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Noun

Person, place, thing or abstract idea

Pronoun

Replaces a noun

Verb

Action or state of being

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Action Verb – what someone/something is <u>doing</u>
Linking Verb – connects noun to additional information
```

<u>Adjective</u>

- Provides information about a noun or pronoun
- What kind? Which one? How many? How much?
- Also known as a modifier



Adverb

- Modifies a verb, adjective, phrase, clause, or adverb
- Where? When? How? How often? Why? How long? How likely? To what degree?
- Also known as a modifier

Preposition

- Connects nouns/pronouns/etc. to other words
- Information about location, direction, time
- Logical relationship

above, about, across, after, against, along, among, around, at, before, behind, below, beneath, beside, between, beyond, by, despite, down, during, except, for, from, in, inside, into, like, near, of, off, on, onto, out, outside, over, past, since, through, to, toward, under, until, up, upon, with, within, without, . . .

Most common: at, before, by, during, except, for, from, in, into, of, off, on, onto, out, over, since, through, to, under, until, with, within, without



A modifier that follows a linking verb must be an adjective.







Parts of Speech – Subjects and Objects (watch the entire video here)

Subject

- Every verb requires a person/thing to perform the action
- That person/thing = the subject
- Ask "Who or what is performing the action?"

<u>Dharma</u> tickled the neighbor's horse. subject verb

Kofi ran to the kitchen and ate all of the mustard. subject verb verb

Paola's fear of cotton is a source of delight among her friends. subject verb

Behind the pickle factory sits Edna Miller's beautiful home. subject verb



Parts of Speech - Subjects and Objects (watch the entire video here)

Object

- Receives the action of the verb
- Object ≈ any noun that is **not** the subject



Clause

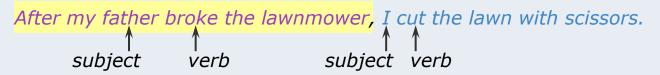
- Group of words with subject **and** verb
- Independent clauses and dependent clauses
- Independent clauses express a complete thought

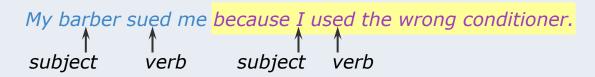




<u>Clause</u>

- Group of words with subject and verb
- Independent clauses and dependent clauses
- Dependent (subordinate) clauses **do not** express complete thought





Keywords

after, although, as, as if, because, before, despite, even if, even though, how, if, in order to, once, since, that, though, unless, until, whatever, when, whenever, where, whether, which, while, who, why



Sentences with two independent clauses

- Separate with a semicolon

 Nangila loves Paris; Kammi loves Rome.
- Separate with comma and a coordinating conjunction

 and, but, or, nor, for, so, yet

 Nangila loves Paris, and Kammi loves Rome.
 Nangila loves Paris, but Kammi loves Rome.
- Write as two separate sentences
 Nangila loves Paris. Kammi loves Rome.

Semicolons

- On the GMAT, semicolons separate independent clauses
- Spot semicolon → confirm independent clauses



running, boring, dancing, smoking, collecting, looking, reading, helping...





Gerund

(noun)

- Skydiving is fun.
- Jay enjoys <u>swimming</u>.
- <u>Smoking</u> costs a lot of money.
- My favorite pastime is stamp collecting.

Present participle

(verb, adjective)

- Diego is dancing.
- Lee is boring.



Phrase

- Group of words **missing** a subject and/or verb
- Does not express a complete thought

Prepositional phrase

- Begins with a preposition
- Modifies a noun or a verb

Gerund phrase

- Begins with a gerund
- Always functions as a noun
- Can function as subject or object

Appositive phrase

- Renames a noun next to it
- Always functions as a noun

Infinitive phrase

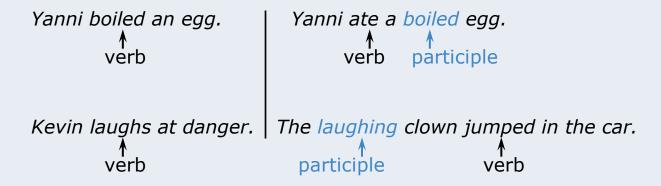
- Begins with an infinitive
- to + verb
- Functions as a noun, adjective or adverb

Participial phrase

- Begins with a present or past participle
- Participle: verb ending in ed or ing
- Always modifies a noun
- Note: some participles do not end in ed or ing



- Participle: form of a verb that <u>does not</u> function as a verb on its own
- A participle functions as an adjective



Vern is swimming in the city championship.

