

REVISOR: To fix a faucet unscrew the handle and you should examine the washer.

To fix a faucet unscrew the handle and examine the washer.

Make an incision along the dorsal axis of the frog, and then you peel the skin.

Open the hood of the car and then you should examine the distributor cap.

It is necessary that the student fill out the questionnaire and hand it in.

The government wants to eliminate the graduated income tax and set a fixed rate to all taxpayers.

First mail your résumé, and then you call for an interview.

d Shifts in Person and Number

Person is the form a pronoun or verb takes to indicate who is speaking (first person—*I am, we are*), who is spoken to (second person—you are), and who is spoken about (third person—he, it is; and they are). Number indicates one (singular—*novel*) or many (plural—*novels, they, them*).

Faulty shifts between the second- and the third-person nouns cause most errors.

INCONSISTENT: When one looks for a loan, you compare the interest rates from several banks. (shift from third to second person)

REVISED: When one looks for a loan, one compares the interest rates from several banks.

REVISED: When you look for a loan, you compare the interest rates from several banks.

REVISED: When a person looks for a loan, he or she compares the interest rates from several banks.

Unwarranted shifts in number also create confusion with sentences. Make sure that singular pronouns refer to singular antecedents and plural pronouns to plural antecedents (see 241–2).

INCONSISTENT: If a person does not study regularly, they will have a difficult time passing organic chemistry. (shift from singular to plural)

REVISED: If a person does not study regularly, he or she will have a difficult time passing organic chemistry.

REVISED: If students do not study regularly, they will have a difficult time passing organic chemistry.

NOTE: Although college writing follows standard conventions of pronoun-antecedent agreement, use of a plural pronoun referring to a singular antecedent is increasingly common when such use enables the writer to avoid sexist language (see 17g.3).

Buddy Holly and Janis Joplin each made a significant contribution with their music.

EXERCISE 4

Read the following sentences, and eliminate any shifts in tense, voice, mood, person, or number. Some sentences are correct, and some will have more than one possible answer.

- Gettysburg is a borough of southwestern Pennsylvania where some of the bloodiest fighting of the Civil War occurs in July 1863.
- Giotto was born near Florence in 1267 and is given credit for the revival of painting in the Renaissance.
- The early Babylonians divided the circle into 360 parts, and the volume of a pyramid could also be calculated by them.
- During World War II General Motors expanded its production facilities, and guns, tanks, and ammunition were made.
- Diamonds, the only gems that are valuable when colorless, were worn to cure disease and to ward off evil spirits.
- First, clear the area of weeds, and then you should spread the mulch in a six-inch layer.
- When one visits the Grand Canyon, you should be sure to notice the fractures and faults on the north side of the Kaibab plateau.
- For a wine grape, cool weather means a higher acid content and a sour taste; hot weather means they will have lower acid content and a sweet taste.
- Mary Wollstonecraft wrote *Vindication of the Rights of Women*, and then she wrote *Vindication of the Rights of Men*.
- When one looks at the Angora goat, you should notice it has an abundant undergrowth.

16e Shifts from Direct to Indirect Discourse

Direct discourse reports the exact words of a speaker or writer. It is always enclosed in quotation marks and is usually accompanied by an identifying tag (*he says, she said*).

Commenting on his play, Eugene O'Neill said, "The script is written in blood and tears."

When a question is reported directly, the identifying tag indicates asking, and the sentence ends with a question mark.

Holt Handbook Apostrophes With Possessives

D Keegan



Holt Handbook Apostrophes With Possessives:

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