

# **Grammar Goals: Handbook for English Writing, Second Edition Student Answer Key**

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## **Unit 1: Academic and Business Language**

### **Standard English**

#### **Exercise 1**

**Pages 2-3**

(Answers may vary.)

1. Every year, many people wanna (want to) make money by investing in stocks. However, they got (have) to be careful because buying stocks is similar to gambling. In September 2008, the United States government had to poke its nose (investigate) in the affairs of Wall Street. Many investment funds tanked (collapsed). Around the world, people freaked (became upset) when they saw their stocks falling. Unfortunately, governments didn't do nothing (anything) until it was too late.
2. The collapse on Wall Street had a domino effect. Economies around the world suffered. Of course, a bunch of rich suits (many wealthy investors) made fortunes by selling when the stock market was high and buying when the market was low. However, many average dudes (citizens) lost their savings, and they wondered who was gonna (going to) take the blame. In fact, nobody did nothing (anything) heroic. The lack of accountability really bugged (bothered) average citizens. Investment bank executives said it ain't (wasn't) their fault that the stock market fell. In the meantime, they didn't take no (any) pay cuts even as their companies failed.
3. Over the course of the financial crisis, the American government contributed wads of dough (a lot of money) to many large companies. The directors of the banks were super psyched (excited) when they heard that they would get financial help. However, regular taxpayers thought that the deal sucked big time (was wasteful and unfair).
4. The stock market collapse of 2008 taught investors an important lesson. If they are gonna (going to) invest in the stock market, they got (have) to be careful about which investments they choose. These days, a lot of people have decided that they ain't (are not) going to invest in stocks no more (anymore).

### **Connotation versus Denotation**

#### **Exercise 3**

**Page 4**

- |              |                        |
|--------------|------------------------|
| 1. assertive | 6. cultured            |
| 2. leader    | 7. executive assistant |
| 3. chef      | 8. mentor              |
| 4. customer  | 9. qualified           |
| 5. farmer    | 10. sanitation worker  |

### **Concise English**

#### **Exercise 4**

**Pages 5-6**

(Answers may vary.)

1. ~~Due to the fact that~~ Because
2. ~~The fact of the matter is that there~~ There
3. ~~in size~~
4. ~~It has come to my attention that the~~ The; ~~to the eye~~

5. ~~For the purpose of solving~~ To solve
6. ~~In the final analysis, there~~ There
7. ~~an essay~~
8. ~~the government. He criticized~~

### Exercise 5

Page 7

1. alter, modify, vary, transform, adjust
2. eradicate, get rid of, do away with, eliminate
3. criticize, grumble, whine, express unhappiness
4. manager, employer, supervisor, owner, leader
5. retail outlet, shop, boutique, deli, supermarket

### Exercise 6

Page 7

(Answers may vary.)

Yesterday, I talked (spoke) with my financial advisor. We talked about (discussed) my investment portfolio. Then we talked about the best strategy to follow. In another room, we heard Mrs. Beacon talking loudly (yelling). She was very angry and we could hear her talking (screaming). We decided to postpone our meeting and talk (communicate) another time.

### Exercise 7

Pages 7-8

(Answers may vary.)

- |                               |                                |
|-------------------------------|--------------------------------|
| 1. warm and sunny morning     | 4. patient and understanding   |
| 2. corrupt and incompetent    | 5. tapped his leg and fidgeted |
| 3. cash and house renovations | 6. documents, files, and books |

### Considering Your Audience and Purpose

#### Exercise 8

Page 9

(Answers may vary.)

1. I have experience in bookkeeping and am quite fluent in French. Thanks for any information. I hope to hear from you soon.
2. I am extremely busy at work. I have taken on too many responsibilities. I have to go. I will see you tonight.
3. When the engine overheats, the radiator can overflow.

## Unit 2: Pronouns, Plurals, and Comparisons

### Problems with Pronouns

#### Exercise 1

Pages 13-14

1. I; our; he; I; his or her; me
2. him; me; ourselves; I; us; me; them; his
3. I; me; me; myself; myself

#### Exercise 2

Pages 14-15

(Answers may vary.)

Cellphones are bad for people. Consumers must be careful because the more you (they) use a phone, the greater your (their) risks are. When someone talks on a phone, microwaves can penetrate our (his or her) skull. Also, Dr. Kjell Mild believes that there is a link between cancer and cellphone radiation. Some studies show that patients have developed brain tumours after

long-term cellphone exposure, so we (everyone) should be careful. When someone talks on a cellphone, they (he or she) should speak quickly and then hang up. Also, citizens should not buy cellphones for children, especially when you (they) know the dangers.

### Exercise 3

Page 15

(Answers may vary.)

~~I am very worried about tasers.~~ (Tasers are very worrisome). Taser International claims that the weapons are not harmful when used properly, but facts show otherwise. If ~~you are~~ (someone is) hit with a taser, ~~you~~ (he or she) can be injured or even killed. A single jolt can disrupt ~~your~~ (a person's) muscle control and overstimulate ~~your~~ (the) sensory system. ~~In my opinion, police~~ (Police) officers underestimate the dangerous effects of the stun guns. ~~I think that the~~ (The) death of a Polish immigrant in Vancouver by taser could have been avoided. The weapons can kill ~~you~~, and so ~~I truly believe that~~ their use should be restricted.

### Plurals

#### Exercise 4

Page 17

- Chantal wants to travel to others (other) countries to learn new languages. One of the main reason (reasons) she wants to study languages is that she hopes to become a translator. She will not visit countries that have political crisis (crises) because she is not interested in politic (politics).
- Chantal wants to learn Spanish and Italian because she thinks this (these or those) languages will be easy to learn. First, Chantal wants to study Italian, so she will go to Italy and take course (courses), and she will also practise speaking in publics (public) places. She loves meeting her Italian friends in cafés, museum (museums), and park (parks), and she knows that this type (these types) of meetings are useful.
- She will withdraw her saving (savings) from the bank, and then she will buy a six-hundred-dollar dollars (dollar) plane ticket to Rome. Every Italians (Italian) that she meets will help her learn practicals (practical) language skills.

