

Thoughtful Expressions

A Grammar Workbook

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Nouns

Definition:

A noun is a Person, place, thing or idea. Nouns can be either **abstract** (things like ideas) or **concrete** (things such as car, chair). They can also be **proper** (Specific or individualized entities) or **common** (general words that are part of a generic group)

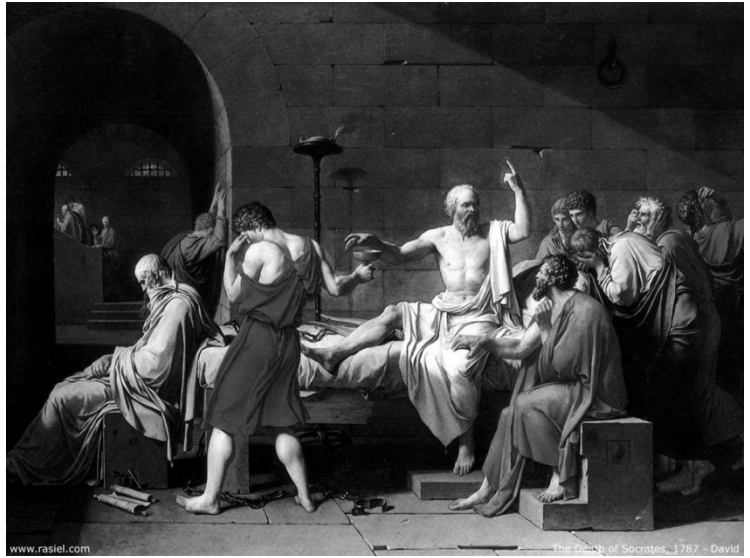
Example:

Socrates sat on a chair.

Exercises:

In these quotes by Socrates underline each noun then label it as abstract (abs), concrete (con), proper (pro), or common (com).

1. "The greatest way to live with honor in this world is to be what we pretend to be."
2. "False words are not only evil in themselves, but they infect the soul with evil."
3. "Virtue does not come from wealth, but . . . wealth and every other good thing which men have . . . come from virtue."
4. "Be slow to fall into friendship; but when thou art in, continue firm and constant."
5. "Let him that would move the world first move himself."
6. "I know nothing except the fact of my ignorance."
7. "Wisdom begins in wonder."
8. "All men's souls are immortal, but the souls of the righteous are immortal and divine."
9. "He who is not contented with what he has, would not be contented with what he would like to have"
10. "If thou continuest to take delight in idle argumentation thou mayest be qualified to combat with the sophists, but will never know how to live with men."



Personal Pronoun

Definition:

A pronoun is a word that replaces or takes the place of a noun. Personal pronouns are pronouns that are in first, second, or third person, they can be plural or singular and can determine gender. Personal pronouns are either objective (things which are being acted upon), subjective (things which are acting), and reflexive or intensive (the form used to refer back to the antecedent).

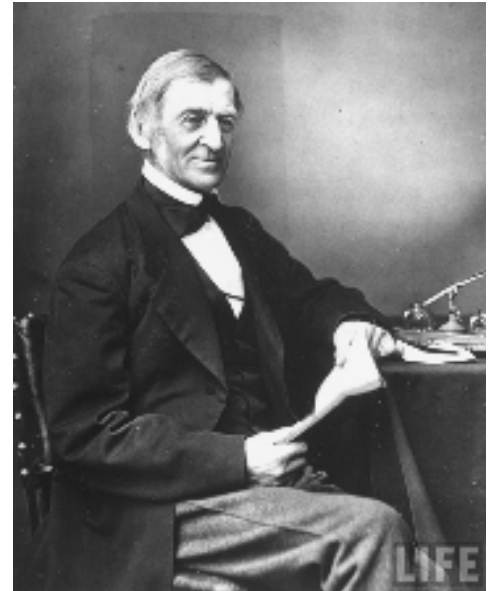
Example:

Emerson said, "I awoke this morning with devout thanksgiving for *my* friends, the old and new."

Exercises:

In these quotes by Ralph Waldo Emerson underline each personal pronoun then label it as objective (obj), subjective (sub), or reflexive or intensive (RI)

1. "Let me never fall into the vulgar mistake of dreaming that I am persecuted whenever I am contradicted."
2. "The world makes way for the man who knows where he is going."
3. "We must be our own before we can be another's."
4. "A man is what he thinks about all day long."
5. "What lies behind us and what lies before us are small matters compared to what lies within us."
6. "Trust men and they will be true to you; treat them greatly, and they will show themselves great."
7. "People only see what they are prepared to see."
8. "You cannot do a kindness too soon, for you never know how soon it will be too late."
9. "All I have seen teaches me to trust the creator for all I have not seen."
10. "Insist on yourself; never imitate."



Impersonal Pronouns

Definition:

Impersonal pronouns unlike personal pronouns cannot be put into a first, second, or third person. They can be inflected to become possessive.

Example:

Philosophy is a science, *which* can develop the mind greatly.

Exercises:

Circle or underline all of the pronouns:

Indefinite Pronouns: used to take the place of a noun which is not specifically named, generally words that start with “any,” “some,” “every,” or “no.”

1. Anyone can create a philosophical argument.
2. Nobody can serve God without becoming a better person.

Reciprocal Pronouns: indicates reciprocity “each other,” and “one another.”

3. They strengthen each other.
4. They are willing to help one another.

Interrogative pronouns: “who,” “whom,” “whose,” “which,” and “what.”

