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A Note to the Student

If you hope to communicate with 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 potential 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 *Comprehensive Worksheets for The Gregg Reference Manual*, Tenth Edition, has been specifically designed to help you build these three skills. First of all, these worksheets will familiarize you with the wide range of potential problems you are likely to encounter in punctuation, capitalization, number style, abbreviations, plural and possessive forms, spelling, compounds, word division, grammar, usage, and the format of letters, memos, reports, and other business documents. Second, these worksheets will direct you to the key rules in each section of *The Gregg Reference Manual* 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 33 worksheets in all. Worksheet 1, the Diagnostic Survey, is a four-page unit that covers all the key points in *The Gregg Reference Manual*. It is intended to show you how much you already know, how good you are in looking things up on your own, and what sections of the manual you need to give special attention to. In addition to the items that focus on specific points, there are some sentences for you to rewrite and a full-page letter (covering a wide range of problems) for you to edit and retype.

Worksheets 2–28 focus on specific sets of rules within each section. They offer two special helps: (1) each exercise within a worksheet will tell you which set of rules you ought to review in advance; and (2) next to each answer blank you will find the specific rule number or numbers that apply to that answer. Within this sequence of worksheets you will find four special surveys that will help you integrate what you have learned from the ear-

lier materials. Thus, after you have completed Worksheets 2–6 (which focus on the proper use of punctuation), you will encounter Editing Survey A in Worksheet 7. Now, without the help of rule numbers in the margin, you will be asked to edit two extended passages of material. Whereas Worksheets 2–6 each acquainted you with small segments of punctuation rules in Sections 1–2 of *The Gregg Reference Manual*, you will now be expected to draw on all these rules as you edit the materials in Worksheet 7. In the same way, Editing Survey B in Worksheet 13 will ask you to apply all the rules in Sections 3–5 (on capitalization, numbers, and abbreviations), which you were gradually introduced to in Worksheets 8–12. Editing Survey C in Worksheet 20 deals with the problems covered in Sections 6–9 and Worksheets 14–19. Finally, Editing Survey D in Worksheet 25 deals with the grammar and usage guidelines presented in Sections 10–11 and applied in Worksheets 21–24.

When you get to Worksheets 29–32, you will encounter five letters, the continuation page of a letter, an envelope, a memo, and a page from a report—all of which incorporate a number of common problems drawn from all sections of the manual. In these worksheets no specific rule numbers will be given as aids. As a result of your training up to this point, you should now be able to identify the potential problems that exist, find the relevant rules on your own, and apply them correctly to each situation.

Worksheet 33, the Final Survey, exactly parallels the four-page Diagnostic Survey. It will give you the opportunity to demonstrate to your instructor—and 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 pages 358–359 of *The Gregg Reference Manual* (and also on the inside back cover) will show you how to indicate various kinds of corrections. Refer to the chart as necessary.



**Comprehensive Worksheets to Accompany
THE GREGG REFERENCE MANUAL: A MANUAL OF STYLE, GRAMMAR, USAGE,
AND FORMATTING, Tenth Edition
William A. Sabin**

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Diagnostic Survey

Directions: Correct the punctuation and capitalization in each sentence below. If the punctuation is incorrect, draw a line through it: *an old winter coat*. If new punctuation is to be inserted, circle it: *Too hope so*. To change a small letter to a capital letter, draw three lines under it: *Christmas*. To change a capital letter to a small letter, draw a line through it: *Enough*. If a sentence is correct as given, write *C* in the answer column. **References:** Sections 1–3.

1. Dawn Sam and I now use lightweight compact camcorders in our training sessions 1. _____
2. Could I please ask you to evaluate my manuscript by this Friday July 6 2. _____
3. I've just read your memo of March 2 which describes your committee's progress in updating the corporate guidelines on sexual harassment many thanks 3. _____
4. The General Manager of the Accounting department asked how much your new iMac cost 4. _____
5. Did we really win the bid for converting the old mill into condos fantastic 5. _____
6. It's funny isn't it how people with a push-button phone still listen for a dial tone 6. _____
7. Did the TV reporter who called friday night, leave her name and phone number 7. _____
8. In my opinion the Company's sales will triple by the year 2008 8. _____
9. While you're traveling next month could I please make use of your office 9. _____
10. I'm opening a fast-food outlet in Boise Idaho and if feasible one in Baker Oregon 10. _____
11. It is critical therefore that their President Rob Kidd cut out lavish corporate perks 11. _____
12. Sort the sales data as follows. By product type customer class and ZIP Code 12. _____
13. Sarah Hess M.B.A. has joined the Company, but will not relocate here until Fall 13. _____
14. Does the State have jurisdiction or must the case be tried in a Federal court 14. _____
15. When we went out West last Summer we stayed in an old, mining town 15. _____
16. Joe's holdings in the company must be worth at least \$1250000 wouldn't you say 16. _____
17. We have therefore decided not to sell even though we got some good bids 17. _____
18. The partners tried to save the business but it folded on june 15 1999 18. _____
19. Is it true Ron that Harvey Snow the Chairman of CMP will run for public office 19. _____
20. In 2003 we almost hired Wim VanVliet Jr. of Tubbins Inc. for the job of CFO 20. _____
21. To operate the equipment turn the key to the right to stop it press the red panel 21. _____
22. After he accepted the settlement Gary said why didn't I ask for more 22. _____
23. (See chapter 3 the man with the gun in the book a time to be saved 23. _____
24. The new officers are: Sue Foy President Rob Henry Secretary and Jon Poe Treasurer 24. _____
25. Your figures look okay to me however please get the finance department's approval 25. _____
26. Is the Institute Of Management Consultants near Grand Central station 26. _____
27. She has written articles on american history, and politics in the twentieth century for example her thesis was on the great depression and the thirties 27. _____
28. After I lost my job I went back to Southern Ohio but I miss Washington D.C. 28. _____
29. Tony Nye along with his family flew to Rome to celebrate new year's eve 29. _____
30. An "ad hoc" committee was formed in June 2003 or was it 2004 30. _____

Directions: The following items deal with problems in number style, abbreviations, plural and possessive forms, spelling, compound words, and word division. (*Note:* The symbol / is used in items 96–100 to show word division at the end of a line.) If an item is correct as given, write *C* in the answer column. If an item is incorrect, circle the error and show the correct form in the answer column. **References:** Sections 4–9.

- | | | | |
|---------------------------------|-------|------------------------------|-------|
| 31. six tapes and 15 CDs | _____ | 66. preferred to relocate | _____ |
| 32. no later than March 21st | _____ | 67. credited my account | _____ |
| 33. priced under \$100.00 | _____ | 68. used sound judgement | _____ |
| 34. more than \$.15 apiece | _____ | 69. felt quite releived | _____ |
| 35. . . . said yes. 12 said no. | _____ | 70. required assistance | _____ |
| 36. early in the 21st century | _____ | 71. is now superceded | _____ |
| 37. nearly 2/3 occupied | _____ | 72. retype your resum  | _____ |
| 38. sold in eight-ounce cans | _____ | 73. the details don't jibe | _____ |
| 39. until I turned five | _____ | 74. more then we need | _____ |
| 40. a 15-year mortgage | _____ | 75. it's to far to go | _____ |
| 41. more than 20 years ago | _____ | 76. look for a concensus | _____ |
| 42. starts at seven P.M. | _____ | 77. after next Febuary | _____ |
| 43. heard from B.J. Malone | _____ | 78. serve as liason | _____ |
| 44. referred by Doctor Milano | _____ | 79. discussed publically | _____ |
| 45. an F.B.I. investigation | _____ | 80. just read the summery | _____ |
| 46. US Department of Labor | _____ | 81. too much paperwork | _____ |
| 47. works in Washington, D.C. | _____ | 82. I'll follow-up on it | _____ |
| 48. 8 yds. @ \$2.75 | _____ | 83. review these print-outs | _____ |
| 49. a tolerance of 2 mm. | _____ | 84. time for decision making | _____ |
| 50. an IRS audit | _____ | 85. likes it single spaced | _____ |
| 51. not many vacancys | _____ | 86. high risk investments | _____ |
| 52. talk to my attornies | _____ | 87. a nine-month's schedule | _____ |
| 53. built additional shelves | _____ | 88. a real estate syndicate | _____ |
| 54. both my brothers-in-law | _____ | 89. a tax exempt purchase | _____ |
| 55. use only one criteria | _____ | 90. becomes habit forming | _____ |
| 56. called the Peabodies | _____ | 91. too high priced for me | _____ |
| 57. throughout the 1990's | _____ | 92. a clearly written draft | _____ |
| 58. can't read my boss' notes | _____ | 93. is this up-to-date | _____ |
| 59. bought Ed Jone's house | _____ | 94. need to re-emphasize | _____ |
| 60. both agencies' assets | _____ | 95. is rather self serving | _____ |
| 61. womens' compensation | _____ | 96. they plan-/ ned poorly | _____ |
| 62. it's Daisy's, not our's | _____ | 97. sim-/ ilar conditions | _____ |
| 63. Mark and Tom's allergies | _____ | 98. contin-/ uous motion | _____ |
| 64. bought six dollars worth | _____ | 99. recall-/ ing the past | _____ |
| 65. talk about us buying a car | _____ | 100. compell-/ ing reasons | _____ |

Directions: Underline all errors and write the correct forms in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** Sections 10–11.

- | | |
|--|------------|
| 101. Every videocassette and compact disc are now on sale. | 101. _____ |
| 102. Not one of the photocopiers are working properly. | 102. _____ |
| 103. Does any of the orders call for out-of-stock items? | 103. _____ |
| 104. Some criteria on eligibility for outplacement services has to be established. | 104. _____ |
| 105. The number of responses to our mail campaign were unusually high. | 105. _____ |
| 106. Diane is one of those managers who always resolves problems quickly. | 106. _____ |
| 107. None of the bidders have handled this big a project before. | 107. _____ |
| 108. I wish I was free to work with you on the Henderson case. | 108. _____ |
| 109. Can the company maintain their dominant position in the marketplace? | 109. _____ |
| 110. Apparently, everyone on staff has been notified except you and I. | 110. _____ |
| 111. You obviously know a good deal more about this new technology than me. | 111. _____ |
| 112. Valerie and myself are the only ones who still report to Mrs. Lee. | 112. _____ |
| 113. Whom do you think is going to get the Hong Kong assignment? | 113. _____ |
| 114. We had a real nice going-away party for Celia Frazier. | 114. _____ |
| 115. I felt very badly about George's decision to retire. | 115. _____ |
| 116. I don't see nothing wrong with the plan you have devised. | 116. _____ |
| 117. What affect will the increased sales tax have on your firm? | 117. _____ |
| 118. We've had a great amount of calls on the basis of one ad. | 118. _____ |
| 119. I'm afraid we won't have more stock on Model 364-A for awhile. | 119. _____ |
| 120. You need to work for greater precision and less mistakes. | 120. _____ |

Directions: Rewrite the following sentences to correct all errors. **References:** Primarily Sections 10–11.

121. Every businessman should review his objectives continuously. _____

122. They not only plan to audit this years' records but also last year. _____

123. Neither the salesclerks nor the sales manager has received his bonus check. _____

124. When taking a trip, money can be saved. If reservations are made in advance. _____

125. The contract's terms have been carefully reviewed by everyone of us. _____

Directions: On the reverse side of this sheet you will find a letter to **Ms. Gina A. Hodgkins** (typed in modified-block style—standard format with standard punctuation). Correct all errors in style, grammar, and format; also look for errors in typing and content. Circle all changes you make within the lines or out in the margins; if you prefer, show all changes on a separate sheet, identified by line number. If time permits, retype the corrected letter on a plain sheet of paper, using 1.25-inch side margins and positioning the date on the first line below a 2-inch top margin. **References:** Section 13 plus Sections 1–12. See also pages 358–359 or the inside back cover of *The Gregg Reference Manual* for a chart showing how to indicate corrections on typed material.



Seco Valley Inn

Post Office Box 151 - Sonoma, California 95476

Telephone: (707) 555-9850 - Fax: (707) 555-9867 E-Mail: svi@aol.com

Aug. 7 2007

Gina A. Hodgkins
Director of administrative services,
Robb, Steele & Baggett
Suite 1,950
612 W. 6th St.
Los Angeles, CA, 90017

Dear Ms. Hodgekin,

Thank you very much for you letter of August 2nd in which you expressed an interest in bringing the partners in your law firm to Seco Valley Inn for their annual retreat later this Fall. We would be delighted to serve you and your associates in anyway that we can. Let me try to answer the questions you asked in your letter.

1 It will take you about an hour or 2 to drive from the Airport South of San Fransisco to the inn, depending on the time of day you come across the Golden Gate bridge.

2 A 36 hole golf course surrounds the inn. Also readily accessible are eight all weather tennis courts, a fully-equipped exercise room and in and outdoor swimming pools.

3 Room service is available from 6:00 am-11:00 pm. The Coffee Garden provides a causal menu throughout the day and the Elbow Room offers an elegant award wining menu for lunch and dinner.

I am enclosing a brochure, that describes all our facilitys in greater detail. Also enclosed is a schedule of our room rates and a reservation form on which you can indicate the accomodations you want. All of us here at Seco Valley Inn look foreward to serving you.

Sincerly your's

Lyle A. Montoya
General Manager

Enclosure 1
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2

The Period, the Question Mark, and the Exclamation Point

Directions: Supply the appropriate mark of punctuation at the end of each sentence and circle it. If no additional punctuation is required, write *C* in the answer column. **References:** ¶¶101–121.

- | | | |
|--|-----------|------|
| 1. I want to thank you for the fine job you did on the Miller-Jacobs study | 1. _____ | 101a |
| 2. May I please get your thoughts on how the seminar should be structured | 2. _____ | 103a |
| 3. May I invite outside speakers to participate in the seminar | 3. _____ | 103b |
| 4. I doubt whether you can find a flight that leaves before 6:30 a.m. | 4. _____ | 101a |
| 5. Does the CEO really expect the staff to buy that story? Incredible | 5. _____ | 119a |
| 6. Would you please have the bill sent to my home address | 6. _____ | 103a |
| 7. Would you please take care of my cats while I'm away for a month | 7. _____ | 103b |
| 8. Why don't you shift your advertising account to Bell, Buch, and Kendall Inc. | 8. _____ | 110a |
| 9. The only remaining question is, Do the benefits justify the risks | 9. _____ | 115 |
| 10. The only remaining question is whether the benefits justify the risks | 10. _____ | 115 |
| 11. Be sure to verify any figures that Harry Hanks comes up with | 11. _____ | 101a |
| 12. May I suggest that you talk to your lawyer before signing this contract | 12. _____ | 103a |
| 13. I would like to ask why the Bolling project is 50 percent over budget | 13. _____ | 104 |
| 14. What do you make of this phrase—"at a date to be specified" | 14. _____ | 110a |
| 15. I can rely on your support at the board meeting, can't I | 15. _____ | 114a |
| 16. I question the wisdom of doing business with a company called Quality Ltd. | 16. _____ | 101a |
| 17. To obtain a copy, would you please send us a stamped, self-addressed envelope | 17. _____ | 103a |
| 18. Would you let me keep the battery of your BMW charged while you're gone | 18. _____ | 103b |
| 19. The sales manager has asked when Model GRX-10 will be back in stock | 19. _____ | 104 |
| 20. When do you expect to receive your M.B.A.? Next year | 20. _____ | 111 |
| 21. Now, to return to the main point of my argument | 21. _____ | 101b |
| 22. Would you please let us know whether we can do anything more to help you | 22. _____ | 103a |
| 23. Could you please arrange to have all the papers ready for me by Friday | 23. _____ | 103b |
| 24. You need to deal with the question of how much money you can afford to risk | 24. _____ | 115 |
| 25. Why not consult your accountant and ask her for her opinion | 25. _____ | 110b |
| 26. Where the newspaper got its information will be revealed in tomorrow's issue | 26. _____ | 104 |
| 27. Has anyone thought about the page design? the font? the type size | 27. _____ | 117 |
| 28. The action we need to take is obvious; the question is how to break it to the members of the staff | 28. _____ | 104 |
| 29. We still have the right, do we not, to terminate the agreement in thirty days | 29. _____ | 114a |
| 30. We just read about your graduating <i>summa cum laude</i> . Congratulations | 30. _____ | 120 |

Directions: Rewrite the following sentences to correct all errors in punctuation and to eliminate sentence fragments. Change the capitalization as necessary. **References:** ¶¶101–121. Also see ¶101c for a brief discussion of sentence fragments.

31. Be sure to proofread the originals carefully. Before you run off 250 copies. _____ 101a
 _____ 101c
32. Did you actually tell your boss that you didn't want the promotion, why? _____ 110a
 _____ 111
33. Is it true that you're planning to move back East, when, where? _____ 117
34. Why don't you call the box office? To see whether there are any seats left. _____ 110a
 _____ 101c
35. You can estimate, can't you?, how many units you expect to sell this year. _____ 114a

Directions: Supply missing periods, question marks, and exclamation points. Change the capitalization as necessary. Circle all changes you make. **References:** ¶¶101–121.

36. The objectives of this special exercise program are:
 1 To teach you new techniques of relaxation 106
 2 To restore your energy and your sense of well-being 107
37. *Illustration caption:* Figure 2-6 Federal Reserve Discount Rate Changes 108
38. I bought a quilt in your store about a week ago however, it doesn't go with the color scheme
 in my bedroom will you please refund my money when I return it 101a
 103b
39. You asked whether I would consider forming a partnership with you and your two brothers
 by all means 104
 101b
 119a
40. Jack reports that we did twice as much business this year at the jewelry show as we did
 last year unbelievable how do you account for it 101a
 119a
 110a
41. How we can get our candidate elected is the big question we can count on your backing,
 can't we 116
 114a
42. Why not rent a videocassette from our extensive collection of new releases better yet,
 buy one outright our prices are so low that they'll seem unbelievable 110b
 101a
 119
43. Will you please make sure that all the managers attend the special meeting set for this
 Friday I want to ask how we can cut costs without affecting quality 103a
 104
44. I want Martha Bradley to have the divisional sales reports as soon as possible will you
 please send her a copy of the printouts by messenger many thanks 101a
 103a
 101b
45. May we ask for your help would you be willing to contribute \$20 to send a city child to
 camp this summer think about it, won't you 103b
 110a
 114a
46. I hear that Anne Bonney has seen an advance copy of my new book what did Mrs. B think
 of the coverage the organization my writing style 101a
 109a
 117

Directions: Supply missing commas and strike out inappropriate commas in the following sentences. Circle all changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶122–125 (the basic comma rules).

