

# Glossary of Usage A

Review pages 224–25 of the Glossary of Usage for information on the correct use of the following words or word groups:

<i>a, an</i>	<i>ain't</i>	<i>anyways, anywheres, everywhere,</i>
<i>accept, except</i>	<i>all the farther, all the faster</i>	<i>nowheres, somewheres</i>
<i>affect, effect</i>	<i>a lot</i>	<i>at</i>
	<i>and etc.</i>	<i>beside, besides</i>

**EXERCISE A** In each sentence below, underline the word or expression in parentheses that makes the sentence correct according to the rules of formal, standard English.

**Example 1.** Do you know where my book bag (is, is at)?

1. This new medicine does have one side (*affect, effect*).
2. Call for a vote to determine how many members (*beside, besides*) us are for the change.
3. (*A, An*) heated debate occurred today in the Senate.
4. How long has it been since we have gone (*anywheres, anywhere*) interesting?
5. Andrea told me that two teaspoons of salt was (*alot, a lot*) for this recipe.
6. I found a tire pump in the garage, but it (*ain't, isn't*) mine.
7. I saved a seat for Carl right (*besides, beside*) mine.
8. Doesn't that change machine return anything (*accept, except*) dimes and nickels?
9. For the barbecue we will have chicken, potato salad, coleslaw, (*and etc., etc.*)
10. I'm afraid this is (*all the farther, as far as*) I can walk.

**EXERCISE B** In each of the sentences in the following paragraph, cross out each nonstandard expression. Above it write the word or word group that is correct according to the rules of formal, standard English.

**Example [1]** Olga follows her brother <sup>everywhere</sup> ~~everywheres~~.

[11] Olga has a older brother named Dietrich. [12] The two of them play sports, such as basketball, soccer, baseball, and etc. [13] Olga thinks that she ain't as good as Dietrich at most sports. [14] She says that sometimes when she wants to practice more, he's nowheres to be found. [15] Beside sports, Olga is interested in music and art. [16] However, her favorite place to be is right besides her older brother playing a tough game of soccer or basketball. [17] Olga knows that just watching sports won't effect her performance. [18] She certainly won't be able to run all the faster he can unless she works hard. [19] Therefore, Olga trains with her brother alot. [20] Dietrich has always had a good affect on her training habits and sense of sportsmanship.

## Glossary of Usage B

Review pages 225–28 of the Glossary of Usage for information on the correct use of the following words:

<i>between, among</i>	<i>bust, busted</i>	<i>discover, invent</i>
<i>borrow, lend, loan</i>	<i>can, may</i>	<i>don't, doesn't</i>
<i>bring, take</i>	<i>could of</i>	<i>fewer, less</i>

**EXERCISE A** In each sentence below, underline the word or expression in parentheses that makes the sentence correct according to the rules of formal, standard English.

**Example 1.** Do you know the difference (between, among) a tiger, a panther, and a cougar?

1. Was it you who (*discovered, invented*) the crystal cave on the ranch?
2. Our run was quite pleasant because there was (*fewer, less*) traffic early in the morning.
3. The police announced that they had (*busted, arrested*) the leader of the burglary ring.
4. He (*don't, doesn't*) know yet whether or not he wants to go with us.
5. Denisha, you (*can, may*) work on your Web site after you complete this practice exercise.
6. Hailey (*must have, must of*) guessed who had bought her that sweater.
7. (*Bring, Take*) these permission forms back to me tomorrow after your parents sign them.
8. Can you (*borrow, lend*) me two dollars until tomorrow?
9. The council debated (*among, between*) themselves in closed session.
10. Sean knew that Alexander Graham Bell (*discovered, invented*) the telephone.

**EXERCISE B** In each of the sentences in the following paragraph, cross out each nonstandard expression. Above it write the word or word group that is correct according to the rules of formal, standard English.

**Example [1]** That bowler ~~don't~~<sup>doesn't</sup> know how to keep score.

[11] Janet and Craig were trying to find out who discovered the game of bowling. [12] Last week, the librarian borrowed them a book about the rules of bowling. [13] Among the two of them, they read quite a bit about the sport. [14] Janet ought to of bought her own bowling ball. [15] Fortunately, Craig told her that she can use his whenever she wants. [16] Janet asked Craig to take the library book with him when he came to the bowling alley. [17] Craig and Janet could of scored higher if they had practiced more. [18] They knocked down less pins than they thought they would. [19] Among them they had a score of only eighty-five. [20] Craig joked that the police might bust them for bowling so poorly.