5. What do you call this book?
6. Whose dishes are still in the sink?

Demonstrative pronouns: used to point out a specific noun, “this,” “that,” “these,” and “those.”

7. Now, that is an amazing definition.
8. This is a useful assignment.

Relative pronouns: Begin a relative or adjective clause.

9. The computer, which was broken, was repaired.
10. Never believe a philosopher who loves Nietzsche

Verbs: Transitive and Intransitive

Rule:

One of the main purposes of verbs is to show or indicate an action.

Transitive verbs are followed by an object which is required to show who or what is receiving the action.

Intransitive verbs are not followed by an object and can stand by themselves.

Example:

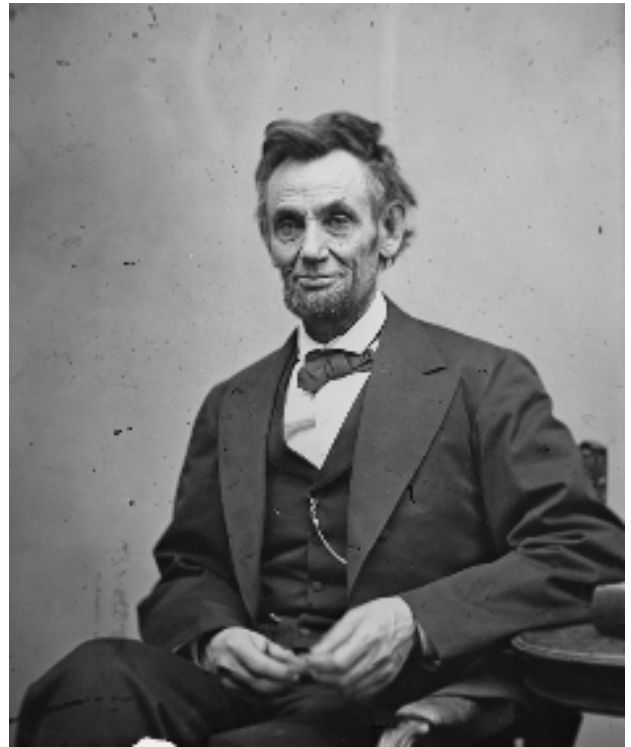
Trans: Always bear in mind that your own resolution to succeed is more important than any other

Int: Books serve to show a man that those original thoughts of his aren't very new at all.

Exercises:

Identify the transitive and intransitive verbs in these quotes by Abraham Lincoln. Underline and mark with either T or Int.

1. Better to remain silent and be thought a fool than to speak out and remove all doubt.
2. Don't worry when you are not recognized, but strive to be worthy of recognition.
3. Everybody likes a compliment.
4. He has a right to criticize, who has a heart to help.
5. I destroy my enemies when I make them my friends.
6. I don't like that man. I must get to know him better.
7. I walk slowly, but I never walk backward.
8. If you look for the bad in people expecting to find it, you surely will.
9. Lets have faith that right makes might; and in that faith let us, to the end, dare to do our duty as we understand it.
10. Things may come to those who wait, but only the things left by those who hustle.



Misused Verbs

Rule:

There are commonly confused verbs which must be understood better in order to have correct usage. Commonly confused verbs are lay/lie, sit/set, rise/raise.

Example:

Lay/ Lie = to lay something down, and to recline respectively.

Sit/ Set = to sit on the chair, and to set the book down respectively.

Rise/ Raise = to rise to the occasion, and to raise the bar respectively.

Exercises:

Circle the correct verb in these sentences:

1. I lie/lay the book down.
2. Our hopes rise/raise with our dreams.
3. Emerson sits/sets near the forest.
4. The cabin lays/lies by the lake.
5. I rise/raise my thoughts to a higher ideal.
6. After writing the paragraph, he sit/set the pen on the desk.
7. Socrates sat/set on the steps teaching.
8. She laid/lain on the grass.
9. The man was one to rise/raise when a woman entered the room.
10. Thoreau set/sit the container down.

Adjectives

Rule:

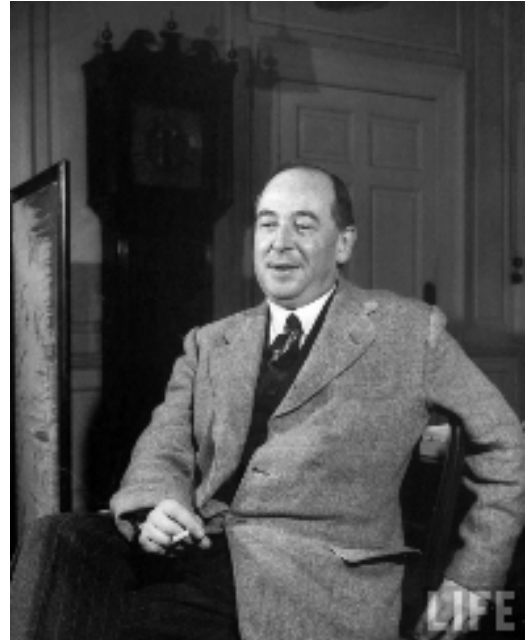
An adjective is a word that modifies a noun or a pronoun. Adjectives usually answer one of these three questions: which one, what kind, and how many?

Example:

A *young* man who wishes to remain a sound atheist cannot be too careful of his reading.

Exercises:

Underline the adjectives in these quotes by C.S. Lewis.



