



PNU University

Grammar and Writing (II)

(for the students of English language and literature)

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بسم الله الرحمن الرحيم

پیشگفتار ناشر

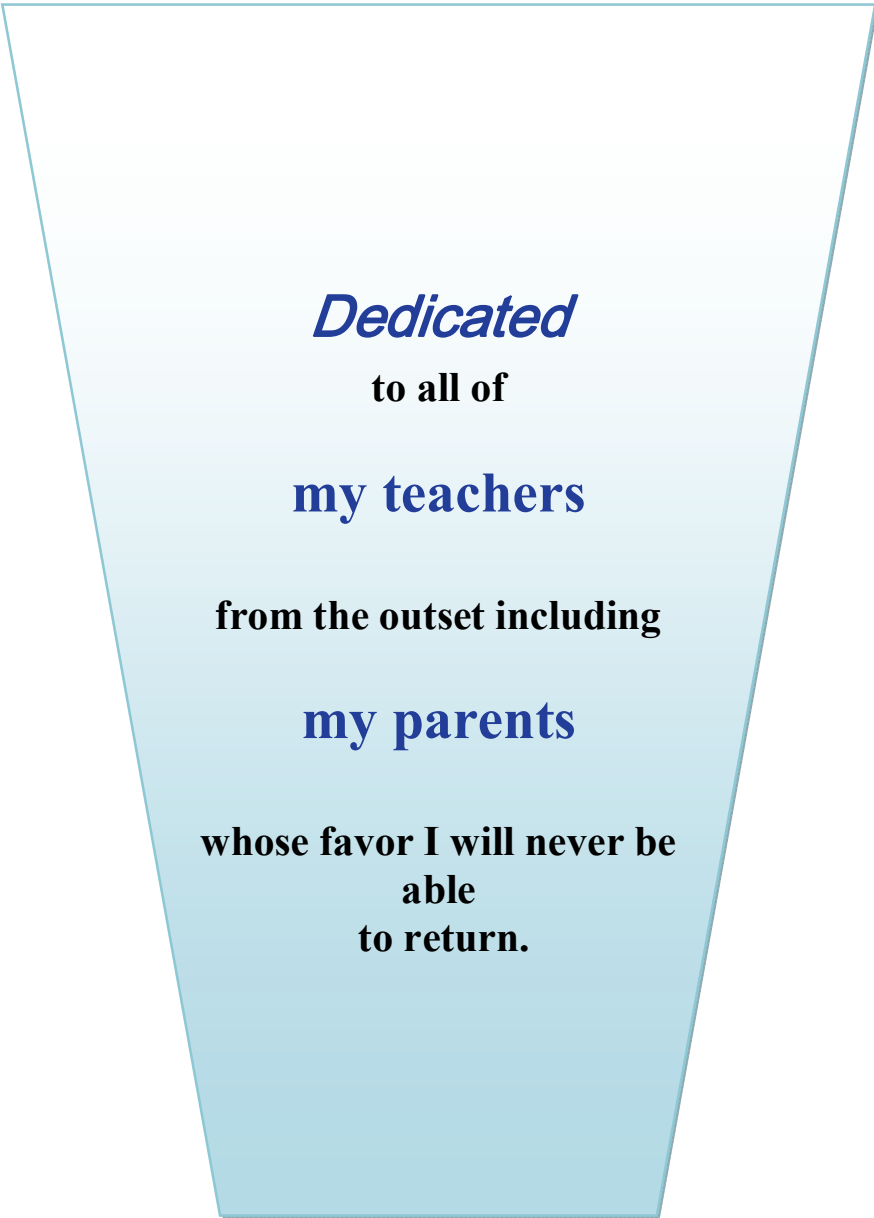
کتاب‌های دانشگاه پیام نور حسب مورد و با توجه به شرایط مختلف یک درس در یک یا چند رشته دانشگاهی، به صورت کتاب درسی، متن آزمایشگاهی، فرادرسی، و کمک‌درسی چاپ می‌شوند.

کتاب درسی ثمره کوشش‌های علمی صاحب اثر است که براساس نیازهای درسی دانشجویان و سرفصل‌های مصوب تهیه و پس از داوری علمی، طراحی آموزشی، و ویرایش علمی در گروه‌های علمی و آموزشی، به چاپ می‌رسد. پس از چاپ ویرایش اول اثر، با نظرخواهی‌ها و داوری علمی مجدد و با دریافت نظرهای اصلاحی و متناسب با پیشرفت علوم و فناوری، صاحب اثر در کتاب تجدیدنظر می‌کند و ویرایش جدید کتاب با اعمال ویرایش زبانی و صوری جدید چاپ می‌شود.

