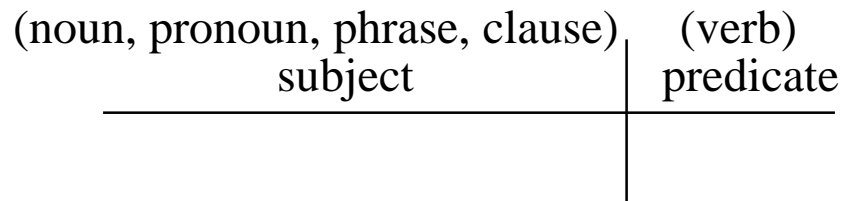
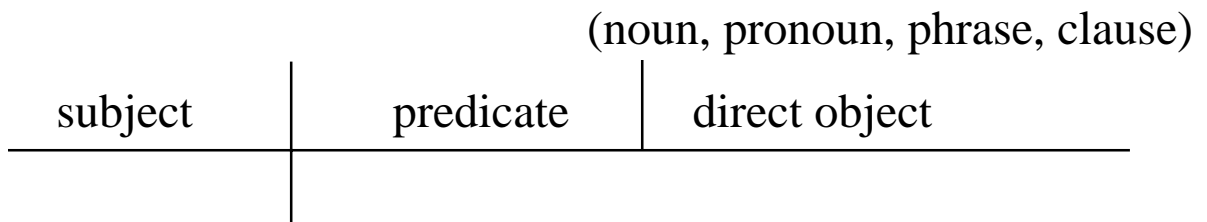


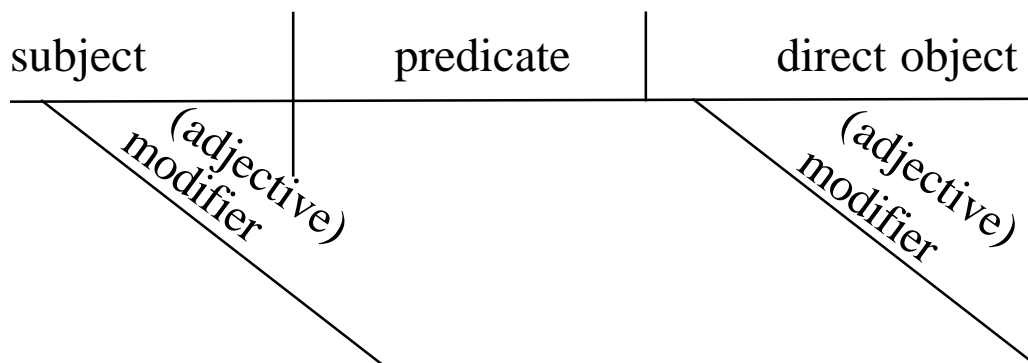
1. Kiran writes.