1. The new warehouse has to be completed as I understand it by the end of the year.
Your people can finish the job by then can't they? 1. _____
122a
122b
2. It is obvious however that you cannot complete the work by December 31. We are
therefore proceeding to cancel the contract. 2. _____ 122c
3. *Newsweek* carried a review of your wife's new book *Managing Your Spouse* in the
past month or so. The issue was dated September 19 2001 I believe. 122d
122e
3. _____ 122b
4. Dean Morgan Hennessy Ed.D. will be speaking at an educational symposium in
Knoxville Tennessee on stress, and teacher burnout in the classroom. 122f
4. _____ 125f
5. Luke Wharton II has been named to the newly established position of vice
president and creative director of R. U. Kidd Inc. 5. _____ 122f
6. Marla and I have already signed up for the Caribbean cruise but Sandy Peg and
Bud are still mulling the trip over. 123a
6. _____ 123b
7. A lot of creativity and time and hard work went into developing all these
handsome imaginative layouts. 123b
7. _____ 123c
8. Only \$24000 is required on the signing of the contract; \$216000 on the
completion of the project. 123d
8. _____ 123e
9. When I graduated from business school in 2001 I hung out my shingle as a
corporate turnaround expert. In order to deal with the extraordinary demand
for my services I had to hire three associates in the very first year. 9. _____ 124
10. You see I've worked with that pair on a number of projects. How they ever got
their reputation for competence I'll never know. 124a
10. _____ 123e
11. In 2002 we established a new set of terms from credit card purchases. In my
judgment those terms are now outdated and need to be rethought. 11. _____ 124b
12. Our whole staff, I am sure will appreciate your kind words. 122a
12. _____ 125a
13. Margaret Pierce always turns in competent, well-written, research papers.
Obviously she is ready for bigger things. 125c
13. _____ 124b
14. I'm sure I heard the commissioner say "These rate increases will be approved."
However his assistant says that he did not. 125b
14. _____ 124b
15. We hope that you will find the meeting facilities satisfactory, and that you will
tell us about any special needs. Our staff of course is always on call. 125f
15. _____ 122c

Directions: Supply missing commas and strike out inappropriate commas in the following sentences. Correct run-on sentences (see ¶128) by changing punctuation and capitalization as necessary. Circle all changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶126–137 plus the basic comma rules (¶¶122–125).

- | | | |
|---|-----------|------------------------------|
| 16. Either the contract must be renegotiated or we must find another supplier. | 16. _____ | 126a |
| 17. We must either renegotiate the contract or find another supplier. | 17. _____ | 127b |
| 18. Give Jamie whatever data you've assembled and let her finish the analysis. | 18. _____ | 127c |
| 19. You handle the names from A to M, I'll take care of N to Z. | 19. _____ | 128 |
| 20. I handle creative assignments and my partner runs the business. | 20. _____ | 129 |
| 21. If the meeting starts at 8 a.m. I will have to fly in the night before. | 21. _____ | 130a |
| 22. However you want to organize the all-day meeting will be fine with me. | 22. _____ | 130c |
| 23. My accountant warned me that, before I accepted the financial settlement, I had better consider the tax implications of the arrangement. | 23. _____ | 130d |
| 24. This policy applies to employees who have less than six months of service. | 24. _____ | 131a |
| 25. Jason Argonne whom I met on a flight to Warsaw turns out to be the uncle of the young woman who is engaged to marry your son. | 25. _____ | 131b
131a |
| 26. Most customers when asked to take a blindfold test could not distinguish the taste of one cola from another. | 26. _____ | 131c |
| 27. I sense that Ben Frost is trustworthy even though I have never dealt with him before. | 27. _____ | 132
122f |
| 28. This year's convention takes place in Portland Maine at the end of May but if you come a week early we can easily work in a trip to Nova Scotia. | 28. _____ | 133
132
130a |
| 29. Having observed how Joe handles the bids I think I can cover for him. | 29. _____ | 135a |
| 30. Finding an affordable apartment in this city is not easy. | 30. _____ | 135a |
| 31. To receive our highest discount you must order a minimum of 500 units. | 31. _____ | 135b |
| 32. In all the years I worked for Mrs. Stebbins I never saw her smile. | 32. _____ | 135c |
| 33. On weekdays we are open till 8 p.m., on Saturdays we close at 6 p.m. | 33. _____ | 135c
128 |
| 34. The president has announced that out of respect for the memory of Mr. Zucherman the office will be closed on Friday. | 34. _____ | 136a |
| 35. What you should do in the meantime is review for the exam. | 35. _____ | 137a |
| 36. What you should do in my opinion is review for the exam. | 36. _____ | 122c
137b |
| 37. We would like you to speak for about thirty minutes, after a coffee break there will be time for questions and answers. | 37. _____ | 128
135c
136a |
| 38. At the meeting in Dallas I ran into Ben Hurly who is now with Gasport and spent a few hours recalling old times. | 38. _____ | 135c
131b |
| 39. While I was in graduate school I had to struggle to get through my courses whereas my roommate seemed to coast toward his doctorate. | 39. _____ | 130a
132 |
| 40. I'd be willing to meet next week but considering the amount of work you need to do in advance why don't we get together sometime in the following week? | 40. _____ | 126a
127a
127d
136a |

The Comma (Continued)

Directions: Supply missing commas and strike out inappropriate commas in the following sentences. Circle all changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶138–175 plus the basic comma rules (¶¶122–125) and the rules on clauses and phrases (¶¶126–137).

- | | |
|--|------------------------------|
| 1. As a rule we can go from the drawing board to the marketplace in less than a year. There are times of course when it takes a little longer. | 139a
141
139b |
| 2. Thus you can now afford an in-ground swimming pool too. | 143a |
| 3. The advertising director along with the marketing managers will present next year's plans on Monday November 5 at 2 p.m. | 146a
148 |
| 4. The word <i>parameter</i> is often misused by people who should know better. | 149 |
| 5. Thank you for your letter of December 12 in which you expressed a number of reservations about my new book <i>After the Millennium</i> . | 152
148
149 |
| 6. Doris Morley according to our personnel files served as promotion director from May 2002 until June 30 2004 the date she resigned. | 122a
155a
154a |
| 7. Honorary degrees were awarded yesterday to Wilford B. Williams Esq. and Sarah Kennedy Millstein trustees of Collingwood University. | 157
148 |
| 8. If you want to reach me while I'm on vacation write to me at this address: Arrowhead Inn 106 Mason Road Durham North Carolina 27712. | 130a
161
167 |
| 9. Two aspirin, and some strong black coffee always fix me up. | 168
139a |
| 10. To sum up these marketing strategies need to be rethought. | 175a |
| 11. In short I think Marianne Yates has the appropriate skills and experience and in my opinion she ought to be promoted. | 139a
126a
142b
124b |
| 12. Well he is the shrewdest, although not the pleasantest person, I know. | 144a |
| 13. Dr. Eileen Fahey head of the Halston Health Clinic will retire this year. | 148 |
| 14. A parenthetical or nonessential expression should be set off by appropriate punctuation that is by two commas within a sentence or by one comma at the beginning or end of a sentence. | 151
148 |
| 15. On April 21 2006 we initiated discussions with Llewellyn Perkins of the Micropro Company in Irvine California concerning the acquisition of his software business. | 154a
153
160 |
| 16. Hastings-McConnell Inc. will hold a dinner-dance at the Glen Ridge New Jersey Country Club in honor of Weldon Wright Jr.'s retirement. (<i>Both the company and Mr. Wright use commas in their names.</i>) | 159
160
156 |
| 17. However you want to reorganize your group is entirely your decision. | 139a |

18. Senators Allen Barlow and Cantor all agree that the state's methods for financing public education are unfair that the way funds are distributed is inequitable and that a special panel should investigate fairer approaches. 18. _____ 162a
19. The more Mr. Felker attacks the plan the more Mrs. Ketcham seems to endorse it. I think that we ought to get Mr. Glenn rather than Mr. Felker to point out the disadvantages of the plan to her. And the faster the better. 19. _____ 172d
147
172d
20. I'd like to recommend Fred that you recruit a new controller. The auditors I am sorry to say have discovered serious lapses in Don Springer's performance. 20. _____ 145
144
21. My wife Monica and I myself were part of the ecstatic crowd that gave the tenor Thomas Hampson a standing ovation for his performance as Figaro. 21. _____ 150
169
22. Our long-term, financial, situation now looks much much better than it did a few, short months ago. 22. _____ 171
175c
169
23. A great many ambitious career-minded employees have signed up for Mrs. Horowitz's popular English communications seminar. 23. _____ 170
24. The first three letters should be referred to Customer Service for handling; the other five to the Accounts Receivable Department. 24. _____ 172a
25. Jim now feels that whatever he does does not count for anything with the people he reports to. 25. _____ 175b
143b
26. You, too, can qualify for this low-cost, easy-to-obtain, automobile, insurance if you are over 25, and have a clean, driving record for the past, three years. 26. _____ 170
171
125f
167
169
27. I am pleased to be able to tell you Mr. Berger that the camcorder, which you ordered, is finally back in stock. You can pick one up at the store or if you prefer have it delivered to your home. 27. _____ 145
131a
122a
28. If however you and your partner Louis Meltzer prefer to lease the property rather than buy it outright I think I can persuade the owners to agree to that kind of arrangement. 28. _____ 142c
148
130a
29. On a trip to London Ontario I met an old friend of yours Roy Galt III who is the managing director of Cheswick and Forster Ltd. (*Styling preferences of Galt and the firm Cheswick and Forster are unknown.*) 29. _____ 160a
148
156
159
30. Please remember a team of five people has already invested many many hours not to mention thousands of dollars in studying the commercial applications of this new compound. 30. _____ 124a
175c
144
31. To scrub the project at this time when the first, useful data is being uncovered would come as a crushing disappointment. 31. _____ 148
169
32. We would, therefore, recommend that the present vacation policy be extended, until we can investigate what other companies in our industry are doing. 32. _____ 141
132

5

The Semicolon, the Colon, and the Comma

Directions: Supply missing punctuation and strike out or correct inappropriate punctuation in the following sentences. Change the capitalization as necessary. Circle all changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶176–199 (on the semicolon and the colon) plus ¶¶122–175 (on the comma).

1. My wife thinks we should move to Maine, I myself prefer to stay where we are. 1. _____ 176a
2. We need to resolve our differences within the next ten days otherwise I'll take our business to another order fulfillment company. 2. _____ 178
3. We have a number of objections to the draft of the agreement for example it fails to state by what date you will complete the construction. 3. _____ 181a
4. As a rule, I don't take on malpractice cases, but given the facts as you present them, I would be pleased to represent you. 4. _____ 139a
177c
136a
5. The entire labor dispute boils down to one issue namely who will set the standards of productivity? 5. _____ 181b
6. Watch out for words that contain silent letters for example *autumn mortgage subpoena ophthalmologist*. 6. _____ 182a
7. Three of our biggest accounts namely Fearoff-Lyon the Porterry Co. and Worth & Worth have submitted strong protests about our plans to close the distribution center in their state. 7. _____ 183
8. I plan to call on clients in the following locations Shawnee Mission Kansas La Crosse Indiana and Fond du Lac Wisconsin. 8. _____ 189
160a
184
9. The Vreeland property looks like a good buy the asking price seems in line with the assessed value and the buildings have all been maintained in excellent condition. 9. _____ 187
197
167
10. The Vreeland property looks like a good buy however I'd like more data on the zoning laws and the tax rates before I make an offer. 10. _____ 178
182b
11. We need only one final piece to the puzzle namely the source of the rumor. 11. _____ 188
12. Those representatives in the Southern Region who exceeded their sales goals by more than 10 percent were: Amanda Collins Sue Ellen Mobley and Paul Cox. 12. _____ 191c
162a
13. The consultants each identified the same problem we are understaffed. 13. _____ 187
197
14. In short here is what the management consultant told me the business will need a cash infusion of \$200,000 at once the business also needs an experienced manager to oversee the day-to-day operations. 14. _____ 139a
187
199a
176

Directions: Supply missing commas, semicolons, and colons as well as the appropriate punctuation at the end of each sentence. Change any incorrect punctuation already supplied. Change the capitalization as necessary. Circle all changes you make. **References:** ¶¶176–199 plus ¶¶101–175.

15. Thank you for your get-well card I am still confined to bed but I have been assured that the hip replacement was a complete success I expect to be up and about in another week, and to be calling on customers within a month 176b
126a
101a
125f
101a
16. The Gephardt estimate is not as high as it looks on the contrary the amount Gephardt is asking is about the same as the estimate from Kitchens Inc. in fact if you analyze the estimates closely Gephardt’s is better because of the longer guarantee 178
139a
130a
101a
17. Natalie’s memo explains why we ran out of stock yet it does not address the question of how we can avoid running out of stock again 179
104
18. As it happens I have a number of reservations about the Hepler Associates market survey for example why did they send questionnaires only to people who own their own homes 130a
181a
110
19. I’ll be traveling first to Klamath Falls Oregon then I’ll be going on to Bellingham Washington if the negotiations go faster than I’ve been assuming I may drive up to visit friends in Prince George British Columbia 160a
128
178
101a
130a
20. Mr. Workman from The Furniture Recyclers wants to know whether you are selling the desks and chairs individually or as a total package whether the stockroom shelves the lighting fixtures and the filing cabinets are also for sale and whether his drivers can come to collect any of these items before Wednesday September 28 186
162a
148
104
21. When selecting a format for a report consider the following factors 130b
189
106
107
110
22. Dear Mrs. Warnecke,
Thank you for sending us your proposal for a book entitled *How to Start a Successful Business A Practical Guide for Entrepreneurs* would you be able to send us two sample chapters that we can evaluate moreover could you please tell us how long the complete manuscript is likely to run 194a
195a
101a
110
139a
103a
192
148
110
23. Why don’t we discuss this matter at lunch at 1230 on Monday the 14th of April 148
110
24. I’ll proceed to make reservations for us at Thai Won An: a charming restaurant at 19 Pacific Avenue do let me know if you prefer some other arrangement won’t you 148
101a
114a
25. I’ll be glad to reschedule our lunch if that proves necessary however I should note that since I’ll be leaving the following day on a two-week business trip I won’t be able to see you until after the first of May 132
101a
139a
130d
101a

Other Marks of Punctuation

Directions: Supply missing punctuation and strike out or correct inappropriate punctuation in the following sentences. Change the capitalization as necessary. Circle all changes you make. **References:** ¶¶201–226 (on the dash and parentheses) and ¶299. For guidance on how to show corrections in these sentences, see the chart on pages 358–359 or the inside back cover of *The Gregg Reference Manual*.

1. Here's a year-round vacation house that's ideal for you and your family; and at a price you can afford! 207
2. Chapter 8 discusses the techniques that can make regional marketing work for your company (see pages 86–89) 220
3. Family that's what justifies the struggle to make this business succeed. 210
4. On all expense account items over \$25, please be sure to provide a) a dated receipt and b) an explanation of the business purpose served by the expense. 222a
5. Three parts of olive oil, one part of vinegar, and one part of pure maple syrup that's all you need to make an outstanding salad dressing. 211b
6. Al Riesman (He's the marketing guru we frequently consult.) thinks that the approach we're taking in our new advertising campaigns is a total disaster. 224b
224c
7. Enclosed are the layouts for the catalog,—just the way you wanted them. 213
8. I thought we had agreed on a formula for compensation in the event the project is terminated before completion. (See your letter dated June 6). 226c
9. We will need the large meeting room we had last year—you will surely remember the one I mean—otherwise, we will have to break into two groups. 215c
10. In two weeks — October 4, to be exact — the President's panel is expected to release its recommendations on a national health insurance plan. 216a
299
11. Once a week (on Thursday nights we stay open) until 9 o'clock. 218
12. At least three people in the company Ed Reidinger, Gertrude Flanagan, and Hope Crawley have volunteered to donate O positive blood. 202
219
13. In about three months from now say, November 30 why don't we meet to review the committee's progress in drafting guidelines for an internal recycling program? 211a
14. Attached are the notes I made during each session at the management seminar (except the session on reducing employee absenteeism, which I missed.) 225a
15. Timothy Noonan, the head of our Chapel Hill North Carolina operations, may be taking over as manager of the Mount Vernon New York office. 219
16. Ella Garner—She used to work in your legal department, didn't she—has a good chance of being appointed a federal judge in the Ninth Circuit. 214b

Directions: Supply missing punctuation and strike out or correct any inappropriate punctuation in the following sentences. Change the capitalization as necessary. Circle all changes you make. **References:** ¶¶227–299 (primarily on quotation marks and the use of italics or underlining).

17. All he would say to the reporters was “I have no comment to make at this time” 256a
247a
18. Please forward any mail marked “Personal” otherwise, hold everything else until I return to the office. 248a
19. What was the meaning you intended to convey in the phrase “must be completed within a reasonable time?” 249b
20. I think you ought to read Chapter 5, *Managing Your Problem-Solving Time in Right on Time!*: The Complete Guide for Time-Pressured Managers. 242
247a
289a
21. I’ve been given *carte blanche* on the design and packaging of our new cologne. 287
22. All personnel evaluation memos must be labeled “Confidential” 247a
23. All Beverly would say was this “If you want to get to the bottom of the matter, why don’t you ask Terry” 256b
249a
24. Why would Gina say, “I’m going to start updating my résumé.” 256a
257
25. The term *infer* means to draw a conclusion from someone else’s words or actions; the term *imply* means to suggest something by your own words or actions. 286
248a
247a
26. “How will we explain this decision to the shareholders?,” I asked. 254
27. How did you like Hank’s latest article, “Are Happy Days Really Here Again?”? 258
28. In her memo of June 3 Hazel says, “I’ll keep you appraised (sic) of our progress in improving language skills throughout the organization.” 283
296a
29. The real question is, “Should we be expanding into areas where we have no in-house expertise?” 229
30. Altschuler’s speech to the financial analysts was well received. (His later comments to the press (see the December 13 issue of “The Wall Street Journal”) created quite an uproar, I understand.) 296b
289a
31. How many of our employees have read *The Art of Getting Things Done*? 290a
32. What this company needs is an “ombudsman,” someone who would represent our customers’ interests and make sure that their complaints were fairly resolved. 287
33. Harry Halpin, the noted financial analyst, says, “In my experience . . . these short-term fluctuations in stock prices mean nothing.” 274
34. Here are the procedures one authority recommends for typing messages on postcards:
“First, set the left and right margins at 0.5 inch.”
“Next, type the date on the third line from the top of the card, beginning at the center.
Omit the name and address of the person to whom the card is being sent. 265b
35. “I would like to urge you all” said the speaker, Nancy Ellington, to read an article entitled “The Salvation of Our Cities” in this month’s issue of *The Atlantic*.” 262
245a
289a

Editing Survey A

Directions: Supply missing punctuation and strike out or correct any inappropriate punctuation in the following **personal letter**. Change the capitalization as necessary. Circle all changes you make. **References:** Sections 1–2.

Dear Mark:

When you came to visit last Sunday with Sally and the kids you were obviously brooding about your “dead-end job as a corporate accountant”. Yesterday, I came across an article in The New York Times that might provide the solution to your problem. (I seem to have mislaid the article but I’ll send it along, as soon as it turns up.

Have you considered becoming a CMA. “What’s that,” I hear you asking? Well you know that a CPA is a certified public accountant — someone who 1) works for a variety of clients and 2) has passed a number of required courses and exams administered by the American Institute of Certified Public Accountants. To become a CMA you have to work within a corporation, have at least two years of managerial accounting experience and meet all the certification requirements of the Institute of Management Accountants.

“Big deal” I can hear you thinking. Why bother?” According to the article, (which has to be around here somewhere top corporate executives are looking for management accountants, who can play a bigger part in shaping corporate strategies in an age of intensified global competition, and rapid technological changes. Because these top executives recognize the value of certification, corporate accountants with a CMA rating are more likely to get the higher-level, management accounting jobs. Moreover the CMA designation typically commands a higher salary, for example, CMAs in your age group (30–39) earn about \$10,000 more than people with the same experience but without the certification.

If you want to follow up on this idea, the Institute of Management Accountants is located at: 10 Paragon Drive, Montvale NJ 07645, the phone number is 800-638-4427. If you’re not interested, just pitch this letter in the nearest circular file. Which is where all of your father’s brilliant ideas typically wind up. I really don’t care as a matter of fact what happens to your career. It’s my grandchildren’s future that I worry about. Give them all a hug for me.

