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## HELLO EVERYONE!

## Parallelism with Coordinators And, Or, But

Words, phrases, and clauses that are joined by and, or, and but are written in parallel form. Notice the parallel structures joined by coordinators in the following sentences.

The Federal Air Pollution Control Administration regulates automobile exhausts, and the Federal Aviation Administration makes similar regulations for aircraft.

The states regulate the noise created by motor vehicles but not by commercial aircraft.

Pesticides cannot be sold if they have a harmful effect on humans, on animal life, or on the environment.

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## Parallelism with Correlative (paired) Conjunctions

Use parallel forms with the paired conjunctions both . . . and, either . . . or, neither . . . nor, and not only . . . but also.

Paired conjunctions are placed directly before the elements they join in the sentence. Notice the parallel structures in these clauses joined by paired conjunctions:

A new law provides the means for both regulating pesticides and ordering their removal if they are dangerous.

Air pollutants may come either from the ocean as natural contaminants given off by sea life or from the internal combustion engines of automobiles.

If neither industry nor the public works toward reducing pollution problems, future generations will suffer.

Many people are neither concerned about pollutants nor worried about their future impact.

At the present time, air pollution is controlled through laws passed not only to reduce the pollutants at their sources but also to set up

acceptable standards of air quality.

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A. Two or more items in each of the following sentences are written in parallel grammatical form. Underline the items or ideas that are parallel, and circle the word or words that connect the parallel structures. The first one has been done for you as an example.

1. An ideal environment for studying includes good lighting, a spacious desk, (and) a comfortable chair.

2. You know you are truly fluent in another language when you can calculate in it (and) when you begin to dream in it.

3. People often spend as much time worrying about the future (as) planning for it.

4. You can learn a second language in the classroom, at home, (or) in a country where the language is spoken.

5. My new personal computer is (both) fast (and) reliable.

6. My old typewriter is (neither) fast (nor) reliable.

7. Ann is growing older (but) unfortunately not wiser.

8. Young people buy computers (not only) to do schoolwork (but also) to play games.

9. If industrial nations continue to burn fossil fuels (and) if developing nations continue to burn their rain forests, the level of CO<sub>2</sub> in the atmosphere will continue to increase.

10. Before the judge announced the punishment, he asked the murderer if he wanted to speak (either) to the victim's family (or) to the jury.

11. The criminal (neither) admitted guilt (nor) asked for forgiveness before he was sent to prison.

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B. Rewrite the following sentences in parallel form. Underline the part of the sentence that is not parallel and



correct it. Remember that you do not have to repeat all the words in the second item. The first one has been done for you as an example.

1. The disadvantages of using a credit card are overspending and you pay high interest rates.

*The disadvantages of using a credit card are overspending and paying high interest rates.*

2. Credit cards are accepted by department stores, airlines, and they can be used in some gas stations.

*Credit cards are accepted by department stores, airlines, and some gas stations.*

3. You do not need to risk carrying cash or to risk to miss a sale. *You do not need to risk carrying cash or to risk missing a sale.*

4. With credit cards, you can either pay your bill with one check, or you can stretch out your payments.

*With credit cards, you can either pay your bill with one check or stretch out your payments.*

5. You can charge both at restaurants and when you stay at hotels.

*You can charge both at restaurants and at hotels.*

6. Many people carry not only credit cards but they also carry cash.

*Many people carry not only credit cards but also cash.*

7. Many people want neither to pay off their balance monthly nor do they like paying interest.

*Many people want neither to pay off their balance monthly nor to pay interest.*

8. Not making any payment or to send in only the minimum payment every month is poor money management.

*Not making any payment or sending in only the minimum*

*payment every month is poor money management.*

\*\*\*

Do exercise C at home please:

C. On a separate sheet of paper, write seven original sentences in parallel form, using the following conjunctions one time each. Write sentences on the topics suggested, or choose topics of your own.

and ) two weekend activities you enjoy

or ) two foods you would not eat/give to a baby

but ) one school subject that you excel at and one that you struggle with

both .. and ) two advantages of being bilingual

either .. or ) two places you might spend a month's vacation or a honeymoon

neither .. nor ) two places you would never spend a month's vacation or a honeymoon

not only .. but also ) two reasons to get a college degree

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### Sentence Problems

#### Sentence Fragments

In this section, you will learn to recognize and correct some common errors in sentence structure: sentence fragments and choppy, run-on, and "stringy" sentences.

