

## APPENDIX A

### SUMMARY OF VERB TENSES

VERB TENSE	FORM	MEANING AND USE
SIMPLE PRESENT	I <b>have</b> class Mondays. He <b>doesn't have</b> class today. <b>Do</b> you <b>have</b> class today? <b>What do</b> you <b>do</b> every day?	<ul style="list-style-type: none"> <li>facts, general truths, habits, and customs</li> <li>used with frequency adverbs, e.g., <i>always, usually, sometimes, never</i></li> <li>regular activities and repeated actions</li> </ul>
PRESENT CONTINUOUS	I <b>am studying</b> biology this semester. He <b>isn't studying</b> now. <b>Are</b> you <b>studying</b> this weekend? <b>What is</b> she <b>studying</b> at college?	<ul style="list-style-type: none"> <li>actions that are currently in progress</li> <li>future actions if a future time expression is used or understood</li> </ul>
PRESENT PERFECT	I <b>have seen</b> the movie <i>Titanic</i> . He <b>has seen</b> <i>Titanic</i> five times. <b>Have</b> you <b>seen</b> <i>Titanic</i> ? <b>Why have</b> you never <b>seen</b> <i>Titanic</i> ?	<ul style="list-style-type: none"> <li>action that started in the past and continues to the present</li> <li>action that repeats during a period of time from the past to the present</li> <li>action that occurred at an indefinite time in the past</li> </ul>
PRESENT PERFECT CONTINUOUS	She <b>has been working</b> there for years. I <b>haven't been working</b> regularly in a while. <b>Have</b> you <b>been working</b> here long? <b>Where have</b> you <b>been working</b> lately?	<ul style="list-style-type: none"> <li>an action that started in the past and continues to the present</li> </ul>
SIMPLE PAST	The students <b>liked</b> the class discussion. They <b>didn't like</b> the homework. <b>Did</b> you <b>like</b> the discussion? <b>What did</b> you <b>like</b> about the discussion?	<ul style="list-style-type: none"> <li>a single, short, past action</li> <li>a longer past action</li> <li>a repeated past action</li> </ul>
PAST CONTINUOUS	She <b>was watching</b> TV when I called. I <b>wasn't watching</b> TV when you called. <b>Were</b> you <b>watching</b> TV around 10? <b>What were</b> you <b>watching</b> ?	<ul style="list-style-type: none"> <li>an action in progress at a specific past time</li> <li>often with the simple past in another clause to show the relationship of a longer past action to a shorter past action</li> </ul>
PAST PERFECT	I <b>had</b> just <b>left</b> when she arrived. We <b>hadn't left</b> yet when she arrived. <b>Had</b> you already <b>left</b> the party when she arrived? <b>How long had</b> you <b>known</b> each other before you got married?	<ul style="list-style-type: none"> <li>used to indicate the first of two past events</li> </ul>
PAST PERFECT CONTINUOUS	The movie <b>had been playing</b> for 10 minutes when they arrived. The movie <b>hadn't been playing</b> for too long when they arrived. <b>How long had</b> the movie <b>been playing</b> ?	<ul style="list-style-type: none"> <li>a continuous past action that was completed before another past action</li> <li>used with action verbs, e.g., <i>arrive, ask, eat, enter</i></li> </ul>
FUTURE WITH WILL	I <b>will go</b> to the store He <b>won't go</b> to the store. <b>Will</b> you <b>go</b> to the store? <b>When will</b> you <b>go</b> to the store?	<ul style="list-style-type: none"> <li>future plans/decisions made in the moment</li> <li>strong predictions</li> <li>promises and offers to help</li> </ul>

