Plurals and Possessives

Although we often have fun with others’ mistakes regarding word choice, including the misuse of plurals and possessives, we want to prevent such errors because these mistakes reflect a certain amount of illiteracy on our ability to communicate. The goals of this section include an increased fluency in using plurals and possessives:

**Learning Goals**
Upon completing the lessons in Chapter 4, you should be able to:

- Spell correctly the plural forms of nouns, including regular nouns; compound nouns; nouns ending in y, f, fe, and o; irregular nouns; and numbers and symbols.
- Write correctly all possessive forms of nouns, including both singular and plural possessives.
- Spell correctly other words presented in the special exercises.

"Mrs. Clinton Praises Poor Legal Services."
—from the Salt Lake City Deseret News, 1/28/96

"The rivers corporate park is zoned for manufacturing people."
—from an ad in the Baltimore Sun

**Exercise 38**

(Scoring: Deduct 10 points for each incorrect answer.)

Name ____________________________

**Rule 8:** Regular nouns are usually made plural by the addition of -s.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>computer</td>
<td>computers</td>
</tr>
<tr>
<td>flight</td>
<td>flights</td>
</tr>
</tbody>
</table>

**Rule 9:** Nouns ending in s, x, z, ch, sh, and ss are made plural by the addition of -es.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>bonus</td>
<td>bonuses</td>
</tr>
<tr>
<td>duplex</td>
<td>duplexes</td>
</tr>
<tr>
<td>blitz</td>
<td>blitzes</td>
</tr>
</tbody>
</table>

**Directions:** On the line, write the plural of each noun listed in the Singular Column.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. book</td>
<td>books</td>
</tr>
<tr>
<td>2. church</td>
<td>churches</td>
</tr>
<tr>
<td>3. creditor</td>
<td>creditors</td>
</tr>
<tr>
<td>4. dish</td>
<td>dishes</td>
</tr>
<tr>
<td>5. document</td>
<td>documents</td>
</tr>
<tr>
<td>6. glass</td>
<td>glasses</td>
</tr>
<tr>
<td>7. medal</td>
<td>medals</td>
</tr>
<tr>
<td>8. office</td>
<td>offices</td>
</tr>
<tr>
<td>9. tax</td>
<td>taxes</td>
</tr>
<tr>
<td>10. waltz</td>
<td>waltzes</td>
</tr>
</tbody>
</table>
Exercise 39

(Scoring: Deduct 8 points for each incorrect answer.)

Name

Plural of Words Ending in y, f, fe, and o

This page introduces three guidelines for adding plurals to nouns, followed by an exercise using these guidelines. Additional practice is found in Exercise 4-1 on the template diskette.

Rule 10: Nouns ending in y preceded by a vowel are made plural by the addition of s. Nouns ending in y preceded by a consonant are made plural by changing the y to i and adding -es. Proper nouns ending in y are made plural by the addition of -s.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>festivity</td>
<td>festivities</td>
<td>attorney</td>
<td>attorneys</td>
</tr>
<tr>
<td>floppy</td>
<td>floppies</td>
<td>trolley</td>
<td>trolleys</td>
</tr>
<tr>
<td>dormitory</td>
<td>dormitories</td>
<td>Mary</td>
<td>Marys</td>
</tr>
</tbody>
</table>

Rule 11: Generally, nouns ending in f or fe are made plural by the addition of -s. However, some nouns ending in f are made plural by changing the f to v and adding -es. (Note: Because no rule exists as to when -s is added to form the plural and when the plural is changed to -ves, a dictionary should be checked when questions arise.)

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>chief</td>
<td>chiefs</td>
<td>cafe</td>
<td>cafes</td>
</tr>
<tr>
<td>knife</td>
<td>knives</td>
<td>life</td>
<td>lives</td>
</tr>
</tbody>
</table>

Rule 12: Nouns ending in o preceded by a vowel are made plural by the addition of -s. However, some nouns ending in o preceded by a consonant are made plural by the addition of -es. (Note: Pluralize musical terms ending in o by adding -s.)

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>alto</td>
<td>altos</td>
<td>motto</td>
<td>mottoes</td>
</tr>
<tr>
<td>curio</td>
<td>curios</td>
<td>potato</td>
<td>potatoes</td>
</tr>
<tr>
<td>rodeo</td>
<td>rodeos</td>
<td>torpedo</td>
<td>torpedoes</td>
</tr>
</tbody>
</table>

Directions: In these sentences, rewrite each word in parentheses on the blank line to make the word plural.

1. The (chef)_______ chefs ____ of the state’s five (academy) ______ academies ______ decided that (candy) ______ candies ______ will not be available in the schools; but fruits, including (cherry) ______ cherries ______ and (tomato) ______ tomatoes ______, will be sold.

2. The five (soprano) ______ soprano ______, three tenors, three (alto) ______ altos ______, and two (contralto) ______ contraltos ______ will be recording in Music Hall’s two (studio) ______ studios ______ within the next week.

3. Tightening the (scarf) ______ scarf(s) or scarves ______ around their necks, the sailors’ (wife) ______ wives ______ met the incoming ship, sharing their mutual (belief) ______ beliefs ______ that the men had been true to them.

For additional practice, complete Exercise 4-1 on the template diskette.
Exercise 40

(Scoring: Deduct 9 points for each incorrect answer.)