2. Kiran writes manuals.

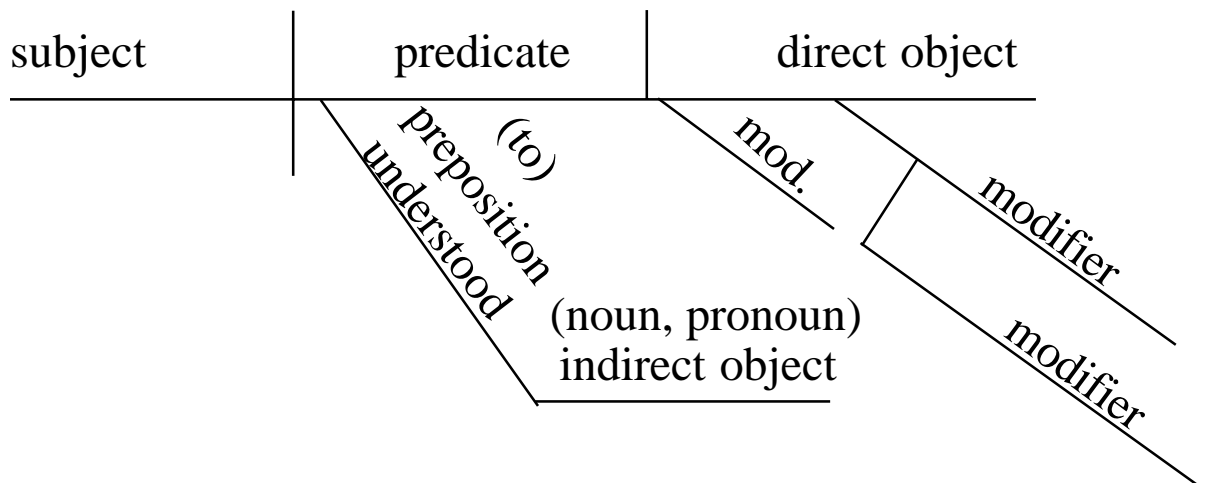


3. Energetic Eliza formats complex documents.

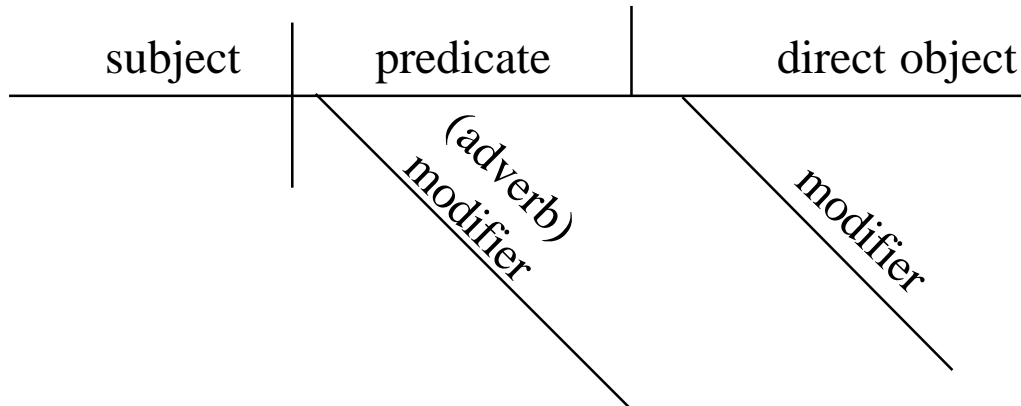


4. Kiran gave Eliza a sloppily formatted file.

Kiran gave (to) Eliza a sloppily formatted file.

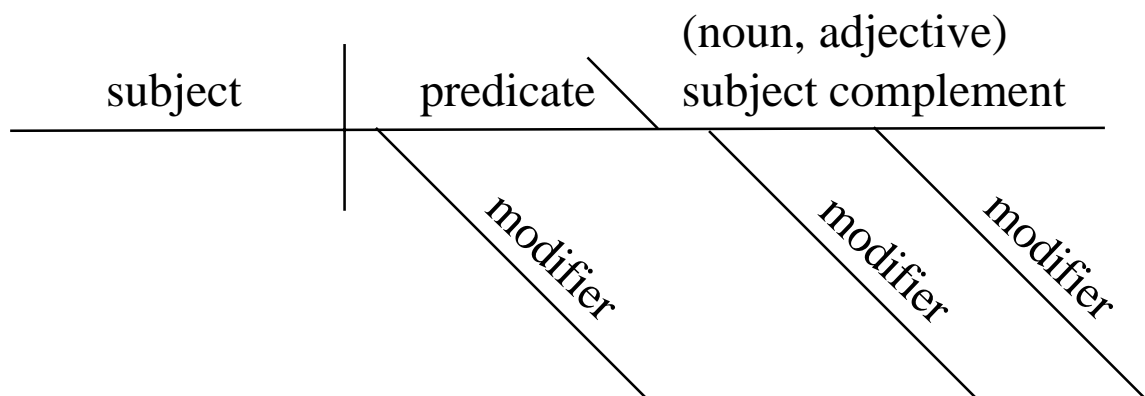


5. Eliza edits digital files thoroughly.



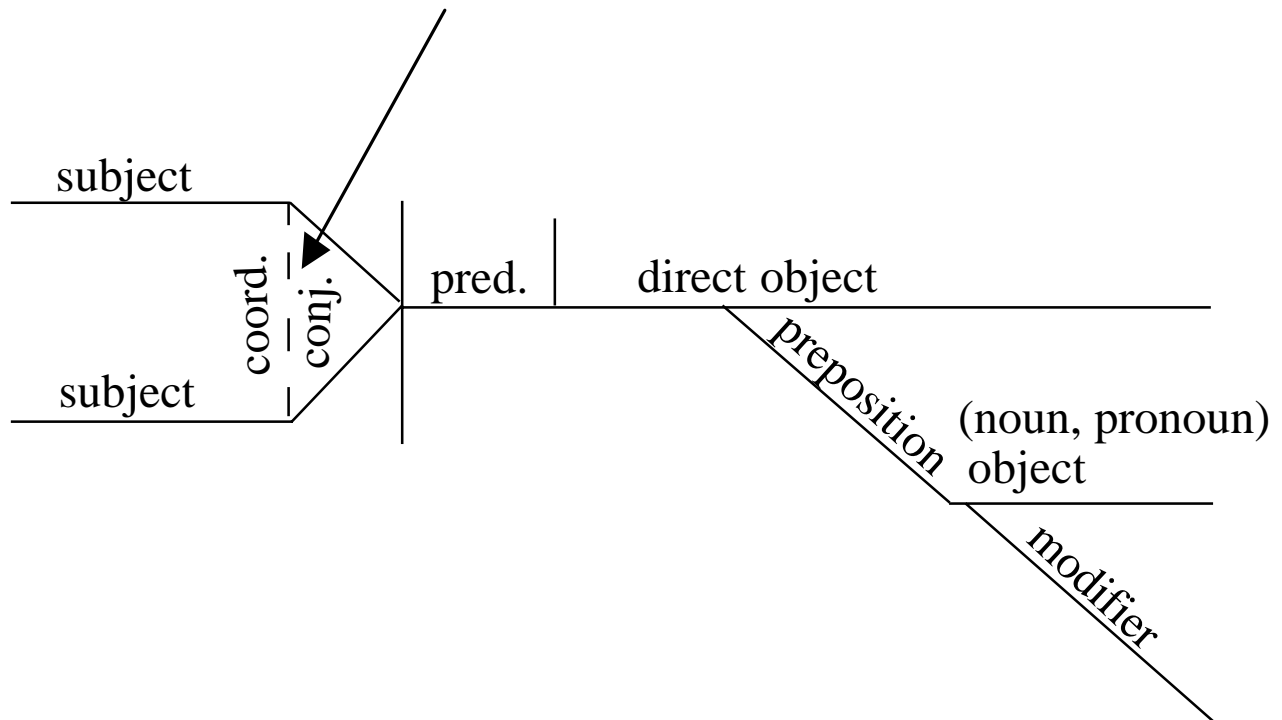
6. Kiran is now a senior writer.