#### Exercise 5

Page 18

- |                           |                          |
|---------------------------|--------------------------|
| 1. advices: advice        | 4. researches: research  |
| 2. equipments: equipment  | 5. C                     |
| 3. hypothesis: hypotheses | 6. knowledges: knowledge |

#### Exercise 6

Page 19

practicals: practical; bad: badly; candidate superb: superb candidate; quick: quickly; one year and a half: one and a half years; good: well; extreme: extremely; easy: easily; others: other; good: well

#### Exercise 7

Pages 20-21

- worst then: worse than; worse: worst; easier: more easily
- quicker: more quickly; then: than; more: ~~more~~; two inches and a half: two and a half inches
- most: more; than: as

#### Exercise 8

Page 21

- |                               |                     |
|-------------------------------|---------------------|
| 1. less; fewer; fewest; least | 3. little; few      |
| 2. fewer; fewer               | 4. many; more; much |

## Unit 3: Word Choice

### Commonly Confused Words

#### Exercise 1

Pages 25–26

1. through; though; thorough; throughout
2. success; succeed; successful; successfully; succeed
3. advice; advise; except; accept
4. whether; affect; effect; effect

#### Exercise 2

Page 26

1. sale; sell; allowed; sell; aloud
2. personnel; council; personal; counsel

### Prepositions

#### Exercise 3

Page 27

1. of; on; for; on; for
2. to; from; about; in
3. to; in; of; in

#### Exercise 4

Pages 28–29

1. off; for; out; away; into
2. by; back; off; off; up

#### Exercise 5

Page 29

- |                    |                  |
|--------------------|------------------|
| 1. since: for      | 5. drop: dropout |
| 2. of: in          | 6. since: for    |
| 3. put: put on     | 7. of: for       |
| 4. off: away / out | 8. off: up       |

### False Cognates

#### Exercise 6

Page 31

- |                                             |                            |
|---------------------------------------------|----------------------------|
| 1. stage: internship                        | 6. medicine: doctor        |
| 2. formation: background                    | 7. experiment: experience  |
| 3. organism: organization                   | 8. form: train             |
| 4. actually: currently                      | 9. scene: stage            |
| 5. an animator: a team leader/ a counsellor | 10. deceived: disappointed |

#### Exercise 7

Pages 31–32

1. conscious; accept; which; thorough; stage; principal; background
2. disappointed; allowed; advise; doctor; personal; Internships

## Unit 4: Word Parts and Spelling

### Word Parts

#### Exercise 1

(Answers may vary.)

1. study of the mind
2. skin specialist
3. bone specialist
4. word that relates to an earlier word
5. heart specialist
6. father killing

#### Page 35

7. one (single) speech
8. inflammation of the nose
9. cancer tumour
10. all-knowing
11. inflammation of the liver
12. cancer specialist

#### Exercise 2

- |        |       |
|--------|-------|
| 1. non | 5. un |
| 2. il  | 6. im |
| 3. im  | 7. un |
| 4. un  | 8. im |

#### Page 36

9. in
10. dis
11. in
12. un

#### Exercise 3

- |         |           |
|---------|-----------|
| 1. ary  | 5. ic     |
| 2. ic   | 6. y ical |
| 3. e ic | 7. s al   |
| 4. al   | 8. able   |

#### Page 36

9. y ical
10. ic
11. al
12. al

#### Exercise 4

(Answers may vary.)

1. economical: economics
2. a nonreliable: an unreliable
3. enthusiasm: enthusiastic; biochemical: biochemist
4. realist: realistic; physical: physics
5. artistic: artistic
6. veterinary: veterinarian; diplomat: diplomatic
7. biologic: biological
8. economical: economic
9. economic: economical

#### Page 37

### Spelling Rules

#### Exercise 5

- |             |               |
|-------------|---------------|
| 1. illegal  | 5. helpful    |
| 2. misspell | 6. fatally    |
| 3. C        | 7. definitely |
| 4. fulfill  | 8. developed  |

#### Page 39

- |                |               |
|----------------|---------------|
| 9. regrettable | 13. mentioned |
| 10. irregular  | 14. awfully   |
| 11. opening    | 15. beautiful |
| 12. C          | 16. C         |

#### Exercise 6

- |                |                   |
|----------------|-------------------|
| 1. future      | 6. schedule       |
| 2. recommend   | 7. strength       |
| 3. exaggerate  | 8. taught         |
| 4. interesting | 9. responsibility |
| 5. laughed     | 10. technique     |

#### Pages 40–41

- |                |                 |
|----------------|-----------------|
| 11. privilege  | 16. engineer    |
| 12. family     | 17. succeed     |
| 13. enough     | 18. receive     |
| 14. government | 19. prejudice   |
| 15. medicine   | 20. personality |

#### Exercise 7

#### Page 41

1. At the moment, I am studing (studying) because I have to do alot (a lot) of work in my program. I am already (all ready) for my test tomorrow. In the futur (future), I plan to major

in biologie (biology) because I am very interrested (interested) in that field. My goal is to become a medical lab technicien (technician). Very few students are admitted (admitted) into the program, and it is very competitive. Last year, some students singed (signed) a petition asking the university to expand the program.

2. If I am accepted, I hope that I won't be disapointed (disappointed). According to my profesor (professor), there are a lot of job opportunities in this field. For example, many dental and medical supply buisnesses (businesses) need people who can work in a labratory (laboratory).
3. Sometime (Sometimes) I feel discouraged. However, if I am not accepted into the science program, I have an other (another) plan. I could study to become an ingeneer (engineer).