Sentence fragments are incomplete sentences or parts of sentences. Remember that a complete sentence must contain at least one main or independent clause.

Study the following examples of sentence fragments and the suggested methods for correcting them.

1. Because some students work part-time while taking a full load of classes.



**PROBLEM** This is a dependent clause. It begins with a subordinator (because). It does not express a complete thought because there is no independent clause.

To **CORRECT** (1) Add an independent clause.

Because some students work part-time while taking a full load of courses, they have very little free time.

(2) Delete the subordinator (because).

Some students work part-time while taking a full load of classes.

2. For example, the increase in the cost of renting an apartment.

To live and work for at least a year in a foreign country.

**PROBLEM** Neither sentence has a verb.

To **CORRECT** Rewrite each sentence so that it has a verb.

For example, the increase in the cost of renting an apartment is one reason for more people being homeless.

To live and work for at least a year in a foreign country has always been my dream.

3. Teachers who give too much homework.

**PROBLEM** This is a noun (teachers) + an adjective clause (who give too much homework). The noun is the beginning of an independent clause that was never finished.

To **CORRECT** Finish the independent clause.

Teachers who give too much homework are unpopular.

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Always check your own writing for sentence fragments. Pay particular attention to sentences beginning with subordinators (although, since, because, if, before, and so on). These are **DANGER WORDS!** Make sure that every clause beginning with these words is attached to an independent clause.

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## Practice 2

### Rewriting Sentence Fragments

A. Read the following sentences. Mark them Frag. if they are sentence fragments, or Comp. if they are complete sentences. On a separate sheet of paper, rewrite each fragment to make a complete sentence.

1. The desire of all humankind to live in peace and freedom, for example. (Frag.)

*The desire of all humankind is to live in peace and freedom, for example.*

2. Second, a fact that men are physically stronger than women. (Frag.)

*Second, it is a fact that men are physically stronger than women.*

3. The best movie I saw last year. (Frag.)

*It was the best movie I saw last year.*

4. Titanic was the most financially successful movie ever made, worldwide. (Comp.)

5. For example, many students have part-time jobs. (Comp.)

6. Although people want to believe that all men are created equal. (Frag.)

*Although people want to believe that all men are created equal, it is not true.*

7. Finding a suitable marriage partner is a challenging task. (Comp.)

8. Many of my friends who did not have the opportunity to go to college. (Frag.)

*Many of my friends did not have the opportunity to go to college. Many of my friends who did not have the opportunity to go to college are unemployed.*

9. Working during the morning and attending classes during the afternoon. (Frag.)



*Working during the morning and attending classes during the afternoon is exhausting.*

\*\*\*

### Choppy Sentences

Choppy sentences are sentences that are too short. Short sentences can be effective in certain situations. For instance, when you want to make an impact, use a short sentence.

Despite countless doctors' warnings, news stories, and magazine articles about the importance of eating a nutritious, balanced diet, many people resist developing healthy eating habits. Some people just like junk food.

(A sentence of 25 words is followed by one of 6 words. The second sentence has greater impact because it is so short.)

However, overuse of short sentences is considered poor style in academic writing.

Choppy sentences are easy to correct. Just combine two or three short sentences to make one compound or complex sentence. Your decision to make a compound or a complex sentence should be based on whether the ideas in the short sentences are equal or whether one idea is dependent on the other.