1. Can a mortal ask questions which God finds unanswerable? Quite easily, I should think. All nonsense questions are unanswerable.
2. I believe in Christianity as I believe that the sun has risen: not only because I see it, but because by it I see everything else.
3. The long, dull, monotonous years of middle-aged prosperity or middle-aged adversity are excellent campaigning weather for the devil.
4. The real problem is not why some pious, humble, believing people suffer, but why some do not.
5. The safest road to hell is the gradual one - the gentle slope, soft underfoot, without sudden turnings, without milestones, without signposts.
6. The task of the modern educator is not to cut down jungles, but to irrigate deserts.
7. There are two kinds of people: those who say to God, "Thy will be done," and those to whom God says, "All right, then, have it your way."
8. A man can no more diminish God's glory by refusing to worship Him than a lunatic can put out the sun by scribbling the word, 'darkness' on the walls of his cell.
9. Courage is not simply one of the virtues, but the form of every virtue at the testing point.
10. Christianity, if false, is of no importance, and if true, of infinite importance. The only thing it cannot be is moderately important.

Adverbs

Rule:

An adverb modifies a verb, an adjective, or another adverb. You can use the test of movability to see if it is an adverb.

Example:

Face the facts of being what you are, for that is what changes what you are.

Exercises:

Underline the Adverbs in these quotes by Soren Kierkegaard



11. People understand me so poorly that they don't even understand my complaint about them not understanding me.
12. Patience is necessary, and one cannot reap immediately where one has sown.
13. What our age lacks is not reflection but passion.
14. People demand freedom of speech as a compensation for the freedom of thought which they seldom use.
15. Prayer does not change God, but it changes him who prays.
16. The tyrant dies and his rule is over, the martyr dies and his rule begins.
17. To dare is to lose one's footing momentarily. Not to dare is to lose oneself.
18. There is nothing with which every man is so afraid as getting to know how enormously much he is capable of doing and becoming.
19. I feel as if I were a piece in a game of chess, when my opponent says of it: That piece cannot be moved.
20. If I am capable of grasping God objectively, I do not believe, but precisely because I cannot do this I must believe.

Prepositions

Rule:

A preposition is word that relates a noun or pronoun to the rest of the sentence. Prepositional phrases usually act as either an adjective or an adverb.

Example:

Love a man, even in his sin, for that love is a likeness of the divine love, and is the summit of love on earth.



Exercises:

Underline the prepositions and prepositional phrases in these quotes by Fyodor Dostoevsky.

1. It seems, in fact, as though the second half of a man's life is made up of nothing, but the habits he has accumulated during the first half.
2. Men do not accept their prophets and slay them, but they love their martyrs and worship those whom they have tortured to death.
3. Much unhappiness has come into the world because of bewilderment and things left unsaid.
4. Realists do not fear the results of their study.
5. The cleverest of all, in my opinion, is the man who calls himself a fool at least once a month.
6. There is no subject so old that something new cannot be said about it.
7. To love someone means to see him as God intended him.
8. The soul is healed by being with children.
9. Innovators and men of genius have almost always been regarded as fools at the beginning (and very often at the end) of their careers.
10. A just cause is not ruined by a few mistakes.

Conjunctions

Rule:

A conjunction is a word or phrase that connects words, phrases, or clauses.

3 types of conjunctions

- Coordinating conjunctions: FANBOYS. For, and, nor, but, or, yet, so.
- Subordinating conjunctions: join an adverb clause to the main clause.
- Conjunctive adverbs: they follow a semicolon that joins to complete sentences.



Example:

Be faithful in small things because it is in them that your strength lies.

Exercises:

Underline Conjunctions in these quotes by Mother Teresa.

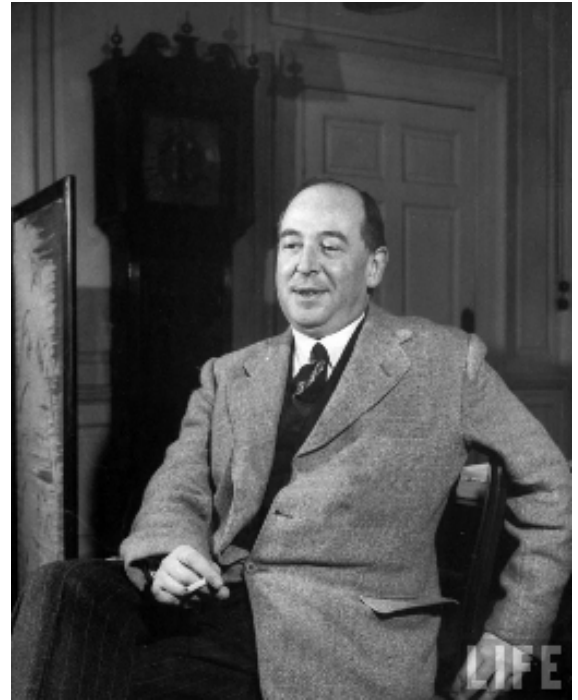
1. If you can't feed a hundred people, then feed just one.
2. It is impossible to walk rapidly and be unhappy.
3. It is not the magnitude of our actions but the amount of love that is put into them that matters.
4. Kind words can be short and easy to speak, but their echoes are truly endless.
5. Let us always meet each other with smile, for the smile is the beginning of love.
6. Let us touch the dying, the poor, the lonely and the unwanted according to the graces we have received and let us not be ashamed or slow to do the humble work.
7. Love is a fruit in season at all times, and within reach of every hand.
8. The miracle is not that we do this work, but that we are happy to do it.
9. There is always the danger that we may just do the work for the sake of the work. This is where the respect and the love and the devotion come in - that we do it to God, to Christ, and that's why we try to do it as beautifully as possible.
10. One of the greatest diseases is to be nobody to anybody.

