

## Index

- a/an, 81, 82
- a few, 70
- a great deal of, 70
- a great many, 70
- a little, 70
- a lot in common, 86
- a number of, 151, 154
- abbreviations, 81, 140
- according to, 210, 232
- acronyms, 81, 140
- active vs. passive, 46, 124
- adjectives
  - be, 65
  - cause, 12
  - comparatives, 76–78
  - demonstratives, 114–115, 120
  - difference, 60
  - factor, 12
  - graphics, 165
  - it constructions, 185, 186
  - noun phrases, 64
  - parallel structure, 73
  - persuasive writing, 230
  - position, 64
  - reason, 12
  - show effect, 24
  - show result, 24
  - superlatives, 76–78, 81
- adverbs/adverb clauses and phrases
  - be, 120, 174
  - commas, 91, 96
  - comparatives, 76–78
  - ing forms, 174
  - logical connectors, 219
  - modals, 162
  - of concession, 90, 91, 96
  - of contrast, 90–91
  - of purpose, 170, 171
  - of time, 101, 107–08, 117, 120
  - passive, 133, 162
  - past perfect, 101, 174
  - past progressive, 174
  - present perfect, 147, 174
  - present progressive, 174
  - quantifiers, 70
  - reduced, 174
  - show cause, reason, or purpose, 18
  - simple past, 174
  - simple present, 174
  - superlatives, 76–78
  - usage, 90–94
- animate nouns, 142
- another vs. the other, 96
- anticipate, 227
- appear, 184, 185, 210
- appositives
  - be, 139
  - commas, 140
  - dashes, 140
  - graphics, 140
  - indicating credentials, 207
  - noun phrases, 139
  - placement, 140
  - punctuation, 140
  - relative pronouns, 139
  - usage, 140
- argue, 232
- articles
  - definite, 81–82
  - indefinite, 81, 82
  - omission of, 81–82, 87
- as, 107, 108, 162, 166
  - as . . . as, 56
  - as a consequence, 22
  - as a result (of), 5, 19, 22
  - as if, 8
  - as many . . . as, 56
  - as much . . . as, 56
  - as soon as, 108
- auxiliary verbs (see also modals and modal-like expressions), 5, 77, 216
- base form of verb, 31, 34, 38
- based on, 133

- be*  
 + adjective, 65  
 adverb clauses, 174  
 adverbs of time, 120  
 appositives, 139  
 auxiliary verbs, 5, 44  
*be going to*, 104, 226  
 definitions, 136, 137  
 + infinitive, 189  
 modals, 166  
 nouns that show cause, 11, 12  
 passive, 125, 166  
 relative clauses, 64  
 relative pronouns, 64  
 stative verb, 101, 104
- because (of)*, 8, 14, 18, 20, 27
- before*, 8, 100, 107, 108, 174
- begin*, 189
- best*, 87
- both*, 70
- but*, 6, 93, 95, 104
- by*, 45, 117
- by the time*, 100
- can/cannot/can't*, (see also *could*), 5, 31
- cause*, 11, 12, 14, 27, 46
- cause and effect  
 relationships/writing, 4, 8, 11, 21, 24, 30, 34, 35, 43, 46
- citations, 140
- claim*, 232
- classification  
 words and phrases, 128–29  
 writing, 128
- clauses (see also adverbs; *if* clauses; noun clauses) dependent, 8, 18, 107  
 independent, 4, 5, 6, 8, 18, 21
- main, 4, 30, 31  
 parallel structure, 67, 73  
 relative, 52–54, 61, 64, 137, 139, 142, 206–07, 212
- commas  
 adverb clauses of concession, 91, 96  
 adverb clauses of contrast, 91, 96  
 appositives, 140  
 compound sentences, 6  
 coordinating conjunctions, 6  
 dependent clauses, 8  
*if* clauses, 30, 31, 34, 196  
 -ing participle phrases, 42  
 nonidentifying relative clauses, 206, 207  
*only if*, 37  
 splice, 6  
 transition words, 5, 21, 85, 93, 96, 189
- comparatives  
 adjectives, 76–78  
 adverbs, 76–78  
 explicit usage, 78  
 implicit usage, 78  
 quantifiers, 70
- compare and contrast items in a series, 67
- comparison and contrast  
 essay/writing, 52, 53, 56, 59, 65, 70, 76, 81, 85, 90, 93
