

29. In John 17, Jesus prayed that the church might be one.

## Lesson 8

### Taking Notes from a Speaker

Can you remember what your minister preached about last Sunday? Do you remember your teacher's last lecture? What did your last chapel speaker discuss? It is easy to forget unless we take notes.

When taking notes from a speaker, you must listen carefully; if you miss something, you can't look back over written material to find it.

You also must write quickly to keep up with the speaker. While you shouldn't try to write every word, you want to get the main ideas. Don't try to write in complete sentences. Eliminate unimportant words such as *the* or *a*. Most likely, you will abbreviate some words and even develop your own abbreviations to help you write more quickly. Always include the speaker's name, the date, and the topic.

Often it is easiest to set up your notes in outline form—or use arrows, bullets, or other symbols to differentiate between main points and details. Speakers often give hints to help: many begin main points with alliteration, or use words such as *first*, *second*, or *next*. Leave some blank space between details; this makes it easier to read your notes later. If you miss a main point, leave a space for it. Later ask the speaker or someone else from the audience what you missed.

Keep your notes in a folder or some other easy-to-locate place so you can reference and benefit from them later.

#### Jason took notes on last Sunday's sermon.

Brother Joseph Cook

August 21, 2006

The Man Who Talked Back to a Donkey—Lessons from Balaam  
Numbers 22-24

1. Allowing emotions control robs us of ability to think clearly  
→ Balaam argued with a DONKEY! So angry didn't realize it was unusual
2. Safety being w/ God's people  
→ Balaam seemed to know God  
→ must've heard about Israelites—why not w/ them?
3. Standing on God's Word is strength, safety  
→ He started right—"can't do more or less than God commands" (22:18)
4. To question God's Wd. is to start down dangerous path  
→ B knew what God wanted—why did he question?

- He WANTED diff. answer & got it—but God angry (22:22)
  - Caution for us, don't question clear command
5. Wrong focus leads to question God & to wrong end
- Balaam's focus—greed, earthly things (2 Pet. 2:15, 16, Jude 11)
  - B kept letter of command, didn't curse—but found way to get reward (Num. 25, 31:16)
  - Num. 31:8, B died with unrighteous
6. Wrong choices affect others
- 24,000 Israelites died (Num 25), most of Midian (31)
  - I don't know how my sin hurts others—but it does
7. When emotions control us, prob. some other disobedience already
- B already going against God when argued w/donkey
  - emotions usu. don't get that way unless other sin, focus on wrong



**Choose one of the following assignments, according to your teacher's directions.**

1.  a. Take notes from a taped sermon provided by your teacher.
- b. Take notes from a sermon next Sunday in church.
- c. Take notes from your teacher's lecture during class.



**Once you have taken the notes, complete the following activities.**

2. What section of the sermon or lecture most impressed you?

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3. After reading over your notes, write two specific ways you can improve your note-taking skills the next time.

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## Looking Back



**Identify the underlined indefinite pronoun as *singular* (s), or *plural* (p).**

[3] (30, 99, 100)

4. \_\_\_ Most of the people in Afghanistan are Sunni Muslim.
5. \_\_\_ Few—less than 15%—are Shi'a Muslim.
6. \_\_\_ Everyone who travels in the Middle East will encounter Muslims.



**Write each pronoun characteristic with its description: *number, case, gender, person*.** [2] (28, 29)

7. \_\_\_\_\_ Tells whether a personal pronoun is masculine, feminine or neuter.
8. \_\_\_\_\_ Tells whether a personal pronoun is singular or plural.
9. \_\_\_\_\_ Tells whether a personal pronoun is nominative, objective, or possessive.
10. \_\_\_\_\_ Tells who is speaking or being spoken to or about.



**Add hyphens where needed.**

(144, 145)

11. When David prayed in 1 Chronicles 17, he gave up his self control and yielded to God.
12. First Chronicles 18:1 17 tells of the military victories God gave David after he repented.
13. David dedicated to the Lord the spoils from the Moabite and Philistine people he conquered.



**Underline any incorrect usage of pronouns. Write the underlined sections correctly. If the sentence is correct, write C.**

[6, 7] (31)

14. \_\_\_\_\_ Robert and you should both read I Chronicles 29 to find out about David's death.
15. \_\_\_\_\_ I and my classmates were surprised to discover that David was king of Israel for forty years.
16. \_\_\_\_\_ You and I will learn more about David's life in next year's Bible class.
17. \_\_\_\_\_ Ask Dad or myself if you need help.