7. Kiran is still underpaid.

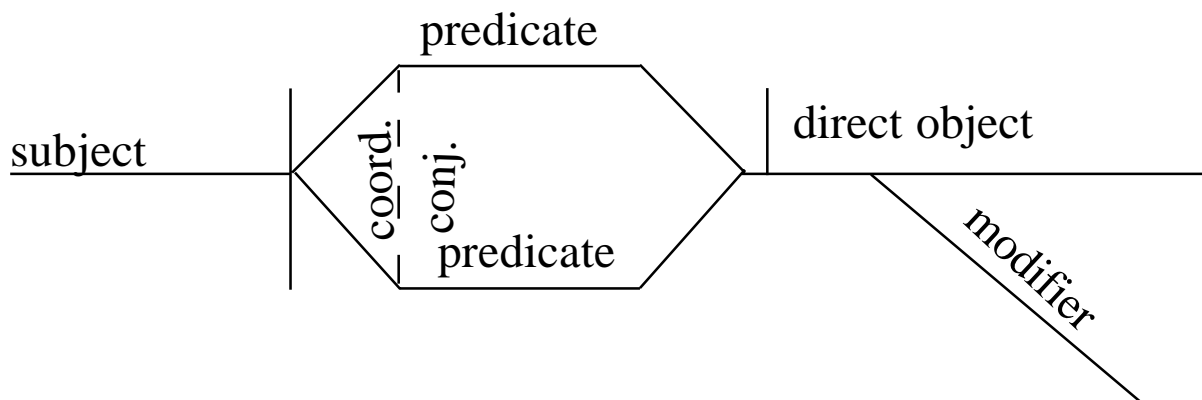


8. Kiran and Eliza complete projects for their manager.

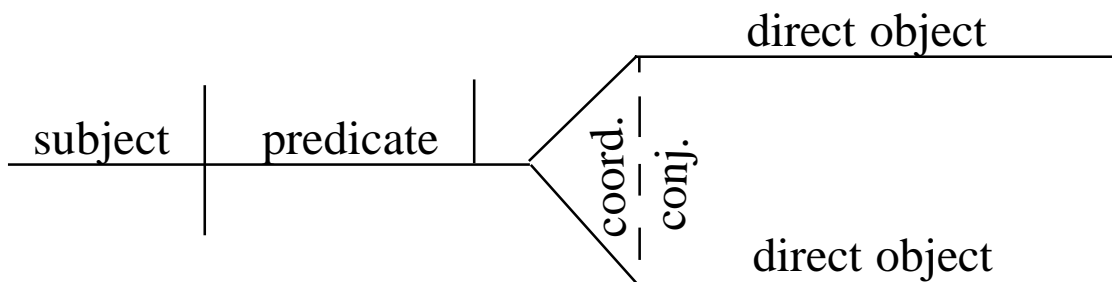
[Coordinating conjunctions: FANBOYS--for, and, nor, but, or, yet, so.]