Directions: Supply missing punctuation and strike out or correct any inappropriate punctuation in the following **personal letter**. Change the capitalization as necessary. Circle all changes you make. **References:** Sections 1–2.

Dear Mary Lee,

You've been working much too hard lately, don't you think. I'd like to propose a three-day getaway for the two of us—and maybe our husbands as well. The occasion? A conference sponsored by the North Carolina Bed & Breakfast Association. Friends of ours—Barbara and Gerry Ryan tell me that the conference is designed to appeal not only to perspiring innkeepers (those who are currently doing it) and expiring innkeepers (those who want to get out from under) but also to aspiring innkeepers (namely you and me.) The conference formally begins on Saturday, February 24 at 4 p.m., and it runs until 12:30 p.m. on Monday, the 26th. If we register for only one day's series of meetings the fee is \$75; for all three days \$125.

It sounds a little crazy I know but you and I are always talking about how much fun it would be to move away from Washington D.C. and set ourselves up as country innkeepers. Even if the idea is only a pipe dream right now, and can't be seriously pursued for another thirty years, it would still be a lot of fun to find out what's involved from people who really know.

The location of the conference alone makes the trip worthwhile—the Biltmore Estate in Asheville, North Carolina. The Biltmore House itself is a national treasure I'm told. Commissioned in 1887 by George Vanderbilt and modeled after elegant French chateaus it remains the largest, private home in this country today, with its 35 guest rooms, its banquet hall and library, its handsome collection of sculpture and paintings and its extensive grounds. It will take us from six to eight hours to get there depending on which of us does most of the driving.

All the meetings will be held right on the grounds of the estate but there will be time each day to work in as much exploring and sightseeing as we like. It may help you to know that, if we register by January 15, we can be sure of getting attractive accommodations at one of the local inns. For only \$50 a night.

The conference offers formal presentations on virtually every topic you can think of. (For example the title of one speech is How to Handle Difficult Guests). One especially nice feature of the program Mary Lee is all the time set aside for networking. In that way we can talk with some of the perspiring innkeepers, the ones who know what it's all about, moreover, we can meet some of the expiring innkeepers, the ones who might have just the place you'd love to take over.

One final thought. Why don't you persuade your husband, Jeff, to make the trip with you. If he says "yes," I'm sure I could get Dave to come, too. The only question is how can you resist so attractive a proposition. Look why don't you talk this over with Jeff and get back to me? The sooner I get a positive response from you the faster I can make all the necessary arrangements.

Directions: If the boldface word or phrase is correctly capitalized, write *C* in the answer column. If not, correct it as follows: To change a capital letter to a small letter, draw a line through it. To change a small letter to a capital letter, draw three lines under it. Circle all changes you make. **References:** ¶¶301–330.

- | | | |
|---|-----------|--------------------|
| 1. Have you found the Pelikan company to be a dependable supplier? | 1. _____ | 309a
320a |
| 2. Let's meet in the lobby of the hotel and then go on to the convention. | 2. _____ | 308 |
| 3. Attorney general Harriet Cox has not yet issued an opinion. | 3. _____ | 312a |
| 4. While you're in Washington, get a reaction from several senators . | 4. _____ | 307
314 |
| 5. My uncle gave me his medical library when he closed his practice. | 5. _____ | 319a |
| 6. Please ask the legal department to review the attached letter of agreement. | 6. _____ | 322 |
| 7. That legislation was passed in 1986 by the Ninety-Ninth Congress . | 7. _____ | 325 |
| 8. I seriously question whether the proposed bill is constitutional . | 8. _____ | 304 |
| 9. Do you think the governor will support the antipollution measure? | 9. _____ | 313b |
| 10. Our new offices are at the corner of Wilson and Sixth streets . | 10. _____ | 309a
303
320 |
| 11. I have applied for a fellowship at the University Of The South . | 11. _____ | 330a |
| 12. Our aim is to set up a franchised operation in every state in the union . | 12. _____ | 315 |
| 13. How do you plan to increase revenues, governor , without raising taxes? | 13. _____ | 323 |
| 14. The people in accounting want us to cut 15 percent from our budgets. | 14. _____ | 306 |
| 15. Should the chapter numbers go in Roman numerals or be spelled out? | 15. _____ | 311e |
| 16. I think we ought to submit a bid on the van Vleck property along the river. | 16. _____ | 313d |
| 17. The president of Benjamin Brothers has announced his resignation. | 17. _____ | 321 |
| 18. I would like some more information about the company's health plan. | 18. _____ | 328 |
| 19. All Federal and state funding for this training program will end on June 30. | 19. _____ | 309a
320a |
| 20. The flower garden was sponsored by the Belmont chamber of commerce . | 20. _____ | 313e |
| 21. Do you still have an opening for a Systems Analyst ? | 21. _____ | 301d |
| 22. The remaining question is, how will this new program be funded? | 22. _____ | 312b |
| 23. Attending the conference was Watertown's mayor , Gilbert Kohlman. | 23. _____ | 327 |
| 24. We had the premises inspected by someone from our local Fire Department . | 24. _____ | 317 |
| 25. How do you think Senator-Elect Coghill will vote on the bond issue? | 25. _____ | 329 |
| 26. There has been some talk about an antitrust action by the Federal Government . | 26. _____ | 313d |
| 27. Noel Byrd, Vice President of Milex Labs, will testify at an FDA hearing. | 27. _____ | 302a |
| 28. A detailed analysis of the responses to our survey is given in Appendix A
(See pages 216–224). | 28. _____ | 312c |
| 29. The massive murals in the Metropolitan Opera House were done by Painter
Marc Chagall. | 29. _____ | 322 |
| 30. Someone in their Accounting Department should be able to explain. | 30. _____ | |

Directions: Correct the capitalization in the following sentences. If a sentence is correctly capitalized, write *C* in the answer column. Circle all changes you make. **References:** ¶¶301–330.

- | | | |
|--|------------------------------|-----------|
| 31. Ms. Eileen Kilmer, Executive Vice President of the Hampton real estate agency, says, “real estate prices are expected to remain stable for the rest of the year.” | 313d
309a
320a
301c | 31. _____ |
| 32. The current Mayor, Walter Marx, will honor Former Mayor George Gille and Mayor-Elect William Pavlick at a reception. | 312b
317 | 32. _____ |
| 33. <i>In a company memo:</i> Janet Russo, Manager of the human resources department, has been named head of the equal employment opportunity committee. | 313d
322 | 33. _____ |
| 34. This conflict between the U.S. department of the treasury and the federal reserve board dates back to the days of the Roosevelt administration. Although the board has brought the matter before the supreme court, the court feels that this is an administrative rather than a Constitutional issue. | 325
328
326
304 | 34. _____ |
| 35. Leaders from both the republican and the democratic parties met today with the president at the white house. An announcement from the oval office will be sent shortly to the senate and the house. | 309a
313b
305
326 | 35. _____ |
| 36. Dr. Wanda A. Jory, Research Director for Biogenetic labs, will be an adjunct professor at our local University for the coming academic year. | 313d
309a
320a
308 | 36. _____ |
| 37. I would like to apply for the job of Regional Manager in your sales department. | 313e
322 | 37. _____ |
| 38. Your Uncle, John Traynor, was identified in <i>the Wall Street Journal</i> as the person behind the du Hamel takeover attempt. | 319a
324a
311e | 38. _____ |
| 39. <i>From a city agency’s memo:</i> The mayor and the city council will meet tomorrow to discuss the Garvey company’s application to construct a Shopping Mall on the block bounded by Summer, Marsh, Oak, and Maple streets. | 313c
327
307
309a | 39. _____ |
| 40. When Radical Author William Boynton accepted a two-year grant from the Huntington foundation, reporters asked this question: “Tell us, Sir, how does it feel to be supported by the establishment?” | 312c
309a
315
305 | 40. _____ |
| 41. <i>From the Whitlock University course catalog:</i> The university offers a wide variety of courses to first-year students. However, for course titles marked with an asterisk, please get the approval of the Department Head before signing up. | 321
308 | 41. _____ |
| 42. <i>From an educational journal:</i> Whitlock University has announced plans to establish a Medical School in the next three years. Details of the University’s plans were released today by the President. | 307
321
313d | 42. _____ |
| 43. I want to apologize for the problems you had with our credit department. According to Ms. Marie Longo, the Manager of the Department, you now have a credit balance of \$78.10. | 322
313d
321 | 43. _____ |

Capitalization (Continued)

Directions: If the boldface word or phrase is correctly capitalized, write *C* in the answer column. If not, correct it as follows: To change a capital letter to a small letter, draw a line through it. To change a small letter to a capital letter, draw three lines under it. Circle all changes you make. **References:** ¶¶331–366.

- | | | |
|---|-----------|--------------|
| 1. My investment portfolio is managed by a Manhattan brokerage house that has excellent contacts on the Street . | 1. _____ | 332 |
| 2. Our business is targeted chiefly at the Winter tourist trade. | 2. _____ | 343 |
| 3. Please read " Sales Tax is Sure to be Reduced " in today's newspaper. | 3. _____ | 360 |
| 4. I used to stay at the Melrose Hotel, but the Hotel has gone downhill recently. | 4. _____ | 331 |
| 5. Will we need a special charter to do business in the State of Georgia? | 5. _____ | 335a |
| 6. What undergraduate courses does the university offer in the area of Western Civilization ? | 6. _____ | 340
352 |
| 7. In the late nineties we had to shift our business to new product lines. | 7. _____ | 345 |
| 8. You can quickly find the names of other suppliers in the yellow pages . | 8. _____ | 356a |
| 9. I'm still not happy with the wording in Paragraph 3 . | 9. _____ | 359 |
| 10. Bud's living in the bay area , but I can't tell you precisely where. | 10. _____ | 333a |
| 11. No midwesterner would know what you meant by an "egg cream." | 11. _____ | 339 |
| 12. Ted's promotion is a perfect illustration of the Peter principle . | 12. _____ | 346 |
| 13. At times like this, we could use a crash course in the ten commandments . | 13. _____ | 350a |
| 14. Please be sure to give your social security number along with your name. | 14. _____ | 347a |
| 15. I grew up in Ripley, a small town in Western Tennessee north of Memphis. | 15. _____ | 341 |
| 16. When do you think the City of Clifton will change its zoning laws? | 16. _____ | 334 |
| 17. This year we will work only a half day on Christmas eve . | 17. _____ | 342 |
| 18. I remained in Santa Fe when my parents moved back east . | 18. _____ | 338 |
| 19. I expect to receive my Master's degree next spring. | 19. _____ | 353 |
| 20. <i>In a contract:</i> Roger L. Bork, hereinafter called the buyer , agrees to . . . | 20. _____ | 358 |
| 21. My father foresaw the boom in residential real estate after World War II . | 21. _____ | 344a |
| 22. We'll be touring northern Vermont for much of our vacation. | 22. _____ | 341
355 |
| 23. <i>In an advertisement:</i> Try Northridge's All-Natural Wheat Bread for a treat. | 23. _____ | 357 |
| 24. Mrs. Fry said in her letter that she did not pretend to speak for all Blacks . | 24. _____ | 348a |
| 25. Our daughter Ellen is doing her Junior year of college abroad. | 25. _____ | 354 |
| 26. <i>In a heading:</i> Twentieth- century Achievements in Civil Rights | 26. _____ | 363 |
| 27. I'm taking courses in English Literature in a special weekend program. | 27. _____ | 352 |
| 28. Mr. van Lieuw was originally a native of the Netherlands. | 28. _____ | 337a |
| 29. I just put my faith in the Lord and let him work things out for me. | 29. _____ | 349b
360a |
| 30. Under separate cover I'm sending you a copy of Growing up at Last . | 30. _____ | 361c |

Directions: Correct the capitalization in the following sentences. If a sentence is correctly capitalized, write *C* in the answer column. Circle all changes you make. **References:** ¶¶301–366.

- | | | |
|--|---|-----------|
| 31. My family down south can't understand how I can enjoy living in the big Apple.
Wait till they see my apartment in the village. | 338
333a
332 | 31. _____ |
| 32. I will check with American airlines at Kennedy airport to see whether anyone
has turned in the Manila envelope you lost. | 309a
331
306 | 32. _____ |
| 33. You may get a laugh out of Ella's new article, "Nirvana is not as great a place
as it's cracked up to be." | 360
361 | 33. _____ |
| 34. The supporting data is presented in appendix 4. (See, in particular, chart 3 on
page 514 and column 2 of table 14 on page 631.) | 359 | 34. _____ |
| 35. Jennie Moore will be coming back east to serve as District Manager for all of
New England plus the State of New York. All of her customers and business
associates from the twin cities are going to miss her. | 338
313e
335a
333a | 35. _____ |
| 36. At the beginning of the Twentieth Century, my Grandfather moved out west and
founded a small seed business. By the late Nineteen-thirties, just before the start
of the second world war, the Company had annual sales of \$3,000,000. | 345
319
338
345
344a
321 | 36. _____ |
| 37. I am now a Senior at the university of Tennessee, majoring in Business
Administration. I expect to get my Bachelor's degree this Spring. | 354
309a
352
353
343 | 37. _____ |
| 38. The Mid-March reports indicate that sales are strong in the northeast but are
faltering in the Farm Belt and the Sunbelt. | 363
338
333a | 38. _____ |
| 39. My brother-in-law works for the State as a Photographer in the department of
travel and tourism. | 335b
313e
325 | 39. _____ |
| 40. I have asked the reverend Frank Carleo, Pastor of St. Mark's roman catholic
church, to give the invocation at the Lions club banquet on veterans day. | 312a
313a
320a
309a
342 | 40. _____ |
| 41. When Bart Peterson returns to the States this Spring, I will take over his job
in the middle east. | 335a
343
338 | 41. _____ |
| 42. We need stronger Environmental Protection Laws if we are to save the Earth
from destructive pollution. | 346b
351 | 42. _____ |
| 43. Wilma Cooley, the congresswoman from South Dakota, will head a house
committee studying safety procedures in nuclear plants, especially those in
earthquake-prone areas on the coast. | 313b
326
332 | 43. _____ |
| 44. For our upcoming Computer Convention I think we ought to invite someone
like Tracy Kidder as our keynote speaker. Among his impressive credentials is
the fact that he won the Pulitzer prize for <i>The Soul Of A New Machine</i> . | 308
364
360a | 44. _____ |

Directions: Circle all errors in number style, and write the correct forms in the answer column. Follow the **figure** style (§§401–403) unless another style is called for. If a sentence is correct as given, write *C* in the answer column.

References: §§401–428, 461, 465.

- | | | |
|--|-----------|----------------------------|
| 1. We'll be leaving in 8 days for a month's trip to Australia. | 1. _____ | 401a |
| 2. Last year we mailed 6 million fliers; this year, 8,000,000. | 2. _____ | 403b
461 |
| 3. I would like to respond to your letter dated May twenty-first. | 3. _____ | 407b |
| 4. Our new van cost several \$1000 dollars more than we had budgeted. | 4. _____ | 414
423 |
| 5. Effective July 1, parkway tolls will be increased to 40¢. | 5. _____ | 418 |
| 6. Nelson E. R. Dillon the third is forming his own law firm. | 6. _____ | 426 |
| 7. I requisitioned 6 laptop computers but got approval to buy only two. | 7. _____ | 402 |
| 8. The council consists of 11 Democrats, eight Republicans, and one independent. | 8. _____ | 402
404a
465a |
| 9. <i>Word style:</i> We have invited 75 people to our daughter's wedding. | 9. _____ | 401a |
| 10. Please call the banquet manager and say we expect about 300 guests. | 10. _____ | 401a |
| 11. We will celebrate the company's 150th anniversary next month. | 11. _____ | 424
404a
465a-b |
| 12. <i>Word style:</i> Over 21 million TV viewers saw our show last night. | 12. _____ | 465a-b |
| 13. A really good attaché case can cost \$150.00 or more. | 13. _____ | 415 |
| 14. Eighty people out of 100 could not remember the advertiser's name. | 14. _____ | 421
404a
405 |
| 15. <i>Word style:</i> Between 300 and 325 people responded to our ad. | 15. _____ | 405 |
| 16. Pergola Industries stock was selling today at two dollars a share. | 16. _____ | 413a |
| 17. <i>Formal style:</i> We will arrive in Paris on the 6th of April. | 17. _____ | 407a |
| 18. <i>Emphatic style:</i> Our Summer Sale will run until the 1st of September. | 18. _____ | 407a |
| 19. The building will cost between \$18 and \$20 million to construct. | 19. _____ | 416d |
| 20. Nearly 2/3 of those surveyed preferred the package done in orange. | 20. _____ | 427a |
| 21. The warehouse expansion is scheduled to begin July 1st, 2006. | 21. _____ | 408 |
| 22. The cost of gas is now three and a half times what it was in 1970. | 22. _____ | 428a |
| 23. The outside of the building has not been painted since June 2000. | 23. _____ | 410 |
| 24. I found a printer who can do these brochures for only \$.30 apiece. | 24. _____ | 418a |
| 25. 64 pages of the book contain full-color illustrations. | 25. _____ | 421 |
| 26. Last year our sales were \$3,574,119; this year we will do over \$4 million. | 26. _____ | 403b
461a
417
461 |
| 27. The owners of that office building have cut the price by \$½ million. | 27. _____ | 461 |
| 28. You may participate in the pension plan after your 30th birthday. | 28. _____ | 424 |

29. Our semiannual sales meeting starts on the 2d. of March.	29.	407a 425a
30. Pay one-half of the balance now and the other half in six months.	30.	427c
31. Fran can give you 100 reasons why the report is not yet completed.	31.	401c
32. The variance is less than three-sixteenths of an inch.	32.	427a
33. The pattern calls for 7-3/8 yards of material.	33.	428b
34. Our chief competitor has just cut prices by ten percent.	34.	401b
35. About ten to 15 callers mentioned the typo in last Sunday's ad.	35.	402
36. <i>Word style:</i> Can your living room hold as many as 125 people?	36.	404a
37. All I wanted was 50 cents worth of rubber bands.	37.	418a
38. A good fax machine will run between \$175 and 250.	38.	419 427b
39. Four fifths of our orders come from just three states.	39.	421
40. My bank statement shows a balance of only six dollars and 14 cents.	40.	413a

Directions: Rewrite the following sentences to correct errors in number style and related punctuation. Follow the **figure** style unless another style is called for. **References:** ¶¶401–428, 461, 465.

41. We sold eight refrigerators, 11 stoves, and three freezers in only two days. _____		402
42. Thank you for your letter of May 9th, in which you asked about a deed dated 3/3/01. _____		407b 408c
43. On July 10, we will submit the will dated August 11th, 2004 for probate. _____		410 408d
44. Allow \$750,000 to \$1 million for expenses plus another \$100 thousand for fees. _____		416c 461
45. The unit cost of \$1.71 represents 56 cents for parts, 93¢ for labor, and \$0.22 for shipping. _____ _____		418b
46. On the first of May, 2008 I promise to pay Six Thousand (\$6000) Dollars . . . _____		408 410 420a
47. \$325 seems to me to be a lot to charge for so small a repair job. _____		422
48. Join the 100s of voters in the 21st Ward who want to return Tim Bannigan for his 5th term in Congress. _____		423 424
49. In ¼ of an hour we can show you how to cut your packaging costs in ½. _____		427
40. <i>Word style:</i> On the 25th of September we expect more than 20,000 residents will help to celebrate the 100th anniversary of the founding of the city. _____		407a 404a 427d

Numbers (Continued)

Directions: Circle all errors in number style, and write the correct forms in the answer column. Follow the **figure** style (§§401–403) unless another style is called for. If a sentence is correct as given, write *C* in the answer column.

