

Grammar – Subject-Verb Agreement Worksheet

Part A - Please circle the correct word to complete the sentence.

1. A list of payroll deductions for our employees (was were) sent to the personnel manager.
2. There (is are) an engineer and two salespeople waiting to see you.
3. Increased computer use and more complex automated systems (is are) found in business today.
4. Crews, Meliotes, and Bauve, Inc., (has have) opened an office in Brandon.
5. Yesterday Mrs. Phillips (chose choose) a new office on the second floor.
6. The man who called said that his name (is was) Johnson.
7. *Office Computing and Networks* (is are) beginning a campaign to increase readership.
8. Either of the flight times (appears appear) to fit my proposed itinerary.
9. If you had (saw seen) the rough draft, you would better appreciate the final copy.
10. Across from our office (is are) the parking structure and the information office.
11. Although we have (began begun) to replace outmoded equipment, the pace is slow.
12. Specific training as well as ample experience (is are) important for that position.
13. Inflation and increased job opportunities (is are) resulting in increased numbers of working women.
14. Neither the organizing nor the staffing of the program (has been have been) completed.
15. If I (was were) you, I would ask for a raise.
16. If you had (wrote written) last week, we could have sent a brochure.
17. The hydraulic equipment that you ordered (is are) packed and will be shipped Friday.
18. One of the reasons that sales have declined in recent years (is are) lack of effective advertising.
19. Either of the proposed laws (is are) going to affect our business negatively.
20. Bankruptcy statutes (requires require) that a failed company pay its debts to secured creditors first.

Part B - Please circle A or B for the sentence choice that illustrates consistency in use of subject, voice, and mood.

1. A. You need more than knowledge of equipment; one also must be able to interact well with people.
B. You need more than knowledge of equipment; you also must be able to interact well with people.
2. A. Maurice and Jon were eager to continue, but Bob wanted to quit.
B. Maurice and Jon were eager to continue, but Bob wants to quit.
3. A. The salesperson should consult the price list; then you can give an accurate quote to the customer.
B. The salesperson should consult the price list; then he or she can give an accurate quote to a customer.
4. A. Read all the instructions first; then you install the printer program.
B. Read all the instructions first, and then install the printer program.
5. A. She was an enthusiastic manager who always had a smile for everyone.
B. She was an enthusiastic manager who always has a smile for everyone.