- complex nouns, 64–65
- complex sentences, 8
- compound sentences, 4, 6
- conditionals, real/unreal (see real conditionals; unreal conditionals)
- conjunctions  
 coordinating, 6  
 subordinating, 108
- consequently*, 5, 22
- consider*, 227
- considerably*, 70
- contrast and concession, 93–94
- contribute to*, 46, 48
- conversely*, 93
- coordinating conjunctions, 6
- could/could not/couldn't* (see also *can*), 31, 34, 103, 185, 197, 227
- could (not) have*, 105, 196, 197
- count nouns, 56, 70, 82, 154
- coz*, 14
- cuz*, 14
- dashes, appositives, 140
- definite articles  
 omission of, 87  
 usage, 81, 82  
 vs. indefinite articles, 81–82  
 with superlative, 81
- definitions  
*be*, 136, 137  
 formation, 136, 137  
 gender-specific singular pronouns, 137  
 identifying relative clause, 137  
 passive, 136, 137, 142  
 plural nouns, 142  
 prepositional phrases, 137  
 singular nouns, 142  
 usage, 137, 138
- demonstratives  
 adjectives, 114–15, 120  
*it* constructions, 114  
 pronouns, 114  
 usage, 114–15
- dependent clauses, 8, 18, 107
- describing information in charts, 164–65

- despite*, 94  
*differ*, 59  
*difference*, 59, 60  
*do*, auxiliary verb, 5, 77  
*due to*, 19  
 -ed phrases, 64  
*effect*, 24, 27  
 emphatic condition, 37  
 -er  
   adjectives, 77, 78  
   adverbs, 77, 78  
   comparisons, 87  
 -est  
   adjectives, 77, 78  
   adverbs, 77, 78  
*even*  
   *even if*, 37  
   *even though*, 91  
*ever*, 147  
*every time*, 108  
 exclusive condition, 37  
 expressions, persuasive writing,  
   230  
   *factor*, 12  
   *few*, 70  
   *fewer*, 70  
   *first*, 189  
*for*  
   *for example*, 180  
   + noun phrases, 184  
 fragments (sentence), 5, 8, 14, 54  
*from*, 117  
*furthermore*, 5  
 future actions, expressing, 226–27  
 future real conditionals (see real  
   conditionals)  
 future unreal conditionals (see  
   unreal conditionals)  
 gender-specific singular pronouns,  
   definitions, 137  
 general nouns, 137  
 generalizations, 82  
 gerunds, 4, 45  
 graphics (charts, figures, graphs,  
   tables)  
   adjectives, 165  
   appositives, 140  
   *as . . .*, 166  
   nouns, 165  
   passive, 165  
   verbs, 165  
*had*  
   auxiliary verb, 110  
   *had to/did not have to*, 103  
   *vs. having* (adverb clauses), 174  
*have*  
   auxiliary verb, 5, 77  
   *having, vs. had* (adverb clauses),  
   174  
   stative verb, 104  
 hedging, 210  
*his/her vs. their*, definitions, 137  
*hope to*, 227  
*how*, 216  
*however*, 5, 93  
 hypothetical situations, 196  
 identifying object relative clauses  
   (see also relative clauses), 53  
 identifying relative clauses (see  
   also relative clauses), 52–54, 64,  
   137  
 identifying subject relative clauses  
   (see also relative clauses), 53, 61  
*if*  
   cause and effect relationships, 8  
   *if . . . not*, 37  
   negative subject, 37  
   noun clauses, 216  
   *vs. whether*, 216, 222  
*if* clauses  
   comma, 30, 31, 34, 196  
   emphatic condition, 37, 39  
   real conditionals, 30–31  
   subject and verb agreement, 39  
   unreal conditionals, 34, 196  
*impossible to*, 192  
*in*, 45  
   *in contrast*, 59, 93, 94, 96  
   *in most cases*, 133  
   *in my opinion*, 201  
   *in order (not) to*, 171, 172  
   *in spite of*, 94  
 inanimate nouns, 61  
 indefinite articles  
   usage, 81, 82  
   *vs. definite articles*, 81–82  
 independent clauses, 4, 5, 6, 8,  