References: §§429–470 plus the basic rules (§§401–406).

- | | |
|--|------------------------|
| 1. Take Route I-95 to Exit 69, go north on Route 9 to the Essex turnoff, and then go west for three miles to Ivoryton. | 1. _____ 429a |
| 2. Children who are not 5 years old by October 31 may not enter school this fall. | 2. _____ 433 |
| 3. A 48-month automobile loan might be easier for you to carry. | 3. _____ 436a |
| 4. Why hasn't Bly & Bly reordered from us in the past 6 months? | 4. _____ 437
440a |
| 5. You can avoid the tunnel traffic if you leave home by 6 A.M. | 5. _____ 440b |
| 6. If you order by August 15, take an extra five percent off the total. | 6. _____ 447a |
| 7. Perhaps #78312 was voided and a new purchase order was issued. | 7. _____ 455 |
| 8. Our markets expanded dramatically between 1995–2005. | 8. _____ 459b |
| 9. We are planning a first printing of 8000 copies. | 9. _____ 461a |
| 10. Feel free to call me at home between 8:00 and 9:30 p.m. | 10. _____ 440c |
| 11. The table on page 1,157 shows the properties of the tested alloys. | 11. _____ 462 |
| 12. <i>General style:</i> The reception room needs only a 9- × 12-foot rug. | 12. _____ 432 |
| 13. We plan to fly to Bermuda to celebrate our 25th wedding anniversary. | 13. _____ 435
438 |
| 14. Our capital needs were far simpler in the early 1990's. | 14. _____ 464 |
| 15. <i>Formal style:</i> The Ebert-Rogers reception will begin at 7 o'clock. | 15. _____ 441a |
| 16. The council approved the tax increase by a vote of eight to two. | 16. _____ 451 |
| 17. There may be a 15–20° drop in temperature at night. | 17. _____ 453b |
| 18. It's unheard of for someone in her early 30's to be made CEO. | 18. _____ 434 |
| 19. By the late 90's over half of our sales came from exports. | 19. _____ 439a |
| 20. <i>Formal style:</i> The awards ceremony will begin at eight thirty. | 20. _____ 442a |
| 21. In the markets we serve, women outnumber men on a ratio of 5 to 2. | 21. _____ 450a
418c |
| 22. <i>Footnote in catalog:</i> *Add fifty ¢ to cover the cost of handling. | 22. _____ 453a |
| 23. <i>Footnote in a report:</i> *See pages 400–02. | 23. _____ 460b
465b |
| 24. I can trace my family back almost three-hundred years. | 24. _____ 437 |
| 25. To approximate our unit cost, divide the list price by 5. | 25. _____ 452 |
| 26. Let me give you my unlisted phone number—555/4989. | 26. _____ 454a |
| 27. The year 2008 in roman numerals is MMVII. | 27. _____ 469
467 |
| 28. Maude is in her seventys, but she doesn't look more than sixty. | 28. _____ 434 |
| 29. <i>In an ad:</i> Salary up to \$50K to qualified person with solid experience. | 29. _____ 470 |
| 30. During the summer the temperature rarely goes above the low 80's. | 30. _____ 464 |

Directions: Rewrite the following sentences to correct errors in number style and related punctuation. Follow the **figure** style unless another style is called for. **References:** ¶¶401–470.

31. I will be at the booth between 9:30 a.m. in the morning and 12 a.m. noon. _____ 440h
 _____ 440f
32. Mrs. Engle will get a finder’s fee of \$12000, or .5% of the price paid for the property. _____ 461a
 _____ 448a
 _____ 401a
33. I have 2 questions about Invoice No. 10,414 dated May 3rd, 2007. _____ 455a
 _____ 463
 _____ 408d
34. In 1999, seventy percent of our revenues came from only eighteen items in our product line. _____ 456
 _____ 447a
 _____ 401a
35. 2,000 64-page booklets can be printed for about 90¢ each. _____ 421
 _____ 457
 _____ 418a
36. From 2005–2008 we plan to do an intensive study of 8th-grade students. _____ 459b
 _____ 424
37. On January 1 2008 I will be exactly 22 years, 4 months, and 7 days old. _____ 410
 _____ 433
38. I am five feet, five inches tall, and I weigh a hundred and forty-two pounds. _____ 430
 _____ 429a
39. Since 2003, an employee with more than twenty years of service can get full retirement benefits at age sixty-two. _____ 410
 _____ 436a
 _____ 433
40. On her 21st birthday Jane Best will inherit $\frac{1}{4}$ of a million dollars. _____ 435
 _____ 417
 _____ 439a
41. Back in the 90’s it was easy to get a thirty-year mortgage at six and a half %. _____ 436a
 _____ 448b
 _____ 447a
42. I like to get to the office at 7 and leave early in the p.m. _____ 442a
 _____ 440d
43. *Formal style:* Let’s meet on the 21st of June at 9:30 o’clock. _____ 407a
 _____ 441b
44. *In an ad:* All inventory must be sold! Enjoy 50–70% price reductions! _____ 453b
45. Between 2005–2008 we plan to open three discount outlets in Ohio, one in Kentucky, and twelve in Indiana. _____ 459b
 _____ 402
46. *Formal style:* Over 1500 guests danced till 2 a.m. o’clock at the University Club. _____ 404a
 _____ 466
 _____ 440e

Directions: Supply the correct abbreviation for each of the following terms. **References:** ¶¶501–550.

1. Senior	_____	506a	21. doctor of philosophy	_____	509
		518			519a
2. Corporation	_____	520b	22. personal computer	_____	541
		541			544a
3. continued	_____	505a	23. that is	_____	507
		541			545
4. vice president	_____	541	24. North Dakota	_____	527
					1334b
5. Doctors	_____	517a	25. cubic centimeters	_____	509
		520b			538e
6. Company	_____	541	26. fiscal year	_____	504
					541
7. Wednesday	_____	532	27. kilogram	_____	537a
		535a			541
8. pounds	_____	541	28. December	_____	532
		537a			
9. liter	_____	541	29. year to date	_____	541
		541			
10. end of month	_____	542	30. modulator and demodulator	_____	522c
11. chief operating officer	_____	541	31. not applicable	_____	541
12. bulletin board service	_____	544a	32. input/output	_____	544a
		509			
13. bachelor of laws	_____	519a	33. digital video disc	_____	546
		520b			
14. Incorporated	_____	541	34. facsimile	_____	510
15. United States	_____	525	35. [Jay Fenn] the third	_____	518d
16. south-southwest	_____	531b	36. and other people	_____	545
		535a			
17. miles per hour	_____	541	37. not in my backyard	_____	522a
		538a			
18. kilometers per hour	_____	541	38. Felicity R. O'Malley	_____	516c
19. for example	_____	545	39. random-access memory	_____	544a
20. postage and handling	_____	541	40. my eyes glaze over	_____	522a

Directions: Underline any word or abbreviation that is incorrectly styled, and write the correct form in the answer column. If a sentence is correct, write *C* in the answer column. **References:** ¶¶501–550.

41. When I next visit Mount Vernon, I hope to visit Doctor Cali.	_____	529a	41. _____	529a
		517a		517a
42. How long will it take to drive from Sandpoint, Idaho, to Eugene, Ore.?	_____	504	42. _____	504
		526		526
43. Samuel Potter Junior is expected to be named the new CEO.	_____	518a	43. _____	518a
		541		541
44. Attached are copies of the following purchase orders: Nos 61715, 63821, and 64111.	_____	506a	44. _____	506a
		455		455
45. We need another Wats line to handle the dramatic surge in orders.	_____	522a	45. _____	522a
		516a		516a
46. The best programming consultant I know is J. G. Head of Saint Louis.	_____	529b	46. _____	529b

47. Either a tax lawyer or a C.P.A. could advise you on how to treat the proceeds of this sale for income tax purposes.	47.	519g 541
48. Next year we plan to open more discount outlets throughout the U.S.	48.	525
49. When the temperature reaches 30°C., you'll want a bathing suit, not an overcoat.	49.	537a 505b
50. How do you feel about a breakfast meeting at 7 o'clock?	50.	533 508
51. I need to get ready for a tax audit by the I.R.S.	51.	524
52. Top management wants a Harvard MBA to critique our long-range plans.	52.	519b
53. Representatives from the Afl-Cio are now evaluating the impact of automation on employment levels.	53.	520a 527
54. Edna Helmstatter does liaison work for us in Washington, D.C.	54.	528a 544a
55. Sales of our CD-ROM products have increased 22 % this year.	55.	543d 505a
56. <i>Note at the bottom of a page:</i> Cont'd on next page.	56.	541
57. Would you be willing to serve on the ad. hoc. committee being set up to study alternative HMO plans?	57.	545 541 504
58. The morning session begins at 9:30 a.m.; the afternoon session, at 1:30 P.M.	58.	533 509
59. Bette Dorsey will receive her Ed. D. this spring.	59.	519a
60. The next meeting of the Alumni Club is scheduled for the 14th. of May.	60.	510
61. Why do our customers prefer Brand X. over our product line?	61.	547
62. Our uptown office is located at 4139 Burney Boulevard, SE.	62.	531a 543c
63. We should be doubling our investment in R & D if we expect to grow.	63.	546
64. Doctor Mark Duff, Ph.D., has been appointed to a federal advisory panel to study ways to boost the growth rate of our GDP.	64.	517a 519c 546
65. These relics must date back at least to 500 BC.	65.	508

Directions: Rewrite the following sentences to correct any errors in abbreviation style. **References:** ¶¶501–550.

66. Mr. Morton Li, MBA, CPA, is an expert on L.B.O. strategies. _____	519c 519g 541
67. The Hon. Frieda L. Goodman will speak tomorrow at 10 a.m. and at 3 o'clock. _____	517e 504 515
68. Ask Ed. whether he thinks Mr. G wants to sell his condo. in L.A. _____	516d 510 526
69. Messers Amory and Powell have talked with L.B. Kelley about a partnership. _____	517a 516a 517a
70. Mister Rudolfi has OK'd your trip to Ft. Worth. _____	550 548 529a

Editing Survey B

Directions: Edit the following material (a draft of a news release) for capitalization, number, and abbreviation style. Circle all changes you make. **References:** Sections 3–5; pages 358–359 or the inside back cover for proofreaders' marks.

Doctor Raymond Kaufman, President of Computer Concepts, Inc., has announced that on
 Sep. 1 Frederick de Winter, thirty-six, will join the company as Executive Vice President in
 charge of special projects.

Mr. de Winter developed his passionate interest in computers over 30 years ago. During
 his Junior year at M.I.T., this brilliant software engineer achieved his first commercial success
 with a spreadsheet program, which he sold to a major software publisher for \$100000 plus
 royalties. Following his graduation with a degree in Computer Science, this computer whiz
 devoted his newly won profits and his extraordinary talents to developing a machine that could
 scan printed material and convert it into synthesized speech for the blind.

It is de Winter's extensive background in synthesized speech that brings him to Computer
 Concepts. Last Fall the Company announced plans to speed up its development of a voice-activated
 computer. Dragon Systems and Lernout & Hauspie have already developed software that can
 recognize 250,000 words and convert speech to text at a rate of one hundred sixty words a minute.

The progress made by these companies has attracted the interest of industry giants like
 I.B.M. and A. T. & T. as well as smaller innovative firms. J.V. Terrant, the c.e.o. of Computer
 Concepts and an expert on C.A.D. (computer-aided design), says, "voice-activated computers repre-
 sent a potentially huge market in the U.S. Industry analysts estimate that sales could easily
 exceed \$2,000,000,000."

The field has already come a long way from its early beginnings. 15 years ago
 Parcel Services Of America was using a limited-vocabulary system that permitted workers to
 call out routing and sorting directions for each package without physically handling it. The
 latest software consists of continuous-speech recognition programs that allow you to dictate
 to your computer in a relatively natural manner (without having to pause between words).
 Yet the programs currently available have not yet achieved the 95% accuracy rate that
 experts consider a critical standard. And that is the challenge facing Computer Concepts.

Fred de Winter recognizes the high risks entailed in his project, but he is eager to start
 work as soon as he transplants his family from the west coast. When interviewed at the
 Airport, he said, "My wife and I are excited about coming back east, and my 4 kids can't wait
 to experience their first Northern winter. If you think developing a voice-activated computer
 is a challenge, have you tried developing a voice-activated child?"

Directions: Edit the following material (a draft of a term paper) for capitalization, number, and abbreviation style. Circle all changes you make. **References:** Sections 3–5; pages 358–359 or the inside back cover for proofreaders’ marks.

Getting out the Vote: an Up-to-date Approach 1

My Grandfather recently recalled that when he was a young man, getting out the vote usually meant that workers for each political machine went out and twisted a few arms. He was reflecting on the fact that in the final decade of the Twentieth Century, the computer had revolutionized the way politicians get people to vote for them.

Both the Republican and the Democratic parties are increasingly basing their strategies on computer analyses. In a recent campaign for president, one election committee asked a computer to match the names of all registered drivers against the names of all registered voters in a particular State. The result was a list of unregistered voters, which was further analyzed so as to identify those people most likely to vote for the Committee’s candidate. The results on election day were a dramatic vindication of this approach.

According to Pollster Norman Monagle of the Center For Public Research, “The election game began to change in the Nineties. Candidates at all levels—Federal, state, and local—must now find out all they can about the age, gender, and economic status of the voters.” Even managers of small-scale campaigns can now buy commercial software programs that sell for as little as \$75–100. (The cost of customized programs, of course, can run into the 1000’s.)

The computer can do more than target unregistered voters. One candidate from the Western part of Washington state, running for a seat in the house, learned from computer analyses about a dramatic increase in the number of 18- to 24-year-olds and those over sixty in his district. He immediately started to call on more schools and strengthen his support for those on Social Security. As a result, he won by a substantial margin.

A Senator from the nutmeg state, running for election for the 2nd time, had access to a computerized file of past speeches of her opponent. Once she publicly compared his past positions and his current promises—especially on the Environmental Protection Law—you wouldn’t have given 2¢ for her opponent’s chances.

A recent article, entitled “The Powerful Machine On The Political Scene,” noted that the computer would continue to effect massive changes in the conduct of our political campaigns, changes that our founding fathers could never have foreseen. Nevertheless, even with the ready accessibility of \$75.00 software, the skills of political pros will always be needed. Even though we advance further into the Computer Age, the conduct of politics will always be an art.

Directions: Supply the correct plural form for each of the following items. **References:** ¶¶601–626; a dictionary (optional).

1. area	_____	601	31. address	_____	602
2. ability	_____	604	32. day	_____	605
3. memo	_____	607a	33. shelf	_____	608b
4. business	_____	602	34. sketch	_____	602
5. belief	_____	608a	35. company	_____	604
6. rule of thumb	_____	612a	36. fee	_____	601
7. phenomenon	_____	614	37. trade-off	_____	612b
8. criticism	_____	601	38. stereo	_____	606
9. printout	_____	611	39. woman	_____	609
10. agency	_____	604	40. alumnus	_____	614
11. crash	_____	602	41. Mr. and Mrs. Gaines	<u>the</u>	615b
12. Mr. and Mrs. Duffy	<u>the</u>	615c	42. contract	_____	601
13. highway	_____	605	43. boy	_____	605
14. foot	_____	609	44. t	_____	623
15. vol.	_____	619	45. photocopy	_____	604 611
16. byte	_____	601	46. two	_____	624b
17. hang-up	_____	612b	47. property	_____	604
18. apology	_____	604	48. customer	_____	601
19. portfolio	_____	606	49. echo	_____	607b
20. child	_____	610	50. traveler's check	_____	612d
21. CEO	_____	622a	51. graffito	_____	614
22. pro and con	_____	625	52. witness	_____	602
23. tax	_____	602	53. M.D.	_____	622a
24. taxi	_____	601	54. Mr. and Mrs. Heinz	<u>the</u>	615b
25. index (<i>of a book</i>)	_____	614	55. runner-up	_____	612a
26. X	_____	622a	56. attorney	_____	605
27. inquiry	_____	604	57. lb	_____	620
28. the German	<u>the</u>	617a	58. Mr. and Mrs. Caro	<u>the</u>	615a
29. 1990	_____	624a	59. basis	_____	614
30. menu	_____	601	60. fallacy	_____	604

Directions: Underline any word that is misspelled or misused, and write the correct form in the answer column. If a sentence is correct, write *C* in the answer column. **References:** ¶¶601–626; a dictionary (optional).

- | | | |
|---|-----------|-------------|
| 61. In selecting projects, he has only one criteria: profit. | 61. _____ | 614 |
| 62. Have the Weaver's moved out of the area? | 62. _____ | 615a |
| 63. Let's get bids from three or four studios before we decide. | 63. _____ | 606 |
| 64. Hal likes to flash a wad of twentys and fifties. | 64. _____ | 624b |
| 65. Attached is a list of do's and don't's for the newcomers. | 65. _____ | 625 |
| 66. The Miss Perry are the sole heirs to their mother's estate. | 66. _____ | 618b |
| 67. The two Terrys in our office keep getting each other's calls. | 67. _____ | 616 |
| 68. I have had no response to the six faxes I sent to Ted. | 68. _____ | 602 |
| 69. These drawings could become collectors' items in a few years. | 69. _____ | 612d |
| 70. My sister-in-laws will help me with the painting. | 70. _____ | 612a |
| 71. Please give my best regards to the McNeelys and the Welchs. | 71. _____ | 615b |
| 72. Economists are now analyzing the effects of globalization on international markets throughout the 1990s. | 72. _____ | 624a |
| 73. We're looking for men and woman with financial backgrounds. | 73. _____ | 609 |
| 74. As a result of the environmental damage, the company now faces a crises of confidence as well as numerous lawsuits. | 74. _____ | 614 |
| 75. All those editor in chiefs have rejected my manuscript. | 75. _____ | 612a |
| 76. Let's invite the Farleys, the McCoys, and the Tullys. | 76. _____ | 615c |
| 77. It's hard to distinguish the n's and u's in his handwriting. | 77. _____ | 623 |
| 78. Our attornies will send you a revised draft of the contract. | 78. _____ | 605 |
| 79. How soon can I get an analyses of our quarterly sales? | 79. _____ | 614 |
| 80. Please make two photocopies of the attached bill of ladings. | 80. _____ | 611
612a |
| 81. We hope to attract new customers from outlying communities. | 81. _____ | 604 |
| 82. The supporting data is given in Appendix B (see p. 48–52). | 82. _____ | 621 |
| 83. Our Februaries and Marchs are slow months as a rule. | 83. _____ | 617a |
| 84. I am looking for results, not alibies. | 84. _____ | 601 |
| 85. Our wifes have opened a real estate agency in Mill Valley. | 85. _____ | 608b |
| 86. He offered the cashier two handfuls of pennies. | 86. _____ | 613 |
| 87. I have always considered myself a loyal alumni of Duke. | 87. _____ | 614 |
| 88. Have the Romeroes returned their proxies? | 88. _____ | 615a
604 |
| 89. We must devise more effective marketing strategys. | 89. _____ | 604 |
| 90. Their field staff consists only of Ph.D.s. | 90. _____ | 622a |
| 91. Mme. Lenard and Tremont will oversee the arrangements. | 91. _____ | 618 |
| 92. How many new Macintosh's have been requisitioned? | 92. _____ | 617a |
| 93. Four agencies are competing for the Longyear account. | 93. _____ | 604 |
| 94. The footprint outside the window prove there were two thieves. | 94. _____ | 611 |
| 95. We have retained Messrs. Fina and Sternhagen to represent us. | 95. _____ | 618 |

Directions: For each singular noun in the first column, supply the correct forms for the singular possessive, the plural, and the plural possessive. **References:** ¶¶630–638 for possessive forms; ¶¶601–626 for plural forms.