9. Eliza edits and re-edits product manuals.

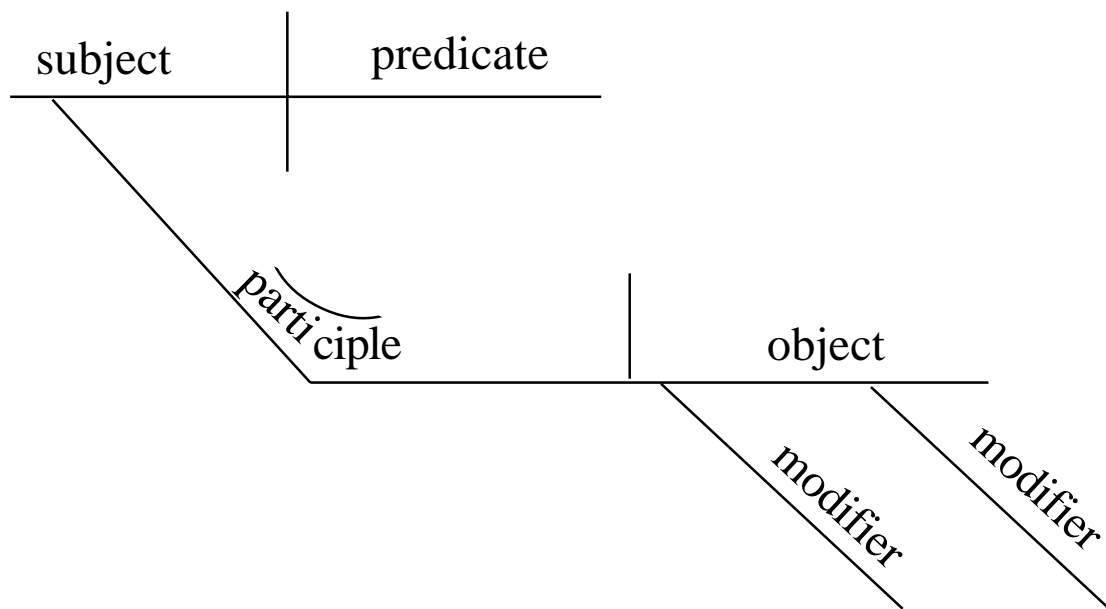


10. Kiran telephoned managers and clients.

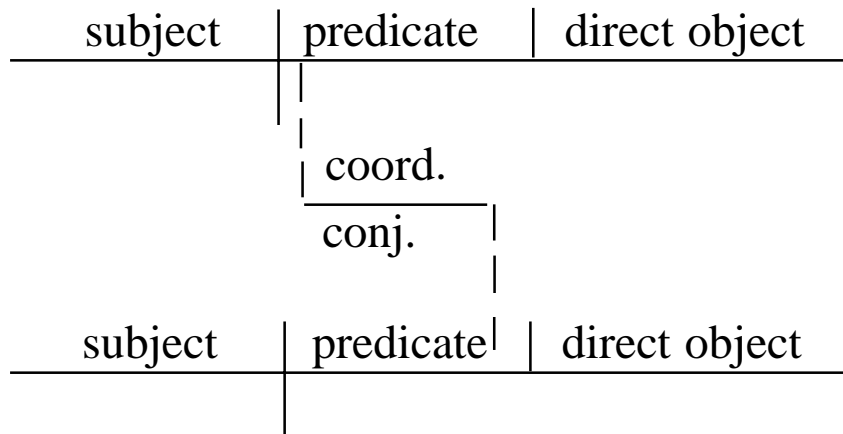


11. Having completed a magnificent manual, Eliza chortled.

[Participle: *-ing*, *-d* or *-ed* form of a verb functioning as an adjective, e.g., “imported chocolate,” “boiling oil.” Also a verb form functioning as part of a verb phrase, e.g., “He was thinking.”]

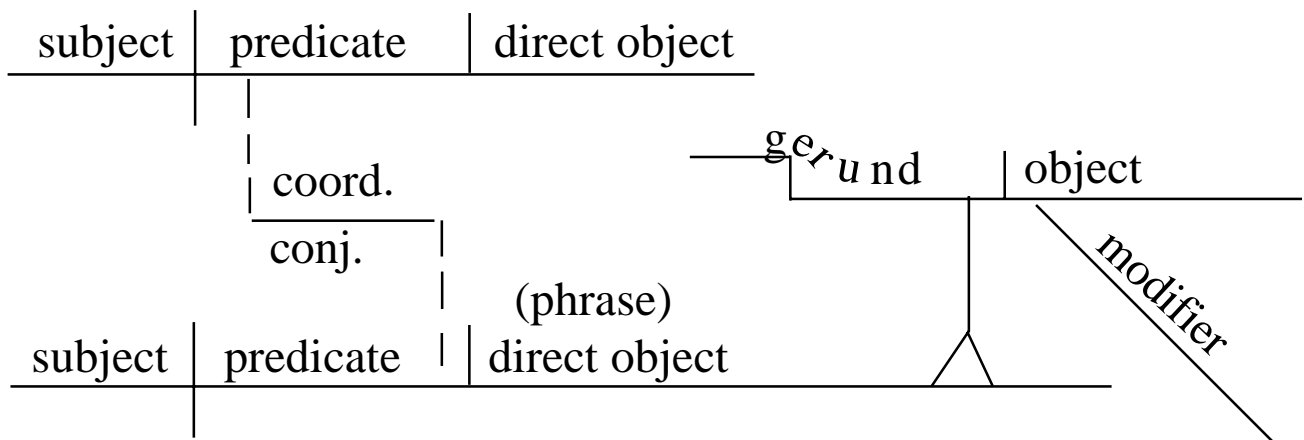


12. Kiran writes drafts and Eliza edits them.



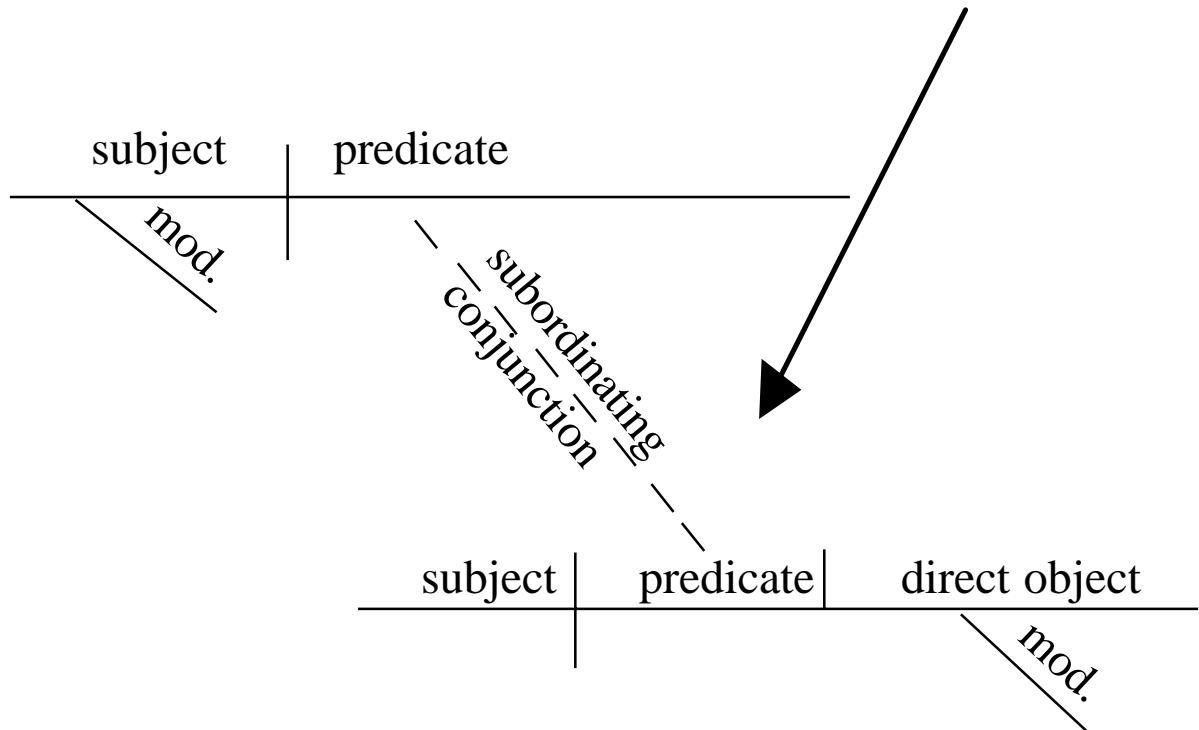
13. Eliza edits drafts, but she prefers eating Godiva chocolates.