   18, 21  
 infinitives  
   *be*, 189  
   of purpose, 170, 171  
   with passive, 126  
 -ing forms/participle phrases  
   adverb phrases, 174  
   comma, 42  
   express future action, 227  
   formation, 42  
   noun phrases, 94  
   relative clauses, 64  
   show cause, 44–45  
   show effect, 42–43  
   show reason, 44–45

- usage, 42–43  
vs. gerunds, 45
- instead (of)*, 93, 94
- intend to*, 227
- involved in*, 133
- is about to*, 227
- is due to*, 227
- it* constructions  
adjectives, 185, 186  
demonstratives, 114  
formation, 184–85  
modals, 185  
noun phrases, 184  
overgeneralizations, 210  
passive, 185  
present perfect, 185  
reporting verbs, 185  
usage, 184–86
- it is important to*, 192
- know*  
*if/whether* noun clauses,  
216–217  
stative verb, 101
- lead to*, 46
- less*  
+ adjective/adverb, 77  
quantifier, 70
- like*, before a clause, 86
- likely*, 210
- likewise*, 85
- little*, 70
- logical connectors, 219
- look likely to*, 227
- main clause of a sentence, 4, 30, 31
- mainly*, 210
- many*, 70
- may*, 31, 185, 227
- means*, definitions, 136, 137
- might*, 31, 34, 185, 197, 227
- might have*, 104, 196, 197
- modals and modal-like expressions  
(see also auxiliary verbs)  
adverb clauses, 162  
*be*, 166  
examples, 103–05  
expressing certainty, 226–27  
future real conditionals, 31  
future unreal conditionals, 34  
*it* constructions, 185  
making predictions, 226–27  
passive, 125, 133, 162, 166  
past, 103–04  
past unreal conditionals,  
197, 203  
present an opposing view, 219  
present unreal conditionals, 34  
real conditionals, 39  
simple sentences, 5  
unreal conditionals, 39  
usage, 103–04  
*wh-* noun clauses, 216
- modifiers, 64, 65
- more*, 70, 77, 87
- most*, 70, 87
- much*, 70
- narrative writing, 101, 107, 117
- negative conditions, 37
- never*, 147
- nevertheless*, 93, 94
- next*, 189
- no* vs. *none*, 70
- noncount nouns, 56, 70, 82, 154
- none* vs. *no*, 70
- nonetheless*, 93, 94
- nonidentifying relative clauses  
(see also relative clauses), 139,  
206–07, 212
- not as . . . as*, 56, 77
- noun clauses/phrases  
adjectives, 64  
appositives, 139  
complex, 64–65  
*if/whether*, 216  
*-ing* forms, 94  
*it* constructions, 184  
*of*, 150–51  
parallel structure, 67, 73  
prepositional phrases, 64  
reporting verbs, 159, 166  
*similar*, 85  
*that* clauses, 151–52  
types of, 4  
*wh-* words, 216
- nouns  
animate, 142  
count, 56, 70, 82, 154  
general, 137  
graphics, 165  
inanimate, 61  
noncount, 56, 70, 82, 154  
persuasive writing, 230  
plural, 82, 143  
proper, 207  
quantifiers, 70  
shell, 150  
show cause, 11, 12  
show effect, 24  
show result, 24  
singular, 82, 142  
specific, 81, 82
- object pronouns, 70, 77
- object relative clauses (see  
identifying object relative  
clauses; relative clauses)

- of*, with noun phrases, 150–51
- on the contrary*, 93, 96
- on the other hand*, 93, 94, 96
- once*, 108
- one thing in common*, 86
- only if*, 37
- opposing views
  - common phrases, 219
- or*, 6
- or not*, 222
- otherwise*, 39
- over*, 117, 120
- overgeneralizations
  - examples, 210
  - it* constructions, 210
  - limiting, 210
  - quantifiers, 70
  - words that limit, 163
- parallel structure, 67, 73
- parentheses, appositives, 140
- participles, past, 110, 196, 203
- passive
  - adverbs, 133, 162
  - agent, 124, 125
  - be*, 125, 166
  - common verbs, 126, 127
  - definitions, 136, 137, 143