## Unit 5: Sentence Style

### Complete Sentences

#### Exercise 1

- |           |           |           |
|-----------|-----------|-----------|
| 1. Clause | 3. Clause | 5. Clause |
| 2. Phrase | 4. Phrase | 6. Clause |

Pages 44–45

#### Exercise 2

Pages 45–46

(Answers may vary.)

- |                                                                                                   |    |
|---------------------------------------------------------------------------------------------------|----|
| 1. The two things I like in my program:–(are) chemistry and biology.                              | F  |
| 2. I'm good with numbers; (and) that is why I enjoy math and science.                             | RO |
| 3. Most of the survey respondents were <del>boys only</del> (boys. Only) thirty-five were girls.  | RO |
| 4. <del>Although</del> (It is effective, although) there are serious side effects.                | F  |
| 5. Working with the public is enjoyable; (;) the job requires it.                                 | RO |
| 6. For example, (there are) many students in each class.                                          | F  |
| 7. Also, <del>the</del> (there are) problems with other types of plastics.                        | F  |
| 8. English skills are useful; (because) many psychology books are in English.                     | RO |
| 9. Finally, (I considered) the usefulness of math skills in my program.                           | F  |
| 10. One solution: (is) rehabilitation instead of punishment.                                      | F  |
| 11. Energy drink consumption is a big problem <del>it</del> (that) affects a lot of people.       | RO |
| 12. People do not save enough <del>water, for</del> (water. For) example, they take long showers. | RO |

### Accurate Sentences

#### Exercise 3

Pages 46–47

(Answers will vary.)

1. so that; because; After; money, he
2. When; pipes, Simon; Whenever; places, Simon
3. Although; alone, he; Even though; demand, Simon; whenever

#### Exercise 4

Page 48

- |              |                |            |
|--------------|----------------|------------|
| 1. even if   | 4. Because     | 7. however |
| 2. otherwise | 5. In spite of | 8. whereas |
| 3. Although  | 6. unless      | 9. however |

#### Exercise 5

Pages 49–50

(Answers may vary.)

- |                              |                                          |
|------------------------------|------------------------------------------|
| 1. when someone: someone who | 2. where you stay: the action of staying |
|------------------------------|------------------------------------------|

3. 'cause: because
4. thought: although
5. Even: Even though

6. where you have: (remove)
7. 'cause: because
8. Because the: Because of the

### Exercise 6

1. that
2. who
3. that
4. which

5. that
6. who
7. which
8. whom

### Page 51

9. whom
10. who
11. whose
12. that

### Exercise 7

### Page 52

1. One of the most dangerous occupations is high-rise construction work. It is much more dangerous than (than) most other construction jobs. For example, the workers which (who) built the Empire State Building had to walk on beams up to 102 storeys high.
2. In the past, high-rise builders, who's (whose) lives were at risk, had no safety equipment. With bare heads and ordinary work boots, they walked on the narrow beams. Today, hard hats and safety harnesses, wich (which) companies must provide, are given to workers. However, an ironworker, who (whose) name is Ben, says that the safety harnesses are cumbersome and inconvenient. "When a beam is swinging on a wire and coming toward me, I need to be able to move out of the way quickly. I can't always do that when I'm wearing a harness."
3. Modern skyscrapers, who (which) are made with steel frames, have to bear the weight of hundreds of windows. Sometimes the engineers which (who) design the buildings make mistakes. For instance, the John Hancock Tower in Boston, who (which) is covered with mirrored glass, is not secure during high winds. Huge panels of glass than (that) weigh up to 225 kilograms (500 pounds) have fallen to the pavement. Montreal's library building has similar problems. In the summer of 2005, six of the decorative glass panels fell to the sidewalk below. Luckily, pedestrians whom (who) were in the vicinity were not injured.
4. These days, our city is planning to build a tower than (that) will have over eighty floors. The construction company needs a project manager and will only hire someone whose (who's) qualified for the job.

### Varied Sentences

#### Exercise 8

#### Pages 53–54

(Answers may vary.)

1. The welder who lives in Vancouver is a woman.
2. Kelly Bruce does welding, which is quite dangerous
3. After she competed for a position at an airline company, she got the job.
4. Excelling at aluminum welding, she does very detailed work.
5. Kelly wears a face shield that protects her eyes from sparks.
6. Working in well-ventilated areas, welders limit their exposure to fumes.
7. Kelly, who is very strong, must lift heavy pipes.
8. Well-paid for their work, welders have an important job.

#### Exercise 9

#### Pages 54–55

(Answers may vary.)

Cynthia Cook, an ironworker, is the mother of two children. Originally from Quebec, she is a female in a male-dominated field. Hired at the age of twenty-two, she started her first job at a nuclear power plant. She picked up skills quickly. Her job, which is rewarding, has good pay and benefits. These days, she feels safe on high beams.

## Unit 6: Quoting, Paraphrasing, and Summarizing

### Quoting Sources

#### Exercise 1

Page 59

1. According to Fuller, police officers must confront the issue of street people:  
“Aarresting a vagrant who has harmed nobody may seem unjust” (24).
2. G. Gordon Liddy says, “Oebviously crime pays, or there would be no crime.”
3. “The criminal yelled, ‘I’m innocent!’ but criminals all say that,” reported Detective Hussein.
4. “Forensic nurses support the legal system,” says Ronald G. Burns, “by dealing with assault victims and dangerous offenders” (56).
5. “Behind every great fortune, there is a crime,” wrote Honoré de Balzac.
6. Timothy Lynch asks, “Sso what exactly is plea bargaining?”
7. The detective said that crime scene evidence “must be analyzed by professionals.”
8. “Evidence is anything that might assist a court of law,” says Wilson Sullivan (2).

#### Exercise 2

Pages 60-61

Answers will vary.