[Gerund: *-ing* form of a verb functioning as a noun]

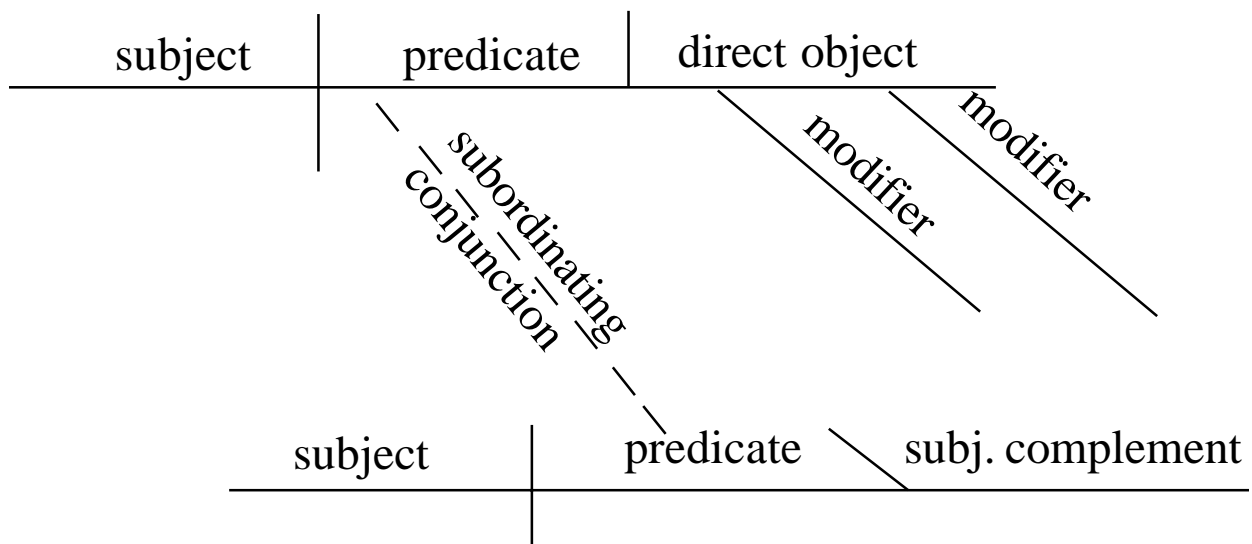


14. Although Kiran wanted a raise, his manager resisted.

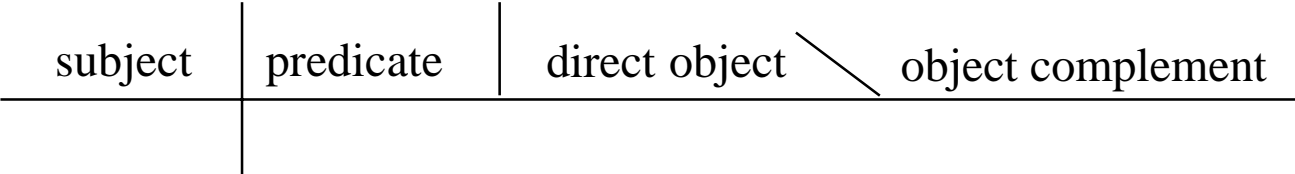
[Subordinating conjunctions: after, although, as, because, if, since, unless, until, when, whenever, where, wherever, while, etc.]



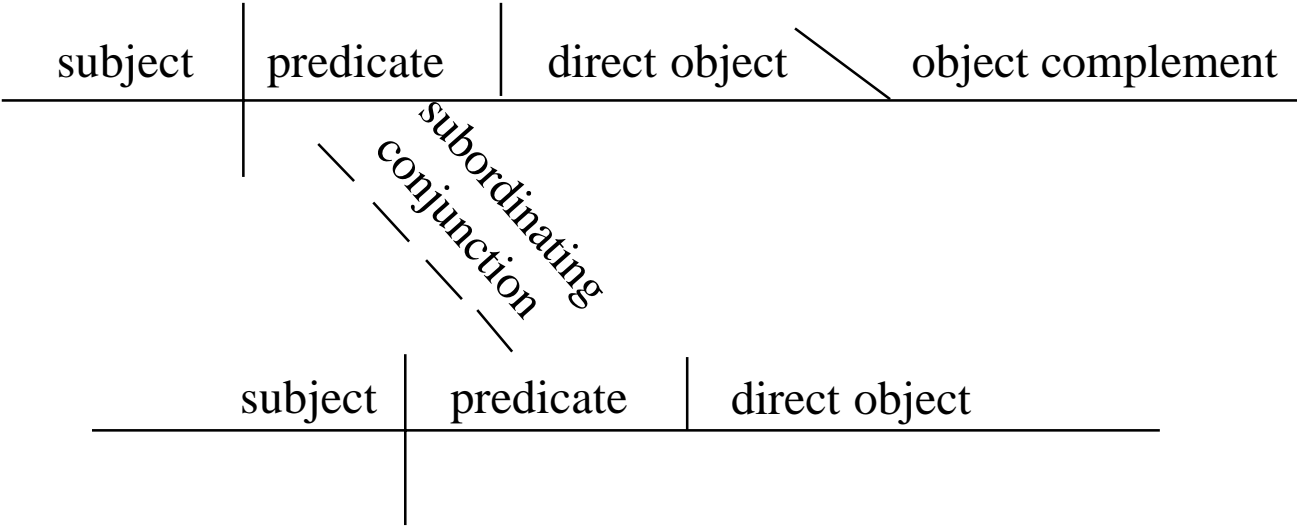
15. Eliza requested a new monitor because hers is inadequate.