Commas

Rule:

Commas indicate a pause in the flow of a sentence. They are used in these situations:

- Coordinating conjunctions
- When items are in a series
- Introductory elements of a sentence
- for un-necessary an parenthetical information
- Direct Address
- Dates, addresses, and geographical items
- Degrees and abbreviations
- Numerals
- Contrasting statements



Example:

Education without values, as useful as it is, seems rather to make man a more clever devil.

Exercises:

Insert Commas where needed in these quotes by C.S. Lewis.

1. Can a mortal ask questions which God finds unanswerable? Quite easily I should think. All nonsense questions are unanswerable.
2. I believe in Christianity as I believe that the sun has risen: not only because I see it but because by it I see everything else.
3. Miracles do not in fact break the laws of nature.
4. The long dull monotonous years of middle-aged prosperity or middle-aged adversity are excellent campaigning weather for the devil.
5. The real problem is not why some pious humble believing people suffer but why some do not.
6. The safest road to hell is the gradual one - the gentle slope soft underfoot without sudden turnings without milestones without signposts.
7. The task of the modern educator is not to cut down jungles but to irrigate deserts.
8. There are two kinds of people: those who say to God "Thy will be done" and those to whom God says "All right then have it your way."
9. A man can no more diminish God's glory by refusing to worship Him than a lunatic can put out the sun by scribbling the word 'darkness' on the walls of his cell.
10. Courage is not simply one of the virtues but the form of every virtue at the testing point.

Semi Colons and Colons

Rule:

Semi-colons: Used as a soft period in sentences. Used to connect related ideas to one another. When connecting related thoughts, both thoughts must be independent clauses. Used in certain conjunctions such as a coordinating conjunctions. Basically they are used to separate or link different elements in the sentence.

Colons: the main purposes of the colon are to introduce a list, an appositive, quotation, or explanation. In addition, to introduce text that follows.

Example:

Aim above morality. Be not simply good; be good for something.

Exercises:

Insert Semi-colons, Colons, and Commas where needed in these quotes by Henry David Thoreau.

11. Do what you love. Know your own bone gnaw at it bury it unearth it and gnaw it still.
12. Generally speaking a howling wilderness does not howl it is the imagination of the traveler that does the howling.
13. I had three chairs in my house one for solitude two for friendship three for society.
14. If you have built castles in the air your work need not be lost that is where they should be. Now put the foundations under them.
15. In the long run, men hit only what they aim at therefore they had better aim at something high.
16. It is not enough to be busy. So are the ants. The question is What are we busy about?
17. It is usually the imagination that is wounded first, rather than the heart it being much more sensitive.
18. It takes two to speak the truth one to speak, and another to hear.
19. Nature is full of genius, full of the divinity so that not a snowflake escapes its fashioning hand.
20. Read the best books first, or you may not have a chance to read them at all.



Other Punctuation

Rule:

Period: use to complete a command, polite request, statement, or comment.

Exclamation point: use to express strong emotion.

Dash: use to set off parenthetical elements; to indicate interruption; to set off a summarizing statement; and to attribute a quotation.

Quotation Marks: used to enclose direct quotations.

Example:

“A man does what he must - in spite of personal consequences, in spite of obstacles and dangers and pressures - and that is the basis of all human morality.”

– Winston Churchill

Exercises:

Insert the correct punctuation in these quotes by Winston Churchill

1. One ought never to turn ones back on a threatened danger and try to run away from it If you do that you will double the danger But if you meet it promptly and without flinching, you will reduce the danger by half Never run away from anything Never
2. It is no use saying we are doing our best You have got to succeed in doing what is necessary
3. Continuous effort not strength or intelligence is the key to unlocking our potential.
4. Never give in Never give in Never never never never.... In nothing great or small large or petty never give in except to convictions or honor and good sense
5. Success is going from failure to failure without loss of enthusiasm
6. I am easily satisfied with the very best
7. Solitary trees if they grow at all grow strong.
8. If you have an important point to make don't try to be subtle or clever. Use a piledriver. Hit the point once Then come back and hit it again Then hit it a third time a tremendous whack
9. If one has to submit it is wasteful not to do so with the best grace possible
10. If we open a quarrel between the past and the present we shall find we have lost the future
11. A pessimist sees the difficulty in every opportunity an optimist sees the opportunity in every difficulty



Capitalization

Rule:

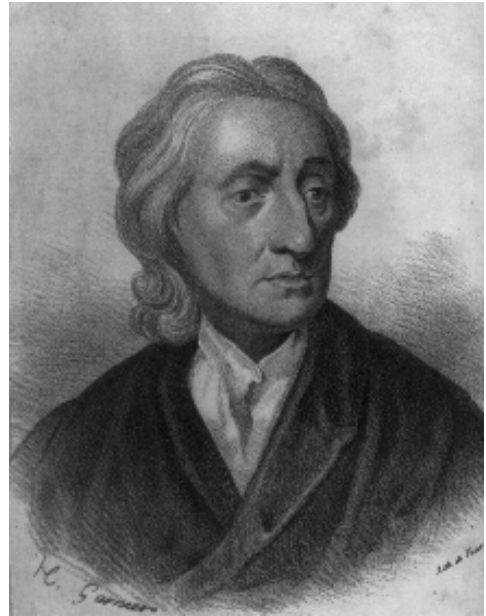
Capitalize proper nouns, proper adjectives, at the beginning of a sentence, and beginning words.

