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A Note to the Student

If you want to communicate with real competence and confidence, you need to develop three editing skills. First, you need to know when you have a potential problem on your hands. (Otherwise, you will never be moved to consult a reference manual; you'll assume that what you have written is correct as it stands.) Second, once you think you have encountered a problem, you need to know where to look for help. Third, once you have found the appropriate rule, you need to know how to apply it correctly to the specific problem you have found.

The *Basic Worksheets*, which accompany the tenth edition of *The Gregg Reference Manual*, have been designed to help you build these three skills. First of all, these worksheets will familiarize you with a wide range of potential problems you are likely to encounter in punctuation, capitalization, number style, abbreviations, plural and possessive forms, spelling, compound words, word division, grammar, and usage (all of which are treated in Sections 1–11 of *The Gregg Reference Manual*). Second, these worksheets will direct you to the basic rules in Sections 1–11 so that later on, when you encounter similar problems in your own work, you'll know where to look. Third, they will sharpen your ability to apply the rules correctly under many different circumstances.

There are 23 worksheets in all. Worksheet 1, the Diagnostic Survey, will show you how much you already know, how good you are at looking things up on your own, and which of the first eleven sections in the manual you need to give special attention to.

Worksheets 2–22 focus on the basic rules within a given section of the manual and also familiarize you with additional rules that represent the application of basic rules to special situations. With the exception of three editing surveys (Worksheets 8, 16, and 22), these worksheets are all organized in the same way. Almost all of the exercises within a given worksheet are each based on a very limited set of rules. The appropriate rule numbers appear next to the answer blanks so that you can quickly find the help you need to resolve the problem at hand. In almost all cases, the exercise items are sequenced according to the numerical order of the rules on which they are based. Thus you can use each exercise within a worksheet as a study guide that will help you master a limited set of rules in each case.

The final exercise in each of these worksheets is an editing exercise that is designed to integrate what you have learned in the process of completing the worksheet. This editing exercise does not indicate which rules apply to the errors you will encounter. Now you will be required to identify the errors on your own and to consult the manual for the guidance you may need.

The three editing surveys (Worksheets 8, 16, and 22) that are interspersed in the sequence also do not provide rule numbers with the exercises. The first editing survey, Worksheet 8, is designed to help you integrate what you have learned about punctuation, capitalization, and number style in the preceding worksheets. There are sentences to be rewritten and editing exercises that require you to draw on the rules you have studied in Sections 1–4 of the manual.

The second editing survey, Worksheet 16, follows the same pattern as Worksheet 8, only now the sentences to be rewritten focus on problems relating to abbreviations, plural and possessive forms, spelling, and compound words (Sections 5–8 in the manual). The two editing exercises will require you to draw on the rules you have studied in Sections 1–9 of the manual.

In the third editing survey, Worksheet 22, the sentences to be rewritten deal with problems of grammar and usage (Sections 10–11). The two editing exercises that follow now require you to draw on the full range of rules you have already worked with in Sections 1–11.

The Final Survey, Worksheet 23, exactly parallels Worksheet 1, the Diagnostic Survey. It will give you the opportunity to demonstrate to your instructor—and, what is more important, to yourself—the considerable gain in skill you have achieved by working your way through these worksheets.

How to Show Corrections. In many of the worksheets you will be asked to identify errors and make corrections within the line (rather than in an answer column). The chart of proofreaders' marks that appears on the inside back cover of *The Gregg Reference Manual* will show you how to indicate various kinds of corrections. Refer to this chart as necessary. (A larger version of this chart appears on pages 358–359 of *The Gregg Reference Manual*.)



**Basic Worksheets to Accompany
THE GREGG REFERENCE MANUAL: A MANUAL OF STYLE, GRAMMAR, USAGE,
AND FORMATTING, Tenth Edition**
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Diagnostic Survey

A. Directions: The following items deal with problems of punctuation. Correct all errors by inserting or deleting punctuation, using appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*). Circle any changes you make. If a sentence is correct as given, write *C* in the answer column.

References: Sections 1–2.

- | | | | |
|---|-------|---|-------|
| 1. Will you please indicate your choice below | _____ | 12. Before we move in we need to replace the roof and waterproof the basement. | _____ |
| 2. Will you please lend me some money | _____ | 13. In my opinion Mr. Honeywell is not giving us the whole story. | _____ |
| 3. I asked Jason why he was planning to leave | _____ | 14. I saw the movie, and agreed with your criticism of the acting. | _____ |
| 4. Jason, why are you planning to leave | _____ | 15. Fran loved the show, Hal and I hated it. | _____ |
| 5. I hired someone, who is quite experienced. | _____ | 16. The year 2008 will be our sixtieth year in business. | _____ |
| 6. It is therefore my intention to resign. | _____ | 17. The location sounds ideal, for example, your children can walk to school. | _____ |
| 7. On Friday May 11 2007 we will be moving to Idaho. | _____ | 18. The article called No More Violence appeared in the August issue of <i>Harper's</i> . | _____ |
| 8. Bev will be able to help you but Tom and Dwayne are tied up right now. | _____ | 19. What could the word syzygy possibly mean? | _____ |
| 9. My mother my sister and my aunt are planning to attend the wedding. | _____ | 20. My new cookbook, <i>Stepping Up to the Plate</i> , was published last year. | _____ |
| 10. It promises to be a cold rainy November. | _____ | | |
| 11. To get to our office turn at Exit 54 and go left. | _____ | | |

B. Directions: The following items deal with problems of capitalization. If an item is correctly capitalized, write *C* in the answer column. Correct any incorrect items as follows: To change a capital letter to a small letter, draw a line through it: ~~*The*~~. To change a small letter to a capital letter, draw three lines under it: *the*. Circle any changes you make.
References: Section 3.

- | | |
|---|--|
| 21. were stranded at the O'Hare
airport _____ | 26. because of severe fog at the
Airport _____ |
| 22. would like to take a tour of the
white house _____ | 27. somewhere on the west coast—
maybe Oregon _____ |
| 23. used to work as a consultant for
our Company _____ | 28. dropped out of sight during the
eighties _____ |
| 24. once served as Mayor of
Waldoboro _____ | 29. received a Bachelor's degree in
history _____ |
| 25. wants to ask my Father for
advice _____ | 30. appears in Chapter 6,
Page 134 _____ |

C. Directions: The following items deal with problems of number style and abbreviations. If an item is correct as given, write *C* in the answer column. If an item is incorrect, circle the error and write the correct form in the answer column.
References: Sections 4–5.

- | | |
|--|--|
| 31. on or before September
twelfth _____ | 41. Jasper A. Throckmorton
Junior _____ |
| 32. has been reduced by over
twenty percent _____ | 42. revolutions per minute
(<i>abbreviated</i>) _____ |
| 33. 38 students and three
teachers _____ | 43. will be audited by the
I.R.S. _____ |
| 34. sixty-nine thousand
dollars _____ | 44. on the basis of your memo.
of June 4 _____ |
| 35. will cost over \$500.00 to
repair _____ | 45. consulted with P.R.
Voorhees _____ |
| 36. were sold for only \$.30
apiece _____ | 46. get a second opinion from
Doctor Burgos _____ |
| 37. . . . next month. 6 months
ago _____ | 47. the US Department of
Education _____ |
| 38. toward the end of the
twentieth century _____ | 48. no longer lives in
Washington, D.C. _____ |
| 39. will affect over ½ of our
customers _____ | 49. 200 gals. (<i>on an
invoice</i>) _____ |
| 40. before we meet at 12:00
noon _____ | 50. will send the purchase order
Asap _____ |

Diagnostic Survey (Continued)

D. Directions: The following items deal with problems of plural and possessive forms, spelling, and compound words. If an item is correct as given, write *C* in the answer column. If an item is incorrect, circle the error and write the correct form in the answer column. **References:** Sections 6–8.

- | | | | |
|--|-------|---|-------|
| 51. made two copys for
your boss | _____ | 66. which maybe quite
true | _____ |
| 52. met with the three
attornies | _____ | 67. too much time has
past | _____ |
| 53. the rescue squad that
saved our lifes | _____ | 68. written on pale blue
stationary | _____ |
| 54. coping with our
mother-in-laws | _____ | 69. will try to
accomodate you | _____ |
| 55. has established only
one criteria | _____ | 70. asked for seperate
checks | _____ |
| 56. have invited a large
group of VIP's | _____ | 71. need to follow-up
with Paul | _____ |
| 57. has left on a three
week's trip | _____ | 72. you can talk to any
salesman | _____ |
| 58. ought to open a
saving's account | _____ | 73. double space this
manuscript | _____ |
| 59. need to get my boss'
approval | _____ | 74. order something
more up-to-date | _____ |
| 60. bought some
childrens' toys | _____ | 75. use our toll free
number | _____ |
| 61. is being transfered
to Dallas | _____ | 76. considered this to be
rather old-fashioned | _____ |
| 62. don't think it will
make a difference | _____ | 77. is well-known for
her generosity | _____ |
| 63. using your best
judgment | _____ | 78. counting on your
co-operation | _____ |
| 64. and recieved it only
yesterday | _____ | 79. was not re-elected
for another term | _____ |
| 65. will have to procede
with Plan B | _____ | 80. needs to build up his
self confidence | _____ |

E. Directions: The following items deal with problems of grammar and usage. If an item is correct as given, write *C* in the answer column. If an item is incorrect, circle the error and write the correct form in the answer column. **References:** Sections 10–11.

- | | |
|---|---|
| 81. Janice don't seem very happy about her new job. _____ | 91. Thanks alot for all that you did. _____ |
| 82. One of the printers are broken. _____ | 92. I think it happened accidentally. _____ |
| 83. Joe done it all by himself. _____ | 93. Do you think this looks alright? _____ |
| 84. If I was you, I would not go. _____ | 94. How will these cutbacks effect our sales? _____ |
| 85. Dennis and me already have tickets. _____ | 95. A small amount of people responded. _____ |
| 86. The firm treats it's employees well. _____ | 96. Drive a little further on. _____ |
| 87. They've invited Samantha and myself. _____ | 97. Less people came to this week's shows. _____ |
| 88. I feel very badly about what I said to Harriet. _____ | 98. I must of left the report at home. _____ |
| 89. Bo is the best of the two golfers. _____ | 99. We could sure use some help. _____ |
| 90. I don't want no one to see this. _____ | 100. My family use to live in Toledo. _____ |

The Period, the Question Mark, and the Exclamation Point

A. Directions: Insert the appropriate mark of punctuation at the end of each sentence and circle it. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

- | | | |
|--|-----------|------------|
| 1. Statement: We question the need to reduce the size of the staff at this time | 1. _____ | 101a |
| 2. Command: Send copies to Victoria Hochshield and Jeremy Morgenthal Sr. | 2. _____ | 101a |
| 3. Elliptical statement: Now, to return to the main theme of this presentation | 3. _____ | 101b |
| 4. Polite command: Will you please let me know whether you need more money | 4. _____ | 103a |
| 5. Favor: Will you please let me borrow your BMW this weekend | 5. _____ | 103b |
| 6. Indirect question: I asked Austin why he couldn't play tennis this Saturday | 6. _____ | 104 |
| 7. Direct question: Why can't you play tennis this Saturday | 7. _____ | 110a |
| 8. Rhetorical question: Why not come into our store and see for yourself | 8. _____ | 110b |
| 9. Elliptical question: I heard that you're planning to quit. Why | 9. _____ | 111a |
| 10. Direct question: The only question I have is, When <u>will</u> Joe be told | 10. _____ | 115
104 |
| 11. Indirect question: The only question I have is when <u>Joe will</u> be told | 11. _____ | 115 |
| 12. Exclamations: Wow I think what you did was fantastic | 12. _____ | 119a |

B. Directions: Insert the appropriate mark of punctuation at the end of each sentence and circle it. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | |
|--|-----------|--------------|
| 13. Do not speak to anyone from MacroTechnology Inc. | 13. _____ | 101a |
| 14. I doubt whether I'll be able to take any time off in July | 14. _____ | 101a |
| 15. You wanted to know whether we are still accepting applications Of course | 15. _____ | 101a-b |
| 16. May I suggest that you send your résumé directly to Mrs. Hoehn | 16. _____ | 103a |
| 17. Will you please call me if you have any further questions | 17. _____ | 103a |
| 18. May I get an advance copy of the report you are preparing for your boss | 18. _____ | 103b |
| 19. May I ask your assistant for help while mine is on vacation | 19. _____ | 103b |
| 20. Why Tina stormed out of here is something I can't explain | 20. _____ | 104 |
| 21. You asked whether you could take Friday off By all means | 21. _____ | 104
101b |
| 22. Do you have any contacts at Cybernautics Inc. | 22. _____ | 110a |
| 23. Why not take advantage of this money-back guarantee | 23. _____ | 110b |
| 24. Why bother I don't think there's any point in discussing this further | 24. _____ | 111a
101a |
| 25. We won We beat them by just one point It's unbelievable | 25. _____ | 119a |

C. Directions: Insert punctuation as necessary in the following items, and circle any changes you make. If an item is correct as given, write *C* in the answer column. **References:** ¶¶106–107.

26. This technical writing program will help you:
- a Analyze the purpose and the audience for your writing
 - b Develop and organize the content
 - c Edit for clarity and accuracy
26. _____ ¹⁰⁶
_____ ^{107a}
27. We can help you improve your sales and marketing operations with the following custom-designed software:
- Customer information system
 - Product information system
 - Competitive information system
27. _____ ¹⁰⁶
_____ ^{107b}

D. Directions: Rewrite the following sentences to correct all errors in punctuation. Eliminate sentence fragments and adjust the capitalization as necessary. **References:** Consult the rules shown below as you complete this exercise.

28. Have you heard the latest. Our firm is merging with Sigma Inc.. I still don't believe it. _____ ^{110a}
_____ ^{101a}
_____ ^{119a}
29. I plan to buy a new SUV. As soon as I find a better job that pays more. _____
_____ ^{101c}
30. Will you let us use your swimming pool? While you're away. _____
_____ ^{101c}
_____ ^{103b}
31. We would like to ask when you are coming to Omaha? Could you stay with us? For a few days. ¹⁰⁴
_____ ^{101c}
_____ ^{110a}
32. The big question now is how will we break the news to your parents. _____
_____ ¹¹⁵

E. Directions: Edit the following paragraph to correct all errors in punctuation. Eliminate sentence fragments and adjust the capitalization as necessary. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. For example, to change a capital letter to a small letter, draw a line through it: ~~The~~. Circle any changes you make. **References:** Consult the appropriate rules in ¶¶101–119.

Is it true? That you sold your house and will be moving up to your cottage 1
at the lake. Great news. Janet and I have been talking about whether we should 2
do the same thing? We realize that we can't afford to move. Until we sell the 3
house we live in now. We have no idea how much our house is worth. Would you 4
please tell us how much you got for your house. We would also appreciate 5
learning something about: 6

- 1. The real estate agent who handled the sale for you 7
- 2. Our new neighbors 8
- 3. The availability of affordable housing up at the lake 9

In any event, congratulations! When can we get you two over to celebrate. 10

A. Directions: Insert commas as necessary in the following sentences, and circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Read ¶122, especially the introductory note. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

1. **Nonessential expression:** I hired Tom Rae who has a lot of experience. 1. _____ 122
2. **Essential expression:** I hired someone who has a lot of experience. 2. _____ 122
3. **Nonessential expression:** We have decided therefore not to accept your offer. 3. _____ 122
4. **Essential expression:** We have therefore decided not to accept your offer. 4. _____ 122
5. **Interrupting expression:** Let's meet on Friday or if you wish on Monday. 5. _____ 122a
6. **Afterthought:** You still haven't made your mind up have you? 6. _____ 122b
7. **Transitional expression:** It is true nevertheless that Bob's work is good. 7. _____ 122c
8. **Transitional expression:** It is nevertheless true that Bob's work is good. 8. _____ 122c
9. **Independent comment:** It is certainly our intention to act quickly. 9. _____ 122c
10. **Independent comment:** It is our intention certainly to act quickly. 10. _____ 122c
11. **Descriptive expression:** Thanks for the memo of May 2 in which you . . . 11. _____ 122d
12. **Descriptive expression:** Thanks for the memo in which you . . . 12. _____ 122d
13. **Date:** The concert has been rescheduled for Friday July 6 2007 at 8 p.m. 13. _____ 122e
14. **Names:** Helen Moraga M.D. is moving her practice to Bath Maine in May. 14. _____ 122f
15. **Names (preferences unknown):** John Blake Jr. is joining Pennon Inc. 15. _____ 122f

B. Directions: Insert commas as necessary in the following sentences, and circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** ¶122.

