

# CONTENTS

CHARTS AND FIGURES	ix
FOREWORD by <b>BETTY SCHRAMPFER AZAR</b>	x
PREFACE AND ACKNOWLEDGMENTS	xi
TO THE INSTRUCTOR	xii
TO THE STUDENT	xix

## Unit I. The Verb System

<b>Chapter 1 The Verb Tenses</b>	<b>3</b>
Discovering the Grammar of the Verb System, 4	
Analyzing Verbs and Verbals, 6	
Explanation 1—Verbs and Verbals, 7	
Practicing with Verbs and Verbals, 8	
Discussion of Verb Tenses, 9	
Analyzing Verb Tenses, 9	
Practicing the Verb Tenses, 16	
Explanation 2—Comparison of Verb Tenses: Important Differences to Remember, 19	
Analysis of Tenses in a Long Piece of Writing, 22	
Explanation 3—Tenses in a Long Piece of Writing, 28	
Explanation 4—Time Frame, 30	
Explanation 4 (continued), 32	
<b>Chapter 2 Voice: Active and Passive Sentences</b>	<b>33</b>
Discovering the Grammar of Passive Voice, 33	
Explanation 1—Passive Voice, 35	
Practicing Active and Passive Forms, 35	
Explanation 2—When to Choose the Active Voice, 36	
Explanation 3—When to Choose the Passive Voice, 39	
Explanation 4—Coherence, 41	
Analyzing Cohesion, 42	
Using the Verb System to Write Cohesive Passages, 44	
Using the Verb System in Writing, 46	
<b>Chapter 3 AUXILIARY VERBS</b>	<b>51</b>
<b>PART I MODAL AUXILIARY VERBS</b>	<b>51</b>
Discovering the Grammar of Modals, 52	
Analyzing Modals, 57	
Explanation 1—Tricky Modals, 62	
Practicing Modals in Context, 63	

Explanation 2—Auxiliaries for Emphasis, 69  
 Analyzing Emphatic Auxiliaries, 72  
 Preparing for Standardized Tests, 74  
 Research Projects, 83

## UNIT II. RELATIVE CONCEPTS

### Chapter 4 RELATIVE CLAUSES, RELATIVE PHRASES, AND CLEFT SENTENCES 89

#### PART I RELATIVE CLAUSES 89

Discovering the Grammar of Relative Clauses, 89  
 Explanation 1—Relative Clauses, 95  
 Analyzing Relative Clauses, 95  
 Practicing Relative Clauses, 99  
 Using Relative Clauses in Writing: Defining Summaries  
 and Paraphrases, 103

#### PART II RELATIVE PHRASES—ADJECTIVE PHRASES 105

Discovering the Grammar of Relative Phrases, 105  
 Explanation 2—Forming Phrases from Relative Clauses, 107  
 Discussion of Participial Phrases, 108  
 Practicing Modifying Clauses and Phrases, 109

#### PART III CLEFT SENTENCES—ANOTHER WAY TO EXPRESS EMPHASIS 110

Discovering the Grammar of Cleft Sentences, 110  
 Explanation 3—Cleft Sentences, 111  
 Practicing Cleft Sentences, 112  
 Preparing for Standardized Tests, 114

## UNIT III. ADVERBIAL CONCEPTS

### Chapter 5 ADVERBIALS EXPRESSING RELATIONSHIPS OF TIME, PLACE, SITUATION, CAUSE, EFFECT, AND PURPOSE 121

#### PART I ADVERBIALS OF TIME, PLACE, AND SITUATION 121

Discovering the Grammar of Adverbials, 121  
 Explanation 1—Adverbials and Cohesion, 125  
 Analyzing Concepts Expressed Through Adverbial Clauses, Phrases,  
 and Conjunctions, 133  
 Explanation 2—Conjunctions to Express Time Relationships, 134  
 Analyzing Time Relationships, 135  
 Explanation 3—Time Clause and Phrase Conjunctions, 139  
 Explanation 4—More Time Clause and Phrase Conjunctions, 142  
 Explanation 5—Sequence of Tense in Adverbial Clauses of Time, 144

