**Verb Shifts**

**Verb Shifts Guidelines**

2 pages long (ELC charges 10 cents/page for print jobs)

Verb Shifts: Tense

Tense: Tense refers to the form of the verb that indicates time.

The tenses are:

 \* Present

 \* Past

 \* Future

 \* Present perfect

 \* Past perfect

 \* Future perfect

Single-word verbs are used for two of these.

 \* Simple present

 \* Simple past

Auxiliary verbs are used for the other four.

 Simple Tenses Perfect Tenses

present

past

future

 ask(asks)

asked

will (shall) ask

have (has) asked

had asked

will, shall have asked

There are also three progressive tenses which are formed by using the appropriate tense of the verb to be and adding ing to the base form of the verb.

Progressives:

Present Past Future

I am asking I was asking I will be asking

Generally, verbs used in parallel structures should be the same tense unless a definite change in time is indicated.

Examples:

 \* It rained; it snowed; it hailed.

 (Parallel actions leading into one another, but all taking place in the past.)

 \* Yesterday it rained. Today it is snowing. Tomorrow it will probably hail.

 (Definite change in time from yesterday, to today, to tomorrow.)

Verb Shifts: Passive Voice

What is Passive Voice?

Passive sentences have a form of to be plus a past participle . Also, in passive sentences, the subject of the sentence is actually having the action of the sentence done to it, rather than doing the action of the sentence. For example,

Passive Example:

The cat was kicked by Joe.

 \* To be verb = was

 \* Past Participle = kicked

 \* Subject = cat (who is receiving the action of kicking in the sentence, not doing the actual kicking)

To find passive voice in writing,

 1. Begin by finding the to be verbs in sentences.

 2. Of the to be verb is grouped with another verb and that next verb ends in -ed -en , etc., then the sentence is probably passive.

 Passive: The books were tak en

 3. Note: If the next verb after the to be verb ends in -ing , then the sentence is active.

 Active: Carlos was mak ing good grades.

Points:

 1. Passive sentences reverse the order of two noun phrases. The object of the sentence's action becomes the subject of the sentence instead of staying in the position of object.

 Passive:

 The cat was kicked by Joe. (Cat is the subject of the sentence, but the object of the sentence's action is kicking!)

Active:

 Joe kicked the cat. (Joe is both the subject of the sentence and the thing doing the sentence's action of kicking. Cat is the object of the sentence and the object of the sentence and the object of the sentence's action.)

 1. Even simple passive sentences are wordey. They have the extra to be verb and usually a by phrase.

Passive: The bike was taken away by the boy's mother.

Active: The boy's mother took the bike away.

 1. The by phrase is optional.

Passive: Our taxes were increased.

To fix passive voice:

 1. To make passive sentences active, begin the revised sentence with the noun in the by phrase.

 2. Invent a new subject if the passive sentence does not contain a by phrase.

 3. Delete the to be verb of the passive sentence.

 4. Take the noun phrase in the subject position of the passive sentence and place it behind the verb phrase of the revised, active sentence.

 Passive: The candy had been hidden all over the house.

 Active: Mother had hidden the candy all over the house.

**Verb Shifts Grammar Module Activities**

Instructions: Read the Guidelines Sheet for Verb Shifts before you complete the following activities. The Extended Learning Center provides all the videos and books you will need to complete these activities.

Tutoring: You may see a tutor for help with understanding any of the following activities.

Activities:

 1. SkillsBank:

 1. To enter the computer program at Lone Star College–Tomball, click the SkillsBank Icon.

 2. At Lone Star College–Willow Chase Center, click the Start button in the bottom left-hand corner of your screen.

 3. Select Learning Assistance and then SkillsBank .

 4. Log in to SkillsBank with your assigned user name and identification number.

 5. In SkillsBank, select Writing from the column of subjects on the left of the screen and then Language Usage from the list of lesson topics across the top

 6. Do Lesson 7 (Verbs-The Six Tenses).

 7. When you've finished with Lesson 7, return to Writing and select Clear Writing and Paragraphs from the list of lesson topics across the top.

 8. Do Lesson 6 (Unnecessary Tense Shifts).

 9. After completing lesson 7 and lesson 6, select Language from the list of subjects. Choose Grammar & Usage from the list of lesson topics.

 10. Do Lesson 7 (Verb Agreement with Tense of Sentence).

 Your scores will automatically be reported to your instructor, so you will not need to print out a record of your activities.

Grammar textbook work: Do not write in the textbooks. Either photocopy exercise pages from the text or complete assignments on your own paper (writing short answers whenever possible, rather than copying entire sentences).

 1. The Little, Brown Handbook (8th ecition):

 1. Read Chapter 20 (pages 389-395)

 2. Complete Exercises 2 and 3.

 2. Odyssey (3rd edition):

 1. Read Chapter 24 (pages 370-383)

 2. Complete Exercises 24.1, 24.6, and your choice of 24.7, Chapter Quick Check (page 380), or Summary Exercise (page 381).

 3. Writer's Choice:

 1. Read pages 397 and 587-593.

 2. Complete Exercisess 10 (page 588), 24 (page 590), 25 (page 591) and 26 (page 592).

Worksheets: Complete Worksheets D47 , PS405 , and D49 and check your answers in the answer key in the Extended Learning Center .

Turn in all work assigned by your instructor before taking the Verb Shifts Test.

**Verb Shifts**

**PRACTICE TEST**

PART I: In the following sentences identify shifts in verb tense and voice. Mark answers as follows:

 (A) if the sentence is correct as written

 (B) if the sentence is incorrect as written

 1. Two youths approached me, and I was asked for my wallet.

 2. The doctor suggested a heart healthy diet for my father who recently had a heart attack.

 3. While Barbara puts in her contact lenses, the telephone rang.

 4. The river will flood again next year unless we will build a better dam.

 5. I hoped to buy a new Mercedes, but BMW offered me better financing options.

 6. In addition to his novels, Thomas Hardy is the author of several volumes of poetry.

 7. The eruption of the volcano comes as a surprise and resulted in great destruction.

 8. She really had a crush on Brandon; subsequently, he was asked out.

 9. Although she had planned the party for months, it turns out to be a disaster.

 10. Why do you always hang up on me when I call you?

PART II: In the following sentences identify shifts in verb tense and voice. Mark as follows:

 (a) if the sentence is correct as written

 (b) if the sentence is incorrect as written

The standard for the selection is past tense . The sentences are related to each other.

(11) Most Americans traditionally lived on farms in rural areas; they raise, cook and eat their own food. (12) All that changed in the cities. (13) Urban dwellers purchased food in local stores, and they know little about where it had come from or how long it had been on the shelf. (14) The problem of food processing was especially acute in the marketing of meat. (15) Rural Americans had always raised, processed, and preserved their own beef, pork, and poultry. (16) They know which animals had been sick, and which ones had been healthy. (17) But buyers of meat in city stores or butcher shops have none of that information. (18) The public did not know what they were purchasing; artificial flavorings and colorings were placed in foods and meat. (19) In the cities food poisoning, from salmonella to the deadly botulism, became increasingly common. (20) Consumers had to be very careful and will only shop at the most reputable establishments.

(Part II adapted from Firsthand America: A History of the United States . 5 th Edition. Burner/Bernhard/Kutler. New York: Brandywine Press, 1998)

ANSWER KEY

PART I

1. B

2. A

3. B

4. B

5. A

6. A

7. B

8. B

9. B

10. A

PART II

11. B

12. A

13. B

14. A

15. A

16. B

17. B

18. B

19. A

20. B