16. Let's interview Simon Perry who worked in this department for over three years. 16. _____ 122
17. It is therefore essential that we investigate this complaint at once. 17. _____ 122
18. It is essential therefore that we investigate this complaint at once. 18. _____ 122
19. It is true isn't it that Marcia will be promoted rather than Tanya? 19. _____ 122a
20. Helen Wu resigned as company treasurer last June if I remember correctly. 20. _____ 122b
21. You must remember however that this situation is only temporary. 21. _____ 122c
22. Our investors in my opinion will not be satisfied with our year-end results. 22. _____ 122c
23. Thank you for your letter of July 9 in which you asked about our discounts. 23. _____ 122d
24. The Board of Directors will meet on Monday August 6 2007 at 10 a.m. 24. _____ 122e
25. Warren Himmelfarb Ph.D. of Medina Ohio will teach this seminar next year. 25. _____ 122f

C. Directions: Insert commas as necessary in the following sentences, and circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶123–124.

- | | | |
|--|-----------|------|
| 26. Compound sentence: I can't meet this Friday but I'm free next week. | 26. _____ | 123a |
| 27. Series: I've asked Gloria Ted and Alison to work on this project with me. | 27. _____ | 123b |
| 28. Adjectives: This tough job calls for a cool low-key person. | 28. _____ | 123c |
| 29. Numbers: Homes like this cost between \$800000 and \$1200000. | 29. _____ | 123d |
| 30. Clarity: Why the production schedule fell apart I can't explain. | 30. _____ | 123e |
| 31. Introductory word: Well we all make mistakes like that. | 31. _____ | 124 |
| 32. Introductory phrase: To understand why the schedule slipped ask Tim. | 32. _____ | 124 |
| 33. Introductory clause: After the dust settles find out what happened. | 33. _____ | 124 |
| 34. Introductory adverb: Yesterday we spent the day reviewing budgets. | 34. _____ | 124b |
| 35. Introductory phrase: In the afternoon we'll have more time to talk. | 35. _____ | 124b |
| 36. Transitional expression: In any case it's too late to change course. | 36. _____ | 124b |
| 37. Independent comment: In my judgment we should not say anything more. | 37. _____ | 124b |

D. Directions: Insert commas as necessary in the following sentences, and circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶123–124.

- | | | |
|---|-----------|--------------|
| 38. I've spoken to Amy and Dave but I can't reach Mike Betty or Dru. | 38. _____ | 123a
123b |
| 39. We could use a restful vacation after our long hard winter. | 39. _____ | 123c |
| 40. How I lost \$40000 on that investment I'll never understand. | 40. _____ | 123d
123e |
| 41. Yes I can readily understand why you feel as you do. | 41. _____ | 124 |
| 42. To learn more about this offer call 1.800.555.3261. | 42. _____ | 124 |
| 43. As soon as our CEO returns we should be able to resolve this problem. | 43. _____ | 124 |
| 44. On the weekend I may be able to start painting our bedroom. | 44. _____ | 124b |
| 45. On the other hand I may want to go skiing at Devil's Gorge. | 45. _____ | 124b |

E. Directions: Edit the following paragraph to correct all errors in the use of commas. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** ¶¶122–124.

Well guess who got stuck with organizing Henry Richmond's retirement	1
party? I don't know why I was chosen but I know that I can't handle it	2
myself. That's why I'm asking for help from colleagues, who have had	3
experience in managing such affairs. To get to the point I hope that you,	4
Fred Fox, and Nan Shea will agree to share the joy, the honor and the burden	5
of working with me on this event. If we all pitch in the planning should go	6
smoothly. The problem however is that we don't have much time. It is,	7
therefore, critical that we meet tomorrow to agree on a distribution of	8
labor. In my opinion you would be the best person to organize the	9
presentations. Given your warm ingratiating manner, you should have no	10
trouble lining people up.	11

A. Directions: Correct the following sentences by inserting missing commas, striking out inappropriate commas, and supplying any other punctuation that may be needed. Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise. For the definition of any grammatical terms that you may not be familiar with, see Appendix D.

1. **Compound sentence:** I finished the Garvey ads last week and I am now working on Garvey's catalog. 1.
126a
127a
2. **Compound predicate:** I finished the Garvey ads last week, and am now working on Garvey's catalog. 2.
127b
3. **Run-on sentence:** I finished the Garvey ads last week, I am now working on Garvey's catalog. 3.
128
4. **Compound sentence:** Please call Brian and ask whether he is free for lunch next Monday. 4.
127c
129
5. **Introductory dependent clause:** Before you watch the videotape you should scan the script. 5.
130a
6. **Essential dependent clause:** We need updated sales data when we meet with the managers. 6.
131a
7. **Nonessential dependent clause:** We need updated sales data by Monday when we meet with the managers. 7.
131b
8. **Nonessential dependent clause:** I want to explore the ancient ruins of Greece for I have a deep interest in archaeology. 8.
131b
132
9. **Introductory phrase:** In 2008 my wife and I will celebrate our fortieth wedding anniversary. 9.
135c
10. **Introductory phrase:** In reviewing your application I noticed a few significant omissions. 10.
135c

B. Directions: Correct the following sentences by inserting missing commas, striking out inappropriate commas, and supplying any other punctuation that may be needed. Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

11. Either we cut our prices sharply or we watch our competitors steal our customers. 11.
126a
127a
12. Not only was the pianist excellent but the orchestra was in fine form as well. 12.
126a
127a
13. Paul passed his California bar exams last month, and is now practicing in Palo Alto. 13.
127b

- | | |
|--|---|
| 14. Bert will write the in-house announcement, I will handle the press release and the media interviews. | 14. <u> 128</u> |
| 15. Check with Sheila, and see what she thinks about the plan. | 15. <u> 127c</u>
<u> 129</u> |
| 16. If Sid can't join us on Saturday ask whether he can send someone in his place. | 16. <u> 130a</u> |
| 17. If possible let us have your decision on the revised contract terms by next Wednesday. | 17. <u> 130b</u> |
| 18. The person, who sold us that equipment, no longer works for FaxCo. | 18. <u> 131a</u> |
| 19. Vera Suggs, who sold us that equipment, no longer works for FaxCo. | 19. <u> 131b</u> |
| 20. I would not recommend Doug for that job even though I like him personally. | 20. <u> 131b</u>
<u> 132</u> |
| 21. Having watched you build the business from scratch I'm truly proud of your success. | 21. <u> 135a</u> |
| 22. To understand what Steve is recommending you have to read his full report. | 22. <u> 135b</u> |
| 23. At the time the hearing was going on Bob was still churning out new data. | 23. <u> 135c</u> |
| 24. Our efforts, to increase our market share, are working quite well. | 24. <u> 137a</u> |
| 25. Our main goal this year, to increase our market share, will be achieved. | 25. <u> 137b</u> |

C. Directions: Insert commas as necessary in the following items, and circle any changes you make. If an item is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | |
|---|--|
| 26. In short I think we should cancel the program in spite of the time and money already invested. | 26. <u> 138a</u>
<u> 139a</u> |
| 27. Thus I felt it was pointless to try to reconcile my differences with Don Springer. | 27. <u> 139b</u> |
| 28. You asked whether I thought you were qualified to take over the opening in Finance. Of course you are. | 28. <u> 139c</u> |
| 29. Sales and profits should begin to pick up in the fourth quarter in my opinion. | 29. <u> 140</u> |
| 30. It is certainly true that the manager of the Purchasing Department should have used better judgment. | 30. <u> 141</u> |
| 31. It is true certainly that the manager of the Purchasing Department should have used better judgment. | 31. <u> 141</u> |
| 32. I had hoped to get more money for our house; however let's accept the best offer that we get in the next month. | 32. <u> 142a</u> |
| 33. If we receive your contest entry form by March 31, you can be a winner too. | 33. <u> 130a</u>
<u> 143a</u> |

The Comma (Continued)

34. You too can be a winner if we receive your contest entry by March 31. 34. _____ 143b
35. The corporation purchased the Goldmark estate in 1994 for \$2,500,000 if I remember correctly. 35. _____ 144a
36. Joe along with Sybil and Ned is setting up a training program to help managers make better use of their computers. 36. _____ 146a
37. Greta rather than Hal will be representing the company at the small business conference in Washington. 37. _____ 147
38. On Friday August 12 we are starting off on a tour of Europe. 38. _____ 148
39. The term *muffin-choker* refers to a bizarre item that you read in the morning paper as you eat your breakfast. 39. _____ 149
40. The book *Networking to the Top* sold over 50,000 copies in the first month of publication. 40. _____ 149
41. Jake's new book *Networking to the Top* sold over 50,000 copies in the first month of publication. 41. _____ 149
42. My husband, Ralph, feels that our business would do much better if we moved to southern California. 42. _____ 150
43. My older sister Fay Boyarski says that Ralph is much too pessimistic about business conditions here on the East Coast. 43. _____ 150
44. I myself felt that you did the right thing by refusing to modify your recommendations. 44. _____ 150
45. Many thanks for your memo of May 2 in which you offered to cover for Tony Parsons while he was on paternity leave. 45. _____ 152

D. Directions: Insert commas as necessary in the following items, and circle any changes you make. If an item is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

46. After December 31 2007 please use the new address and telephone number shown on the enclosed card. 46. _____ 154a
47. On Friday February 23 2007 I plan to give notice of my intention to resign and return to college for an advanced degree. 47. _____ 154b
48. The May 2008 issue of *The Atlantic Monthly* contains an article on how to consolidate school districts to make them more cost-effective. 48. _____ 155a
49. Did you know that Ronald Foley Jr. (*style preference unknown*) has been made a senior vice president? 49. _____ 156
50. Phyllis Horowitz Ph.D. will be the main speaker at a program designed for direct marketing consultants. 50. _____ 157

51. Writen Inc. (<i>style preference unknown</i>) announced today that it would move its headquarters back to New York City.	51. _____	159
52. I'm planning to move from Klein Texas to Xenia Ohio.	52. _____	160a
53. We offer a number of different product lines for children teenagers and adults.	53. _____	162a
54. I've been told that Vail Fox & Bly (<i>style preference unknown</i>) is an excellent law firm.	54. _____	163
55. Computer terms such as <i>bug</i> , <i>glitch</i> , and so on are often . . .	55. _____	164
56. Coffee, tea, and soda, are the only things I plan to serve.	56. _____	165
57. The same error appears in all of our ads and brochures and catalogs released this month.	57. _____	166
58. A town meeting on the topic of weeknight curfews should be of great interest to teenagers, and adults.	58. _____	167
59. You have prepared an effective well-written report.	59. _____	168a
60. You have prepared an effective annual report.	60. _____	169
61. A number of important new Supreme Court decisions were handed down at the end of this year's session.	61. _____	170
62. You'll have to negotiate a narrow, twisting, two-lane, road in order to reach our house.	62. _____	171
63. The fact is we have many more competitors than we used to.	63. _____	172b 123e
64. First come first served.	64. _____	172d
65. Now now don't worry about it.	65. _____	175c

E. Directions: Edit the following paragraph to correct all errors in the use of commas. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in ¶¶126–175 as you complete this exercise.

Next Friday July 18 my wife, Sally, and I are starting a	1
two-week bicycle tour through New England. We will be part of a	2
group tour but the tour offers us some private time and some	3
personal flexibility, too. The company, that runs the tour, has	4
booked us into charming, country inns each night. Moreover our	5
daily cycling itinerary brings us to points of historical in-	6
terest, and allows time for frequent rest stops, picnic lunches	7
and gourmet snacks. The feature of the tour that I like best is	8
the van that accompanies us wherever we pedal. Whenever my	9
energy gives out I know the van will carry me and my bicycle to	10
the next stop on the tour.	11

Other Marks of Punctuation

A. Directions: Each of the following sentences consists of *two independent clauses*. Insert a semicolon, colon, or period between the clauses. Change the capitalization as necessary. Circle any changes you make. **References:** ¶¶176, 187. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

1. My partner wants us to open a second store this year I think that would be a big mistake. 176a
2. Many thanks for your memo of July 2 the data you requested can be assembled in less than a week. 176b
3. Your new cottage sounds perfect it's right on the lake and has a private room and bath just for me. 187a-c
4. Your new cottage sounds perfect mine is not on the lake and has no extra rooms for guests. 187b-c
5. Your new cottage sounds perfect for example, the lakeside location is ideal for swimming, boating, and ice skating. 187b-c

B. Directions: Each of the following sentences contains a **boldface** phrase or clause. Correct the punctuation before, after, and within each boldface expression, and change the capitalization as necessary. Circle any changes you make. **References:** Consult the rules shown below as you complete this exercise.

6. I think we should take my father to a doctor **however my brother thinks that we should not interfere.** 178
7. My sisters agree with my brother **hence I have said nothing more about my concerns.** 178
8. The offer from Bromley & Finch is quite attractive **for example they are willing to meet our price.** 178
181a
9. I have only one other question **namely how quickly can we transfer ownership?** 178
181b
188
10. Do not use periods in acronyms **for example NASDAQ (not N.A.S.D.A.Q.).** 178
182a
11. There is only one more step we need to take **namely get my boss to okay the terms of the contract.** 178
182b
12. In my office we transfer electronic data by means of *sneakernet* **that is by carrying a diskette from one computer to another.** 178
182c
13. Some of our suppliers **for example Wynn** may be raising prices soon. (*No special treatment required.*) 178
183
14. Some of our suppliers **for example, Wynn, Place, and Shaw** may be raising prices soon. (*Emphasize phrase.*) 183
202

- | | |
|---|-----------------------|
| 15. Some of our suppliers for example, Wynn, Place, and Shaw may be raising prices soon. (<i>De-emphasize phrase.</i>) | 183
219b |
| 16. Replacement parts for this equipment are manufactured only in our Carbondale Pennsylvania factory. | 219a |
| 17. Please send us 1) your résumé, 2) samples of your work, and 3) a list of references we can contact. | 222a |
| 18. Please call me by Friday, (October 3) if you want us to proceed with the market research. | 224a
221
225a-c |
| 19. You will find a detailed analysis of this topic in Chapter 4 (see pages 98–112.) . | 220 |
| 20. You will find a detailed analysis of this topic in Chapter 4. (See pages 98–112). | 226
220 |

C. Directions: In each of the following sentences, correct the capitalization of the word following the colon as necessary. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | |
|--|----------------|
| 21. You need the following qualifications for this job: A college degree and some retailing experience. | 21. _____ 196 |
| 22. I think Nan should head the group: She's good with people and she understands the key issues. | 22. _____ 197 |
| 23. My china shop operates on a simple principle: If you break it, you've bought it. | 23. _____ 198 |
| 24. Please keep the following things in mind: a project of this size will have a lot of last-minute details. There will not be enough "last minutes" in which to deal with them. | 24. _____ 199a |
| 25. Caution: do not enter this room when a red light is flashing. | 25. _____ 199d |

D. Directions: Correct the punctuation before, after, and within the boldface elements in the following sentences. Change the capitalization as necessary. Use appropriate revision marks to indicate your corrections. Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | |
|--|-----------------------|
| 26. Direct quote: Mr. Potter said, I want it done. And I want it done now. | 26. _____ 227 |
| 27. Indirect quote: Mr. Potter said that "he wanted action taken immediately." | 27. _____ 228a |
| 28. Article title: I've just submitted an article entitled Finding a Job in Today's Market. | 240a
28. _____ 242 |
| 29. "So-called" expression: If you consider the reduced size of the new box, their so-called "price cut" is really a price increase. | 29. _____ 240b |

Other Marks of Punctuation (Continued)

30. **Quoted statement:** Let's call Sam Hathaway and get his advice. Jerry suggested. 30. 253a
247a
31. **Quoted question:** Why should we consider such a disappointing offer, Marian asked? 31. 254
249a
32. **Quoted statement:** Mr. Kelly's previous boss said **He's a lot smarter than he looks.** 32. 256a
247a
33. **Quoted question:** The defense attorney asked **What is your evidence for this accusation.** 33. 256a
249a
34. **Quoted statement:** Did Louise really say **I'm going to hand in my resignation.** 34. 256a
249b
35. **Quoted statements:** Here's what Louise actually said, **I've made up my mind. I won't work for that bozo.** 35. 256b-c
247a

E. Directions: Insert underlining or quotation marks as appropriate for the boldface expressions in the following sentences. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

36. What do the words **newbie** and **newsgroup** mean? 36. 285a
37. The Germans would use the word **gemütlich** to describe the atmosphere of this restaurant. 37. 287
38. Richard, my nerdy brother, is graduating **summa cum laude** from the University of North Dakota. 38. 287
39. You'll enjoy an article entitled **Human Rights for Motorists** in a recent issue of **BusinessWeek**. 39. 242
289a
40. I urge you to read this book: **Electronic Networks: A Surfer's Guide, Second Edition**. 40. 289a, f
41. What does the phrase **surfing the Net** actually mean? 41. 290a, c
285a
42. I always seem to make a mistake when I try to use **affect** or **effect**. 42. 290c
43. How would you define the terms **landscape orientation** and **portrait orientation**? 43. 285a
290a, c
44. Have you read **Newsweek's** article on the influence of corporate lobbyists on federal legislation? 44. 289a
290d
45. I think his writing contains too many **however**s and not enough **therefore**s. 45. 290d

F. Directions: Edit the following paragraph to correct all errors in punctuation and capitalization. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. **References:** Consult §§176–199 and the appropriate rules in Section 2 as you complete this exercise.

