

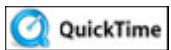
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VERBALS



The verb, as seen in the parts of speech chart in the previous unit shows action or helps make a statement. The four basic forms of the verb are called the principal parts. These principal parts are the verb itself (infinitive), present participle, past, and past participle—for example : talk, are talking, talked, have talked.

❖ **Note** – the present participle and the past participle require auxiliary (helping) verbs.



Section A: What Is a Verb? (03:53)

Not only are the principal parts of the verb essential for the expression of time in writing (verb tense), but also they are necessary for the formation of verbals.



Verbals are formed from verbs and are used as participles, gerunds, and infinitives. The use of verbals adds variety as well as clarity to writing.

The **participle** is a verb form used as an adjective. The participle can either be the present participle (verb + ing) or the past participle.

Example: The *missing* key was for her house.

The *terrified* burglar surrendered to the police.

The **participle** (present or past) also can be modified by an adverb, prepositional phrase, or it may have a complement. These constructions are called participial phrases. The participial phrase works together as an adjective.

Example: *Quickly grabbing the bone*, Mackenzie ran for the porch.

The italicized phrase modifies Mackenzie



The plant, *kept in the sunny location*, was loaded with flowers.

The italicized phrase modifies the noun plant.

The participial phrase should be placed very close to the word being modified.

Misplaced participial phrases modify the wrong words and sound humorous and ridiculous.



Example: Incorrect: The man saw the dog *driving the car*.

Correct: The man *driving the car* saw the dog.

Practice exercise

Using the following participial phrases, write 5 original sentences.



Now answer questions 1-6

The **gerund** is the present participle form (verb + ing) used as a noun in the sentence.

The gerund can be the subject, predicate nominative, direct object, object of the preposition.



Example: *Walking* is good exercise. (subject)

A good exercise is *walking*. (predicate nominative)

Her sister likes *walking*. (direct object)

Do warm up exercises before *walking*. (object of preposition)

Gerunds, like participles, may also be used in phrases. These gerund phrases include all modifiers and complements and function the same as a single gerund.



Example: *Running a mile* is my favorite exercise. (subject)

The cat's plan was *catching the mouse*. (predicate nominative)

Sally enjoys *reading mystery novels*. (direct object)

Practice exercise:

Use the following gerunds/gerund phrases in 5 original sentences.



Now answer questions 7-12

The third verbal is the **infinitive**. An infinitive is the verb itself usually preceded by *to*, used as a noun, adjective, or an adverb. The infinitive and its modifiers and complements is an infinitive phrase.

Example: *To sing* was her ambition. (subject)

The best way *to succeed* is by studying each day. (adjective)

They were happy *to send the refund.* (adverb)



Note: It is unacceptable to split an infinitive.

Incorrect: She decided to not go to the gym

Correct: She decided not to go to the gym.

Practice exercise

Use the following infinitives/infinitive phrases in 5 original sentences.



Now answer questions 13-17

Remember verbals- participles, gerunds, infinitives- are used to make writing more vivid and to add variety to the writing.

APPLICATION EXERCISE

Writing an Office Memo using verbals and verbal phrases.

The purpose of a memo is usually found in the opening paragraph and includes: the purpose of the memo, the context and problem, and the specific assignment or task. Before indulging the reader with details and the context, give the reader a brief overview of what the memo will be about. Choosing how specific your introduction will be depends on your memo plan style. The more direct the memo plan, the more explicit the introduction should be. Including the purpose of the memo will help clarify the reason the audience should read this document. The introduction should be brief, and should be approximately the length of a short paragraph.

The heading segment follows this general format:

TO: (readers' names and job titles)

FROM: (your name and job title)

DATE: (complete and current date)

SUBJECT: (what the memo is about, highlighted in some way)



Now answer question 18