

Contents

	Page
To the Students	v
Unit 1	
Basic Materials	
Basic Patterns	1
Subject-Verb Agreement	3
Case: Nouns and Pronouns	5
Verbals	9
Phrases	12
Objective Complement	15
Nominative Absolute	19
Unit 2	
Adverb Clauses	
Clauses	23
Adverb Clauses	25
Subordination	35
Unit 3	
Adjective Clauses	
Relative Pronouns	39
Modification	52
Unit 4	
Noun Clauses	
Noun Clauses	55
Who and Whom	65
Indirect and Direct Discourse	69
Unit 5	
Compound and Complex Sentences	
Coordination	77
Sentence Function	87
Sentence Structure	88

Unit 6

Mood, Potential, Parallelism, Transitions

Mood of Verbs	95
Potential Form of Verbs	98
Parallel Structure	100
Variety in Sentence Structure	106
Clear Transitions and References	108
Eliminating Deadwood	111
Italics	115
Troublesome Word Usage	117
Correct Usage Review 1	122
Correct Usage Review 2	125

To the Students

This workbook contains valuable information that will help you develop your writing skills, pass achievement tests, and do well in future courses.

The purpose of this unit is to give you techniques that will help you to write naturally and correctly. The focus is on all aspects of complex structures: clauses, sentences, transitions, parallel forms, indirect and direct discourse, sentence variety, correct usage, elimination of deadwood, and punctuation. You will learn sentence expanding and combining. Many exercises are provided for drill and reinforcement. Each new concept stems from what has been taught previously, thus providing a constant review.

At the completion of this course, you should be able to concentrate on the content of your writing rather than on grammatical correctness. Your sentences should be more mature, and your style of writing should gradually develop. A growing confidence in your ability to express yourself clearly and succinctly will be a source of untold benefits for your future studies and for your chosen career.

Unit 4

Noun Clauses

Noun Clauses

A **noun clause** is a dependent clause used as a noun.

Noun clauses often begin with the words *that, which, who, whom, or whose*, the same pronouns used to begin adjective and relative clauses. Noun clauses can also use variants of those words such as *whichever, whoever, or whomever*. Noun clauses may also begin with the words *when, where, whether, why, how, if, what, or whatever*.

Sometimes introductory words in noun clauses do not function as parts of the actual clauses.

I knew *that* I should not leave.

She asked *whether* we should go.

Introductory words in a noun clause are functional when they are parts of clauses.

No one knew *where* we were headed. (adverb)

They did not tell us *which* car we should take. (adjective)

A noun clause has the same functions as a noun: subject, direct object, indirect object, subject complement, object of a preposition, and apposition.

① Subject

Whoever wrote the best essay won a trip to England.

In this sentence, the entire clause is the subject of the verb *won*.

When working with noun clauses, the main or independent clause may seem incomplete, but you must remember that the noun clause completes the main clause. In the above sentence, the noun clause subject completes the main clause *won a trip to England*.

That he was unhappy over the outcome of the exam was evident to everyone.

That, the introductory word, has no function. The noun clause is used as the subject of the latter verb *was*.

Exercise 44

Directions: Underline the noun clauses in the following sentences.

Example: Whoever took my homework will be sorry.

1. That Steve will succeed in his new job is almost assured.
2. Whoever finishes first will receive a prize.
3. What you do next depends on you.
4. Whatever way you go does not really matter.

5. Whether he will finish on time is debatable.
6. That Jim is a good student is evident by his work.
7. What Elsie did with the prize money was up to her.
8. Whoever finishes first must do the dishes.
9. When the storm will be over is hard to estimate.
10. That John is very clever was shown yesterday.

Exercise 45

Directions: On a separate piece of paper, add noun clauses to the following predicates.

- | | |
|--------------------------|----------------------------------|
| 1. surprised us all | 6. is true |
| 2. might be false | 7. is in our history book |
| 3. may leave early | 8. made the teacher happy |
| 4. makes no difference | 9. must appear in court |
| 5. could cause a problem | 10. did not surprise his friends |

② Direct object

A noun clause is used as a direct object or complement of a transitive verb when the entire clause answers the question *what*.

Bob thought that we were too careful.

The noun clause is the direct object of *thought*. The main clause is *Bob thought*. The noun clause completes the main clause, and *that* has no function.

We agreed that he is a great chairperson.