I've been collecting material about new computer terms for 1
some time. Writing a book rather than an article on this sub- 2
ject appeals to me for two reasons; 1) I already have enough 3
material for a book. (2) I could use the extra space to analyze 4
the people who dream up these terms. I wouldn't bother with 5
ordinary words like "bit" and "byte." The kinds of words I have 6
in mind, for example, *notwork*, *vaporware*, and *sneakernet*, re- 7
flect the wacky, offbeat humor of computer programmers and 8
users. (In case you're interested, *notwork* refers to a network 9
that does not live up to its advance billing, *vaporware* refers 10
to software that is being heavily promoted, even though it has 11
serious developmental problems that could doom its eventual 12
release). I would also deal with abbreviations that have ac- 13
quired crazy pronunciations. For example, SCSI (Pronounced 14
scuzzy). I've sent a proposal to a San Mateo, California, 15
publishing house that issued a successful book entitled 16
"The Internet for Dummies." Maybe the editors will see 17
another winner in my idea. 18

6

Capitalization

A. Directions: Correct the capitalization as necessary in each of the following items. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. If an item is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

1. your news is great! congratulations!	<u>301a</u> <u>301b</u>	11. our Company	<u>308</u>
2. Jen then asked, "who cares?"	<u>301c</u>	12. the Post Office	<u>309a</u>
3. The question is, who will do it?	<u>301d</u>	13. Fifth and Sixth avenues	<u>309a</u>
4. the red cross	<u>303</u>	14. Danish pastry	<u>309b</u> <u>312a</u> <u>317</u>
5. the internet	<u>303</u>	15. Governor-Elect Paderewski	<u>312b</u>
6. The Statue of Liberty	<u>303</u>	16. as president of the United States	<u>313b</u>
7. a congressional hearing	<u>304</u>	17. the governor of Virginia	<u>313c</u>
8. a good samaritan	<u>305</u>	18. the Mayor of their town	<u>318</u>
9. roman numerals	<u>306</u>	19. let's talk to Mother about it	<u>319a</u>
10. a few Senators	<u>307</u>	20. let's talk to my Mother about it	<u>319a</u>

B. Directions: Correct the capitalization as necessary in each of the following items. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. If an item is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

21. the Kmart corporation	<u>320a</u>	36. the fourth of July	<u>342</u>
22. this corporation	<u>321</u>	37. the American revolution	<u>344a</u>
23. The House of Representatives	<u>325</u>	38. the Space Age	<u>344b</u>
24. our local Police Department	<u>327</u>	39. throughout the Nineties	<u>345</u>
25. Federal tax regulations	<u>328</u>	40. took the fifth amendment	<u>346a</u>
26. every state in the union	<u>330a</u>	41. medicare patients	<u>347a</u>
27. the Hotel (<i>referring to the Plaza</i>)	<u>331</u>	42. native Americans	<u>348a</u>
28. moved to the big apple	<u>333a</u>	43. God in his glory	<u>349b</u>
29. the City of Fort Lauderdale	<u>334</u>	44. the ten commandments	<u>350a</u>
30. the state of North Carolina	<u>335a</u>	45. come down to Earth	<u>351</u>
31. moved to the west coast	<u>338a</u>	46. two courses in Economics	<u>352</u>
32. the west coast of the island	<u>338b</u>	47. a Bachelor's degree	<u>353</u>
33. Southern politicians	<u>340</u>	48. met at the Laundromat	<u>356a</u>
34. the Southern half of Idaho	<u>340</u>	49. chapter 6	<u>359</u>
35. northern New Hampshire	<u>341</u>	50. won the Nobel prize	<u>364</u>

C. Directions: Correct the capitalization of the boldface elements as necessary in the following sentences. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | |
|---|--|
| <p>51. From a company memo: When we next meet, we need to:</p> <ul style="list-style-type: none"> • invite the general managers to talk about their goals. • review the Company's commitment to the City's redevelopment plans. • discuss our upcoming presentation to the board of directors. | <p>301e
313d
321
334
322</p> <p>51. _____</p> |
| <p>52. Call the Marketing Director of Worknet—Her name is Amy Fong, I believe—and ask about her experience with Powerpoint.</p> | <p>313d-e
302a
366a
313a</p> <p>52. _____</p> |
| <p>53. Bernard Lisker, the President of our Company, is attending a white house conference on the role of the Federal Government in international trade.</p> | <p>308
305
329
308</p> <p>53. _____</p> |
| <p>54. Let's ask the Doctor if Penicillin would stop this infection.</p> | <p>356</p> <p>54. _____</p> |
| <p>55. Last Fall, at the start of my Junior year, I decided to major in Art.</p> | <p>343
354
352
360</p> <p>55. _____</p> |
| <p>56. An article title: "The new tax bill: is it to be a bonanza or a disaster?"</p> | <p>361</p> <p>56. _____</p> |
| <p>57. An article title: "a follow-up on e-mail—how to make it work for you."</p> | <p>360a-b
361
363
313e</p> <p>57. _____</p> |
| <p>58. I applied for the job of Programmer in their systems department.</p> | <p>322</p> <p>58. _____</p> |
| <p>59. This booklet (See Pages 16–18) discusses Social Security benefits.</p> | <p>302a
359
347a</p> <p>59. _____</p> |
| <p>60. Enclosed is a xerox copy of a list of realtors from the yellow pages.</p> | <p>356</p> <p>60. _____</p> |

D. Directions: Edit the following paragraph to correct all capitalization errors. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in Section 3 as you complete this exercise.

<p>Early last Winter, in the middle of my junior year in college, the pro-</p>	<p>1</p>
<p>fessor who taught my Political Science seminar invited me to help him with a</p>	<p>2</p>
<p>book he is writing. The assignment has required me to gather information from</p>	<p>3</p>
<p>key officials in the federal government as well as from the Governors from</p>	<p>4</p>
<p>every State in the Union. We are trying to assess the financial impact of</p>	<p>5</p>
<p>Federal environmental protection laws on the states in the course of the</p>	<p>6</p>
<p>Twenty-First Century. My Father is quite proud of what I'm doing. He keeps</p>	<p>7</p>
<p>asking me, "when are you going to Washington to interview the president?" I</p>	<p>8</p>
<p>keep reminding him that I am only the Research Assistant and not the author.</p>	<p>9</p>

A. Directions: Circle all errors in number style in each of the following items, and write the correct form in the answer column. Follow the *figure style*. If an item is correct as given, write *C* in the answer column. **References:** ¶¶401–403.

- | | | | |
|-----------------------------|------------|------------------------------|------------|
| 1. eight messages | _____ 401a | 11. a 6-month research study | _____ 401b |
| 2. about twelve phone calls | _____ 401a | 12. found on page eight | _____ 401b |
| 3. over two thousand words | _____ 401a | 13. a 5-year loan | _____ 401b |
| 4. April fourth | _____ 401b | 14. over 20 years ago | _____ 401d |
| 5. seven dollars | _____ 401b | 15. 6 people showed up. | _____ 401d |
| 6. nine a.m. | _____ 401b | 16. our 15th anniversary | _____ 401d |
| 7. a score of seven to six | _____ 401b | 17. one-fourth of my income | _____ 401d |
| 8. got a sixty on the exam | _____ 401b | 18. six men and 10 women | _____ 402 |
| 9. four percent | _____ 401b | 19. six men and 12 women | _____ 402 |
| 10. six ft | _____ 401b | 20. four million dollars | _____ 403a |

B. Directions: Circle all errors in number style in each of the following items, and write the correct form in the answer column. Follow the *word style*. If an item is correct as given, write *C* in the answer column. **References:** ¶¶404–406.

- | | | | |
|-----------------------------|------------|-----------------------------|-----------|
| 21. 12 e-mail messages | _____ 404a | 26. 126 yeses and forty nos | _____ 405 |
| 22. more than 50 visitors | _____ 404a | 27. 200 yeses and 145 nos | _____ 405 |
| 23. at least 75 friends | _____ 404a | 28. two million years ago | _____ 406 |
| 24. over 500 get-well cards | _____ 404a | 29. two and a half million | _____ 406 |
| 25. over 550 get-well cards | _____ 404a | 30. 20,000,000 | _____ 406 |

C. Directions: Circle all errors in number style and related punctuation in each of the following items, and write the correct form in the answer column. Follow the *figure style* unless another style is called for. If an item is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | | |
|--|------------|-----------------------------------|------------|
| 31. Formal style: the 3d of May | _____ 407a | 36. twenty thousand dollars | _____ 413a |
| 32. Emphatic style: the 3d of May | _____ 407a | 37. bills for \$27.00 and \$49.50 | _____ 415 |
| 33. June eighth | _____ 407b | 38. \$2 to \$4 million | _____ 416d |
| 34. the tenth of August, 2007 | _____ 408d | 39. costs only \$.25 | _____ 418a |
| 35. the October, 2006, issue | _____ 410 | 40. \$2 million to 4 million | _____ 419 |

D. Directions: Circle all errors in number style in each of the following items, and write the correct form in the answer column. Follow the *figure style* unless another style is called for. If an item is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | | |
|----------------------------------|-----------|------------------------------|------------|
| 41. . . . now. 6 to 12 years ago | _____ 421 | 43. in the 1st century | _____ 424 |
| 42. several 1000 brochures | _____ 423 | 44. two-thirds of the voters | _____ 427a |

45. a ½ hour later	_____	427a	48. pensions at the age of 60	_____	433
46. Technical style: six feet	_____	429a	49. my four-year-old niece	_____	434
47. Technical style: 9' × 12'	_____	432	50. on my 50th birthday	_____	435

E. Directions: Circle all errors in number style and related punctuation in each of the following items, and write the correct form in the answer column. Follow the *figure style* unless another style is called for. If an item is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

51. a bill payable in 3 months	_____	436a	59. 30–40%	_____	453b
52. vacation 2 weeks from now	_____	437	60. in 2002 16 new outlets	_____	456
53. 20th-century music	_____	424 438	61. 250 8-page brochures	_____	457
54. during the 90's	_____	439a	62. 37500 units in stock	_____	461a
55. opens at nine a.m.	_____	440a	63. 3,905 Morgan Street	_____	462
56. closes at 5:00 p.m.	_____	440c	64. Word style: 51,000	_____	465
57. Emphatic style: six o'clock	_____	441a	65. Word style: 1100	_____	466
58. only one percent	_____	447a	66. a wad of twentys	_____	467

F. Directions: Rewrite the following sentences to correct any errors in number style and related punctuation. Follow the *figure style*. **References:** Consult the appropriate rules in Section 4 as you complete this exercise.

67. On March 8th, 1993 we were married. In 2008, we will celebrate our 15th anniversary.	_____	408a 410 424
68. The January, 2008, issue of <i>Workaholic</i> describes the routines of fourteen women, ten men, and one married couple.	_____	410 402
69. 15 to 20 percent of the students we interviewed said that they rarely did more than ½ hour of homework each night.	_____	421 427a 410
70. On April 15 eighteen callers expressed interest in our offer to sell a few 100 acres.	_____	456 401a 423

G. Directions: Edit the following paragraph to correct any errors in number style and related punctuation. Follow the *figure style*. If a figure needs to be in words, supply the spelled-out form. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in Section 4 as you complete this exercise.

On my 21st birthday, March fifth, I will inherit several 1000 dollars 1
from the estate of my grandfather, who died 4 years ago. I plan to use fifty 2
percent of my inheritance to pay off part of my tuition loans. 2 months from 3
now, with the other 1/2 of my inheritance, I may take a tour that covers 6 4
countries in four weeks and costs between \$2,000 and 3000. If my inheritance 5
is over \$10,000, I may buy a new car instead. 6

A. Directions: Rewrite the following sentences to correct all errors in punctuation, capitalization, and number style. Follow the *figure style* for numbers. **References:** Consult the appropriate rules in Sections 1–4 as you complete this exercise.

1. Our Company is expanding its export business, and will be opening new, shipping facilities in Portland, Oregon on July first.

2. Would you please let my son borrow your van. He needs to bring about twelve boxes of books and clothes home from College.

3. In 2006, our company published between ten and 15 books on the subject of Computer Technology. Don't you think that's rather impressive.

4. My Mother and my sister, Anne, opened their consulting business on January 31, 2005. A date that none of us in the family will ever forget.

5. I would like to ask whether it is legally permissible for me to xerox eighty-five copies of an article entitled *Ethical Considerations in Business Decisions*?

6. This request for a ten percent salary increase will have to be approved by 1) the general manager, 2) the director of finance and 3) the President.

7. 24 people responded to our ad for a room clerk but more than $\frac{3}{4}$ of the applicants had no previous Hotel experience. Unbelievable

8. Thank you for your letter of March 9th in which you asked for the location of our branch offices in the State of Maryland.

9. For a good analysis of business trends in the 90's read chapter 7 (See page 121 in particular.) in a book entitled "The Outlook for Emerging Markets".

10. It is, nevertheless, true that we are facing an \$80000 shortfall in sales this Summer, therefore I am scheduling a managers' meeting for nine a.m. tomorrow.

Editing Survey A (Continued)

B. Directions: Edit the following paragraphs to correct all errors in punctuation, capitalization, and number style. Follow the *figure style* for numbers. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in Sections 1–4 as you complete this exercise.

Are you one of those people who think that all New Yorkers
are cold hostile people. Well, it may not be true. The New York
Times recently carried a story about a doctor who was living in
Manhattan and practicing across the river in New Jersey. On a
bitterly cold, Winter morning, he discovered that his car
(parked on the street overnight) would not start. "How will I
get to my morning appointments?" he wondered.

As he sat there, another New Yorker hovered alongside in
his car, waiting for the doctor to give up his parking space.
After one more futile attempt to start the car the doctor got
out and told the waiting driver to look for another parking
space. Then he went on to say, "I have an even bigger
problem, I don't know how I'm going to get to my patients
in New Jersey today."

The hovering driver asked, "What time do you get back
to your apartment here in the City"?

"Oh, about 5:30," said the doctor.

"Look," said the driver. "You don't have a car. I don't
have a parking space. Take my car today. You can return it
to me right here about 5:30 this afternoon."

The doctor and the driver shook hands on the deal, and
went their separate ways. What do you think of that?