	Explanation 6, 147	
	Practicing Adverbial Concepts of Time, 148	
	Using Adverbials of Time and Situation in Writing, 149	
PART II	ADVERBIAL CLAUSES OF CAUSE/EFFECT AND REASON/RESULT	151
	Analyzing the Grammar of Cause and Effect, 151	
	Explanation 7—Cause Clause and Phrase	
	Subordinators (Conjunctions), 153	
	Explanation 8—Result Clause and Phrase Conjunctions, 154	
	Analyzing Some Confusing Words: <i>Such</i> and <i>So</i> , 155	
	Explanation 9—Result Clauses with <i>So . . . That</i> and <i>Such . . . That</i> , 158	
	Practicing <i>So</i> and <i>Such</i> , 159	
	Explanation 10— <i>So</i> Versus <i>Very</i> , 160	
	Using Adverbial Clauses and Phrases in Writing, 160	
PART III	ADVERBIAL CLAUSES TO EXPRESS PURPOSE	162
	Analyzing Clauses of Purpose, 162	
	Explanation 11—Purpose Clause and Purpose Phrase Conjunctions, 163	
	Using Adverbial Concepts for Synthesizing and Summary Writing, 164	
<b>Chapter 6</b>	<b>PARTICIPIAL PHRASES AND ABSOLUTE CONSTRUCTIONS</b>	<b>168</b>
PART I	PARTICIPIAL PHRASES	168
	Discovering the Grammar of Participial Phrases, 168	
	Explanation 1—Making Adjective and Adverb Clauses from Participial Phrases, 170	
	Analyzing Participial Phrases, 170	
	Explanation 2—Derivation of Participial Phrases, 172	
	Practicing with Participial Phrases, 177	
PART II	ABSOLUTE CONSTRUCTIONS	178
	Discovering the Grammar of Absolute Constructions, 178	
	Explanation 3—Derivation of Absolute Constructions, 179	
	Analyzing Absolute Constructions, 181	
	Practicing Relative Clauses, Relative Phrases, and Absolutes, 182	
	Using a Variety of Grammatical Structures for Paraphrasing, 186	
	Preparing for Standardized Tests: Relative Clauses, Participial Phrases, Cleft Sentences, Absolutes, and Appositives, 186	

<b>Chapter 7</b>	<b>ADVERBIAL CONCEPTS OF CONTRAST (CONCESSION/ OPPOSITION) AND COMPARISON</b>	<b>197</b>
PART I	CLAUSES AND PHRASES OF CONCESSION	197
	Analyzing the Grammar of Concession, 197	
	Explanation 1—Subordinating Conjunctions and Prepositions of Concession, 198	
	Explanation 2—Coordinating Conjunctions of Concession, 200	
PART II	CLAUSES AND PHRASES OF OPPOSITION	201
	Explanation 3—Subordinators of Opposition, 203	
	Discovering the Meaning of Tricky Transitions: <i>On the Contrary, Contrary to, On the Other Hand</i> , 203	
	Explanation 4— <i>Contrary to, On the Contrary, On the Other Hand</i> , 204	
PART III	CLAUSES OF COMPARISON	205
	Analyzing the Grammar of Comparison, 205	
	Explanation 5—Comparative Structures, 207	
	Practicing Adverbials of Comparison, 209	
	Explanation 6—Special Comparatives of Proportion, 210	
	Analysis of Comparatives of Proportion and Ratio, 213	
	Practicing with Comparatives of Proportion and Ratio, 214	
	Using Adverbial Subordinators of Cause/Effect, Concession, Opposition and Comparison in Writing, 215	
<b>Chapter 8</b>	<b>ADVERBIAL CLAUSES EXPRESSING CONDITION</b>	<b>218</b>
	Discovering the Grammar of Conditional Sentences, 218	
	Discussion: Real Conditionals—Present, Future Versus Past, 219	
	Explanation 1—Conditionals, 220	
	Reducing If-Clauses, 221	
	Practicing Conditionals, 221	
	Explanation 2—Occurrence of Real and Unreal Conditional Sentences, 224	
	Analysis of Conditionals, 228	
	Using Conditionals to Write Answers to Academic Questions, 230	
	Explanation 3—Unusual Conditionals, 232	
	Analyzing the Meaning of Conditionals, 236	
	Using Conditionals in Writing, 238	
	Analyzing Other Ways to Express Hypothetical Ideas, 240	
	Explanation 4—Other Ways to Express Hypothetical Ideas, 241	
	Using Adverbials for Synthesizing: Paraphrasing More Than One Source to Write a Summary, 242	
	Preparing for Standardized Tests, 244	
	Discussion: Predicting Test Answers, 253	