FUTURE WITH <i>BE GOING TO</i>	He's <b>going to study</b> all weekend. He <b>isn't going to study</b> Saturday. <b>Are you going to study</b> Saturday? <b>What are you going to study</b> Saturday?	<ul style="list-style-type: none"> <li>future plans that are already made</li> <li>predictions</li> </ul>
FUTURE CONTINUOUS	I <b>will be sleeping</b> at midnight. They're <b>going to be attending</b> a concert at that time.	<ul style="list-style-type: none"> <li>actions that will occur in the future and continue for an expected period of time</li> </ul>
FUTURE PERFECT	She <b>will have finished</b> by 10 o'clock.	<ul style="list-style-type: none"> <li>actions that will be completed before another point in the future</li> </ul>
FUTURE PERFECT CONTINUOUS	I <b>will have been standing</b> here for an hour when the train finally arrives.	<ul style="list-style-type: none"> <li>actions that will continue up until a point in the future</li> </ul>

## APPENDIX B

### NONACTION VERBS

DESCRIPTION	FEELINGS	DESIRES	MEASUREMENTS	MENTAL STATES	SENSES
appear* be* consist of look* look like resemble seem	appreciate care dislike forgive hate like love mind miss	hope need prefer want wish	cost measure* weigh*	agree believe concern disagree doubt forget guess know imagine mean recognize remember* suppose surprise think* understand	belong contain feel* have* hear* hurt notice own possess see* smell* sound*

\*Words that also have an active meaning

## APPENDIX C

### IRREGULAR VERB FORMS

BASE FORM	PAST FORM	PAST PARTICIPLE	BASE FORM	PAST FORM	PAST PARTICIPLE
be	was/were	been	fight	fought	fought
bear	bore	born/borne	find	found	found
beat	beat	beaten	fit	fit	fit
become	became	become	flee	fled	fled
begin	began	begun	fly	flew	flown
bend	bent	bent	forbid	forbade	forbidden
bet	bet	bet	forget	forgot	forgotten
bid	bid	bid	forgive	forgave	forgiven
bind	bound	bound	freeze	froze	frozen
bite	bit	bitten	get	got	gotten
bleed	bled	bled	give	gave	given
blow	blew	blown	go	went	gone
break	broke	broken	grind	ground	ground
breed	bred	bred	grow	grew	grown
bring	brought	brought	hang	hung	hung
broadcast	broadcast	broadcast	have	had	had
build	built	built	hear	heard	heard
burst	burst	burst	hide	hid	hidden
buy	bought	bought	hit	hit	hit
cast	cast	cast	hold	held	held
catch	caught	caught	hurt	hurt	hurt
choose	chose	chosen	keep	kept	kept
cling	clung	clung	know	knew	known
come	came	come	lay	laid	laid
cost	cost	cost	lead	led	led
creep	crept	crept	leave	left	left
cut	cut	cut	lend	lent	lent
deal	dealt	dealt	let	let	let
dig	dug	dug	lie	lay	lain
dive	dove/dived	dove/dived	light	lit/lighted	lit/lighted
do	did	done	lose	lost	lost
draw	drew	drawn	make	made	made
drink	drank	drunk	mean	meant	meant
drive	drove	driven	meet	met	met
eat	ate	eaten	mistake	mistook	mistaken
fall	fell	fallen	overcome	overcame	overcome
feed	fed	fed	overdo	overdid	overdone
feel	felt	felt	overtake	overtook	overtaken

