

***Better Writing
& Punctuation***

Booklet 4

Sample Pages

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Exercise 2

THE VERBS to be and to have

These are not so easy to spot because they are not ACTIONS

e.g.

I am

we are

You are

they are

I have

we have

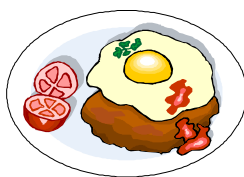
You have

they have

They have

Underline the **being** and **having** verbs in the following sentences. Put in any other punctuation necessary

1. the meal was cold



2. i am so sorry

3. they were very sorry for their bad behaviour

4. he has a terrible cold

5. mr jones was in a happy mood to-day

6. kate had dozens of presents for her birthday

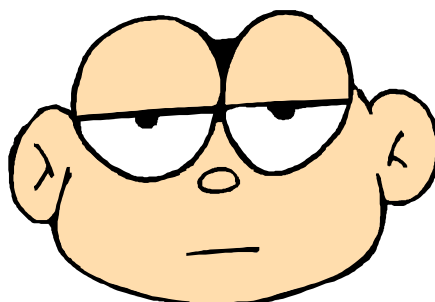


7. you were very brave

8. i am sure you will like it

9. it is a long time since I saw you

10. when they left i was all on my own



Exercise 3

VERBS AND THEIR TENSES

- If the action of the verb is happening NOW, we say it is in the **PRESENT** tense

He goes she sings they know I am

- If the action of the verb has already happened, we say the verb is in the **PAST** tense
- If the action of the verb is going to happen in the future, we say that the verb is in the **FUTURE** tense.

Usually in English the past tense is formed by adding "ed" to the main part of the verb

e.g. **love-loved**
walk - walked

But sometimes the verb is an **irregular verb** and forms its past tense in a different way e.g.

have - had
spend - spent
hear - heard



Rewrite these sentences by changing the verb in brackets to the past tense.

Put in any other punctuation necessary.

1. i (play) _____ basketball for my college
2. ill (buy) _____ new trainers with my birthday money
3. darren (drinks) _____ a whole can of sprite in ten seconds

