

Chapter 1

Placing the Proper Verb in the Proper Place

In This Chapter

- ▶ Examining past, present, and future tenses
- ▶ Practicing the perfect tenses
- ▶ Navigating among irregular forms
- ▶ Handling helping verbs

As short as two letters and as long as several words, verbs communicate action or state of being. Plus, even without a new Rolex, they tell time. Unfortunately, that handy little time-keeping function, like the buttons on my watch, can be confusing. In this chapter, I hit you with basic time questions. No, not “You’re late again *because . . . ?*” but “Which verb do I need to show what’s completed, not yet begun, or going on right now?” The first section hits the basic tenses (past, present, and future) and the second hits the perfect tenses, which are anything *but* perfect. After that, you can work on irregulars and helping verbs.

Choosing among Past, Present, and Future

Verbs tell time with a quality known as tense. Before you reach for a tranquilizer, here’s the lowdown on the basic tenses. You have three, and each has two forms — lo-carb and fat-free. Sorry, I mean *plain* (called by its basic time designation — present, past, or future) and progressive (the *-ing* form of a verb). *Progressive* places a little more emphasis on process or on action that spans a time period, and the present progressive may reach into the future. In many sentences, either plain or progressive verbs may be used interchangeably. Here’s a taste of each:

- ✓ **Past tense** tells what happened either at a specific, previous time or describes a pattern of behavior in the past. (In the sentence “Diane tattooed a skull on her bulging bicep,” *tattooed* is a past tense verb. In “During the Motorcycle Festival, Diane was flexing her bicep,” *was flexing* is a verb in past progressive tense.)
- ✓ **Present tense** tells you what’s going on now at the present moment, or more generally speaking, what action is recurring. It also touches the future. (In the sentence “Grace rides her Harley,” *rides* is a present tense verb. In “Grace is always polishing her Harley” and “Grace is riding to Florida,” the verbs *is polishing* and *is riding* are in present progressive tense.)
- ✓ **Future tense** moves into fortune-teller land. (The verb in “Grace will give Diane a ride around the block” is *will give*, which is in future tense. In “Grace will be bragging about her new motorcycle for months,” *will be bragging* is in future progressive tense.)



Okay, time to check out a sample problem. The *infinitive* (the grandpappy of each verb family) follows every sentence. Stay in that family when you fill in the blank, choosing the correct tense. When you're finished with this sample, try the practice problems that follow.

Q. Yesterday, overreacting to an itty-bitty taste of arsenic, Mike _____ his evil twin brother of murder. (*to accuse*)

A. accused. The clue here is *yesterday*, which tells you that you're in the past.

1. Fashion is important to David, so he always _____ the latest and most popular poaching style. (*to select*)
2. Last year's tight, slim lines _____ David, who, it must be admitted, does not have a tiny waist. (*to challenge*)
3. While David _____ new clothes, his fashion consultant is busy on the sidelines, recommending stripes and understated plaids to minimize the bulge factor. (*to buy*)
4. David hopes that the next fashion fad _____ a more mature, oval figure like his own. (*to flatter*)
5. Right now Diane _____ an article for the fashion press stating that so-tight-it-may-as-well-be-painted-on leather is best. (*to write*)
6. She once _____ a purple suede pantsuit, which clashed with her orange "I Love Motorcycles" tattoo. (*to purchase*)
7. While she _____ the pantsuit, two shoppers urged her to "go for it." (*to charge*)
8. Two days after Diane's shopping spree, Grace _____ about show-offs who "spend more time on their wardrobes than on their spark plugs." (*to mutter*)
9. However, Diane knows that Grace, as soon as she raises enough cash, _____ in a suede outfit of her own. (*to invest*)
10. David, as always, _____ in with the last word when he gave Grace and Diane the "Fashion Train Wreck of the Year" award. (*to chime*)
11. Two minutes after she received the award, Diane _____ it on a shelf next to her "Best Dressed, Considering" medal. (*to place*)
12. Every day, when I see the medal, I _____ what "considering" means. (*to wonder*)
13. Grace _____ it to me in detail yesterday. (*to explain*)
14. "We earned the medal for considering many fashion options," she _____. (*to state*)
15. David, who _____ Diane tomorrow, says that the medal acknowledges the fact that Grace is "fashion-challenged" but tries hard anyway. (*to visit*)