#### Exercise 3

Page 61

1. Sullivan writes:, “A broken window at a fire scene may imply that someone broke into the building-” (135).
2. “Glass provides valuable evidence-,” says Sullivan (135).-
3. “Boxing,”- says Frank Bruno, “is just show business with blood.”-
4. Einstein described the importance of creative thinking:- “Iimagination is more important than knowledge.”
5. In *Technical Communication*, Lannon states:-, “Gossip, personal messages, and complaints about the boss all might be read by unintended receivers” (484). -
6. Crime victim Alex Baya explained what happened: “The thief yelled, “I will find you!” as he left the building.”

### Writing Titles

#### Exercise 4

Page 62

1. The song “Mad World” was first recorded by the British band Tears for Fears. Released in 1982 as a single and the following year on the album The Hhurting, the song was moderately successful. Then, for the 2001 movie Donnie Darko, the song was re-recorded in a slower tempo with piano music. That version, by Gary Jules and Michael Andrews, mesmerized filmgoers and helped give the movie a cult following. The song has appeared as background music in television shows such as Third Watch and Without a Ttrace. Then, in 2009, Adam Lambert sang it during an episode of American Idol. Once again, the song became a great hit.
2. The music magazine Rolling Sstone has an article on its website called “The RS 500 Greatest Songs of All Time.” The first item on the list is Bob Dylan’s song “Like a Rrolling Stone.” According to the magazine, the greatest album is Sgt. Pepper’s Lonely Hearts Club Bband.



## Unit 7: Parallel Structure and Word Order

### Parallel Structure

#### Exercise 1

Pages 68-69

1. She hates reading books, writing dissertations, and she hates (doing) big projects.
2. He dislikes the boring teachers he has to listen to, the huge projects he has to do, and sociology (the sociology courses he has to take).
3. His strengths are his patience, his good communication skills, and he is a good listener (his listening skills).
4. He likes his program because of the skills he learns, the people he meets, and he really likes the play he acts in.
5. Her strengths are her logic, she's a people person (social skills), and organization.
6. I have experience as a cashier, a waitress, and I was working as a store clerk.
7. The electrical technology program is stimulating and a challenge (challenging).
8. He is known for his integrity, his creativity, and he's dependable (his dependability).
9. Some painters, sculptors, and people who do graphic design (graphic designers) give courses in our college.

#### Exercise 2

Pages 69-70

(Answers will vary.)

- Working: work
- Handling: Handle; compiled: compile
- Dealing: Dealt
- Good: Provided good
- Communicating: Communicated
- I had to clean: Cleaned
- I am fluent: Fluent
- I am a volunteer: Volunteer

#### Exercise 3

Page 71

(Answers will vary.)

1. My father has both mechanical skills and skills as an artist (artistic skills).
2. My father would rather build furniture than being (be) an accountant.
3. For me, writing a story is more entertaining than to read (reading) one.
4. I am not (neither) like my father neither (nor) like my mother.
5. In my field, intelligence is as important as working hard (hard work).
6. Not only my co-workers but also the people I am friends with (my friends) are influenced by their parents.
7. My mother is a woman who must use her creativity and she needs to work with passion (her passion).
8. When my father can't paint, he becomes angry, introverted, and he feels a lot of frustration (frustrated).
9. I wish I were more like my father, but I am not (neither) mechanical neither (nor) artistic.
10. I know that studying is more important than if I watch (watching) movies.

## Word Order

### Exercise 4

Pages 72-73

1. why the alarm is ringing?
2. when someone will help us.
3. what we can do?
4. where the phone is?
5. what he said?

### Exercise 5

Pages 73-74

1. Before 1853, elevators were not reliable. Do you know why would people (people would) refuse to enter an elevator? The hemp rope could break and the elevator could fall. You can imagine why were people (people were) scared of elevators. Then in 1853, Elisha Otis had an insight. Do you know what was his idea (his idea was)? Otis created a safety device out of two hooks and a spring. When an elevator's rope became slack, the hooks would snap into a guide rail and stop the elevator from falling.
2. Otis decided to enter the elevator business, but at first, he wasn't successful. He wondered why did nobody buy (nobody bought) his elevators. Then, at the 1853 World's Fair in New York, he had the chance to show off his invention. Every day, Otis rose to the top of a shaft on his elevator. Then he instructed his helper to cut the cable with an axe. You can imagine why did the spectators scream (the spectators screamed). Instead of falling, the elevator jolted to a stop. Citizens wondered how did Otis survive (Otis survived). Soon, orders for Otis's safety elevator poured in.
3. Today, elevators are quite safe. In The New Yorker, Nick Paumgarten lists some elevator facts. First, do you know why does (does) the close button rarely work (works)? In fact, most elevators built since the 1990s have fake door-close buttons. Their purpose is to give people the illusion that they can control the elevator. Also, if an elevator falls, most people do not know what should they (they should) do. According to Otis's head of high-rise operations, Rick Pulling, jumping just before impact is not useful. You cannot jump fast enough to counteract the speed of the descent. Instead, do you know what can you (you can) do? Lie on the floor and cradle your head in your arms.

### Exercise 6

Page 74

1. me a typical workday: a typical workday to me
2. you my husband: my husband (to you)
3. you the survey results: the survey results (to you)
4. me the problem: the problem to me
5. me my role: my role to me
6. C
7. why did he leave: why he left
8. you his answer: his answer to you

### Exercise 7

Page 75

I will explain you an average workday (an average workday to you). I arrive usually (usually arrive) at eight-thirty in the morning and review the schedule. I see generally (generally see) the first patient at about nine o'clock. I try usually (usually try) to spend about ten minutes with each patient. However, I have spent often (often spent) twenty minutes or more with patients who are

especially worried. Although the clinic remains open until 5:00 p.m., walk-in clients never are (are never) permitted after 3:30 p.m. I must admit that I am forced frequently (am frequently forced) to remain until six or even seven o'clock in the evening. I have described you a very ordinary day. Most doctors do not complain, and they usually are (are usually) very happy with their schedules.

