

# Writing Clearly: Grammar for Editing, 3E

## Unit 3

### ***Pre-test: What Do You Already Know?***

See page 350 of *Writing Clearly, Third Edition* for answers to the Pre-test.

### ***Practice What You Have Learned (pages 70–75)***

#### **Exercise 1 (page 70)**

1. Bob might have been joking about his decision to quit school.
2. Lian could have been finished by 3:00 PM this afternoon (OR yesterday).
3. When he was on the track team, Max could run a mile in 4 minutes, 30 seconds.
4. Jill must have been full after eating at that restaurant.
5. Because Lydia needs to get a good grade on her chemistry exam, she had to study this evening (OR last evening).
6. I should have exercised regularly to get into (OR to have gotten into) shape for the backpacking trip.
7. You ought to have sent your roommate's parents a thank-you card when you got home.
8. My supervisor must have been sick since she did not attend the office party this afternoon (OR last night).
9. Mary may not have had time to call her parents tonight (OR last night).
10. My roommate had to do the shopping this week (OR last week).

#### **Exercise 2 (page 71)**

1. In most states, drivers must carry proof of car insurance. (necessity, present)
2. Analyzing your data in a different way may give you better results. (possibility, present or future)
3. You must be tired after working at the office for ten straight hours. (assumption, present)
4. Tom is looking for someone who can translate a document from Japanese to English. (ability, present or future)
5. The study could have a considerable impact on the field of molecular biology. (possibility, present or future)
6. When I was young, I could speak French, but I have forgotten most of it. (ability, past)
7. What a beautiful new sports car! It must have cost a lot of money. (assumption, past)
8. I should not have spent so much time on the proposal because now I am behind on other important tasks. (advisability after the fact, past)
9. Both of these factors may be important in explaining the recurrence of the disease. (possibility, present or future)

10. Students can request a book either in person or online. (option, present or future OR ability, present or future)

### Exercise 3 (page 72)

1. She must have left early.
2. It might rain. (OR may rain OR could rain)
3. She had to go to Chicago.
4. She should send (OR ought to send) her a thank-you note.
5. Our supervisor might allow (OR may allow OR could allow) us to leave early.
6. The house must have cost a lot of money.
7. I should have asked him to help.
8. When I was young, I could play the piano.
9. My roommate could have washed the dishes last night.
10. We can camp out (OR could camp out) on our way to the Grand Canyon.

### Exercise 4 (page 73)

- I* 1. My brother must have forgotten to call me. (assumption)
- I* 2. My brother could have called me while I was at the library. (possibility)
- I* 3. My brother may call late tonight. (possibility)
- I* 4. I did not have time to stop at the store because I had to stay late at the office to finish my work. (necessity)
- C* 5. *Correct*
- I* 6. I got a speeding ticket! I should not have been driving over the speed limit on the freeway. (advisability after the fact)
- C* 7. *Correct*
- C* 8. *Correct*

### Exercise 5 (page 73)

Grand Canyon National Park in Arizona is a paradise for nature lovers and outdoor enthusiasts. Visitors will be awed by the fabulous view of the canyon—its vast depth and beautifully colored walls. The National Park Headquarters and Visitor Center is at the South Rim where visitors can pick up information about the park. Visitors who have only a little time to spend can view the canyon from either the North Rim or the South Rim. People who have more time may want to see more of the Grand Canyon than just the North or South Rim. Such visitors can drive along parts of the rim or hike down into the canyon on various trails. In fact, hikers can walk or ride a mule all the way to the bottom of the canyon to the Colorado River. However, hikers must be sure to drink plenty of water to avoid dehydration, as the weather can be extremely hot and dry. At the bottom, hikers can stay at either Phantom Ranch, which consists of cabins or dormitories, or at an adjacent campground. Perhaps the best way to see the canyon, however, is to float down the Colorado River either on a rubber raft or in a wooden dory. Seeing the canyon from this perspective is spectacular, but people who are afraid of white water should not take this trip since some of the Colorado River rapids are among the largest in the world. For most visitors, a trip to the Grand Canyon should be a truly unforgettable experience.

1. will be awed: shows future tense (passive voice)
2. can pick up: shows an option/opportunity
3. can view: shows an option/opportunity
4. may want: shows a possibility
5. can drive: shows an option/opportunity
6. can walk or ride: shows an option/opportunity
7. must be: shows a necessity
8. can be: shows a possibility
9. can stay: shows an option/opportunity
10. should not take: shows advisability
11. should be: shows expectation

### Exercise 6 (page 75)

1. should have waited
2. could have started
3. should have proofread
4. could have added
5. had to stay up

### Post-test: What Do You Know Now? (page 76-77)

#### A (page 76)

C 1. *Correct*

- I 2. The students standing outside the library looked upset. The library door must have been locked.
- I 3. I did very poorly on my chemistry test yesterday. I realize that I should have studied more before taking it.
- I 4. She must have forgotten our meeting yesterday because she never showed up.
- I 5. Zhang Wei is not in class. He could have overslept and missed the bus.

#### B (page 76)

1. Students must complete all of their essays to pass the class.
2. Mike can complete all his classes for graduation next semester.
3. I should have bought a present for my brother's birthday, but I forgot.
4. I should pass this class if I do well on the final exam.
5. My parents informed me that I must (OR have to) do better in school this semester.
6. I would rather go to a movie than eat out.

#### C (page 77)

1. had to live
2. must have waited
3. must have thought
4. could have adjusted

5. approached
6. could not think (OR was not able to think)

**D (page 77)**

1. had to fulfill
2. should take
3. had to learn
4. should have continued
5. might (OR may, OR could) take