Shining a Light on Not-So-Perfect Tenses

The perfect tenses tack *has*, *have*, or *had* onto a verb. Each perfect tense — present perfect, past perfect, and future perfect — also has a progressive form, which includes an *-ing* verb. The difference between plain perfect tense and progressive perfect is subtle. The progressive perfect is a bit more immediate than the plain form and refers to something that's ongoing or takes places over a span of time. In many sentences the plain and progressive forms may be interchanged. Here's when to use the perfect tenses:

- ✓ **Present perfect links the past and the present.** An action or state of being began in the past and is still going on. (In the sentence “Despite numerous reports of sightings around the world, Kristin has stayed close to home,” the verb *has stayed* is in present perfect tense. In “Kristin has been living within two miles of the Scottish border for the last decade,” *has been living* is a present perfect progressive tense verb.)
- ✓ **Past perfect places one event in the past before another event in the past.** (The verb in “Mike had dumped his dirty laundry in his mother’s basement long before she decided to change the front-door lock” is *had dumped*, which is in past perfect tense. In the sentence “Christy, Mike’s mother, had been threatening a laundry strike for years, but the beginning of mud-wrestling season pushed her to the breaking point,” *had been threatening* is a past perfect progressive tense verb.)
- ✓ **Future perfect implies a deadline sometime (surprise, surprise) in the future.** (In the sentence “Before sundown, David will have toasted several dozen loaves of bread,” *will have toasted* is in future perfect tense. The verb in “By the time you turn on the television, *Eye on Cooking* will have been covering the toasting session for two hours, with six more to go,” is *will have been covering*, which is in future perfect progressive tense.)



Practice, especially with these verbs, makes perfect, so try this example and then plunge ahead. The verb you're working on appears as an *infinitive* (the basic, no-tense form) at the end of the sentence. Change it into the correct tense and fill in the blank.

- Q. Kristin _____ an acceptance speech, but the “Spy of the Year” title went to Hanna instead. (*to prepare*)
- A. **had prepared.** With two events in the past, the *had* signals the prior event. The preparing of the speech took place before the awarding of the title, so *had prepared* is the form you want.
16. Mike _____ on thin ice for two hours when he heard the first crack. (*to skate*)
17. Diane _____ Mike for years about his skating habits, but he just won't listen. (*to warn*)
18. David — a delicate, sensitive soul — accompanied Mike to the pond and then to the hospital. After David _____ an hour, the doctor announced that the skater was free to go. (*to wait*)
19. After today's skating trip ends, David _____ a total of 1,232 hours for his friend and _____ countless outdated magazines in the emergency room family area. (*to wait, to read*)

20. Grace _____ to speak to Mike ever since he declared that “a little thin ice” shouldn’t scare anyone. (*to refuse*)
21. Mike, in a temper, pointed out that Grace’s motorcycle _____ him to the hospital even more frequently than his skates. (*to send*)
22. In an effort to make peace, Kristin _____ quietly to both combatants before they ever stop yelling at each other. (*to speak*)
23. Despite years of practice, Tim _____ success only on rare occasions, but he keeps trying to resolve his brother’s conflicts anyway. (*to achieve*)
24. At times Tim’s conflict-resolution technique _____ of violent finger pokes in the fighters’ ribs, but he is trying to become more diplomatic. (*to consist*)
25. After Mike _____ that his brother’s wisest course of action was to “butt out,” Tim simply ignored him. (*to declare*)
26. We all think that Tim _____ up on conflict resolution by the time Mike turns 30. (*to give*)
27. Despite failing with Mike every time he tries to avoid a quarrel, Tim _____ interest in a diplomatic career several times over the last few weeks. (*to express*)
28. Although Mike _____ several ambassadors about his brother’s career plans during his visit to the United Nations last week, no one granted Tim an interview yesterday, though he spent the day begging for “just five minutes.” (*to approach*)
29. Kristin, the soul of kindness, said that before Tim makes his next career move, she _____ that “it’s hard to break into this field” at least five times. (*to declare*)
30. David could help, as he _____ as an ambassador for the last seven years and won’t retire until 2010. (*to serve*)