SINGULAR	SINGULAR POSSESSIVE	PLURAL	PLURAL POSSESSIVE
1. contractor	_____ 630a	_____ 601	_____ 632a
2. boss	_____ 631a	_____ 602	_____ 632a
3. Hirsch	_____ 631a	<u>the</u> 615b	<u>the</u> 632a
4. attorney	_____ 630a	_____ 605	_____ 632a
5. child	_____ 630a	_____ 610	_____ 633
6. Columbo	_____ 630a	<u>the</u> 615a	<u>the</u> 632a
7. lady	_____ 630a	_____ 604	_____ 632a
8. file clerk	_____ 634	_____ 612a	_____ 635a
9. woman	_____ 630a	_____ 609	_____ 633
10. Koontz	_____ 631a	<u>the</u> 615b	<u>the</u> 632a
11. wife	_____ 630a	_____ 608b	_____ 632a
12. son-in-law	_____ 634	_____ 612a	_____ 635b
13. shareholder	_____ 634	_____ 611	_____ 635a
14. alumna	_____ 630a	_____ 614	_____ 633
15. Willis	_____ 631a	<u>the</u> 615b	<u>the</u> 632a
16. hero	_____ 630a	_____ 607b	_____ 632a
17. Kennedy	_____ 630a	<u>the</u> 615c	<u>the</u> 632a
18. CPA	_____ 638	_____ 622	_____ 638
19. emcee	_____ 630a	_____ 623	_____ 632a
20. secretary	_____ 630a	_____ 604	_____ 632a

Directions: Underline all errors and write the correct forms in the answer column. If a sentence is correct, write C in the answer column. **References:** ¶¶627–652.

- | | |
|---|---------------|
| 21. Some changes in worker's compensation laws may be enacted this year. | 21. _____ 652 |
| 22. Mary Jo is applying for a six month's leave of absence. | 22. _____ 629 |
| 23. They seem to have no respect for one another's viewpoint. | 23. _____ 646 |
| 24. The alumnis' contributions to the Centennial Fund are 13 percent ahead of last year's figure. | 24. _____ 637 |
| 25. It's hard to manage two boss's correspondence at the same time. | 25. _____ 633 |
| | _____ 632 |
| | _____ 633 |

26. Anyone on Mrs. Adam's staff can handle that kind of problem.	26.	631c
27. Our division's sale's goal for the year is \$3.2 million.	27.	628a
28. The green binders are mine; the red binders are her's.	28.	636
29. Two CPA's audits have turned up no evidence of fraud.	29.	638
30. Look for special discounts this month at your dealer.	30.	644
31. Lida Wolfe has had fifteen years experience in the office automation industry.	31.	629 646
32. The job offer depends on him being willing to travel.	32.	647
33. Do you know John and Kathy's birthdays?	33.	642a
34. You will need a vice presidents' signature on this invoice.	34.	634
35. We plan to enter the childrens' wear market next fall.	35.	633
36. Did you know that your favorite bakery has just lost it's lease?	36.	636 633
37. The scholarship was given by the Womens' Union Club.	37.	640a
38. Were you impressed with Frank Parker Jr.'s new partner?	38.	639
39. Was there a witness to Ellis's and Marsh's contract?	39.	643a
40. What did you think of our hostess' comments last night about her guest of honor?	40.	631a
41. We've been invited to the Fergusons after the banquet.	41.	644
42. All manager's travel plans may be curtailed for two months.	42.	632
43. My surgeon was a college roommate of my wife.	43.	648 632
44. Two dollars worth of oil could have prevented the problem.	44.	646
45. I have to admit that their catalog looks a lot nicer than our's.	45.	636 633
46. Next year the separate men and women's tournaments will be combined.	46.	642a

Directions: Rewrite the following sentences to remove all errors and awkward expressions. **References:** ¶¶627–652.

47. I'm reluctant to put more money in my brothers-in-law's business. _____		635b
48. It was Wendy Donnelly, my lawyer's idea to insert that clause. _____		641
49. This quarter's inventory turnover rate is much better than last quarter. _____		644a
50. You'll find the quotation in the article's last paragraph. _____		645
51. A friend of mine's sister has just joined our firm as a partner. _____		648c
52. The new ad grew out of the product manager's nine-year-old daughter's sketch. _____		649

Directions: In the answer column write the correct form of each word given in parentheses. **References:** ¶¶701–711; a dictionary (optional).

- | | | |
|--|-----------|------|
| 1. We are now (ship + ing) over 2000 units a day. | 1. _____ | 701 |
| 2. They have not yet tracked down the missing (ship + ment). | 2. _____ | 703 |
| 3. I gather Frank was (offer + ed) the West Coast opening. | 3. _____ | 704 |
| 4. Bart (refer + ed) to an earlier letter that I had never seen. | 4. _____ | 702 |
| 5. Feel free to give my name as a (refer + ence). | 5. _____ | 702 |
| 6. Sybil and I were shocked when the waiter (total + ed) our bill. | 6. _____ | 704 |
| 7. How has Kitchens Inc. (maintain + ed) so high a rate of growth? | 7. _____ | 705 |
| 8. I am currently (manage + ing) a retail jewelry store. | 8. _____ | 707a |
| 9. This decision has to be approved by higher (manage + ment). | 9. _____ | 708 |
| 10. Please record your (mile + age) and any expenses for gas. | 10. _____ | 707a |
| 11. You used superb (judge + ment) in answering Roy's complaint. | 11. _____ | 708 |
| 12. We need to probe into the (underlie + ing) causes. | 12. _____ | 709 |
| 13. I have tried and will go on (try + ing) to get some response. | 13. _____ | 710a |
| 14. You (display + ed) remarkable poise when you were challenged at the board meeting. | 14. _____ | 711 |
| 15. I (cancel + ed) the order on the basis of the first sample. | 15. _____ | 704 |
| 16. My assistant will be (record + ing) all the sessions. | 16. _____ | 706 |
| 17. Do you think these new regulations will be (enforce + able)? | 17. _____ | 707c |
| 18. We need a consultant with a (program + ing) background. | 18. _____ | 704 |
| 19. (Equip + ing) a new research lab will not be cheap. | 19. _____ | 705 |
| 20. Was Palmer (full + ly) aware of your feelings? | 20. _____ | 706 |

Directions: Select the correct form in parentheses, and write your answer in the column at the right. **References:** ¶¶712–718; a dictionary (optional).

- | | | |
|---|-----------|------|
| 21. Property owners are hoping for some tax (releif, relief) soon. | 21. _____ | 712 |
| 22. You need to adopt a more (flexable, flexible) position. | 22. _____ | 713b |
| 23. We have to become less (dependant, dependent) on our domestic markets and give new emphasis to exports. | 23. _____ | 714 |
| 24. The Fox project is (proceding, proceeding) on schedule. | 24. _____ | 716b |
| 25. Our research director will (analize, analyze) the government study and will report to the committee. | 25. _____ | 715c |
| 26. We have (received, recieved) over 250 answers to our ad. | 26. _____ | 712 |

27. This memo (supercedes, supersedes) my earlier memo of May 4.	27. _____	716a
28. We had strong (resistance, resistence) to our price increases.	28. _____	714
29. Baldwin does not (weild, wield) as much power as he thinks.	29. _____	712
30. Could you please submit two copies of your (resumé, résumé).	30. _____	718a
31. This complaint is only an isolated (occurance, occurrence).	31. _____	714
32. I do not think we should (intercede, interceed) in their dispute.	32. _____	716c
33. Ms. Karras is now (supervising, supervizing) a staff of twelve.	33. _____	715b
34. Is it (possable, possible) that Powers never saw the memo?	34. _____	713b
35. The acquisition rumors are making everyone (panicy, panicky).	35. _____	717

Directions: If the boldface word is correct as given, write *C* in the answer column. If the word is misspelled, supply the correct form. References: ¶¶719–720.

36. If you want to win Julie over, you need to take a different tack .	36. _____	719
37. Please prepare a seperate memo of agreement for Mrs. Carey.	37. _____	720
38. Negotiations have now broken down and are at an impass .	38. _____	720
39. A corner office is one of the prerequisites of the CEO's job.	39. _____	719
40. If you ask about the Taiwan incident, please be discreet .	40. _____	719
41. Use the Farraday contract or something similiar as a model.	41. _____	720
42. Your analysis is based on a number of erronious assumptions.	42. _____	720
43. We can accomodate over 200 people in our meeting room.	43. _____	720
44. I'm enclosing a copy of Mrs. Fonseca's itinery .	44. _____	720
45. If Joe continues to flaunt the rules, he'll lose his job.	45. _____	719
46. An analysis of last year's performance is due on Febuary 1.	46. _____	720
47. According to our personal policy, you are entitled to two weeks' vacation after one year's employment.	47. _____	719
48. I will have to forego your kind invitation to the theater.	48. _____	719
49. We were given gold pins as a momento of the occasion.	49. _____	720
50. Here's an uninterested appraisal of your investment portfolio.	50. _____	719
51. Basicly , it is your unreasonable deadlines that are the problem.	51. _____	720
52. It's hard to guage Marge's true feelings about the move.	52. _____	720
53. When can we expect a definate answer from Ms. Russo?	53. _____	720
54. Mr. Daumier has promised to appraise us of any new developments in the Busoni investigation.	54. _____	719
55. This pamphlet will aquaint you with our discount policy.	55. _____	720
56. How could such a collossal error get through undetected?	56. _____	720
57. Kim's contribution to the success of the project was miniscule .	57. _____	720
58. We need someone to act as liasion between the two committees.	58. _____	720
59. Does Mark have the temperment to manage a staff of ten?	59. _____	720
60. Thank you for responding so promptly to our questionaire .	60. _____	720

Choosing the Right Word

Directions: Select the correct form in parentheses, and write your answer in the column at the right. **References:** ¶719.

1. How could these funds have been (disbursed, dispersed) without your okay? 1. _____
2. It (may be, maybe) too late to prevent the loss of the Rexford account. 2. _____
3. I could (cite, sight, site) numerous precedents for the court's ruling. 3. _____
4. Mrs. Campo played the (principal, principle) role in the negotiations. 4. _____
5. Please sign the (waver, waiver) of liability for your child's field trip. 5. _____
6. Your policy makes you (liable, libel) for the first \$500 in damages. 6. _____
7. Our TV campaign has (peaked, piqued) the interest of many buyers. 7. _____
8. I'll be happy to write the (foreword, forward) for your book. 8. _____
9. The paint must be (especially, specially) mixed to match this chip. 9. _____
10. I refuse to (accede, exceed) to the board's demands. 10. _____
11. Many weeks have (passed, past) since you promised to write to us. 11. _____
12. The uproar at yesterday's meeting didn't (faze, phase) me a bit. 12. _____
13. We need to fight our competitors with all our (might, mite). 13. _____
14. The actual figures don't (gibe, jibe) with the earlier estimates. 14. _____
15. I will not comment out of (deference, difference) to Mrs. Cabot's views. 15. _____
16. We can invalidate the contract on the grounds of (undo, undue) influence. 16. _____
17. Cost overruns forced us to (expand, expend) more than we budgeted. 17. _____
18. Thanks (a lot, allot, alot) for all your help. 18. _____
19. These trays would (complement, compliment) your existing product line. 19. _____
20. With the latest financial setback, bankruptcy is (eminent, imminent). 20. _____
21. How can we (assure, ensure, insure) that the mistake will not recur? 21. _____
22. Our only recourse will be to get a (lean, lien) on his property. 22. _____
23. I am not (adverse, averse) to your getting a larger share of the profits. 23. _____
24. How can we (affect, effect) the reorganization with minimum confusion? 24. _____
25. Let's (adapt, adopt) the existing procedures rather than set up new ones. 25. _____
26. We (cannot, can not) only sell you new photocopiers but also service the ones you have. 26. _____
27. You must find some way to (brake, break) the sudden drop in sales. 27. _____
28. Are you free on Monday to meet with a (perspective, prospective) buyer? 28. _____
29. If you need help, Carole can (council, counsel, consul) you. 29. _____
30. We plan to appeal the decision rather than (accept, except) it. 30. _____

Directions: Underline every word that is misspelled or misused, and write the correct form in the answer column. If a sentence is correct, write *C* in the answer column. **References:** ¶¶719–720; a dictionary (optional).

- | | | |
|---|-----------|-----|
| 31. There were a number of errors and ommissions in the minutes. | 31. _____ | 720 |
| 32. In what catagory should I record these miscellaneous sales? | 32. _____ | 720 |
| 33. Waxman's presentation was amateurish and embarassing. | 33. _____ | 720 |
| 34. Our attorney believes that a complaint should be formerly lodged. | 34. _____ | 719 |
| 35. Ashberry's bankruptcy could put our own financial stability in jepardy. | 35. _____ | 720 |
| 36. We must insist on strict temperture controls in the laboratory. | 36. _____ | 720 |
| 37. Jon views each aquisation like a connoisseur eyeing a work of art. | 37. _____ | 720 |
| 38. It's your perogative to demand better liaison between the two groups. | 38. _____ | 720 |
| 39. Curtesy produces loyal customers and yields repeat business. | 39. _____ | 719 |
| 40. It was the consensus of the group that you proceed with your plan. | 40. _____ | 720 |
| 41. Mediocre products are never the bargins they are made out to be. | 41. _____ | 720 |
| 42. The alledged damage to the environment has been exaggerated. | 42. _____ | 720 |
| 43. Fewer then forty customers have returned our questionnaire. | 43. _____ | 719 |
| 44. You'll find a parking lot ajacent to our main entrance. | 44. _____ | 720 |
| 45. We'll have to forgo the priviledge of hearing you speak. | 45. _____ | 720 |
| 46. The only way to elimanate the deficit is to cut back on spending. | 46. _____ | 720 |
| 47. The directors will be arriving on the eighth or nineth of May. | 47. _____ | 720 |
| 48. This policy does not supersede anyone of the existing policies. | 48. _____ | 719 |
| 49. We've had phenominal success in launching this year's models. | 49. _____ | 720 |
| 50. We need to issue a corporate policy statement on sexual harrassment. | 50. _____ | 720 |
| 51. Making prophecies about the bond market is not exactly my forte. | 51. _____ | 719 |
| 52. Will government regulation be a help or a hinderance in this case? | 52. _____ | 720 |
| 53. Can you name any uninterested parties to serve as arbiters? | 53. _____ | 719 |
| 54. I implied from what you said that I would not be affected. | 54. _____ | 719 |
| 55. Why do I always misspell the word <i>grammar</i> ? | 55. _____ | 720 |
| 56. Judge Frazier is an imminent jurist, renowned for her legal opinions. | 56. _____ | 719 |
| 57. The only way out of the dillemma is to waive your rights. | 57. _____ | 720 |
| 58. We can offer you a discount of 10 to 40 percent, depending on the quantity you order. | 58. _____ | 720 |
| 59. Frankly, I'm loathe to sponsor Halliday for reelection. | 59. _____ | 719 |
| 60. Entreprenuers in search of funding often submit glamorous proposals. | 60. _____ | 720 |
| 61. Our last mail campain did not pull very many orders. | 61. _____ | 720 |
| 62. Plagiarism is the only explanation for this amount of parralel wording. | 62. _____ | 720 |
| 63. It was presumptuous of Vic to criticize the proposal. | 63. _____ | 720 |
| 64. The color of the stationary and the envelopes should be quite light. | 64. _____ | 719 |
| 65. We'll need to take out a second morgage to cover these expenses. | 65. _____ | 720 |

Directions: Underline every word or phrase that is misspelled or misused, and write the correct form in the answer column. If a sentence is correct, write *C* in the answer column. **References:** ¶¶801–812.

- | | | |
|---|-----------|-------------|
| 1. We need to get some feed-back from our sales reps in the South. | 1. _____ | 803h |
| 2. Ellen Berkowitz has served as secretary treasurer for two years. | 2. _____ | 806 |
| 3. I prefer to have all my drafts typed triple spaced. | 3. _____ | 811
812a |
| 4. Simply place a checkmark next to each item you want to order. | 4. _____ | 801a |
| 5. Let's weed out the ones with real talent from the wannabes. | 5. _____ | 804a |
| 6. Sheila Grove, 37, has been named executive vice president of the Lombard-Rosetti Agency. | 6. _____ | 808c |
| 7. We need to hire more salesmen to handle this new product line. | 7. _____ | 809a |
| 8. When air conditioning an office, be sure to check the wiring. | 8. _____ | 812a |
| 9. Bev has a reputation for troubleshooting and problem solving. | 9. _____ | 805a |
| 10. Please follow-up with Bellows if he doesn't respond by Friday. | 10. _____ | 802 |

Directions: Insert hyphens as necessary in each boldface group of words. Circle all hyphens you insert. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶813–847. Give special attention to ¶¶813–815.

- | | | |
|--|-----------|---------------------|
| 11. We are hoping to get a 30 year mortgage on a Victorian farmhouse that is more than 100 years old . | 11. _____ | 813
817a
818a |
| 12. This medical insurance policy does not cover preexisting conditions. | 12. _____ | 835a
831a |
| 13. We build state of the art turnkey installations for public agencies. | 13. _____ | 830a
833d |
| 14. The pro and antiunion forces are each running a hard hitting campaign. | 14. _____ | 822a
817a |
| 15. I'd like you to recast the five year sales figures in your long range plan. | 15. _____ | 816a
818c |
| 16. Small business owners are finding it hard to meet their break even point. | 16. _____ | 829a
824b |
| 17. Frank is well known for his no nonsense approach to marketing. | 17. _____ | 815a
818b |
| 18. Can we be sure these cost benefit projections are up to date ? | 18. _____ | 831a
820a |
| 19. Call us toll free on these day and nighttime phone numbers. | 19. _____ | 832d
824b |
| 20. The operating instructions are well illustrated and are self explanatory . | 20. _____ | 836a |
| 21. Please be sure that all items on the form are properly filled in . | 21. _____ | 826
831c |
| 22. An ad hoc committee has been formed to make a go/no go decision. | 22. _____ | 831d
831a |
| 23. Where can I find some time tested guidelines for nonprofit organizations? | 23. _____ | 833a
816a |
| 24. Our highest priority goal is to boost our bottom line results by 12 percent. | 24. _____ | 814 |
| 25. All tickets will be sold on a first come, first served basis. | 25. _____ | 831d |
| 26. Please get me up to date costs on off the shelf financial software. | 26. _____ | 831a |

27. You will be eligible for social security benefits in another six months.	27. _____	818a
		824a
28. The newly formed division will focus exclusively on high tech products.	28. _____	814
29. Even if we suffer a short term loss, the long term prospects are excellent.	29. _____	816a
30. Let's get a couple of bids on recovering the reception room furniture.	30. _____	837
		827b
31. There are no hard and fast rules for this type of freewheeling situation.	31. _____	824d
		833a
32. Our first hint of an antitrust suit came from a high ranking source.	32. _____	822a
		831e
33. The company has a rinky dink setup with a lot of Mickey Mouse procedures.	33. _____	819a
34. All contributions to Project Hope are tax deductible .	34. _____	820a
		847f
35. Our new Web site design is better looking than the old one.	35. _____	822b
		816a
36. Mr. Paley wants a first class ticket on a nonstop flight to Singapore.	36. _____	833a
		832
37. There will be a three to four month delay until we get new laptops .	37. _____	847e
		828a
38. This hit or miss attitude toward quality is an industrywide problem.	38. _____	820c
		831b
39. Running a mom and pop kind of business can be quite time consuming .	39. _____	821d
40. Sandy has a part time job now but hopes to work full time this spring.	40. _____	816a
		833a
41. The latest semiannual report shows a steadily increasing demand for VCRs.	41. _____	824a
		819b
42. Please check the Chicago Phoenix plane schedules and the round trip fare.	42. _____	816a
		817a
43. Effective April 1, there will be a 13.5 percent jump in auto insurance rates.	43. _____	818a
		823a
44. These high priced, steel belted tires will last longer than your present tires.	44. _____	821a
		825b
45. Upon retirement I plan to follow a less demanding, slower paced schedule.	45. _____	823b
		831a
46. We expect to have some out of town visitors in mid July .	46. _____	838
		826
47. Our new contract with the company contains a built in cost of living clause.	47. _____	831a

Directions: Rewrite the following sentences to correct all errors and remove sexist expressions. **References:** ¶¶801–847. For the rules on sexist expressions, see ¶¶809–810 and 840.