Name ______________________________

Plurals of Compounds

Rule 13: Hyphenated compound nouns and compound nouns written as more than one word are made plural by the addition of -s to the principal term. Unhyphenated compound nouns written as one word are usually made plural by the addition of -s to the last term, unless the last term is a noun with an irregular plural.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>spoonful</td>
<td>spoonfuls</td>
<td>database</td>
<td>databases</td>
</tr>
<tr>
<td>built-in</td>
<td>built-ins</td>
<td>attorney at law</td>
<td>attorneys at law</td>
</tr>
<tr>
<td>brother-in-law</td>
<td>brothers-in-law</td>
<td>stepchild</td>
<td>stepchildren</td>
</tr>
</tbody>
</table>

Directions: Each sentence contains at least one singular compound noun printed in parentheses and followed by a blank line. On the blank line, write the plural form of the singular compound noun to complete the meaning of the sentence.

1. See if you can schedule two local (campground) ___________ for our summer scout activity.
2. My three (child) ___________ are all university graduates.
3. “Sorry, our (dishwasher) ___________ are running behind schedule,” our server explained.
4. Susan Bell is the latest of several (district attorney) ___________ to run for political office.
5. Half the airplanes had their (landing gear) ___________ in place before everything was sorted out.
6. All (markdown) ___________ for discounted merchandise are subject to sales tax.
7. (Open house) ___________ will be held during September and October to display the new homes.
8. As you proofread, check carefully for proper use of commas and (question mark) ___________.
9. Silver medals will be awarded at the podium to all (runner-up) ___________.
10. Our bank accepts both (walk-in) ___________ and (drive-in) ___________.

Gain additional practice in using plural compounds as you complete Exercise 4-2 on the template diskette.
Exercise 4.1

(Scoring: Deduct 10 points for each incorrect plural form.)

Name ____________________________

Plurals of Irregular Nouns and Foreign Nouns

Rule 14: Irregular nouns are made plural through changes within the word. Because each noun takes its own form, consult a dictionary when in doubt.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>die</td>
<td>dice</td>
</tr>
<tr>
<td>foot</td>
<td>feet</td>
</tr>
<tr>
<td>goose</td>
<td>geese</td>
</tr>
<tr>
<td>louse</td>
<td>lice</td>
</tr>
<tr>
<td>mouse</td>
<td>mice</td>
</tr>
<tr>
<td>tooth</td>
<td>teeth</td>
</tr>
</tbody>
</table>

Rule 15: Today many foreign nouns have been Americanized and no longer apply the guidelines indicated below. These Americanized words simply add -s or -es to the singular form. However, other foreign nouns retain their original plurals, as illustrated below, although some dictionaries even Americanize these plurals. When in doubt, check an up-to-date dictionary.

- **a** changes to **ae** (seldom used)
- **us** changes to **i**
- **is** changes to **es**
- **eau** changes to **eaux** (seldom used)
- **um** changes to **a**
- **on** changes to **a**
- **ix** or **ex** changes to **ces**

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>alumna</td>
<td>alumnæ (feminine)</td>
</tr>
<tr>
<td>alumnus</td>
<td>alumni (masculine)</td>
</tr>
<tr>
<td>analysis</td>
<td>analyses</td>
</tr>
<tr>
<td>chateau</td>
<td>chateaux</td>
</tr>
<tr>
<td>datum</td>
<td>data</td>
</tr>
<tr>
<td>phenomenon</td>
<td>phenomena</td>
</tr>
<tr>
<td>appendix</td>
<td>appendices</td>
</tr>
</tbody>
</table>

Choose the English plural in foreign nouns having both English and foreign plurals.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>bureau</td>
<td>bureaus</td>
</tr>
<tr>
<td>formula</td>
<td>formulas</td>
</tr>
<tr>
<td>analysis</td>
<td>analyses</td>
</tr>
</tbody>
</table>

Directions: Using the above guidelines, write the plural of each singular irregular or foreign noun on the blank line.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>antenna</td>
<td>antennas or antennae</td>
</tr>
<tr>
<td>axis</td>
<td>axes</td>
</tr>
<tr>
<td>bronchus</td>
<td>bronchi</td>
</tr>
<tr>
<td>chateau</td>
<td>chateaux</td>
</tr>
<tr>
<td>consortium</td>
<td>consortia</td>
</tr>
<tr>
<td>crisis</td>
<td>crises</td>
</tr>
<tr>
<td>criterion</td>
<td>criteria or criterions</td>
</tr>
<tr>
<td>goose</td>
<td>geese</td>
</tr>
<tr>
<td>neurosis</td>
<td>neuroses</td>
</tr>
<tr>
<td>trousseau</td>
<td>trousseaux</td>
</tr>
</tbody>
</table>

Use irregular and foreign nouns in context as you complete Exercise 4-3 on the template diskette.
Exercise 4.2

(Scoring: Deduct 10 points for each incorrect answer.)