**Match each underlined pronoun with its type.**

[3, 6, 7] (30, 31)

a. relative

b. reciprocal

c. indefinite

18. \_\_\_\_ For a society to function well, its citizens must respect one another.
19. \_\_\_\_ We should consider each other's needs before our own.
20. \_\_\_\_ Everyone who claims to follow Christ should remember the lesson of the Good Samaritan.
21. \_\_\_\_ Jesus told his disciples to follow the pattern of the Samaritan, who sacrificed to help a needy person.



**Write reflexive or intensive.**

[6] (30)

22. \_\_\_\_\_ emphasizes its antecedent; can be removed from the sentence
23. \_\_\_\_\_ shows an action done by the subject to itself, looking back to the subject
24. \_\_\_\_\_ "The Lord himself shall descend from heaven with a shout"  
(1 Thessalonians 4:16).
25. \_\_\_\_\_ "Christ . . . loved the church, and gave himself for it" (Ephesians 5:25).

## Lesson 9

### Pronoun-Antecedent Agreement

(98-100)

A pronoun must always agree in number and gender with its antecedent. *Number* refers to whether a word is singular or plural, and *gender* tells whether the pronoun is masculine, feminine or neuter.

## Number

If the antecedent is singular, the pronoun must be singular. If it is plural, the pronoun must be plural.

Stephen Foster wrote many well-known American songs; **his** “My Old Kentucky Home” is now the state song of Kentucky.

His songs usually describe life before the Civil War. **They** deal with Southern themes.

Use a singular pronoun to refer to a singular indefinite pronoun antecedent.

Nearly anyone who hears “Oh, Susannah” will find the words running through **his** mind later.

Use a plural pronoun to refer to a plural indefinite pronoun antecedent.

Both of the boys were disappointed to lose **their** extra recess.

If the antecedent is an indefinite pronoun that can be either singular or plural, determine which way it is used in the sentence. Use a pronoun that agrees.

Most of the flowering trees were stripped of **their** blossoms by the strong wind.

Most of the historical building is in **its** original state.

If two or more antecedents are joined by *and*, the pronoun is always plural.

Jeremy and Jessica spent a month with **their** grandparents this summer.

If two or more antecedents are joined by *or* or *nor*, the pronoun should agree with the antecedent nearer the pronoun.

Neither Alex nor Julian has finished **his** report.

Neither Alex nor his classmates have finished **their** reports.

## Gender

For most nouns and pronouns, the gender is determined naturally, according to what is being discussed.

Although Stephen Foster had been famous, **he** died alone, in poverty, in a New York hospital.

Aunt Jean said **her** grandpa’s favorite song was Foster’s “Old Uncle Ned.”

If you cannot determine the gender of an antecedent, use the masculine pronoun.

A writer should always discuss subjects **he** knows personally.

Everyone must have **his** history assignment completed before leaving the classroom.



**Circle the letter of the sentence in each pair that has correct pronoun/antecedent agreement.**

- Marie Antoinette and her husband Louis XVI lost their lives in the French Revolution.
  - Marie Antoinette and her husband Louis XVI lost his life during the French Revolution.
- The people accused Marie of causing problems for the government by their overspending.
  - The people accused Marie of causing problems for the government by her overspending.
- Neither Mr. Good nor the other neighbors gave his opinion.
  - Neither Mr. Good nor the other neighbors gave their opinions.

Lesson 9

4. a. The Book of James says that anyone who can control his tongue is a perfect man.  
b. The Book of James says that anyone who can control their tongue is a perfect man.
5. a. A student of history should always keep their facts straight.  
b. A student of history should always keep his facts straight.



**Cross out each pronoun that does not agree with its antecedent. Write the correct pronoun.**

6. \_\_\_\_\_ William McGuffey's Readers included many poems that a student could easily memorize by themselves.
7. \_\_\_\_\_ Anyone who studied in a one-room school could memorize "Paul Revere's Ride" by listening to their older classmates recite.
8. \_\_\_\_\_ The morals included in each story were valued for its own merit.
9. \_\_\_\_\_ Neither of the pieces of property has their own well.
10. \_\_\_\_\_ Either Joyce or Sue can give their speech next.

## Looking Back



**Label each underlined clause as *adjective* (adj), *adverb* (adv), or *noun* (n).**

(76-81)

11. \_\_\_\_\_ Parts of rockets fall to the earth after liftoff; the United States launches its spacecraft from the coast so the pieces will fall into the ocean.
12. \_\_\_\_\_ Since the earth's rotation goes toward the east, rockets are launched on the East Coast.
13. \_\_\_\_\_ Aerospace researchers have decided that launching spacecraft from ships near the equator would give the optimal liftoff.