C. Directions: Edit the following paragraphs to correct all errors in punctuation, capitalization, and number style. Follow the *figure style* for numbers. Use appropriate revision marks to indicate your corrections. Circle any changes you make.
References: Consult the appropriate rules in Sections 1–4 as you complete this exercise.

On the other hand there are some New Yorkers, who think the 1
worst of their neighbors in the big apple. About eight-thirty 2
a.m.--I think it was June sixth--a lawyer named Paul Cronin was 3
standing inside a subway car, waiting for the train to pull out 4
of the station. Standing right next to him was a well-dressed, 5
professional-looking man. Just as the train was getting ready to 6
leave the well-dressed man bolted for the closing door bumping 7
into Paul in the process. Paul instinctively felt for his 8
wallet, and realized at once that it was not there. He ran after 9
the pickpocket and caught him by the lapel just as the door was 10
closing. In fact, when the door closed, Paul's hand was extended 11
outside the door and was still clutching the pickpocket's lapel. 12
As the train started to move, the horrified pickpocket had no 13
choice but to run alongside, because Paul was gripping his 14
lapel. Then the lapel came off the man's jacket. 15

Paul drew his hand back into the subway car, proudly 16
holding the lapel aloft. He didn't get his wallet back but he 17
had a trophy to show for his vigorous attempt to assert and 18
defend his rights. The passengers in the subway car all 19
applauded Paul for his brave efforts to stand up to a criminal. 20
Paul's colleagues at his law firm were equally admiring. Then 21
Paul's wife called. 22

"Darling, I don't want you to be worried," she said. "You 23
left your wallet on top of the dresser this morning". 24

A. Directions: Provide the correct abbreviation, contraction, or short form for each of the following items. If an item is correct as given, write *C* in the answer column. **References:** ¶¶501–514. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

1. Mister	_____	502b	11. it is	_____	505d
2. Junior	_____	502b	12. Wednesday	_____	506a
3. Incorporated	_____	502b	13. miles per hour	_____	507
4. Part	_____	502e	14. Post Office	_____	508
5. continued	_____	503	15. United States of America	_____	508
6. kilobyte	_____	503	16. National Football League	_____	508
7. fiscal year	_____	504	17. doctor of philosophy	_____	509
8. department	_____	505a	18. limousine	_____	510
9. does not	_____	505b	19. District of Columbia	_____	514
10. let us	_____	505b	20. electronic mail	_____	514

B. Directions: Circle any word or abbreviation that is incorrectly styled, and write the correct form in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶501–514.

21. Send the bill to the father—Roy Fox Senior—and not to his son.	_____	502b	21. _____	502b
22. You have to read only Pt. One, not the complete book.	_____	502e	22. _____	502e
23. Its about time that we decided whether to buy or lease a new car.	_____	505d	23. _____	505d
24. Dr. Juanita Scott will represent us at the A.M.A. convention.	_____	508	24. _____	508
25. Last month Heather Dillingham moved to Washington, D.C..	_____	512	25. _____	512

C. Directions: Provide the correct abbreviation or symbol for each of the following items. **References:** Consult the rules shown below as you complete this exercise.

26. Ruth A. Goodman	_____	516b	36. February	_____	532
27. Esquire	_____	518a	37. Wednesday	_____	532
28. [John Dellums] the Third	_____	518d	38. inches	_____	535a
29. Certified Public Accountant	_____	519g	39. ounces	_____	535a
30. Internal Revenue Service	_____	520a	40. gram	_____	537a
31. Corporation	_____	520b	41. kilometer	_____	538a
32. World Health Organization	_____	524a	42. chief executive officer	_____	541
33. Los Angeles	_____	526	43. shipping and handling	_____	541
34. North America	_____	528a	44. 48 pounds	_____	543
35. Southeast	_____	531	45. World Wide Web	_____	544a

D. Directions: Circle any word or abbreviation that is incorrectly styled, and write the correct form in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below.

- | | | |
|--|-----------|------|
| 46. Please schedule a meeting with E.G. Cavatelli. | 46. _____ | 516a |
| 47. Doctor Chang is the best heart surgeon in the state. | 47. _____ | 517a |
| 48. I wish Gov. Haas would state her position on the budget. | 48. _____ | 517d |
| 49. Please refer this matter to my attorney, Mr. Eugene Dill, Esq. | 49. _____ | 518c |
| 50. My primary physician is Dr. Nancy J. Wolfson, M.D. | 50. _____ | 519c |
| 51. Have you seen the results of the latest C.N.N. poll? | 51. _____ | 523 |
| 52. He is campaigning throughout the U.S. | 52. _____ | 525 |
| 53. A friend of mine from Oberlin, Oh., just moved to Seattle. | 53. _____ | 527b |
| 54. I usually fly to Ft. Lauderdale rather than to Miami. | 54. _____ | 529 |
| 55. Their new offices are located at 227 N. Fullerton Avenue. | 55. _____ | 530b |

E. Directions: Rewrite the following sentences to correct any errors in abbreviation style. **References:** Consult the rules shown below as you complete this exercise.

- | | |
|---|-----------------------------|
| 56. Dr. Marie Gallagher, Ph. D., has been named C.E.O. of Parametrics, Incorp. _____ | 519c
519a
541
520b |
| 57. Whenever I try to get cash from an A.T.M. machine, I always forget my P.I.N. number. _____ | 508
522a
522e |
| 58. Doctor P.J. Malone has been elected to the board of the N.A.A.C.P. _____ | 517a
516a
508 |
| 59. According to Ms Sokolov's memo., the meeting scheduled for 3 PM on the 2nd of June has been canceled. _____ | 517a
533
510
503 |
| 60. Prof. Jon Lund II. is moving to Saint Petersburg after his retirement. _____ | 517d
518d
529b |

F. Directions: Edit the following paragraph to correct any errors in abbreviations and contractions. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in Section 5 as you complete this exercise.

If you want to participate in the experimental drug study now being	1
undertaken by the National Institute of Mental Health, I suggest you ask your	2
doctor to write to Dr. R.G. Valdez, M.D., who is setting up research sites	3
throughout the U.S. The N.I.M.H. is based in Rockville, Maryland, but Doctor	4
Valdez works out of a lab in Washington, D. C. Prof. George Y. Petrus Junior,	5
who lives here in town, knows Dr. Valdez personally, so he may be able to put	6
you in touch with her. I don't have his phone number, but his office is	7
located at 212 E. Mountain Avenue.	8

A. Directions: In the answer column, provide the correct plural form for each of the following items. **References:** Consult the rules shown below as you complete this exercise. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

1. idea	_____	601	11. thief	_____	608b
2. business	_____	602	12. woman	_____	609
3. search	_____	602	13. child	_____	610
4. fax	_____	602	14. photocopy	_____	611
5. policy	_____	604	15. sister-in-law	_____	612a
6. attorney	_____	605	16. hang-up	_____	612b
7. stereo	_____	606	17. finder's fee	_____	612d
8. weirdo	_____	607a	18. alumnus	_____	614
9. potato	_____	607b	19. criterion	_____	614
10. belief	_____	608a	20. crisis	_____	614

B. Directions: Circle any word that is misspelled or misused, and write the correct form in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below.

21. We can't base important decisions on Larry Cresskill's hunchs.	_____	602	21. _____	602
22. How many copys do you want us to distribute?	_____	604	22. _____	604
23. I'll get back to you as soon as I've heard from my attornies.	_____	605	23. _____	605
24. My two brother-in-laws think they have the answer to every problem.	_____	612a	24. _____	612a
25. Getting the job done right is the only criteria we need to meet.	_____	614	25. _____	614

C. Directions: In the answer column, provide the correct plural form for each of the following items. **References:** Consult the rules shown below.

26. menu	_____	601	36. Mr. and Mrs. Rossi	<u>the</u>	615a
27. crash	_____	602	37. Mr. and Mrs. Jones	<u>the</u>	615b
28. company	_____	604	38. Mr. and Mrs. Marx	<u>the</u>	615b
29. journey	_____	605	39. Mr. and Mrs. Kenny	<u>the</u>	615c
30. memo	_____	607a	40. No.	_____	619
31. hero	_____	607b	41. ft	_____	620a
32. shelf	_____	608b	42. p. (for <i>page</i>)	_____	621a
33. rule of thumb	_____	612a	43. M.D.	_____	622a
34. phenomenon	_____	614	44. 1990	<u>the</u>	624a
35. analysis	_____	614	45. do and don't	_____	625a

D. Directions: Circle any word that is misspelled or misused, and write the correct form in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | |
|--|-----------|------|
| 46. I have received job offers from three agencies. | 46. _____ | 604 |
| 47. We have no one to blame but ourselves. | 47. _____ | 608b |
| 48. Paul St. Germain is an alumni of Johns Hopkins University. | 48. _____ | 614 |
| 49. Yesterday's solar eclipse is one phenomena I will never forget. | 49. _____ | 614 |
| 50. Have you done an analyses of our sales for the first half of the year? | 50. _____ | 614 |
| 51. We have managed to get through worse crises in the past. | 51. _____ | 614 |
| 52. We invited Mr. and Mrs. Murphy, but the Murphies were away. | 52. _____ | 615c |
| 53. How many Ph.D.'s do we have in our Research Department? | 53. _____ | 622a |
| 54. Our business grew tremendously during the 90s. | 54. _____ | 624a |
| 55. I can't stand the weather when the temperature climbs into the 90s. | 55. _____ | 624a |

E. Directions: Rewrite the following sentences to correct any errors in plural forms. **References:** Consult the rules shown below as you complete this exercise.

- | | |
|--|--------------------|
| 56. My bookshelves are crammed with studys analyzing different types of taxes. _____ | 611
604
602 |
| 57. Please correct all the tyooes in this memo, and change all the dashes to parenthesis. _____ | 607a
602
614 |
| 58. (For a list of the runner-ups, see p. 26-28.) _____ | 612a
621a |
| 59. Two of our committees have gone to great lengthes to review the pro's and con's of your plan. ____ | 601
625a |
| 60. My son has five parking summons and ten alibies for not paying them. _____ | 602
601 |

F. Directions: Edit the following paragraph to correct any errors in plural forms. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in ¶¶601–626 as you complete this exercise.

The head of our HMO is planning a reception for the three new M.D.'s and	1
their wives--the Jones, the McCarthies, and the Hastings. If the temperature	2
does not drop into the '70s, the reception will be held outdoors at the home	3
of Mr. and Mrs. Harvey Fox. The Foxs are going all out to make this a special	4
occasion. (No one could ever accuse them of being couch potatos.) They are	5
considering different menues and making arrangements for musical entertain-	6
ment. Many VIP will be invited. There is only one criteria for this event--	7
to do whatever is necessary to make the newcomers feel welcome.	8

Possessives

A. Directions: For each singular noun in the first column, provide the correct form for the singular possessive, the plural, and the plural possessive. **References:** Consult the rules shown below as you complete this exercise. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

SINGULAR	SINGULAR POSSESSIVE	PLURAL	PLURAL POSSESSIVE
1. company	_____ 630a	_____ 604	_____ 632a
2. attorney	_____ 630a	_____ 605	_____ 632a
3. hero	_____ 630a	_____ 607b	_____ 632a
4. alumna (f.)	_____ 630a	_____ 614	_____ 633
5. Mr. and Mrs. Bono	_____ 630a	the _____ 615a	the _____ 632a
6. woman	_____ 630a	_____ 609	_____ 633
7. child	_____ 630a	_____ 610	_____ 633
8. Mr. French	_____ 630a	the _____ 615b	the _____ 632a
9. actress	_____ 631a	_____ 602	_____ 632a
10. Mr. Van Ness	_____ 631a	the _____ 615b	the _____ 632a
11. homeowner	_____ 634	_____ 611	_____ 635a
12. vice president	_____ 634	_____ 612a	_____ 635a
13. daughter-in-law	_____ 634	_____ 612a	_____ 635b
14. CPA	_____ 638	_____ 622a	_____ 638
15. M.D.	_____ 638	_____ 622a	_____ 638

B. Directions: Circle all errors in possessive forms in each of the following sentences, and write the correct form in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶627–633.

16. My husband and I are going on a two weeks cruise to Alaska.	_____ 627 _____ 629 _____ 632a
17. I'm opening a saving's account for my new granddaughter.	_____ 628a _____ 628a _____ 632a
18. Would you be willing to raise funds for the boys hockey team?	_____ 629 _____ 632a
19. When we went to Mr. and Mrs. Smith's house, we met the Smith's sons.	_____ 630b
20. I'm moving to Iowa. What do you know about Des Moines's schools?	_____ 631a
21. Before you apply for a leave, you will need to get your boss' okay.	_____ 631b _____ 631b _____ 631c
22. We take real pride in Massachusetts' historical struggle for freedom.	_____ 633 _____ 635a _____ 632b
23. Have you ever walked through New Orlean's French Quarter?	
24. Burke & Feldman is having a sale on womens' and children's clothing.	
25. The two eyewitness's statements don't agree on many key points.	

C. Directions: Rewrite the following sentences to eliminate all errors in possessive forms and awkward expressions. **References:** Consult the rules shown below as you complete this exercise.

26. My sons-in-law's business will require me providing a lot of financial support. _____ 635b
 _____ 647a
27. If this wallet is not her's, who's is it? _____ 636

28. I got a great price on these Levis at Blue Genius Inc.s end-of-winter sale. _____ 640a
 _____ 644
 _____ 639
29. Do you think Frank's and Arnold's partnership will last? They don't respect each others' views. _____ 643a
 _____ 637
30. The organizers of our local farmer's market think this year's sales are twice as good as last year. _____ 652
 _____ 644
31. We've been invited to a New Years' Eve party at the Russos. _____ 650a
 _____ 644
32. I asked for fast delivery of several hundred dollars worth of kitchen equipment, but the shipment is now three week's overdue. _____ 646
 _____ 647a
33. What did your boss think about you asking for two week's vacation during the August sale? _____ 627
 _____ 629
 _____ 632a
34. One of my author's manuscript has been accepted by a publisher, but I don't like the contract's terms. _____ 648c
 _____ 645
35. Did you read Ms. Fox, the producer's comments about our doctor's son's acting career? _____ 641
 _____ 649

D. Directions: Edit the following paragraph to correct any errors in possessive forms. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in ¶¶627–652 as you complete this exercise.

Do you remember me telling you about Pam's and Marsha's shop going out of 1
 business? They had a fantastic sale last week on womens clothes. This year's 2
 prices were even lower than last year. I found a new dress for the Rossi's 3
 anniversary celebration next month. (I like it very much, but I don't think 4
 it's as nice as your's.) Then I remembered wanting new clothes for the one 5
 weeks' trip to Orlando this spring. The shop had a wonderful price on Levis, 6
 so I scooped up three pairs. Before I knew it, I had bought several hundred 7
 dollars worth of clothes I probably don't need. I'm going to have to dip deep 8
 into my saving's account to pay for this wild shopping spree. I hope there is 9
 something left to pay for the trip to Orlando. 10

A. Directions: Combine the base word with the suffix for each of the following items, and provide the correct spelling in the answer column. **References:** ¶¶701–709. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

1. ship + ing	_____	701	11. cheer + ful	_____	705
2. mad + en	_____	701	12. equip + ment	_____	705
3. control + ing	_____	702	13. trust + worthy	_____	706
4. occur + ed	_____	702	14. move + able	_____	707a
5. prefer + ence	_____	702	15. mile + age	_____	707a
6. ship + ment	_____	703	16. ice + y	_____	707b
7. mad + ness	_____	703	17. manage + able	_____	707c
8. cancel + ing	_____	704	18. like + ly	_____	708
9. total + ed	_____	704	19. nine + th	_____	708
10. program + ing	_____	704	20. lie + ing	_____	709

B. Directions: Circle all spelling errors and write the correct forms in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶701–709.