48. Businessmen need to follow-up with their sub-ordinates to avoid any break down in operations.	_____	809a
	_____	802
	_____	833a
	_____	802
49. Ethel Kaplan, the well known authoress, will embark on a six-weeks' tour of the Mid-West.	_____	824b
	_____	840a
	_____	817a
	_____	838
50. The chairman of every committee should spot check the on line records to ensure they are up-to-date.	_____	809d
	_____	811
	_____	847b
	_____	831a
51. The woman surgeon who operated on my mother in law sees a 50 50 chance of a flare up in the pain.	_____	810
	_____	839
	_____	817c
	_____	802
	_____	803a
52. Send your congressman an E mail to protest the state wide campaign to build on government owned land.	_____	809d
	_____	847d
	_____	820c
	_____	821a

Directions: On each line below, there is one word that is *incorrectly* divided or that does *not* follow the preferred style of word division. Write the identifying letter for that word in the answer column. **References:** ¶¶901–922; a dictionary (optional).

1. a. prefer-/ ring	b. permit-/ ted	c. shun-/ ned	d. win-/ ner	1. _____	902 922 901c
2. a. pre-/ arranged	b. recre-/ ation	c. re-/ act	d. re-/ ach	2. _____	914 901c 922
3. a. rebel-/ ling	b. clip-/ ping	c. confer-/ ring	d. surpass-/ sing	3. _____	904
4. a. up-/ on	b. up-/ per	c. up-/ roar	d. up-/ date	4. _____	906
5. a. la-/ tent	b. par-/ ent	c. would-/ n't	d. war-/ rant	5. _____	922
6. a. recall-/ ing	b. impell-/ ing	c. misspell-/ ing	d. pull-/ ing	6. _____	903a
7. a. a-/ broad	b. ab-/ duct	c. ab-/ sorb	d. ab-/ stract	7. _____	905
8. a. re-/ cap	b. mad-/ cap	c. fools-/ cap	d. AS-/ CAP	8. _____	907
9. a. mas-/ terpiece	b. weather-/ proof	c. time-/ saving	d. share-/ holder	9. _____	909
10. a. para-/ legal	b. anti-/ septic	c. un-/ derneath	d. inter-/ office	10. _____	908
11. a. air-/ conditioned	b. weather-/ beaten	c. old-/ fashioned	d. govern-/ ment-owned	11. _____	909
12. a. in-/ terpret	b. in-/ ternal	c. super-/ fluous	d. ex-/ traordinary	12. _____	922
13. a. buzz-/ ing	b. swell-/ ing	c. barr-/ ing	d. cross-/ ing	13. _____	910
14. a. responsi-/ ble	b. prob-/ able	c. change-/ able	d. fea-/ sible	14. _____	922
15. a. bat-/ tle	b. diff-/ ered	c. pas-/ senger	d. mar-/ ried	15. _____	911
16. a. un-/ helpful	b. nonsmok-/ ing	c. retire-/ ment	d. prevail-/ ing	16. _____	904
17. a. pay-/ off	b. print-/ out	c. check-/ up	d. break-/ down	17. _____	914
18. a. continu-/ ation	b. patrio-/ tic	c. courte-/ ous	d. ingredi-/ ent	18. _____	911
19. a. help-/ fulness	b. meaning-/ ful	c. hopeless-/ ness	d. sportsman-/ ship	19. _____	904
20. a. break-/ up,	b. cave-/ in;	c. mark-/ down	d. mark-/ up	20. _____	912
21. a. man-/ agement	b. inter-/ national	c. follow-/ ing	d. pre-/ occupied	21. _____	913
22. a. para-/ lyze	b. log-/ ical	c. specu-/ late	d. ele-/ gant	22. _____	903a 901c 922
23. a. unluck-/ y,	b. trade-/ in;	c. stand-/ by?	d. line-/ up:	23. _____	901c 914
24. a. clan-/ nish	b. regret-/ table	c. control-/ ler	d. spel-/ ling	24. _____	922
25. a. be-/ lieve	b. soc-/ iety	c. vari-/ ety	d. pa-/ tience	25. _____	922
26. a. con-/ nect	b. cor-/ rect	c. coll-/ ect	d. cof-/ fee	26. _____	907
27. a. micro-/ chip	b. eye-/ witness	c. paper-/ work	d. moneylend-/ ers	27. _____	912
28. a. improve-/ ment	b. bor-/ rowing	c. hyper-/ active	d. under-/ developed	28. _____	913 902 922
29. a. neg-/ ative	b. rele-/ vant	c. moni-/ tor	d. salu-/ tation	29. _____	
30. a. im-/ mobile	b. hum-/ ming	c. skim-/ med	d. ham-/ mer	30. _____	

Directions: Rewrite each word in the answer column to indicate the preferred word division at the end of a line. If a word cannot be divided, put a dash in the answer column. **References:** ¶¶901–922; a dictionary (optional).

31. similar	_____ 913	41. connection	_____ 912
32. thoughtfulness	_____ 911	42. muffled	_____ 922c
33. repayable	_____ 910	43. markup	_____ 904
34. expressed	_____ 914	44. \$429,600	_____ 915
35. straightforward	_____ 907	45. self-conscious	_____ 908
36. about	_____ 903a	46. continuation	_____ 914
37. announce	_____ 922c	47. strength	_____ 902
38. piano	_____ 914	48. shouldn't	_____ 906
39. amusement	_____ 910	49. addressed	_____ 922c
40. circumstances	_____ 909	50. UNICEF	_____ 905

Directions: In the following entries a diagonal rule is used to suggest where one typed line ends and another begins. If the line ending does not reflect preferred style, draw a new diagonal line to indicate a better point of word division. (If there is more than one way to improve the word division, draw the new diagonal line as close as possible to the old one.) If the line ending is acceptable as given, write OK in the answer column. **References:** ¶¶915–920.

51. The reunion luncheon has been scheduled for June/ 4, 2007, at the Alumni Club . . .	_____	51. _____	920a
52. We had hoped to raise \$50,-/ 000 in this year's campaign for homeless shelters . . .	_____	52. _____	915
53. On the basis of the lab reports, Dr./ Cortines recommends that . . .	_____	53. _____	919
54. Our main distribution center is only 14/ miles from . . .	_____	54. _____	919
55. This year's luncheon speaker is Attorney/ General Jane Minetta . . .	_____	55. _____	920g
56. You will have to ask Thomas Gilmartin/ Jr., who drafted the proposal . . .	_____	56. _____	919
57. The Fulton Literary Prize was awarded to Ms. Celia/ R. Gomez . . .	_____	57. _____	920d
58. The annotated bibliography on page/ 236 offers . . .	_____	58. _____	919
59. We have leased new offices at 680 Pennington/ Boulevard . . .	_____	59. _____	920b
60. Let's plan to get together in my office on May/ 2 at 3 o'clock . . .	_____	60. _____	919
61. You can send it to my summer home in Cohasset,/ Massachusetts 02025 . . .	_____	61. _____	920c
62. Let's talk with Bart Elliott/ —he's the general manager of . . .	_____	62. _____	920k
63. I urge you to read Chapter/ 7 for its trenchant analysis of . . .	_____	63. _____	919
64. Total annual sales (domestic and foreign) now exceed \$12,000,-/ 000,000 . . .	_____	64. _____	915
65. The meeting should end by 10/ p.m. at the latest . . .	_____	65. _____	919
66. . . . will have three main objectives: (1)/ to determine how . . .	_____	66. _____	920j
67. Gateway Industries has announced the promotion of Jay Tracy/ II to . . .	_____	67. _____	919
68. We are pleased to announce that Janice Krauss will be join-/	_____	68. _____	917
69. ing our staff as a senior account executive. She has previous-/	_____	69. _____	904
70. ly served as a copywriter for several top-rated agencies, work-/	_____	70. _____	916
ing with such clients as . . .	_____		

Editing Survey C

Directions: Supply missing punctuation and strike out or correct any inappropriate punctuation in the following material. Change the spelling as necessary. Circle all changes you make. **References:** Sections 6–9.

Since the 1990's users of personal computers have been quiet likely to encounter **1**
computer viruses that have been concocted by mischievious hackers or malicious weirdoes to erase **2**
computer data and software programs. A computer virus is actually a small program in itself **3**
that manages to infiltrate other programs, data files, and operating systems. It typically spre- **4**
ads as "infected" e-mail messages, documents, and programs are forwarded to different PC's. **5**
One can readily conjure up a series of hair raising scenarioes for disaster, but it's difficult **6**
to concieve the motivation of the people who master-mind the creation of these viruses. **7**

The problem was dramatically high-lighted by the world-wide appearance of a virus named **8**
Michelangelo. The virus was named for the fifteenth century Italian artist, because on March 6, 1992 **9**
(the occasion of Michelangelo's 517th birthday), the virus, which had been quietly spreading **10**
for a while, was designed to attack IBM computers as well as IBM compatible equipment. **11**
According to a news' article that appeared on that day in *The New York Times*, this virus was **12**
first detected in Germany in 1991. Because of the advance warning, most users succeded in **13**
elimanating the virus before it could effect their programs. Indeed, manufacturers of anti-viral **14**
programs profited handsomely from the demand for devices that could protect equipment **15**
otherwise susceptible to serious damage from the virus. **16**

In August 2003 three powerful viruses spread over hundreds of thousands of computers. **17**
The MSBlaster virus attacked 120,000 computers in one 24 hour period alone. This virus searched **18**
the Internet for vulnerable computers, forcing many to shut down every time they reconnected to **19**
the Internet. **20**

There are several ways to fight computer viruses—each with it's own pro's and con's— **21**
but many computer companys did not start to make use of their know how until customers **22**
began to demand this kind of security. There is now a concensus among knowledgable people **23**
in the field, who say that personal computers must be redesigned to provide the neccessary **24**
protection. **25**

Lance J. Hoffman, a computer expert sited in the *Times* article, put the whole issue in **26**
clear prospective: "It's just like automobiles. When people got tired of seeing people thrown **27**
out on the highway after accidentts, they began adding seat belts. We need the equivalent of **28**
seat belts built into our computers." **29**

Directions: Supply missing punctuation and strike out or correct any inappropriate punctuation in the following material. Change the spelling as necessary. Circle all changes you make. **References:** Sections 6–9.

If you often have material that needs to be copied—indeed, if you are running a home based business—you are familiar with the frustration of continuously going out to the copy shop or waiting in line at the liberry. In that case, you’re definately going to welcome the news about the increased affordability of compact photocopiers designed specifically for home use. These home copiers have become so popular that they now sell well over 500,000 units a year in this country.

Today’s easy to use models can come in handy for a variety of purposes. You can conveniently reproduce legal documents, tax records, cancelled checks, notices, and reciepts—and even your childrens’ report cards. The equipment is so user friendly that youngsters can copy their own homework and drawings.

What has made these compact copiers feasible is a technology that eliminates the need for a service technician to replace the toner (a powder that melts to form images) and the photoconducting element (typically a drum that transfers the toner onto the copy paper). These elements can now be supplied in no muss, no fuss cartridges. As a result, most small copiers will yeild high quality reproductions on almost any type of paper.

You will find that prices for these desktop copiers are relatively low when they are compared with the prices for typical office equipment. The basic machine carries a list price of \$150 to \$300, but you can often get as much as a 60-percent discount. The replacable toner cartridges typically cost between \$10 and \$120; they usually make between 1000 and 3500 copies, and some make as many as 11,500. Replaceable drums cost between \$120 and \$140, and cartridges containing both the toner and the drum cost between \$90 and \$125. If you consider just the cost of the paper and the cartridges, the average cost for each copy can range from 3 to 14 cents. If you also figure in some tiny fraction of what it cost to purchase the copier itself, the cost for each copy is much higher. In other words, the cost of making copies at home is not exactly a bargain.

Since capabilitys vary, you should carefully compare the pro’s and con’s of the different machines and pick the one that best fits your needs and your wallet. For example, some copiers can make legal size copies; others can make only the standard 8½ by 11 inch copies. Some will make enlargements and reductions, some will accept computer print-outs, and some will copy pages strait from bound books. You should also consider differences in the copiers’ speed of operation. Some can produce as many as 10 or 11 copies a minute; others produce only 3 or 4 copies a minute. In any case, it can take 10 to 30 seconds for the first copy to appear.

Before you procede to buy a compact copier, you ought to way the investment in equipment and supplies against the cost of making copies commercially. In most large cities single copy rates can range from 5 to 10 cents. If you will not be making a large number of copies at one time, consider a budget priced machine with a minimum of controls and special features.

Directions: Select the correct form in parentheses, and write your answer in the column at the right. **References:** ¶¶1001–1048.

- | | | |
|---|-----------|------------------------|
| 1. Every investor and saver (has, have) become more cautious recently. | 1. _____ | 1002c
1009b |
| 2. Neither the directors nor the top executives (wants, want) to relocate. | 2. _____ | 1004
1006a
1008a |
| 3. Only one of the photocopiers (is, are) working properly. | 3. _____ | 1006a
1008a |
| 4. One of the causes for the breakdowns (is, are) poor maintenance. | 4. _____ | 1013a |
| 5. (Has, Have) any of your customers complained about deliveries? | 5. _____ | 1018a |
| 6. The criteria for paying bonuses (has, have) to be rethought. | 6. _____ | 1022 |
| 7. <i>Changing Times</i> (is, are) offering subscribers a special renewal rate. | 7. _____ | 1025a
1014
1028a |
| 8. Over three-quarters of the draft (has, have) to be rewritten. | 8. _____ | 1032b |
| 9. There (has, have) been no news from Frank in two months. | 9. _____ | 1038a |
| 10. Those who (did, done) the customer survey deserve much praise. | 10. _____ | 1013a |
| 11. It is critical that this memo (is, be) distributed this afternoon. | 11. _____ | 1003 |
| 12. More than one client (has, have) asked me whether Chris is leaving. | 12. _____ | 1007 |
| 13. Neither management nor the union (likes, like) the settlement. | 13. _____ | 1019a |
| 14. Mr. Hall, along with his two partners, (is, are) going to Paris today. | 14. _____ | 1023 |
| 15. (Has, Have) their board voted yet on the reorganization plan? | 15. _____ | 1033 |
| 16. The number of job openings (has, have) increased this month. | 16. _____ | 1047 |
| 17. Many of our salespeople have (rose, risen) quickly to higher-level jobs. | 17. _____ | 1008b |
| 18. Paul said that he (will, would) debug the program over the weekend. | 18. _____ | 1013b |
| 19. Kate is one of those people who (writes, write) well without effort. | 19. _____ | 1039a |
| 20. None of the applicants (impress, impresses) either of us very much. | 20. _____ | 1012 |
| 21. I wish I (was, were) going to be considered for Larry's job. | 21. _____ | 1009a |
| 22. Many on the sales staff (wants, want) to attend the seminar. | 22. _____ | 1020 |
| 23. Either of the editors (is, are) willing to take on your manuscript. | 23. _____ | 1024 |
| 24. Brooks Brothers (is, are) having its annual sale next week. | 24. _____ | 1040
1008a
1029a |
| 25. Twenty dollars (doesn't, don't) buy much these days. | 25. _____ | 1023 |
| 26. If I had heard, I would (tell, have told) you the news. | 26. _____ | 1027a |
| 27. One of the products we distribute (is, are) coffee grinders. | 27. _____ | 1010 |
| 28. A number of my customers (has, have) asked for bigger discounts. | 28. _____ | |
| 29. Attached (is, are) three layouts for you to evaluate and choose from. | 29. _____ | |
| 30. Every one of us (hopes, hope) you will have a speedy recovery. | 30. _____ | |

Directions: Underline all errors in the following sentences, and write the correct forms in the answer column. If a sentence is correct, write *C* in the answer column. **References:** ¶¶1001–1048.

- | | | |
|---|-----------|----------------|
| 31. Many a trainer and instructor have been helped by your techniques. | 31. _____ | 1002c
1009b |
| 32. Not only the workers but also the management favors a four-day week. | 32. _____ | 1005 |
| 33. Our arrangements with the Dodd Service Agency has worked out quite well. | 33. _____ | 1006a |
| 34. Your survey, along with Fox’s study, prove that the supplier was at fault. | 34. _____ | 1007
1008a |
| 35. One of the factors we consider in choosing suppliers are fast service. | 35. _____ | 1029a |
| 36. Olive is the only one of our employees who are consistently on time. | 36. _____ | 1008c
1002c |
| 37. Every art director and designer on staff wants to work on the Athens account. | 37. _____ | 1009b |
| 38. Few of the people I talked with actually believes the merger will occur. | 38. _____ | 1012 |
| 39. More than six people have turned down the chance to work for Alix. | 39. _____ | 1013a
1013a |
| 40. Although most of our stock is selling well, some of the goods isn’t moving. | 40. _____ | 1015 |
| 41. A series of management seminars have been planned for the fall. | 41. _____ | 1016 |
| 42. With the right teacher, economics is a fascinating subject. | 42. _____ | 1017
1023 |
| 43. The number of new competitors has rose at an alarming rate. | 43. _____ | 1033 |
| 44. That the HMO plan offers many advantages are not to be denied. | 44. _____ | 1026a |
| 45. Yet only a small percentage of our employees has chosen the HMO plan. | 45. _____ | 1025a |
| 46. Here is a descriptive brochure and a sample copy of the book. | 46. _____ | 1028a |
| 47. The photocopying equipment on the seventh floor has broke down again. | 47. _____ | 1033 |
| 48. It is urgent that Frank responds quickly to the job offer. | 48. _____ | 1038b |
| 49. I wish it was the end and not the start of the holiday rush. | 49. _____ | 1039a |
| 50. It is the sales reps who want the pricing schedule adjusted. | 50. _____ | 1029a |

Directions: Rewrite the following sentences to correct all errors and remove awkward expressions. **References:** ¶¶1005, 1007, 1010, 1018, 1019, 1032, 1033, 1037, 1046, and 1048.

