Shifts

Writing should be consistent in tense, voice, mood, person, and number.

Shifts in Tense
She *makes* a bold proclamation and then *rushed* down the stairs.
The teacher *told* the students they would not pass the course unless they *complete* all of their assignments.

Shifts in Voice
She wrote the introduction after the first chapter had been finished.
In the morning we painted the bedroom, and in the afternoon the curtains were *hung*.
After you complete the application, the form should be given to the personnel office.

Shifts in Mood
Read the chapter carefully, and then you *should answer* the questions at the end of the chapter.
It is important that she *read* the information and *writes* notes to review later.

Shifts in Person
*I* bought my furniture from that store because *you* pay no interest for one year.
When *one* begins college, *you* experience many new situations.
*We* sat through the beginning of the lecture, and *you* could tell the speaker was not prepared.

Shifts in Number
If a *student* does not have good study habits, *they* will have a difficult time in college.
Each person should be on time, or *they* will miss their appointment.

Practice in Sentence Shifts
Correct the inappropriate shift if needed in each of the sentences below. Some of the sentences are correct. Write *correct* if the sentence has no inappropriate shifts.

1. When one must miss class, you should find out what material was covered.
   When you must miss class, you should find out what material was covered.
   If a student must miss class, they should find out what material was covered.
2. Since she knew the course would be difficult, she arrange to have a tutor.
   A tutor was arranged by her since she knew the course would be difficult.
Since she knew the course would be difficult, a tutor was arranged by her.

3. Everywhere you look, I see preparations for the holiday season.
   Everywhere I have been looking, I see preparations for the holiday season.
   Everywhere I look, I see preparations for the holiday season.

4. My friend asked me to come for dinner and also wants me to bring my video tape.
   My friend asked me to come for dinner and is wanting me to bring my video tape.
   My friend asked me to come for dinner and to bring my video tape.

5. Everyone was asked to bring their favorite dish to the pot luck dinner.
   Everyone was asked to bring his or her favorite dish to the pot luck dinner.
   They were asked to bring his or her favorite dish to the pot luck dinner.

6. When students apply to colleges, it is important that he or she investigate each school thoroughly.
   When students apply to colleges, it is important that they investigate each school thoroughly.
   When a student applies to colleges, it is important that they investigate each school thoroughly.

7. Go to the store after work, and then you should come straight home.
   Go to the store after work, and then you should be coming straight home.
   Go to the store after work, and then come straight home.

8. If you arrive late, you will miss the best part of the performance.
   If one arrives late, you will miss the best part of the performance.
   If you arrive late, you will be missing the best part of the performance.

9. As soon as the meeting began, the manager was paged by the secretary.
   As soon as the meeting began, the secretary paged the manager.
   As soon as the meeting began, the manager was being paged by the secretary.

10. Most students pass that professor's class, but a few always fail the course.
    Most students pass that professor’s class, but a few always failed the course.
    Most students pass that professor’s class, but a few are always failing the course.

11. Begin your assignment well in advance, and always proofread your paper carefully.
    Begin your assignment well in advance, and you should always proofread your paper carefully.
Begin your assignment well in advance, and your paper should always be proofread carefully.

12. After we developed the photographs, we posted them on the internet.
   After we developed the photographs, they were posted on the internet by us.
   After we developed the photographs, we post them on the internet.

13. The skater glided across the ice and was applauded by the crowd.
   The skater glides across the ice, and the audience applauded.
   The skater glided across the ice, and the audience applauded.

14. The cat devoured the entire can of tuna, and then looks up in triumph.
   The cat devoured the entire can of tuna, and then looked up in triumph.
   The cat has devoured the entire can of tuna, and then looked up in triumph.

15. After completing the training, the instructor gives us certificates.
   After we completed the training, the instructor gives us certificates.
   After the training is completed by us, the instructor gives us certificates.