verb phrase

The brothers are cheering.

verb phrase

Fiona has visited Miami.

verb phrase



Participles

- Participle: form of a verb that <u>does not</u> function as a verb on its own
- A participle functions as an adjective

| Verb | Present Participle | Past Participle |
|--------|---------------------------|-----------------|
| learn | learning | learned |
| jump | jumping | jumped |
| chop | copping | chopped |
| listen | listening | listened |
| start | starting | started |
| choose | choosing | chosen |
| sing | singing | sung |
| be | being | been |
| weave | weaving | woven |



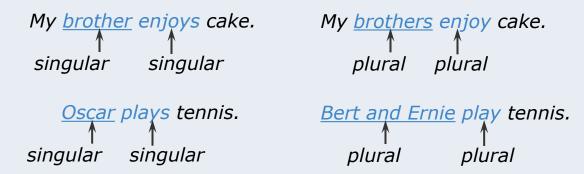
Eliminating Fluff

- Remove/ignore:
 - adjectives and adverbs
 - phrases functioning as adjectives and adverbs
 - appositive phrases
 - dependent clauses

The government's tireless efforts to preserve the blue-finned wigglefish, the smallest species in the bluefish family, have negatively impacted the local fishing industry.



- Singular subjects need singular verbs
- Plural subjects need plural verbs



Locate each verb in a sentence and confirm agreement with the subject

• Ignore additive phrases.



(watch the entire video here)

Additive phrases

- accompanied by _____
- along with ____
- as well as _____
- in addition to _____
- including _____
- together with _____

plural
(additive phrase)

George's many <u>talents</u>, together with his charm, **make ✓**him very popular.

Ignore additive phrases



Collective noun

- refers to an entire group of people/animals/things
- almost always singular
- Sometimes (although rarely) plural

Function as a unit → singular Function individually → plural

The <u>committee</u> **is** meeting next door.

- The <u>orchestra members</u> **are** tuning **their** instruments.
- The <u>jury members</u> are arguing among themselves.



Clauses and phrases as subjects

• A phrase/clause **subject** is always singular



singular

Whether the twins drive or fly to Baltimore

one's concern



- Singular subjects need singular verbs
- Plural subjects need plural verbs
- Ignore additive phrases
 - accompanied by _____
 - along with _____
 - as well as _____
 - in addition to
 - including ____
 - together with _____
- the number of _____ → singular
- a number of _____ → plural
 - Collective nouns
 - Members function as a unit → singular
 - Members function individually → plural
 - A phrase/clause **subject** is always singular



Indefinite pronoun

• Does not replace any specific person/thing/amount

Always singular: anybody, anyone, anything, each, either, every, everybody, everyone,

everything, less, little, much, neither, no one, nobody, nothing, somebody, someone, something, whatever, whoever, whichever

Always plural: both, few, fewer, many, others, several

Dual-purpose: any, all, more, most, none, some

- Dual-purpose pronouns (any, all, more, most, none, some)
 - → check the noun in the prepositional phrase immediately following the pronoun
- Neither/nor, either/or, or
 - → check the noun closest to the verb



Personal pronouns

Subjective: *I, you, he, she, it, we, they*

Objective: *me, you, him, her, it, us, them*

Possessive: my, your, his, her, its, our, their

• Confirm:

- pronoun has an antecedent
- pronoun-antecedent relationship makes sense
- no ambiguity regarding the antecedent



<u>Demonstrative pronouns</u>

- this, that, these, those
- Identify or point to nouns
- *this/these*: nearby
- *that/those*: farther away

those/that: do not necessarily replace antecedents

it/them: **fully replace** antecedents

Rule: no ambiguity regarding the intended antecedent

Possible exception: parallel clauses



- Noun modifiers: What kind? Which one? How many? How much?
- Verb modifiers: Where? When? How? How often? Why? How long? How likely? To what degree?