Name__________________________________________

Singular and Plural Nouns

Rule 16: Some nouns appear plural in form but are singular in use.

aerobics  mathematics
luggage  news

Rule 17: Some nouns are always plural in use.

cattle  proceeds  thanks
earnings  goods  trousers

Rule 18: Some nouns have the same spelling for both singular and plural forms.

athletics  politics  deer
scissors  sheep  head (of cattle)

Rule 19: Collective nouns are singular in form but refer to a group of persons or things. When the context of the sentence indicates the group is acting as a whole, the collective noun takes the singular verb. When the context emphasizes the individual members of the group, the collective noun takes a plural verb.

class  board  committee  jury

Rule 20: The use of the apostrophe with letters, numbers, and symbols is in a state of transition. Capital letters, numbers, and abbreviations seldom use an apostrophe with the plural forms. Lowercase letters and symbols typically use the apostrophe to form the plural. Singular forms containing an apostrophe are made plural by adding -s. When in doubt, check an up-to-date reference manual.

<table>
<thead>
<tr>
<th>SINGULAR</th>
<th>PLURAL</th>
<th>SINGULAR</th>
<th>PLURAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>a’s</td>
<td>7</td>
<td>7s</td>
</tr>
<tr>
<td>C</td>
<td>Cs</td>
<td>+</td>
<td>+’s</td>
</tr>
</tbody>
</table>

Directions: On the blank line, write the plural form of the given word.

1. deer  deer
2. don’t  don’ts
3. earnings  earnings
4. ethics  ethics
5. fish  fish
6. luggage  luggage
8. p and q  p’s and q’s
9. proceeds  proceeds
10. sheep  sheep

Use these principles in contextual material as you complete Exercise 4-4 on the template diskette.
MEMORANDUM

To: All (Employee) Employees Date: April 2, 1998
From: Management Subject: Annual Company Retreat

As we begin (preparation) preparations for the merger of the two (company) companies, we invite (worker) workers from both (firm) firms to join us with their (husband) husbands, (wife) wives, and (child) children for our annual retreat at Mapleton Park on Saturday, May 18.

At 10 a.m. while your (spouse) spouses relax and enjoy the park’s (surrounding) surroundings, we’ll have a short one-hour meeting with the division (chief) chiefs, who will inform us of the progress of the merger. The (agenda) agendas for the various (section) sections along with desired (criterion) criteria and the (datum) data necessary for making wise (analysis) analyses are attached to these (memorandum) memoranda or memorandums.

The good (news) news is the two (attorney at law) attorneys at law for these (firm) firms are in agreement with the contractual agreement needed for the merging of our mutual (database) databases and distribution of (earning) earnings, so minimum time will be spent in meeting. We apologize for the meeting at a retreat, but management (is/are) is concerned we all understand our position as we move into the (2000) 2000s.

The (festivity) festivities that follow will include games with (prize) prizes awarded to (winner) winners and (runner-up) runners-up. The board (hope/hopes) hopes you can join us.
**Possessive Forms of Nouns**

Possessive case nouns show ownership. Although some argue inanimate objects cannot “possess” something, this text-workbook takes the most frequently used approach that any noun can show possession within the context of a sentence. The following guidelines apply to forming possessives of nouns.

**Rule 21:** Both singular and plural nouns that do not end in an s sound form their possessives by adding *apostrophe s* (‘s).

<table>
<thead>
<tr>
<th>NOUN</th>
<th>POSSESSIVE</th>
<th>NOUN</th>
<th>POSSESSIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>baby</td>
<td>baby’s</td>
<td>executive</td>
<td>executive’s</td>
</tr>
<tr>
<td>children</td>
<td>children’s</td>
<td>data</td>
<td>data’s</td>
</tr>
<tr>
<td>man</td>
<td>man’s</td>
<td>wife</td>
<td>wife’s</td>
</tr>
</tbody>
</table>

Look in the children’s toy box for the baby’s rattle.

**Rule 22:** Singular nouns of one syllable ending with an s sound are made possessive by adding *apostrophe s* (‘s). Singular nouns of more than one syllable ending with an s sound are made possessive by adding either an apostrophe (‘) or an apostrophe s (‘s). (Note: Although style manuals vary, this text-workbook will be consistent in applying Rule 22.)

<table>
<thead>
<tr>
<th>NOUN</th>
<th>POSSESSIVE</th>
<th>NOUN</th>
<th>POSSESSIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bess</td>
<td>Bess’s</td>
<td>Curtis</td>
<td>Curtis (s)</td>
</tr>
<tr>
<td>fox</td>
<td>fox’s</td>
<td>business</td>
<td>business (s)</td>
</tr>
</tbody>
</table>

Tess’s grades are not comparable to Francis’, but her boss’s concern helps her self-esteem.

**Rule 23:** Plural nouns ending in -s are made possessive by the addition of an apostrophe alone (‘).

<table>
<thead>
<tr>
<th>NOUN</th>
<th>POSSESSIVE</th>
<th>NOUN</th>
<th>POSSESSIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ladies</td>
<td>ladies’</td>
<td>robots</td>
<td>robots’</td>
</tr>
<tr>
<td>months</td>
<td>months’</td>
<td>boys</td>
<td>boys’</td>
</tr>
</tbody>
</table>

My parents’ directions have guided the boys’ and girls’ occupational choices.