متن آزمایشگاهی (م) راهنمایی است که دانشجویان با استفاده از آن و کمک استاد، کارهای عملی و آزمایشگاهی را انجام می‌دهند.

کتاب‌های فرادرسی (ف) و **کمک‌درسی** (ک) به منظور غنی‌تر کردن منابع درسی دانشگاهی تهیه و بر روی لوح فشرده تکثیر می‌شوند و یا در وبگاه دانشگاه قرار می‌گیرند.

مدیریت تولید محتوا و تجهیزات آموزشی



Dedicated

to all of

my teachers

from the outset including

my parents

**whose favor I will never be
able
to return.**

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Acknowledgement

After being thankful to God, I should state that the completion of this grammar book owes a lot to the following people:

First, my deepest thanks and gratitude go to the English department at Payame-Noor University and Dr. Roshan, the head of the department, who encouraged me to start the project and motivated its progress to the end ceaselessly.

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Last but not least, I would like to thank my family, my wife, Haleh Shiralipour, my son Mahan, and my little daughter, Mahshid, who put up with my early departure and late arrival home repeatedly. They supported me in every way they could.

To the Students:

This book is intended for university students majoring in English, either translation or literature. Language students are expected to develop a reasonable command of the English grammar as one of the basic aspects of their overall proficiency. Some students may be quite good at speaking with very short and fragmentary sentences and phrases. However, academic writing involves using longer sentences with a variety of structures including subordination, coordination and verbals, which are the major topics in this book.

The students are recommended to do all the exercises in this book in order to improve their writing skill. Remember that one cannot improve writing through mere reading. You do need to have your pen and papers and practice writing sentences with the structures you learn almost every day. You can keep a diary in which you write a daily report. Keep your writing for later revisions, even for future semesters. Keep track of your progress by recording your work. If you have access to computer, open files for your writing class and save your writings there. It would be like a photo album which would be interesting as well as useful to look at after a while.

By the way, DO NOT forget your good monolingual dictionary. It is more comprehensive than any grammar book you can imagine. You can guarantee your grammar by frequent and regular word look-up in your dictionary. In fact, you can master the grammar by mastering the grammar of every single word.

Good Luck

To the Teachers:

This grammar book includes 14 chapters. Some chapters are longer and some shorter. As the book is prepared primarily to be used at Payame-Noor University, you have about 12 sessions to present the whole book. Therefore, you can teach some shorter chapters together, like the first two chapters, *the tense review and modals*, or the last two chapters, *absolute construction and appositives*.

As this book is a substitute for *Modern English (II)*, it is important to be aware of three basic differences between these two books. First, the present book includes a variety of exercises in terms of the degree of challenge to the students. Thus, the beginning exercises for each part practice recognition, while later exercises demand more production on the part of the learners. And since writing as a productive skill is aimed at by this course, ample production exercises which were missing in the previous book, are provided. Second, this book is supplemented by keys to half of the exercises, which makes self study possible for the students, even though, half of the exercises remain unanswered for the sake of class discussion. Such facility, which is not available in *Modern English (II)*, is necessary for Payame-Noor University students. Last but not least, the pictures accompanying the exercises in this book grants it with an element of authenticity and interest, which again are missing in the book used before. These pictures are mainly taken from Google Image Search.

It should be added that this book, which is a combination of compiling, editing, as well as writing, has been in progress for over two years. During this time, the author worked more or less intensively to prepare a book which could satisfy the need of the students and the teachers at this university. However, the author is certain that the book is in need of further modifications and improvements. As a result, he would welcome any comments from dear teachers who use the book in their classes. Please send your comments to frvahdany@yahoo.com.

Chapter 1

Review of the Tenses

Contents

1. Review of the Tenses

1-1. The Simple Tenses

1-2. The Progressive Tenses

1-3. The Perfect Tenses

1-4. The Perfect Progressive Tenses

❖ *A wise man first thinks and then speaks and a fool speaks first and then thinks.*

IMAM ALI

There are 12 main tenses in the English language. In one classification, we can divide them into four groups: **simple tenses, progressive tenses, perfect tenses, and perfect progressive tenses.** These tenses are summarized in the four charts below. First study the charts as a review. Then do the following exercises. At this stage, you are expected to get 80% percent of the tests correct.