Example:

No man's knowledge here can go beyond his experience.

Exercises:

Underline where capitalization is needed in these quotes by John Locke.



1. it is of great use to the sailor to know the length of his line, though he cannot with it fathom all the depths of the ocean.
2. i have always thought the actions of men the best interpreters of their thoughts.
3. one unerring mark of the love of truth is not entertaining any proposition with greater assurance than the proofs it is built upon will warrant.
4. our incomes are like our shoes; if too small, they gall and pinch us; but if too large, they cause us to stumble and to trip.
5. reading furnishes the mind only with materials of knowledge; it is thinking that makes what we read ours.
6. the improvement of understanding is for two ends: first, our own increase of knowledge; secondly, to enable us to deliver that knowledge to others.
7. there cannot be greater rudeness than to interrupt another in the current of his discourse.
8. there is frequently more to be learned from the unexpected questions of a child than the discourses of men.
9. to prejudge other men's notions before we have looked into them is not to show their darkness but to put out our own eyes.
10. we should have a great fewer disputes in the world if words were taken for what they are, the signs of our ideas only, and not for things themselves.

Possessive nouns

Rule:

- Add an apostrophe and then an s to normal nouns that are singular.
- Add an apostrophe after the s on normal nouns that are plural

Example:

Emerson's ideas are profound.

Exercises:

Choose the best answer.

1. (Socrates', Socrateses') decision was made.
2. (Thoreaus', Thoreau's) life was simple
3. The (cabins, cabins', cabin's) door was thin.
4. (Lincolns'es, Lincoln's) bible was well worn.
5. The idea for the paper was (theirs, their's, theirs')
6. The (teacher's, teachers')class was difficult.
7. The (graduate school's, graduate's school's, graduate schools'es) admissions processes are difficult.
8. the (students voices', student's voices, student's voice's) were heard.
9. (Kant's ethics, Kants ethics') were difficult to apply.
10. The (administrators', administratorses') decision held.

Quotation Marks, Italics, and Hyphens

Rule:

Quotation Marks

- Use to enclose direct quotations.
- Use to enclose, titles of chapters in books, articles, poems, etc.

Italics

- Italicize longer works such as: book titles, titles of anthologies and other long works.
- Italicise words which are under discussion

Hyphens

- Use hyphens to join together words or two or more modifiers

Example:

Quotation Marks: Descartes said: "I think, therefore I am."

Italics: *Logos* is an important word in the philosophical world.

Hyphens: His argument was semi-coherent.

Exercises:

Edit the following sentences.

1. Young Goodman Brown is a good book.
2. The article Deep Meditations was marvelous.
3. The word philosophy means love of wisdom.
4. The road less travelled by Robert Frost is poignant.
5. The girl said: I cannot believe what you tell me.
6. His argument was iron clad.
7. His syllogisms broad sided my thinking process.
8. The Republic by Plato discusses the ideal society.
9. Aristotle's discussion on the word virtue is instructive.
10. I agree, I said.

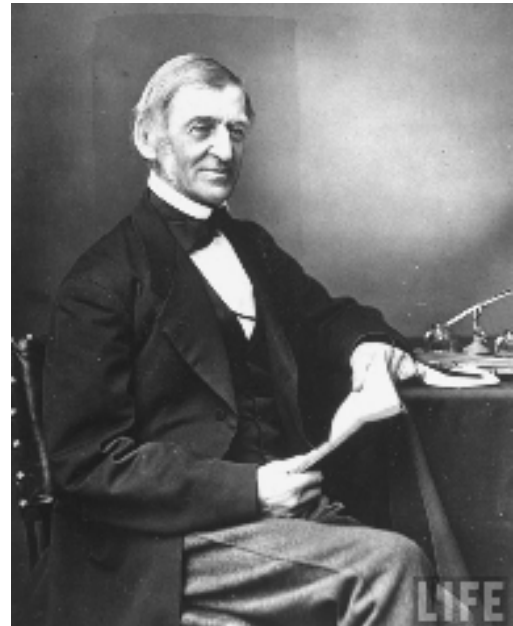
Subject and Verb Agreement

Rule:

- The general rule is that the subject and the verb must agree. If the subject is plural then the verb should be plural.
- The rule of one S. in most cases if the subject has an s at the end then omit the s at the end of the verb.

Example:

To know even one life has breathed easier because you have lived. This is to have succeeded.



Exercises:

Choose the best answer in these quotes by Ralph Waldo Emerson.

11. A great man (is, are) always willing to be little.
12. A hero is no braver than an ordinary man, but (he, they) is brave five minutes longer.
13. Always do what you (are, is) afraid to do.
14. As a cure for worrying, (work, works) is better than whiskey.
15. As long as a man stands in (their, his) own way, everything seems to be in his way.
16. Character (is, are) higher than intellect. A great soul will be strong to live as well as think.
17. Do not go where the path may lead, go instead where there is no (path, paths) and leave a trail.
18. Do the thing we fear, and (death, deaths) of fear is certain.
19. Don't be too timid and squeamish about your actions. All (life, lives) is an experiment.
20. To be yourself in a world that (are, is) constantly trying to make you something else is the greatest accomplishment.

Pronouns and Antecedents

Rule:

Pronouns must agree with their antecedents in several ways: gender, number, plurality, singularity, and other things. Careful attention is important because seeing the nuance of pronoun and antecedent can be difficult.