BASE FORM	PAST FORM	PAST PARTICIPLE	BASE FORM	PAST FORM	PAST PARTICIPLE
overthrow	overthrew	overthrown	stick	stuck	stuck
pay	paid	paid	sting	stung	stung
plead	pled/pleaded	pled/pleaded	stink	stank	stunk
prove	proved	proven/proved	strike	struck	struck/stricken
put	put	put	strive	strove	striven
quit	quit	quit	swear	swore	sworn
read	read	read	sweep	swept	swept
ride	rode	ridden	swell	swelled	swelled/swollen
ring	rang	rung	swim	swam	swum
rise	rose	risen	swing	swung	swung
run	ran	run	take	took	taken
say	said	said	teach	taught	taught
see	saw	seen	tear	tore	torn
seek	sought	sought	tell	told	told
sell	sold	sold	think	thought	thought
send	sent	sent	throw	threw	thrown
set	set	set	understand	understood	understood
sew	sewed	sewn/sewed	uphold	upheld	upheld
shake	shook	shaken	upset	upset	upset
shed	shed	shed	wake	woke	woken
shine	shone/shined	shone/shined	wear	wore	worn
shoot	shot	shot	weave	wove	woven
show	showed	shown/showed	wed	wedded/wed	wedded/wed
shrink	shrank/shrunk	shrunk/shrunken	weep	wept	wept
shut	shut	shut	win	won	won
sing	sang	sung	wind	wound	wound
sink	sank	sunk	withdraw	withdrew	withdrawn
sit	sat	sat	withhold	withheld	withheld
sleep	slept	slept	withstand	withstood	withstood
slide	slid	slid	wring	wrung	wrung
slit	slit	slit	write	wrote	written
speak	spoke	spoken	<b>Note:</b> The past and past participle of some verbs can end in <i>-ed</i> or <i>-t</i> . burn    burned or burnt dream   dreamed or dreamt kneel    kneeled or knelt learn    learned or learnt leap    leaped or leapt spill    spilled or spilt spoil    spoiled or spoilt		
speed	sped	sped			
spend	spent	spent			
spin	spun	spun			
spit	spit/spat	spit/spat			
split	split	split			
spread	spread	spread			
spring	sprang	sprung			
stand	stood	stood			
steal	stole	stolen			

---

## APPENDIX D

---

### GERUNDS AND INFINITIVES

#### Verbs Followed by Gerunds

admit advise anticipate appreciate avoid can't help complete consider delay deny	detest discuss dislike enjoy finish forbid imagine keep mention mind	miss permit postpone practice put off quit recall recommend regret remember	resent resist risk stop suggest tolerate understand
---	---	--	---

#### Verbs Followed by Infinitives

agree appear ask attempt arrange be able beg can afford care choose	claim consent decide demand deserve expect fail forget hope intend	know how learn manage need offer plan prepare pretend promise refuse	seem swear tend threaten try volunteer want wish would like
--	---	---	---

#### Verbs Followed by Either Gerunds or Infinitives

begin continue hate like	love prefer remember* can (not) stand	start stop* try (in past form <i>tried</i> )*
-----------------------------------	--	---

\*Difference in meaning between use of gerund and infinitive

#### Adjectives Followed by Infinitives

afraid ashamed careful certain challenging delighted determined difficult disappointed eager	easy embarrassed excited glad good happy hard important impossible likely	lucky necessary pleased prepared proud ready relieved reluctant rewarding right	sad shocked sorry stupid surprised upset useful willing wrong
---	--	--	---

## APPENDIX E

### VERBS AND ADJECTIVES FOLLOWED BY A PREPOSITION

MANY VERBS AND ADJECTIVES ARE FOLLOWED BY A PREPOSITION.

accuse someone of (be) accustomed to adjust to (be) afraid of agree with (be) amazed at/by (be) angry about (be) angry at/with apologize for approve of argue about argue with (be) ashamed of (be) aware of believe in blame someone for (be) bored with/by (be) capable of care about care for compare to/with complain about concentrate on (be) concerned about consist of count on deal with decide on depend on/upon (be) different from disapprove of (be) divorced from dream about/of (be) engaged to (be) excited about	(be) familiar with (be) famous for (be) fond of forget about forgive (someone) for (be) glad about (be) good at (be) grateful (to someone) for (be) guilty of (be) happy about hear about hear of hope for (be) incapable of insist on/upon (be) interested in (be) involved in (be) jealous of (be) known for (be) lazy about listen to look at look for look forward to (be) mad about (be) mad at (be) made from/of (be) married to object to (be) opposed to participate in plan on pray to pray for	(be) prepared for/to prevent (someone/something) from prohibit (someone/something) from protect (someone/something) from (be) proud of recover from (be) related to rely on/upon (be) responsible for (be) sad about (be) satisfied with (be) scared of (be) sick of (be) sorry about (be) sorry for speak about speak to/with succeed in (be) sure of/about (be) surprised at take care of talk about talk to/with thank (someone) for (be) thankful (to someone) for think about think of (be) tired of (be) upset about (be) upset with (be) used to wait for warn (someone) about (be) worried about worry about
---	---	--

