

Chapter 1

Finding the Right Verb at the Right Time

In This Chapter

- ▶ Putting verbs in past, present, and future tenses
- ▶ Practicing the perfect tenses
- ▶ Deciphering irregular forms
- ▶ Letting helping verbs lend a hand
- ▶ Placing verbs in questions

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. 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, helping verbs, and verbs that ask questions.

Using Past, Present, and Future Tense at the Right Times

Verbs tell time with a quality known as *tense*. Before you reach for a tranquilizer, here’s the lowdown on the basic tenses. The three basic tenses are *past*, *present*, and *future*, and each has two forms — low-carb and fat-free. Sorry, I mean *plain* (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 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.** 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; the verb's original form preceded by *to*) 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.

0. 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 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, the salesperson urged her to "go for it." (*to model*)
 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 receiving 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*)

Putting Perfect Tenses in the Spotlight

The perfect tenses tack *has*, *have*, or *had* onto a verb. Each perfect tense — past perfect, present 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:

- ✓ **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.
- ✓ **Present perfect links the past and the present by describing an action or state of being that 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.
- ✓ **Future perfect implies a deadline sometime 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. (Perfect tense, get it?) 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.** After Mike _____ an hour in the emergency room, the doctor examined him and 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 the conflict escalates. (*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*)

Hitting Curveballs: Irregular Forms

Designed purposely to torture you, irregular verbs stray from the usual *-ed* form in the past tense. The irregularity 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 configurations (*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 (actually, the infinitive, the basic form of the verb family) indicated in parentheses. Check out the following example.

- Q. With one leg 3 inches shorter than the other, Natalie seldom _____ into first 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*.
26. 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*)
27. Once Natalie _____ with sadness at her first glimpse of a dusty armchair. (*to shake*)
28. David, a duster himself, _____ a manual of daily furniture maintenance. (*to write*)
29. The manual, entitled *Dust or Die*, _____ to the top of the best-seller list. (*to rise*)
30. Nearly all the copies had been _____ by fanatical cleaners. (*to buy*)

31. 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*)
32. The fire chief promptly _____ to speak with the mayor about David's false alarm. (*to go*)
33. The mayor has _____ an investigation into a new category of offenses, "False Dust Alarms"; almost immediately, David _____ to protest. (*to begin*)
34. "I have _____ to a new low," sighed David. "I hear that Natalie has _____ a new hobby. Maybe I can get one too." (*to sink, to find*)
35. Natalie _____ David to a fly-catching meet, and soon his interest in grime _____ the dust. (*to take, to bite*)
36. Natalie, inspired by fly catching, _____ a tapestry with a delicate fly pattern. (*to weave*)
37. David, worried about Natalie's enthusiasm for winged pests, _____ help. (*to seek*)
38. "Leave the flies," _____ David. (*to say*)
39. "Never!" Natalie declared as she _____ her coffee. (*to drink*)
40. David soon _____ up on Natalie and her new hobby. (*to give*)
41. Every day when Natalie _____, she thought about flies. (*to wake*)
42. Her friends avoided the fly cage, which _____ in her yard. (*to stand*)
43. Natalie _____ hours watching WNET, which _____ fly-catching tips. (*to spend, to give*)
44. Eventually, Natalie _____ to realize that fly catching _____ too much. (*to come, to cost*)
45. She and David _____ a new hobby. (*to choose*)
46. They _____ miniature houses out of paper that had been _____ out. (*to build, to throw*)
47. First, David _____ a floor plan for each house. (*to draw*)
48. Next, Natalie _____ "logs" from twisted paper strips. (*to make*)
49. Unfortunately, David _____ some dog food near the houses, and his dog _____ them. (*to leave, to eat*)
50. Natalie _____ betrayed and _____ with David about what Natalie called his "criminal carelessness." (*to feel, to fight*)

Getting a Handle on 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>Present-Tense Verb for "To Be"</i>	<i>Past-Tense Verb for "To Be"</i>	<i>Present-Tense Verb for "To Have"</i>	<i>Past-Tense Verb for "To Have"</i>
I	am	was	have	had
you/we/they	are	were	have	had
it/he/she	is	was	has	had

Note: The form of "to be" used with helping verbs is *been*.



