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Question: 1

Sentence 6: You needed a surface thermometer and a supply of split hardwood, such as maple or birch.

Which correction should be made to sentence 6?

- A. replace You with They
- B. change needed to will need
- C. insert a comma after thermometer
- D. insert a comma after as
- E. insert a comma after maple

Answer: B

Question: 2

Sentence 1: With the fireplace sealed, the temperature rises quick.

Which correction should be made to sentence 15?

- A. insert is after fireplace
- B. remove the comma after sealed
- C. change rises to rose
- D. change rises to is rising
- E. change quick to quickly

Answer: E

Question: 3

-- Exhibit--



Twin Treasures Resort

Slalom Lane, Pagosa Springs, CO 81147
(970) 555-3425

(A)

(1) Twin Treasures Resort is like no other hotel, in the world. (2) Just a thousand yards from Hunter mountain, it's the closest hotel to the slopes. (3) Nestled in a wondrous mountain setting Twin Treasures offers magnificent suites, brick fireplaces, and balconies with breathtaking views. (4) *The Times* used words like "deluxe," "luxury," and "elegance" to describe the accommodations and unique facilities of Twin Treasures Resort. (5) We couldn't agree more.

(B)

(6) After a challenging day of skiing, experience the warm hospitality and classic atmosphere of Twin Treasures Resort. (7) Relax beside the fire roaring in our massive, brick fireplaces. (8) You can enjoy the live jazz entertainment in our lounge throughout the evening. (9) Tantalize your taste buds with fine food and a selection from our gourmet restaurant's extensive wine cellar while one takes in a panoramic mountain view through three walls of glass.

(C)

(10) Twin Treasures Resort have the look and feel of a classic mountain lodge, but with the convenience and amenities of a modern hotel. (11) Our accommodations include such styles as southwest adobe, cozy hunting lodge, and classic villa. (12) Cathedral ceilings and exposed wood beams create our rustic, modern charm.

(D)

(13) When the sun goes down, the Grotto Spa came alive. (14) Rejuvenate your body in the warm, underground spa. (15) Unwind in the Jacuzzi® and sauna, or allow yourself to be pampered with a professional massage. (16) Relax in an intriguing atmosphere with soft, diffused lighting and sounds of cascading water. (17) The Grotto's magic will captivate you completely. (18) Swim through the seven waterfalls of our indoor heated pool.

-- Exhibit -

Sentence 9:Tantalize your taste buds with fine food and a selection from our gourmet restaurant's extensive wine cellar while one takes in a panoramic mountain view through three walls of glass. Which correction should be made to sentence 9?

-
- A. change buds to bud's
 - B. change restaurant's to restaurants
 - C. replace wine with whine
 - D. replace cellar with seller
 - E. replace one takes with you take

Answer: E

Question: 4

-- Exhibit--



CarCare Club

962 Lincoln Hwy., Chicago, IL 60622
(312) 555-2512

Join our winning team...the CarCare Club!

(A)

(1) We want to help you taking care of all of your automotive needs. (2) There's no need to go to three or four places because CarCare Club provides you a place to do everything in one stop.

(B)

(3) Are you a handy person with the knowledge to do it yourself but you do not have the tools or equipment? (4) If you said yes, CarCare is your answer then. (5) Our work stations are stocked with all the tools and equipment that you needed to do work on your car. (6) Don't have the parts? (7) Let us order them for you because at a discount you are a member. (8) So you're not handy with equipment and tools? (9) Our full-time staff of mechanics can service all of your automotive needs. (10) It's more than just changing fluids and wipers or fixing breaks. (11) We can schedule an auto paint job, booking the work station in advance. (12) Come to our monthly CarCare orientation meeting and meet our teaching staff. (13) For those who are looking to learn about engine repair, diagnostics, or other auto repair problems sign up for a class! (14) Our auto experts will teach you what you needed to know to be self-sufficient. (15) Want a career in auto mechanics? (16) Automatically being a member enrolls you in our apprentice program.

(C)

(17) We offer several options and incentives for paying your \$200 yearly membership fee. (18) Memberships paid in full during enrollment are discounted 10%. (19) Another option is to enroll in the Club and start paying a monthly fee beginning the month after your first visit. (20) Join CarCare Club now during our special October enrollment and receive a special bonus. (21) Our bonus is a packet of coupons good for twelve car washes!

-- Exhibit -

Sentence Our work stations are stocked with all the tools and equipment that you needed to do work on your car.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option A.

A. that you needed

-
- B. that, you needed
 - C. that needs
 - D. that needed
 - E. that you will need

Answer: E

Question: 5

-- Exhibit--



CarCare Club

962 Lincoln Hwy., Chicago, IL 60622
(312) 555-2512

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(A)

(1) We want to help you taking care of all of your automotive needs. (2) There's no need to go to three or four places because CarCare Club provides you a place to do everything in one stop.

