UNIT 3 · GRAMMAR FOCUS 4 ANSWER KEY

What does the source say?

According to Source A… · It says the speed was “excessive”.

Notice: Report it or quote it

There are two ways to use a source in your writing. Both use Source A from Lesson 8.

REPORT IT: YOUR WORDS	QUOTE IT: THE SOURCE’S WORDS
Source A says that Titanic was going too fast.	**Source A says** the speed was **“excessive”**.
According to Source A, the lookout was not good enough.	**According to Source A,** Titanic was travelling at **“about 22 knots”**.
use this to explain the main idea	*use this for the key words: your best evidence*

SAYS OR SAID?

The source **says** … (today)

Fleet **said** … (in 1912)

PUNCTUATION

A few words: **… was “excessive”.**

A whole sentence: **Fleet said, “We could have seen it a bit sooner.”**

Key idea: quote only the words you need. Copy them exactly, inside “ ”.

Practice: Use the source’s words

Read the quotes from Lesson 8. Complete sentences 1–4 with the exact words. In 5, use your own words.

FROM LESSON 8

A the inquiry report: “about 22 knots” · “excessive” · “No directions were given to reduce speed.”
C Fleet, the lookout: “We could have seen it a bit sooner.”
E the other ship: “Say, old man, we are stopped and surrounded by ice.”

1 According to Source A, Titanic was travelling at “**about 22 knots**”.

2 Source A says that the speed was “**excessive**” for the conditions.

3 Fleet said that they could have seen the iceberg “**a bit sooner**”.

4 Source E shows that the Californian was “**stopped and surrounded by ice**”.

5 Report “No directions were given to reduce speed.” in your own words.

Suggested answer: **According to Source A, nobody told the crew to go slower.**

Fix it Each sentence has one mistake. Write it again correctly.

6 Source A says the speed was excessive.

Source A says the speed was “excessive”. (quotation marks)

7 Source E says the Californian was “stopped because of the ice”.

Source E says the Californian was “stopped and surrounded by ice”. (exact words)

8 Fleet said “We could have seen it a bit sooner.”

Fleet said, “We could have seen it a bit sooner.” (comma before a whole sentence)

Your turn: Report and quote Source G

Read Source G from Lesson 9. Write three sentences. Quote only the words you need.

Teacher: accept any short exact quote inside “ ” that fits the sentence.



J. Bruce Ismay, 1912. Public domain.

SOURCE G: BRUCE ISMAY, HEAD OF THE COMPANY, 1912

“The ship never had been at full speed.”

“She had not all her boilers on.”

[Not all the boilers were working, so the ship did not have all its power.]

9 Report it: Source G says that …

Suggested answer: **Source G says that Titanic was not going at full speed.**

10 Quote it: According to Source G, the ship …

Suggested answer: **According to Source G, the ship “never had been at full speed”.**

11 Quote a whole sentence: Ismay said, …

Suggested answer: **Ismay said, “She had not all her boilers on.”**

Check: exact words · only the words you need · “ ” · says (the source) or said (the person).