

CHAPTER 4 REVIEW

REVIEW OF KEY POINTS

- To write and speak effectively, one must practice proper English grammar. Correct grammar usage can be easy if you know the rules governing the eight parts of speech: nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections.
- The parts of speech are used together to form sentences. Sentences must express a complete thought and contain a subject “what the sentence is about” and a predicate “what the subject is doing.” A fragment does not express a complete thought.
- There are four principal parts of verbs—the present tense, the past tense, the past participle, and the present participle. Errors in verb tense can be avoided by learning how to form these verb patterns, especially with irregular verbs.
- Sentences may be simple or complex, depending on their use of dependent or independent clauses. Sentences must have subject-verb agreement. Errors in agreement can be avoided by knowing the difference between simple and compound subjects and by identifying phrases that may interrupt the subject from the predicate.

CASE 4.1

Importance of Proper Grammar

Pitney Bowes found that the average worker manages more than 25 messages in an hour, including e-mails, voice mails, faxes, and handwritten notes. Most workers use e-mail to keep others informed about progress on various projects. With all this writing, explain how important it is to use proper grammar.

Do you think people are more careless with their grammar when writing an e-mail as opposed to writing a memo? Why?

Internet Quest



There are many grammar rules to learn, not to mention the exceptions to the rule. How can you possibly remember them all? The trick is to know where to find a rule when in doubt. Visit www.mhhe.com/cec9, read the page and visit any interesting links. Then, click on “Go to Errors” at the bottom of the page, and answer the following questions.

1. Read the page to complete this sentence:
The rule is that dinner is done—people are _____.
2. Scroll down to “Other Good Resources” and click on “Garbl’s Writing Resources On-line.” How can this site be helpful to you as a writer?

CEC Online



What are verbs, nouns, pronouns, adjectives, adverbs, prepositions, conjunctions, and interjections? They are all parts of speech. Find examples and how to use each of them at the University of Ottawa's Writing Center Web site. Go to www.mhhe.com/cec9.

Internet Quest



Dictionaries Are Valuable Resources

One way to expand your language skills is to use a dictionary. When you have difficulty pronouncing a word or defining multiple meanings of a word, search the Merriam-Webster's Dictionary at www.mhhe.com/cec9. Dictionaries also list the part of speech for each word. Learn to use a dictionary effectively in your writing.

CASE 4.2

Proofreading Responsibility

Craig Olson has been working with Ramseur Pharmaceuticals for almost two weeks now. He is administrative assistant to Helen Drexler, director of sales. Just before lunch, Ms. Drexler gave Craig a handwritten letter and asked him to type and send the letter to 25 of the company's best customers. Craig read the letter and found two grammatical errors in it.

During lunch, Craig pondered what action he should take. As a new employee, he wanted to be sure he approached the situation tactfully and that he did not offend Ms. Drexler.

What should Craig do? What is Craig's responsibility in this matter?

Communicating in Your Career

People expect certain professionals to speak and write correctly. A teacher or college professor is expected to formulate impeccable sentences at every turn. Most commentators on television are also polished speakers of the English language. However, in some cases, retired athletes have joined the ranks of commentators. Some of these athletes have little command over the English language. Compare and contrast the job of a teacher with that of a NASCAR commentator. Do you think that improper usage on the part of television commentators has a negative effect on the usage of their viewers?

Ethics in Action

A Question of Ethics

You overhear conversations with a co-worker who is competing for a promotion. He has been going around the office behind his competitors' backs, using negative phrases such as "He's a slacker" and "She's gonna drop the ball." The individual that gets promoted will become your immediate supervisor. You're worried about working with such an individual and consider telling your boss what you overheard. What will you do? What are the ethical implications?