We agreed that she would be elected.

These clauses answer the question *what*.

He knew *who* locked the door.

They told us *how* he would react.

Do you know *whose* car this is?

Do you know *whether* Jane will be there?

No one knew *where* the keys were.

Exercise 46

Directions: Underline the noun clauses in the following sentences. Give the functions of introductory words. If a word does not have a function, write *No*.

Example: We agreed that the class needed a party. *No*

- _____ 1. No one in the class knew where the teacher put our papers.
- _____ 2. The teacher said that we would go on a field trip soon.

- _____ 3. Mollie said that she would be moving next semester.
- _____ 4. Bob asked which class would be dropped.
- _____ 5. We did not know how he would react to the announcement.
- _____ 6. We agreed that we will debate the issue tomorrow.
- _____ 7. The catalog indicates which instructor will teach each course.
- _____ 8. We could not remember when the test would be given.
- _____ 9. We all wondered which book we would read next.
- _____ 10. We debated where we would hold the prom.

3 Indirect object

When the clause answers *to whom* or *from whom* something is given, the clause is the indirect object of the transitive verb. The indirect object comes between the transitive verb and the direct object.

His look of hatred gave whoever saw him a feeling of fear.

The main clause is *look gave feeling*. The noun clause is *(to) whoever saw him*.

Send whomever you want this pamphlet.

The main clause is *(you) send pamphlet*. The noun clause is *(to) whomever you want*.

<i>main clause</i>	<i>noun clause, indirect object</i>	<i>direct object</i>
--------------------	-------------------------------------	----------------------

The teacher gave	whoever wanted it	extra help
------------------	-------------------	------------

We sent	whoever was at the meeting	a copy of the speech
---------	----------------------------	----------------------

Remember that the subject of a clause is always in the nominative case.

Exercise 47

Directions: Fill in the blanks with either *whoever* or *whomever*.

Example: I will give whoever wrote this letter a subscription to our magazine.

1. We sent _____ was at the meeting this book.
2. Please give _____ you will meet our greetings.
3. I want to give _____ sent me the candy my sincerest thanks.
4. The committee sent _____ they thought worthy the basket of food.
5. The class chose _____ wrote the best speech as their representative.
6. The principal will appoint _____ did the best job to represent the school at the convention.
7. Give _____ you want this book.

8. Out of his abundance, he gave _____ asked for it a substantial bonus.
9. We will send _____ they choose the final reports.
10. Please give _____ you choose a merit badge.

④ Subject complement (predicate nominative)

When a clause complements the subject following a linking verb, the clause is a noun clause.

The coach's problem is whether Jerry can play in the game tomorrow.

Problem and *whether Jerry can play in the game tomorrow* are the same, linked by *is*.

Her hope was that her brother would soon come home from Africa.

Hope and *brother would soon come home* are the same, linked by *was*.

My one desire is that I can go to college.

The news was that the game was postponed.

Exercise 48

Directions: Underline the noun clauses in the following sentences.

Example: The fact could be that John was lying.

1. The rumor was that Joe was leaving the state.
2. My one desire is that I can go to Vassar.
3. The news was that our team had won the game.
4. The truth is that there can be no free day this semester.
5. The fact was that Jim failed both exams.
6. His purpose in holding the meeting was that there would be more group unity.
7. The only reason for my action was that the boys would be more respectful.
8. His desire could be that he will become president.
9. Jerry's hope is that he can become a journalist.
10. The news is that school will be closed on Friday.

⑤ Object of preposition

A noun clause can also be used as the object of a preposition.

Use this material for whatever purpose you choose.

The object of the preposition *for* is the noun clause *whatever purpose you choose*.

He talks to whoever sits beside him.

We sent the information to whoever asked for it.

This material is for the project you must complete.

Exercise 49

Directions: Underline the noun clauses in the following sentences.

Example: We had an idea of what she wanted.

1. Just leave the message with whoever answers the door.
2. We argued about where we would eat.
3. They wondered how they would cross the desert.
4. My friend was angered by whoever rang the doorbell.
5. We are seldom pleased with what they tell us.
6. Eric had no idea about why he was sent that message.
7. Give this pencil to whoever bought it.
8. We were overjoyed by what he told us.
9. These papers are for the work you must do.
10. Send these reports to whoever requested them.