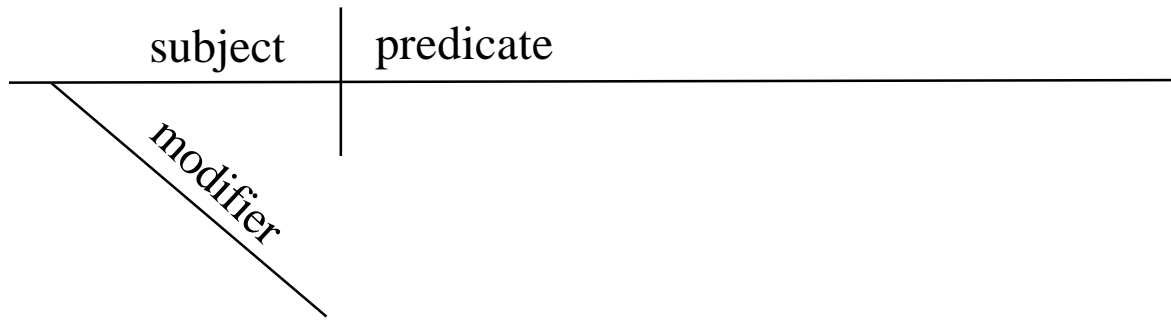
16. While editing documents, coffee keeps Eliza alert.



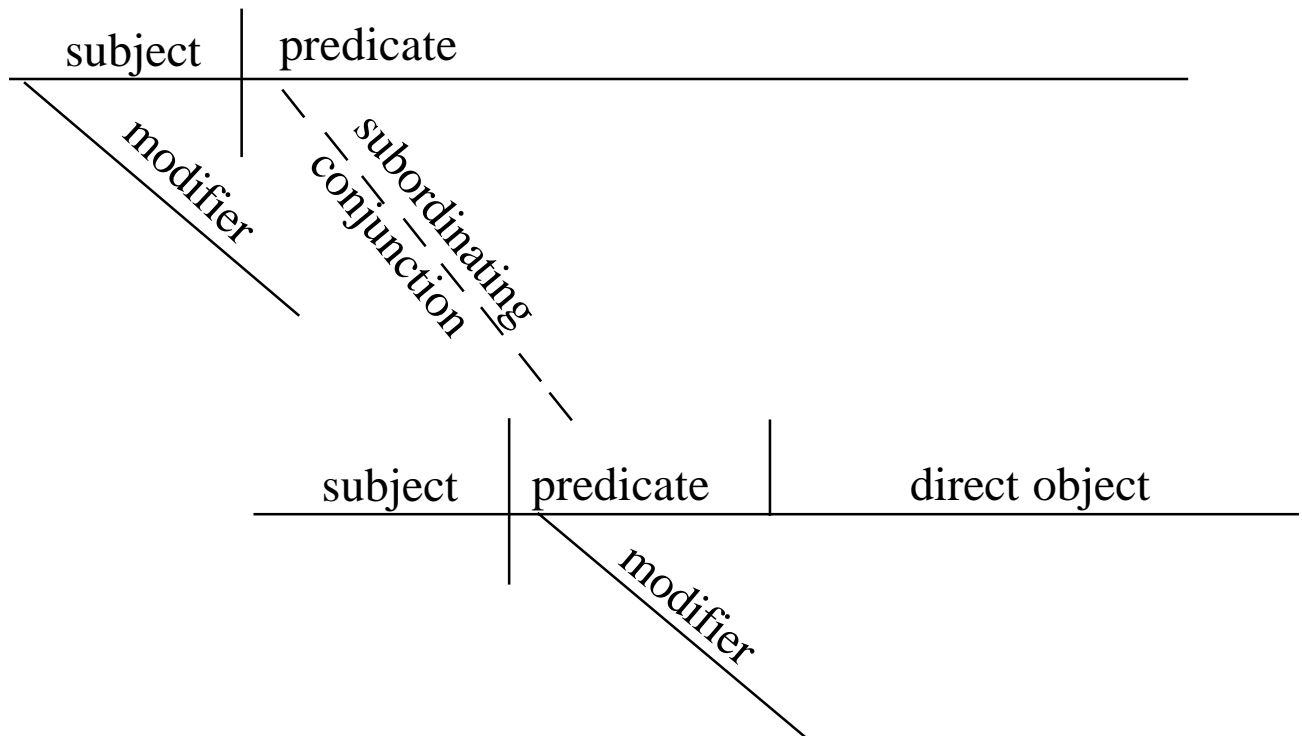
Possible revision: Coffee keeps Eliza alert while she edits documents.