Navigating among Irregular Forms

Designed purposely to torture you, irregular verbs stray from the usual *-ed* form in the past tense. The irregularity, which doesn’t entitle you to the sale price the way it does for irregular sheets or other things that are actually useful, continues in a form called the *past participle*. You don’t need to know the terms; you just need to know what words replace the usual *-ed* verb configuration (*sang* and *sung* instead of *singed*, for example).



You can’t memorize every possible irregular verb. If you’re unsure about a particular verb, look it up in the dictionary. The definition will include the irregular form.



Here’s a set of irregular problems to pickle your brain. Fill in the blanks with the correct irregular form, working from the verb indicated in parentheses. Notice that the parentheses don’t, strictly speaking, contain a verb at all — just the ancestor of that particular verb family, the infinitive. Check out the following example.

- Q. With one leg three inches shorter than the other, Natalie seldom _____ into second base, even when the team was desperate for a base hit. (*to slide*)
- A. **slid**. No -ed for this past tense! *Slid* is the irregular past form of *to slide*.
31. If you discover a piece of pottery on the floor, look for Natalie, who has _____ many vases because of her tendency to dust far too emotionally. (*to break*)
32. Once, Natalie _____ with sadness at her first glimpse of a dusty armchair. (*to shake*)
33. David, no mean duster himself, _____ a manual of daily furniture maintenance. (*to write*)
34. The manual, entitled *Dust or Die*, _____ to the top of the best-seller list. (*to rise*)
35. News reports indicated that nearly all the copies had been _____ by fanatical cleaners. (*to buy*)
36. David once dusted the fire alarm so forcefully that it went off; the firefighters weren't amused because David had _____ the fire alarm a little too often. (*to ring*)
37. The fire chief promptly _____ to speak with the mayor about David's false alarm. (*to go*)
38. The mayor has _____ an investigation into a new category of offenses, "False Dust Alarms"; almost immediately, David _____ to protest. (*to begin*)
39. "I have _____ to a new low," sighed David, as he enrolled in the local chapter of Clean Anonymous. "I hear that Natalie has _____ a new hobby. Maybe I can too." (*to sink, to find*)
40. Natalie _____ David to a fly-catching meet, and soon his interest in grime _____ the dust. (*to take, to bite*)
41. Natalie, however, became completely excited by fly catching and _____ a tapestry with a delicate fly pattern. (*to weave*)
42. David, worried about Natalie's enthusiasm for winged pests, _____ help. (*to seek*)
43. "Leave the flies," _____ David. (*to say*)
44. "Never!" Natalie declared as she _____ her coffee. (*to drink*)
45. David soon _____ up on Natalie and her new hobby. (*to give*)

Mastering the Two Most Common Irregulars: Be and Have

Two irregular verbs, *to be* and *to have*, appear more frequently than a movie star with a new film to promote. And like a movie star, they tend to cause trouble. Both change according to time and according to the person with whom they're paired. (Amazing

that the movie-star comparison works on so many levels!) Because they're common, you need to be sure to master all their forms, as Table 1-1 shows.