⑥ Apposition

A clause used in apposition is a noun clause.

The fact that he cannot possibly win the election is hard for him to accept.

What is the fact? *that he cannot possibly win the election*

The noun clause is in apposition to the fact, telling what the fact is.

The teacher's dilemma, what he should do with the assignments, required thoughtful planning.

What is the dilemma? *what he should do with the assignments*

The noun clause in apposition tells what the dilemma is.

Exercise 50

Directions: Underline the noun clauses in the following sentences.

Example: Please send whoever wrote for it this material.

1. Send whoever asked for it this money.
2. That you can be very slow is evident.
3. Whoever works the hardest will receive the prize.
4. I cannot understand why he refused to attend the workshops.
5. We all agreed that we would not meet for another month.
6. The argument started over who would take Alicia to school.
7. That we won the game did not surprise us.

8. The question is whether we can play in the tournament.
9. What you choose to do is your decision.
10. The decision that we should all remain in the room angered us.
11. Your grade on the final exam will determine whether you will pass the course.
12. My father's worry, how he can get a job, affects the entire family.
13. We will agree with whoever gives the best advice.
14. The most difficult question was whether the entire time should be devoted to a single topic.
15. They will select whoever puts in an application.
16. She asked whether I would help her write the paper.
17. She said that Jason and she would leave later.
18. That the paper was poorly written was certainly evident.
19. My brother's favorite excuse is that the dog tore up his homework.
20. That my little sister was selected the best player pleased my father.

***That* Introduces Adverb, Adjective, and Noun Clauses**

1. Adverb clauses

That in an adverb clause generally answers the question *why*. So *that* or *in order that* can be added.

Tom works hard so that he will get a raise.

The adverb clause *so that he will get a raise* answers the question *why*.

He is always careful so that he doesn't have an accident.

The adverb clause *so that he doesn't have an accident* modifies the adjective *careful*, explaining why he is careful.

2. Relative or adjective clause

That in a relative clause takes the place of its antecedent and is part of the relative clause.

We read the short story that you wrote.

The antecedent of *that* is *story*, and it is used as the direct object of *wrote*.

I wrote the letter that he sent to the principal.

The antecedent of *that* is *letter*, and it is used as the direct object of *sent*.

3. Noun clause

That in a noun clause merely introduces the clause.

She said that she will go to the mall with us.

In this sentence, *that* introduces the noun clause but has no function in the clause.

We all agreed that she was the best actress.

Noun Clauses in Apposition and Adjective Clauses

Sometimes students confuse noun clauses in apposition with adjective (relative) clauses. *That* in a noun clause is never functional, while *that* in a relative clause is a part of the relative clause.

I read the news that he had an accident.

That is not functional. *He had an accident* states what the news is.

I read the news that was in the paper.

That is functional and is the subject of the relative clause. It states where the news is.

The report that there was an earthquake alarmed my mother. (noun clause)

The report that was in the paper explained the situation. (adjective clause)

Exercise 51

Directions: Write *N* if the dependent clause is a noun clause or *A* if it is an adjective clause.

Example: The schedule that was in the school paper was incorrect. *A*

- _____ 1. The news that the game was forfeited did not reach us until evening.
- _____ 2. The report that a second plane had crashed brought much grief.
- _____ 3. The information that was in the article was exaggerated.
- _____ 4. The news that there was an earthquake in Japan worried everyone.
- _____ 5. We all understood the remarks that the teacher made.
- _____ 6. The statement that more doctors were needed in our hospitals influenced me to become a doctor.
- _____ 7. Did you read the report that was in the *Banner*?
- _____ 8. Did you read the report that our team must travel to Oregon?
- _____ 9. The article that was on the bulletin board is false.
- _____ 10. Did you understand the rules that the principal published?

Review

There are three kinds of dependent clauses: adverb, adjective (relative), and noun clauses.

Adverb Clauses

1. An adverb clause is introduced by a subordinate conjunction. A subordinate conjunction makes an independent clause dependent. Adverb clauses answer the question *when, where, why, how, to what extent, in what manner, or under what conditions*.
2. Elliptical clauses are adverb clauses generally introduced by the subordinate conjunction *than, as, since, while, or when*. They are elliptical because words are omitted.
3. When the adverb clause comes first (periodic), use a comma. When the adverb clause comes last (loose), do not use a comma except for clarity.