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 tonight.
- A. **has been.** *Been* is the form used with helping verbs, such as *has*.
51. If pickling _____ necessary, I'll bring my own vinegar.
52. Whoever _____ enough cucumbers on this sort of occasion?
53. Mike replied, "I _____ totally comfortable with the amount of green vegetables in my refrigerator."
54. Kristin, never outdone, _____ a different idea.
55. "Grace and I _____ firmly in the anti-vegetable camp," she commented.
56. Two hours from now, Kristin _____ three trophies for carbo-loading.
57. Diane _____ Champion of the Potato Salad Competition for three years in a row, counting this year.
58. Grace _____ second thoughts about her entry choice; she now thinks that she should have picked sides instead of main dishes.
59. The soon-to-be-announced winners in each category _____ extremely pleased with the prizes this year.

60. Give me a taste because I _____ a judge.
61. “No kidding!” exclaimed Kristin. “I thought you _____ a participant.”
62. Kristin says that Grace _____ certain to win, but I _____ not sure.
63. Grace _____ a heavy hand with hot sauce.
64. You _____ to taste her dish anyway.
65. It _____ unlikely that Grace’s food will actually catch fire.

Aiding and Abetting: Helping 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. Consider hiring the following helpers:

- ✓ **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.** *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 on 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: “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 the 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. Lisa said that she _____ consider running for Parks Commissioner, but she hasn’t made her mind up yet. (*possibility*)
- A. **might or may.** The *might* or *may* shows that Lisa hasn’t ruled out a run.
66. The mayor, shy as ever, said that she _____ go to the tree-planting ceremony only if the press agreed to stay outside the forest. (*condition*)

67. Kirk, a reporter for the local radio station, _____ not agree to any conditions, because the station manager insisted on eyewitness coverage. (*ability*)
68. Whenever he met with her, Kirk _____ always urge the mayor to invite the press to special events, without success. (*repeated action*)
69. The mayor _____ make an effort to be more open to the press. (*duty*)
70. In earlier times, our mayors _____ hold weekly press conferences. (*repeated action*)
71. Lisa, who writes the popular “Trees-a-Crowd” blog, explained that she _____ rely on her imagination to supply details. (*possibility*)
72. Lisa knows that Kirk _____ leap to fame based on his tree-planting report, and she doesn’t want to miss an important scoop. (*ability*)
73. All good reporters _____ know that if a tree falls or is planted in the forest, the sound is heard by a wide audience only if a radio reporter is there. (*duty*)
74. Sound engineers, on the other hand, _____ skip all outdoor events if they _____ do so. (*condition, ability*)
75. On-air talent always _____ find a way to weather all hardships, including bad weather. (*ability*)
76. Some media watchers believe that reporters _____ be a bit more modest. (*duty*)
77. In response, reporters claim that the public will not appreciate humility if they _____ choose greater entertainment value. (*ability*)
78. The mayor _____ have allowed the press at the scene had she foreseen the fuss. (*condition*)
79. The mayor _____ achieve success if she becomes more media-savvy. (*possibility*)
80. Despite her shyness she’s a good mayor, and no one _____ work harder. (*ability*)

Calling into Question with Verbs

In many languages, you say the equivalent of “Ate the cookie?” to find out whether your friend gobbled up a treat. In English, you need a helping verb and a subject (the person or thing you’re talking about) to create a question: “Did you eat the cookie?” (The verb *to be* is the only exception.) Notice that the combo form (*did eat*) is different from the straight past tense (*ate*). Other question-creators, italicized in these examples, change the tense: “*Will* you eat my cookie?” or “*Do* you eat cookies?” (This last one suggests an ongoing action.) In nearly all questions, the subject follows the first (or only) verb.



Try this example and following exercises. Rewrite the statement so that it becomes a question. Add words or rearrange the sentence as needed.

Q. You found a wallet on the ground.

A. **Did you find a wallet on the ground?** The helping verb *did* precedes the subject *you*. The plain past tense, *found*, changes because it is united with a helping verb.