1-1. The Present Tenses

TENSE	EXAMPLES	MEANING
Present Simple	(a) It snows in Alaska. (b) Tom watches television every day.	In general, the simple present expresses events or situations that exist always, usually, habitually; they exist now, have existed in the past, and probably will exist in the future.
Past Simple	(c) It snowed yesterday. (d) Tom watched television last night.	At one particular time in the past, this happened. It began and ended in the past.
Future Simple	(e) It will snow tomorrow. It is going to snow tomorrow. (f) Tom will watch television tonight. Tom is going to watch television tonight.	At one particular time in the future, this will happen.



Exercise 1

Answer these questions.

1. Can you think of some “general truths” about your field of study, your city, geography, history, and medicine?

2. What are some of the things you do every day or almost every day? Name three activities.

3. What did you do yesterday? Name three separate activities.

4. What are you going to do tomorrow?

1-2. The Progressive Tenses

Form: be + v-ing (present participle)

Meaning: The progressive tenses give the idea that an action is in progress during a particular time. The tenses say that an action begins before, is in progress during, and continues after another time or action.

TENSE	EXAMPLES	MEANING
Present Progressive	(a) Tom is sleeping right now.	It is now 11:00. Tom went to sleep at 10:00 tonight, and he is still asleep. His sleep began in the past, is in progress at the present time, and probably will continue.
Past Progressive	(b) Tom was sleeping when I	Tom went to sleep at 10:00 last night. I arrived at 11:00.

	arrived.	He was still asleep. His sleep began before and was in progress at a particular time in the past. It continued after I arrived.
Future Progressive	(c) Tom will be sleeping when we arrive.	Tom will go to sleep at 10:00 tomorrow night. We will arrive at 11:00. The action of sleeping will begin before we arrive, and it will be in progress at a particular time in the future. Probably his sleep will continue.



Exercise 2

Answer these questions.

1. What are you doing now? What are your classmates doing right now? What is happening outside the classroom at the moment?

2. Where were you between 8:00 and 9:00 o'clock this morning? What were you doing?

3. Where will you be at 10 o'clock tomorrow morning? What will you be doing?

1-3. The Perfect Tenses

Form: have + past participle

Meaning: The perfect tenses all give the idea that one thing happens before another time or event.

TENSE	EXAMPLES	MEANING
Present Progressive	(a) Tom has already eaten .	Tom finished eating sometime before now. The exact time is not important.
Past Progressive	(b) Tom had already eaten when his friend arrived.	First Tom finished eating. Later, his friend arrived. Tom's eating was completely finished before another time in the past.
Future Progressive	(c) Tom will already have eaten when his friend arrives.	First Tom will finish eating. Later his friend will arrive. Tom's eating will be completely finished before another time in the future.

Exercise 3

Answer these questions.

1. Have you eaten today? When did you eat?

2. Have you finished the *review of tenses*?

3. Had you changed your job by the time you got married?

4. By the end of this semester, what will you have done?

1-4 The Perfect Progressive Tenses

Form: have + been + v-ing (present participle)		
TENSE	EXAMPLES	MEANING
Present Perfect Progressive	(a) Tom has been studying for two hours.	Event in progress: studying. When? Before now, up to now, How long? For two hours.
Past Perfect Progressive	(b) Tom had been studying for two hours before his friend came.	Event in progress: studying. When? Before another event in the past. How long? For two hours.
Future Perfect Progressive	(c) Tom will have been studying for two hours by the time his friend arrives.	Event in progress: studying. When? Before another event in the future. How long? For two hours.



Exercise 4

Answer the questions.

1. What are you doing right now? How long have you been doing that?

2. What were you doing last night at nine o'clock? What time did you stop (doing that)? How long had you been (doing that) before you stopped?

3. What are you going to be doing at nine o'clock tomorrow night? What time are you going to stop (doing that)? Why? How long will you have been doing that before you stop?



Exercise 5

Make comparisons. First work in pair, then share your idea with your class.

A) Compare Simple with Progressive Tenses	
Tom studies every day.	Tom is studying right now.
Tom studied last night.	Tom was studying when they came.
Tom will study tomorrow.	Tom will be studying when you come.