## APPENDIX F

### NONCOUNT NOUNS

GROUP A	Nouns that have no distinct, separate parts					
	milk	juice	paper	cholesterol		
	oil	yogurt	rain	blood		
	water	poultry	air	electricity		
	coffee	bread	soup	lightning		
	tea	meat	butter	thunder		
GROUP B	Nouns with parts too small or insignificant to count					
	rice	hair	sand			
	sugar	popcorn	corn			
	salt	snow	grass			
GROUP C	Nouns that are classes or categories					
	money or cash (nickels, dimes, dollars)			mail (letters, packages, postcards, flyers)		
	furniture (chairs, tables, beds)			homework (compositions, exercises, readings)		
	clothing (sweaters, pants, dresses)			jewelry (necklaces, bracelets, rings)		
GROUP D	Abstract nouns					
	love	happiness	nutrition	patience	work	nature
	truth	education	intelligence	poverty	health	help
	beauty	advice	unemployment	music	fun	energy
	luck/fortune	knowledge	pollution	art	information	friendship
GROUP E	Subjects of study					
	history	grammar	biology			
	chemistry	geometry	math (mathematics*)			

**\*Note:** Even though *mathematics* ends with *s*, it is not plural.

### Quantity Words with Count and Noncount Nouns

SINGULAR COUNT	PLURAL COUNT	NONCOUNT
<b>a</b> tomato	tomatoes	coffee
<b>one</b> tomato	<b>two</b> tomatoes	<b>two cups of</b> coffee
	<b>some</b> tomatoes	<b>some</b> coffee
<b>no</b> tomato	<b>no</b> tomatoes	<b>no</b> coffee
	<b>any</b> tomatoes (with questions and negatives)	<b>any</b> coffee (with questions and negatives)
	<b>a lot of</b> tomatoes	<b>a lot of</b> coffee
	<b>many</b> tomatoes	<b>much</b> coffee (with questions and negatives)
	<b>a few</b> tomatoes	<b>a little</b> coffee
	<b>several</b> tomatoes	<b>several cups of</b> coffee
	<b>How many</b> tomatoes?	<b>How much</b> coffee?

## Count or Noncount Nouns with Changes in Meaning

COUNT	NONCOUNT
Avocados and nuts are <b>foods</b> with healthy fats.	We have a lot of <b>food</b> at home.
He wrote a <b>paper</b> about hypnosis.	I need some <b>paper</b> to write my composition.
He committed three <b>crimes</b> last year.	There is a lot of <b>crime</b> in a big city.
I have 200 <b>chickens</b> on my farm.	We ate some <b>chicken</b> for dinner.
I don't want to bore you with my <b>troubles</b> .	I have some <b>trouble</b> with my car.
She went to Puerto Rico three <b>times</b> .	She spent a lot of <b>time</b> on her project.
She drank three <b>glasses</b> of water.	The window is made of bulletproof <b>glass</b> .
I had a bad <b>experience</b> on my trip to Paris.	She has <b>experience</b> with computers.
I've learned about the <b>lives</b> of my grandparents.	<b>Life</b> is sometimes happy, sometimes sad.
I heard a <b>noise</b> outside my window.	Those children are making a lot of <b>noise</b> .
Some <b>fruits</b> have a lot of sugar.	I bought some <b>fruit</b> at the fruit store.

---

## APPENDIX G

---

### USES OF ARTICLES

#### The Indefinite Article

##### A. To classify a subject

EXAMPLES	EXPLANATION
Chicago is <b>a</b> city. Illinois is <b>a</b> state. Abraham Lincoln was <b>an</b> American president.	<ul style="list-style-type: none"><li>• We use <i>a</i> before a consonant sound.</li><li>• We use <i>an</i> before a vowel sound.</li><li>• We can put an adjective before the noun.</li></ul>
Chicago and Los Angeles are cities. Lincoln and Washington were American presidents.	We do not use an article before a plural noun.