21. The number of students cutting classes is begining to decrease.	_____	701	21. _____	702
22. Swimming at the beach is forbidden when lifeguards are not present.	_____	701	22. _____	702
23. The shipment of relief supplies was cancelled without any explanation.	_____	703	23. _____	704
24. The uncloging of traffic on Route 101 has benefited all commuters.	_____	702	24. _____	704
25. Eyewitnesses differred in their accounts of how the accident occurred.	_____	702	25. _____	704
26. Has anyone profited from the biassed reporting about the election?	_____	704	26. _____	705
27. Todd and Jeff are argueing about whose car gets better mileage.	_____	704	27. _____	707a
28. Finding knowledgeable workers in this field is not easey.	_____	704	28. _____	707b
29. Good management requires excellent judgment.	_____	705	29. _____	707c
30. I said that Eve was dyeing her shoes; I did not say that she was dieing.	_____	708	30. _____	709
		707a		
		707b		
		707c		

C. Directions: If any of the following words are misspelled, write the correct spellings in the answer column. If a word is correct as given, write *C* in the answer column. **References:** Consult the rules shown below.

31. worried	_____	710a	36. weird	_____	712
32. shyly	_____	710a	37. recieve	_____	712
33. delayed	_____	711	38. thier	_____	712
34. sayed	_____	711	39. probible	_____	713a
35. beleif	_____	712	40. possable	_____	713b

41. persistant	_____	714	46. advertize	_____	715b
42. resistant	_____	714	47. analise	_____	715c
43. assistance	_____	714	48. supercede	_____	716a
44. relevance	_____	714	49. procede	_____	716b
45. realise	_____	715a	50. precede	_____	716c

D. Directions: Circle all spelling errors and write the correct forms in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

51. What is the likelihood that this fad will spread countrywide?	_____	710a
52. I don't have a weight problem; I have a hieght problem.	_____	712 713b
53. Do you think the defendent's testimony is credible?	_____	714 712
54. They do a better job of advertising thier merchandise than we do.	_____	715
55. You will have to concede that the existing procedure is not working.	_____	716b-c

E. Directions: If the boldface word in each of the following items is misspelled, write the correct form in the answer column. If the item is correct as given, write *C* in the answer column. **References:** ¶720.

56. happy to accomodate you	_____	66. plan an itinery	_____
57. to make your aquaintance	_____	67. serve as the liason	_____
58. is basicly all right	_____	68. a momento of the occasion	_____
59. need to check the calender	_____	69. that's your privaledge	_____
60. falls in the second catagory	_____	70. order a large quantity	_____
61. to achieve a concensus	_____	71. maintain seperate accounts	_____
62. wants a definate answer	_____	72. find something similiar	_____
63. elimanate the frills	_____	73. need to regain your strenth	_____
64. on the 14th of Febuary	_____	74. a drop in the temperture	_____
65. reach his full heighth	_____	75. meet every Wensday	_____

F. Directions: Edit the following paragraph to correct any spelling errors. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in Section 7 as you complete this exercise.

Whenever my wife and I discuss vacation arrangements, we often conclude 1
that we should plan seperate itineries. Basicly, the problem is this: she 2
likes cold weather and I become miserable when the temperture drops into the 3
30s. I have tried to accomodate her preferences, but we start argueing 4
nevertheless. Last year we agreed on a trip and then cancelled it at the last 5
minute. I keep thinking that it should be possable to find a vacation spot 6
that will satisfy both of us, but I realise that it's not going to be easy. 7

Choosing the Right Word

A. Directions: If the boldface word in each of the following items is misspelled or misused, write the correct form in the answer column. If an item is correct as given, write *C* in the answer column. **References:** ¶719.

- | | | | |
|---|-------|--|-------|
| 1. denied excess to the files | _____ | 16. to disperse company funds | _____ |
| 2. looking for good advise | _____ | 17. ten discreet groups of voters | _____ |
| 3. worked as a health aid | _____ | 18. need a disinterested observer | _____ |
| 4. found alot of errors | _____ | 19. damage dew to moisture | _____ |
| 5. your assistants was helpful | _____ | 20. to illicit many opinions | _____ |
| 6. more pressure than I can bare | _____ | 21. an imminent politician | _____ |
| 7. step on the breaks | _____ | 22. an unsealed envelop | _____ |
| 8. take a deep breathe | _____ | 23. was not phased by the insult | _____ |
| 9. that can not be true | _____ | 24. a very courageous feet | _____ |
| 10. to cease the opportunity | _____ | 25. displayed a flare for writing | _____ |
| 11. choose a cite for the new office | _____ | 26. to flout one's possessions | _____ |
| 12. a member of the town counsel | _____ | 27. to forego my right to protest | _____ |
| 13. make daily entries in a dairy | _____ | 28. I formally taught math | _____ |
| 14. will not tolerate any descent | _____ | 29. went fourth to help others | _____ |
| 15. to differ a decision for a week | _____ | 30. their stories do not gibe | _____ |

B. Directions: If the boldface word in each of the following items is misspelled or misused, write the correct form in the answer column. If an item is correct as given, write *C* in the answer column. **References:** ¶719.

- | | | | |
|---|-------|--|-------|
| 31. eat more healthy foods | _____ | 46. to pour over the printouts | _____ |
| 32. had not herd the news reports | _____ | 47. make one's presents felt | _____ |
| 33. it's holy understandable | _____ | 48. my principle goal in life | _____ |
| 34. marched down the isle | _____ | 49. is quiet happy with her job | _____ |
| 35. to be libel for the damage | _____ | 50. a starring roll in the play | _____ |
| 36. to be afraid of lightening | _____ | 51. to find the best root to Denver | _____ |
| 37. I'm loathe to take on that job | _____ | 52. to make a seen in public | _____ |
| 38. Sue maybe the one we hire | _____ | 53. uses expensive stationary | _____ |
| 39. a miner irritation | _____ | 54. takes a different tact | _____ |
| 40. these bills are overdo | _____ | 55. the ropes must be taught | _____ |
| 41. a lot of time has past | _____ | 56. make a through search | _____ |
| 42. at the peek of his career | _____ | 57. worked much to hard | _____ |
| 43. need to resist pier pressure | _____ | 58. applied undo pressure | _____ |
| 44. get at the plane truth | _____ | 59. to wave your rights | _____ |
| 45. conduct a pole of local voters | _____ | 60. to protect you're property | _____ |

C. Directions: Select the correct form in parentheses for each of the following sentences, and write your answer in the answer column. **References:** ¶719.

- | | |
|---|-----------|
| 61. Should we (accede, exceed) to Pamela Butler's request for a transfer? | 61. _____ |
| 62. If you don't like my idea, do you have an (alternate, alternative) to offer? | 62. _____ |
| 63. To whom should these purchases be (billed, build)? | 63. _____ |
| 64. Helena is the (capital, capitol, Capitol) of Montana. | 64. _____ |
| 65. We have ordered a five-(coarse, course) meal for Ms. Noriega's banquet. | 65. _____ |
| 66. I can no longer cope with Mr. Whitman's (continual, continuous) complaints. | 66. _____ |
| 67. We need to (device, devise) a fallback plan in case this plan doesn't work. | 67. _____ |
| 68. This problem needs to be referred to a (higher, hire) level of management. | 68. _____ |
| 69. Pretending not to understand was very (ingenious, ingenuous) on Carl's part. | 69. _____ |
| 70. Under the circumstances it was the (leased, least) that we could do. | 70. _____ |
| 71. At this point what do we have to (loose, lose)? | 71. _____ |
| 72. It's not a good idea to (medal, meddle) in Christopher's affairs. | 72. _____ |
| 73. Because of the heavy fog we (missed, mist) the turnoff to the lake. | 73. _____ |
| 74. A doctor with a good bedside manner exhibits a lot of (patience, patients). | 74. _____ |
| 75. There is a (perspective, prospective) buyer for our house. | 75. _____ |
| 76. What is the best way for us to (precede, proceed)? | 76. _____ |
| 77. Harry's requests must take (precedence, precedents) over everyone else's. | 77. _____ |
| 78. The predictions of (profits, prophets) are often disregarded by their contemporaries. | 78. _____ |
| 79. The Friday afternoon meetings are always a (waist, waste) of time. | 79. _____ |
| 80. Eating two boxes of cookies at one sitting is not a good (way, weigh) to diet. | 80. _____ |

D. Directions: Edit the following paragraph to correct any errors in spelling and usage. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** ¶719.

If my friend Tom could be more discrete and use more tack in his dealings	1
with people, he would be more popular with his colleagues at work. I've tried	2
to give him alot of advise along these lines, but Tom says that he can not	3
bare to listen to me any longer. I think he's lost patience with me, and I'm	4
sure that he is reluctant to get some perspective on the way he appears to	5
other people. It maybe true that I have come on to strong in the past.	6
However, I believe that Tom is loathe to change his behavior. In fact, I	7
suspect that he is actually quiet satisfied with things as they are.	8

A. Directions: If a boldface item in the following list should be written as a solid word, insert the “delete space” mark (for example, **by law**). If a boldface item should be hyphenated, use the “insert hyphen” mark (for example, **mix^up**). If a boldface item should be written as separate words, use the “insert space” mark (for example, **crack^hdown**). Circle any changes you make. If an item is correct as given, write *C* in the answer column. **References:** ¶¶801–808.

- | | | | |
|--|------------------|--|-------------------|
| 1. in a spirit of good will | _____ 801a | 11. when negotiations breakdown | _____ 802
803b |
| 2. need to use some good sense | _____ 801a | 12. need to check in by 6 o'clock | _____ 802
803c |
| 3. time to say good bye | _____ 801a | 13. and watch sales takeoff | _____ 802
803f |
| 4. cut down on the paper work | _____ 801a | 14. to takeover the company | _____ 802
803g |
| 5. who invented the paper clip | _____ 801a | 15. engaged in a free for all | _____ 804a |
| 6. to follow up on his progress | _____ 802 | 16. get down to the nitty gritty | _____ 804b |
| 7. do a follow up on his memo | _____ 802 | 17. ask the editor in chief | _____ 804c |
| 8. we need to get a go ahead | _____ 802 | 18. good at problem solving | _____ 805a |
| 9. can we now go ahead | _____ 802
802 | 19. had to go for an Xray | _____ 807 |
| 10. cannot makeup their minds | _____ 803a | 20. write to a vice president | _____ 808c |

B. Directions: If any of the following expressions are considered unacceptable, write an appropriate alternative in the answer column. If an expression is acceptable, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | | |
|--------------------|------------|-----------------------|------------|
| 21. layman | _____ 809a | 26. Chairman Paul Foy | _____ 809d |
| 22. salesmen | _____ 809a | 27. woman doctor | _____ 810 |
| 23. mankind | _____ 809a | 28. stewardess | _____ 840a |
| 24. workmen's comp | _____ 809a | 29. authoress | _____ 840a |
| 25. workmanship | _____ 809c | 30. heroine | _____ 840a |

C. Directions: Edit the boldface element in each of the following items to correct any misspellings. Use appropriate revision marks to indicate your corrections. Circle any changes you make. If an item is correct as given, write *C* in the answer column. **References:** ¶811–812.

- | | | | |
|---|------------|--|------------|
| 31. to high light the key points | _____ 811a | 36. to double space the report | _____ 811a |
| 32. to baby sit for a neighbor | _____ 811a | 37. to leave a double space | _____ 812a |
| 33. to short change a customer | _____ 811a | 38. an air conditioned house | _____ 812a |
| 34. to spot check the answers | _____ 811a | 39. air conditioning is essential | _____ 812a |
| 35. spot checking the price list | _____ 812a | 40. air conditioning my bedroom | _____ 812a |

D. Directions: Edit the boldface element in each of the following sentences to correct any misspellings. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. If a sentence is correct as given, write C in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | |
|--|-----------|--------------|
| 41. A well known consultant will be helping us develop our long range plans. | 41. _____ | 813
814 |
| 42. I know that this is high tech equipment, but is it really up to date ? | 42. _____ | 814
813 |
| 43. Everything said at this high level conference is off the record . | 43. _____ | 815a |
| 44. Even though these goods are high priced , they are tax exempt . | 44. _____ | 815b |
| 45. I'm enrolled in an all day program, so I can work only part time . | 45. _____ | 816a |
| 46. I'm getting hit with a 7.5 percent increase on my \$400 a month apartment. | 46. _____ | 817a
817a |
| 47. I've requested a three month extension for the filing of my income tax return. | 47. _____ | 818a
818a |
| 48. Jack Egan is now an important real estate agent with Park Avenue clients. | 48. _____ | 819a
818a |
| 49. Pam runs a mail order business targeted at African American women. | 49. _____ | 818d
820a |
| 50. Phone us toll free if you want to take advantage of our store wide sale. | 50. _____ | 820c
820c |
| 51. This raincoat is not really water proof but it is water repellent . | 51. _____ | 820a
821b |
| 52. The level of our health care related costs is truly mind boggling . | 52. _____ | 821a
822a |
| 53. Under a long standing agreement, they send us the best qualified people. | 53. _____ | 822b
822a |
| 54. Your dog may be friendly looking , but his effect on me was hair raising . | 54. _____ | 821a
823a |
| 55. No one would ever accuse our long winded speaker of being close mouthed . | 55. _____ | 823c
824b |
| 56. The next speaker is well known for his highly focused presentations. | 56. _____ | 824a
825a |
| 57. Her speech was a very trying experience, because it lacked a clear cut focus. | 57. _____ | 824b |
| 58. Perhaps their demands will be scaled down during this cooling off period. | 58. _____ | 826
827d |
| 59. We get red hot results by using tried and true techniques. | 59. _____ | 827b |
| 60. I like Bob's can do spirit, but I'm taking a wait and see approach. | 60. _____ | 828a
829a |
| 61. I just got a get well card from my ten year old nephew. | 61. _____ | 831a
831a |
| 62. This up to date procedure is actually more time consuming than the old one. | 62. _____ | 821d |
| 63. Fill out a change of address form if this information is not up to date . | 63. _____ | 831a
831b |
| 64. A trial and error approach won't work; it's time for a go/no go decision. | 64. _____ | 831d
832a |
| 65. Use 8½ by 11 inch paper, and type it single or double spaced . | 65. _____ | 812a |

E. Directions: Edit the following paragraph to correct any errors with compound words. Use appropriate proofreaders' marks to indicate your corrections, and circle any changes you make. **References:** ¶¶801–832.

I just heard about Sam Perez's accident. I'm glad you sent him out for 1
 X rays. If you handle the medical paper work, I'll follow-up with the woman 2
 doctor at our clinic. Sam's in for some high priced treatment, but I'm sure 3
 his injury will be covered by workmen's comp. In the meantime, try to get a 4
 part time replacement for Sam for at least a three to four week period. I 5
 will send out a company wide memo telling the staff about Sam's accident and 6
 asking them to start picking out get well cards. 7

Using the Hyphen in Compounds and Word Division

A. Directions: For each of the following items combine the elements to form a word, and write the properly spelled word in the answer column. Use hyphens as necessary. **References:** Consult the rules shown below as you complete this exercise. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

- | | | | | | |
|-------------------------|-------|-------------|---------------------|-------|------|
| 1. audio + visual | _____ | 833a | 11. co + operate | _____ | 835b |
| 2. multi + purpose | _____ | 833a | 12. co + owner | _____ | 835b |
| 3. non + discriminatory | _____ | 833a | 13. re + elect | _____ | 835a |
| 4. non + civil service | _____ | 833c | 14. pre + eminent | _____ | 835a |
| 5. mid + afternoon | _____ | 833a | 15. self + evident | _____ | 836a |
| 6. mid + thirties | _____ | 833a
844 | 16. self + less | _____ | 836b |
| 7. mid + March | _____ | 838
844 | 17. three + fold | _____ | 833a |
| 8. anti + theft | _____ | 833a | 18. thirty + ish | _____ | 833a |
| 9. anti + inflationary | _____ | 834 | 19. senator + elect | _____ | 808b |
| 10. anti + American | _____ | 838 | 20. ex + husband | _____ | 808b |

B. Directions: Edit the boldface elements in each of the following sentences to correct any spelling errors. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | | | |
|---|-------|--------------|-----------|------|
| 21. This is a specially designed pre-test for pre-high-school students. | _____ | 833a
833c | 21. _____ | 833a |
| 22. Everyone should bring an extra warm sweater for him or herself . | _____ | 833a
836c | 22. _____ | 836a |
| 23. Our clinic offers self help programs for over and under weight people. | _____ | 832d
833 | 23. _____ | 837 |
| 24. We can't decide whether to release our apartment or buy a coop . | _____ | 835b | 24. _____ | 837 |
| 25. Please resign the contracts and return them in the self addressed envelope. | _____ | 836a | 25. _____ | 836a |

C. Directions: In each of the following items the diagonal indicates where the item has been divided at the end of a line. In the answer column provide the number of the rule that explains why each word or phrase *should not* be divided in this way. **References:** ¶¶901–906 for items 26–35; ¶¶907–918 for items 36–45; ¶¶919–922 for items 46–55.