(B)

(3) Are you a handy person with the knowledge to do it yourself but you do not have the tools or equipment? (4) If you said yes, CarCare is your answer then. (5) Our work stations are stocked with all the tools and equipment that you needed to do work on your car. (6) Don't have the parts? (7) Let us order them for you because at a discount you are a member. (8) So you're not handy with equipment and tools? (9) Our full-time staff of mechanics can service all of your automotive needs. (10) It's more than just changing fluids and wipers or fixing breaks. (11) We can schedule an auto paint job, booking the work station in advance. (12) Come to our monthly CarCare orientation meeting and meet our teaching staff. (13) For those who are looking to learn about engine repair, diagnostics, or other auto repair problems sign up for a class! (14) Our auto experts will teach you what you needed to know to be self-sufficient. (15) Want a career in auto mechanics? (16) Automatically being a member enrolls you in our apprentice program.

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-- Exhibit --

Sentence 10 Our auto experts will teach you what you needed to know to be self-sufficient.
Which correction should be made to sentence 14?

- A. replace Our with Are
- B. insert a comma after experts
- C. change teach to teaching

- D. replace what with that
- E. change needed to need

Answer: E

Question: 6

-- Exhibit--

How To Plan for a Move

(A)

(1) Many people have had such bad experiences when moving that they believe a smooth move does not exist. (2) Changing residences, however, is made easier through careful planning. (3) After you prepare a checklist with the following steps, your move was less of a headache than you might expect.

(B)

(4) The most important thing is to plan early, unfortunately, too many people wait until the last minute and either can't find a moving company or have to settle for one that is overpriced. (5) Contact several companies well in advance of your move and ask them for written estimates and references.

(C)

(6) You may want to hire a company that also packs your belongings for you. (7) This not only removes some stress, but it also has provided insurance in case of damage, breakage, or loss. (8) On the other hand, you may want to save money by carefully packing things yourself if you don't have many valuable breakables.

(D)

(9) You should also carefully plan the actual moving day. (10) If you have children or pets, one should arrange to have them looked after if you want to supervise the move yourself. (11) Moves can be traumatic for children and pets, and they can actually get in the way as the movers haul furniture to and from the truck. (12) Finally, you should definitely call a day or too before the move and confirm the date and time. (13) Many people have been left sitting in a packed-up living room, waiting for a truck that never arrives, simply because of a misunderstanding that a simple phone call could have clarified.

(E)

(14) Preparation, planning, and careful selection of your mover—these are the keys to a successful move.

-- Exhibit -

Sentence 10: If you have children or pets, one should arrange to have them looked after if you want to supervise the move yourself.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option A.

- A. If you have children or pets, one should arrange
- B. Having children or having pets, one should arrange

- C. If you have children or pets, you should arrange
- D. If you have children or pets, one should have arranged
- E. To have children or pets, you should arrange

Answer: C

Question: 7

-- Exhibit- -- Exhibit --

Van Gogh

(A)

(1) The great painter Vincent Van Gogh reacted passionately to the world around him. (2) His sensitive nature was the genius of his work and is exemplified in the emotional canvases that he have painted. (3) Van Gogh, in his paintings, and beliefs, was a champion of the lower classes. (4) Reading about the plight of those less fortunate than himself opened up a world that he never knew existed.

(B)

(5) As a lay preacher in the countryside, Van Gogh lived with the miners and gave away all he had to the poor. (6) Finally, Van Gogh's religious superiors pressured him to leave his preaching. (7) He then dedicates himself to his art.

(C)

(8) Van Gogh's themes celebrate the simple life and the countryside. (9) His paintings include many portraits, especially those of peasants and weavers. (10) Also created many still-life paintings. (11) Although he painted all kinds of flowers. (12) He is usually associated with his paintings of sunflowers. (13) You can see that Van Gogh were highly successful in engaging the viewer in emotional and beautiful works of art.

Sentences 11 and 12 Although he painted all kinds of flowers. He is usually associated with his paintings of sunflowers.

Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option A.

- A. flowers. He is usually associated
- B. flowers, he is usually associated
- C. flowers, but he is usually associated
- D. flowers, and he is usually associated
- E. flowers, being associated

Answer: B

Question: 8

-- Exhibit-

Caring for Your Lawn

(A)

(1) Many people are expressing concern about chemical treatment of lawns and gardens. (2) Here are a few suggestions for maintaining your lawn while reducing dependence on chemicals.