##### B. To make a generalization about a noun

EXAMPLES	EXPLANATION
<b>A dog</b> has sharp teeth. <b>Dogs</b> have sharp teeth.	We use an indefinite article ( <i>a/an</i> ) + a singular count noun or no article with a plural noun.
<b>An elephant</b> has big ears. <b>Elephants</b> have big ears.	Both the singular and plural forms have the same meaning.
<b>Coffee</b> contains caffeine. <b>Love</b> makes people happy.	We do not use an article to make a generalization about a noncount noun.

##### C. To introduce a new noun into the conversation

EXAMPLES	EXPLANATION
I have <b>a cell phone</b> . I have <b>an umbrella</b> .	We use the indefinite article <i>a/an</i> with singular count nouns.
I have <b>(some) dishes</b> . Do you have <b>(any) cups</b> ? I don't have <b>(any) forks</b> . I have <b>(some) money</b> with me. Do you have <b>(any) cash</b> with you? I don't have <b>(any) time</b> .	We use <i>some</i> or <i>any</i> with plural nouns and noncount nouns. We use <i>any</i> in questions and negatives. <i>Some</i> and <i>any</i> can be omitted.
There's <b>an elevator</b> in the building. There isn't <b>any money</b> in my wallet.	<i>There</i> + a form of <i>be</i> can introduce an indefinite noun into a conversation.

# The Definite Article

## A. To refer to a previously mentioned noun

EXAMPLES	EXPLANATION
There's <b>a dog</b> in the next apartment. <b>The dog</b> barks all the time.	We start by saying <i>a dog</i> . We continue by saying <i>the dog</i> .
We bought <b>some grapes</b> . We ate <b>the grapes</b> this morning.	We start by saying <i>some grapes</i> . We continue by saying <i>the grapes</i> .
I need <b>some sugar</b> . I'm going to use <b>the sugar</b> to bake a cake.	We start by saying <i>some sugar</i> . We continue by saying <i>the sugar</i> .
Did you buy <b>any coffee</b> ? Yes. <b>The coffee</b> is in the cabinet.	We start by saying <i>any coffee</i> . We continue by saying <i>the coffee</i> .

## B. When the speaker and the listener have the same reference

EXAMPLES	EXPLANATION
<b>The number</b> on this page is 391.	The object is present, so the speaker and listener have the same object in mind.
<b>The president</b> is talking about <b>the</b> economy.	People who live in the same country have things in common.
Please turn off <b>the lights</b> and shut <b>the door</b> before you leave <b>the house</b> .	People who live in the same house have things in common.
<b>The house on the corner</b> is beautiful. I spent <b>the money you gave me</b> .	The listener knows exactly which one because the speaker defines or specifies which one.

## C. When there is only one in our experience

EXAMPLES	EXPLANATION
<b>The sun</b> is bigger than <b>the moon</b> . There are many problems in <b>the world</b> .	The <i>sun</i> , the <i>moon</i> , and the <i>world</i> are unique objects.
Write your name on <b>the top</b> of the page.	The page has only one top.
Alaska is <b>the biggest</b> state in the U.S.	A superlative indicates that there is only one.

## D. With familiar places

EXAMPLES	EXPLANATION
I'm going to <b>the store</b> after work. Do you need anything? <b>The bank</b> is closed now. I'll go tomorrow.	We use <i>the</i> with certain familiar places and people—the <i>bank</i> , the <i>zoo</i> , the <i>park</i> , the <i>store</i> , the <i>movies</i> , the <i>beach</i> , the <i>post office</i> , the <i>bus</i> , the <i>train</i> , the <i>doctor</i> , the <i>dentist</i> —when we refer to the one that we habitually visit or use.