1. If the sentences express equal ideas, use coordination to combine them.

### Choppy Sentences

Wind is an enduring source of power. Water is also an unlimited energy source. Dams produce hydraulic power. They have existed for a long time. Windmills are relatively new.

### Corrected

Both wind and water are enduring sources of power. Dams have produced hydraulic power for a long time, but windmills are relatively new.

2. If the sentences express unequal ideas, that is, if one sentence expresses a less important idea than the other, use subordination to combine them.

### Choppy Sentences

We must find new sources of energy. Natural sources of energy are decreasing. Solar energy is a promising new source of energy. Solar energy is energy from the sun.

### Corrected

We must find new sources of energy because natural sources of energy are dwindling. Solar energy, which is energy from the sun, is a promising new source.

\*\*\*

### Stringy Sentences

A stringy sentence is a sentence with too many clauses, usually connected with and, but, so, and sometimes because. It often results from writing the way you speak, going on and on like a string without an end.

To correct a stringy sentence, divide it and/or recombine the clauses, remembering to subordinate when appropriate.

### Stringy Sentence

Many students attend classes all morning, and then they work all afternoon, and they also have to study at night, so they are usually exhausted by the weekend.

### Corrected

Many students attend classes all morning and work all afternoon. Since they also have to study at night, they are usually exhausted by the weekend.

### OR

Because many students attend classes all morning, work all afternoon, and study at night, they are usually exhausted by the weekend.

Thank You

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HELLO EVERYONE!

Chapter 12  
Noun Clauses

A noun clause is a dependent clause that functions as a noun. A noun clause is often part of an independent clause, where it can be a subject or an object.

SUBJECT VERB

What the newspaper reported was incorrect.

VERB OBJECT

People once believed that the world was flat.

A noun clause can also follow certain adjectives and nouns.

ADJECTIVE

We were happy that the semester was over.

NOUN

Who first challenged the belief that the world was flat?

\*

There are three kinds of noun clauses:

1. that clauses, which begin with the word that
2. if/whether clauses, which begin with the words whether or if
3. question clauses, which begin with a question word, such as who, what, where, when, or how

\*

Punctuating Noun Clauses

1. NEVER use a comma to separate a noun clause from the main clause.

I am sure, that the address is correct. (X)

2. If the independent clause is a statement, put a period at the end of the entire sentence. If the independent clause is a question, put a question mark at the end of the entire sentence.

Independent Clause Noun Clause

I am sure that the address is correct.

Are you sure that the address is correct?

\*

That Clauses

A that clause is a dependent noun clause that begins with the word that.

- The young filmmaker hopes that his film will be a financial success.

You can sometimes omit that if the meaning is clear without it. However, you can never omit that when it is the first word in a sentence.

Correct: The young filmmaker hopes that his film will be a financial success.

Correct: The young filmmaker hopes his film will be a financial success.

Correct: That his film is a critical success is beyond doubt.

Incorrect: His film is a critical success is beyond doubt.

\*

A that clause can appear in different locations.

1. After the independent clause verb. The most common position of a noun clause is after the verb of the independent clause, where it functions as the object of that verb.

INDEPENDENT CLAUSE

NOUN CLAUSE (OBJECT)

The catalog states that science courses require a laboratory period.

2. After certain adjectives. A that clause can also follow certain adjectives such as happy, glad, proud, pleased, sad, upset, worried, sorry, certain, surprised, and sure. These adjectives describe emotions.

INDEPENDENT CLAUSE

NOUN CLAUSE

The class was surprised that the instructor canceled the final exam.

3. After certain nouns. A that clause can follow certain nouns such as idea, theory, thought, claim, assertion, statement, belief, notion, and opinion.

INDEPENDENT CLAUSE

NOUN CLAUSE

No one believed Galileo's theory that Earth revolves around the sun.

4. At the beginning of a sentence. A that clause at the beginning of a sentence functions as the subject of the independent clause verb.

NOUN CLAUSE (SUBJECT)

That Earth is getting warmer is certain.