  - formation, 124, 125
  - graphics, 165
  - infinitives, 126
  - it* constructions, 185
  - modals, 125, 133, 162, 166
  - prepositions, 126
  - receiver, 124
  - usage, 124–26
  - vs. active, 46, 124
- past participles, 110, 196, 203
- past perfect
  - adverb phrases, 174
  - adverbs of time, 101
  - formation, 110
  - narrative writing, 101
  - time clauses, 100
  - usage, 100–01, 108
  - vs. past perfect progressive, 101
  - vs. simple past, 110
- past perfect progressive
  - usage, 100, 101
  - vs. past perfect, 101
  - vs. past progressive, 110
- past progressive
  - adverb phrases, 174
  - vs. past perfect progressive, 110
- past unreal conditionals, 196–97, 203
- periods, 5, 6
- persuasive essay/writing, 210, 216, 230
- phrases
  - introducing problems, 177
  - introducing solutions, 177
- plan to*, 227
- plural nouns
  - articles, 82
  - definitions, 142
- possessive pronouns, 70
- possibility in the future, expressing, 227
- prepositional phrases
  - definitions, 137
  - noun phrases, 64
  - time signals, 117
- prepositions
  - expressions with *cause*, *result*, *effect*, 27
- show cause, reason, or purpose, 18–19
- show contrast and concession, 94
- with passive, 126
- present (see also simple present)
  - summary–response writing, 200
- present perfect
  - adverb phrases, 147, 174
  - it* constructions, 185
  - summary–response writing, 200
  - time signals, 117
  - usage, 108, 146, 147
  - vs. present perfect progressive, 146, 148
  - vs. simple past, 147
- present perfect progressive
  - time expressions, 148
  - usage, 147–48
  - vs. present perfect, 146, 148
- present progressive, 174
- present real conditionals (see real conditionals)
- present unreal conditionals (see unreal conditionals)
- problem–solution essay/writing, 146, 150, 170, 177, 184, 186, 190
- produce*, 46
- pronouns
  - demonstrative, 114
  - object, 70, 77
  - possessive, 70
  - relative, 53, 61, 64, 139, 142, 206, 207, 212
- proper nouns, 207
- punctuation (see commas; dashes; parentheses; periods; semicolons)

- purpose
  - adverb clauses, 170, 171
  - infinitives, 170, 171
- quantifiers
  - adverbs, 70
  - comparatives, 70
  - difference*, 60
  - examples, 70
  - nouns, 70
  - of*, 70
  - overgeneralizations, 70
- real conditionals
  - future, 30, 31
  - if* clauses, 30–31
  - modals, 31, 39
  - present, 30–31
- reason*, nouns that show cause, 12
- receiver, passive, 124
- refutation
  - phrases that introduce, 220
- relative clauses
  - be*, 64
  - identifying, 52–54, 64, 137
  - ing* phrases, 64
  - modifiers, 64
  - nonidentifying, 139, 206–07, 212
  - object, 53
  - pronouns, 142
  - restrictive, 52
  - subject, 53, 61
- relative pronouns
  - appositives, 139
  - be*, 64
  - nonidentifying relative clauses, 139, 206–07, 212
  - object relative clause, 53
  - omission of, 53, 64, 207
  - subject relative clause, 53, 61
  - usage, 142
  - use vs. omission, 53, 61
- reporting verbs
  - examples, 158–60
  - it* constructions, 185
  - noun phrases, 159, 166
  - that* clauses, 159, 166
  - usage, 159–60
- restrictive relative clauses, 52
- result*, 24, 27
  - result from*, 46, 47
  - result in*, 46, 48
- result in *if* clauses, 31
- run-on sentences, 6
  - see*, 216
- seem*, 101, 184, 185, 210, 212, 227
- semicolons, 5, 21, 93 sentences
  - complex, 8
  - compound, 4, 6
  - run-on, 6
  - simple, 4–5
- series of items, 67
- several*, 70
  - shell nouns, 150
  - should*, 31, 227
