

# SHIFTS-TENSE/NUMBER

## Consistent verb tense

A sentence, paragraph, letter, or essay that starts in a tense must remain in that tense.

INCORRECT - bob sat down and sings the “star spangled banner.”

CORRECT - bob sat down and sang the “star spangled banner.”

## Consistent pronoun number

INCORRECT – An employee should file their vacation plans early.

(“Their” refers to “an employee”; both must be singular or plural.)

CORRECT - An employee should file his or her vacation plans early.

## Correct the following sentences.

1. When I came home Bill says, “Where have you been?”
2. There are a lot of secrets to baseball, but a good hitter will keep their eye on the ball.
3. When employees are early, they should punch in and take advantage of the extra time.
4. He said we should leave and I go, “no way—I want to stay.”
5. Where should the Smiths put their luggage?
6. Any company should hire their employees carefully.
7. I bought a new car, and the owner’s manual says to change the oil every 3,000 miles.
8. I saw Blaine and Lisa finish their work this morning.
9. A horse, more than any of the domesticated animals, pulled their weight on the early frontier.