Whether you are listening or speaking, reading or writing, you enhance your ability to communicate when you learn the structure of a language. By examining how various parts of speech combine to form sentences and paragraphs, you will learn to use English to express yourself clearly. This skill is very important in such everyday activities as writing business and personal correspondence. The goal of this course is to help you communicate clearly in writing in order to perform these activities.

The information needed to achieve this goal is presented in the textbook *Pacemaker Basic English* (third edition) and this study guide. Globe Fearon published the textbook. The study guide, written by the staff and faculty at The Hadley School for the Blind, directs you through the textbook.

No prerequisites are necessary before starting this course. To complete the course, however, you need the materials that The Hadley School for the Blind has provided and writing materials in the medium of your
choice. If you are taking the audio version of the course, you need your own tape recorder.

Study guides are popular tools for completing distance education courses. They identify what you should be able to do after completing each chapter. In addition, this study guide provides answers to select exercises, which help you practice the information in the textbook. It also includes assignments that enable you and your instructor to evaluate your progress throughout the course.

This course is divided into eight units. Unit 1 examines sentences and their punctuation. Units 2 through 5 address nouns, pronouns, verbs, adjectives, and adverbs. Units 6 through 8 use these parts of speech in phrases, sentences, and paragraphs.

The textbook includes enrichment activities like Using References, Everyday English, Putting It All Together, Communicating on the Job, and English in Your Life. Although you are encouraged to read these activities, you are not required to complete them unless specifically directed to do so in an assignment. The textbook also features supplementary sections titled Writing Process Handbook, Extra Practice Exercises,
Chapter Summaries, and Glossary. Note that answers to the extra practice exercises are not included in the study guide.

The practice exercises, chapter reviews, and unit reviews in Units 1–8 of the textbook are for your personal development only. Do not mail your answers to your Hadley instructor. Rather, use these questions as a comprehension check and compare your answers with those included in this study guide.

You can submit your assignments in the medium of your choice. Note, however, that recorded assignments are not acceptable. Submit one assignment at a time. Wait for your instructor’s feedback on one assignment before submitting the next.

If you mail your assignments, send them Free Matter for the Blind provided they are in large print (14 point or larger), in braille, or on disk. Your course materials include a contact card with your instructor’s fax number and email address. Use this information if you prefer to send your assignments electronically.
Chapter 1: Sentences

Chapter 1 discusses sentences. It defines a sentence as a group of words that expresses a complete thought. It explains the four different kinds of sentences: declarative, interrogative, imperative, and exclamatory. It shows how to use beginning capital letters and end punctuation marks correctly in sentences. It also shows how to divide each sentence into a subject and a predicate. Familiarizing yourself with this material will enable you to write complete sentences.

After completing this chapter, you will be able to
a. define a sentence
b. identify, capitalize, and punctuate the four kinds of sentences
c. identify subjects and predicates in declarative, interrogative, and imperative sentences
d. write complete sentences

What Is a Sentence?
Read pages 1 through 4 of your textbook and do the practice exercises on pages 4 through 5. Then return to
this study guide to compare your answers with those that follow.

**Answers to Practice A**

1. sentence
2. fragment
3. sentence
4. sentence
5. fragment

**Answers to Practice B**

Answers will vary. Possible answers follow.

6. The large chorus sings beautifully.
7. Mario’s job at the movie theater pays well.
8. The security guard heard a strange noise.
9. The final race will begin in ten minutes.
10. The parade starts at 7:00 A.M.

**Answers to Practice C**

11. subject
12. predicate
13. subject
14. subject
15. predicate
Kinds of Sentences

Read page 6 of your textbook and do the practice exercises on pages 6 through 7. Then return to this study guide to compare your answers with those that follow.

Answers to Practice

1. interrogative
2. declarative
3. imperative
4. interrogative
5. exclamatory
6. interrogative
7. exclamatory
8. declarative
9. imperative
10. interrogative
11. exclamatory
12. declarative
13. interrogative
14. declarative
15. imperative
Capital Letters and End Punctuation in Sentences

Read page 8 of your textbook and do the practice exercises on pages 8 through 10. Then return to this study guide to compare your answers with those that follow.