### Notes:

- Omit *the* after a preposition with the words *church*, *school*, *work*, and *bed*.  
*He's in church.*                      *They're at work.*  
*I'm going to school.*                *I'm going to bed.*
- Omit *to* and *the* with *home* and *downtown*.  
*I'm going home.*                    *Are you going downtown after class?*

*continued*

E. To make a formal generalization

EXAMPLES	EXPLANATION
<b>The shark</b> is the oldest and most primitive fish.	To say that something is true of all members of a group, use <i>the</i> with singular count nouns.
<b>The computer</b> has changed the way people deal with information.	To talk about a class of inventions, use <i>the</i> .
<b>The ear</b> has three parts: outer, middle, and inner.	To talk about an organ of the body in a general sense, use <i>the</i> .

Note:

For informal generalizations, use *a* + a singular noun or no article with a plural noun.

**The computer** has changed the way we deal with information. (Formal)

**A computer** is expensive. (Informal)

**Computers** are expensive. (Informal)

Special Uses of Articles

NO ARTICLE	ARTICLE
Personal names: John Kennedy	The whole family: the Kennedys
Title and name: Queen Elizabeth	Title without name: the Queen
Cities, states, countries, continents: Cleveland Ohio Mexico South America	Places that are considered a union: the United States Place names: the _____ of _____ the District of Columbia
Mountains: Mount Everest	Mountain ranges: the Rocky Mountains
Islands: Staten Island	Collectives of islands: the Hawaiian Islands
Lakes: Lake Superior	Collectives of lakes: the Great Lakes
Beaches: Palm Beach Pebble Beach	Rivers, oceans, seas: the Mississippi River the Atlantic Ocean the Dead Sea
Streets and avenues: Madison Avenue Wall Street	Well-known buildings: the Willis Tower the Empire State Building
Parks: Central Park	Zoos: the San Diego Zoo

NO ARTICLE	ARTICLE
Seasons: summer    fall    spring    winter Summer is my favorite season.  <b>Note:</b> After a preposition, <i>the</i> may be used. In (the) winter, my car runs badly.	Deserts: the Mojave Desert the Sahara Desert
Directions: north    south    east    west	Sections of a piece of land: the West Side (of New York)
School subjects: history    math	Unique geographical points: the North Pole    the Vatican
Name + <i>College or University</i> : Northwestern University	The University/College of _____ the University of Michigan
Magazines: <i>Time</i> <i>Sports Illustrated</i>	Newspapers: the <i>Tribune</i> the <i>Los Angeles Times</i>
Months and days: September                  Monday	Ships: the <i>Titanic</i> the <i>Queen Elizabeth II</i>
Holidays and dates: Mother's Day July 4 (month + day)	The day of month: the fifth of May the Fourth of July
Diseases: cancer    AIDS polio    malaria	Ailments: a cold                  a toothache a headache              the flu
Games and sports: poker soccer	Musical instruments, after <i>play</i> : the drums    the piano <b>Note:</b> Sometimes <i>the</i> is omitted. She plays (the) drums.
Languages: English	The _____ language: the English language
Last month, year, week, etc. = the one before this one: I forgot to pay my rent last month. The teacher gave us a test last week.	The last month, the last year, the last week, etc. = the last in a series: December is the last month of the year. Vacation begins the last week in May.
In office = in an elected position: The president is in office for four years.	In the office = in a specific room: The teacher is in the office.

---

## APPENDIX H

---

### CONNECTORS

#### Sentences Types

There are three basic sentences types: simple, compound, and complex.

**Simple sentences** usually have one subject and one verb.

s                      v

Students love textbooks.

Simple sentences can have more than one subject and/or verb.

s                      s                      v

Children and adults like pizza.

**Compound sentences** are usually made up of two simple sentences (independent clauses) with a **connector** (a coordination conjunction such as *and*, *but*, *or*, *yet*, *so*, and *for*):

s                      v                      coord  
conj                      s                      v

They worked hard all semester, **but** they did not finish the project.