# Glossary of Usage C

Review pages 228–32 of the Glossary of Usage for information on the correct use of the following words or word groups:

*good, well*

*had ought, hadn't ought*

*he, she, they*

*hisself, theirsself, theirselves*

*kind, sort, type*

*kind of, sort of*

*learn, teach*

*leave, let*

*like, as*

*like, as if, as though*

**EXERCISE A** In each sentence below, underline the word or word group in parentheses that makes the sentence correct according to the rules of formal, standard English.

**Example 1.** Our (*teacher he, teacher*) took us on a field trip last week.

- You should never believe (*these kind, these kinds*) of stories.
- After three days of the flu, finally on Friday I felt (*well, good*) enough to get out of bed.
- (*Learn, Teach*) us how to trim bonsai plants, please, Mr. Takahashi.
- The coach acted (*as though, like*) he had not heard Fran's question.
- (*Leave, Let*) me choose the day, and you may choose the time.
- (*Mom, Mom she*) took us ice-skating over the holidays.
- You must be (*kind of, rather*) careful when you back out of the driveway.
- Residents of the boarding house feel free to come and go (*like, as*) they please.
- Our neighbors have just bought (*theirselves, themselves*) a new car.
- Leonard (*hadn't ought, ought not*) to give up playing the clarinet when he is doing so well.

**EXERCISE B** In each of the sentences in the following paragraph, cross out each nonstandard expression. Above it write the word or word group that is correct according to the rules of formal, standard English.

**Example [1]** The students were <sup>somewhat</sup>~~kind of~~ nervous about the exam.

[11] Sergio said that he and his friends should do like their teacher suggested. [12] She learned them how to study for all sorts of tests. [13] Sergio said they simply needed to discipline theirsself. [14] He said they had ought to study at least an hour each day. [15] These kind of studying allows students to learn the information in smaller blocks. [16] Sometimes Sergio asked his classmates to leave him study alone. [17] At such times, he needed to memorize facts, and doing so alone worked good for him. [18] At other times, however, studying in small groups was sort of more beneficial. [19] One student would act like he or she were the teacher and ask the others difficult questions. [20] Using these methods, Sergio and his friends taught theirselves better study habits.

# Glossary of Usage D

Review pages 232–34 of the Glossary of Usage for information on the correct use of the following words or word groups:

<i>of</i>	<i>supposed to, suppose to</i>	<i>this here, that there</i>
<i>reason . . . because</i>	<i>than, then</i>	<i>try and, try to</i>
<i>some, somewhat</i>	<i>them</i>	

**EXERCISE A** In each sentence below, underline the word or expression in parentheses that makes the sentence correct according to the rules of formal, standard English.

- Example 1.** Where did you find (*that there, that*) vintage coat?
- When we finished shingling, I needed help getting (*off, off of*) the roof.
  - I think we should (*try and, try to*) study together for the big test.
  - (*This, This here*) package has been on the hall table since yesterday.
  - Is Albany farther from New York City (*than, then*) Buffalo is?
  - Aren't you (*suppose, supposed*) to finish your homework before you go out?
  - The reason we are honoring Chi is (*because, that*) she earned the top grades this year.
  - During this term, Andy has improved his understanding of chemistry (*some, somewhat*).
  - (*Inside, Inside of*) the computer you will see a memory chip on the main circuit board.
  - When will the store let us know how much (*them, those*) tennis shoes cost?
  - Rashid will (*try and, try to*) read everything he can about creating Web sites.

**EXERCISE B** In each of the sentences in the following paragraph, cross out each nonstandard expression. Above it write the word or word group that is correct according to the rules of formal, standard English.

**Example [1]** The reason they played that game at the party is <sup>that</sup>~~because~~ Susie requested it.

[11] The children at the party enjoyed themselves some watching cartoons, but soon they felt restless. [12] One of the children knew more games then the others. [13] She suggested they play this here word game. [14] Another child suggested that they try and think of a game that every-one could play together. [15] Unfortunately, all of them board games were for two to four players. [16] What were the children suppose to do? [17] They really didn't want to stay inside of the house. [18] Quickly, they decided to play outdoors rather than stay inside. [19] After tossing around that there soccer ball, they decided to play kickball. [20] The reason they chose that game was because everyone could participate.

## Review A: A Glossary of Usage

**EXERCISE** Revise each of the following sentences to reflect the rules of formal, standard English or to eliminate any sexist language. Cross out each nonstandard or sexist word, and write the standard or nonsexist word above it.