- | | | | | | |
|-----------------|-------|-----------------------|-------|--------------------------|-------|
| 26. ship-/ ped | _____ | 36. 85,-/ 000 | _____ | 46. pas-/ sing | _____ |
| 27. stra-/ ight | _____ | 37. self-as-/ surance | _____ | 47. beginn-/ ing | _____ |
| 28. AM-/ VETS | _____ | 38. hidea-/ way | _____ | 48. mill-/ ion | _____ |
| 29. are-/ n't | _____ | 39. oper-/ ator | _____ | 49. Mrs./ Sanchez | _____ |
| 30. a-/ cross | _____ | 40. radia-/ tor | _____ | 50. May/ 21, 2007 | _____ |
| 31. tho-/ ugh | _____ | 41. su-/ pernatural | _____ | 51. page/ 42 | _____ |
| 32. chew-/ y | _____ | 42. responsi-/ ble | _____ | 52. Ellen/ T. Mann | _____ |
| 33. let-/ up | _____ | 43. hope-/ lessness | _____ | 53. 415/ Grove Street | _____ |
| 34. pres-/ sed | _____ | 44. undercur-/ rent | _____ | 54. three people/—Jay, | _____ |
| 35. stere-/ o | _____ | 45. read-/ dress | _____ | 55. as follows: (1)/ the | _____ |

D. Directions: Rewrite the following sentences to correct all spelling errors and to remove all sexist expressions. **References:** Consult the rules shown below as you complete this exercise.

56. Please send an inter-office memo to all the salesmen, setting the date when they'll be asked to run-through their sales presentations. _____
_____ 833a
_____ 809a
_____ 802
57. The woman lawyer who is representing my father in law has asked him to pin-point any discrepancies in the statements of the eye witnesses. _____
_____ 810
_____ 804c
_____ 811a
_____ 801a
58. Marilyn is the co-author of a number of 60 to 90 hour self study courses designed for businessmen who want to expand their operations. _____
_____ 835b
_____ 832b
_____ 836a
_____ 809a
59. Please follow-up on the progress made by the newly-hired employees who recently completed our on the job training program. _____
_____ 802
_____ 824a
_____ 831a
60. Please ask Ms. Washington to turnover all of the up to date production reports to George Gangi, our new vice-president. _____
_____ 802
_____ 831a
_____ 808c

E. Directions: Edit the following paragraph to correct any errors involving compound words and division of word groups. Use appropriate proofreaders' marks to indicate your corrections, and circle any changes you make. **References:** Consult the appropriate rules in Sections 8 and 9 as you complete this exercise.

Janice Darden and I are coowners of a small publishing company that 1
specializes in self help books for people like you and me--in other words, 2
the typical layman. We'd like to sign up a well known authoress named Fay 3
V. Fox. She's writing a book that tells people how to prepare their own 4
income tax returns and avoid the annual attack of mid April blues. Janice 5
thinks we'll have no trouble getting a go-ahead from Gloria's agent, but 6
I feel she's being overconfident. The agent has sent us a list of demands 7
--many of which we can't agree to. When we meet with the agent on October 8
23, I'm afraid our contract negotiations will quickly breakdown. 9

A. Directions: Rewrite the following sentences to correct all errors relating to abbreviations, plurals, possessives, spelling, and compound words. **References:** Consult the appropriate rules in Sections 5–8 as you complete this exercise.

1. Pt. Two (p. 94-162) analises the long term consequences of the environmental legislation past by Congress last year.

2. We are having a store wide sale during the month of Febuary in all of our branchs across the U.S.— with special discounts on womens' clothing.

3. Please enclose a self addressed envelop if you would like to recieve copys of Dr. Ross' speeches at this years' AMA convention.

4. The temperture in Washington, D. C., last winter never went below the '30s, according to our real-estate agent, Mrs. Galsworthy's letter.

5. P.V. Hunsinger is well-known for her analysises of various poles designed to measure consumer's confidence in the economy.

6. The company's attorneys have advised our C.E.O. to take a wait and see attitude until the Supreme Court hands down it's judgement in the Sampson case.

7. On the basis of faxes from our salesmen in the field, this year's orders for our line of stationary products are not likely to exceed last year.

8. From a long range prospective there maybe to many PhD's graduating over the next ten years and not alot of job opportunitys opening up for them.

9. Please set-up an all day meeting to discuss ways to elimenate several million dollars worth of expenses incurred by our agencys in Chicago and Saint Louis.

10. There is only one clear cut criteria for success in this business: how well you accomodate your customer's preferences, no matter what they maybe.

Editing Survey B (Continued)

B. Directions: Edit the following paragraphs to correct all errors. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in Sections 1–8 as you complete this exercise.

I don't have answers to all the problems that one faces but
I can tell you about a technique that can get you through some
of life's difficult moments. I learned this technique from a
brief anecdote that appeared in the "Reader's Digest" a number
of years ago.

A woman, who was traveling to see her grandchildren, found
herself stranded at O'Hare Airport in Chicago because of bad
weather. All flights had been cancelled since mid-afternoon,
and 100's of unhappy travelers were waiting all over the Air-
port. Every seat had been taken. Travelers were now sitting
and lying on the floor, all suffering that terrible frustration
that comes from not being able to control one's situation.
Nearby was a young mother with a five-year-old child squirming
in her lap, whining and whimpering and being altogether impos-
sible. The mother was a model of saintly patience. She simply
crooned, "There, there, Nancy. It's going to be all right. In a
little while you'll be home. You'll have a nice bath and then
put on a fresh nightgown and slip into bed for a good nights'
sleep." Over and over she crooned, "There, there, Nancy."

About 7 PM the weather started to clear. The grandmother
heard the boarding announcement for her plane. As she was about
to leave the area she felt the impulse to speak to the young
mother. "I want to tell you," she said, "that I think you are
the most wonderful mother I have ever seen. Your patience is
remarkable. I love the way you talk to your daughter Nancy."

The mother looked up with surprise. "Oh," she said, "her
name is Emily. My name is Nancy."

C. Directions: Edit the following paragraphs to correct all errors. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in Sections 1–9 as you complete this exercise.

According to one disgruntled author, editors winnow out the wheat from the chaff, and publish the chaff. Perhaps the reason that editors are so often disliked is that they so often speak with a sharp tongue. Doctor Samuel Johnson, the great 18th century author and critic, offered this comment on a writer's manuscript: "What you have written is both good and original. Unfortunately, the parts that are good are not original, and the parts that are original are not good." Charles Dickens also possessed a sharp tongue. After reviewing an unpublished collection of poems entitled "Orient Pearls at Random Strung," he gave the following verdict: "Too much string."

Is it possible that some children are destined to become editors from an early age. It certainly seems that way with our's. When our son Christopher was four, he announced that Alpha-Bits was his favorite cereal. He said that he liked it because the cereal was "made out of letters." Kate, his six year old sister, corrected him. "No, Chris," she said, "it's the cereal that's made *into* letters." He punched her, revealing that the instinct to strike back at one's editor starts early.

The editorial tradition in our family seems to be continuing into the next generation. Our son John was preparing breakfast for his three-year-old daughter. As he started to spread jam on her toast, he realized that she wanted to become more directly involved in the process. He said, "do you want to put the jam on yourself?" "No, Daddy," she replied. "I want to put it on the toast."

I'm afraid that you can not change editors, that's just the way they are.

Grammar: Subjects and Verbs

A. Directions: First review how the principal parts of regular and irregular verbs are formed (see ¶1030 and ¶1035). Then, for each boldface verb in the following sentences, write the specified tense of the verb in the answer column. **References:** Consult the rules shown below as you complete the exercise. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

- | | | |
|---|-----------|----------------|
| 1. Present tense: Alan always do an excellent job of summarizing our discussions. | 1. _____ | 1031b
1035b |
| 2. Future tense: Natalie finish the statistical analysis that you started. | 2. _____ | 1031c |
| 3. Past tense: Mr. Porter go to Chicago last week to meet with his lawyers. | 3. _____ | 1032a
1030b |
| 4. Present perfect tense: I have see the review of your new book on telecommunications. | 4. _____ | 1033a
1030b |
| 5. Present progressive tense: We are issue new directives to our staff this week. | 5. _____ | 1034a
1030a |
| 6. Past progressive tense: Jan was cancel her credit cards all during the week. | 6. _____ | 1034b
1030a |
| 7. Present perfect progressive tense: Our sales have been slip continually. | 7. _____ | 1034d
1030a |
| 8. Present passive tense: I am expect to do the work of two people. | 8. _____ | 1036
1030a |
| 9. Past passive tense: Charlie was choose to head the Eastern Region's sales staff. | 9. _____ | 1036
1030b |
| 10. Present perfect passive tense: They have been transfer to the Boston office. | 10. _____ | 1036
1030a |

B. Directions: If any of the boldface verbs are incorrectly used in the following sentences, write the correct form in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶1030–1033.

- | | | |
|--|-----------|----------------|
| 11. Past tense: I liked the movie <i>Burnt by the Sun</i> so much that I seen it four times. | 11. _____ | 1032b
1030b |
| 12. Past tense: Christopher done the whole report without any help from others on staff. | 12. _____ | 1032b
1030b |
| 13. Past tense: Timothy brung me the news about your graduating with honors. | 13. _____ | 1032b |
| 14. Past tense: We begun the board meeting without waiting for Mrs. Farragut. | 14. _____ | 1032b |

- | | | |
|---|-----------|---------------|
| 15. Past tense: This sweatshirt shrank about two sizes after only one washing. | 15. _____ | 1032b |
| 16. Present perfect tense: The temperature has rose to 90°F every day this week. | 16. _____ | 1033 |
| 17. Present perfect tense: My neighbor, John Forest, has broke my lawn mower for the last time. | 17. _____ | 1033 |
| 18. Present perfect tense: I have wrote only two job application letters so far this month. | 18. _____ | 1033
1030b |

C. Directions: The subject of an independent or dependent clause appears in boldface in each of the following sentences. Select the correct verb form in parentheses, and write your answer in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | |
|--|-----------|-------|
| 19. It is essential that these orders (are, be) shipped by the end of the week. | 19. _____ | 1038a |
| 20. It is urgent that Molly (prepare, prepares) a revised draft of the report. | 20. _____ | 1038b |
| 21. I wish I (was, were) more at ease during my weekly meetings with Mrs. Hennessey. | 21. _____ | 1039a |
| 22. If I (was, were) better coordinated, I would take up cross-country skiing. | 22. _____ | 1040 |
| 23. If I (had, would have) been asked to speak, I would have gladly done so. | 23. _____ | 1040 |
| 24. Phil acts as if he (was, were) the greatest computer programmer in the world. | 24. _____ | 1042 |
| 25. Sarah said that she (is, was) planning to return to college this fall. | 25. _____ | 1047 |

D. Directions: The subject of an independent or dependent clause appears in boldface in each of the following sentences. Select the verb form in parentheses that agrees with the boldface subject, and write your answer in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | |
|---|-----------|-------|
| 26. I (am, is) the only person who can manage to get along with clients like Mr. Henderson. | 26. _____ | 1001a |
| 27. Only you (has, have) the full confidence of all the members of the board. | 27. _____ | 1001a |
| 28. Jennifer Waterman (doesn't, don't) handle incoming calls as well as she should. | 28. _____ | 1001a |
| 29. We (was, were) quite disappointed by the company's performance last year. | 29. _____ | 1001a |

Grammar: Subjects and Verbs (Continued)

- | | | |
|--|-----------|---------------|
| 30. They (has, have) been devising a new organization for the entire company. | 30. _____ | 1001a |
| 31. Tom and Greg (is, are) going to attend the conference in London with me. | 31. _____ | 1002a |
| 32. Every car, van, and truck (is, are) on sale during the next two weeks. | 32. _____ | 1002c |
| 33. Either Helen or her mother (has, have) walked off with the keys to my condo. | 33. _____ | 1003 |
| 34. Neither Ms. Welling nor the Silbers (is, are) planning to attend the reception. | 34. _____ | 1005 |
| 35. The invoice for these laptop computers (contains, contain) many errors. | 35. _____ | 1006a |
| 36. The CEO , along with his top managers, (is, are) leaving for Tokyo tomorrow. | 36. _____ | 1006a
1007 |
| 37. One of the photocopiers (is, are) going to be taken out of service again. | 37. _____ | 1008a |
| 38. Each strategy that you have proposed (has, have) to be carefully evaluated. | 38. _____ | 1009a |
| 39. Everybody in the audience (seems, seem) enthusiastic about the performance. | 39. _____ | 1010 |
| 40. Many of us (was, were) not asked to provide our reactions to the new ad campaign. | 40. _____ | 1012 |

E. Directions: The subject of an independent or dependent clause appears in boldface in each of the following sentences. Select the correct verb form in parentheses, and write your answer in the answer column. **References:** Consult the rules shown below as you complete this exercise.

- | | | |
|--|-----------|--------------|
| 41. All of the proceeds from this campaign (is, are) being donated to the United Way. | 41. _____ | 1013a |
| 42. None of the applicants (was, were) hired for this job opening. (<i>General usage</i>) | 42. _____ | 1013b |
| 43. The criteria (has, have) been revised by the executive compensation committee. | 43. _____ | 1018a
614 |
| 44. The jury (has, have) finally agreed on a verdict. | 44. _____ | 1019a |
| 45. A number of employees (has, have) signed up for the grammar seminar. | 45. _____ | 1023 |

46. **The number** of employees who signed up (was, were) not as large as I had hoped. 46. _____ 1023
47. **Two-thirds** of the community (supports, support) the plan to build a new high school. 47. _____ 1025a
48. **Two-thirds** of the voters (supports, support) the plan to build a new high school. 48. _____ 1025b
49. What actions (am, are) **I** supposed to take on the basis of Jim Farley's memo? 49. _____ 1027a
50. Before we can make a decision, there (is, are) many **factors** that need to be weighed. 50. _____ 1028a

F. Directions: Edit the following paragraph to correct any errors. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in ¶¶1001–1047 as you complete this exercise.

