

# Proofreading for Verbs - Reference

When proofreading for verbs we must first **identify** the **subjects** and **any verb** that may correspond to the subject. Keep in mind that subjects may have more than one verb if you use conjunctions like, *and, or, but*.

There are 3 main factors to be aware of when proofreading for verbs: **Time**, **Auxiliary Verbs**, and **Agreement**

## Time

Make sure that your verbs are indicating the right time.

- Keep your paragraphs consistent. Avoid switching between past and present time unless the meaning requires it.
- Remember: there are many ways to discuss the present and the past in English. Try to choose the most appropriate verb form for the job!

## Auxiliary Verbs

Make sure that your verbs are in the right form after auxiliary verbs.

What to look for	Example of Correction
<b>Be + present participle (-ing)</b> ( <i>continuous/progressive</i> ) This pattern indicates an action that continues over a period of time.	I <u>am sitting</u> in a chair. I <u>was sitting</u> in a chair. I <u>will be sitting</u> in a chair.
<b>Be + past participle (ed/en)</b> ( <i>Passive form</i> ) This pattern indicates that the action in the sentence was directed at the subject, but not done by the subject.	The house <u>was destroyed</u> in the fire.  People in this country have <u>been stricken</u> by disease
<b>Have + past participle (ed/en)</b> This pattern indicates that the action has consequences or results in a later time.	I <u>have never eaten</u> grasshoppers. They <u>hadn't gone</u> very far before they reached an obstacle. People in this country <u>have been</u> stricken by disease.
<b>Modals + base form verb</b> Will, can, could, may, might, would, should, shall Modals are always followed by verbs in base form.	Whenever you use one of these words, a verb will follow. This verb must be in its base form. We cannot change the form of a verb that follows a modal.

# Agreement

Make sure that your verbs agree with the subject (singular/plural). Depending on the tense, or the verb, you may need to change the verb to agree with the subject. Here are areas of subject/verb agreement that you need to watch out for:

What to look for	Example
<p><b>Simple Present</b></p> <p>In simple present, singular subjects require singular verbs. This is indicated by the use of an “s” ending on the verb.</p>	<p><u>She</u> <b>takes</b> the bus every day.</p> <p><u>The student in the back row</u> <b>arrives</b> early for class</p>
<p><b>Using Have</b></p> <p><i>Have</i> shows possession in the <u>simple present</u>.</p> <p>Have is also used in the <u>perfect forms</u> as an auxiliary verb</p>	<p><u>He</u> <b>has</b> a big ugly dog.</p> <p><u>The children</u> <b>have</b> a big ugly dog.</p> <p><u>His mother</u> <b>has been</b> walking the dog.</p> <p><u>They</u> <b>haven't shoveled</b> their driveway</p>
<p><b>Using Be</b></p> <p><i>Be</i> is used in the <u>simple present</u> and <u>simple past</u> to show characteristics and is used before adjectives or nouns.</p> <p><i>Be</i> is used for <u>progressive tense</u> before the present participle.</p> <p><i>Be</i> is used for <u>passive voice</u> by putting it before the past participle.</p>	<p><u>The child</u> <b>is</b> happy. <u>The people</u> <b>are</b> lost.</p> <p><u>The child</u> <b>was</b> happy. <u>They</u> <b>were</b> lost.</p> <p><u>I</u> <b>was</b> walking the dog.</p> <p><u>The boys</u> on the bus <b>are</b> talking loudly.</p> <p><u>Rice</u> <b>is</b> mostly grown in Asia.</p> <p><u>The bone</u> <b>was</b> buried in the yard by the dog.</p>
<p><b>Special Subjects</b></p> <p>Pay special attention to the following subjects which are considered singular:</p> <ul style="list-style-type: none"> <li>-Nobody, No-one, Somebody, Someone, Anyone</li> <li>-Each, Every</li> <li>-Gerunds (Actions used as subjects)</li> </ul>	<p><u>Nobody</u> <b>knows</b> my secret. <u>Everyone</u> <b>knows</b> that.</p> <p><u>Each and every person</u> in the world <b>has</b> a unique talent.</p> <p><u>Farming</u> <b>is</b> more difficult than you think.</p>