Noun modifiers

- A noun modifier should touch the noun it modifies
- Begins with noun modifier → ask question at comma

Verb modifiers

Place close enough to prevent ambiguity



Relative clauses

- Clause: group of words with subject and verb
- A relative clause begins with: that, whatever, when, whenever, where, wherever, which, whichever, who, whom, whose, whoever, whomever

Who/Whom/Whoever/Whomever

- Use who/whoever for the subject in the clause
- Use whom/whomever for an object in the clause

<u>Using "that"</u> to refer to people

• Clauses beginning with *that* cannot modify people

Whose

• Clauses beginning with whose can modify non-people

Where

Clauses beginning with where can modify a location, but not something abstract

That clauses vs. **Which** clauses

- That → restrictive clause
 - narrows topic to a subset of things
 - use when the topic is **unclear** up to that point
- Which → non-restrictive clause
 - does not limit topic of discussion
 - use when the topic is **clear** up to that point

Non-restrictive clauses beginning with which

- Separated by commas
- Modify **nouns** only
- Must **immediately follow** the noun it is modifying



Punctuating Modifiers

- Modifier vital → no commas
- Modifier not vital → commas

Without the modifier, is the noun under discussion clearly identified?

Word Order

- A noun modifier should touch the noun it modifies
- Modifier improperly separated → misplaced modifier
- Frequently misplaced: almost, even, exactly, hardly, just, nearly, only, simply



Dropping "that"

- If *that* is the **subject** of a clause, it must remain
- If that is the object of a clause, it is optional

object

This is the shed that Jake built.

★ that is optional

This is the shed Jake built.

Jake built the car that won the race. > that is not optional

Jake built the car won the race. X



Exceptions to the "Touch Rule"

- An appositive phrase inserted between noun modifier and its corresponding noun
- A vital noun modifier inserted between noun modifier and its corresponding noun

(vital)

The workers at the factory, exhausted from working a 12-hour shift, were forced to walk home.

Exhausted from working a 12-hour shift, the workers at the factory were forced to walk home.

The factory workers, exhausted from working a 12-hour shift, were forced to walk home.



- Parallelism: similar elements in a series expressed in **similar form**
- Watch for common keywords: and, but, or
- Watch for common correlative conjunctions

 - just as <u>x</u> so <u>y</u>
 <u>x</u> rather than <u>y</u>
 - neither \underline{x} nor \underline{y} from \underline{x} to \underline{y}
 - not x but y

- both <u>x</u> and <u>y</u>
 not only <u>x</u> but also <u>y</u>
- either \underline{x} or \underline{y} the more \underline{x} the more \underline{y}



Relative clauses

• Should begin with the same word

For years, Manny searched for the anonymous man who donated millions of dollars to the orphanage that Manny founded and financed the construction of the local hospital.

→ For years, Manny searched for the anonymous man **who** donated millions of dollars to the orphanage that Manny founded and **who** financed the construction of the local hospital. ✓



Exceptions

- Infinitives (to run, to ski, to think,...)
 - Use **to** throughout, or before first verb only
 - Does not apply to correlative conjunctions
- Ending is fully understood

Buzz cannot explain why robots exposed to radiation are able to function properly, and why those not exposed to radiation are not able to function properly.

Buzz cannot explain why robots exposed to radiation are able to function properly, and why those not so exposed are not.



- Comparison: discussion of similarities or differences
- Keywords: as, compared to, contrast, different from, more, less, like, similar, unlike...
- Comparatives: *larger*, *slower*, *higher*, *colder*, *longer*...
- Comparison must be logical
- Comparison must be ambiguity-free

Max dislikes broccoli more than his girlfriend. X

- Max dislikes broccoli more than his girlfriend dislikes broccoli.
- Max dislikes broccoli more than his girlfriend does.



- Placeholders rely on parallelism
- Replace **noun** elements with *that, those, it...*
- Replace **verb** elements with *do, does,...*
- Omit words without using a placeholder
- Do not omit other or else when comparing a noun with a group to which the noun belongs



like vs. as

- Use like to compare nouns
 - followed by noun, pronoun, gerund, or noun phrase
- Use as to compare verbs
 - followed by clause

Belinda sings like/as an angel.

- ➡Belinda sings like an angel. ✓
- ➡Belinda sings as an angel sings.✔
- ➡Belinda sings like an angel sings.¥

like vs. such as

- Replace *such as* with *for example*
- Replace *like* with *similar to*



Simple tenses

• **Simple past tense**: describes a specific action that was completed in the past

Ben watched a movie yesterday.

The car exploded.

Kyle lived in Spain.

• **Simple present tense**: describes a repeated or habitual action (may or may not be happening now)

Lyle drives a taxi.

Jenny and Fran live in Paris.

The team meets every Tuesday.

• Simple future tense: an action that will occur in the future

- will/shall + base verb (will = shall)

George will play tennis tomorrow.

We shall defend our island, whatever the cost may be.



Progressive (continuous) tenses

- Past progressive tense: describes an action that was occurring when another action occurred
 - was/were + present participle (verb-ing)

Lee lost his watch while he was running.