I wish I was a better athlete. Unfortunately, my body 1
 don't respond extremely well to the directions issued by my 2
 brain. My problems started early. I crashed my tricycle into a 3
 car, and my collarbone was broke as a result. I done the same 4
 thing to my collarbone the following year. My roller skates 5
 came apart as I begun to go down a slight incline. One of my 6
 friends have reminded me of the time when I, along with some 7
 classmates, were cutting through a gas station on a bicycle. On 8
 that occasion I flew headfirst over the handlebars into an ele- 9
 gant pyramid of oilcans. There is probably some extremely good 10
 explanations for my lack of coordination, but none of those 11
 explanations interests me. A number of my neighbors has tried 12
 to get me to go jogging with them, but I always respond with the 13
 words of Robert Maynard Hutchins: "Whenever I feel like exercise, 14
 I lie down until the feeling passes." 15

A. Directions: In the answer column write the correct pronouns for the boldface words in the following sentences. If a sentence is correct as given, write *C* in the answer column. **References:** Consult the rules shown below as you complete this exercise. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

1. **Subject:** Betty and **me** can make all the necessary arrangements ourselves. 1. _____ 1054a
2. **Subject:** I thought that Bob and **her** did an especially nice job on the annual report. 2. _____ 1054a
3. **Subject:** The Boyles and **us** have theater tickets for this Saturday night. 3. _____ 1054a
4. **Subject:** The Pavlicks and **them** can't seem to agree on the terms of the contract. 4. _____ 1054a
5. **Direct object:** They have invited Mr. Worthington and **I** to the reception for the new CEO. 5. _____ 1055a
6. **Indirect object:** We sent the Rossis and **they** bouquets from our garden. 6. _____ 1055a
7. **Object of preposition:** This matter concerns no one except you and **I**. 7. _____ 1055b
8. **Subject of infinitive:** Jane asked Frank and **I** to keep her decision a secret. 8. _____ 1055c
9. **Possessive:** I thought that this copy of the long-range plan was **her's**. 9. _____ 1056c
10. **Possessive:** Did you think that this copy of the long-range plan was really **yours'**? 10. _____ 1056c
11. **Possessive:** The corporation was not very happy about **us** talking to the reporters. 11. _____ 1056d
12. **Possessive:** Our company would like **it's** employees to participate in the drive. 12. _____ 1056e
13. **Following than:** Mary Lee can speak Spanish much more fluently than **me**. 13. _____ 1057
14. **Following as:** I have never been able to cope with these crises as well as **her**. 14. _____ 1057
15. **Compound personal pronoun:** Cynthia and **myself** drafted the memo to Ms. Ruby. 15. _____ 1060

B. Directions: The antecedent of each pronoun appears in boldface in each of the following sentences. Select the correct pronoun forms in parentheses, and write your answers in the answer column. **References:** ¶¶1049, 1054–1056.

16. **Gloria** feels that (she, her) should be allowed to set (her, hers) own hours. 1049a
1054
16. _____ 1056b
17. **I** have (my, mine) own opinion of Tim's behavior, just as **you** have (your's, yours). 1049a
17. _____ 1056
18. **We** need to plan (our, our's) response when the **investigators** release (their, they're) report. 1049a
18. _____ 1056
19. **Rita and Fran** said (she, they) were eager to offer (her, their) services. 1049b
19. _____ 1054
1056
20. **Neither Rita nor Fran** said (she, they) wanted to offer (her, their) services. 1049c
20. _____ 1056

C. Directions: If any of the boldface words are incorrectly used in the following sentences, write the correct form in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** ¶1056e.

21. Do you think **its** a good idea to revise our schedule of prices and discounts? 21. _____
22. Every component of this computer has **it's** own design and manufacturing standards. 22. _____
23. Do you think that the company can afford to increase **its** dividend this year? 23. _____
24. After all, **its** your money and you can spend it in any way that you want. 24. _____
25. I heard that **your** moving to North Carolina later this year. 25. _____
26. Do you plan to sell **you're** house before you move? 26. _____
27. I think **your** off to a great start in developing a business plan. 27. _____
28. **Their** buying a larger house to accommodate their rapidly growing family. 28. _____
29. **Theirs** no use complaining about things that can't be fixed. 29. _____
30. My ideas on how to cut taxes and government spending are different from **their's**. 30. _____

Grammar: Pronouns (Continued)

D. Directions: First read ¶¶1050–1052 carefully. Then edit the following sentences, applying the technique suggested by the rule number in each case. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** ¶¶1050–1053, 1060.

31. Every good writer of fiction has his own distinctive way of portraying human experience. 1052a
32. Every good writer of fiction has his own distinctive way of portraying human experience. 1052b
33. Every parent wants his children to have access to the best schools and the best teachers. 1053a
1052b
34. Neither one of the ads created the additional sales that they were supposed to. 1053a
35. If anyone does not understand this procedure, you should speak to myself at once. 1053d
1060

E. Directions: Each item below contains two sentences. The first sentence requires you to select the correct pronoun in parentheses and write your answer in the answer column. The second sentence—in parentheses—should help you make the correct selection in each case. **References:** ¶¶1061–1063.

36. (Who/Whom) did you say was waiting to see me? (You said **she** was waiting to see me.) 36. _____ 1061c
37. Please give this package to (whoever/whomever) asks for it at the front desk. (**She** asks for it.) 37. _____ 1061c
38. Mr. Fogel, (who/whom) you spoke to last week, has called again. (You spoke to **him** last week.) 38. _____ 1061d
39. I need a financial planner (who/whom) I can rely on. (I can rely on **her**.) 39. _____ 1061d
40. (Who/Whom) are you going to vote for? (You are going to vote for **him**.) 40. _____ 1061d
41. (Who's/Whose) the author of this new book on computer technology? (**He** is.) 41. _____ 1063
42. (Who's/Whose) umbrella is this? (This umbrella is **hers**.) 42. _____ 1063

F. Directions: Circle the errors in the use of pronouns in the following sentences, and write the correct pronoun forms in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶1061–1063.

- | | |
|---|-----------------|
| 43. You can give all of my business management textbooks to whomever wants them. | 43. _____ 1061c |
| 44. Whom do you think will be nominated for vice president at the forthcoming convention? | 44. _____ 1061c |
| 45. Whom shall I say is interested in seeing the Watson property? | 45. _____ 1061c |
| 46. Who did you say you ran into yesterday? | 46. _____ 1061d |
| 47. Whom would you like to speak with today? | 47. _____ 1061d |
| 48. She's the person who I want to hire as Mark Halston's replacement. | 48. _____ 1061d |
| 49. Who's idea was it to double-space all the tables in this manuscript? | 49. _____ 1063 |
| 50. Who's the main speaker at the fund-raiser you're holding on Friday night? | 50. _____ 1063 |

G. Directions: Edit the following paragraph to correct any errors in the use of pronouns. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in ¶¶1049–1063 as you complete this exercise.

Just between you and I, I've been seeing a family therapist	1
lately. The fact is, our teenage sons and daughters are driving	2
my husband and me crazy. The therapist says that, among other	3
things, Peter and me have to establish some clear guidelines for	4
the use of our two cars. However, its not a job that Peter and	5
myself look forward to. The first task will be deciding whom	6
gets to use the cars each night. The problem is this: everybody	7
thinks his needs for transportation always have the highest	8
priority. Then theirs the question of whose going to pay for	9
gas. Gina and Kathy are willing to contribute, but neither	10
Craig nor Brad thinks it's their responsibility. I wish I could	11
get some good advice from whomever has successfully dealt with	12
this problem.	13

A. Directions: Select the correct form in parentheses in each of the following sentences, and write your answer in the answer column. **References:** Consult the rules shown below as you complete this exercise. See Appendix D for the definition of any grammatical terms that you may not be familiar with.

- | | | |
|---|-----------|---------|
| 1. We had a (real, really) nice time at the Abramowitz party on Saturday night. | 1. _____ | 1065 |
| 2. We were hurt very (bad, badly) by the increases in oil prices in the international market. | 2. _____ | 1066 |
| 3. We felt very (bad, badly) about the way your departure from the company was handled by the media. | 3. _____ | 1067 |
| 4. I looked (careful, carefully) at all the statistical analyses you provided before making a decision. | 4. _____ | 1067 |
| 5. We don't want to come (late, lately) to the reception for the Australian ambassador. | 5. _____ | 1068a |
| 6. You need to play (fair, fairly) with all your investors and not just the heavy hitters. | 6. _____ | 1068c |
| 7. I drive (faster, more fast) than my son (and that's much too fast). | 7. _____ | 1071a |
| 8. I thought it was the (terriblest, most terrible) film that I had ever seen. | 8. _____ | 1071c |
| 9. He's feeling (better, more better), now that the effects of his operation have subsided. | 9. _____ | 1071d-e |
| 10. Although everyone in my family came down with the flu, my symptoms were the (baddest, worst). | 10. _____ | 1071e |

B. Directions: Edit the following sentences to correct the errors in grammar. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶1071–1073.

- | | | |
|--|-----------|-------|
| 11. Of the two candidates, we think that Harkavy is the best person for the job. | 11. _____ | 1071g |
| 12. Of all the remedies that people suggested, yours seemed to work better. | 12. _____ | 1071g |
| 13. Of all the remedies that people suggested, yours seemed to work better than anyone else's. | 13. _____ | 1071h |
| 14. Philadelphia is larger than any city in the commonwealth of Pennsylvania. | 14. _____ | 1071h |
| 15. My partner, Margaret Costanza, is more productive than anyone in the office. | 15. _____ | 1071h |
| 16. This month's sales in the Western Region were 22 percent higher than last month. | 16. _____ | 1071i |
| 17. I have almost saved \$5000 for the down payment on a new pickup. | 17. _____ | 1072 |

18. When will the cost-benefit analyses of a new water filtration system be finished up? **18.** 1073
19. Let's continue on to fund the research study on air pollution for another six months. **19.** 1073
20. I believe that our best strategy now is to return back to our core business. **20.** 1073

C. Directions: First read ¶¶1074–1075 carefully. Then edit the following sentences to eliminate double negatives. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. **References:** Consult the rules shown below as you complete this exercise.

21. The board members have not accused no one on this panel of conflict of interest. 1076a
22. I have not been able to find nothing wrong with this spreadsheet software. 1076a
23. No one on the Executive Committee likes neither reorganization plan. 1076b
24. I don't have the time nor the patience to listen to Beverly Hellman's problems. 1076c
25. There is no rhyme nor reason to Mr. Honeycutt's new compensation policy. 1076c

D. Directions: If any of the boldface words or phrases are incorrectly used in the following items, write the correct form in the answer column. If an item is correct as given, write *C* in the answer column. **References:** ¶¶1077–1080.

26. How does your new summer home in Maine compare **to** the one you used to own in New Hampshire? **26.** 1077
27. I'm afraid that this copy does not correspond **with** the material I gave you. **27.** 1077
28. The manager of the Reprographics Department maintains that this copy conforms **to** the original. **28.** 1077
29. I've just learned that my salary increase is retroactive **from** January 1. **29.** 1077
30. If you're free for lunch next Wednesday, let's plan to meet **at about** noon. **30.** 1078
31. If you're coming to see Ralph Featherstone, you'll find that his office is **opposite to** mine. **31.** 1078
32. If I can get a 25 percent discount, I'd be willing to order a **couple** cases. **32.** 1079
33. You may disagree with me, but I don't like that **type** design. **33.** 1079
34. The company plans to launch this year's models with extensive ads on TV, **radio**, and in magazines. **34.** 1079
35. As if our problems weren't already bad enough, we now have something new to worry **about**. **35.** 1080

F. Directions: Edit the following paragraph to correct any errors in grammar. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in §§1065–1088 as you complete this exercise.

I'm not what you would call a decisive type person. Last 1
week I thought I had found a real nice van. It was only two 2
years old, very well equipped, and it had less than 20,000 miles 3
on it. I spotted another van that is almost identical with the 4
one I saw last week while I was driving to work today. It has a 5
much better sound system compared to the first van, but is it 6
really worth the extra money? I honestly can't decide which one 7
I like best. My brother Joe is more knowledgeable about cars 8
than anyone in my family. I've asked him for advice, but I've 9
not heard nothing from him so far. I do need a new set of 10
wheels very bad, but maybe I should wait for a few months on 11
the chance that next year's prices will be lower than this 12
year. Who knows? 13

A. Directions: Select the correct form in parentheses in each of the following sentences, and write it in the answer column. **References:** Section 11, pages 311–332, of *The Gregg Reference Manual*. The individual entries are listed alphabetically. If you have difficulty finding an entry, consult the list at the start of Section 11 (on pages 308–310).

1. Jan has made (a, an) unreasonable request for time off this month. 1. _____
2. Environmental pollution is (a, an) universal problem that affects us all. 2. _____
3. Thanks (alot, allot, a lot) for your help on the Farnsworth project. 3. _____
4. I (accidently, accidentally) dropped the keys to your car somewhere in the parking lot. 4. _____
5. My brother Sylvester is (adverse, averse) to getting up before ten o'clock. 5. _____
6. The new legislation has had little (affect, effect) on our business operations. 6. _____
7. Will stricter regulations (affect, effect) the way we deal with our distributors? 7. _____
8. The new CEO has (affected, effected) a big change in the number of middle management positions. 8. _____
9. Christopher D'Alessandro, (age, aged) 11, is already a champion tennis player. 9. _____
10. A large (amount, number) of voters turned down the proposal for a new stadium. 10. _____
11. We will (appraise, apprise) you of any new developments in the hearings. 11. _____
12. Marsha felt very (bad, badly) about your decision to take another job. 12. _____
13. Timothy stood (beside, besides) me when I really needed advice and support. 13. _____
14. The Blumenthal estate will be divided (between, among) the three grandchildren. 14. _____
15. Terry (don't, doesn't) understand why I am so angry about her comments. 15. _____
16. I drove a hundred miles (farther, further) yesterday than I had intended. 16. _____
17. We have received (fewer, less) complaints about our service this year. 17. _____
18. Frank was (indifferent, in different) to the recommendations that Joan offered him. 18. _____
19. As a rule, I (lay, lie) down every afternoon for a thirty-minute nap. 19. _____
20. Yesterday afternoon I (lay, laid) down and slept for more than two hours. 20. _____

B. Directions: If any of the boldface words or phrases are incorrectly used in the following items, write the correct form in the answer column. If an item is correct as given, write *C* in the answer column. **References:** Section 11, pages 311–332.

21. Do you think **a** FBI investigation is warranted in a case of this type? 21. _____
22. What sort **a** tasks are involved in this software development project? 22. _____
23. My partners and I have taken an **averse** view of Jefferson's invitation to join his firm. 23. _____
24. We're convinced that everything will be **alright** once we get a new CEO. 24. _____
25. I want to reassure you that the first draft of the quarterly report is **all most** completed. 25. _____
26. Everything was supposed to be **already** to be shipped last Friday. 26. _____
27. It's been **all together** too long since the four of us have gotten together. 27. _____
28. We need to explore **all ways** in which we can boost our sales and profits. 28. _____
29. We're very **anxious** to get started on the market research and the field tests. 29. _____
30. I certainly won't do business with that wholesaler **any more**. 30. _____
31. I will be glad to reschedule our meeting at **anytime** in the future. 31. _____
32. You can have the office decorated and furnished **anyway** you want. 32. _____
33. I will personally **assure** that the work is completed according to your specifications. 33. _____
34. Samantha has decided to postpone her trip to the Middle East for **awhile**. 34. _____
35. I think you **better** tone down your reply to Ed's memo. 35. _____
36. Isn't it strange that the sketches done by Ron and Steve are **both alike**? 36. _____

Usage (Continued)

37. I don't doubt **but what** she'll be promoted to executive vice president. 37. _____
38. I **couldn't hardly** understand what Fred was suggesting at the board meeting. 38. _____
39. A visit by the President is not an **every day** occurrence in our town. 39. _____
40. The general manager notified everyone **except Val and I** about the company's plans to relocate. 40. _____
41. I will not **graduate** college until I rewrite my senior thesis and have it accepted. 41. _____
42. When the CEO asked you to sharpen the focus of your proposal, he wanted you to **hone** in on a competitive analysis. 42. _____
43. Are you **inferring** that Marshall Estabrook lied on the witness stand? 43. _____
44. Paul just flew **into** visit his parents during the Christmas holidays. 44. _____
45. I'm writing **in regards to** your fax of June 2, in which you requested our proposal. 45. _____
46. We have not been **indirect** contact with Helen Morrison for over a year. 46. _____
47. The new process **insures** that customers will receive faster service. 47. _____
48. **Irregardless** of what you think, I intend to reorganize the division. 48. _____
49. My wife and I have never cared much for those **kind** of movies. 49. _____
50. Who made off with the printouts that were **laying** on top of my desk? 50. _____

C. Directions: Rewrite the following sentences to correct all errors in usage. Some (but not all) of the errors appear in boldface. **References:** Section 11, pages 311–332.

