

# Answer Key

## Effective Writing

1. It is necessary that you not be uninformed about this case.  
**You must be informed about this case.**
2. There is ample evidence which indicates that the attorneys for the defense did not provide inadequate counseling to their client.  
*Ample evidence shows that the defense attorneys provided adequate counseling to their client.*
3. Speaking and to listen well are important elements of communication.  
*Speaking and listening well are important elements of communication.* **OR**  
*To speak and to listen well are important communication elements.*
4. To win is the obvious goal, but playing fair is important too.  
*Winning is the obvious goal, but playing fair is important too.* **OR**  
*To win is the obvious goal, but to play fair is important too.*
5. They were charged with assault, robbery, and forging checks.  
*They were charged with assault, robbery, and check forgery.*
6. I remember his generosity and that he was considerate.  
*I remember his generosity and consideration.*
7. She worked quickly and in an efficient manner.  
*She worked quickly and efficiently.*
8. When working with power tools, eyes should be protected.  
*When working with power tools, protect your eyes.*  
**OR**  
*Protect your eyes when you use power tools.*
9. When changing a diaper, a baby should be on his or her back.  
*When changing a diaper, lay a baby down on his or her back.* **OR**  
*Lay a baby down on his or her back when changing a diaper.*
10. I have some letters the mail carrier delivered in my purse.  
*The mail carrier delivered some letters that I have in my purse.*
11. We have tuna casserole I made in the refrigerator.  
*In the refrigerator, we have tuna casserole that I made.*
12. Mollie came over while I was playing the piano with a piece of pound cake.  
*While I was playing the piano, Mollie came over with a piece of pound cake.*
13. While asleep, the flea bit the dog.  
*The flea bit the sleeping dog.*
14. I tried calling to tell you about that TV show five times.  
*I called five times to tell you about that TV show.*
15. Although very spicy, Dana managed to finish the enchilada.  
*Dana managed to finish the enchilada although it was very spicy.*

## Standard English Usage

16. C
17. D
18. D
19. A
20. C
21. C
22. A
23. B

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|-------|-------|
| 24. C | 59. A |
| 25. B | 60. D |
| 26. D | 61. B |
| 27. B | 62. A |
| 28. C | 63. D |
| 29. D | 64. C |
| 30. C |       |
| 31. A |       |
| 32. D |       |
| 33. A |       |
| 34. C |       |
| 35. D |       |
| 36. A |       |
| 37. C |       |
| 38. D |       |
| 39. B |       |
| 40. A |       |
| 41. B |       |
| 42. A |       |
| 43. C |       |
| 44. B |       |
| 45. A |       |
| 46. C |       |
| 47. A |       |
| 48. B |       |
| 49. B |       |
| 50. D |       |
| 51. A |       |
| 52. B |       |
| 53. B |       |
| 54. B |       |
| 55. C |       |
| 56. C |       |
| 57. B |       |
| 58. C |       |