- | | |
|---|------------------------|
| 51. Everyone of us want to thank you for all that you done. _____ | 1010
1032
1033a |
| 52. I have always thought and still do that our problems begun when the Troy plant was sold by us. _____ | 1048
1032
1037b |
| 53. The whole staff, including John and me, think the books should be audited by you at once. _____ | 1019a
1007
1037b |
| 54. The board is not able to agree on whether to immediately raise prices. _____ | 1019b
1046 |
| 55. The criteria for acceptable performance has been established, but neither the employees nor the manager understands them. _____ | 1018a
1005 |

Directions: Select the correct form in parentheses, and write your answer in the column at the right. **References:** ¶¶1049–1088.

- | | | |
|---|-----------|---------------|
| 1. The company has given (its, their) managers new productivity goals. | 1. _____ | 1049a |
| 2. A number of you have not yet signed (their, your) commission contracts. | 2. _____ | 1053d |
| 3. Bob can make the presentation a lot more effectively than (I, me). | 3. _____ | 1057 |
| 4. (Who, Whom) should we invite as the keynote speaker? | 4. _____ | 1061d |
| 5. This year's convention displays look (real, really) handsome. | 5. _____ | 1065 |
| 6. Given the two alternatives, I think you chose the (best, better) plan. | 6. _____ | 1071g |
| 7. They have asked for no discount (or, nor) any other special terms. | 7. _____ | 1076c |
| 8. These price increases are retroactive (to, from) October 15. | 8. _____ | 1077 |
| 9. Neither Bert nor Jerry can lend us (his, their) boat for the weekend. | 9. _____ | 1049c |
| 10. It was Jan and (me, I) who made all the arrangements for the banquet. | 10. _____ | 1054b |
| 11. Every company has (its, it's) own policy on promotions and transfers. | 11. _____ | 1056e |
| 12. This is the kind of case that (us, we) lawyers find truly challenging. | 12. _____ | 1058 |
| 13. We want to know (who, whom) you think will be appointed. | 13. _____ | 1061c |
| 14. We feel very (bad, badly) about your decision to move out of the area. | 14. _____ | 1067 |
| 15. I have decided that I do not want (any, no) part of the money. | 15. _____ | 1076a |
| 16. The monitor you shipped us does not correspond (to, with) the one described in your brochure. | 16. _____ | 1077 |
| 17. Please let that be a private matter between you and (me, I). | 17. _____ | 1055b |
| 18. Jack is a person (who's, whose) reputation for fairness is well known. | 18. _____ | 1063 |
| 19. This trip to Scandinavia will be a dream come true for my family and (me, myself). | 19. _____ | 1060d
1050 |
| 20. This is a problem every adult faces with (their, his or her) parents. | 20. _____ | 1052a |

Directions: Underline all errors in the following sentences, and write the correct forms in the answer column. If a sentence is correct, write *C* in the answer column. **References:** ¶¶1049–1088.

- | | | |
|--|-----------|-------|
| 21. Either Lois or Pam can lend you their procedures manual. | 21. _____ | 1049c |
| 22. If anyone has already paid the fee, he or she should ask for a refund. | 22. _____ | 1053a |
| 23. Ball's use of company funds looks highly questionable to we auditors. | 23. _____ | 1058 |
| 24. I have no questions nor concerns about the terms of the contract. | 24. _____ | 1076c |
| 25. We can fill your orders just as quickly and as cheaply as them. | 25. _____ | 1057 |

- | | | | |
|---|-----|-------|-------|
| 26. Rita considered you and I to be sisters or at least first cousins. | 26. | _____ | 1064a |
| 27. It is you who has to make the first move toward reconciliation. | 27. | _____ | 1049a |
| 28. No one will represent the firm at the trade fair except you and I. | 28. | _____ | 1055b |
| 29. George Fry and myself hosted the party for the Kennellys. | 29. | _____ | 1060d |
| 30. Please deliver these tapes to whomever is in charge of the studio. | 30. | _____ | 1061c |
| 31. It's clear that they're marketing strategy is more effective than ours. | 31. | _____ | 1056e |
| 32. Whom do you think will apply for Larry Kenilworth's job in Finance? | 32. | _____ | 1061c |
| 33. The commission will issue their long-awaited ruling on Monday. | 33. | _____ | 1049a |

Directions: Rewrite the following sentences to correct all errors, fix awkward or ungrammatical constructions, and remove sexist expressions. **References:** ¶¶1049–1088. For the rules on sexist expressions, see ¶¶1050–¶1053.

- | | | | |
|---|--|--|---------------|
| 34. Neither the sales representatives nor the sales manager has submitted his expense report.

_____ | | | 1049c |
| 35. Everyone in Marketing should submit his catalog copy no later than July 20. _____
_____ | | | 1053a |
| 36. Rhode Island is smaller than any state in the Union. _____
_____ | | | 1071h |
| 37. To ensure a full refund, the original sales slip should be sent along with the merchandise.

_____ | | | 1082b |
| 38. If a customer asks for Model B-1101, tell him that we are out of stock. _____

_____ | | | 1050
1052b |
| 39. Randy only plans to take two courses next summer. _____
_____ | | | 1072 |
| 40. We got off the plane at about 11:45 p.m. _____
_____ | | | 1078 |
| 41. Your performance not only moved the audience but also the other members of the cast. _____
_____ | | | 1081b |
| 42. In auditing your account, two discrepancies were noted by my assistant. _____
_____ | | | 1082c |
| 43. This year's profit goals are much higher than last year. _____
_____ | | | 1071i |
| 44. We don't get many inquiries, or many requests for, these oil lamps. _____
_____ | | | 1079 |

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

1. (A, An) M.B.A. degree would surely bring you better job offers. 1. _____
2. The loss of two programmers will greatly (affect, effect) our output. 2. _____
3. Mary Lee is (already, all ready) to take on her new assignment. 3. _____
4. We'll be glad to help in (anyway, any way) that we can. 4. _____
5. A large (amount, number) of people visited our convention exhibit. 5. _____
6. Simply ignore the problem for (awhile, a while) and see what happens. 6. _____
7. The reason we lost the deal is (because, that) our offer was topped. 7. _____
8. If Frank (don't, doesn't) like the new procedure, he should say why. 8. _____
9. Does anyone (beside, besides) Bo know our CEO very well? 9. _____
10. Our sales have dropped (due to, because of) new competition. 10. _____
11. I urged Sam to delve (farther, further) into the reasons for heavy returns. 11. _____
12. We've had (fewer, less) complaints since the product was redesigned. 12. _____
13. (First, Firstly), you need to streamline your approval procedures. 13. _____
14. You'll have to take another (tack, tact) if you want to change Ed's mind. 14. _____
15. I doubt (if, whether) we'll be able to make the party on the 15th. 15. _____
16. From what Sue said, I (implied, inferred) that she won't be back. 16. _____
17. Fred has been (laying, lying) down on the job lately. 17. _____
18. There (maybe, may be) some truth to the story after all. 18. _____
19. More (important, importantly), this model carries a lower price tag. 19. _____
20. Anyone could (of, have) seen through that ruse. 20. _____
21. Bond prices have been (raising, rising) all this quarter. 21. _____
22. You can (set, sit) the easel in my office while I'm gone. 22. _____
23. I will call Mary myself (so, so that) we can get to the bottom of this. 23. _____
24. Glen saw her at Lake Tahoe (sometime, some time) ago. 24. _____
25. We (sure, surely) appreciate all you have done for us. 25. _____
26. Most of our customers prefer (this, these) kind of printer. 26. _____
27. If you (would have, had) told me your arrival time, I would have met you
at the airport. 27. _____
28. We are all (anxious, eager) to get the scoop on our merger with Cali Co. 28. _____
29. I don't know (as, whether) I can reveal that information. 29. _____
30. I am writing (in regard to, in regards to) your order of April 12. 30. _____

Directions: If the boldface word or phrase is correct, write *C* in the answer column. If the word or phrase is incorrect, supply the correct form. **References:** Section 11.

31. My notes for the minutes of the meeting were **accidentally** thrown out. 31. _____
32. It has been taking us **all together** too long to get new products out in the marketplace. 32. _____
33. Mrs. Penney's estate will be equally split **between** her six children. 33. _____
34. Please keep me **appraised** of any falloff in our international sales. 34. _____
35. We all feel very **badly** about the way Ted has treated you. 35. _____
36. Whatever information passes between you and **me** is confidential. 36. _____
37. In **less** than five years our firm has achieved a statewide reputation. 37. _____
38. Our new warehouse is **further** out from the downtown district. 38. _____
39. I **graduated** from Emory University with a B.S. in economics. 39. _____
40. It looks **like** you may have a winner on your hands after all. 40. _____
41. I feel my supervisor treats me **different** from the others on her staff. 41. _____
42. What **kind of an** outcome do you want this letter to produce? 42. _____
43. Because of her asthma Jean needs to move to a **healthier** climate. 43. _____
44. Please come **into** see me when you are next in town. 44. _____
45. The new floor plan was **laying** on her desk where anyone could see it. 45. _____
46. Will you please **leave** me see the summary of your report? 46. _____
47. I would like you to check **upon** our new customer service procedures. 47. _____
48. The weather this winter has been **real** mild. 48. _____
49. I received your letter and will answer **same** next week. 49. _____
50. We try to **service** our customers efficiently and courteously. 50. _____
51. Be **sure and** stop by when you next get to Nashville. 51. _____
52. Our market share is much greater **then** it was three years ago. 52. _____
53. Both sides in the dispute are slowly moving **towards** a compromise. 53. _____
54. Our partnership has come a long **ways** since we started in 1999. 54. _____
55. This new product line will put us **indirect** competition with Bascom. 55. _____
56. I think **this here** layout works better than anything else I've seen. 56. _____
57. Stan hopes that **a** M.B.A. degree will get him a better-paying job. 57. _____
58. Since you made the service call, everything has worked **alright**. 58. _____
59. Please **bring** the contracts to Mr. Hellman when you go to visit him. 59. _____
60. I wish we knew who **done** the original construction. 60. _____
61. Will they be able to **learn** me how to improve my English? 61. _____
62. Your procedure is different **than** the one I learned in school. 62. _____
63. The two of us need to sound out **one another's** ideas before we go to the conference. 63. _____
64. These power outages are becoming an **everyday** affair. 64. _____
65. **Everyone** of these customer complaints needs to be fully investigated. 65. _____

Usage (Continued)

Directions: If the boldface word or phrase is correct as given, write *C* in the answer column. If the word or phrase is incorrect, supply the correct form in the answer column. **References:** Section 11. The individual entries are listed alphabetically. If you have difficulty in finding an entry, consult the full listing of entries at the start of Section 11 (on pages 308–310 of *The Gregg Reference Manual*).

1. What strategies are likely to have a significant **affect** on our output? 1. _____
2. We plan to mail this questionnaire to people **age** 55 and up. 2. _____
3. We were **almost** relieved to hear of your son's recovery from surgery. 3. _____
4. My husband is not doing too **bad** since he took early retirement. 4. _____
5. I'll make a point of seating you **besides** the speaker. 5. _____
6. The statements and the checks should be **altogether** in the red file folder. 6. _____
7. I don't doubt **but what** you'll get the fellowship you applied for. 7. _____
8. I doubt **if** we can still make the target date for our fall ad campaign. 8. _____
9. Any success I've achieved has been largely **due to** the staff support I got. 9. _____
10. We are willing to consider **always** of reducing our costs. 10. _____
11. Len, Gary, and I will undertake identical research studies and then share the data with **each other**. 11. _____
12. **Everyone** has to work at the convention booth except you and me. 12. _____
13. Let's not sell the condo for **awhile** in case prices start to go up again. 13. _____
14. The fabric comes in red, blue, and purple, but I prefer the **former**. 14. _____
15. I bought a van with only 12,000 miles on it **off** a tennis partner of mine. 15. _____
16. The noise was so loud that we **couldn't hardly** hear ourselves. 16. _____
17. In telling me about the reorganization, Frank **inferred** that he would be promoted to assistant vice president. 17. _____
18. **Incidentally**, what more have you heard about the Kossoff investigation? 18. _____
19. Andy seemed **in different** when I told him my plans. 19. _____
20. We can make no exceptions to this policy, **irregardless** of the situation. 20. _____
21. You **can** take Monday off as long as you make up the time. 21. _____
22. **Most all** of the backlog of orders has now been cleaned up. 22. _____
23. I know of **no body** on the staff with those qualifications. 23. _____
24. Ben should **of** told us he was planning to sell his interest in the firm. 24. _____
25. It's time for us to move **onto** a new topic for discussion. 25. _____
26. We have a real **dilemma** when it comes to dealing with the cost of health insurance. 26. _____
27. I was doing 78 miles **per** hour when the police pulled me over. 27. _____

28. I will try **and** get you price quotes from several suppliers by Friday. 28. _____
29. **Who ever** heard of a top-quality DVD recorder for under \$500? 29. _____
30. It may be better, **than**, to put our decision off until next month. 30. _____

Directions: Rewrite the following sentences to correct all errors in usage. **References:** Section 11.

31. The reason for our inventory problems is because a large percent of our product line is outmoded.

32. We are cutting costs travelwise, per your mandate. _____

33. I could not help from smiling at that kind of a snappy comeback. _____

34. The reviews for both albums were equally as good, but we couldn't find copies of either, however.

35. The amount of compliments we received on our new showroom was kind of impressive.

36. Everyone of us enthused over the way the play ended up. _____

37. I cannot help but remember my one encounter with former President Carter. _____

38. Television is the one media that we don't scarcely use for our ad campaigns. _____

39. Being that we both like these kind of mineral water, why don't we split a case among us?

40. The latest train leaves the main terminal at about 11:30 p.m. _____

41. Incidentally, yesterday Joe served us an excellent breakfast of melon, cereal, bacon and eggs.

42. Less men these days are buying items such as hats and ties, etc. _____

43. Please lie the sketch down carefully so it doesn't smudge. _____

44. Like I warned you before, your failure to pay these bills will seriously effect your credit rating.

45. Come and see me, Ed, when you have sometime to review my investment portfolio. _____

Editing Survey D

Directions: Edit the following material for errors in grammar and usage. Circle any changes you make. **References:** Sections 10–11.

The New York Times report regularly on new developments in computer technology. According to a recent column by Peter H. Lewis, “As a drawing or painting tool, the computer mouse is only slightly less effective than a potato.” The limitations of the mouse has created special problems for a large amount of people who’s goal are to draw, paint, or trace images by means of a personal computer.

A solution to the dilemma has been around for awhile in the form of graphics tablets that make use of a cordless electronic stylus. This stylus is a kind of a pen that is pressure-sensitive. As a result, the more pressure you apply, the thicker the line you create. In most cases, when you use this stylus, the image shows up on the screen but not on the graphics tablet, however. For people who are use to working on paper, there are electronic pens (and pencils) that write simultaneously with real ink (or lead) and with electrons. In that way you can create images on paper and on the screen at the same time.

Now comes an innovation that takes this technology farther. Who could of imagined an electronic pen *with an eraser*? Well, its happened. Like the pen itself, the eraser is pressure-sensitive. Thus the more harder you bear down on the tablet with the eraser, the more thorough the erasing affect will be on the electronic image.

More importantly, you don’t have to be an artist to appreciate the merits of an electronic pen with an electronic eraser. The pen not only works with graphics programs but also with word processing programs and other types of applications. More than one expert have noted that the pen is actually more effective then a mouse in moving a cursor around on the screen, plus it can be used to initiate the commands needed to delete words, paragraphs, cells, and other items on the screen.

What’s more, by using this type electronic pen, your likely to develop less injuries, such as mouse elbow (a repetitive strain injury very much like tennis elbow). The worse that can happen when you use an electronic pen for a long period of time is an every day case of writer’s cramp. May be that’s why alot of people are real anxious to get they’re hands on this new technological marvel.

Personal digital assistants (PDAs) and tablet PCs allow you to write text with the pen. The software interprets the handwritten letters and converts them into typed characters on the screen.

Directions: Edit the following material for errors in grammar and usage. Circle any changes you make. **References:** Sections 1–11.

If you are buying your first personal computer, there is a number of devices you also need to buy. One purchase that requires real careful thought are printers. When considering which type printer to buy, one key criterion should be kept in mind: Do you want to print in color? Or are you content with black-and white results?

If you work mainly with black-and-white text pages and high quality has to be insured, consider laser printers. This kind of a printer provides not only sharp, clear text but also turns out pages quickly and quietly. Laser printers use to cost thousands of dollars but now cost no more then \$200 to \$400.

If the use of color is important in the work you do, consider buying a ink-jet printer. Good ink-jets are typically priced between \$150–\$400, but some can be found for as little as \$50. Color laser printers are also available, but they are much too expensive (about \$1000) for most home users. When you consider that (1) ink-jets provide excellent color printing, (2) in some cases they produce black-and-white pages as good as what you'd get from laser printers, and (3) they cost about the same as laser printers, you'd be tempted to conclude that ink-jets are the only smart choice. Yet there are other factors you need to take into account.

1. *Speed.* *Consumer Reports* state that the laser printers its staff recently tested produce 9 to 15 black-and-white pages a minute. Whereas the ink-jets with the best-looking black-and-white pages turn out between 2.5 and 9.5 pages a minute. Good color printing takes much longer—2 to 18 minutes per page.
2. *Quality.* Laser printers excel in producing black-and-white text at high speed, but do less well with black-and-white graphics and photos. Ink-jets excel in color work.
3. *What About Cost?* The cost of a black-and-white page produced by an ink-jet can range from 3 to 9 cents, compared to a cost of 2 to 4 cents for a similar page produced by a laser printer. Color printing is quite expensive: 8 to 32 cents for color graphics and as much as \$1.10 for color photos.

At one time, when a computer user wanted to buy a printer for their home office and a major consideration were costs, the only real choice would of been a dot matrix printer. However, with the significant advances in technology, buying dot matrix printers no longer make sense. A large percent of these users now recognizes that laser and ink-jet printers provide superior performance on a cost-effective basis. Because of heavy competition the prices of printers have not rose lately. In fact, the prices of many models have fell this year, and next year's prices are expected to be lower than this year. Moreover, a new generation of printers are now being developed. With this continuing advance in technology comes new opportunities for high-quality printers at lower cost.

26

Letters

Comprehensive Worksheets for
The Gregg Reference Manual
Tenth Edition

Directions: For each of the following sentences choose the phrase that best completes the meaning of the sentence. Then in the answer column record the identifying letter for the phrase you selected. **References:** ¶¶1301–1341.