\*

Starting a sentence with a noun clause seems awkward to many English speakers, so they often rewrite such sentences by putting "it"



at the beginning and moving the noun clause to the end.

**Awkward:** That Earth is getting warmer is certain.

**Better:** It is certain that Earth is getting warmer.

**In addition, the verb following "it" (except be or any intransitive verb like seem or appear) is often written in the passive voice, especially in academic writing.**

It is believed that carbon dioxide is responsible for global warming.

It was agreed that the meeting would be postponed until next week.

It has been proven that the world's deserts are expanding.

**You can also write these sentences in the active voice:**

Many scientists believe that carbon dioxide is responsible for global warming.

The participants agreed that the meeting would be postponed until next week.

Measurements have proven that the world's deserts are expanding.

\*

**Note:** In general, English writers prefer the active voice because it is more direct. However, they prefer the passive voice in five specific situations.

1. You want to emphasize what happened, not who did it.  
Jack was promoted last month.

2. The performer of the action is unknown.  
The wheel was invented during the Bronze Age.

3. The performer of the action is unimportant.  
Smoking is prohibited on airplanes.

4. You want to be objective, such as in a scientific or technical report.  
With a dropper, 3 ml of HCL were added to the test tube and heated to 37C

5. You want to be diplomatic; that is, you don't want to say who did something wrong or made an error.  
I believe a mistake has been made on our bill.

**A. Complete each sentence with a that clause. The first one has been done for you as an example.**

1. A comparison of the size of glaciers and icebergs over the past

hundred years reveals that they are shrinking in size.

2. Scientists believe that pollution is increasing on earth.

3. Environmentalists warn that the global temperature is increasing.

B. Write each sentence so that it begins with "it" and ends with a that clause. The first one has been done for you as an example.

1. That air temperatures are rising is significant.  
It is significant that air temperatures are rising.

2. That ocean levels are rising is undeniable.  
It is undeniable that ocean levels are rising.

\*\*\*

**Special Verb Tenses in That Clauses**

**Reported Speech**

One of the most common uses of noun clauses in academic writing is to report what someone else has said or written. This kind of noun clause is called reported speech, indirect speech, or indirect quotation. Verb tenses in reported speech follow special rules:

• If the main clause verb is simple present, present perfect, or future, the verb in the noun clause is in the tense that expresses the meaning that the main clause intends.

The prime ministers agree that global warming is a serious world problem.  
They hope that all nations will be responsible for solving this problem.  
Scientists report that atmospheric warming has already begun.  
Measurements have indicated that the average temperature of Earth has risen in the past hundred years.  
Further research will prove that carbon dioxide is largely responsible.  
• If the main clause verb is in past tense, the verb in the noun clause is usually in a past form.  
The prime ministers agreed that global warming was a serious world problem.  
They hoped that all nations would be responsible for finding a solution.  
An international group of scientists reported that Earth's temperature had



risen 1.1F (0.6°C) in the last century.

Their report stated that carbon dioxide was largely responsible.

**Exception:** The verb in the noun clause stays in the present tense when it reports a fact or a general truth:

Researchers in the field verified that icebergs and glaciers are melting.

\*\*\*

### Subjunctive Noun Clauses

After certain independent clause verbs and adjectives, you must use the subjunctive form of the verb in the following noun clause. The subjunctive form of a verb is the same as the base form-be, go, come, do, and so on.

The verbs and adjectives that require the subjunctive form in the noun clauses that follow indicate urgency, advisability, necessity, and desirability.

#### Verbs

**insist, order, prefer, propose, recommend  
advise, ask, command, demand, direct  
request, require, suggest, urge**

#### Adjectives

**advisable, mandatory  
desirable, necessary  
essential, urgent  
important, vital**

The company president urged that the marketing department be more aggressive.

It is necessary that each salesperson work longer hours.

**Make a subjunctive verb negative by putting the word not in front of**

She insisted that the company not lose any more customers to its competitors.