51. **Incidentally**, the large amount of orders that came in yesterday have all ready been processed. _____

52. **Additionally**, I would **appreciate** if you would write once in **awhile** to keep me appraised of any new developments. _____

53. I just applied to a HMO that is supposed to be **equally as good** as the one I currently belong to, but I have received no response, **however**. _____

54. **Firstly**, you will need to demonstrate your proficiency in languages such as Japanese, Chinese, Korean, **etc.** _____

55. I doubt **if** the plane will take off on schedule **due to** the averse weather conditions at the airport. _____

56. Fran was supposed to arrive **at about** 10 o'clock. **Being that** the traffic is backed up for miles, I **doubt** that she will arrive before noon. _____

57. Between you and I, I was **kind of** surprised that Tim **enthused over** the architect's sketches. _____

58. **In regards to** the **last** version of the agenda for tomorrow's meeting, I left a copy laying on your desk. _____

59. The attorneys are anxious to assure that the two companies do not sue **one another**. _____

60. Please do not schedule anymore meetings for me this week, **as** I am already overcommitted. _____

D. Directions: Edit the following paragraph to correct any errors in usage. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Section 11, pages 311–332.

If our computer training program is moved to the school in Fall Brook, 1
alot of us would be seriously effected. I would have to drive at least five 2
miles further to school, and many students beside me would have to spend 3
all together too much time everyday traveling back and forth. Ms. Gray, the 4
program director, enthused over the advantages of moving the program, but I 5
couldn't hardly understand her reasoning. I seriously doubt that the move 6
will really take place, but I know that I'll feel very badly if it does. 7

A. Directions: Select the correct form in parentheses in each of the following sentences, and write it in the answer column. **References:** Section 11, pages 332–345, of *The Gregg Reference Manual*. The individual entries are listed alphabetically. If you have difficulty finding an entry, consult the list at the start of Section 11 (on pages 308–310).

1. I was (learned, taught) by someone who is an expert in spreadsheet software. 1. _____
2. (Leave, Let) me see whether your notes from the conference agree with mine. 2. _____
3. It now looks (like, as if) the storm will last through the entire weekend. 3. _____
4. (Like, As) I said before, I can't get authorization to travel for the rest of the year. 4. _____
5. (May, Can) I speak with you next week about my request for a six-month leave of absence? 5. _____
6. What advertising (media, medium) does the most to increase your sales? 6. _____
7. Bret must (of, have) been the one who spread the story about the Mertzes. 7. _____
8. Am I to believe that this Waterford pitcher just rolled (off, off of) the table by itself? 8. _____
9. Sue was (real, really) disappointed that you couldn't be present at her party. 9. _____
10. I'll call (someday, some day) next week to try to set up a lunch date. 10. _____
11. Let's meet (sometime, some time) soon to review all the alternatives we have. 11. _____
12. We managed to spend (sometime, some time) together at the convention last month. 12. _____
13. Weren't you (supposed, suppose) to notify the media about our plans to relocate? 13. _____
14. I can (sure, surely) use some good advice about which printer to buy. 14. _____
15. You need to take another (tack, tact) with Henry if you want him to change his mind. 15. _____
16. Today's performance came off much better (than, then) yesterday's. 16. _____
17. My husband and I (used to, use to) take a two-mile walk every day. 17. _____
18. I'm afraid that all of us here are caught in a vicious (circle, cycle). 18. _____
19. It's a long (way, ways) from northern New Hampshire to southern California. 19. _____
20. I (would have, would of) been glad to help you if only you had asked me. 20. _____

B. Directions: If any of the boldface words or phrases are incorrectly used in the following items, write the correct form in the answer column. If an item is correct as given, write *C* in the answer column. **References:** Section 11, pages 332–345.

21. I have a nosy neighbor who claims that she can **literally** hear the grass grow. 21. _____
22. Jennifer's company **maybe** sending her to an international sales conference in Singapore. 22. _____
23. **Most all** our clients are self-employed, and many of them work out of their homes. 23. _____
24. Please ask your guests not to drive **on to** our lawn. 24. _____
25. After the Butterfield case Victoria went **onto** do bigger and better things. 25. _____
26. Please be sure to follow **upon** Sid's progress on a regular basis. 26. _____
27. I look **up on** my grades for this semester as a total disaster. 27. _____
28. Only a small **percent** of the voters favored the two propositions on the ballot. 28. _____
29. What was the **principle** reason for our loss of market share? 29. _____
30. Mrs. Butterworth told me that she is **reticent** to file a complaint with the commission. 30. _____
31. Ask all visitors to **sit** their luggage down in the reception room closet. 31. _____
32. I thought I made it clear that no one except me was to use **this here** computer. 32. _____
33. The windows behind my desk look out **towards** the Washington Monument. 33. _____
34. I think we should **try and** negotiate a better price for these supplies. 34. _____
35. If the sale of the Kastendorf property goes through, Joe and I will **divide up** the profits equally. 35. _____

Usage (Continued)

C. Directions: Rewrite the following sentences to correct all errors in usage. Some (but not all) of the errors appear in boldface. **References:** Section 11, pages 332–345.

36. **More importantly**, you should of brought the problem to my attention sometime ago. _____

37. The **reason** for the delay in processing telephone orders **is because** we are still not use to the new procedures. _____

38. It was sure nice of you to learn me how to use **these kind** of spreadsheet applications. _____

39. **Per your request**, I will try and set up a luncheon with Ross Potter for someday next week. _____

40. Can I borrow your lecture notes this weekend like we agreed last Wednesday? _____

41. I need to catch upon the latest developments in the Cavatelli case, **plus** I need to report **same** to the members of the board. _____

42. **Who ever** prepared this analysis **doesn't scarcely** understand why our company is in so much trouble profitwise. _____

43. Be **sure and** remind the staff that we must all do a better job of **servicing** our clients **then** we have in the past. _____

44. If the customer's claim about scalding soup is valid, it looks like we are literally in the soup ourselves. _____

45. After our stay in Chicago, we maybe traveling onto Fort Worth and Albuquerque. _____

D. Directions: Edit the following paragraph to correct any errors in usage. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Section 11, pages 332–345.

I'm not real happy about the decision to leave the vice 1
president appoint who ever flatters her to a managerial 2
position. It would be more appropriate to let the entire com- 3
mittee share in this kind of decision, like we have done in the 4
past. I suppose I should of raised an objection at our last 5
meeting, but I guess I wasn't thinking very clearly than. I'm 6
surprised that nobody else raised any objection, because we use 7
to make these sort of decisions as a group. I don't scarcely 8
know what action to take now, plus it may be too late to over- 9
turn the vice president's action. 10

A. Directions: Rewrite the following sentences to correct all errors in grammar and usage. **References:** Consult the appropriate rules in Sections 10–11 as you complete this exercise.

1. Schuyler and myself use to work on the Phillips case, but one of the other lawyers have been handling it alone for sometime now. _____

2. Phyllis *says* that she is real sorry for what she done, but if she *was* sorry, she would of apologized much more fast than she did. _____

3. None of the department managers has given Sharon and I the expense projections that we need to finish up the budget analyses. _____

4. Between you and I, it looks like our contract negotiations with Jim Fortunato has broke down all together. _____

5. The number of new subscriptions have rose alot faster than any of us could have foreseen. _____

6. Mrs. Abernathy, the person who's car I accidentally backed into, maybe adverse to settling her claim for damages out of court. _____

7. If Mr. Pendleton is inferring that the products of our competitors are better than our's, he obviously don't know that we get a lot less complaints from purchasers than they do. _____

8. My partners and me plan to wait for awhile before we go any farther with our plans to take over the Kendall Corporation and reinvest it's assets. _____

9. I feel very badly about him deciding to return back to his old job when he had all ready done such good work for us. _____

10. There was so many good reasons why the jury were suppose to rule against the defendant that neither the judge nor the lawyers was expecting a hung jury. _____

Editing Survey C (Continued)

B. Directions: Edit the following paragraphs to correct all errors. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in Sections 1–11 as you complete this exercise.

There are still some Bostonians who consider their city the
center of the world. One of my father-in-laws' favorite stories
concerns a European traveller arriving at Boston's Logan Airport
in mid-December sometime back in the 70's. Coming out of the
airport, an empty cab was waiting to take him to his hotel in
the City. As they drove along the passenger asked the driver
whether he could recommend some sights that a first time visitor
to Boston should see.

"Alright," said the driver. "Let's see. You certainly
ought to visit our great universitys--Harvard and M.I.T.--and at
this time of year you ought to go to the planetarium. There is
an exhibit showing how the stars were arranged in the sky on the
night that Jesus was born."

"Over Bethlehem?" asked the visitor.

"No," said the driver with some exasperation. "Over Bos-
ton, of course."

C. Directions: Edit the following paragraphs to correct all errors. Use appropriate proofreaders' marks to indicate your corrections. Circle any changes you make. **References:** Consult the appropriate rules in Sections 1–11 as you complete this exercise.

There is an exclusive country club located in one of Boston's more affluent suburbs. Its so exclusive that guests who are brought there by members are considered "visitors" if they live within ten miles of the club and "strangers" if they live further away. To approach the club, you drive between imposing stone pillars, you cross part of the golf course, you drive passed a squat, owlsh-looking security guard and you come to an oval where all the club facilities are located.

On a lovely Spring day--I believe it was in May, 1989--a late-model Mercedes driven by a well dressed man was only one of a large number of cars that streamed past the guard. About an hour after the Mercedes left, the manager of the golf shop discovered that while he had been at lunch, someone had broke in and stolen a good deal of sports equipment. When the police came to investigate, the guard urged them to track down the man in the Mercedes. He even supplied them with the license plate number of the car. When the police intercepted the car a short time later, they discovered all of the stolen items in the trunk.

The police immediately returned to ask the guard what had made him suspect a well-dressed man in an expensive car. The guard replied, "It was obvious. The man smiled and waved at me as he drove in. I knew at once that he was not a member of the club".

A. Directions: Correct all errors in punctuation in each of the following items. Use appropriate proofreaders' marks (shown on pages 358–359 and on the inside back cover of *The Gregg Reference Manual*) to indicate your corrections. Circle any changes you make. If an item is correct as given, write *C* in the answer column. **References:** Consult the appropriate rules in Sections 1–2 as you complete this exercise.

- | | |
|--|--|
| 1. Will you please sign your name below _____ | 12. Before you leave make sure that Mr. Thomas gets a copy of your report. _____ |
| 2. Will you please let me borrow your BMW _____ | 13. In my judgment the buyout offer from Chadwick is not worth considering. _____ |
| 3. We asked Tim when he planned to retire _____ | 14. I took your suggestion, and found that it solved the problem. _____ |
| 4. Tim, when are you planning to retire _____ | 15. Monday and Wednesday are good for me, Friday is not. _____ |
| 5. You need someone, who writes good ad copy. _____ | 16. The name Floyd Fowler doesn't ring a bell. _____ |
| 6. It is, therefore, essential to act now. _____ | 17. The dealer's terms seem fair, for example, he's giving you a good price on your car. _____ |
| 7. On Friday, May 4 2007 I will be forty years old. _____ | 18. The chapter called Glued to the Tube is one of the best in the book. _____ |
| 8. I can help you paint this weekend but Eileen and Gail have a number of other commitments. _____ | 19. What does the word muffin-choker mean? _____ |
| 9. My lawyer my accountant and I are trying to untangle my tax problems. _____ | 20. My next book, <i>Second Wind</i> , will be published early next year. _____ |
| 10. We had a frank open discussion about her work. _____ | |
| 11. To get the best service call 555-4825. _____ | |

B. Directions: Correct the capitalization as necessary in each of the following items. Use appropriate revision marks to indicate your corrections. Circle any changes you make. If an item is correct as given, write *C* in the answer column.
References: Consult the appropriate rules in Section 3 as you complete this exercise.

- | | |
|--|---|
| 21. graduated from Stanford university _____ | 26. check out of the Hotel by 10 a.m. _____ |
| 22. a speech given by the first lady _____ | 27. a strong reaction from west side voters _____ |
| 23. must discuss it with my Doctor _____ | 28. a surprising trend during the Nineties _____ |
| 24. a ruling by the state Attorney General _____ | 29. a master's degree in Physical Therapy _____ |
| 25. an exhibit of my Mother's paintings _____ | 30. the data shown in Table 4 on page 128 _____ |

C. Directions: Circle all errors in number style and abbreviations in each of the following items, and write the correct form in the answer column. If an item is correct as given, write *C* in the answer column. **References:** Consult the appropriate rules in Sections 4–5 as you complete this exercise.

- | | |
|---|---|
| 31. starting January fifteenth _____ | 41. Harvey O. Genther Senior _____ |
| 32. a lot more than six percent _____ | 42. miles per gallon (<i>abbreviated</i>) _____ |
| 33. eight lawyers and 12 paralegals _____ | 43. ought to notify the F.B.I. _____ |
| 34. forty-five thousand dollars _____ | 44. hire a temp. for two weeks _____ |
| 35. was priced at \$299.00 _____ | 45. write to M.F. Noonan _____ |
| 36. costs only \$.79 a dozen _____ | 46. waiting to see Doctor Katzenbach _____ |
| 37. . . . last year. 12 weeks later . . . _____ | 47. the US Treasury Department _____ |
| 38. in the first decade of the 21st century _____ | 48. moved to Oberlin, Oh., last year _____ |
| 39. more than $\frac{3}{4}$ of the voters _____ | 49. 550 lbs. (<i>on an invoice</i>) _____ |
| 40. will not end until 5:00 p.m. _____ | 50. discuss it with your Ceo _____ |

Final Survey (Continued)

D. Directions: Circle all errors dealing with plural and possessive forms, spelling, and compound words in the following items. Write the correct form in the answer column. If an item is correct as given, write *C* in the answer column.
References: Consult the appropriate rules in Sections 6–8 as you complete this exercise.

- | | | | |
|---|-------|--|-------|
| 51. received four faxes
yesterday | _____ | 66. we can not forgo our
rights | _____ |
| 52. rethink our company
policies | _____ | 67. sited a recent
consumer poll | _____ |
| 53. will need three more
shelves | _____ | 68. in the fourth faze of
the project | _____ |
| 54. talked with my two
brother-in-laws | _____ | 69. planning separate
itineries | _____ |
| 55. an extraordinary
phenomena | _____ | 70. ordered a similar
quantity | _____ |
| 56. consulted several
M.D.'s | _____ | 71. plan to get-together
soon | _____ |
| 57. a six month's leave of
absence | _____ | 72. form a committee of
laymen | _____ |
| 58. talk to the sale's
manager | _____ | 73. need to spot check her
work | _____ |
| 59. review the witness'
testimony | _____ | 74. got her training on-
the-job | _____ |
| 60. a sale on womens'
sportswear | _____ | 75. a cost effective
approach | _____ |
| 61. preferred to use my
own tools | _____ | 76. should be more broad
minded | _____ |
| 62. offered to pay for the
tickets | _____ | 77. chose someone not
well-known | _____ |
| 63. we thought it was
wholy acceptable | _____ | 78. to co-ordinate our
efforts | _____ |
| 64. all of us felt greatly
releived | _____ | 79. need to re-emphasize
that | _____ |
| 65. exceded the weight
limit | _____ | 80. a self addressed
envelope | _____ |

E. Directions: Circle all errors dealing with grammar and usage in the following items, and write the correct form in the answer column. If an item is correct as given, write *C* in the answer column. **References:** Consult the appropriate rules in Sections 10–11 as you complete this exercise.

- | | |
|--|---|
| 81. Bob don't have very
much imagination. _____ | 91. I planned an
European
vacation. _____ |
| 82. One of my clients are
going to sue me. _____ | 92. I used to see Paul
once in awhile. _____ |
| 83. We begun this ad
campaign on
October 1. _____ | 93. We are already
to test the
software. _____ |
| 84. If I was free, I'd go
with you. _____ | 94. How will this
effect our profits? _____ |
| 85. Sandy and me have
decided to get
married. _____ | 95. We got a large
amount of calls. _____ |
| 86. The firm has
improved it's sales. _____ | 96. It's more trouble
then it's worth. _____ |
| 87. The assignment was
given to Doug and
myself. _____ | 97. Try to express
your thoughts in
less words. _____ |
| 88. I feel badly about
the way you were
treated. _____ | 98. Joan should of
called by now. _____ |
| 89. Which is the best of
the two plans? _____ | 99. Fran did a real
nice job, didn't
she? _____ |
| 90. Don't tell no one
about my idea. _____ | 100. Who is suppose
to take your place? _____ |