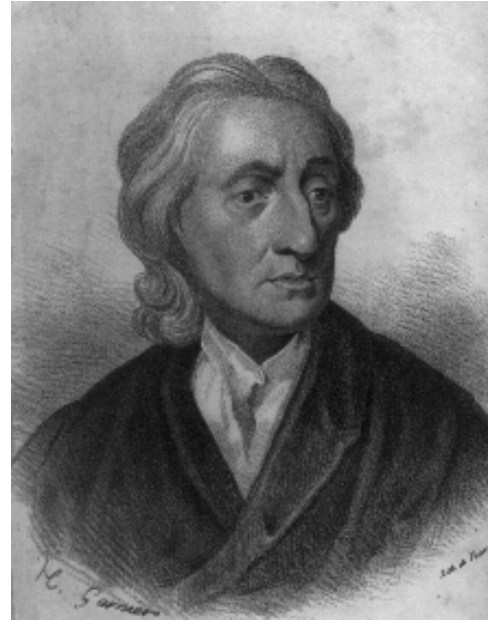
Example:

No man's knowledge here can go beyond (his, his or hers, hers) experience.

Exercises:

Underline the correct pronoun or indecent in these quotes by John Locke.

1. It is of great use to the sailor to know the length of (Their, his) line, though he cannot with it fathom all the depths of the ocean.
2. I have always thought the actions of (a person, man, men) the best interpreters of their thoughts.
3. One unerring mark of the love of truth is not entertaining any proposition with greater assurance than the proofs (it is, it has) built upon will warrant.
4. Our incomes are like our shoes; if too small, (they, it) gall and pinch us; but if too large, they cause us to stumble and to trip.
5. Reading furnishes the mind only with materials of knowledge; it is thinking that makes what we read (mine, ours).
6. The improvement of understanding is for two ends: first, our own increase of knowledge; secondly, to enable (me, you, us) to deliver that knowledge to others.
7. There cannot be greater rudeness than to interrupt another in the current of (his, his or her, their) discourse.
8. There is frequently more to be learned from the unexpected questions of a child than the discourses of (men, them.)
9. To prejudge other men's notions before (you, they, we) have looked into them is not to show their darkness but to put out our own eyes.
10. We should have a great fewer disputes in the world if words were taken for what (they, it) are, the signs of our ideas only, and not for things themselves.



Subjective Complements

Rule:

A subjective complement will usually follow a be or a linking verb. The three types of subjective complements are:

- predicate noun, this is a noun which refers back to the subject
- predicate adjective, this is an adjective which refers back to the subject
- prepositional phrase, this is a prepositional phrase which tells us the location, position, or time of the subject.

Example:

She is a **woman**. (woman is the predicate noun referring back to the subject.)

Exercises:

Identify whether the subjective complement is a predicate noun (N), predicate adjective (A), or prepositional phrase (P).

11. He is a man.
12. The dog is angry.
13. The man is a farmer.
14. The woman was happy.
15. The car became a winner.
16. The desk was a study center.
17. The boy became wise.
18. The teacher was a mentor.
19. The class felt enlightened.
20. The train was here.

Direct and Indirect Objects

Rule:

- A direct object is the receiver of action within a sentence.
- The indirect object identifies to or for whom or what the action of the verb is performed.

Example:

Emerson wrote the essay. ← essay is the direct object of this sentence.

Exercises:

Mark whether the italicized word is a direct object (*dir*) or an indirect object (*ind*) or neither.

1. Socrates defended *himself*.
2. C.S. Lewis defended *Christianity*.
3. Thoreau built a *cabin*.
4. Lincoln gave African *slaves* freedom.
5. C.S. Lewis wrote "*The Screwtape Letters*."
6. Socrates taught his *students* many things.
7. Thoreau lived *simply*.
8. Emerson's ideas changed *philosophy*.
9. Derek loved *philosophy*.
10. Lincoln gave the *nation* hope.

Active and Passive Voice

Rule:

- Active Voice: the subject of the verb performs the action of the clause or sentence.
- Passive Voice: The subject of the verb is being acted upon in the clause or sentence.

Example:

Active: Emerson wrote the book.

Passive: The book was written by Emerson.

Exercises:

Identify whether the following sentences are active (A) or passive (P).

11. Lincoln acted in a consistent way.
12. Consistency is the way that Lincoln acted.
13. Thoreau built a small cabin by the pond.
14. The small cabin by the pond was built by Thoreau.
15. Understanding should be sought after.
16. We should seek after understanding.
17. The students always asked powerful questions.
18. Confusing people is what he loved to do.
19. He didn't agree with the establishment.
20. He was overwhelmed by the establishment.

Solution Guide

Exercise solutions: Nouns

1. "The greatest way to live with honor in this world is to be what we pretend to be."
2. "False words are not only evil in themselves, but they infect the soul with evil."
3. "Virtue does not come from wealth, but . . . wealth and every other good thing which men have . . . come from virtue."
4. "Be slow to fall into friendship; but when thou art in, continue firm and constant."
5. "Let him that would move the world first move himself."
6. "I know nothing except the fact of my ignorance."
7. "Wisdom begins in wonder."
8. "All men's souls are immortal, but the souls of the righteous are immortal and divine."
9. "He who is not contented with what he has, would not be contented with what he would like to have"
10. "If thou continuest to take delight in idle argumentation thou mayest be qualified to combat with the sophists, but will never know how to live with men."