*Besides*

**Example 1.** ~~Beside~~ two courses in Spanish, Helen is taking a course in South American history.

1. For some reason, we have less track meets than most other high schools in the state do.
2. The bus stop is nowheres near my aunt's farm.
3. Our science teacher he took us on a field trip to the wildlife sanctuary.
4. The treasure hunters couldn't hardly believe their eyes when they saw the glittering coins.
5. There wasn't no one in the building except the guard.
6. We could hardly of solved the problem without some help from the teacher.
7. I can't go to the movies without I finish my homework first.
8. The captain insisted that the reward be distributed equally between all the crew members.
9. There wasn't no food left over from the picnic.
10. You should never believe these kind of stories.
11. Teresa ain't happy about the new chores.
12. Losing three games in a row had a bad affect on the team's morale.
13. There are others besides me who had ought to spend less time daydreaming.
14. Mr. Wilson is going to learn us how to grow plants in a greenhouse.
15. Jenny acted like she did not recognize you.
16. This here coat has been lying on the chair all day.
17. The coach won't leave you play in tonight's game if your ankle still hurts.
18. Leonard has been playing the piano much longer then we have.
19. Her home is a long ways from New York City.
20. The microphone was so bad that we couldn't scarcely hear the speaker.
21. What qualifications does a person need to become a policeman?
22. I didn't except the stranger's offer of a ride.
23. Was that a African elephant that we saw?
24. The company is looking for additional salesmen for the tri-state area.
25. My sister borrowed me her skates for the entire summer.

# Review B: A Glossary of Usage

**EXERCISE** Revise each of the following sentences to reflect the rules of formal, standard English usage or to eliminate any sexist language. Cross out each nonstandard or sexist word, and write the standard or nonsexist word above it.

*Besides*

**Example 1.** ~~Beside~~ the bread, please pick up a quart of milk when you go to the store.

1. Without I finish my homework, I won't be able to go to the game tonight.
2. I hope he will except this gift that I bought him.
3. I don't want no help in completing this assignment.
4. Aren't none of you ready for the big game tomorrow?
5. I wish you would learn me how to type as fast as you do.
6. He couldn't scarcely see the difference between the two model cars.
7. Since she wasn't feeling well, Nancy asked her little brother to leave her rest.
8. You hadn't ought to cut things out of the newspaper before everyone has read it.
9. I have a long ways to go before reaching the park's border.
10. The polite guest acted like she didn't notice the messy room.
11. Did less people visit the Grand Canyon this year than last year?
12. My dog is much furrer then yours is.
13. That there library book is overdue.
14. What affect might a new governor have on the state?
15. The museum curator had an interest in these type of coins.
16. Mike couldn't hardly believe his ears when he heard that he had won the essay contest.
17. Between all of us, we ought to have enough money to pay for lunch.
18. My mother she asked me to be sure to invite you to the party tonight.
19. Yoko ought to of remembered to hand in her report today.
20. I bicycle everywheres in the neighborhood.

# Nonsexist Language

Nonsexist language applies to people in general, both male and female. Using nonsexist language will help you communicate effectively.

**GENDER-SPECIFIC** fireman housewife man-made

**NONSEXIST** firefighter homemaker synthetic

If the antecedent of a pronoun may be either masculine or feminine, use both masculine and feminine pronouns to refer to it. If the *his or her* construction is awkward, either substitute an article for the construction or use plural forms for both the pronoun and its antecedent.

**EXAMPLES** Each of the contestants will read **his or her** story aloud during today's assembly.

Each of the contestants will read **a** story aloud during today's assembly.

All of the contestants will read **their** stories aloud during today's assembly.

**EXERCISE A** In the following pairs, underline the nonsexist word or expression.

**Example 1.** postman      mail carrier

1. spokesperson      spokesman
2. stewardess      flight attendant
3. foreman      supervisor
4. server      waitress
5. chairman      chairperson

**EXERCISE B** Revise the sentences below to eliminate any sexist language. Cross out each sexist word, and write the nonsexist word above it.

**Example 1.** That <sup>salesclerk</sup>~~salesman~~ can help you select a good pair of skis.

6. Keri was voted chairman of this year's book drive.
7. Is the job of a housewife difficult and demanding?
8. Mr. Stanley asked everyone to bring his costume to play rehearsal.
9. This man-made fabric can be washed like cotton but needs no ironing.
10. May the best man win in our school debate!
11. Several students in our class are considering becoming policemen.
12. Will there be any watchmen at the concert tonight?
13. I'm looking for a seamstress to alter this jacket.
14. The program teaches clients to become better businessmen.
15. Anyone can learn to play golf better if she practices.