**Directions:** Reduce the wordiness of these expressions by using possessive nouns.

1. the bristles of the brushes _______ brushes’ bristles
2. the points of the compass _______ compass’ (compass’s) points
3. the maintenance of the complex _______ complex’ maintenance
4. the birthday of James _______ James’s (James’) birthday
5. the edges of the knives _______ the knives’ edges
6. presentation of Mrs. Moss ______ Mrs. Moss’s presentation
7. the diction of the speaker ______ the speaker’s diction
8. the books of the students ______ the students’ books

Gain additional practice as you complete Exercise 4-5 on the template diskette.
Name

Possessives of Compounds

JOINT AND SINGULAR POSSESSION

Rule 24: Compound words are made possessive by the addition of an *apostrophe s* (‘s) to the final word.

<table>
<thead>
<tr>
<th>NOUN</th>
<th>POSSESSIVE</th>
<th>NOUN</th>
<th>POSSESSIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>well wisher</td>
<td>well wisher's</td>
<td>runner-up</td>
<td>runner-up's</td>
</tr>
</tbody>
</table>

The built-in’s oak door installed by my sister-in-law’s brother is beautiful.

Rule 25: When an indication of joint ownership is desired, make the last noun alone possessive. When an indication of separate ownership is desired, make each noun possessive.

<table>
<thead>
<tr>
<th>JOINT OWNERSHIP</th>
<th>SEPARATE OWNERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica and Bill’s computer</td>
<td>Jessica’s and Bill’s computers</td>
</tr>
</tbody>
</table>

Directions: Reduce the wordiness of these expressions by using the correct possessive nouns.

1. Documentation of Al and Carrie
   Al and Carrie’s documentation

2. Blue gowns of Alice and Emily
   Alice’s and Emily’s blue gowns

3. Vocabulary of an Anglo-Saxon
   Anglo-Saxon’s vocabulary

4. Stations of the coast guard
   coast guard’s stations

5. Carrying cases of floppy disks
   floppy disks’ carrying cases

6. Checking account of husband and wife
   husband and wife’s checking account

7. Signatures of Mom and Dad
   Mom’s and Dad’s signatures

8. Potential of the play-off
   play-off’s potential

9. Speech of the president-elect
   president-elect’s speech

10. Awards of the runners-up
    runners-up’s awards

For additional practice, complete Exercise 4-6 on the template disk.
**Exercise 46**

(Scoring: Deduct 5 points for each incorrect answer.)

Name ______________________________________________________

**Review of Possessives**

**Directions:** On the blank line to the right of each sentence, write the correct possessive form of the noun in parentheses.

1. Though they are long gone, (Laurel and Hardy) antics still delight millions of television viewers.________________________
   Laurel and Hardy’s

2. (Entertainment) new activity guide provides many forms of enjoyment for everyone.________________________
   Entertainment’s

3. The (mosquitos) buzzing in the dark kept me awake much of the night. ________________________
   mosquitos’

4. (Sarah) four (B) on her report card tend to indicate her level of achievement. ________________________
   Sarah’s, Bs

5. Our (business) transactions are all recorded in this (directory) file. __________________________
   business’s (or business’), directory’s

6. The (concerto) B-flat stanza was played particularly well by Ashley. ________________________
   concerto’s

7. The polls are demonstrating the (front-runner) ability to spend money. ________________________
   front-runner’s

8. Your (credit card) numbers are illegible; please contact the (manager) office for a new card. ________________________
   credit card’s, manager’s

9. Robert (Burns) poetry touches (Tess) heart very deeply. ________________________
   Burns’s or Burns’, Tess’s

10. (Romeo and Juliet) balcony scene is the most famous part of this Shakespearian play. ________________________
    Romeo and Juliet’s

11. Please obtain (Tricia and Sylvia) sizes so I can make the (bridesmaids) dresses. ________________________
    Tricia’s and Sylvia’s, bridesmaids’

12. The income (tax) regulations still cause confusion every April. ________________________
    tax’s

13. The state (witnesses) testimonies were pivotal in the conviction. ________________________
    witnesses’

14. (Hideo and Curtis) duties include cleaning the stadium after home games, made easier by the (team) victories. ________________________
    Hideo’s and Curtis’, team’s

15. The (sweepstakes) rules have been printed on the back of every entry. ________________________
    sweepstakes’
Review of Plurals and Possessives

Directions: Edit the following e-mail message by rewriting the word in parentheses on the blank line to form the plural or possessive form of the noun or pronoun to give sense to the sentence.

E-MAIL

To: New (Member) Members of the Staff
From: (Benefit) Benefits Office
Date: January 2, 1998
Subject: (Company) Company’s (Policy) Policies Regarding Your Employment

Welcome to XYZ Corporation. (XYZ) XYZ’s handbook will be off the (press) presses soon. In the meantime, however, you need to be informed of several (item) items related to your employment. This memo and several more (memorandum) memorandums to follow will provide necessary information. Additionally, electronic (handbook) handbooks are available in rough copy form on our (bookshelf) bookshelves and in the offices of both (editor in chief) editors in chief.

(Holiday) Holidays. All major (holiday) holidays are provided with pay to our (employee) employees. Within the next two months, you will receive time off for Human (Right) Rights Day and for (President) President’s Day.

Insurance. XYZ provides insurance benefits to all personnel through Rightway Major Medical covering (spouse) spouses —legal (husband) husbands and (wife) wives — and (dependent) dependents. Insurance coverage also includes leaves for (disability) disabilities, which are generally covered by (worker) workers’ compensation. Leave without pay may also be requested for (obligation) obligations related to family, military, and other special (circumstance) circumstances.