**The subjunctive also occurs when the independent clause verb is in the passive voice.**

It was recommended that the department not hire new staff at this time.

**Subjunctive means the base form of the verb.**

\*\*\*

### If/Whether Clauses

An if/whether clause is a dependent noun clause that begins with the subordinator "whether" or "if". Whether is more formal than if. The optional phrase or "not" may be added in two places with whether and in one place with if. Therefore, there are five possible patterns:

The patient wanted to know whether Dr. Chen practices acupuncture.

The patient wanted to know whether or not Dr. Chen practices acupuncture.

The patient wanted to know whether Dr. Chen practices acupuncture or not.

The patient wants to know if Dr. Chen practices acupuncture.

The patient wants to know if Dr. Chen practices acupuncture or not.

**Notice that if/whether clauses are statements, not questions, even though they are made from yes/no questions (questions that can be answered yes or no). If/whether clauses use statement word order (subject-verb) and do not contain do, does, or did.**

To change a question into an if/whether clause, add a subordinator (if or whether), change the word order to statement word order, and delete do, does, and did if necessary.

#### Question

Is the test easy?

Does he know the answer?

**Sentence with if/whether clause**

The students want to know if the test is easy.

I want to know whether he knows the answer.

**Follow the sequence of tenses rules if necessary. (If the independent clause verb in a past tense, the verb in the noun clause should also be in a past tense.)**

John asked if the test was hard.

\*\*\*

### Question Clauses

**A question clause is a dependent noun clause that begins with a**



subordinator such as who, what, when, where, why, how, how much, how long, and so on. There are two possible patterns. In the first pattern, the subordinator is the subject of the clause.

The police do not know who committed the robbery.  
 In the second pattern, the subordinator is not the subject of the clause.

The police do not know when the robbery happened.

Notice that the word order in question clauses is statement order (subject + verb), not question order (verb + subject). Also, question clauses do not contain do, does, or did because they are not questions even though they begin with a question word.

To change a question into a question clause, change the word order to statement word order and delete do, does, and did if necessary.

**Question**

What time is it?

How did the robbers enter the apartment?

**Sentence with Question Clause**

Please tell me what time it is.

The police want to know how the robbers entered the apartment.

Follow the sequence of tenses rules if necessary. (If the independent clause verb is in a past tense, the verb in the noun clause should also be in a past tense.)

The victims did not know how the robbers had entered the apartment.

Note: I might ask you about definitions like the definition of question clauses for example.

\*\*\*

**Review**

These are the important points covered in this chapter.

1. A noun clause is a dependent clause that acts like a noun.

NOUN

NOUN CLAUSE

John asked a question. John asked which chapters the exam would cover.

2. A noun clause can act as a subject, an object, or a subject complement. That clauses can also follow certain adjectives and nouns.

The most common position of a noun clause is after the verb of the main (independent) clause.

3. Starting a sentence with a noun clause is awkward. English speakers usually rewrite these sentences so that they begin with it and end with the noun clause.

That the professor canceled the exam surprised us.

It surprised us that the professor canceled the exam.

Whether the professor will reschedule the exam is uncertain.

It is uncertain whether the professor will reschedule the exam.

4. Passive voice is often used in these kinds of sentences, especially in academic writing.

It was once believed by many that Earth was flat.

5. When a noun clause reports what someone asked or said, you must follow the sequence of tenses rules for reported speech.

6. Following verbs and adjectives indicating urgency, advisability, necessity, and desirability, use the base form of the verb in the noun clause. This kind of noun clause is called a subjunctive noun clause. It is necessary that students be on time for the final exam.

7. Noun clauses use statement word order even when they begin with a question word. They also do not contain do, does, or did because they are not questions.

