none</sup> Armond Heights.
7. Will you forward my mail to Sarah Robinson, 999 Hillcrest Street, Chicago Illinois, 60601?
8. I'll be in Seattle, Washington, until the first of the month.
9. Meet me in Ames, Iowa.
10. Have you ever visited Portland, Oregon, or Portland, Maine?

**Answer Key:** 1. . . . House, 258 Elm Street, Ransville, IN 43004; 2. . . . Drive, Apartment 4, Reno, . . . ; 3. Henderson, Kentucky; 4. . . . Dallas, Texas, . . . 5. . . . Avenue, Perrytown, Florida, . . . ; 6. (no commas necessary); 7. . . . Robinson, 999 Hillcrest Street, Chicago, . . . ; 8. . . . Seattle, Washington, . . . ; 9. . . . Ames, Iowa; 10. . . . Portland, Oregon, or Portland, Maine?

## Other Uses for Commas

**Directions:** Determine where commas are needed. Other correct usage of commas is covered in *The Only Grammar Book You'll Ever Need*, pages 95–96.

1. Andrea is consulting with Don Ebson, D.D.S., about her loose tooth.
2. We originally met on September 20, 2012.
3. The family consulted with Ed Shuttleworth, M.D., before making a decision.
4. The Anderson family reunion will begin on November 15.  
*none*
5. Our club has collected 10,254 aluminum cans to recycle.
6. A visit to Dundee, Scotland, is on my bucket list.
7. Our first date was on January 27.  
*none*
8. Petra's baby arrived on Saturday, June 3, 2012, at 7:25 A.M.
9. Do you remember our vacation in December 2010?  
*none*
10. The meeting will be on Friday, June 25, 2013, at 2 P.M.

**Answer Key:** 1. . . . Ebson, D.D.S., . . . 2. . . . September 20, 2012; 3. . . . Shuttleworth, M.D., . . .  
4. (no comma necessary); 5. . . . 10,254 . . . 6. . . . Dundee, Scotland, . . . 7. (no comma necessary);  
8. . . . Saturday, June 3, 2012, . . . ; 9. (no comma necessary); 10. . . . Friday, June 25, 2013, . . .

## Colons

**Directions:** Determine where colons are needed. Correct usage of colons is covered in *The Only Grammar Book You'll Ever Need*, pages 96–97.

1. In the car, we found these items;a flashlight, a cell phone charger, and a bottle of soda.
2. My book club read *Sign Language;An Aid for the Hearing Impaired*.
3. Every meeting begins at 9:45.
4. Dear Sir or Madame:
5. The citation read Jenkins, Judy. *Voices of the Night*. New York:Random House, 2007.
6. The act was booked for three reasons;it draws a large crowd, its members have talent, and we could afford it.
7. Our family has nothing but praise for the teacher;she has been helpful, she has stayed late to tutor our daughter, and she has kept us informed of our daughter's progress.
8. Most of my research was from an article in the first page of *Texas Towns and Trails* 45.
9. I'm considering trips to the following cities;Miami, Denver, Phoenix, and Nashville.
10. To Whom It May Concern:

**Answer Key:** 1. . . . items: a . . . ; 2. . . . Language: An . . . ; 3. . . . 9:45 . . . ; 4. Madame: . . . ; 5. . . . York: Random . . . ; 6. . . . reasons: it . . . ; 7. . . . teacher: she . . . ; 8. . . . 4:5; 9. . . . cities: Miami . . . ; 10. . . . Concern:

## Run-On Sentences

**Directions:** Decide if the group of words is an incorrect sentence (a fused sentence or a comma splice) or a correct sentence. Correcting run-on sentences is covered in *The Only Grammar Book You'll Ever Need*, pages 124–125.

1. The new computer has arrived someone has to <sup>incorrect</sup> install it.
2. Call me when you leave, and I'll know you'll be home in about <sup>correct</sup> twenty minutes.
3. Jamal wanted to relax by watching television all that was on were reruns of shows he'd already seen. <sup>incorrect</sup>
4. This cup has a leak in the bottom my coffee is seeping out onto my desk. <sup>incorrect</sup>
5. Several of the brick pavers in the driveway were loose; they caused a slight bump. <sup>correct</sup>
6. In the mall, one store had my brand of sneakers on sale for \$40; another store had the same shoes for \$90. <sup>correct</sup>
7. Some of the players were out with the flu, still others had missed a flight. <sup>incorrect</sup>
8. The Nelson DeMille book I'm reading is really good, it deals with the investigation of an airplane crash. <sup>incorrect</sup>
9. I can't find Rosie's telephone number; I don't know how to get in touch with her. <sup>correct</sup>
10. Mercedes and I listened to the new CD, we were not impressed. <sup>incorrect</sup>

**Answer Key:** 1. incorrect; 2. correct; 3. incorrect; 4. incorrect; 5. correct; 6. correct; 7. incorrect; 8. incorrect; 9. correct; 10. incorrect.

## Commonly Confused Words—X

**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. From the east parking lot, go (a) in (b) into the building on your left.
2. Even though it's now June, the water (a) in (b) into Lake Barker is still freezing.
3. (a) It's (b) Its so nice to be back home again.
4. The kitten looks happy to be back in (a) it's (b) its home.
5. If I could just (a) lie (b) lay (c) laid (d) lain down for fifteen minutes, I'd feel refreshed.
6. Where have I (a) lie (b) lay (c) laid (d) lain my cell phone?
7. I have (a) lie (b) lay (c) laid (d) lain on that hard mattress too long and now my back hurts.
8. To store the wine properly, (a) lie (b) lay (c) laid (d) lain the bottle on its side.
9. After Barb lost ten pounds, her clothes felt too (a) loose (b) lose.
10. Barb decided to try to (a) loose (b) lose ten more pounds.