Exercise Solutions: Personal Pronoun

1. "Let me never fall into the vulgar mistake of dreaming that I am persecuted whenever I am contradicted."
2. "The world makes way for the man who knows where he is going."
3. "We must be our own before we can be another's."
4. "A man is what he thinks about all day long."
5. "What lies behind us and what lies before us are small matters compared to what lies within us."

Exercise solutions: Adverbs

11. People understand me so poorly that they don't even understand my complaint about them not understanding me.
12. Patience is necessary, and one cannot reap immediately where one has sown.
13. What our age lacks is not reflection but passion.
14. People demand freedom of speech as a compensation for the freedom of thought which they seldom use.
15. Prayer does not change God, but it changes him who prays.
16. The tyrant dies and his rule is over, the martyr dies and his rule begins.
17. To dare is to lose one's footing momentarily. Not to dare is to lose oneself.
18. There is nothing with which every man is so afraid as getting to know how enormously much he is capable of doing and becoming.
19. I feel as if I were a piece in a game of chess, when my opponent says of it: That piece cannot be moved.
20. If I am capable of grasping God objectively, I do not believe, but precisely because I cannot do this I must believe.

Exercise solutions: Prepositions

1. It seems, in fact, as though the second half of a man's life is made up of nothing, but the habits he has accumulated during the first half.
2. Men do not accept their prophets and slay them, but they love their martyrs and worship those whom they have tortured to death.
3. Much unhappiness has come into the world because of bewilderment and things left unsaid.
4. Realists do not fear the results of their study.
5. The cleverest of all, in my opinion, is the man who calls himself a fool at least once a month.
6. There is no subject so old that something new cannot be said about it.
7. To love someone means to see him as God intended him.
8. The soul is healed by being with children.
9. Innovators and men of genius have almost always been regarded as fools at the beginning (and very often at the end) of their careers.
10. A just cause is not ruined by a few mistakes.

Exercise solution:: Conjunctions

1. If you can't feed a hundred people, then feed just one.
2. It is impossible to walk rapidly and be unhappy.
3. It is not the magnitude of our actions but the amount of love that is put into them that matters.
4. Kind words can be short and easy to speak, but their echoes are truly endless.
5. Let us always meet each other with smile, for the smile is the beginning of love.
6. Let us touch the dying, the poor, the lonely and the unwanted according to the graces we have received and let us not be ashamed or slow to do the humble work.

7. Love is a fruit in season at all times, and within reach of every hand.
8. The miracle is not that we do this work, but that we are happy to do it.
9. There is always the danger that we may just do the work for the sake of the work. This is where the respect and the love and the devotion come in - that we do it to God, to Christ, and that's why we try to do it as beautifully as possible.
10. One of the greatest diseases is to be nobody to anybody.

Exercise solutions: Commas

1. Can a mortal ask questions which God finds unanswerable? Quite easily, I should think. All nonsense questions are unanswerable.
2. I believe in Christianity as I believe that the sun has risen: not only because I see it, but because by it I see everything else.
3. Miracles do not, in fact, break the laws of nature.
4. The long, dull, monotonous years of middle-aged prosperity or middle-aged adversity are excellent campaigning weather for the devil.
5. The real problem is not why some pious, humble, believing people suffer, but why some do not.
6. The safest road to hell is the gradual one - the gentle slope, soft underfoot, without sudden turnings, without milestones, without signposts.
7. The task of the modern educator is not to cut down jungles, but to irrigate deserts.
8. There are two kinds of people: those who say to God, "Thy will be done," and those to whom God says, "All right, then, have it your way."
9. A man can no more diminish God's glory by refusing to worship Him than a lunatic can put out the sun by scribbling the word 'darkness' on the walls of his cell.
10. Courage is not simply one of the virtues, but the form of every virtue at the testing point.

Exercise solutions: Semi Colons and Colons

1. Do what you love. Know your own bone; gnaw at it, bury it, unearth it, and gnaw it still.
2. Generally speaking, a howling wilderness does not howl: it is the imagination of the traveler that does the howling.
3. I had three chairs in my house; one for solitude, two for friendship, three for society.
4. If you have built castles in the air, your work need not be lost; that is where they should be. Now put the foundations under them.
5. In the long run, men hit only what they aim at; therefore, they had better aim at something high.
6. It is not enough to be busy. So are the ants. The question is: What are we busy about?
7. It is usually the imagination that is wounded first, rather than the heart; it being much more sensitive.
8. It takes two to speak the truth: one to speak, and another to hear.
9. Nature is full of genius, full of the divinity; so that not a snowflake escapes its fashioning hand.
10. Read the best books first, or you may not have a chance to read them at all.

Exercise solutions: Other Punctuation

1. One ought never to turn one's back on a threatened danger and try to run away from it. If you do that, you will double the danger. But if you meet it promptly and without flinching, you will reduce the danger by half. Never run away from anything. Never!
2. It is no use saying "we are doing our best." You have got to succeed in doing what is necessary.
3. Continuous effort-not strength or intelligence-is the key to unlocking our potential.
4. Never give in! Never give in! Never, never, never, never.... In nothing great or small, large or petty, never give in except to convictions or honor and good sense!
5. Success is going from failure to failure without loss of enthusiasm.
6. I am easily satisfied with the very best.
7. Solitary trees, if they grow at all, grow strong.
8. If you have an important point to make, don't try to be subtle or clever. Use a pile-driver. Hit the point once. Then come back and hit it again. Then hit it a third time - a tremendous whack!
9. If one has to submit, it is wasteful not to do so with the best grace possible.
10. If we open a quarrel between the past and the present, we shall find we have lost the future.
11. A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty.

