

Writing Clearly: Grammar for Editing, 3E

by Janet Lane and Ellen Lange

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Unit 14

Pre-Test: What Do You Already Know?

See page 354 of *Writing Clearly, Third Edition* for answers to the Pre-test.

Practice What You Have Learned (pages 293–296)

Exercise 1 (page 293)

1. characterize	characteristic	characteristically
2. approximate	approximate	approximately
3. produce	productive	productively
4. originate	original	originally
5. categorize	categorical	categorically
6. signify	significant	significantly
7. theorize	theoretical	theoretically

Exercise 2 (page 293)

- I* 1. Taking timed writing tests often gives students the benefit of becoming more accustomed to writing quickly under pressure.
- I* 2. The article very precisely and effectively explains the advantages and disadvantages of taking a class online.
- I* 3. Many immigrants become mature by dealing with adult problems at an early age.
- I* 4. My supervisor quickly approved my request for a two-week leave from work.
- I* 5. Gregorio came to Canada to pursue his Ph.D.
- C* 6. *Correct*
- I* 7. My suggestion is aimed at easing the problem.
- I* 8. If I keep writing in this fashion, my writing skills might even become worse, for I might get used to making those mistakes.
- I* 9. When my roommate cooks, I have to clean up the mess he makes.
- I* 10. Being able to interact with a variety of people makes my job thoroughly enjoyable.

Exercise 3 (page 294)

1. surprising
2. depressing
3. interested
4. puzzled
5. amazing
6. astonishing
7. surprised
8. entertaining

Exercise 4 (page 295)

Answers will vary. Possible answers follow.

1. A Toyota Prius gets better gas mileage than a Chevrolet Suburban.
2. It is cooler this month than it was last month. (OR: It is cooler this month than last month.)
3. Los Angeles is larger than San Francisco.
4. In China, food costs less than it does in the United States. (OR: The price of food in China is less than in the United States.)
5. My job is much more interesting than I expected.

Exercise 5 (page 295)

My bilingualism may benefit me in terms of job opportunities. First of all, more and more immigrants arrive in the United States every year. To help these newcomers or to do business with them, bilingual and multilingual employees are needed. For example, banks, law firms, and insurance agencies often need employees who can communicate with both non-English speakers and English-speaking clients. Therefore, because I speak Spanish well, I might find many job opportunities in places where there are a lot of Spanish speakers, such as Los Angeles, New York, Chicago, and Miami. Second, if I can achieve my goal of having my own dental clinic, Spanish-speaking clients may be a good source for my earnings. Many Spanish speakers tend to feel more comfortable with Spanish-speaking doctors and dentists. Even Hispanics who speak English very well would prefer a Spanish-speaking dentist than an English-speaking one. So, overall, I may benefit economically from my knowledge of two languages.

Exercise 6 (page 296)

Being multilingual enables me to communicate directly with many people. Even though I mostly use English in my everyday life, especially at the university, I still use Cantonese to communicate with my relatives. My grandmother, for example, who just recently came to the United States from Vietnam and is now living with my family, cannot understand English. The only language she speaks fluently is Cantonese. Therefore, knowing how to speak Cantonese allows me to communicate easily with her. By talking with her, I have learned some of my family's history. She told me that she and my grandfather were originally from China, and she explained what her life was like there. She has also told me interesting stories about China that I never would have heard if I did not speak Cantonese. Besides Cantonese, I also speak Vietnamese. Being able to speak these languages in Asian restaurants has also been beneficial (OR a benefit) to me. The restaurant employees recognize that they and I are from similar backgrounds because we speak the same language. They, therefore, give more attention to me than to customers who do not speak the language. Thus, being able to speak these languages opens the door for me to communicate closely with many different people.

Post-test: What Do You Know Now? (pages 297–299)

A (page 297)

Noun	Verb	Adjective	Adverb
1. <i>analysis</i>	analyze	<i>analytical</i>	<i>analytically</i>
2. <i>recovery</i>	<i>recover</i>	<i>recovered</i> <i>recoverable</i>	
3. <i>contribution</i>	<i>contribute</i>	contributed	
4. <i>facilitation</i>	facilitate	<i>facilitated</i>	
5. <i>norm</i>	<i>normalize</i>	<i>normal</i>	<i>normally</i>
6. <i>promotion</i>	promote	<i>promoted</i>	
7. <i>involvement</i>	<i>involve</i>	involved	
8. <i>modification</i>	<i>modify</i>	<i>modified</i>	
9. <i>finalization,</i> <i>finality</i>	<i>finalize</i>	<i>final</i>	finally
10. <i>prediction</i>	predict	<i>predicted</i> <i>predictable</i> <i>predictive</i>	<i>predictably</i>

B (page 297)

	Noun	Verb	Adjective	Adverb
1. <u>equate</u>		✓		
2. <u>individually</u>				✓
3. <u>generosity</u>	✓			
4. <u>calmly</u>				✓
5. <u>attentiveness</u>	✓			
6. <u>ability</u>	✓			
7. <u>dependable</u>			✓	
8. <u>regulation</u>	✓			
9. <u>strengthen</u>		✓		
10. <u>doubtful</u>			✓	

C (page 297)

1. graduate
2. periodically
3. consider
4. refer
5. support

D (page 298)

1. The student found several confusing sentences on the test.
2. A run-on sentence is also known as a fused sentence.
3. The newest theory about the 1918 flu virus is interesting.
4. The new student union building is located behind the administration building.
5. Some of the Halloween costumes were very amusing.

E (page 298)

Adjective	Comparative Form	Superlative Form
1. good	<i>better</i>	<i>best</i>
2. difficult	<i>more difficult</i>	<i>most difficult</i>
3. fast	<i>faster</i>	<i>fastest</i>
4. bad	<i>worse</i>	<i>worst</i>
5. light	<i>lighter</i>	<i>lightest</i>
6. foggy	<i>foggier</i>	<i>foggiest</i>

F (page 298)

How are you? I have not had a chance to visit you lately since school keeps me very busy. However, I really appreciated your input on my application for pharmacy school, particularly the part where I talked about learning American Sign Language and the causes of deafness.

Thank you, too, for sending me such a detailed e-mail on how to succeed in taking the entrance exam.

I made a quick visit to my father yesterday. He was happy to see me and to find out that I am doing well in school.