## Unit 8: Verb Tenses

### Verb Tenses

#### Exercise 1

Page 83

- |                        |                   |
|------------------------|-------------------|
| 1. is; has been        | 3. will be; is    |
| 2. was; were; had been | 4. will have been |

#### Exercise 2

Pages 83-84

1. Have you ever wanted; are
2. was; took; was heading; were
3. had never seen; didn't know; made; had asked
4. had never thought; has grown; produces
5. will have sold; have saved; visits

#### Exercise 3

Pages 84-85

1. Have you ever heard; has existed; produces
2. sells; has been writing; published; describes
3. decided; had never heard; had ever marketed
4. had; were; contained
5. were; believed; didn't want; has withdrawn

#### Exercise 4

Page 85

1. Since 1886, Coca-Cola is (has been) a familiar product throughout the world. By the year 2000, the company made (had made) some very successful marketing decisions. In 1931, Haddon Sundblom has (~~has~~) illustrated a Coca-Cola advertisement with a Santa Claus figure that had a white beard, rosy cheeks, and a red suit. Since then, Sundblom's drawing is (has been) the popular image of the Christmas character.
2. Although the Coca-Cola Company been (has been) very successful since its inception, occasionally it has made blunders. In 1984, Coca-Cola managers have (~~have~~) worried about the increasing popularity of Pepsi. That year, Coke developers modified the original formula and made (made) the product much sweeter.
3. On April 23, 1985, at a press conference, Coca-Cola's chairman has (~~has~~) introduced New Coke by calling it "smoother, rounder, and bolder." Unfortunately, when the product hit store shelves, consumers complained about the taste. So, on July 29, 1985, the company pulled New Coke from the shelves and reintroduced the original product, calling it Coke Classic. Curiously, Coke Classic is (has been) very successful since its reintroduction. Since the New

Coke fiasco, other companies have learn (have learned) from Coca-Cola's mistake. If consumers love a product, do not modify it!

## Tense Consistency

### Exercise 5

Pages 86-87

1. In previous centuries, some mothers can't (couldn't) breastfeed, so they fed their children cow's milk. In 1838, a German physician decided that he will (would) analyze cow's milk on a regular basis. He was discovering (discovered) that cow's milk had large proteins and low levels of carbohydrates, so it was not a healthy alternative to breast milk. Later, in the 1870s, there has been (was) a scientific breakthrough, and the Nestlé company produced the first infant formula. Consumers just had to mixed (mix) water with the formula.
2. A century later, in 1973, Nestlé decided to sell the formula in Africa. The company was putting (put) advertisements on billboards. At that time, Nestlé will (would) give free samples to African women as soon as they had their babies. In hospitals, mothers seen (saw) their own breast milk dry up after they gave formula to their babies. When the women returned home, they did not had (have) enough money to continue buying enough formula. They added too much water to the formula, and the water is (was) often contaminated. Babies who drunk (drank) formula became malnourished. In many villages, the level of infant malnutrition and mortality rised (rose).

## Question Forms

### Exercise 6

Pages 87-88

- |         |          |
|---------|----------|
| 1. do   | 6. did   |
| 2. Have | 7. is    |
| 3. were | 8. Does  |
| 4. Does | 9. did   |
| 5. has  | 10. will |

### Exercise 7

Pages 88-89

(Answers may vary.)

1. Since when are you (How long have you been) a broker?
2. Does this job included (include) a lot of teamwork?
3. At which (which) university did you study?
4. How (What) does the schedule of a broker looks (look) like?
5. Is (Are) there opportunities to advance in your company?
6. How much (many) hours are you working (do you work) in a typical week?
7. Does a therapist can (Can a therapist) work at home?
8. Is (Are) there security risks in your job?
9. How long time do you work (How long have you worked) at your job?
10. Does your schedule is (Is your schedule) flexible?
11. How long you have been (have you been) with the company?
12. For how many times (How often) are you expected to work on weekends?

## Unit 9: Modals and Mood

### Modal Auxiliaries

#### Exercise 1

Page 93

- |                          |                      |
|--------------------------|----------------------|
| 1. couldn't understand   | 5. had to find       |
| 2. could have found      | 6. may have borrowed |
| 3. had to learn          | 7. should have seen  |
| 4. should have practised | 8. must have hurt    |

#### Exercise 2

Pages 93-94

When you make a business card, you should studied (study) various options. According to experts, a business card can presents (present) a positive or negative image. First, you should make sure your card is up to date. Two years ago, Chantal Cyr printed two thousand business cards. When she moved, she should of (have) made new cards but she didn't bother. Now, when she hands out cards, she updates them by writing over the old phone number. Honestly, nobody would thinking (think) she is very professional. Last week, she coulda (could have) made a better impression on a client if she had given him an updated business card.

### Mood

#### Exercise 3

Page 95

1. wish; had not spent; were
2. reduce; transfer; charges
3. take; were; hope

#### Exercise 4

Pages 96-97

1. visit; had; were
2. had been; would not have complained; would have avoided; had stayed; will permit

#### Exercise 5

Page 97

1. If you will search (search) on the Internet, you will find information about patents and trademarks. In 2012, Raul Lopez and I created an exercise machine. Raul insisted that we applied (apply) for a patent. We believed that nobody could copy our invention if we patent (patented) it. So we paid a lot of money for a patent, and we named the machine Body Challenge. A few months later, someone else made a similar machine and named it Body Challenge.
2. Unfortunately, we did not have a trademark. If we would have paid (had paid) for a trademark, our idea would have been protected. Nobody could have use (used) the same product name. Perhaps if we woulda (had) spoken with a lawyer, we would of (have) saved a lot of time and money. I really wish we met (had met) with a lawyer sooner! If we would have (had) owned the Body Challenge name, nobody else could have took (taken) the same name. Tamara Monosoff, an inventor, says that trademarks are less expensive and more useful than patents. If she had to choose between a trademark and a patent, she pay (would pay) for a trademark. I guess, back in 2012, we shoulda (should have) done more research before we launched our product!