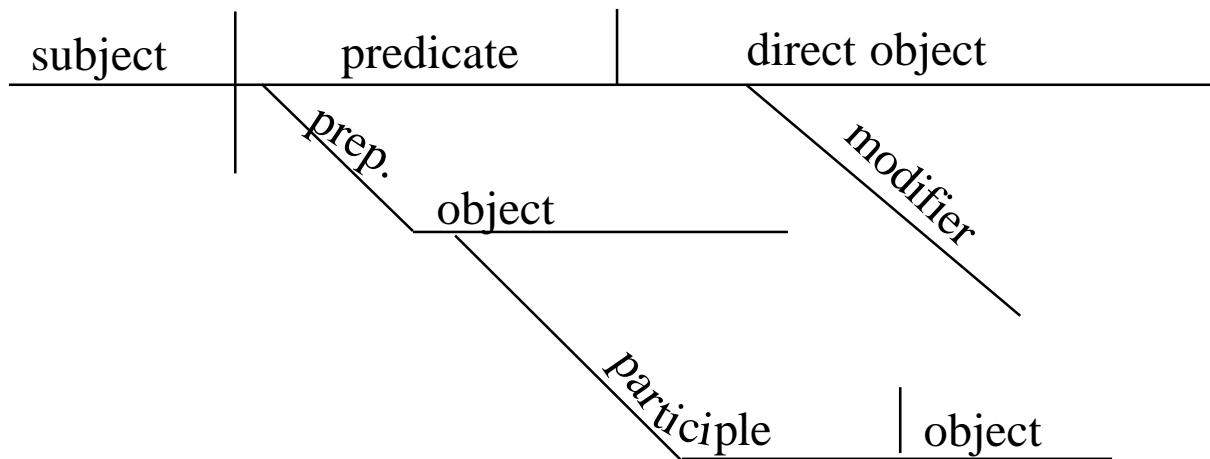
17. By training Kiran properly, his writing will improve.



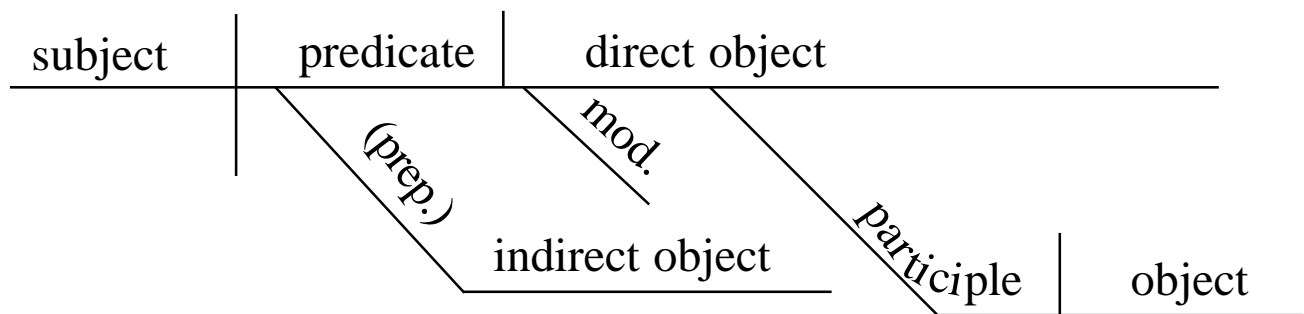
Possible revision: If we train Kiran properly, his writing will improve.



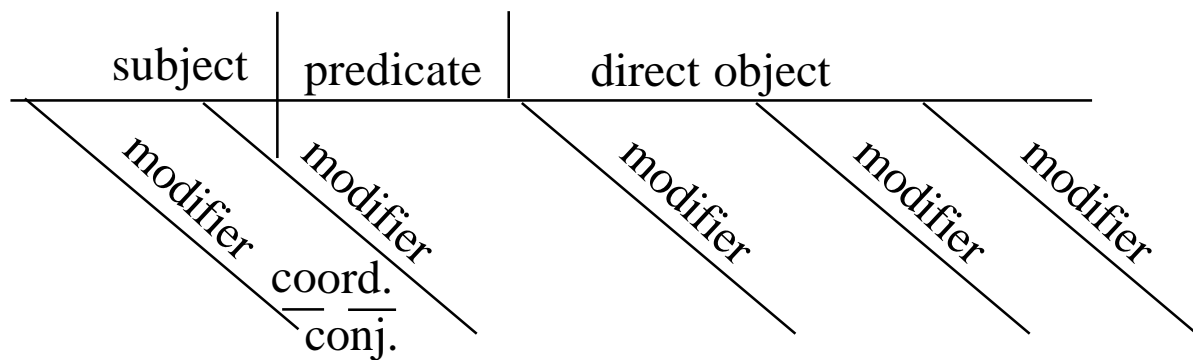
18. Eliza sent floral arrangements to managers needing refrigeration.