8. Commas are not used with noun clauses.

\*

**Types of Noun Clauses**

That clauses	The Russian president and his wife told the press (that) they were enjoying their visit.
<ul style="list-style-type: none"> <li>formed from statements</li> <li>introduced by subordinator</li> </ul>	
<ul style="list-style-type: none"> <li>that can be omitted</li> </ul>	
Subjunctive noun clauses	The president of the United States suggested that Russia open its doors to U.S. business.
<ul style="list-style-type: none"> <li>verb in base form</li> <li>occur after verbs and adjectives of urgency, advisability, necessity, and desirability</li> </ul>	
Question clauses	Do you know who the





<ul style="list-style-type: none"> <li>formed from wh- questions; wh- words are the subordinators: who, where, which, how, etc.</li> <li>use SV statement word order</li> <li>do, does, did disappear</li> </ul>	<p>interpreter for the Russian leader was?</p> <p>The reporter asked which companies planned to do business in Russia.</p>
<p>If/Whether clauses</p> <ul style="list-style-type: none"> <li>formed from yes/no questions</li> <li>introduced by subordinator if or whether. Whether is more formal than if.</li> <li>or not may be added</li> <li>use SV statement word order</li> <li>do, does, did disappear</li> </ul>	<p>The question is whether (or not) U.S. and European companies understand the Russian business environment (or not?).</p> <p>No one knows if the experiment will succeed (or not).</p>

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### Chapter 13

#### Adverb Clauses

An adverb clause is a dependent clause that functions as an adverb. It can tell when, where, why, how, how long, how far, how often, and for what purpose something happened. An adverb clause can also express a contrast.

An adverb clause always begins with a subordinating conjunction that expresses the relationship between the adverb clause and the independent clause.

Relationship	Adverb Clause	Independent Clause
Time	SUBORDINATOR As soon as a baby opens its eyes,	it begins to observe its surroundings.
Contrast	SUBORDINATOR Although some people are more productive in the morning,	others work better at night.

#### Kinds of Adverb Clauses

These are the various kinds of adverb clauses. In the pages that follow, you will study and practice each kind.

- Time clauses answer the question "When?"
- Place clauses answer the question "Where?"
- Clauses of manner answer the question "How?"
- Distance clauses answer the question "How far?"
- Frequency clauses answer the question "How often?"
- Purpose clauses answer the question "For what intention?"
- Result clauses answer the question "For what effect?"
- Conditional clauses answer the question "Under what circumstance?"
- Contrast clauses of direct opposition show how one thing differs from another.
- Contrast clauses of concession show an unexpected result.

#### Punctuation of Adverb Clauses

The punctuation of an adverb clause depends on the order of the clauses. When an adverb clause comes first in a sentence, put a comma after it. When an adverb clause follows an independent clause, do not separate the clauses with a comma.

Adverb Clause: Because humans are curious animals, they constantly explore their world.

Independent Clause: Humans constantly explore their world because they are curious animals.

#### Time Clauses

An adverb time clause tells when the action described in the independent clause took place. The action in a time clause can occur at the same time or at a different time. Be aware that verbs in time clauses often take forms that you do not expect.

For example, the verb in a future time clause uses a present form, not a future form.

Consult a grammar book to learn about these special situations.

A time clause can come before or after an independent clause.

The verb in a future time clause uses a present form:





I will wait for you until you come. (Not until you will come)  
\*

A time clause is introduced by one of the subordinators in the following chart.

Time Subordinators	
when: a specific time	When people had to hunt for food, they moved from place to place.
whenever: at any time	Whenever food became scarce in one area, they moved to another area.
while: at the same time	The men hunted game while the women gathered plants.
as soon as: soon after	Eating habits changed as soon as people stopped moving from place to place in search of food.
after: later	After people learned how to grow their own food, they settled in villages.
since: from that time	Since the United States changed from an agricultural to an industrial society, eating habits there have changed.
as: at the same time	People in the United States started eating more processed convenience foods as their lives became busier.
before: earlier	Before people in the United States moved to cities, they grew most of their own food.
until: up to the time	Women had time to cook meals from scratch until they went to work in factories and offices.

Thank You

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