## Unit 10: Verb Agreement and Voice

### Subject-Verb Agreement

#### Exercise 1

Pages 101-102

- |          |             |              |
|----------|-------------|--------------|
| 1. wants | 5. is       | 9. answer    |
| 2. was   | 6. controls | 10. requires |
| 3. was   | 7. updates  | 11. was      |
| 4. is    | 8. has      | 12. is       |

#### Exercise 2

Pages 103-104

- One of the most controversial issues in our society is lawn maintenance. In past decades, homeowners were expected to have beautiful green lawns. In most regions, there were thousands of lawn companies. Additionally, products such as the herbicide Weed 'N Feed were popular. The use of herbicides and pesticides was common.
- Since 2003, the province of Quebec has had a pesticide ban. Phase three of the ban was passed in 2009. Although both Killex and WeedEx are popular in Ontario, neither of those products is available in Quebec. Therefore, one of North America's strongest anti-pesticide laws exists in Quebec. Every home gardener, as well as each lawn care company, is no longer able to use 210 different lawn care products. In fact, of the most toxic products, about 95 percent are no longer available in stores.
- In Montreal, the Cloutier family, along with Edward and Carol Webb, hates the ban. Both families love to have green lawns. Sometimes, either Myriam or her brother has to pull out the dandelions. In the spring, most of their leisure time is spent doing that chore. Nonetheless, in Quebec, about three-quarters of the population supports the ban. The minority of citizens break the law.

#### Exercise 3

Page 104

- My sister has many business ideas, and every one of her ideas are (is) original.
- However, neither of us are (is) good at accounting.
- There is (are) several mistakes young entrepreneurs make.
- Sometimes, people doesn't (don't) know who their customers are.
- About one-half of companies has (have) a marketing budget that is too small.
- Anybody who has great products need (needs) a promotions budget.
- There is (are) some business people who don't target their marketing effectively.
- C
- She forgot that the majority of the reading audience were (was) too young to pay for eyeglasses.
- C
- Statistics shows (show) that many small businesses are not well planned.
- The minority of small business owners makes (make) a business plan.

### Active and Passive Voice

#### Exercise 4

Pages 105-106

- is shown; can be used; were influenced; was written; could have been used

2. should not be swayed; is blown; were given; were presented
3. could have been shown; were published; is viewed

### Exercise 5

Page 107

Dear Mr. Wilson,

Your letter has been received by me, and your offer will be reviewed. The terms will be analyzed by my lawyer. Then you will be contacted by my secretary. I hope that a suitable agreement can be reached by us.

I have received your letter and will review your offer. My lawyer will analyze the terms. Then my secretary will contact you. I hope that we can reach a suitable agreement.

### Exercise 6

Pages 107-108

- |                                   |                                              |
|-----------------------------------|----------------------------------------------|
| 1. were surveyed.                 | 6. are conducted (by companies).             |
| 2. were given to the respondents. | 7. must be carefully planned.                |
| 3. were recorded.                 | 8. were released (by a polling firm).        |
| 4. have been compiled.            | 9. should have been ignored (by the public). |
| 5. will be published.             |                                              |

### Exercise 7

Page 108

1. When the Apple computer company first released the Macintosh, a pull-down menu was include (included) in the product. The computer also had a variety of icons for different tasks. For instance, useless files were drag (dragged) to a trash can icon. A year later, Microsoft Corporation introduced its popular software program name (named) Windows 2.0. The software, modify (modified) in 1988, looked a lot like Apple's software. Apple sued Microsoft for copyright infringement and argued that Microsoft had copied the "look and feel" of Apple software.
2. There are strict rules about copyright. A unique product can be patent (patented). However, people cannot copyright an idea. Therefore, Apple's decision to use specific icons could not be protect (protected). Still, Apple argued that its original concept should not have been copy (copied). The case, which lasted for four years, was win (won) by Microsoft.

## Unit 11: Gerunds and modifiers

### Using the *-ing* Form

#### Exercise 1

Pages 111-112

- |                         |                      |
|-------------------------|----------------------|
| 1. drilling             | 4. Smearing; dipping |
| 2. Nudging; bickering   | 5. Grabbing          |
| 3. Sprinkling; crushing |                      |

### Gerunds and Infinitives

#### Exercise 2

Pages 113-114

1. in working; of being; using; to learn; to read; trying

2. illustrating; for cleaning; about doing; to give
3. to meeting; having; at solving

### Exercise 3

Page 115

1. using; to typing; to redo
2. of making; to thinking; to working; to mix; to type; typing
3. to bring; typing; to tell; to bring
4. to protect; to patent; in creating; to thank

### Exercise 4

Pages 115-116

1. A month ago, Philippe Roy hoped finding (to find) a new job.
2. C
3. Philippe was not used to lift (lifting) heavy objects, and on the second day he hurt his back.
4. He risked to lose (losing) his job if he didn't get in better shape.
5. To improve his health, he decided going (to go) to a gym.
6. Philippe disliked to work (working) out, but he knew that he had to build up his strength.
7. After he finished to exercise (exercising) at the gym, he headed to the warehouse.
8. C
9. Now he appreciates to have (having) good health.
10. Philippe stopped to be (being) lazy, and now he manages to exercise daily.

### Modifiers

#### Exercise 5

Pages 116-117

(Answers will vary.)