Table 1-1 Verb Forms for the Irregular Verbs "To Be" and "To Have"

<i>Pronoun(s)</i>	<i>Verb Form for "To Be"</i>	<i>Pronoun(s)</i>	<i>Verb Form for "To Have"</i>
I	am	I/you/we/they	have
you/we/they	are	it/he/she	has
it/he/she	is		
I/it/he/she	was		
you/we/they	were		

Note: The combining form of "to be" is *been*, and the past form of "to have" is *had*.



Fill in the blanks with the correct form of *to be* or *to have*, as in this example and the following exercises:

Q. Joyce the lifeguard _____ out in the sun long enough to fry her brain, but she intends to go inside soon because the Picnic Olympics is on television this evening.

A. has been. *Been* is the combining form used with helping verbs, such as *has*.

46. If pickling _____ necessary, I'll bring my own vinegar.
47. Who ever _____ enough cucumbers on this sort of occasion?
48. "Not me," replied Mike. "I _____ totally comfortable with the green vegetables in my refrigerator."
49. Kristin, never outdone, _____ a different idea.
50. "Grace and I _____ firmly in the anti-vegetable camp," she commented.
51. By the time she finishes the meal, Kristin _____ three trophies for carbo-loading.
52. Diane _____ Champion of the Potato Salad Competition for three years in a row, counting this year.
53. Grace _____ second thoughts about her entry choice; she now thinks that she should have picked sides instead of main dishes.
54. The soon-to-be-announced winners in each category _____ extremely pleased with the prizes this year.
55. Give me a taste because I _____ a judge.

Getting By with a Little Help from Some Other Verbs

In addition to *has*, *have*, *had*, and the *be* verbs (*am*, *is*, *are*, *was*, *were*, and so on) you can attach a few other helpers to a main verb, and in doing so, change the meaning of the sentence slightly. Helpers you need to consider hiring include:

- ✓ **Should and must add a sense of duty.** Notice the sense of obligation in these two sentences: “David *should* put the ice cream away before he eats the whole thing.” “David *must* reduce his cholesterol, according to his doctor.”
- ✓ **Can and could imply ability.** By the way, *could* is the past tense of *can*. Choose the tense that matches the tense of the main verb or the time period expressed in the sentence, as in these examples, “If Hanna *can* help, she will.” or “Courtney *could* stray from the beaten path, depending upon the weather.”
- ✓ **May and might add possibility to the sentence.** Strictly speaking, *might* is for past events, and *may* for present, but these days people interchange the two forms. So far the sky hasn’t fallen. Check out these examples: “I *may* go to the picnic if I can find a bottle of ant-killer.” “I told Courtney that she *might* want to bring some insect repellent.”
- ✓ **Would usually expresses a condition or willingness.** This helper explains under what circumstances something may happen. (“I *would* have brought the mouse if I had known about the cat problem.”) *Would* may also express willingness. (“He *would* bait the trap. . . .”) *Would* sometimes communicates repeated past actions. (“Every Saturday he *would* go to the pet store for more mouse food.”) The present tense of *would*, the helping verb *will*, may also indicate a condition in the present or future. (“I *will* go if I *can* find a free ticket.”)



Now take a crack at this example and following exercises. Add a helper to the main verb. The information in parentheses after the fill-in-the-blank sentence explains what meaning the sentence should have.

- Q.** Steve said that he _____ consider running for Parks Commissioner, but he hasn’t made his mind up yet. (*possibility*)
- A.** **might or may.** The *might* or *may* shows that Steve hasn’t ruled out a run.
56. Melissa, shy as ever, said that she _____ go to the tree-cutting ceremony only if the press agreed to stay outside the forest. (*condition*)
57. Kirk, beat reporter for the local radio station, _____ not agree to any conditions, because the station manager insisted on eyewitness coverage. (*ability*)
58. Lisa, on the other hand, explained that if barred from the event she _____ rely on an interview with Steve after the event. (*possibility*)
59. Lisa knows that Steve _____ leap to fame based on the tree-cutting incident, and she doesn’t want to miss an important scoop. (*ability*)
60. All good reporters _____ know that if a tree falls in the forest, the sound is heard by a wide audience only if a radio reporter is there. (*duty*)