(B)

(3) Avoid cutting your grass too short on hot, sunny days, the lawn will quickly dry out and burn. (4) Long grass shades its roots while shading out weeds.

(C)

(5) Leave the clippings in the grass. (6) The need for fertilizers is reduced. (7) Once a year, in late spring or early summer, remove the dead grass through gentle raking to assist the grass roots to breathe. (8) In addition, aerate your lawn at least once a year, rake the lawn smoothly, and then overseed with high-quality grass.

(D)

(9) Many people think that a brief daily sprinkling will preserve their lawns in dry periods. (10) On the contrary, this keeps the roots shallow and the grass vulnerable to pests and the weather. (11) Water generously at least once or twice a week. (12) Avoid watering in the heat of the day. (13) Not only is water being wasted through evaporation, but also conditions they are being created for the sun to burn your lawn.

(E)

(14) In most regions, the best time to fertilize is the fall, employing a "slow release" fertilizer. (15) Organic fertilizers last the whole year and prevented the growth on which bugs feed. (16) If you live in a dry climate, consider, slow-growing, drought-tolerant plants as an alternative to grass.

-- Exhibit -

Sentence 16: If you live in a dry climate, consider, slow-growing, drought-tolerant plants as an alternative to grass.

Which correction should be made to sentence 16?

- A. change live to living
- B. remove the comma after consider
- C. remove the comma after slow-growing
- D. insert a comma after drought-tolerant
- E. no correction is necessary

Answer: B

Question: 9

-- Exhibit-

Inventive Solutions Business Systems

Human Resources
348 Forest Hill Parkway, North Platte, Nebraska 69101
(308) 555-6627

To: All Employees
From: Ann Kaplan, Office Manager
Re: Workstation Courtesy

(A)

(1) There has been a growing concern that our work place is not fostering a caring environment. (2) Management was not aware of this situation until Mary Ciofreddi, Director of Human Resources came to us and reported that there have been many complaints in the last few months concerning workstation etiquette. (3) After reviewing the problem, the management team decided that it was necessary to establish a company policy.

(B)

(4) As a matter of privacy, we suggest that you also take note of how you arrive at your workstation. (5) When you enter the west or east workstation groups, you should use the main aisles. (6) When you take a shortcut from the kitchen, certain people being bothered by traffic. (7) Thus, to ensure that everyone is given an equal opportunity for a quiet working area, you are requested to observe this new policy.

(C)

(8) Snacking itself is not a major problem. (9) However, food with a strong odor can disturb or sicken your neighbor. (10) So, if you are eating such food items, please eat in the kitchenette. (11) While on the subject of food, please know that it is difficult for the cleaning staff to do they're job if you leave food boxes and containers on your desks. (12) Be courteous and put things away at the end of the day.

(D)

(13) When you are on a personal call, keep the discussion short and private. (14) Extended time on the phone also cuts down on productivity. (15) Laughing, telling jokes, or making other noises while on the phone or at any other time disturbs those who are trying to work. (16) Many people work through their lunch hour. (17) Please use your break time for extended personal phone conversations, and please use the phone in the lounge.

(E)

(18) At this time, we are issuing a few suggestions helping to solve our problems. (19) That this memo will suffice is our hope. (20) If we continue to receive complaints regarding inappropriate workstation behavior, management, will have to find a better means of controlling the situation. (21) Ms. Ciofreddi and me think that it is up to all of us to work together to address this policy.

(F)

(22) Your consideration will be appreciated.

-- Exhibit -

Sentence 20: If we continue to receive complaints regarding inappropriate workstation behavior, management, will have to find a better means of controlling the situation. Which correction should be made to sentence 20?.

-
- A. insert a comma after complaints
 - B. remove the comma after behavior
 - C. remove the comma after management
 - D. change will have to could have
 - E. change of controlling to to controlling

Answer: C

Question: 10

-- Exhibit--



August 27, 2002

Mr. James Simkowski
Human Resources Director
Tidewater Supply, Inc.
1220 Martin Luther King Blvd.
Portland, OR 97234

Dear Mr. Simkowski:

(A)

(1) Elena Sanchez has asked that I submit a recommendation on her behalf. (2) Elena she has worked under my supervision as a service representative since February 20, 1998. (3) During the course of her employment with Ryan Industries is when Elena has received two bonuses and a number of commendations from our customers. (4) She proved to be a diligent worker a team player, and a trusted friend.

(B)

(5) Impressed was I, when Elena first came to Ryan Industries, with her ability to learn the job quickly. (6) Most new service representatives require more than three months of intensive training before they are ready to handle the position on there own. (7) Elena, however, mastered the basic responsibilities of the position in less than two months. (8) Later, when she had become even more proficient at her work, she took on added responsibilities and made every effort to help her coworkers.