**Complex sentences** have one independent clause and at least one dependent clause. The dependent clause is often an adverb clause, which begins with a **connector** (a subordinating conjunction such as *while*, *although*, *because*, and *if*):

sub  
conj                      dependent clause                      independent clause

**Although** the test was very difficult, all the students received a passing grade.

#### Coordinating Conjunctions

Coordinating conjunctions join two independent clauses to form a compound sentence. Use a comma before a coordinating conjunction in a compound sentence.

independent clause                      coord  
conj                      independent clause

The test was very difficult, **but** all the students received a passing grade.

#### Subordinating Conjunctions

Subordinating conjunctions introduce a dependent clause in a complex sentence. When a dependent clause begins a sentence, use a comma to separate it from the independent clause.

dependent clause                      independent clause

**Although** the test was very difficult, all the students received a passing grade.

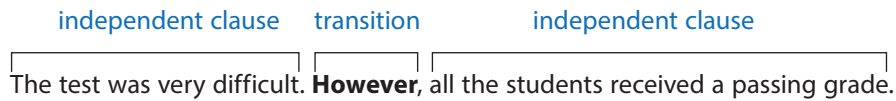
When a dependent clause comes after an independent clause, no comma is used.

independent clause                      dependent clause

All the students received a passing grade **although** the test was very difficult.

# Transition Words

Transition words **show the relationship between ideas in sentences**. A transition followed by a comma can begin a sentence.



## Connector Summary Chart

PURPOSE	COORDINATING CONJUNCTIONS	SUBORDINATING CONJUNCTIONS	TRANSITION WORDS
To give an example			For example, To illustrate, Specifically, In particular,
To add information	and		In addition, Moreover, Furthermore,
To signal a comparison			Similarly, Likewise, In the same way,
To signal a contrast	but yet	while, although	In contrast, However, On the other hand, Conversely, Instead,
To signal a concession	yet	although, though, even though	Nevertheless, Even so, Admittedly, Despite this,
To emphasize			In fact, Actually,
To clarify			In other words, In simpler words, More simply,
To give a reason/cause	for	because, since	
To show a result	so	so	As a result, As a consequence, Consequently, Therefore, Thus,
To show time relationships		after, as soon as, before, when, while, until, since, whenever, as	Afterward, First, Second, Next, Then, Finally, Subsequently, Meanwhile, In the meantime,
To signal a condition		if, even if, unless, provided that, when	
To signal a purpose		so that, in order that	
To signal a choice	or		
To signal a conclusion			In conclusion, To summarize, As we have seen, In brief, In closing, To sum up, Finally,