# Double Negatives

In a *double negative*, two or more negative words are used when one is sufficient. Do not use double negatives in formal writing and speaking.

**DOUBLE NEGATIVE** I don't have no idea.

**STANDARD** I **have no** idea. [or I **don't have any** idea.]

**EXERCISE A** Read each sentence below, and decide whether it contains a double negative. On the line provided, write either *DN* for *double negative* or *S* for *standard*.

**Example** DN 1. The tour guide can't do nothing about our lost luggage.

- \_\_\_\_\_ 1. The shoe department don't have nothing left in your size.
- \_\_\_\_\_ 2. I haven't never seen this movie before.
- \_\_\_\_\_ 3. After this week, I have no more rehearsals!
- \_\_\_\_\_ 4. There weren't hardly any people standing in line for the late show.
- \_\_\_\_\_ 5. Our school hasn't had no cases of flu this year.
- \_\_\_\_\_ 6. Because of the noise of the engines, we couldn't scarcely hear each other talk.
- \_\_\_\_\_ 7. Although the library has many magazines, it had none on stamp collecting.
- \_\_\_\_\_ 8. Denise doesn't have no homework today.
- \_\_\_\_\_ 9. The box office doesn't have any more tickets for Saturday's concert.
- \_\_\_\_\_ 10. My dog won't do nothing but wag his tail.

**EXERCISE B** Revise each sentence below to correct the double negative.

**Example** 1. Henry could hardly do <sup>anything</sup> ~~nothing~~ because he was laughing so hard.

11. We don't have no milk in the house for breakfast.
12. Danny had hardly no time between classes today.
13. I won't hear nothing from Shani until next week.
14. Betty looked outside, but she didn't see nobody there.
15. The hikers hadn't scarcely any water left.
16. Don't you never dance?
17. In the afternoon, there aren't hardly any birds at the feeder.
18. Because he is shy, Ray doesn't never volunteer to read aloud.
19. This type of cactus doesn't have no spines.
20. Our Labrador retriever can't barely fit in that carrier.



# Glossary of Usage E

Review pages 234–35 of the Glossary of Usage for information on the correct use of the following words or word groups:

<i>used to, use to</i>	<i>when, where</i>	<i>without, unless</i>
<i>way, ways</i>	<i>where</i>	<i>your, you're</i>
<i>what</i>	<i>which, that, who</i>	

**EXERCISE A** In each sentence below, underline the word or expression in parentheses that makes the sentence correct according to the rules of formal, standard English.

**Example 1.** Paula has a brother (who, which) is in the class play.

1. My cousin (*use to, used to*) say I had better luck than anyone else in our family.
2. Cara won't go to the party (*without, unless*) her friend Benita can go, too.
3. Franz had a long (*way, ways*) to go before he reached his grandparents' house.
4. She is the girl (*which, who*) plays first clarinet in the concert band.
5. I heard (*where, that*) Congress Avenue is going to be under construction for three years.
6. The story (*that, what*) I heard was different from the one you heard.
7. Isn't sunstroke (*when, a condition in which*) too much sun causes a form of heatstroke?
8. Is it true that (*your, you're*) going to be an uncle?
9. A fugue is (*where someone has, a state of*) psychological amnesia.
10. Our school has one bus (*who, that*) is never completely full.

**EXERCISE B** In each of the sentences in the following paragraph, cross out each nonstandard expression. Above it write the word or word group that is correct according to the rules of formal, standard English.

**Example [1]** The women went to the store <sup>that</sup>~~what~~ had the best bargains.

[11] Ann and Marge use to go shopping at Carr's Department Store every month. [12] One day Ann said, "Your not going to believe it, but I've found a better place to shop!" [13] The two friends decided to try the new store on their next shopping trip without another store was having a sale that day. [14] Both women were pleased that the new store was not a long ways away from their neighborhood. [15] Marge was looking for a lamp who would fit on a small end table. [16] Quickly, they found a salesclerk which knew where the lamps were. [17] The salesclerk showed them a lamp what was just the right size. [18] "Your going to love the price, too!" the clerk said. [19] Ann had heard where the store was going to have a big sale the next weekend. [20] "We'll certainly be in you're store again soon," she told the clerk.