**Match each underlined pronoun with its description.** You may use an answer more than once.

a. reciprocal

d. compound intensive

[1-3, 6, 7](27-31)

b. relative

e. compound reflexive

c. interrogative

f. personal

14. \_\_\_\_\_ Space shuttle boosters that fall into the ocean can be retrieved and reused.
15. \_\_\_\_\_ \_\_\_\_\_ Isaiah heard the Lord asking, "Whom shall I send?"
16. \_\_\_\_\_ \_\_\_\_\_ The world will know we are Jesus' disciples if we love each other.
17. \_\_\_\_\_ \_\_\_\_\_ Elisabeth Elliot, who wrote a book about Amy Carmichael, was herself a missionary.
18. \_\_\_\_\_ Jesus often went away by Himself to pray.
19. \_\_\_\_\_ \_\_\_\_\_ Only one of the ten lepers whom Jesus had healed returned to thank Him.



**Underline the indefinite pronoun. Circle the correct verb.**

[3] (30, 99, 100)

20. Most of those who play golf **know, knows** that the golf balls have dimples.
21. Some of the golfers **say, says** that these indentations affect the aerodynamic lift of the ball.

22. Either of these recipes **make, makes** excellent rolls for sandwiches.



**Circle the correct relative pronoun.**

[3] (31)

23. I read an article about Garrett A. Morgan, **who, which** invented the traffic light in 1923.

24. He also invented a gas mask **that, which** many police and fire departments used.



**Correct the sentences.**

[6, 7] (31)

25. I and Priscilla are planning a card shower for Mom's birthday.

26. If you need Mom's address, ask Priscilla or myself.



**Diagram the sentences.**

27. When Mt. Krakatoa in Indonesia erupted, the sound traveled 3,000 miles.

28. Isaac Newton, who invented calculus, discovered many of the principles of physics.

## Lesson 10

### Review and Quiz 2

Use this checklist to review for Quiz 2:

- Can you identify personal pronouns in sentences?
- Can you identify the person, number, case, and gender of personal pronouns?
- Can you identify indefinite pronouns in a sentence?
- Do you know if indefinite pronouns are singular or plural?
- Can you choose the correct verb for an indefinite pronoun used as a subject?

- Can you identify relative pronouns in sentences?
- Do you know when it is correct to use each relative pronoun?
- Can you identify compound pronouns as intensive or reflexive?
- Can you correct sentences that use compound pronouns incorrectly?



When you are ready, ask your teacher for Quiz 2.

## Section 3

### Lesson 11

#### Correct Pronoun Reference

(101, 102)

The relationship between a pronoun and its antecedent must always be clearly and definitely stated.

1. When using a pronoun, make sure the antecedent is close to the pronoun—in the same sentence or the sentence before. This makes the meaning clearer and prevents confusion.

**Too distant:** When God created the universe, He made the sun and the planets work together perfectly. With the sun at the center of the universe, the planets orbit at an exact rate of speed and distance. Most of the planets also have moons circling them as they orbit the sun. **He** designed the laws of physics so everything would travel at the right speed.

**Better:** When God created the universe, He made the sun and the planets work together perfectly. With the sun at the center of the universe, the planets orbit at an exact rate of speed and distance. Most of the planets also have moons circling them as they orbit the sun. **God** designed the laws of physics so everything would travel at the right speed.

2. The indefinite words *it* and *they* should rarely be used without antecedents.

**Incorrect:** It says in one book I read that the earth travels at a speed of 66,000 miles per hour.

**Correct:** One book I read says that the earth travels at a speed of 66,000 miles per hour.

**Incorrect:** They say that the earth travels at a speed of 66,000 miles per hour.

**Correct:** Some people say that the earth travels at a speed of 66,000 miles per hour. *or*  
Scientists say that the earth travels at a speed of 66,000 miles per hour.

3. Although in informal conversation, speakers often use *you* as a general term, in formal settings, *one* is the correct pronoun to express a general subject.

**Informal:** The Great Wall of China is the only manmade item you can see from outer space.

**Formal:** The Great Wall of China is the only manmade item one can see from outer space.

4. If a pronoun could have two possible antecedents, correct the sentence to make the antecedent clear.

**Incorrect:** After **he** got home from work, Dad and Matthew painted the shed.

**Correct:** After **he** got home from work, Dad helped Matthew paint the shed. *or*  
After Dad got home from work, **he** and Matthew painted the shed.