**UNIT IV. NOUN CONCEPTS—NOUN CLAUSES, GERUNDS,  
INFINITIVES, ABSTRACT NOUN PHRASES**

<b>Chapter 9</b>	<b>NOUN CLAUSES</b>	<b>259</b>
	Discovering the Grammar of Noun Clauses, 259	
	Explanation 1—Noun Clause Versus Sentence, 262	
	Analyzing Noun Clauses, 262	
	Practicing Noun Clauses, 265	
	Analyzing Noun Clauses (continued), 266	
	Explanation 2— <i>What</i> Versus <i>That</i> , 271	
	Analyzing Noun Clauses in Other Roles, 271	
	Explanation 3—Summary of Noun Clauses in Apposition, 277	
	Explanation 4—Subjunctive Noun Clauses, 279	
	Analyzing Reduced Noun Clauses, 281	
	Using Noun Clauses in Writing—Reported Speech, 282	
<b>Chapter 10</b>	<b>INFINITIVES, GERUNDS, AND ABSTRACT NOUN PHRASES: EXPRESSING NOUN CONCEPTS AND OTHER IDEAS</b>	<b>288</b>
PART I	INFINITIVES	288
	Discovering the Grammar of Infinitives, 288	
	Analyzing Infinitives as Other Parts of Speech, 294	
	Explanation 1—Infinitives and Their Functions in Academic Writing, 298	
	Using Infinitives in Writing, 300	
PART II	GERUNDS	301
	Discovering the Grammar of Gerunds, 301	
	Discussion: Definition of Gerunds, 302	
	Explanation 2—Gerunds and Their Functions in Academic Writing, 304	
PART III	—GERUNDS VERSUS INFINITIVES	306
	Explanation 3—Subjects of Gerunds and Infinitives, 306	
	Practicing Gerunds and Infinitives, 306	
	Explanation 4—The Difference Between Gerunds and Infinitives as Subjects in a Sentence, 307	
	Explanation 5—Differences Between Gerunds and Infinitives as Objects in a Sentence, 308	
	How and When Gerund and Infinitive Objects Are Used, 309	
	Explanation 5 (continued)—When to Use Infinitives and Gerunds as Objects of Verbs, 310	
	Using Gerunds and Infinitives in Writing, 317	
PART IV	ABSTRACT NOUN PHRASES	317
	Explanation 6—Abstract Noun Phrase Formation, 319	
	Discussion: Usage of Noun Clauses, Infinitives, Gerunds, and Abstract Noun Phrases, 320	

Using Noun Clauses, Infinitives, Gerunds, and Abstract Noun Phrases  
in Writing, 324

Preparing for Standardized Tests, 325

<b>REVIEW CHAPTER 1 PARTS OF SPEECH AND PHRASES</b>	<b>333</b>
I. PARTS OF SPEECH	333
Explanation—Parts of Speech, 335	
Summary of Noun Phrases, 337	
II. PHRASES	338
<b>REVIEW CHAPTER 2 CLAUSES AND SENTENCES</b>	<b>344</b>
I. CLAUSES	344
Explanation 1—Clauses, 344	
Explanation 2—Formation of Subordinate Clauses, 346	
II. SENTENCES	355
Explanation 3—Types of Simple Sentences, 356	
Definitions of Sentence Parts and Terms, 357	
III. COMBINING CLAUSES AND PHRASES INTO SENTENCES	358
Explanation 4—Conjunctions, 358	
IV. HOW PUNCTUATION AND PHRASE PATTERNS CAN HELP YOU CHOOSE ANSWERS IN MULTIPLE-CHOICE GRAMMAR TESTS LIKE THE TOEFL	361
Preparing for Standardized Tests, 364	
<b>APPENDIX 1—PREPOSITIONS</b>	<b>372</b>
<b>APPENDIX 2—ARTICLES</b>	<b>379</b>
<b>APPENDIX 3—VERBS THAT TAKE INFINITIVES AND/OR GERUNDS</b>	<b>387</b>
<b>REFERENCES</b>	<b>390</b>
<b>INDEX</b>	<b>392</b>