(C)

(9) Elena has always been a conscientious employee who represented our company in the best possible manner. (10) She has excellent communication skills in both speaking and writing. (11) As I have already mentioned, several customers have sent letters commending Elena for her helpfulness and her ability to solve problems. (12) She has a special skill at helping customers who, according to our other service representatives, were sometimes difficult clients. (13) For these many reasons, I highly recommend Elena for any position that involves the above-mentioned skills. (14) As an employee, any organization would be proud to have someone like her. (15) She treats everyone in the office respectfully, and her colleagues enjoy her company immensely. (16) Needless to say, we will be sad if she chooses to leave our organization and the local area.

Sincerely,

Li Yang

Li Yang
Office Manager

-- Exhibit -

Sentence 6: Most new service representatives require more than three months of intensive training before they are ready to handle the position on there own.

Which correction should be made to sentence 6?

- A. change require to requires
- B. replace than with then
- C. insert a comma after training
- D. replace there with their
- E. replace there with her

Answer: D

Question: 11

-- Exhibit- -- Exhibit --

APPLEGATE INSURANCE COMPANY

Suite 300, Cityscape Towers, Montpelier, VT 05602

Dear Policy Owners:

(A)

(1) Thank you for purchasing your renters' plan from Applegate Insurance this past year. (2) With this mailing, we happy to extend an offer to renew your policy. (3) We have therefore enclosed your Policy Declarations packet, which lists your premiums, policy limitations, coverage, and also other important information. (4) Be sure to review these documents, file them away for safekeeping.

(B)

(5) Because your home is equipped with a fire alarm system, you already receive a Protective Device Discount of 5%. (6) We also would like to call your attention to the Multi-Account Discount, you may be eligible to receive this discount if you or your spouse has an Applegate automobile policy.

(C)

(7) A further incentive is our new Applegate Parts and Labor Plus, a special mechanical breakdown policy. (8) It provides more benefits and lower costs than the typical manufacturer's extended auto warranty. (9) With Applegate Parts and Labor Plus, you not only get the Multi-Account Discount to reduce costs and complement your coverage, but you also can take advantage of benefits such as towing and emergency road service. (10) Two more important changes of policy you should review carefully are the new Payment Options. (11) If you pay in full, you will receive no more bills until you renew or change your coverage, and you will not be charged any payment fees. (12) The other option is to pay less than the whole amount but more than the minimum. (13) Each of these installment payments require a payment fee of \$3.50. (14) A new schedule of payments will appear on your next bill.

(D)

(15) For additional information about all discounts and options available to you as an Applegate policyholder, call your Applegate agent, who will always be happy to answer your questions.

Sentence 1 Each of these installment payments require a payment fee of \$3.50.

Which correction should be made to sentence 13?

- A. replace Each with Each and every single one
- B. change these to them
- C. replace payments require with payment require
- D. change payments to payment
- E. change require to requires

Answer: E

Question: 12

-- Exhibit--

Bertoni, Williams, & Steinberg Law Offices

MEMORANDUM

To: Agnes Bertoni, President
From: Karl Seavers, Research Assistant
Date: January 17, 2003
Re: Concerns about File
Maintenance and Reference
Library

(A)

(1) I have two concerns about our office administration: the maintenance of our files and of the reference library. (2) Both of these concerns cause confusion and waste employee time. (3) To us, the problem of discovering materials missing or misfiled is a constant problem when seeking information for reports. (4) I do not wish to accuse anyone and am only concerned with improving conditions so we works as a team to meet deadlines.

(B)

(5) The legal files in the first floor storage area are usually not in order, they contain obsolete material that can lead us to produce inaccurate reports. (6) Errors based on misinformation also may result in financial penalties, both for we and our clients. (7) Thus, two needs are quiet apparent—the need to update these files on a constant basis and to file reports promptly.

(C)

(8) If staff assistants file reports sent from the legal department as soon as possible, then I am certain we will see immediate improvement over the present system. (9) I would also encourage staff to make every effort to file the reports correct and return them to the files after using them.

(D)

(10) Often, you can find a missing book only by searching the various desks, exploring someone's bookcase, or examining the tables in the lounge. (11) In addition, books are frequently placed on the wrong shelf or in the wrong order, which makes finding a particular volume later both frustrating and time-consuming.

(E)

(12) Wishing to thank you for the opportunity to discuss our common problems.

-- Exhibit -

Sentence The legal files in the first floor storage area are usually not in order, they contain obsolete material that can lead us to produce inaccurate reports.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option A.

-
- A. in order, they contain
 - B. in order, but they contain
 - C. in order and contain
 - D. in order and to contain
 - E. in order.Contain

Answer: C



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