**Incorrect:** Dad told Matthew that **he** should paint the shed.

**Correct:** Dad told Matthew, "**You** should paint the shed. *or*  
Dad told Matthew, "**I** should paint the shed."



**Circle the letter of the better sentence in each pair.**

1. a. One might think a gymnast would want as little weight as possible while walking on a tightrope.  
b. You might think a gymnast would want as little weight as possible while walking on a tightrope.
2. a. However, they say that tightrope walkers can actually walk more easily while carrying a heavy bar.  
b. However, gymnasts say that tightrope walkers can actually walk more easily while carrying a heavy bar.
3. a. Usually, a tightrope walker carries a heavy bar that has a weight at each end, increasing the inertia. It makes tipping occur more slowly.  
b. Usually, a tightrope walker carries a heavy bar that has a weight at each end, increasing the inertia. This inertia makes tipping occur more slowly.
4. a. Crystal told Jane to read the chapter on inertia and balance in their physical science book.  
b. Crystal told Jane that she should read the chapter on inertia and balance in their physical science book.



**Rewrite the sentences to correct poor pronoun reference.**

5. They say that on a clear day, you can see the Washington Monument from this overlook.

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6. Anthony told Paul that he didn't understand the algebra lesson.

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7. It says on my calendar that today is Secretaries Day.

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## Looking Back



**Write true or false.**

[4, 8]

8. \_\_\_\_\_ Write down everything you hear word-for-word when you are taking notes.
9. \_\_\_\_\_ Taking notes in an outline or other organized form makes it easier to follow what the speaker is saying.
10. \_\_\_\_\_ It is important to focus on the speaker's main ideas.
11. \_\_\_\_\_ Write in complete sentences when taking notes.
12. \_\_\_\_\_ When taking notes from a written source, write the title and page numbers of the source.



**Underline each mistake in pronoun usage. Rewrite the pronoun correctly.**

[7, 9] (31, 98-102)

13. \_\_\_\_\_ As farmers, your brother and you should both know of John Deere.
14. \_\_\_\_\_ His steel plow and other farming implements changed farming by its reduction of labor for the farmer.
15. \_\_\_\_\_ I and my family visited the John Deere factory when we traveled through Moline, Illinois.
16. \_\_\_\_\_ Neither Nelson nor his brother returned their application soon enough.
17. \_\_\_\_\_ A person who is honest will find that others learn to trust them.



**Underline any interrogative pronouns. Circle any relative pronouns. Underline any reciprocal pronouns twice.**

[1, 6, 7] (29, 31)

18. While visiting the Grand Canyon and Royal Gorge, my sister and I reminded each other of God's creativity.
19. The Delaware Water Gap, which is a gorge between Pennsylvania and New Jersey, is about two miles long.
20. Which of the rivers runs through this area?
21. The canyon that is near Montrose, Colorado, is called the Black Canyon of the Gunnison.



**Underline any demonstrative pronouns. Circle any indefinite pronouns.**

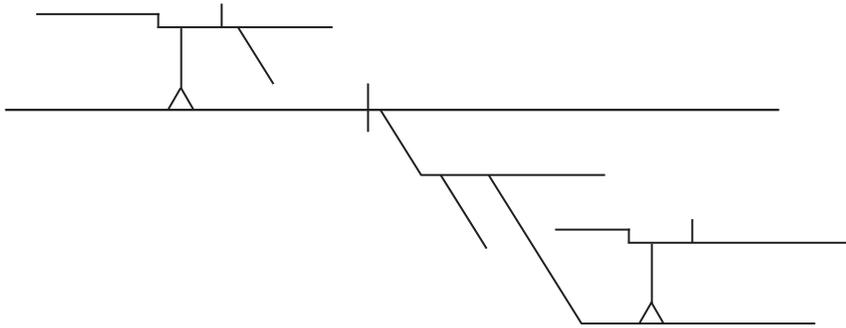
[1, 3] (29, 30)

22. This is often closed in winter, for the roads are impassable with snow.
23. Someone hiking through the Grand Canyon in the summer should take plenty of water along.



**Diagram the sentences.**

24. "Throwing a pot" refers to the process of making pottery.



25. Although the books of the Minor Prophets appear after the historical books of the Bible, the events occurred simultaneously.

## Lesson 12

### Pronouns Used With Appositives

(104, 105)

Sometimes a noun acts as an appositive to a pronoun. This can make it easy to use the wrong pronoun case. If the pronoun is a subject or predicate nominative, use the nominative case. If it is a direct or indirect object or the object of a preposition, use the objective case.

**Incorrect:** Us girls are picking up trash along the road today.

Miss Macon gave directions to we boys to sweep the gym.

**Correct:** We girls are picking up trash along the road today.

Miss Macon gave directions to us boys to sweep the gym.

If you aren't sure which case is correct, look at the way the pronoun functions in the sentence. Reading the sentence without the noun appositive may also help you.