Answers to Practice A

1. What a surprise this is!
2. What is your favorite musical group?
3. My aunt lives in North Dakota.
4. Listen to the birds sing.
5. Watch out for that car!
6. Who typed this report?
7. These fossils were discovered last year.
8. Is this your sandwich?
9. Send this e-mail to Ms. Thompson.
10. Someone help me!

Answers to Practice B

11. For years, Cory had wanted a car.
12. How could he earn the money he needed?
13. He found a job at the supermarket.
14. It took a long time to save enough money.
15. At last, he had enough.
16. Where should he go to buy a car?
17. He saw a red convertible at Square Deal Cars.
18. The car was a dream!
19. Did he have enough money?
20. To his surprise, the car was very cheap.
21. There was one problem.
22. The engine would not start.
23. What did he do?
24. Tell me. or Tell me!
25. He decided to fix the car.

**Answers to Practice C**

There is a strange noise coming from somewhere in this room. What could it be? Look under the bed. It is not coming from under the bed. There it is again! Where is it coming from? It gets louder by the closet. Open the closet door. Be careful! It is definitely here in the closet. But what is it? Oh, I know! It is my electronic football game. I must have forgotten to turn it off last night. Whew, that was scary!

**Subjects and Predicates in Declarative Sentences**

Read page 11 of your textbook and do Practice A, B, and C on pages 11 through 13. In Practice A, write the
subject and the predicate. Write S after each subject and P after each predicate. Because Practice D on page 13 is a matching exercise, it is optional. When you have finished, return to this study guide to compare your answers with those that follow.

Answers to Practice A

1. Roger S; writes to me often P
2. They S; went to every football game last year P
3. A messenger S; will deliver the package tomorrow P
4. new plants S; From these seeds will spring P
5. an old tennis ball S; Across the lawn rolled P
6. Donna and he S; make scented candles P
7. Lobsters S; have five pairs of legs P
8. Rebecca’s missing book S; Under the couch was P
9. Banks and other businesses S; will close for the holiday P
10. Nobody S; wanted to spoil the surprise P
11. a yawning cat S; Near the chair sat P
12. Julie S; found her lost necklace P
13. My family and I S; visited my grandmother P

Answers to Practice B

Answers will vary. Possible answers follow.
14. Those rusty scissors should be thrown away.
15. The most experienced detectives in the department cracked the case.
16. Muddy footprints were found near the door.
17. Most football coaches like to win.
18. Almost everyone in the whole town voted for the mayor.

**Answers to Practice C**

Answers will vary. Possible answers follow.

19. My brother loves to work on cars.
20. A tornado swept through the town.
21. A bright light in the sky appeared from nowhere.
22. An old bottle with a message inside it was found on the beach.
23. A beautiful blue jay sits outside my window every afternoon.
24. Lying at the bottom of my backpack was the library book I lost last week.

**Answers to Optional Practice D**

Answers will vary. Possible answers follow.

Kim and Andy sat under the pine tree.
We walked on the grass.
Some heavy things fell from the shelf.
The bells ring loudly and clearly.
Bears were looking for food.
The sky turned a strange shade of green.
Some students ran through the hall.
The snow and sleet made the roads dangerous.
The game went into overtime.
Everyone cheered for the home team.

**Subjects and Predicates in Interrogative Sentences**

Read page 14 of your textbook and do the practice exercises on pages 14 through 16. In Practice B, write the subject and the predicate. Write $S$ after each subject and $P$ after each predicate. When you have finished, return to this study guide to compare your answers with those that follow.

**Answers to Practice A**

1. Which poem
2. What
3. Who
4. What
5. Which notebook
6. Who
7. Whose gloves
8. Which one
9. Who
10. Whose pen

Answers to Practice B
11. Snakes S; do shed their skins P
12. You S; did find the correct answer P
13. Lu Yin S; did arrive yesterday P
14. The doctor S; does recommend medication P
15. That winding path S; does lead to the cabin P
16. You S; can hold this book P
17. She S; did leave after lunch P
18. Jamie S; can help you P
19. It S; will rain tomorrow P
20. Susan and Megan S; did go home P
21. You S; can tell me the correct answer P
22. You S; would like to see my new office P
23. Lunch S; will be ready soon P

Answers to Practice C
Answers will vary. Possible answers follow.
24. Who volunteered to help?
25. Does anyone have an answer to my question?
26. Can the mechanic fix your car?
27. Which television show is your favorite?
28. Was the mall crowded today?

