

Name

Date

Part A: Grammar

Instructions: In each of the following sentences, identify the error and write the correction after the “C.” If there is no error, just write OK. (Note: you do not need to strike out the error, as shown in the example below.)

For example: Martin insisted that George and ~~me~~ chair the committee. **C: I**

1. The attendant asked Joe and yourself for the information. **C:**
2. Keep the meeting between Charles and I confidential. **C:**
3. Her and her manager brought the equipment we need. **C:**
4. Sylvia is the account representative that made the sale. **C:**
5. If you have more time than myself, complete the project on your own. **C:**
6. Ms. Adams insisted the account be given to you and I. **C:**
7. If you need a new client, call Jim or myself for referrals. **C:**
8. Him and his entire team went to lunch at Yogi’s. **C:**
9. If Bob, yourself, and Jim were on my team, we’d break the sales record. **C:**
10. They announced the project before Reggie and yourself could respond. **C:**
11. The new budget will be froze until further notice. **C:**
12. Their customer enclose the check with the application. **C:**
13. Has your supervisor ever spoke about that policy? **C:**
14. If Martin was you, he would have made the same decision. **C:**
15. If the pilot had went better, we would have adopted their proposal. **C:**
16. Ms. Donata done a good job as a presenter. **C:**
17. Your manager, along with your department, are invited to the reception. **C:**
18. After the team has went to the conference, the answers will be clear. **C:**
19. You should of sent the invoice directly to the distributor. **C:**
20. Our budget don’t have an unlimited amount of funds. **C:**
21. Alice felt badly about the situation and wanted a change. **C:**
22. Next week is the most busiest time of our entire year. **C:**
23. To get the job, you need to take their policies more serious. **C:**
24. Your team performed good on the annual rankings. **C:**
25. Don’t give no one the information from the board meeting. **C:**

Part B: Punctuation.

Instructions: Insert commas and semicolons where needed in the following sentences.

1. The information was available on August 15 2007 in their online catalog.
2. Rose Bob and Charley agreed to the new contract.
3. Before you send in your application make sure you have the correct code.
4. Our old location was closed last April therefore you should have been using our new address.
5. Juan Marquez human resources director will be in Denver Colorado on August 10.
6. Fortunately my resume is up-to-date and ready to mail!
7. Ms. Patlan please assist me with this issue when you have time.
8. The applicant's portfolio arrived on September 4 and we promptly scheduled an appointment.
9. Trisha completed the job descriptions however the company sent her ten more.
10. My project ended two weeks ago all reviews were highly complimentary.
11. Any merger therefore requires trust from all parties involved.
12. Mrs. Fleming thank you for supporting our charitable projects.

Part C: Word Usage Skills.

Instructions: Correct the following sentences for word usage.

1. The policy changes will effect every department in the company.
2. The total amount reflects your principle and interest.
3. He ensured his manager that the project would be completed by June.
4. The title of the report did not accurately reflect it's content.
5. Our assets may not be sufficient for the bank to loan us the capital we need.

Name

Please rate your knowledge of the following editing topics on a scale of 1 to 5: *1* means *little or no competence* and *5* means *complete competence*.

Place your rating to the right of each category.

For example:

1. Controlling Sentence Structure 3

If you don't know what a category means, rate it as a "1." (Your self-assessment of these topics will help you develop learning objectives for Chapter 2.)

RATING 1 to 5

1. Composing as a separate activity from editing
2. Controlling sentence structure
3. Using the active voice
4. Using real subjects and strong verbs
5. Using verbs correctly and consistently
6. Being concise
7. Being consistent with point of view (pronouns)
8. Using parallel structure
9. Avoiding misplaced modifiers

TOTAL

AVERAGE

To calculate your average, please total your ratings and divide by 9.