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Parts of Speech – The Basics

(watch the entire video [here](#))

Noun

- Person, place, thing or abstract idea

Pronoun

- Replaces a noun

Verb

- Action or state of being

Action Verb – what someone/something is doing

Linking Verb – connects noun to additional information

Adjective

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



Parts of Speech – The Basics

(watch the entire video [here](#))

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*



Grammar Tidbit – Linking Verbs

(watch the entire video [here](#))

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



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

Dharma tickled the neighbor's horse.

↑
verb

↑
object

The king and queen enjoy heavy metal music.

↑
verb

↑
object

Parts of Speech – Clauses

(watch the entire video [here](#))

Clause

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

After my father broke the lawnmower, I cut the lawn with scissors.

↑ ↑ ↑ ↑
subject verb subject verb

My barber sued me because I used the wrong conditioner.

↑ ↑ ↑ ↑
subject verb subject verb

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



Parts of Speech – Clauses

(watch the entire video [here](#))

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



Gerunds

(watch the entire video [here](#))

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



Gerund

(noun)

- *Skydiving is fun.*
- *Jay enjoys swimming.*
- *Smoking costs a lot of money.*
- *My favorite pastime is stamp collecting.*



Present participle

(verb, adjective)

- *Diego is dancing.*
- *Lee is boring.*

Parts of Speech – Phrases

(watch the entire video [here](#))

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

Appositive phrase

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

Gerund phrase

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

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**



Participles

(watch the entire video [here](#))

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

Yanni boiled an egg.

↑
verb

*Yanni ate a **boiled** egg.*

↑ ↑
verb participle

Kevin laughs at danger.

↑
verb

*The **laughing** clown jumped in the car.*

↑ ↑
participle verb

*Vern **is swimming** in the city championship.*

↑
verb phrase

*The brothers **are cheering**.*

↑
verb phrase

*Fiona **has visited** Miami.*

↑
verb phrase



Participles

(watch the entire video [here](#))

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

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



Eliminating Fluff

(watch the entire video [here](#))

- 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 wigglesfish, the smallest species in the bluefish family, have negatively impacted the local fishing industry.



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Subject-Verb Agreement – Part I

(watch the entire video [here](#))

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

My brother enjoys cake.
↑ ↑
singular singular

My brothers enjoy cake.
↑ ↑
plural plural

Oscar plays tennis.
↑ ↑
singular singular

Bert and Ernie play tennis.
↑ ↑
plural plural

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

- **Ignore** additive phrases.

singular
↓
The leaking roof, *in addition to the broken windows*,
have has made the house difficult to sell.
↑
singular



Subject-Verb Agreement – Part I

(watch the entire video [here](#))

Additive phrases

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

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

plural ↓
(additive phrase)
plural ↓

Ignore additive phrases



Subject-Verb Agreement – Part I

(watch the entire video [here](#))

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 committee **is** meeting next door.

➡ The orchestra members **are** tuning **their** instruments.

➡ The jury members **are** arguing among **themselves**.



Subject-Verb Agreement – Part I

(watch the entire video [here](#))

- 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



Subject-Verb Agreement – Part II

(watch the entire video [here](#))

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



Pronouns – Part I

(watch the entire video [here](#))

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



Pronouns – Part II

(watch the entire video [here](#))

Demonstrative pronouns

- *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



Modifiers – Part I

(watch the entire video [here](#))

- 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



Modifiers – Part II

(watch the entire video [here](#))

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

Using “that” 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

Modifiers – Part IV

(watch the entire video [here](#))

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”

(watch the entire video [here](#))

- 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.

subject

Jake built the car **that** won the race. ➡ **that** is not optional

Jake built the car won the race. ✗



Exceptions to the “Touch Rule”

(watch the entire video [here](#))

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



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 – Part I

(watch the entire video [here](#))

- Parallelism: **similar elements** in a series expressed in **similar form**
- Watch for common keywords: *and, but, or*
- Watch for common correlative conjunctions
 - *both x and y*
 - *either x or y*
 - *just as x so y*
 - *neither x nor y*
 - *not x but y*
 - *not only x but also y*
 - *the more x the more y*
 - *x rather than y*
 - *from x to y*



Parallelism – Part II

(watch the entire video [here](#))

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. ✔*



Parallelism – Part III

(watch the entire video [here](#))

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. ✓



Comparisons – Part I

(watch the entire video [here](#))

- 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. ❌

➡ *Max dislikes broccoli more than his girlfriend dislikes broccoli. ✔*

➡ *Max dislikes broccoli more than his girlfriend **does**. ✔*



Comparisons – Part II

(watch the entire video [here](#))

- 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



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Comparisons – Part III

(watch the entire video [here](#))

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*



Verb Tenses – Introduction

(watch the entire video [here](#))

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.*



Verb Tenses – Progressive Tenses

(watch the entire video [here](#))

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. ✓*
- **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. ☹️*
 - Zeke **will run** tomorrow. ✓*

Avoid the present progressive tense when possible

The future progressive tense is usually incorrect



Verb Tenses – Perfect Tenses

(watch the entire video [here](#))

Perfect tenses

- **Past perfect tense:** describes a completed action that occurred before 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 before another future action occurs
 - *will have* + past participle

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



Conditional Sentences

(watch the entire video [here](#))

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 **had** happened **then** something **would have** happened



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

Common GMAT Idioms

accuse A of B

agree with

allow for

associate with

assure that

attribute A to B

based on

because of

define A as

descend from

depend on

depends on

determined

different from

distinguish

distinguish

Concision

(watch the entire video [here](#))

- 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.



Word Choice – Part I

(watch the entire video [here](#))

Lay vs. Lie

- Use **lay** with a stated object receiving the action
- Use **lie** with no 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**



Word Choice – Part II

(watch the entire video [here](#))

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. ✓*



Word Choice – Part III

(watch the entire video [here](#))

- 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



choose active over passive



Sentence Correction Tips

(watch the entire video [here](#))

- 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
 - adverbs
 - appositive phrases
 - dependent clauses
 - phrases functioning as adjectives
 - 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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