5. When _____?
A. will be the package delivered
B. will the package be delivered
C. will the package deliver
D. will the package be delivered
6. The couples are looking for an apartment, _____?
A. don't they
B. aren't they
C. didn't they
D. are they
7. _____ did you buy the gift?
A. For whom
B. Who
C. For who
D. Whom for
8. _____ just before the entertainment was presented?
A. Why have they left
B. Why had they been leaving
C. Why did they leave
D. Why had they left
9. The moment he mailed the letter, he was sorry that he
_____.
A. wrote it
B. had written it
C. had been writing it
D. was writing it
10. The customer complained that the lamps had not been
delivered yet, _____.
A. and neither the chairs had been
B. and the chairs too
C. and the chairs weren't either
D. and neither had the chairs

Exercise 7

Which underlined part is INCORRECT?

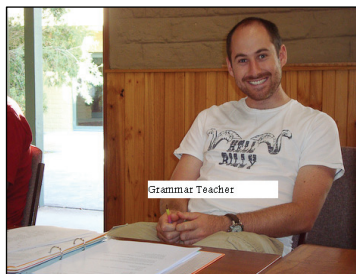
1. If the storms continue, the sand on the beaches maybe
A B
completely eroded.
C D
2. Wei Yee and Lien were going to stay home from school today
A
because they had gone to bed late, but Wei Yee didn't want
B C
to miss the test and neither didn't Lien.
D
3. Malcolm had lost the archery championship on three different
A
occasions, but in the event which was held last week, he could
B C
win the trophy at last.
D
4. There was a brightly decorated package in the office but no
A
one seemed to know to whom it belong.
B C D
5. When construction was about to begin on the site near the
A B C
woods, some of the neighbors began to complain.
D
6. Since room 7 is too small to accommodate everyone, the class
A
is meet in Room 12 for the time being, and later it will meet in
B C D
Room 14.

7. Why has been the annual meeting of stockholders postponed
A B
when most people have already made plans to attend?
C D
8. Haven't Sona and Solmaz decide not to give up their jobs until
A B C
they get new ones?
D
9. Just as I was about to mail my letters, the mail was loading
A B C
onto the mail trucks.
D
10. Aaron is going to remain at the warehouse until he will be
A B
notified that his services are no longer needed.
C D

Exercise 8

Complete the note from a teacher to his students. In some cases there may be more than one possible correct answer.

While I (1) _____ (sit) at my desk at home, trying to think of an interesting way to test your understanding of the tenses, I suddenly (2) _____ (have) the idea of writing you a note.



All of you know, class (3)

_____ (begin) eleven days ago, so we (4) _____ (be) together for approximately two weeks. At the start of the quarter, our class (5) _____ (have) only thirteen students; however, it (6) _____ (grow) to sixteen students on the third day. We are now in the second full week of classes, so I (7) _____ (know) we (8) _____ (get, not) any additional students.

By now, all of you know that I (9) _____ (love) to teach grammar. During my teaching career, I (10) _____ (teach) many subjects, but for some reason I (11) _____ (always, enjoy, teach) grammar. All your courses (12) _____ (be) important, but I (13) _____ (believe) that grammar is especially important because speaking, reading, and writing well depend on a good understanding of the structure of a language. During the time that we (14) _____ (be) in class, some of you (15) _____ (complain) about doing homework. I (16) _____ (realize) that you (17) _____ (take) other classes, and I (18) _____ (understand) that the life of a student (19) _____ (be) not easy. However, remember that I (20) _____ (be) still a student, too. Last week, while I (21) _____ (study) in the library, I (22) _____ (ask) myself why I was working so hard. Then I (23) _____ (remember) that one of my goals (24) _____ (be, always) to finish my Ph.D. You (25) _____ (have) goals, too, so you must work hard until you reach them. As I (26) _____ (promise) the other day, I (27) _____ (give, never) you an

assignment that will take hours to complete; however, during the first half of the quarter, I (28) _____ (give) you an assignment almost every night because I want you to improve your English as quickly as possible.

Some of you (29) _____ (complete, not) your assignments, and as a result you (30) _____ (have) trouble in class.

Generally speaking, however, this is a good class, and all of you (31) _____ (be) very intelligent individuals. Work hard and accomplish your own individual goals. By the time this quarter is over, you (32) _____ (learn) much, and you (33) _____ (be) one step closer to your dream.

Exercise 9

Complete the paragraphs, using the correct form of the verbs in parentheses.

One thing I (1) _____
(notice) since I (2) _____
_____ (be) in the United
States (3) _____

(be) the number of cars. As is
true in many large cities in the
world, the streets of Denver
(4) _____ (be) filled

with automobiles. Although the automobile (5) _____
(become) a necessity for many people, it (6) _____ (be) a
dangerous necessity. For example, cars (7) _____ (pollute)
the air in cities for many years. In addition to pollution, the
automobile (8) _____ (increase) the problem of congestion
in crowded urban areas. A professor of medicine and public health
from Yale University (9) _____ (believe) that the
automobile (10) _____ (be) responsible for a large
number of the heart attacks that Americans have because they (11)
_____ (not, walk) much any more.