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

## Commonly Confused Words—XI

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**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. You (a) might of (b) might have missed seeing your brother when you came in the back door.
2. After working three hours, I think we (a) might of (b) might have found the solutions to the algebra problems.
3. If Carlos had started his exercise routine an hour ago, he (a) could of (b) could have been finished now.
4. Darnell and Darrell realized they (a) could of (b) could have been at the same concert.
5. “We make quite a (a) pair (b) pear, don’t we?” Ernesto whispered to Elaine.
6. Do you have that recipe for (a) pair (b) pear salad with blue cheese?
7. Now that the storm has (a) passed (b) past, let’s resume our tennis game.
8. In the (a) passed (b) past, all Frank wanted to do was focus on his career.
9. Let’s sneak a (a) peak (b) peek (c) pique at the new stadium that’s being constructed.
10. The (a) peak (b) peek (c) pique of this mountain is over 12,000 feet above sea level.

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

# Semicolons

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**Directions:** Determine where semicolons are needed. Correct usage of semicolons is covered in *The Only Grammar Book You'll Ever Need*, pages 97-99.

1. While in the meeting, I told a white lie, now I'm going to tell the truth.
2. The police have arrived at the scene, everyone has taken cover.
3. I'd like to have some ice cream, on the other hand I need to watch my weight.
4. The victim's cell phone showed five calls had come in, the detective noted each number.
5. We've run out of soda, because of this I'm going to the grocery.
6. Columbus sailed in 1492, his three ships were the *Niña*, the *Pinta*, and the *Santa Maria*.
7. In past years, the conference has been held in New York, Springfield, Missouri, Columbus, and Franklin, Tennessee.
8. You were not at our wedding, if you had been, you would have already met my bride.
9. I enjoy many activities with friends, for example, tonight we're playing board games.
10. Our cat is perched on the living room ledge, our dog is asleep by the television.

**Answer Key:** 1. . . . lie; now . . . . 2. . . . scene; everyone . . . . 3. . . . cream; on . . . .  
4. . . . in; the . . . . 5. . . . soda; because . . . . 6. . . . 1492; his . . . . 7. . . . New York; Springfield, Missouri;  
Columbus; and Franklin, . . . . 8. . . . wedding; if . . . . 9. . . . friends; for . . . . 10. . . . ledge; our . . . .

## Hyphens

**Directions:** Determine where hyphens are needed. Correct usage of hyphens is covered in *The Only Grammar Book You'll Ever Need*, pages 99–102.

1. When he turned thirtythree, Jeremy took a trip to Ireland.
2. Herbert Hoover was the thirty-first president of the United States (19291933).
3. The dog knocked over the trash can, so now we have to recollect the garbage.
4. Studies show that twothirds of the city is in favor of a new highway.
5. The teacher wants to instill selfrespect in his students.
6. That big box computer store down the street is running a special.
7. I need to cook for Thanksgiving dinner, so surfing the Internet is a low priority pastime right now.
8. All punctuation marks are covered in *The Only Grammar Book You'll Ever Need* (pp. 79112).
9. AntiAmerican sentiment rose after the politician's televised speech.
10. The company will enact the state mandated regulations beginning June 1.

**Answer Key:** 1. thirty-three; 2. 1929–1933; 3. re-collect; 4. two-thirds; 5. self-respect; 6. big-box; 7. low-priority; 8. 79–112; 9. Anti-American; 10. state-mandated.

# Transitional Words and Phrases

**Directions:** Read the paragraph and decide which transitional word or phrase in the list should be inserted. Transitional words and phrases are covered in *The Only Grammar Book You'll Ever Need*, pages 125-128.

**Word List:** ~~also~~ • ~~although~~ • ~~before~~ • ~~but~~ • finally • ~~first~~ • ~~however~~ • ~~next~~ • ~~then~~

**Exercise:** To receive a refund for your purchase, (1) first fill out the refund form that you received. (2) next pack the item and the refund form in the original cardboard package. (3) then affix the correct amount of postage for the package. You may (4) also purchase an insurance form for the package. This insurance, (5) however, is optional. For your records, keep a copy of your postage receipt and a copy of your insurance form. (6) Finally, mail your package, (7) but be aware that you may wait from six to eight weeks (8) before you receive your refund (9) or notification that your refund has been denied ((10) although this rarely occurs).

Answer Key: 1. first; 2. Next; 3. Then; 4. also; 5. however; 6. Finally; 7. but; 8. before; 9. or; 10. although.

# Hyphens

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1. When he turned thirtythree, Jeremy took a trip to Ireland.
2. Herbert Hoover was the thirty-first president of the United States (19291933).
3. The dog knocked over the trash can, so now we have to recollect the garbage.
4. Studies show that two-thirds of the city is in favor of a new highway.
5. The teacher wants to instill selfrespect in his students.
6. That big-box computer store down the street is running a special.
7. I need to cook for Thanksgiving dinner, so surfing the Internet is a low-priority pastime right now.
8. All punctuation marks are covered in *The Only Grammar Book You'll Ever Need* (pp. 79112).
9. AntiAmerican sentiment rose after the politician's televised speech.
10. The company will enact the state-mandated regulations beginning June 1.

**Answer Key:** 1. thirty-three; 2. 1929–1933; 3. re-collect; 4. two-thirds; 5. self-respect; 6. big-box; 7. low-priority; 8. 79–112; 9. Anti-American; 10. state-mandated.