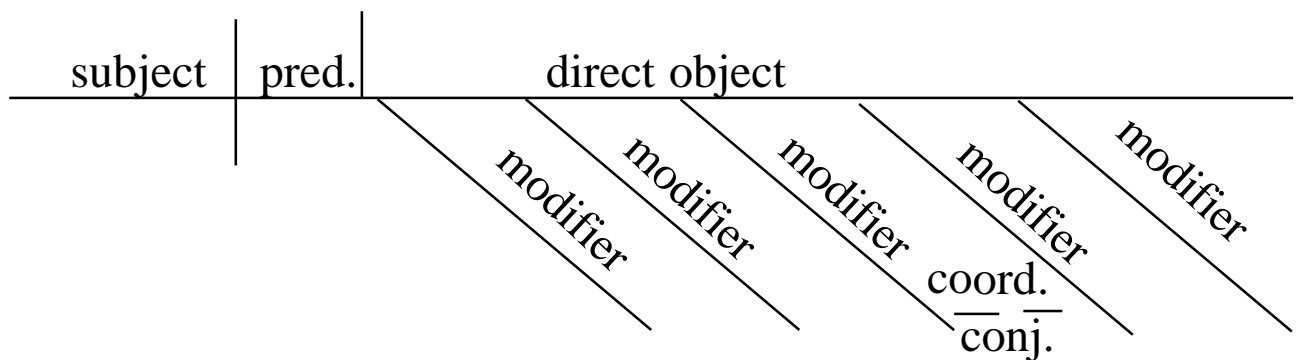
Possible revision: Eliza sent managers floral arrangements needing refrigeration.



19. Blue and tangerine, Kiran loves the new document covers.

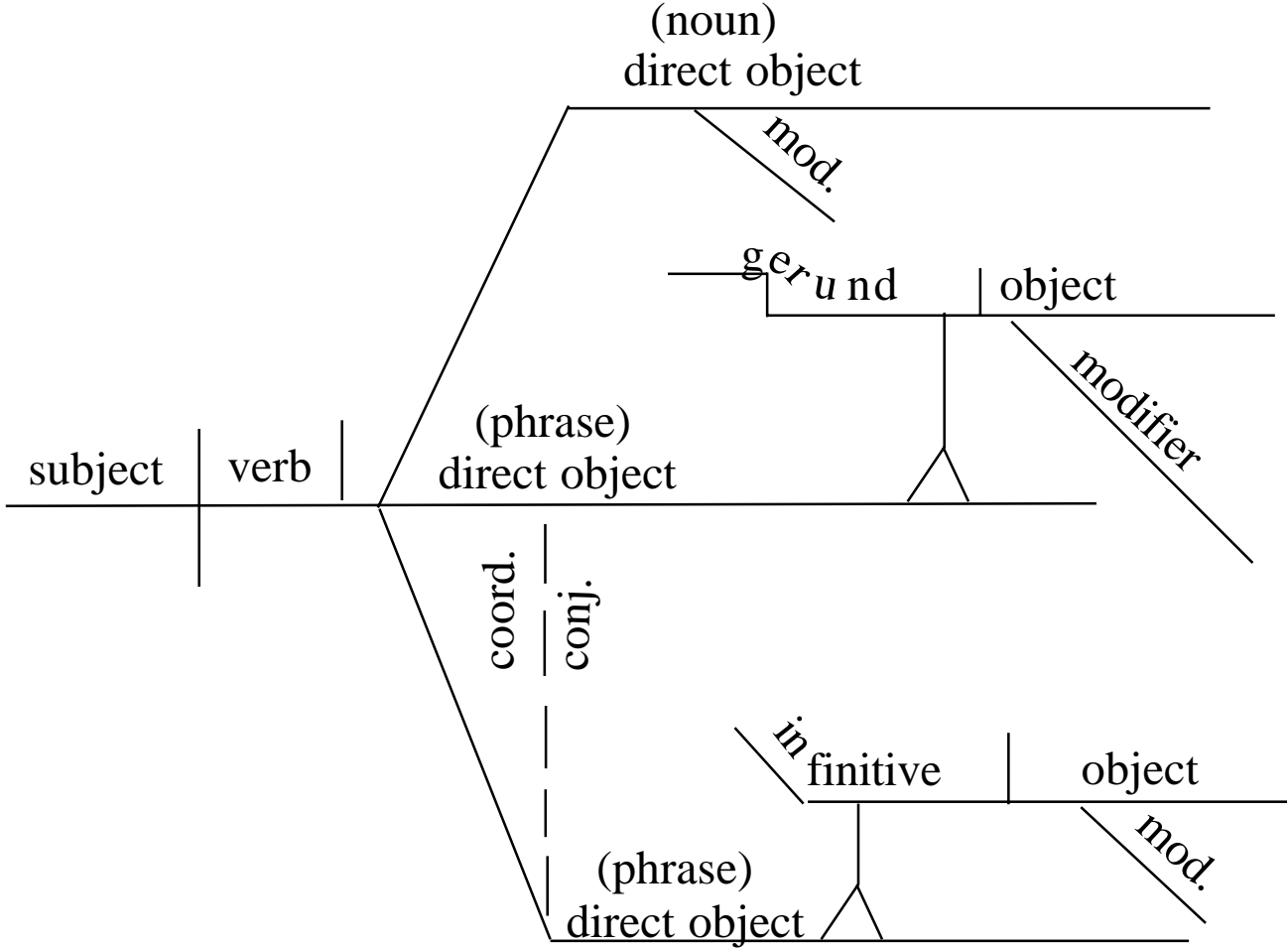


Possible revision: Kiran loves the new blue and tangerine document covers.



20. Eliza prefers perfect grammar, receiving clean copy, and to get quick feedback.

[Infinitive: *to* form of a verb (“base form”) used as a noun, adjective, or adverb.]



Possible revision: Eliza prefers perfect grammar, clean copy, and quick feedback.