1. Working as an illustrator, Andy Warhol drew footwear for a shoe company.
2. Wanting to be taken seriously as an artist, he approached an art gallery.
3. Wanting original ideas, the gallery owner rejected Warhol's art.
4. Feeling inspired, Warhol decided to create pop art.
5. Needing an original idea, Warhol focused on his favourite brands.
6. Attracting a lot of attention, he reproduced soup cans and Coke bottles.

#### Exercise 6

Pages 117-118

(Answers will vary.)

1. Tamara (, who was talented,) developed a love of drawing who was talented.
2. Painting daily, the images became more and more powerful (she produced powerful images).
3. Clients (who wanted a portrait) paid Tamara very well who wanted a portrait.
4. She made a painting (, which won an award,) of herself in a green car which won an award.
5. (Loved by admirers, she) ~~She~~ was able to buy a château loved by admirers.

#### Exercise 7

Pages 118-119

1. Three students (who are talented musicians) put on a show at the college who are talented musicians.
2. To get accepted into the music program, immense talent is required (students must have immense talent).



3. Also, students must be enough old (old enough) to handle the heavy training schedule.
4. C
5. When he sat at the piano, he wondered if he had practised enough hard (hard enough).
6. For his final song, (wearing a serious expression,) Mario concentrated on the piano keys wearing a serious expression.
7. After performing, the audience was thanked (he thanked the audience).
8. (Wearing a blue robe,) Mario retreated to his dressing room wearing a blue robe.
9. (Removing his makeup, he) ~~He~~ talked to some fans removing his makeup.
10. C

## Unit 12: Numbers and Mechanics

### Numbers

#### Exercise 1

Page 123

1. 100 (One hundred) students were invited to a photography exhibit, and 2/3 (two-thirds) decided to go.
2. In her studio, Patricia Ray has six (6) oil paintings, 112 photographs, and thirty-three (33) watercolours.
3. She has worked professionally as an artist for 10 (ten) years.
4. A small art gallery exhibited 25 (twenty-five) of Ray's watercolours.
5. 40 (Forty) people came to the art exhibit.
6. Ray would like to publish an art book and sell each book for one hundred and twenty-nine dollars (129 dollars / \$129).
7. She wants to self-publish 50 (fifty) 168-page books.
8. In a survey, ninety-five (95) percent of respondents called Ray's photographs "exceptional."
9. (Exactly) 689 people viewed the exhibit after paying the 10\$ (10 dollar / \$10) admission fee.
10. Some Picasso artworks have sold for over 30,000,000 dollars (30 million dollars / \$30 million).

### Abbreviations

#### Exercise 2

Page 124

- |                                 |                 |
|---------------------------------|-----------------|
| 1. for example (exempli gratia) | 6. Limited      |
| 2. Mistress (married woman)     | 7. Corporation  |
| 3. apartment                    | 8. Incorporated |
| 4. Avenue                       | 9. pound        |
| 5. Boulevard                    | 10. Junior      |

#### Exercise 3

Page 124

- |                                           |                              |
|-------------------------------------------|------------------------------|
| 1. Royal Canadian Mounted Police          | 6. rest in peace             |
| 2. acquired immune deficiency syndrome    | 7. do it yourself            |
| 3. Canadian Security Intelligence Service | 8. estimated time of arrival |
| 4. Chief Executive Officer                | 9. laughing out loud         |
| 5. North American Free Trade Agreement    |                              |

## Capitalization

### Exercise 4

Page 126

1. The New York (A)cademy of (S)ciences has examined how people respond to music. The study, done in (A)pril of 2005, examines whether musical training can make people smarter. The researchers found that listening to a song such as Radiohead's "(F)ake (P)lastic (T)rees" can enhance brain functions.
2. Gordon Shaw earned his bachelor of science and later completed a doctorate in physics at (C)ornell (U)niversity. He was co-founder of the Music Intelligence (N)euronal (D)evelopment (I)nstitute. He also wrote the book *Keeping Mozart in (M)ind*. Shaw studied the link between music and the brain. He determined that music can enhance math abilities.
3. I wish I had known about Shaw's theories when I studied math at Greendale (H)igh (S)chool. I would have studied with the song "Tonight's the (N)ight" playing on my headphones. Maybe I will study music in university.

## Punctuation

### Exercise 5

Page 129

(Answers may vary.)

1. Can signs of genius, be observed in ~~peoples~~ (people's) brains? When Albert Einstein was about age three(,) his parents brought him to a pediatrician. Albert seemed to be very bright,(:) however,(,) he could not talk.
2. Children usually learn to speak in the following stages(:) recognition, mimicry, production, and fluency. At the time, Mrs. Einstein did not understand ~~Alberts~~ (Albert's) problem(,) so, she was frustrated with her son.
3. On a Friday at ~~2h15~~ (2:15), the ~~Einstein's~~ (Einsteins) were shocked when Albert began to speak. Later, the boy surprised his teachers, because he could do complicated equations. Whenever, the boy had a chance, he made mathematical formulas.
4. Albert Einstein offered to give his brain to scientists, before he died. In 2003, Dr. Kenneth Heilman examined a piece of Einstein's brain, (:) he (~~or . he~~ He) recorded his findings. Dr. Heilman, who works at the University of Florida,(,) wrote about the study. He discovered that the esteemed scientist, had unusual brain development. The left side of Einstein's brain,(,) which developed slowly, may have influenced the right hemisphere's growth. The differences in Einstein's brain, may have played a critical role in his intelligence,(,) according to Dr. Heilman.

### Exercise 6

Page 130

(Answers may vary.)