  - should (not) have*, 104
  - significantly*, 70
  - similar*, 85
  - similarities*, 85
  - similarly*, 85
- simple past
  - adverb phrases, 174
  - completed action, 100
  - summary–response writing, 200
    - vs. past perfect, 110
    - vs. present perfect, 147
- simple present (see also present)
  - adverb phrases, 174
  - formation, 4–5
  - usage, 4, 5
- simple sentences, 4–5
- since*, 8, 18, 108, 117, 148
- singular nouns, 82, 142
- slightly*, 70
- so*, 6, 18
  - so as (not) to*, 171, 172
  - so that*, 18, 171
- some*, 70, 82
- something in common*, 86 specific nouns, 81, 82
- splice, comma, 6
- statement, thesis (see thesis statement)
- stative verbs, 101, 104, 147
- subject of sentence, 4
- subject relative clauses (see identifying subject relative clauses; relative clauses)
- subordinating conjunctions, 108
- subordinators, 8, 18–19, 90, 91, 107–108
  - substantially*, 70
  - such*, 70
- summary–response writing
  - common phrases, 200–01
  - present, 200
  - present perfect, 200
  - simple past, 200
- superlatives, 76–75, 81
- synonyms, 142
- tend*, 210
- than*, 77, 78
  - vs. *then*, 192
- that*
  - demonstratives, 114–15, 120
  - identifying relative clauses, 52, 53, 54

- nonidentifying relative clauses, 207, 212
- quantifiers, 70
- reporting verbs, 159
- that* clauses
- appear*, 184
  - noun phrases, 151–52
  - reporting verbs, 159, 166
  - seem*, 184
- the*, 70, 81, 82, 87
- the fact that*, 154
  - the least* + adjective /adverb, 77
  - the most* + adjective /adverb, 77
  - the other* vs. *another*, 96
  - the problem of*, 180
  - the same as*, 61, 87
- their* vs. *his/her*, definitions, 137
- then*, 30, 189
- vs. *than*, 192
- thereby*, 43
- therefore*, 22
- these*, 70, 15, 120
- this*, 70, 114, 115, 120
- this is the first time*, 117
- those*, 70, 115, 151, 203
- though*, 91
- through*, 117
- thus*, 22, 43
- time clauses/expressions (see adverbs)
- time signals, 117–18, 119
- to*, 117
- transition phrases/words
- commas, 5, 21, 85, 93, 96, 189
  - complex sentences, 8
  - differences in meanings, 93–94
  - examples, 5, 93–94, 189
  - indicating steps of a solution, 189
  - problem-solving writing, 190
  - punctuation, 5
  - semicolon, 21, 93
  - show cause, reason, or effect, 21–22
  - simple sentences, 5
  - to indicate steps of a solution, 189
  - to signal contrast and concession, 93
  - with *similarly* and *likewise*, 85
- typically*, 210
- unless*, 37, 39
- unlike*, 59
- unreal conditionals future, 34
- if* clauses, 34, 196
  - modals, 34, 39, 197, 203
  - past, 196–97, 203
  - present, 34–35
- until*, 108
- used to*, 104
- verb phrases
- parallel structure, 67, 73
  - replaced by complex noun phrases, 65
- verbs (see also the names of tenses)
- auxiliary, 5, 77, 216
  - graphics, 165
  - persuasive writing, 230
  - reporting, 158–60, 166, 185
  - show cause and effect, 46
  - stative, 101, 104, 147
- was*
- vs. *were*, 34
  - was supposed to*, 104
- were* vs. *was*, 34
- wh-* noun clauses, 216
- what*, 216
- when*, 31, 100, 108, 174, 216
- when* clauses, 100, 110
- whenever*, 31
- where*, 216
- whereas*, 8, 90
- whether*
- noun clauses, 216
  - subordinator, 8
  - vs. *if*, 216, 222
- which*, 51, 53, 206
- while*, 8, 90, 100, 107, 108, 139, 174
- who/whom*, 52, 53, 54, 61, 143, 206, 216
- whose*, 52, 53, 206
- why*, 18, 171, 216
- will*, 5, 31, 226
- wonder*, 216
- would*, 34, 104, 197, 227
- would have*, 196, 197
- yes/no* choice, 216
- yet*, 6, 147