---

## APPENDIX I

---

### CAPITALIZATION AND PUNCTUATION

#### Capitalization Rules

RULE	EXAMPLES
The first word in a sentence	<b>M</b> y friends are helpful.
The word <i>I</i>	My sister and <b>I</b> took a trip together.
Names of people	<b>A</b> braham <b>L</b> incoln; <b>G</b> eorge <b>W</b> ashington
Titles preceding names of people	<b>D</b> octor ( <b>D</b> r.) <b>S</b> mith; <b>P</b> resident <b>L</b> incoln; <b>Q</b> ueen <b>E</b> lizabeth; <b>M</b> r. <b>R</b> ogers; <b>M</b> rs. <b>C</b> arter
Geographic names	the <b>U</b> nited <b>S</b> tates; <b>L</b> ake <b>S</b> uperior; <b>C</b> alifornia; the <b>R</b> ocky <b>M</b> ountains; the <b>M</b> ississippi <b>R</b> iver <b>Note:</b> The word <i>the</i> in a geographic name is not capitalized.
Street names	<b>P</b> ennsylvania <b>A</b> venue ( <b>A</b> ve.); <b>W</b> all <b>S</b> treet ( <b>S</b> t.); <b>A</b> bbey <b>R</b> oad ( <b>R</b> d.)
Names of organizations, companies, colleges, buildings, stores, hotels	the <b>R</b> epublican <b>P</b> arty; <b>C</b> engage <b>L</b> earning; <b>D</b> artmouth <b>C</b> ollege; the <b>U</b> niversity of <b>W</b> isconsin; the <b>W</b> hite <b>H</b> ouse; <b>B</b> loomingdale's; the <b>H</b> ilton <b>H</b> otel
Nationalities and ethnic groups	<b>M</b> exicans; <b>C</b> anadians; <b>S</b> paniards; <b>A</b> mericans; <b>J</b> ews; <b>K</b> urds; <b>I</b> nuit
Languages	<b>E</b> nglish; <b>S</b> panish; <b>P</b> olish; <b>V</b> ietnamese; <b>R</b> ussian
Months	<b>J</b> anuary; <b>F</b> ebruary
Days	<b>S</b> unday; <b>M</b> onday
Holidays	<b>I</b> ndependence <b>D</b> ay; <b>T</b> hanksgiving
Important words in a title	<i><b>G</b>rammar in <b>C</b>ontext; <b>T</b>he <b>O</b>ld <b>M</b>an and the <b>S</b>ea; <b>R</b>omeo and <b>J</b>uliet; <b>T</b>he <b>S</b>ound of <b>M</b>usic</i> <b>Note:</b> Capitalize <i>the</i> as the first word of a title.

# Punctuation Rules

PUNCTUATION	EXAMPLES
A period (.) is used at the end of a declarative sentence.	This is a complete sentence.
A question mark (?) is used at the end of a question.	When does the movie start?
An exclamation mark (!) is used at the end of an exclamation. It expresses a strong emotion. It can also be called an exclamation point.	This book is so interesting!
<p>A comma (,) is used:</p> <ul style="list-style-type: none"> <li>• before the connectors <i>and</i>, <i>but</i>, <i>so</i>, and <i>or</i> in a compound sentence.</li> <li>• between three or more items in a list.</li> <li>• after a dependent clause at the beginning of a complex sentence. Dependent clauses include time clauses, <i>if</i> clauses, and reason clauses.</li> <li>• between the day and the date and between the date and the year.</li> <li>• between and after (if in the middle of a sentence) city, state, and country names that appear together.</li> <li>• after time words and phrases, prepositional phrases of time, and sequence words (except <i>then</i>) at the start of a sentence.</li> </ul>	<ul style="list-style-type: none"> <li>• She gave Tomas a pen, but he wanted a pencil.</li> <li>• He needs a notebook, a pen, and a calculator.</li> <li>• If it's cold outside, you should wear a coat.</li> <li>• The test will be on Friday, May 20. The school opened on September 3, 2010.</li> <li>• She lived and taught in Shanghai, China, for five years.</li> <li>• Finally, the test was over, and the student could leave. After the movie, they decided to go out for coffee.</li> </ul>
<p>An apostrophe (') is used to indicate either a contraction or a possession:</p> <ul style="list-style-type: none"> <li>• Use an apostrophe in a contraction in place of the letter or letters that have been deleted.</li> <li>• Add an apostrophe and the letter -s after the word. If a plural word already ends in -s, just add an apostrophe.</li> </ul>	<ul style="list-style-type: none"> <li>• I'm happy to see you. You've read a lot of books this year.</li> <li>• That is Yusef's book. The teachers' books include the answers.</li> </ul>
<p>Quotation marks (") are used to indicate:</p> <ul style="list-style-type: none"> <li>• the exact words that were spoken by someone. Notice that the punctuation at the end of a quote is inside the quotation marks.</li> <li>• language that a writer has borrowed from another source.</li> <li>• when a word or phrase is being used in a special way.</li> </ul>	<ul style="list-style-type: none"> <li>• Albert Einstein said, "I have no special talent. I am only passionately curious."</li> <li>• The dictionary defines punctuation as "the use of specific marks to make ideas within writing clear."</li> <li>• The paper was written by a "professional" writer.</li> </ul>