61. Sound engineers, on the other hand, _____ skip all outdoor events if they _____ do so. (*condition, ability*)
62. On-air talent always _____ find a way to weather all hardships, including bad weather. (*ability*)
63. Some media watchers believe that reporters _____ be a bit more modest. (*duty*)
64. In response, reporters claim that the public _____ not appreciate humility if they _____ choose greater entertainment value. (*condition, ability*)
65. Steve _____ have allowed the press at the scene had he known about the fuss. (*condition*)

Calling All Overachievers: Extra Practice with Verbs



Time to sharpen all the tools in your verb kit. Read the memo in Figure 1-1, a product of my fevered brain, and correct all the verbs that have strayed from the proper path. You should find ten.

To: All Employees

From: Christy

Subject: Paper Clips

It had come to my attention that some employees will be bending paper clips nearly every day. A few copy clerks even bended an entire box.

Because of my duty as your supervisor, I would remind you that paper clips have been expensive. In my ten years of superior wisdom as your boss, I always gave you a fair deal. I will have given you a fair deal in the future also, but only if you showed some responsibility. Therefore, I will begin inspecting the desks in this office this morning. By quitting time, I will have been checking every single one. If your desk contains a bent paper clip, you would find yourself out of a job.

Figure 1-1:

A sample memo with some confused verbs.

Answers to Problems on Verbs and Verb Tenses

- 1 **selects.** Notice the time clues? The first part of the sentence contains the word *is*, a present-tense verb, and the second part includes the word *always*. Clearly you're in the present with a recurring action.
- 2 **challenged.** Another time clue: *last year's* places you in the past.
- 3 **is buying or buys.** The second verb in the sentence (*is*) takes you right into the store with David, watching the unfolding action. Present progressive tense gives a sense of immediacy, so *is buying* makes sense. The plain present tense (*buys*) works nicely also.
- 4 **will flatter.** The key here is *next*, which puts the sentence in the future.
- 5 **is writing.** The time clue "right now" indicates an ongoing action, so the present progressive form *is writing* works well here.
- 6 **purchased.** Diane's bad taste splurge happened *once*, which means it took place in the past.
- 7 **was charging or charged.** The second part of the sentence includes the verb *urged*, which places you in the past. I like the past progressive (*was charging*) here because the word *while* takes you into the process of charging, which went on over a period of time. However, the sentence makes sense even when the process isn't emphasized, so *charged* is also an option.
- 8 **muttered or was muttering.** The clue to the past is *two days after*. The second answer gives more of a "you are there" feel, but either is correct.
- 9 **will invest.** The time words here, *as soon as*, tell you that the action hasn't happened yet.
- 10 **chimed.** If David *gave*, you're in past tense.
- 11 **placed.** The first verb in the sentence (*received*) is in the past tense, so you know that the action of placing the award on the shelf is also in past tense.
- 12 **wonder.** The time clue here is "every day," which tells you that this action is still happening at the present time and should be in present tense.
- 13 **explained.** The "yesterday" is a dead giveaway; go for past tense.
- 14 **stated.** The saga of Grace and Diane's award is in past tense, and this sentence is no exception. Even without the story context, you see the first verb (*earned*) is in past tense, which works nicely with the past-tense verb *stated*.
- 15 **will visit.** The time clue is "tomorrow," which places the verb in the future.
- 16 **had been skating or had skated.** You have two actions in the past — the skating and the hearing. The two hours of skating came before the hearing, so you need past perfect tense. Either the plain or the progressive form works here, so give yourself a gold star for either answer.
- 17 **has been warning or has warned.** The second half of the sentence indicates the present (*won't listen*), but you also have a hint of the past (*for years*). Present perfect is the best choice because it links past and present. I like the immediacy of progressive here (I can hear Diane's ranting), but plain present perfect also is okay.

