

RANLY ON GRAMMAR

Grammar & Punctuation For
Writers and Editors

by Professor Don Ranly, Ph.D.

Session 3:

The Verb

Other sessions in this series:

1. Clauses, Sentences, Punctuation
2. Parts of Speech — Nouns and Pronouns
4. Verbals, Dangers & Other Stuff

I. Properties of verbs

- A. Person
- B. Number
- C. Tense
- D. Voice
- E. Mood

II. Person

- A. First — I, we
- B. Second — you
- C. Third — he, she, it, they

III. Number

- A. Singular — I, you, he, she, it
- B. Plural — we, you, they

IV. Tense — time

- A. To conjugate verbs in their tenses, you need to know the principal parts.

1. Present

- a. regular — *walk*
- b. irregular — *go*

2. Past

- a. regular — add "ed" — *walked*
- b. irregular — *went*

3. Past participle

- a. regular — add "ed" — *walked*
- b. irregular — *gone*

B. The tenses — (indicative mood)

1. Present —

I walk	we walk
you walk	you walk
he, she, it walks	they walk

2. Past —

I walked	we walked
you walked	you walked
he, she, it walked	they walked

3. Future —

I shall walk	we shall walk
you will walk	you will walk
he, she, it will walk	they will walk

(determination, desire, promise)

I will walk	we will walk
you shall walk	you shall walk
he, she, it shall walk	they shall walk

4. Present perfect

I have walked	we have walked
you have walked	you have walked
he, she, it has walked	they have walked

a. Past action continuing —

Sarah has lived in Richmond for three years.

b. Completed action of the present —

Congress has voted a tax increase.

5. Past perfect — completed action in the past

I had walked	we had walked
you had walked	you had walked
he, she, it had walked	they had walked

6. Future perfect — completed action in the future

I shall have walked	we shall have walked
you will have walked	you will have walked
he, she, it will have walked	they will have walked

Session 3 continues on the inside ...

Session 3, from front ...

V. The progressive form — uses present participle

I am walking — action continuing at the time noted

I was walking/I shall be walking/I have been walking/I had been walking/I shall have been walking

VI. The voices

A. Active — the subject is doing the action

B. Passive — the subject is being acted upon

1. Ways to recognize

a. Form of the verb "to be"

b. Past participle

c. Preposition "by" there or understood

2. Reasons to avoid

a. Wordy

b. Who is doing the action? (responsibility)

c. Not as strong

3. Reasons to use

a. Subject being acted upon is more important than the actor

b. Don't know the actor

c. Variation (?)

VII. The Moods

A. The definition — The mood of the verb is determined by the attitude the speaker or writer has toward the sentence.

B. The three moods

1. Indicative — used to make a simple statement of fact

2. Subjunctive — expresses a supposition — a condition, a statement contrary to fact; in "that" clauses following verbs expressing a wish, a desire, a doubt, a command, a resolution, etc.

a. The verb "to be" — subjunctive

(I) Present —

I be we be

you be you be

he, she, it be they be

b. The other verbs, Present

I go we go

you go you go

he, she, it go they go

c. Should, could, would, might — conditional tense, subjunctive mood

3. The Imperative — expresses a command — "Go" — singular and plural

(II)

Past —

I were we were

you were you were

he, she, it were they were

VIII. Irregular Verbs — Principal Parts

Present	Past	Past Participle
see	saw	seen
burst	burst	burst
do	did	done
dive	dived	dived

IX. Problem verbs

raise/raised/raised or set/set/set — transitive

rise/rose/risen or sit/sat/sat — intransitive

lie (to tell a falsehood) lied/lied — intransitive

lie (to recline) lay/lain — intransitive

lay/laid/laid — transitive

Exercise 5

List the verbs and verb phrases (not the verbals) in the following passages. Then indicate their person, number, tense, voice and mood. Note the following example:

Verb or verb phrase	person	number	tense	voice	mood
occurred	3rd	sing.	past	active	indic.

The fatal crash occurred early Saturday morning in a soybean field 1 1/2 miles north of town. The newspaper carried a story on the crash in its Sunday morning edition. In that story, it was reported that two prominent businessmen, Elmo Cleek and Victor Clary, were killed when Clary's plane, a Piper Cherokee Aero, crashed. The plane had been due at Cotton Woods Airport about 1 a.m. Saturday on a return trip from Ames, Iowa, where Clary and Cleek had attended a basketball game.

The story in the Sunday paper reported that the plane did not land at Cotton Woods and eventually was discovered by Carol Lathrop, who farms the soybean field. The story quoted Federal Aviation Administration officials who had come to investigate the crash as saying Clary's plane had run out of fuel in heavy fog, causing the crash.

Clary, who had owned Clary Contracting Company, is survived by his widow, Dorothy. Cleek, who owned Cleek's Appliance & Carpet Co., was well-known locally as a sports enthusiast. He is survived by his widow, Wilma.

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Consideration was given to each of these areas when the standards were being developed, and respective solutions can be provided. In the first situation, the standards can be segregated into two categories, uniform and recommended. A possible third section could be standards and measurements for the Corporate Personnel Division. The categories can be designed to meet both the Operating Companies' needs and InterNorth's requirements. The recommended standards are open to negotiation as determined by the Principal Operating Officer, the Vice President, Personnel & Organization, and the Managers of Employee Relations. Second, Human Resource Systems' concerns should be dispelled as RAMIS becomes operational and programs are designed to accommodate measurement criteria of the standards. Third, increased staffing may or may not be an issue depending on the organization structure and job accountabilities of the personnel functions themselves.

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As a leader of your association, you are responsible for making sure that your association is operating in a fiscally sound manner. This fiduciary responsibility is not only required of you by the bylaws of your association, but in fact is also demanded by state and federal laws.

As an officer or director of an association, you are probably asked to review and approve the annual operating budget of your association and periodic financial statements. If your association is like most, the financial documents that you receive are prepared by the treasurer and the finance committee, with guidance from the association staff.

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Exercise 6

Correct the grammatical errors in the following. Do not cut any material.

Water laid on the street this morning when I went running. It was no longer raining; it was just leaking a little.

But rain or no rain, it was a glorious morning. I learned long ago that the weather has absolutely nothing to do with what kind of day it is.

But just between you and I, it was not easy getting out of bed. Laying there listening to the sound of the rain on the greenhouse roof, I didn't much want to move. A delicious novel laid on the table beside me, reminding me of the pleasant hour of reading I had spent the night before. Laying next to the novel were a stack of ungraded papers. I am afraid the novel had won out.

But somehow I got up, put on my gear, and began the mornings ritual. I no longer do limbering up exercises. I believe with some other's that running slowly is the best preparation for running.

Up the hill I go, not because I want to climb a hill, but because theirs nowhere else to go. Neither running first thing in the morning nor running up hills are recommended. But if we want to run, some of us have little choice as to when and where.

Whats important is that we run, not far, but consistently. I prefer the outdoors. Some things don't change — familiar cars setting on the streets, newspapers laying in driveways, cats' peaking from behind bushes, dogs barking. But the seasons give everything a different taste, a different color.

Sometimes one notices nothing. Its just a matter of breathing — deep concentrated breathing. This, for my wife and I, is what jogging is all about.

A doctor once told my wife and I that jogging could not do much for us — except add 10 years to our lives.

But, of course, thats the trouble with joggers. Their always talking about it, and worse, yet, they live longer.