81. You took the wallet to the police station.

82. The cops always accept lost items.

83. The wallet was stolen.

84. The detectives seemed interested.

85. They noticed seven credit cards, each with a different name.

86. The photo on the license matches a mug shot.

87. The police will act swiftly.

88. You want the reward for recovering stolen property.

89. In the future, you will keep your eyes on the ground.

90. Walking is your new hobby.

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. Does I need proof before firing you?

No! However, I thinked you were responsible employees. 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

Have all these verb questions made you tense? If so, take a deep breath and relax. Now, check your answers to see how you did.

- 1 **selects.** Notice the time clues? The first part of the sentence contains the present-tense verb *is*, and the second part includes the word *always*. 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 modeling** or **modeled.** The second part of the sentence includes the verb *urged*, which places the action in the past. I like the past progressive (*was modeling*) here because the word *while* takes you into the process of modeling, which went on over a period of time. However, the sentence makes sense even when the process isn't emphasized, so *modeled* 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 he *gave*, you're in past tense.
- 11 **placed.** The expression *two minutes after* tells you that you're in the past, so you know that the action of placing the award on the shelf is 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 also.

- 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 is okay as well.
- 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 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 broken.** The verb *to break* has two irregular forms, *broke* and *broken*.
- 27 shook.** *To shake* has two irregular forms, *shook* and *shaken*.
- 28 wrote or has written.** For correct writing, use *wrote* or *has written*.
- 29 rose or has risen.** Be sure to rise to the occasion and choose *rose* or *has risen*, not *rised*.
- 30 bought.** Let this verb remind you of other irregulars, including *caught*, *taught*, and *thought*. Here's a sentence to help you remember: I *thought* I was in trouble because I *caught* a cold when I *taught* that class of sneezing kids, but fortunately I had *bought* tissues.
- 31 rung.** The bell *rings*, *rang*, or *has/had rung*.
- 32 went.** Take a memo: I *go*, he *goes*, I *went*, and I *have* or *had gone*.
- 33 begun, began.** The plain past tense form is *began*, and the form that combines with *has*, *have*, or *had* is *begun*.
- 34 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.
- 35 took, bit.** These two forms are in simple past; the perfect forms use *taken* and *bitten*.

- 36 **wove.** The past tense of *to weave* is *wove*.
- 37 **sought.** This irregular form wandered far from the original. The past tense of *to seek* is *sought*.
- 38 **said.** This irregular verb is the past tense of *to say*.
- 39 **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*.
- 40 **gave.** The verb *to give* becomes *gave* in the plain past tense (and *given* in the perfect tenses).
- 41 **woke.** The verb *to wake* changes to *woke* (plain past tense) or *woken* (with *has*, *have*, or *had*).
- 42 **stood.** This irregular form works for the plain past and the perfect forms of *to stand*.
- 43 **spent, gave.** *To spend* turns into *spent* in the plain past and perfect tenses. *To give* becomes *gave* in past tense.
- 44 **came or has come, cost.** Write it down: Natalie *came* or *has come*. Just to confuse you, the past tense of *to cost* is *cost* (in both the plain past tense and perfect tenses).
- 45 **chose.** They *chose* and we *have chosen*. No one *choosed*, ever!
- 46 **built, thrown.** Don't even consider *builded*. The correct past tense form is *built*. *To throw* becomes *threw* (plain past) or *thrown* (perfect tenses).
- 47 **drew.** You can't *drawed*. You either *drew* or *have/had drawn*.
- 48 **made.** *To make* changes into *made* for all past and perfect forms.
- 49 **left, ate.** Don't leave this section before you memorize this irregular form of *to leave*! The plain past form of *to eat* is *ate*. Opt for *eaten* when you have a helping verb.
- 50 **felt, fought.** You'll feel better when you know that *felt* works for plain past tense and the perfect tenses. *To fight* also has one form, *fought*, for both jobs.
- 51 **is.** Here you're in the present tense.
- 52 **has.** You need a singular, present-tense verb to match *who* in this sentence.
- 53 **am.** The verb *to be* changes to *am* when it's paired with *I*.
- 54 **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.
- 55 **are.** You need a plural to match *Grace and I*.
- 56 **will have.** The sentence speaks about the future.
- 57 **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.
- 58 **had.** The sentence calls for a contrast with *now*, so opt for past tense.