Exercise solution: Capitalization

11. It is of great use to the sailor to know the length of his line, though he cannot with it fathom all the depths of the ocean.
12. I have always thought the actions of men the best interpreters of their thoughts.
13. One unerring mark of the love of truth is not entertaining any proposition with greater assurance than the proofs it is built upon will warrant.
14. Our incomes are like our shoes; if too small, they gall and pinch us; but if too large, they cause us to stumble and to trip.
15. Reading furnishes the mind only with materials of knowledge; it is thinking that makes what we read ours.
16. The improvement of understanding is for two ends: first, our own increase of knowledge; secondly, to enable us to deliver that knowledge to others.
17. There cannot be greater rudeness than to interrupt another in the current of his discourse.
18. There is frequently more to be learned from the unexpected questions of a child than the discourses of men.
19. To prejudge other men's notions before we have looked into them is not to show their darkness but to put out our own eyes.
20. We should have a great fewer disputes in the world if words were taken for what they are, the signs of our ideas only, and not for things themselves.

Exercise solutions: Possessive nouns

1. Socrates' decision was made.
2. Thoreau's life was simple
3. The cabin's door was thin.
4. Lincoln's bible was well worn.
5. The idea for the paper was theirs
6. The teacher's class was difficult.
7. The graduate school's admissions processes are difficult.
8. The student's voices were heard.
9. Kant's ethics were difficult to apply.
10. The administrators' decision held.

Exercise solutions: Quotation Marks, Italics, and Hyphens

1. "Young Goodman Brown" is a good book.
2. The article *Deep Meditations* was marvelous.
3. The word *philosophy* means "love of wisdom."
4. "The road less travelled" by Robert Frost is poignant.
5. The girl said: "I cannot believe what you tell me."
6. His argument was iron-clad.
7. His syllogisms broad-sided my thinking process.
8. "The Republic" by Plato discusses the ideal society.
9. Aristotle's discussion on the word *virtue* is instructive.
10. "I agree," I said.

Exercise solution: Subject and Verb Agreement

1. A great man is always willing to be little.
2. A hero is no braver than an ordinary man, but he is brave five minutes longer.
3. Always do what you are afraid to do.
4. As a cure for worrying, work is better than whiskey.
5. As long as a man stands in his own way, everything seems to be in his way.
6. Character is higher than intellect. A great soul will be strong to live as well as think.
7. Do not go where the path may lead, go instead where there is no path and leave a trail.
8. Do the thing we fear, and death of fear is certain.
9. Don't be too timid and squeamish about your actions. All life is an experiment.
10. To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment.

Exercise solutions: Pronouns and Antecedents

1. It is of great use to the sailor to know the length of (Their, his) line, though he cannot with it fathom all the depths of the ocean.
2. I have always thought the actions of (a person, man, men) the best interpreters of their thoughts.
3. One unerring mark of the love of truth is not entertaining any proposition with greater assurance than the proofs (it is, it has) built upon will warrant.
4. Our incomes are like our shoes; if too small, (they, it) gall and pinch us; but if too large, they cause us to stumble and to trip.
5. Reading furnishes the mind only with materials of knowledge; it is thinking that makes what we read (mine, ours).
6. The improvement of understanding is for two ends: first, our own increase of knowledge; secondly, to enable (me, you, us) to deliver that knowledge to others.
7. There cannot be greater rudeness than to interrupt another in the current of (his, his or her, their) discourse.
8. There is frequently more to be learned from the unexpected questions of a child than the discourses of (men, them.)
9. To prejudge other men's notions before (you, they, we) have looked into them is not to show their darkness but to put out our own eyes.
10. We should have a great fewer disputes in the world if words were taken for what (they, it) are, the signs of our ideas only, and not for things themselves.

Exercise solutions: Subjective Complements

1. He is a man. (N)
2. The dog is angry. (A)
3. The man is a farmer. (N)
4. The woman was happy. (A)
5. The car became a winner. (N)
6. The desk was a study center. (N)
7. The boy became wise. (A)
8. The teacher was a mentor. (N)
9. The class felt enlightened. (A)
10. The train was here. (P)

Exercise solution: Direct and Indirect Objects

1. Socrates defended *himself*. dir
2. C.S. Lewis defended *Christianity*. dir
3. Thoreau built a *cabin*. dir
4. Lincoln gave African *slaves* freedom. ind
5. C.S. Lewis wrote "*The Screwtape Letters*." dir

6. Socrates taught his *students* many things. **ind**
7. Thoreau lived *simply*. **neither**
8. Emerson's ideas changed *philosophy*. **dir**
9. Derek loved *philosophy*. **dir**
10. Lincoln gave the *nation* hope. **ind**

Exercise solutions: Active and Passive Voice

1. Lincoln acted in a consistent way. **A**
2. Consistency is the way that Lincoln acted. **P**
3. Thoreau built a small cabin by the pond. **A**
4. The small cabin by the pond was built by Thoreau. **P**
5. Understanding should be sought after. **P**
6. We should seek after understanding. **A**
7. The students always asked powerful questions. **A**
8. Confusing people is what he loved to do. **P**
9. He didn't agree with the establishment. **A**
10. He was overwhelmed by the establishment. **P**

All quotes within this workbook have been found on <http://www.brainyquote.com> under the names of the respective Authors, Philosophers, and Thinkers.

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