1. I dislike ~~philosophy~~. ~~Although,~~ (philosophy although I) think it will be useful for my personal culture.
2. Gabriella went to ~~H(h)igh S(s)chool~~ in Lachine,(;) then she came to our college two years ago.
3. I will finish my ~~M(m)usic~~ courses this year, and Gabriella will finish ~~her's~~ (hers) next year.
4. After losing a job, people go through several stages,(;) anger, denial, hope, and action.
5. Working with the public is fine, because the job requires it.
6. The ~~students~~ (students') answers were divided,(; / : ) some will graduate in ~~m(M)arch~~ and ~~other's~~ (others) in ~~d(D)ecember~~.
7. Karine ~~want's~~ (wants) to get a ~~D(d)egree~~ in ~~S(s)cience~~.
8. Karine likes her courses,(;) however, she wants to change programs next year.
9. Three things she likes are: psychology, math, and ~~f(F)rench~~.

## Editing Practice

### Exercise 1

Page 132

In my english (English) class, I met someone with a nice personnality (personality) who's (who was) born in Montreal. My partner (partner's) name is Vincent. He choose (chose) to study at our college because he want (wants) to earn a diploma in Commerce (commerce). He likes this program ; (because) there is (are) no science courses. Other things he likes in the program are ; (the) teachers and the friendly students. Also, his main strengths They (~~They~~) are in math and computers. Furthermore, he is very sportif (athletic). His weaknesses are his lazyness (laziness), his procrastination, and he is shy (his shyness). In the future, he would like to travel because he never (he has never) been outside his province. His hobbies are play (playing) video games and exercising ; (he) also plays piano. Ultimately, Vincent hopes to get a bachelor (bachelor's) degree in commerce and to open his own compagny (company). He has very realist (realistic) goals.

### Exercise 2

Page 133

To have a healthy diet, ensure that you make the good (right) choices. First, avoid to eat (eating) red meat. It is preferable having (to have) lean meat such as ham or chicken. Also, protein can be found in fish, wich (which) has less (fewer) calories than meat and contains omega-3 fatty acids. Moreover, you should have five to 10 (ten) portions of fruit and vegetables per day. Every time , (you) you have a chance , (you) include fruits and vegetables in your diet. Cut the amount of sugar you ate (eat) because it can leads (lead) to belly fat it ( ; / . It) is bad for blood pressure. For example, instead (of) eating cake, consider fruit salad. Do you know what is (is) the recommended amount of sugar (is)? You should just have four to six spoons per day. Finally, remember that too much salt it (it) can cause high blood pressure in some adults. According to *HealthCastle.com*, you should “either cut or halve the amount of salt called for in recipes” ; (.)

### Exercise 3

Pages 133-134

(Answers will vary.)

1. Tense: Two weeks ago, a survey has been (was) distributed.  
Rule: When an action was completed at a known past time, use the past tense.
2. SV agreement: Over 40 percent of the population rarely buy (buys) bottled water.  
Rule: Make the verb agree with whatever the percentage is indicating, which is *population*.
3. Comparison: The youths have more (~~more~~) better knowledge about Facebook then (than) the older respondents.  
Rule: Never put “more” with “better” and use “than” in comparisons.
4. Run-on: Most of the males do not exercise daily , (and) the females are also lazy.  
Rule: You cannot join two sentences with a comma.
5. Fragment: The targets ; (were) forty college students.  
Rule: A sentence must have a subject and a verb.
6. Modifier: When asked the survey questions, the results were a mess (the students gave conflicting answers).  
Rule: A modifier must modify something else in the sentence.
7. Embedded question: Respondents were asked how can children (children can) be encouraged to stay in school.  
Rule: Embedded questions do not have the regular question word order.
8. Conditional: If the surveyors would have (had) polled more people, the answers would have been more relevant.  
Rule: In past conditions, use the past perfect tense in the “if” clause.

**Exercise 4**

Dr. Ahmed Rahim  
 33 Winestead Road,  
 Victoria, BC V1A 2L2  
 May 6, 2010

Nicole Robitaille  
 965 Woodstock Street  
 Fredericton, NB E3C 2K0

**Page 135**

Subject: Research Assistant Position

Dear Ms. Robitaille,

Respectfully,  
 Yours,

**Exercise 5****Pages 135-136**

1. These days, its (it's) common to see people holding their cellphones while walking, driving, or having dinner. This new technology ~~it~~ has became (become) essential to our way of life. In fact, there are about 100 millions (million) cellphone users. Many researches (A lot of research) on this gadget (has) been done, which reveal (reveals) that cellphone microwaves might have (an) impact on human health.
2. Cellphone emissions have positive and negative effects on concentration and memory. The positive effect is that cellphones (cellphone / cellphones') microwaves can help humans memorize things. In (On) the other hand, a study was done to observe the long-term memory of rats after exposing them to cellphone microwaves. University of Washington researcher Henry Lai put rats in water, and they tried to find a platform. He discovered that cellular radiation affect (affects) their spatial reference because rats that were exposed had more problems finding the platform than the one (ones) that weren't exposed. Australian scientists discovered that radiation from cellphones "can slow reaction time" in humans. (Szalavitz). Such radiation can also be responsible of (for) other problems.
3. The link between cellphones and brain damage or cancer is controversial. John Moulder, a professor of radiation biology at the Medical College of Wisconsin, do (does) not believe that cellphones cause brain cancer. However, Kjell Mild, a professor of biology, thinks that there is (are) clear links between cancer and cellphones. Regarding brain cancer, he says: (,) "If you look at the studies with large numbers of people who used mobiles for ten years or more, all show an increased risk" (Szalavitz). Moreover, researcher Paolo Rossini ~~z~~ concluded that microwaves have an impact on the cortex. Ground-braking (breaking) research shows that cellular radiation affects the blood-brain barrier, a. (A)ccording to a Finnish study, it "might cause brain tissue damage" (Fletcher).
4. In conclusion, scientists do not agree if cellphones are positives (positive) or negatives (negative). Have you (Do you have) a cellphone? Experts suggest wearing a hands-free equipment to reduce symptoms and health problems that cellphones may cause.