Pay Periods. (Employee) Employees are paid twice a month. We deduct all (tax) taxes and (contribution) contributions that you authorize.

Equal Opportunity. XYZ provides for equal opportunity. Discriminatory (action) actions based on race, color, sex, national origin, disability, or veteran status are not tolerated. Sexual harassment will be reported to one of the (district attorney) district attorneys for disciplinary action, as one of our (motto) mottoes is equal treatment for all people.

Each employee reports to a supervisor who sees to (he) his or (she) her needs. We have instructed each supervisor to hold several (luncheon) luncheons, inviting all (man) men and (woman) women employees to clarify company (procedure) procedures. Contact your supervisor for clarification of any of these or any additional (policy) policies. We hope you enjoy your working environment at XYZ.
Exercise 48

(Scoring: Deduct 3 points for each incorrect answer.)
Name______________________________

Review of Plurals and Possessives
Directions: On the blank lines, correctly spell any plurals and possessives misused or misspelled in the following paragraphs. A total of 35 words are misspelled.

“All rise,” the clerk commanded as Judge Harding entered the courtrooms tense atmosphere. Earlier, the bailiffes had escorted the prisoners with his or her attorneys into the courtroom. The spectator’s, including well-wisher’s, were already in their seats; the juror’s were in place; and the trial was ready to begin.

courtroom’s, bailiffs, their, attorneys, spectators, well-wishers, jurors

Although the two prisoners had been caught with their foots stuck to the floor, stealing the computers printers and floppys that included vital datum and database’s from the church, they pled “not guilty,” a phenomena that forced a trial by their peers. Jury selection had concluded and the defendants, John Moss and Susan Charles, followed the sheriff like sheep.

feet, computers’, floppies, data, databases, phenomenon, peers, sheep

At the judges command, the district attorneys lawyers gave their opening statements followed by statements from John’s and Susan’s counsel. After these opening remarks, witness’s were called one by one to give their testimonies. The police chievers’ testimony indicated the defendants had knifes but no guns in their possession when apprehended.

judge’s, attorney’s, John and Susan’s, witnesses, testimonies, chief’s, knives

Following the summary statements, the judge indicated, “I’ve had many attorney at laws in my courtroom during the 90’s, but none have done such a good job with the defense as has the prisoner’s counsel. Sir and Madam, you are to be commended. However, the jury must still decide the innocence or guilt of the party’s involved.”

attorneys at law, 90s, none has, prisoners’, parties

The jury, however, decided churches, although private, fit under the organizations and business’s regulations, even though taxes may not be collected. As a result, theftes in churches should be punished. As a result, the verdict was “guilty.” John Moss and Susan Charles sentences were recommended for the judges consideration.

churches, businesses, taxes, thefts, churches, Moss’s, Charles’, judge’s

Chapter 4 • Plurals and Possessives

65
Words from the Sports Page

Directions: Twelve words selected from the sports pages of newspapers are listed below, along with their definitions and a short phrase indicating their usage on the sports page. On the blank line, write a meaningful sentence in which the word is used.

1. blitz-happy. a tendency of a football defensive team to rush the opposing quarterback, attempting to sack him; blitz-happy linebackers
   Sentences will vary

2. on the bubble. a team with a sufficient record to be selected for postseason play but one that may or may not be selected by the selection committee; team on the bubble

3. carom. a basketball rebound; carom off the backboard

4. free-swinging. a tendency of players on baseball teams to swing at any ball, regardless of whether it is a strike or a ball; the free-swinging tigers

5. gridders. an informal name for a football team; league-leading gridders

6. hail Mary. a long pass, generally thrown from about midfield to a player in the end zone; a hail Mary pass to Brown

7. hoops. an informal name for basketball; play a game of hoops

8. bogey. one stroke over par on any hole in golf; a bogey on the 18th hole

9. red zone. the zone between the opponent’s 20-yard line and the end zone in football; in the red zone

10. strikeout-king/queen. a baseball pitcher who leads the league or team in number of strikeouts on opposing batters; pitcher a strikeout-king/queen

11. turnover. the loss of ball to the opposing team because of a rule violation or error; a turnover out of bounds

12. walk-on. a nonscholarship (grant-in-aid) player who is given a position on the team by a coach; a walk-on player

Continue your practice with these words by completing Exercise 4-7 on the template diskette.
**Word Pairs**

**Directions:**
1. Study the spellings and meanings of each set of words. Note how the words are used in the illustrative sentence. (2) On a separate sheet of paper, write a sentence in which each word is correctly used. You may elect to combine more than one word per sentence. Submit these sentences to your instructor.

1. **compare** (v.) to note similarities; liken
   **contrast** (n.) a great difference; (v.) to show differences when compared
   In your report, you should **compare** features similar to the two fruits and **contrast** how clean air and pollution affect the fruits.

2. **complement** (n.) that which completes; (v.) to supply a lack; complete
   **compliment** (v.) to praise; (n.) an expression of approval, a courteous act
   I **compliment** you on your interesting report in which you show how spices complement the other ingredients of the casserole.

3. **confidant** (n.) a person trusted with one’s secrets
   **confident** (adj.) certain; sure of oneself
   I am **confident** my secrets are safe with Teresa; after all, she’s my **confidant**.