Sarah missed the test because she was sleeping.

- Present progressive tense: describes an action occurring at this very moment
 - *is/am/are* + present participle (verb-*ing*)

Jane is attending a concert tonight.

⇒ Jane will attend a concert tonight. ✓

Avoid the present progressive tense when possible

- Future progressive tense: describes an action that will be in progress at some point in the future
 - shall be/will be + present participle (verb-ing)

Zeke will be running tomorrow. (8)

Zeke will run tomorrow.

The future progressive tense is usually incorrect



Perfect tenses

- **Past perfect tense**: describes a completed action that occurred <u>before</u> some other completed action in the past
 - had + past participle

Karen quickly adjusted to life in Paris because she had studied French.



If the order is obvious, we need not use the past perfect tense

- **Present perfect tense**: describes an action that occurred at indefinite time and may continue into the present/future
 - has/have + past participle
 Vince has washed his hands.
- **Future perfect tense**: describes a future action that will be completed <u>before</u> another future action occurs
 - will have + past participle

Warren will have arrived at work before his boss gets out of bed.





3 types of conditional sentences

1st conditional: If Wanda studies, she will ace the test.

- If simple present then simple future
- If something happens then something else will happen

2nd conditional: If Wanda studied, she would ace the test.

- If simple past then clause beginning with would
- If something happened then something would happen

3rd conditional: *If Wanda had studied, she would have aced the test.*

- If past perfect then clause beginning with would have
- If something <u>had</u> happened then something <u>would have</u> happened



- Idiom: a construction with no grammatical basis
- Download idiom list from http://www.gmatprepnow.com/module/gmat-sentence-correction

| Common GMAT Idioms | |
|--------------------|---------------|
| accuse A of B | define A as |
| agree with | descend fro |
| allow for | depend on |
| associate with | depends or |
| assure that | determined |
| attribute A to B | different fro |
| based on | distinguish |
| herause of | dietinauieh |



- The best answer expresses the message clearly and concisely
- *concisely*: no complicated expressions, and no superfluous words

in close proximity to = near

at that point in time = then

in spite of the fact that = although

in the event that = if

has the ability to = can

with reference to the fact that = concerning

Sales have experienced a downward decline.

Kirk relied on his past experience.

The vote was completely unanimous.

The dog circled around the cat.

Lenny combined the ingredients together.

Masako reverted back to her old tricks.

The company introduced several new-innovations.



Lay vs. Lie

- Use *lay* with a stated object receiving the action
- Use *lie* with <u>no</u> stated object receiving the action

Between vs. Among

- Use **between** when discussing two entities
- Use among when discussing more than two entities, or when the number of entities is unclear

Comparatives vs. **Superlatives**

- Use a comparative when comparing two entities
- Use a superlative when comparing more than two entities, or when the number of entities is unclear

A comparative must be accompanied by **than**



If vs. Whether

- Use if in a conditional sentence
- Use whether to show two possible alternatives

A conditional sentence can be reversed

Peg will scream if you break that bowl. ✓

➡ If you break that bowl, then Peg will scream. ✔

Sarita cannot remember if she paid the phone bill.

➡ If Sarita paid the phone bill, then she cannot remember.??

Sarita cannot remember whether she paid the phone bill.



- Use **fewer**, **many**, and **number** for countable nouns
- Use *less*, *much*, and *amount* for uncountable nouns
- Exception: When treating a collection as a single entity, treat the collection as an uncountable noun (money, distance or time)

rather than vs. instead of

- Use instead of when replacing something with another thing
- Use *rather than* to show preference

rather than is preferred

Darren's company now supplies every employee with a pen **instead of** a pencil. ✓

Cleo decided to run rather than walk.

affect vs. effect

- affect: to influence
- effect: a change resulting from some action



Passive Sentences vs. Active Sentences (watch the entire video here)

- Passive: the subject does not perform the action
- Active: the subject performs the real action

Possible justifications for a passive sentence

- noun performing the action is obvious/unknown
- to emphasize a certain outcome

given two grammatically-correct sentences





- Do not read answer choice A
- Do not change the intended meaning of the sentence
- Do not discount "wordy" sentences
- Simplify sentences by removing/ignoring "fluff"
 - adjectives dependent clauses
 - adverbs phrases functioning as adjectives
 - appositive phrases phrases functioning as adverbs
- Beware of multiple errors
- Do not worry about spelling
- Trust your ear . . . to a certain extent
- Before selecting an answer choice, reread the entire sentence



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