**Subjects and Predicates in Imperative Sentences**

Read page 17 of your textbook and do the practice exercises on that page. Then return to this study guide to compare your answers with those that follow.

**Answers to Practice**

1. you
2. you
3. Anything
4. you
5. Barbara and José
6. you
7. Tony
8. Mr. Miller
9. you

**Writing Complete Sentences**

Read pages 18 through 19 of your textbook and do the practice exercises on page 19. Then return to this study guide to compare your answers with those that follow.
Answers to Practice

Answers will vary. Possible answers follow.

1. The President of the United States delivered the State of the Union Address last night.
2. I think the President is interesting because he is a very powerful person.

Chapter Review

Complete the chapter review on pages 22 through 23. Margin notes indicate where you can review the material. The Vocabulary Review is optional because it is a matching exercise. In Items 13 through 16 of the Chapter Quiz, simply write the subject and the predicate. Write S after the subject and P after the predicate. When you have finished, return to this study guide to compare your answers with those that follow.

Answers to the Optional Vocabulary Review

1. predicate
2. declarative
3. interrogative
4. paragraph
5. exclamatory
6. subject
7. fragment
8. imperative
9. sentence

Answers to Chapter Quiz

Lesson 1-1

Answers will vary. Possible answers follow.

1. Only he knows the truth.
2. Which one of these is yours?
3. The last one on the page is the hardest.

Lesson 1-2

4. imperative
5. interrogative
6. declarative
7. exclamatory
8. imperative
9. declarative

Lesson 1-3

10. Something is on fire!
11. What can you see?
12. Everything is all right now.

Lessons 1-4 to 1-6

13. My brother’s friend S; is very tall P
14. he S; Will be coming home today P
15. you S; Look out for that car P
16. that S; Wasn’t a great movie P

Lesson 1-7

17. Answers will vary.
   
   I admire Michael Jordan because he is a great role model. His talent in basketball is unmatched! He is also very devoted to his family. I think Michael Jordan is a good man and a great athlete.

Assignment 1

Type, word process, write, or braille your answers to the following assignment. Begin by giving your full name, address, and phone number. Also indicate the name of this course, Assignment 1, your instructor’s name, and the date. Then provide your answers. Be sure to indicate the question number along with each answer. This assignment is worth 100 points. Instructions for sending assignments can be found in the Overview to the course.

Identify each group of words as a sentence or a fragment. (4 points possible)

1. We like the same kind of music.
2. The concert hall downtown.
3. Running far from home.
4. Enjoy it.

Label each sentence by writing declarative, interrogative, imperative, or exclamatory. (4 points possible)
5. I will see you tomorrow.
6. Where are you going?
7. Remember to lock the door.
8. It is so hot today!

Rewrite each sentence. Use capital letters and end punctuation correctly. (8 points possible)
9. pepperoni pizza is my favorite
10. order a large pizza for us
11. did you order drinks too
12. this is great
Write the subject and predicate of each sentence. Write S after the subject and P after the predicate. (16 points possible)

13. The meeting is tonight.

14. Clean up this room.

15. Who did not attend?

16. May I borrow a pen?

Rewrite each fragment as a sentence. Use capital letters and end punctuation. (12 points possible)

17. the new student at my school
18. wakes me up every morning
19. when you take
20. on the next street

21. Read “English in Your Life” on page 20 of your textbook. Do not complete Items 1 and 2 or the Writing and Listening exercise. Instead, write your own letter of complaint about something you have bought that was damaged or did not work. If this has not happened to you, use an imaginary complaint. Write your letter in one paragraph of at
least six sentences. Use complete sentences with correct capitalization and end punctuation. (34 points possible)

22. Write a paragraph about your favorite outdoor activity. Include at least four sentences. Be sure each sentence has a subject and a predicate. Use correct capitalization and punctuation. (16 points possible)

23. How can people show kindness to others? Write a paragraph about acts of kindness that people can do for one another. Include at least four sentences. Be sure each sentence has a subject and a predicate. Use correct capitalization and punctuation. (16 points possible)

Once you have completed this assignment, send it to your instructor. Then return to this study guide to begin Chapter 2: Punctuation.