- 59 will be.** Once more into the future!
- 60 am or will be.** You may choose either present or future, depending upon the context.
- 61 were.** The past tense of *to be* is required for this sentence.
- 62 is, am.** The *says* tells you that present tense is needed in this sentence.
- 63 has.** Here you need the singular, present tense form of *to have*.
- 64 have.** The verb, *have*, doesn't express ownership in this context. Instead it implies obligation.
- 65 is.** The singular subject *it* pairs with the singular verb *is*.
- 66 would.** The going is dependent upon the press arrangement. Thus *would* is the best choice.
- 67 could.** The agreement wasn't possible, so *could* wins the prize.
- 68 would.** This helping verb expresses repeated actions in the past.
- 69 should.** Once you imply duty, *should* is the helper you want.
- 70 would.** Ah, the good old days! Use *would* to describe repeated actions.
- 71 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*.
- 72 can.** You need to express ability in the present tense, which *can* can do.
- 73 should.** Gotta get that duty in, and *should* does the job.
- 74 would, could.** *Would* expresses a condition, and *could* adds ability to the sentence.
- 75 can.** You're firmly in present tense (clue word = *always*) and *can* adds a sense of ability.
- 76 should.** When duty calls, opt for *should*.
- 77 can.** The second half of the sentence talks about ability, so *can* works well here.
- 78 would.** The first part of the sentence talks about a condition that is not actually happening, and *would* fills the bill.
- 79 may or might.** For possibility, choose one of the two helpers.
- 80 could or can.** Either verb form works here: *could* if you're thinking about her work record (in the past) or *can* if you're measuring her by her current 80-hour weeks.
- 81 Did you take the wallet to the police station?** Typical question format: the two parts of the verb, *did* and *take*, are separated by the subject, *you*.
- 82 Do the cops always accept lost items?** This one's in present tense because the original statement contains the present-tense verb, *accept*.

- 83 Was the wallet stolen?** Because this sentence is about state of being, not an action, you don't need a helping verb here. However, the subject (*wallet*) should follow the verb.
- 84 Did the detectives seem interested?** This one's about a state of being, but the verb, *to seem*, needs the helping verb *did* to create a question.
- 85 Did they notice the seven credit cards, each with a different name?** The helper *did* precedes the subject, *they*, in this question.
- 86 Does the photo on the license match a mug shot?** Here you see the same pattern: helping verb (*does*), subject (*photo*), main verb (*match*).
- 87 Will the police act swiftly?** The helper, *will*, changes position to create a question instead of a statement.
- 88 Do you want the reward for recovering stolen property?** In this question, you add *do* to the main verb, *want*, to land in question territory.
- 89 In the future will you keep your eyes on the ground?** This question contains all the same words as the original statement. The order makes all the difference!
- 90 Is walking your new hobby?** The verb, *is*, comes before the subject, *walking*, to create a question.

To: All Employees

From: Christy

Subject: Paper Clips

- 91** It ~~had~~ has come to my attention that some employees ~~will be~~ have
- 92** ~~been~~ bending paper clips nearly every day. A few copy clerks even
- 93** ~~bended~~ bent an entire box. Because of my duty as your supervisor, I
- 94** ~~would~~ should remind you that paper clips ~~have been~~ are expensive. In
- 95** my ten years of superior wisdom as your boss, I always ~~gave~~ have
- 96** given you a fair deal. ~~Does~~ Do I need proof before firing you? No!
- 97** However, I ~~thiked~~ thought you were responsible employees.
- 98** Therefore, I will begin inspecting the desks in this office this morning. By
- 99** quitting time, I will have ~~been checking~~ checked every single one. If
- 100** your desk contains a bent paper clip, you ~~would~~ may find yourself out of a job.

- 91 *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.
- 92 *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.
- 93 *Bent* is an irregular past form. *Bended* is never correct in Standard English.
- 94 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.
- 95 Present tense is better because the boss is concerned about current expenses.
- 96 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.
- 97 The pronoun *I*, though singular, takes the plural form *do*, not the singular form *does*.
- 98 *Thought* is the irregular past tense form of the verb *to think*.
- 99 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.
- 100 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.