- 18 had waited or had been waiting.** The waiting preceded the doctor's announcement, so you should use past perfect. Progressive adds a "you are there" feel (good if you're a fan of hospital waiting rooms) but isn't necessary.
- 19 will have waited, will have read.** The deadline in the sentence (the end of today's trip) is your clue for future perfect tense.
- 20 has refused.** Notice the present-past link? Mike *declared* and Grace is acting now. Hence you need present perfect tense.
- 21 had sent.** The pointing and the hospital-sending are at two different times in the past, with the hospital occurring first. Go for past perfect for the earlier action.
- 22 will have spoken.** The future perfect needs an end point (in this sentence, the end of the yelling) before which the action occurs.
- 23 has achieved.** If he *keeps trying*, you have a present-tense idea that's connected to the past (*despite years of practice and on rare occasions*). Present perfect connects the present and past.
- 24 has consisted.** This sentence has a present-tense clue (*at times*). The sentence tells you about the past (*at times*) and the present (*is trying*), so present perfect is the one you want.
- 25 had declared.** The *after* at the beginning of the sentence is your clue that one action occurs before another. Because both are in the past, you need past perfect tense for the earlier action.
- 26 will have given.** A deadline at some point in the future calls for future perfect tense.
- 27 has expressed.** The sentence ties the present to the past, as you see in the time clues *failing* (which implies present) and *over the last few weeks* (which implies past). The present perfect tense is perfect for present-past links. (Sorry for the pun.)
- 28 had approached.** The sentence discusses two actions in the past. Mike's action — an approach to ambassadors — took place before Tim's action — begging for "a few minutes of your time." You express the earlier of two past actions with the past perfect tense.
- 29 will have declared.** A future deadline (before Tim makes his next career move) requires future perfect tense.
- 30 has served.** The sentence tells you that David was and still is the ambassador. To link past and present, go for present perfect tense.
- 31 broken.** The verb *to break* has two irregular forms, *broke* and *broken*.
- 32 shook.** *To shake* has two irregular forms, *shook* and *shaken*.
- 33 wrote.** For correct writing, use *wrote*, which is the past tense of the verb *to write*.
- 34 rose.** You've probably heard that "a rose is a rose by any other name." Be sure to rise to the occasion and choose *rose* or *risen*, not *rised*.
- 35 bought.** Let this verb remind you of other irregulars, including *caught*, *taught*, and *thought*. Here's a line to help you remember: I thought I was in trouble because I caught a cold when I taught that class of sneezing 10-year-olds, but fortunately I had bought a dozen handkerchiefs and was well prepared.
- 36 rung.** The bell *rings*, *rang*, or *has/have/had rung*.

- 37 **went.** Take a memo: I *go*, I *went*, and I *have* or *had gone*.
- 38 **begun, began.** The plain past tense form is *began*, and the form that combines with *has*, *have*, or *had* is *begun*.
- 39 **sunk, found.** *To sink* becomes *sank* in the past tense and *has* or *have sunk* in the perfect tenses. *To find* becomes *found* in both past and present/past perfect.
- 40 **took, bit.** These two forms are in simple past; the perfect forms use *taken* and *bitten*.
- 41 **wove.** The past tense of *to weave* is *wove*.
- 42 **sought.** This irregular form wandered far from the original. The past tense of *to seek* is *sought*.
- 43 **said.** This irregular verb is the past tense of *to say*.
- 44 **drank.** Three forms of this verb sound like a song to accompany a beer blast: *drink*, *drank*, and *drunk*. The middle form, which is past tense, is the one you want here. The form that combines with *has* and *have* (in case you ever need it) is *drunk*.
- 45 **gave.** The verb *to give* turns into *gave* in the past tense.
- 46 **is.** Here you're in present tense.
- 47 **has.** You need a singular, present verb to match *who* in this sentence.
- 48 **am.** The verb *to be* changes to *am* when it's paired with *I*.
- 49 **has or had.** This answer depends on the tense. If you're speaking about a past event, choose *had*, but if you're speaking about something in the here and now, *has* is your best bet.
- 50 **are.** You need a plural to match *Grace and I*.
- 51 **will have.** The sentence speaks about the future.
- 52 **has been.** The sentence requires a link between past and present, so simple past won't do. You need present perfect, the bridge between those two time periods. *Has been* does the job.
- 53 **had.** The sentence calls for a contrast with *now*, so opt for past tense.
- 54 **will be.** Once more into the future!
- 55 **am or will be.** You may choose either present or future, depending upon the context.
- 56 **would.** The going is dependent upon the press arrangement. Thus *would* is the best choice.
- 57 **could.** The agreement wasn't possible, and the whole thing is in past tense, so *could* wins the prize.
- 58 **may or might.** Lisa, if she's in the mood, will cover the tree-cutting without seeing it. This possibility is expressed by the helpers *may* or *might*.
- 59 **can.** You need to express ability in the present tense, which *can* can do.
- 60 **should.** Gotta get that duty in, and *should* does the job.