4. **conscience** (n.) sense of right and wrong
   **conscious** (adj.) aware; knowing; awake
   Please make a **conscious** effort to obey your **conscience** in determining right and wrong.

5. **consul** (n.) an official appointed by a government to live in a foreign city to look after the interests of the home government
   **council** (n.) a governing body for a city or town; an assembly of people
   **counsel** (n.) carefully considered advice; a lawyer; (v.) to give advice
   The city **council** members listened carefully as their **counsel** introduced the foreign **consul**, who will be directing the international-affairs panel.

6. **core** (n.) the central or most important part
   **corps** (n.) a branch of specialized military service; a specially trained group organized for working together
   **corpse** (n.) a dead human body
   The **core** of the problem is that the military **corps** had no idea what to do when it uncovered the **corpse** of the dead man.

7. **creak** (n.) to squeak loudly; (n.) a squeaking noise
   **creek** (n.) a small stream of water
   Someone said the wheel that **creaks** is the one that gets the grease; but in our rural community, such a person will likely be tossed in the **creek**.

8. **credible** (adj.) believable; reliable
   **creditable** (adj.) bringing credit or honor
   **credulous** (adj.) inclined to believe too readily; easily deceived
   I was accused of being too gullible—too **credulous**—but I find the man who told the tale to be a **creditable** person with a **credible** story.

9. **currant** (n.) a small, seedless raisin; a small edible berry
   **current** (n.) a flow of water, air, or electricity; (adj.) of the present time
   If the stream’s **current** isn’t too rapid, try to cross the water and pick those delicious **currants**.

10. **dairy** (n.) any of various establishments where milk and cream are stored and/or sold and where by-products of milk are made, stored, and/or sold
    **diary** (n.) a personal account written down each day; a book for keeping such accounts
    According to Sue’s **diary**, a highlight of last month was visiting the **dairy** and milking a cow.

11. **deceased** (adj.) no longer living; (n.) a dead person
    **diseased** (adj.) having an illness; showing signs of sickness
    The coroner said the **deceased** passed away as a result of a **diseased** liver.

12. **decent** (adj.) proper and right; modest
    **descent** (n.) a going down from a higher to a lower level; a downward slope; family line
    **dissent** (v.) to think differently; to refuse to conform; (n.) difference of opinion
    The manager rose to **dissent** the proposed action, saying any **decent** person would recognize the results would cause a **descent** in morale.

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**Apply these words in sentence construction as you complete Exercise 4-13 on the template diskette.**
Word Pairs

Directions: (1) Study the spellings and meanings of each set of words. Note how the words are used in the illustrative sentence. (2) On a separate sheet of paper, write a sentence in which each word is correctly used. You may elect to use more than one word per sentence. Submit these sentences to your instructor.

1. capital (n.) city where government is officially located; amount of money used to carry on a business; wealth; (adj.) important; main capital (n.) building where a legislature meets The state legislature is meeting in the capital to review the capital expenditures submitted by the governor.

2. carat (n.) unit of weight for precious stones caret (n.) a mark to indicate insertion on printed material In this sentence we insert an exclamation point inside a caret following her expression of delight upon receiving a 5-carat diamond.

3. cast (v.) to throw; shape molten metals; select actors for a play (n.) actors in a play; tinge of color; mold; the throwing of a fishing line caste (n.) an exclusive social group or class When you cast doubts on a certain ethnic caste, you demonstrate your prejudice.

4. cede (v.) to surrender title, especially land; hand over to another seed (n.) any part of a plant from which a new plant will sprout; (v.) to plant An unethical soil analyst planted a seed of doubt in the landowner's mind regarding his land. As a result, the landowner decided to cede his property to an associate of the soil analyst.

5. censor (v.) to examine or to make changes in; (n.) one who examines or changes censure (v.) to condemn or blame; (n.) an unfavorable expression or opinion The blistering censure of our organization causes me to want to censor the editorial policy of the newspaper.

6. cession (n.) handing over to another; surrendering a territory to another country by a treaty session (n.) a single sitting or meeting; a series or term of sittings During a Congressional session in the late 1840s, Congress accepted the cession of several Western states from Mexico.

7. choose (v.) to select; prefer choose (v.) having selected; past tense of choose Yesterday I chose your brother for my team; today I choose you.

8. cite (v.) to quote; refer to; commend; summon sight (n.) the power of seeing; a view; an aiming device on a gun; (v.) to see; take aim site (n.) a position or place; location (v.) to place in a location The article cited Iona Burgess as saying, "The site of the great Civil War battle is a memorable sight for the history students."

9. cleans (v.) present tense of clean; frees from dirt; washes cleanse (v.) to make clean; purify This product cleans your clothes and contains active ingredients to cleanse the environment.

10. cloth (n.) material made from fiber clothe (v.) to dress or cover clothes (n.) coverings for a person's body During World War II, women often obtained patterned cloth from flour sacks to make clothes, and so clothe their families economically.

11. coarse (adj.) composed of large parts or particles; crude; vulgar course (n.) onward movement; direction taken; a sequence; a unit of instruction; a place for races or games To satisfy the requirements of this geology course, you must analyze coarse earth material.

12. collision (n.) a violent striking together; conflict collusion (n.) a secret agreement for fraud or deceit In his opening argument, Ralph Young, attorney for the defense, hinted at collusion between the prosecutor and the insurance company regarding the cause of the automobile collision.