While I (12) _____ (read) a report on pollution in the United States the other night, I (13) _____ (learn) that the average American family (14) _____ (own) two cars and many (15) _____ (have) three. It is obvious that cars (16) _____ (contribute) a great deal to the problem of the pollution that this country (17) _____ (have). One solution, of course, (18) _____ (be) to create better systems of public transportation. By the year 2015, many Americans (19) _____ (buy) gas masks, and they (20) _____ (wear) them everywhere they go.

However, the automobile may not be a big problem in the future because of the cost of fuel. In this country at the moment, the big American oil companies (21) _____ (have) a lot of trouble. In fact, they (22) _____ (have) a host of trouble since they (23) _____ (begin) to raise the price of gasoline. In the summer of 1979, the oil companies (24) _____ (increase) the price of gasoline dramatically, and the American public (25) _____ (become) extremely angry. Many people (26) _____ (not believe) that it (27) _____ (be) necessary for the companies to ask for more money because they (28) _____ (receive) very high profits for many years. Many citizens (29) _____ (sell) their large cars, and they (30) _____ (buy) smaller ones. This (31) _____ (create) another problem in this country for at least one of the large automobile manufacturers, the Chrysler Corporation, located in Detroit, Michigan. Years ago, this company (32) _____ (not see) the future need for small cars, so it (33) _____ (manufacture) only big cars. Today, however, many Americans (34) _____ (want) small automobiles. In 1979, the Chrysler Corporation (35) _____ (ask) the U.S. government for money so it could prepare its factories to build small cars.

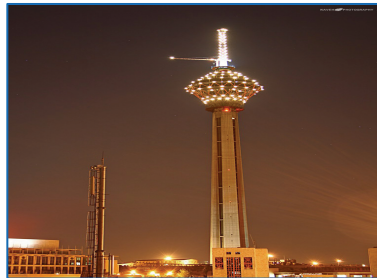
Before I (36) _____ (come) to the United States, I (37) _____ (think about) buying a big car, but since I (38) _____ (live) here, I (39) _____ (decide) to purchase a small economy car. Tomorrow, I (40) _____ (go) with an American friend to look at the cars at his father's automobile dealership. His father (41) _____ (promise) to give me a good deal.

Exercise 10

Find the tense mistake in each sentence and correct it. In some sentences there is more than one mistake. Then rewrite the whole sentence.

1. Pollution is a serious problem since 1970.
_____.
2. In the past, nobody was caring about the problem.
_____.
3. Many countries still try to solve this problem today.
_____.
4. Before everyone realized the dangers, pollution became a major threat to the environment.
_____.
5. Every day, some company has been polluting the environment.
_____.
6. In the early 1960s, the problem is unnoticed.
_____.
7. Last week, while I am listening to the news, I have heard that pollution is now a major problem in several countries.
_____.
8. I am in Tehran for two months, but I have not been buying a car yet.

_____.



9. Last month, I am thinking about buying a used car.

_____.
10. My father has sent me a lot of money last month, so now I can buy a new car.

_____.

11. By this time next month, I am driving a new sports car.

12. I went to a car dealer last night, but he already closed.



Exercise 11

Write your own sentences, using the time words and expressions indicated.

Example: All day yesterday
I was studying all day yesterday.

1. still

2. by the end of this month

3. between seven and ten o'clock tonight

4. ago

5. for two semesters

6. while

7. by the time

8. yet

9. in a few minutes

10. every week

Exercise 12

Practice using tenses by answering the questions in complete sentences, either orally (in pairs, in groups, or as a class) or in writing.

1. What do you do every day?
_____.
2. What did you do yesterday?
_____.
3. What will you do tomorrow?
_____.
4. What are you doing right now?
_____.
5. What were you doing at this time yesterday?
_____.
6. What will you be doing at this time tomorrow?
_____.
7. What have you done since you got up this morning?
_____.
8. What had you done before you went to bed last night?
_____.
9. What will you have done by the time you go to bed tonight?
_____.
10. What are you doing? How long have you been doing that?
_____.
11. What were you doing before (name of the teacher) walked into the classroom today? How long had you been doing that?
_____.
12. What will you be doing before (name of the teacher) walks into the classroom tomorrow? How long will you have been doing that?
_____.