

## PART III

## EXERCISES FOR PRACTICE

**EXERCISE 1** (Do this exercise on your own. Then check your answers with a classmate.)

**Directions:** Examine each verb tense in the following sentences to decide whether the sentence is correct (C) or incorrect (I). Cross out each incorrect verb and write the correct verb above it. Be prepared to explain why your choice of verb tense is correct.

*have made*

**Example:** I Since I have been a college student, I ~~made~~ many new friends.

- \_\_\_\_\_ 1. I was interested in physics since high school.
- \_\_\_\_\_ 2. Having computer skills is essential for a college freshman, and I decide to learn how to use a computer.
- \_\_\_\_\_ 3. Since she was a child, she likes sports, especially water sports, such as swimming and waterskiing.
- \_\_\_\_\_ 4. Mario graduate as a veterinarian in January of last year.
- \_\_\_\_\_ 5. Hector speaks Spanish and comes from Costa Rica.
- \_\_\_\_\_ 6. First, we went to Italy. Then we travel to Austria and Germany. Finally, we visit Spain.
- \_\_\_\_\_ 7. The professor had given an introduction to the course yesterday, the first day of class.
- \_\_\_\_\_ 8. There are rumors that college tuition is higher next year.
- \_\_\_\_\_ 9. By the time of the presidential election, the candidates will have campaigned in most, if not all, of the fifty states.
- \_\_\_\_\_ 10. In my opinion, voting in elections was very important.

**EXERCISE 2** (Do this exercise on your own. Then check your answers with a classmate.)

**Directions:** First read the entire paragraph. Then fill in each blank with the correct verb tense of the verb in parentheses. For some blanks, more than one verb tense is possible. The first blank has been filled in for you.

One quality that helps (help) students succeed in their studies is self-discipline. Self-discipline \_\_\_\_\_ (be) particularly important in college. I \_\_\_\_\_ (learn) a great deal about self-discipline by observing two of my friends. I have noted that my roommate Betsy \_\_\_\_\_ (plan) her time every night before she \_\_\_\_\_ (go) to bed. She \_\_\_\_\_ (write) down what she \_\_\_\_\_ (have) to do the next day and how much time she \_\_\_\_\_ (spend) doing each activity. First, she

\_\_\_\_\_ (schedule) time for attending classes and working. She also \_\_\_\_\_ (set) aside time for socializing, running, studying, and eating. By having a timetable and sticking to it, Betsy \_\_\_\_\_ (is) always able to accomplish a lot more than I can. Another friend, Jo, \_\_\_\_\_ (discipline) herself by not doing anything unless she \_\_\_\_\_ (complete) all of her homework and reading. One night last semester, I \_\_\_\_\_ (invite) her to go out to dinner, but she \_\_\_\_\_ (refuse) because she \_\_\_\_\_ (not finish) her physics problem set. I wish I could be as disciplined as these two friends of mine are. I \_\_\_\_\_ (know) that self-discipline is important if I want to be successful in college. Thus, next term I \_\_\_\_\_ (make) an effort to discipline myself.

**EXERCISE 3** (Do this exercise on your own. Then check your answers with a classmate.)

**Directions:** Fill in the blanks in the following letter with the correct form of the verb given in parentheses. Pay particular attention to the sequence of tenses you use. For some blanks, more than one verb tense is possible.\*

October 31, XXXX

Internship Office  
Mighty Corporation  
Hometown, CA 90001

Dear Sir or Madam:

I \_\_\_\_\_ (read) your advertisement in our campus newspaper yesterday and \_\_\_\_\_ (write) to apply for a summer internship position. I \_\_\_\_\_ (hear) many wonderful things about your company and would be very interested in working for you.

I \_\_\_\_\_ (graduate) last June from Cal Poly Pomona with a B.S. in electrical engineering. After graduating from college, I \_\_\_\_\_ (fulfill) a lifelong dream of traveling to Japan, the country of my parents' origin. Currently, I \_\_\_\_\_ (work) on my M.S. degree in electrical and computer engineering at Stanford University. I \_\_\_\_\_ (complete) my degree next June, at which time I would like to work full time for a company such as yours.

As you can imagine, the summer internships you offer are exactly what I \_\_\_\_\_ (look) for. The internship will not only be valuable to me in terms of professional experience, but, I believe, will also help me focus my studies in my second year of the

\* This exercise was adapted from one originally written by Jeffrey Hobbs. The authors would like to thank him for allowing them to use it.

M.S. program to reflect what I \_\_\_\_\_ (need) when I am working for the computer industry in the future. Because of its proximity to my university, Stanford, I \_\_\_\_\_ (visit) your company's Hometown branch a number of times. I am especially interested in working at this site because of its focus on research and development. In addition, as someone who is bilingual and bicultural (English and Japanese), I \_\_\_\_\_ (find) the idea of an internship with a multinational company such as yours particularly appealing.

I \_\_\_\_\_ (enclose) a copy of my resume for your consideration. Please do not hesitate to call me if you have any questions or wish to set up an interview.

Sincerely,

***Peter E. Engineer***

Peter E. Engineer

Graduate Student in Electrical and Computer Engineering, Stanford University