Complete Exercise 4-12 on the template diskette.
Business-Related Terminology

The selected terms on this page relate to you as a consumer in today's society. Read each paragraph, and note the use of the bold-faced terms. Then study the definitions of the bold-faced terms provided below each paragraph. On a separate sheet of paper, write a business-related sentence in which each term is correctly used.

As a consumer in today's world, you are frequently buying and selling services and commodities. Whether the costs of the goods are linked to the consumer price index or not, your money is still being used to benefit you and others. Be careful how you distribute your funds. Consider taking advantage of favorable services for your compensation, including electronic funds transfer (EFT) where available.

1. commodities. items and services that are bought and sold
2. consumer price index. an index showing cost of living based on average prices paid for selected goods and services as published monthly by the U.S. Bureau of Labor Statistics
3. compensation. payment for services or something given to make up a loss
4. electronic funds transfer (EFT). the use of computers and electronic means to transfer money from one account to another or from one party to another, such as from an employer directly to a bank

When you spend money, you can often save by couponing, using manufacturer's coupons. If you purchase a large appliance or other costly item and the maintenance of the item is costly, consider purchasing a service contract, but only if extensive repair is typical.

5. couponing. offering a reduction in price through a coupon to persuade consumers to try a product
6. service contract. a document obtained by a charge that will cover all costs of maintenance and repair of the product during the contract's lifetime

If you must borrow, use wisdom in obtaining the most favorable rates. Insist on a truth-in-lending document that spells out all charges as well as a disclosure statement that shows everything you're paying for. Although your credit card company may provide an extended line of credit, you can usually borrow at a less-expensive rate from a bank or a credit union.

7. truth in lending. a law requiring creditors to state the monthly and annual percentage rates used in computing finance charges
8. disclosure statement. statement showing borrowers cash price, down payment, and other charges
9. line of credit. maximum amount a person can borrow without completing a new credit application

Although we live in a world that entices you to spend your money, you still have protection. Manufacturers generally offer a warranty or guarantee that promises to repair any product malfunctioning within a stated time period. In addition, the Food and Drug Administration (FDA) looks out for your well-being in connection with the foods you eat and the drugs you take. On the local level, you can achieve some satisfaction by working with your Better Business Bureau (BBB).

10. warranty. a promise by the manufacturer to repair a malfunctioning product, without charge, within a stated period of time
11. Food and Drug Administration (FDA). A federal agency that inspects and approves food that crosses state boundaries as well as oversees the control and permits the release of prescription drugs
12. Better Business Bureau (BBB). a nonprofit agency set up by local business firms to improve business practices and protect customers

Apply these terms as you complete Exercise 4-16 on the template diskette.
Computer-Related Terminology

In addition to allowing personal and professional work to be completed much faster and with more accuracy than in the past, computers now have the ability to communicate with other computers. This exercise focuses on 12 terms related to the networking of computers. Exercise 76 in Chapter 5 will provide additional terms related to communicating on the Internet and the World Wide Web.

Directions: Read the paragraphs, noting the bold-faced terms, then read the definitions of the bold-faced terms following the paragraphs. On a separate sheet of paper, write a sentence in which each of the terms is used, and submit it to your instructor.

Before you can communicate with another person via e-mail or before you can download a remote database, your computer must be connected to some type of communications device, such as a modem, a Local Area Network (LAN), or a Wide Area Network (WAN).

1. e-mail (electronic mail). a message passed from one person to one or more people via a computer network
2. download. to transfer a data file from a central computer to a remote unit
3. Local Area Network (LAN). a communication network that serves users within a confined geographical area
   
   A LAN operates around a file server that contains communications software joined to each node or computer on the network. To communicate with computers outside the LAN, one computer must be designated as the gateway and contain the proper interface between the two systems.

4. file server. a specially equipped computer that contains files and data that can be used by every computer attached to the system
5. communications software. a computer program that enables one computer to exchange information with another via a modem or network
6. node. a connection point; the point at which a terminal connects to the network
7. gateway. a system that permits two networks with different protocols to communicate with each other
8. interface. connection of one system to another system; the communicating between two systems

   The host computer generally contains the bulletin boards or other data often accessed by users, although data may also be uploaded to the host. The speed of data movement is governed by bits per second (bps/baud) and the size of the bandwidth.

9. host. the main computer that performs the actual processing and with which nodes communicate
10. upload. to send data from a node or local computer to the host
11. bits per second (bps/baud). a measure of data transmission speed; modems typically transmit data at 2400, 9600, or 14.4 kilobits per second
12. bandwidth. a measure of how much information a communication channel can carry; the greater the bandwidth, the more information—including graphic images—that can be sent

Apply your knowledge of these terms as you complete Exercise 4-17 on the template diskette.
Selecting the Correct Word

Directions: In each of the following sentences, select the correct words from those given in parentheses. Write your choice from the first group under Choice A and your choice from the second group under Choice B.