- 61 would, could or will, can.** If you're speaking in past tense, go for the first answer pair. The second set takes you into the present. Don't mix and match! If you're in one time period, don't switch without a good reason to do so.
- 62 can.** Now you're firmly in present tense (clue word = *always*) and *can* adds a sense of ability.
- 63 should.** When duty calls, opt for *should*.
- 64 would, could or will, can.** The public's appreciation is conditional, and *would* expresses that fact. The second half of the sentence talks about ability, using *could*. The *would/could* pair is best for past tense, and *will/can* does the job for present. Be sure to stay only in one tense. No mixing allowed.
- 65 would.** The first part of the sentence talks about a condition that is not actually happening, and *would* fills the bill.

	To: All Employees From: Christy Subject: Paper Clips	
66	It had <u>has</u> come to my attention that some employees will be <u>have</u>	67
	been bending paper clips nearly every day. A few copy clerks even	
68	bended <u>bent</u> an entire box. Because of my duty as your supervisor, I	
69	would <u>should</u> remind you that paper clips have been <u>are</u> expensive. In	70
	my ten years of superior wisdom as your boss, I always gave <u>have</u>	71
72	<u>given</u> you a fair deal. I will have given <u>give</u> you a fair deal in the future	
	also, but only if you showed <u>show</u> some responsibility. Therefore, I will	73
	begin inspecting the desks in this office this morning. By quitting time, I	
74	will have been checking <u>checked</u> every single one. If your desk	
	contains a bent paper clip, you would <u>may</u> find yourself out of a job.	75

- 66** *Had come* is wrong because it places one action in the past before another action in the past — not the meaning expressed by this sentence. Instead, sentence one needs a verb to link past and present, and *has come* fills the bill.
- 67** *Will be* places the action in the future, but the memo once again seeks to establish that the bending went on in the past and continues in the present, so present perfect tense (*have been bending*) does the job.
- 68** *Bent* is an irregular past form. *Bended* is never correct in standard English.
- 69** Because you're talking about duty, *should* works nicely here. You may also select *am reminding* because the boss is in the process of reminding the employees of paper clip prices.

- 70 Present tense is better because the boss is concerned about current expenses.
- 71 The boss is bragging about fairness in the past, which continues in the present. Thus present perfect tense (*have given*) is best. **Note:** The *always* may be placed between the two words of the verb (*have always given*) if you wish.
- 72 *Will give* is correct; *will have given* implies a deadline.
- 73 The boss is talking about the present and future, not the past, so *showed* is inappropriate. Go with the present tense form, *show*.
- 74 No need for progressive here, because the boss wants to tell the underlings when the investigation will end, not when it will be going on.
- 75 You're expressing a real possibility here, so *will* or *may* works well. The helper *will* is more definite. *May* leaves a little wiggle room.