1. Nan's wearing the 5-(carat/caret) diamond as if it were a (cast/caste) on her arm, making certain everyone sees it.

CHOICE A  \hspace{1cm} CHOICE B  

\begin{tabular}{l}
\hline
\rule{0cm}{0.5cm}
\end{tabular}

<table>
<thead>
<tr>
<th>carat</th>
<th>cast</th>
</tr>
</thead>
</table>

2. I have a (cede/seed) from the (currants/currents) in my teeth.

<table>
<thead>
<tr>
<th>seed</th>
<th>currants</th>
</tr>
</thead>
</table>

3. During last night's (cession/session), the city (consul/council/counsel) agreed to change the zoning for the north central section.

<table>
<thead>
<tr>
<th>session</th>
<th>council</th>
</tr>
</thead>
</table>

4. Before you (choose/chose), think through all ramifications of your choice to avoid being gullible or (credible/creditable/credulous).

<table>
<thead>
<tr>
<th>choose</th>
<th>credulous</th>
</tr>
</thead>
</table>

5. This land is the proposed (cite/sight/site) of the 100-acre (dairy/diary) farm.

<table>
<thead>
<tr>
<th>site</th>
<th>dairy</th>
</tr>
</thead>
</table>

6. (Cleans/Cleanse) your hands thoroughly after playing with the frisky but (deceased/diseased) cat.

<table>
<thead>
<tr>
<th>Cleanse</th>
<th>diseased</th>
</tr>
</thead>
</table>

7. Your term paper in this (coarse/course) is to (compare/contrast) the conflicting reigns of Katherine the Great and Ivan the Terrible.

<table>
<thead>
<tr>
<th>course</th>
<th>contrast</th>
</tr>
</thead>
</table>

8. This coat (complements/compliments) your outfit, giving your (cloth/clothe/clothes) a professional appearance.

<table>
<thead>
<tr>
<th>complements</th>
<th>clothes</th>
</tr>
</thead>
</table>

9. Are you really (confidant/confident) concerning your attorney's abilities in the automobile (collision/collusion) lawsuit?

<table>
<thead>
<tr>
<th>confident</th>
<th>collision</th>
</tr>
</thead>
</table>

10. Let your (conscience/conscious) be your guide as to the extent you (censor/censure) the man for his misdeeds.

<table>
<thead>
<tr>
<th>conscience</th>
<th>censure</th>
</tr>
</thead>
</table>

11. The military (core/corps/corpse) will be stationed just outside Richmond, the former (capital/capitol) of the Southern states.

<table>
<thead>
<tr>
<th>corps</th>
<th>capital</th>
</tr>
</thead>
</table>

12. Following our (decent/descent/dissent) down the mountain, we found ourselves next to a beautiful (creak/creek) of ice cold water.

<table>
<thead>
<tr>
<th>dissent</th>
<th>creek</th>
</tr>
</thead>
</table>

**Exercise 61**

(Scoring: Deduct 3 points for each incorrect answer.)

**Name**

**Review: Plurals and Possessives**

**Directions:** This essay concludes the discussion of how a bill becomes law, begun in Exercise 37, Chapter 3. On the lines at right, write the correct form of incorrect plurals or possessives in that line of text.

After bill reach the Senate, they generally gain a committees action, noting Congress's previous action. Following the committees approval, the bill is introduced on the Senate floor.

After placement on the agenda, the entire Senate debates the bill; this is followed by a vote, using conscience and persuasion as basis for argument. Most bills require a simple majority to pass.

A committee consisting of member of both house of Congress meet to work out difference between the Houses and Senates versions of the bill.

The bill is then printed by the Government Printing Office, and the clerk of the Congress that originated the bill certify the final version. The bill then receives the Speaker of the House and the vice president signatures and is then passed on for the presidents approval.

<table>
<thead>
<tr>
<th>bills</th>
<th>committee's</th>
<th>Congress'</th>
</tr>
</thead>
<tbody>
<tr>
<td>agenda</td>
<td>committee's</td>
<td>bases</td>
</tr>
<tr>
<td>members</td>
<td>houses, meets</td>
<td>differences</td>
</tr>
<tr>
<td>House's</td>
<td>Senate's</td>
<td></td>
</tr>
<tr>
<td>certifies</td>
<td>Speaker of the House's</td>
<td>vice president's</td>
</tr>
<tr>
<td>president's</td>
<td></td>
<td></td>
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</table>

The president has ten days—not including Sundays—to sign or to veto it. The president may also let the bill become law by letting ten days pass without acting.

All vetos may be reconsidered by Congress, deciding if they should override the presidents veto. Two-third of both houses must vote to approve the override.

The bill becomes law either by the presidents signature or by the two-third's majority. The bill is given a number indicating the Congress that passed it.

During the entire process, lobbyist representing business's, agencies, and special group with common believes, talk to the members to sway their votes, saying people lifes depend on the outcome. A member of Congress or a Senator will, however, keep the wishes of his or her constituents in mind during the final voting.

<table>
<thead>
<tr>
<th>days</th>
<th>Sundays</th>
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<tbody>
<tr>
<td>days</td>
<td>vetoes</td>
</tr>
<tr>
<td>president's</td>
<td>two-thirds</td>
</tr>
<tr>
<td>president's</td>
<td>two-third's</td>
</tr>
<tr>
<td>lobbyists</td>
<td>businesses</td>
</tr>
<tr>
<td>agencies, groups</td>
<td>beliefs</td>
</tr>
<tr>
<td>people's, lives</td>
<td>wishes</td>
</tr>
</tbody>
</table>