1. In what letter style do the date line, the complimentary closing, and the writer's identification start at center and all other lines start at the left margin: **(a)** the block style; **(b)** the simplified styles; **(c)** the modified-block style—standard format? 1. _____ 1302a
2. What are the dimensions of *letter (standard)* stationery: **(a)** 8" × 11"; **(b)** 8½" × 11"; **(c)** 8½" × 11½"? 2. _____ 1305b
3. To create a top margin of 2 inches, **(a)** space down 12 times from the top of the sheet; **(b)** space down 9 times; **(c)** space down 6 times from the default top margin of 1 inch. 3. _____ 1304a
4. If you are using *letter (standard)* stationery and want to use a text line that is shorter than the standard, you can increase the default side margins up to **(a)** 1.5 inches; **(b)** 1.75 inches; **(c)** 2 inches. 4. _____ 1305b
5. If you are writing to someone who rents a mailbox from a private company, place the private mailbox number **(a)** on the line above the name of the person; **(b)** on the line above the street address; **(c)** on the same line preceding the street address. 5. _____ 1331d
6. *Standard* punctuation calls for **(a)** a comma or period at the end of each displayed line; **(b)** only a colon after the salutation and a comma after the complimentary closing; **(c)** no punctuation after any displayed line. 6. _____ 1308a
7. Where should a personal or confidential notation be typed: **(a)** on the second line below the date, beginning at center; **(b)** on the second line below the date, beginning at the left margin; **(c)** on the second line below the date, ending at the right margin? 7. _____ 1314
8. If there are no special notations following the date, then on what line below the date should the inside address begin: **(a)** on the fourth line; **(b)** on the fifth line; **(c)** on the sixth line? 8. _____ 1318a
9. When a person's name ends with *Jr.*, **(a)** insert a comma before *Jr.*; **(b)** do not insert a comma before *Jr.*; **(c)** do not insert a comma before *Jr.* unless you know that is the person's preference. 9. _____ 1323a
10. If an apartment number or a room number appears in an inside address, it should be typed **(a)** after the street address or on the line above; **(b)** after the street address or on the line below; **(c)** in the lower left corner of the envelope. 10. _____ 1316b
1317b
11. You must always show the state name in an inside address as a two-letter abbreviation—**(a)** true; **(b)** false. 11. _____ 1334a
12. Which of the following date line styles is *not* acceptable: **(a)** August 12, 2008; **(b)** 12 August 2008; **(c)** 8/12/08? 12. _____ 1313a
13. When a company name ends with *Inc.*, **(a)** insert a comma before *Inc.*; **(b)** do not insert a comma before *Inc.*; **(c)** do not insert a comma before *Inc.*, unless you know that it is the company's preference. 13. _____ 1326d(2)

Name _____ Date _____ Class _____ 53

Directions: Each of the items at the left represents an element in a business letter. If the item is correctly styled, write *C* in the answer column. If not, rewrite the item to make it correct. Assume the use of a **modified-block style—standard format** (§1302a), **standard punctuation** (§1308a), and **single spacing**. **References:** §§1301–1341, plus §462 and §517a.

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|-------------------|-----------|-------|
| 14. Jan. 29, 2007 | 14. _____ | 1313a |
| 15. Confidential | 15. _____ | 1314 |

Treat items 16–31 as they should appear in an **inside address**.

- | | | |
|--|-----------|---------------------|
| 16. Ralph G. Ferrara, Jr.
<i>(agrees with signature)</i> | 16. _____ | 1322a
1324a |
| 17. Kathleen A. Koch
<i>(title preference unknown)</i> | 17. _____ | 1322b |
| 18. N. J. Harper | 18. _____ | 1322c |
| 19. Mr. & Mrs. Lloyd Welsh | 19. _____ | 1323a |
| 20. Doctor Nancy Fordyce | 20. _____ | 517a
1322a |
| 21. Mr. Royce Mead Esq. | 21. _____ | 1324b |
| 22. Dr. Sally Eng, M.D. | 22. _____ | 1324c |
| 23. Ms. Jan Corey, Director of
Research and development | 23. _____ | 1325 |
| 24. Marketing Department, Beta
Aerospace Corporation | 24. _____ | 1327 |
| 25. Capp & Rollins Co., Inc.
<i>(no letterhead available)</i> | 25. _____ | 1329 |
| 26. 764 Haskell St. N.E. | 26. _____ | 1335a
1337 |
| 27. No. 163, 9th Avenue | 27. _____ | 1332
1333a |
| 28. #1 West Eleventh Street | 28. _____ | 1332
1333b |
| 29. 1,616 S. Fuller Blvd. | 29. _____ | 462
1334
1337 |
| 30. Ft. Lauderdale, FL, 33315 | 30. _____ | 1340c
1339 |
| 31. Pittsburgh P.A. 15234 | 31. _____ | 1339
1341a |
| 32. Dear Jane Reddy
<i>(title preference unknown)</i> | 32. _____ | 1339a |
| 33. Dear Prof. Simcoe, | 33. _____ | 1338d
1338b |
| 34. Gentlemen: | 34. _____ | 1340a |
| 35. Australia | 35. _____ | 1336a |

Letters, Memos, and E-Mail

Directions: Choose the phrase that best completes the meaning of each of the following sentences. Then in the answer column record the identifying letter for the phrase you selected. Assume the use of a **modified-block style–standard format** (§1302a), **standard punctuation** (§1308a), and **single spacing**. **References:** §§1352–1389.

1. A subject line, if used, should be typed **(a)** on the third line below the inside address; **(b)** on the third line below the salutation; **(c)** on the second line below the salutation. 1. 1343a
2. Begin the message of the letter **(a)** on the third line below the salutation (or subject line) at the left margin; **(b)** on the second line below the salutation (or subject line) at the left margin; **(c)** on the second line below the salutation (or subject line) indented 5 spaces. 2. 1344a
3. How many blank lines should be left between paragraphs: **(a)** 1; **(b)** 2; **(c)** none? 3. 1344e
4. When a three-line paragraph falls at the bottom of a page that is running long, you can carry one or two lines over to the top of the next page—**(a)** true; **(b)** false. 4. 1344i
5. Type the complimentary closing **(a)** on the second line below the message, starting at the left margin; **(b)** on the second line below the message, starting at the center; **(c)** on the third line below the message, starting at the center. 5. 1346a
6. How many lines below the complimentary closing or the company signature should the writer's name ordinarily be typed: **(a)** 4; **(b)** 5; **(c)** 6? 6. 1348a
7. How should an 8½" × 11" sheet of stationery be folded for insertion in a No. 10 envelope: **(a)** in half; **(b)** in thirds; **(c)** in half, then in thirds? 7. 1367a
8. To hold the length of a memo to one page, you can reduce the top margin to **(a)** 1 inch; **(b)** 1.5 inches; **(c)** 1.75 inches. 8. 1374b
9. In a memo, a salutation should **(a)** always be used; **(b)** never be used; **(c)** be used whenever you want to keep the memo from seeming cold or impersonal. 9. 1374l, note
10. It is not necessary for e-mail messages to comply with the normal rules of written English—**(a)** true; **(b)** false. 10. 1376a, d
11. When you are sending an e-mail message to people who do not know each other, enter their names in **(a)** the *To* box; **(b)** the *Cc* box; **(c)** the *Bcc* box. 11. 1379b

Directions: Most of the items in the next exercise represent elements in a business letter. If the item is correctly styled, write *C* in the answer column. If not, rewrite the item to make it correct. Assume the use of a **modified-block style–standard format** (§1302a), **standard punctuation** (§1308a), and **single spacing** unless otherwise indicated. **References:** Section 13, plus §§363, §455a, and §503.

12. Inside address and salutation: rewrite to avoid the use of an attention line and *Gentlemen*. 12. _____
- Ace Programming Associates
221 Jefferson Street, NE
Albany, Oregon 97321-2717
Attention: Ms. Wanda Lee Belcher
Gentlemen:
- _____

- 1337a
1339a
1340
1341b

13. Subject. Long-range plans	13. _____	1343c 363
14. We have two options to consider:	14. _____	
1. Rent the VCR for one month and see how well it works.	_____	
	_____	1344f 1345c
15. Cordially Yours:	15. _____	1346b
16. <i>Ms. Joanna Wall</i>	16. _____	
(Ms.) Joanna Wall	_____	1352b
17. <i>Rae H. Zion</i>	17. _____	
Mrs. Gerard U. Zion	_____	1352e
18. Writer's identification:	18. _____	1350a 1350b 1349b
Dr. Henry Greco, Ph.D., Professor of Economics	_____	
19. fgc:ssh Encs. 3 cc. Ms. Wing Certified	19. _____	
	_____	1355a-c 1358b 503 1359a 1361a-f
20. PS: All best regards to Pat.	20. _____	1365b
21. Page 2 Miss Selma L. Pomfret 11/7/07	21. _____	
	_____	1366
22. Address block typed on an envelope:	22. _____	
Dwight G. Thorvald, Executive Vice President Winger Corp., Inc. (<i>official form not known</i>) 651 East Neversink Rd. Suite 302 Reading, Pa. 19606 3208	_____	1368a 1322a 1325a 1329b 1317b 1337 1368f 1368c 1341a 1368d
23. Heading typed on a memo:	23. TO: _____	
TO: Linda Lopez	DEPARTMENT: _____	1393f
DEPARTMENT: Accounting	SUBJECT: _____	455a
SUBJECT: Invoice No. 24396		
24. Salutation in a social-business letter:	24. _____	1372b
Dear Jennifer:		

Looking Things Up

Directions: Choose the phrase that best completes the meaning of the sentence. Then in the answer column record the identifying letter for the phrase you selected. **References:** Sections 12–18 and Appendixes A, B, C, and D.

1. When preparing a résumé, you should always indicate your age, your marital status, your height and weight, and your hobbies—(a) true; (b) false. 1. _____ 1708k
2. When breaking a paragraph at the bottom of a page in a report, what is the minimum number of lines you must leave at the bottom of one page and carry over to the top of the next: (a) one; (b) two; (c) three? 2. _____ 1407d
1407e
3. When you discover that you have a large number of e-mail messages that require a response, answer them in the order in which they were received, starting with the earliest—(a) true; (b) false. 3. _____ 1387
4. Which is the best way to indicate that an apostrophe should be inserted in typed copy: (a) womens; (b) womens[?]; (c) women's? **Insert apostrophe** 4. _____ 1206
5. If it is not possible to communicate a negative assessment to a person face to face, it is acceptable to do so in an e-mail message—(a) true; (b) false. 5. _____ 1382i-j
6. Which is the preferred pronunciation for *liaison*: (a) lee-YAY-zahn; (b) LAY-uh-zahn; (c) LEE-uh-zahn? 6. _____ App. B
7. What is the most formal salutation you can use when writing to a woman you do not know: (a) Madam.; (b) Dear Madam.; (c) To whom it may concern:? 7. _____ 1801e
8. If the column heads in a table do not all take the same number of lines, align the column heads (a) at the top; (b) at the bottom. 8. _____ 1621g
9. Type quoted material as a displayed, single-spaced extract when it will make at least (a) four typed lines; (b) six; (c) eight. 9. _____ 1424d
265a
10. When starting the first page of a new chapter, a table of contents, or a bibliography in a manuscript or a report, leave a top margin of (a) 1 inch; (b) 1.5 inches; (c) 2 inches. 10. _____ 1405a
1415b
1548a
11. When a column of figures represents percentages, type a percent sign (%) after (a) the first percentage only; (b) each percentage. 11. _____ 1630a
12. Which of the following represents an elliptical sentence: (a) Why not? (b) Drive slow. (c) Who cares? 12. _____ App. D
13. In an e-mail message, the abbreviation *BTW* stands for (a) before the Web; (b) big time waster; (c) by the way. 13. _____ 1382m
14. When typing a report that is bound, leave a left margin of (a) 1 inch; (b) 1.5 inches; (c) 2 inches. 14. _____ 1404b

Directions: In the spaces provided, construct endnotes or bibliographic entries—as directed—for a specific book, using the following information: the title is *Safe Strategies for Financial Freedom*; the author is Van K. Tharp; the book was published in New York in 2004 by McGraw-Hill; the page numbers to be cited are 88, 89, 90, and 91; the price is \$24.95.

15. Construct a business-style endnote referring to the Tharp book, and assign it the number 4.

1513a
1526a
1529b
460d

16. Recast the endnote above to agree with the typical academic style.

1513b
1536b

17. Make a subsequent reference in business style to the Tharp book in endnote 7. Cite page 104.

1531a

18. Recast the subsequent reference above, using a formal academic style.

1531d

19. Construct an appropriate entry for the Tharp book in a business-style bibliography.

1551a

20. Recast the entry above, using an academic style.

1551c

Directions: For each group of names or abbreviations given below, give the two-letter Postal Service abbreviations. (Study the chart on page 388 or the inside back cover of *The Gregg Reference Manual* ahead of time, and complete this exercise from memory.)

- | | | | | | | | |
|------------|-------|---------|-------|---------|-------|--------|-------|
| 21. Calif. | _____ | Ala. | _____ | Del. | _____ | Ind. | _____ |
| Fla. | _____ | Colo. | _____ | Okla. | _____ | Oreg. | _____ |
| Mass. | _____ | Ill. | _____ | Idaho | _____ | Wis. | _____ |
| Ohio | _____ | Nebr. | _____ | Mich. | _____ | Wyo. | _____ |
| Utah | _____ | Wash. | _____ | Ark. | _____ | Guam | _____ |
| 22. D.C. | _____ | S. Dak. | _____ | N.J. | _____ | N.C. | _____ |
| N. Mex. | _____ | N.H. | _____ | S.C. | _____ | W. Va. | _____ |
| R.I. | _____ | P.R. | _____ | N. Dak. | _____ | N.Y. | _____ |
| 23. Conn. | _____ | La. | _____ | Maine | _____ | Hawaii | _____ |
| Iowa | _____ | Ga. | _____ | Ky. | _____ | Kans. | _____ |
| Va. | _____ | Pa. | _____ | Md. | _____ | Vt. | _____ |
| 24. Ariz. | _____ | Nev. | _____ | Minn. | _____ | Alaska | _____ |
| Tex. | _____ | Tenn. | _____ | Mont. | _____ | Mo. | _____ |
| Miss. | _____ | | | | | | |

Editing Practice A

Directions: Edit the following letter (typed in modified-block style—standard format with standard punctuation). Correct any errors in style, grammar, usage, spelling, content, and format. Circle any changes you make within the lines or out in the margin; if you prefer, show all changes on a separate sheet, identified by line number. If time permits, retype the corrected letter on a plain sheet of paper, using 1.25-inch side margins. (Assume you are using a printed letterhead, and leave a 2-inch top margin.) Use today's date and address the letter to *Lloyd I. Poindexter, Chief Executive Officer, Beck & McCall Advertising Agency, 3017 East Wacker Drive, Chicago, Illinois 60601*. **References:** Sections 1–13.

Dear Mister Poindexter,

A few days ago you asked me to reccommend a qualified candidate to become Director of Client Services. I can readily suggest Douglas Dichter.

Doug majored in marketing at Northwestern, and recieved an MBA from Stanford in 1996. He worked for awhile as a management consultant in the Pittsburg office of Lyon & Waite Associates, but he found few opportunitys to put his creative talents to use. In 2000, he joined Belles and Vissels, a small advertising agency in Cincinatti, as a copywriter. In that capacity he was responsible for coming up with the brand name Scratch for a new line of cake mixs. (Remember the slogan? "It's not store bought. I made it from Scratch"!) Among his other creative achievements were the name Pit Stop for an under-arm deodorant. Doug was also responsible for The Inside Scoop (a profitable chain of stores selling ice cream and frozen yogurt and The Emotional Outlet (a successful department store that has attracted a large amount of impulsive shoppers). After 2 years he became an account executive and brought in 1,000,000's of dollars in new business. As a result, the Agency's reputation and size has undergone extroardinary growth. Doug's boss gives him the lions share of the credit.

Doug is now ready to move on to more bigger challenges. Because of his in depth experience in keeping a wide range of clients happy, his proven skill in generating new business and his demonstrated maturity of judgement, I think Doug would be well-qualified for the job you have in mind.

I should note that Doug is married to my oldest daughter, but that does not effect my ability to be objective about my son in law's qualifications. However if you would like another opinion, why don't you write to Doug's boss, Ms. Rhoda Colt. She knows of his eagerness to move to a higher level position and can give you her own assessment of his past performance and his future potential. If I can be of any farther assistance, let me know.

Sincerely Yours

Mr. Buford J. Bellows

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Directions: On the reverse side of this sheet you will find a letter to **Mr. Anthony J. Leonardo** (typed in modified-block style—standard format with standard punctuation). Correct any errors in style, grammar, usage, spelling, content, and format. Make the corrections as you did in the letter above. If time permits, retype the corrected letter on a plain sheet of paper, using 1.25-inch side margins and positioning the date on the first line below a 2-inch top margin. **References:** Sections 1–13.



3334 CHAPEL HILL BOULEVARD
DURHAM, NORTH CAROLINA 27707
PHONE 919-555-6226
FAX 919-555-6313
WEB WWW.TELEKINETICS.COM

Feb. 7th 2007

Anthony J. Leonardo
111 Horton Rd.
Durham, NC, 27712

Dear Mr. Lenardo:

I'd like to respond to you telephone message of Febuary forth in which you asked for help in selecting a facsimile machine for you're home office. Enclosed is a brochure that announces a one months' sale on all of the fax equipment that we have available for immediate delivery. Let me highlight a few items in that brochure.

1 Our most popular fax machine — the Faxiomatic 2000 (Model FA4098— has a 30 page automatic document feeder, and a transmission speed of 4 seconds a page. Normally listed at \$499, it is available during the month of February for \$179, a saving of \$320.00!

2 An even more versatile machine is the Artifax 777, which has a three second transmission speed and a 256-shade gray scale. Thanks to a 58-1/4 % discount, the price of this machine (Model A777-2F) has been slashed from \$475 to \$198.

3 Other models provide extra features such as automatic redialing and delayed transmission (to let you take advantage of lower phone rates). Sale prices range from \$249-299.

Come into see these models by February 28 the last day you can enjoy these special prices. Anyone of our salespeople can help you select the equipment that's right for your home office and does not excede your bud-
budget. Of course if you prefer you can ask for Stephen Burgos our Sales
Manager or for myself. We'll be glad to help you in anyway that we can.

Sincerely

Julia G. Hough
Vice President of Sales

ybj
Enclosure

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Editing Practice B

Directions: Edit the following letter (typed in modified-block style—with indented paragraphs and standard punctuation). Correct any errors in style, grammar, usage, spelling, content, and format. Circle any changes you make within the lines or out in the margin; if you prefer, show all changes on a separate sheet, identified by line number. If time permits, retype the corrected letter on a plain sheet of paper, using 1.25-inch side margins and starting on the first line below a 2-inch top margin. Use *Sincerely* for the complimentary closing, and type an appropriate signature line for *Ms. Angela R. Terlizzi*. **References:** Sections 1–13.

328 Linden Street
Winnetka IL 60093
October 23 2007

President
New Computer Technologys Inc.
5,120 N Northwest Highway
Chicago, ILL 60631

Dear Sir:

Can you please help me. During your semi-annual sale last Summer, a pleasant salesman named Nick Fry helped me select a computer, and persuaded me to order a specially-priced high speed printer that was not on display in your showroom. What sold me on his reccommendation was Mr. Frys' claim that this printer could turn out 40 pages a min-minute. The computer was delivered in a few days, but it took more then five weeks for the printer to arrive. When I hooked it up, I made the shocking discovery that this printer actually turns out only 10 pages a minute.

I immediately called Mr. Fry to tell him that the printer was not acceptable, but he was reluctant to take it back because he said it had been specially ordered for me. He offerred to sell me a special attachment that would increase the speed of the printer, but I refused to spend any more money on it. He finely agreed to take the printer back but said he would have to impose an \$85.00 "restocking charge" against my refund because I had removed the printer from the carton and used it. I pointed out that 1) it was his misrepresentation that had cause the problem, I had relied on his know how, and 3) the charge was totally unjustified. I still don't have my moneyback, and I still don't have a useable printer. Would you be able to follow-up with the appropriate people to get this problem promptly resolved? I sincerly hope so.

Directions: On the reverse side of this sheet you will find the second page of a letter to **Mr. Richard L. Booker Jr.** (typed in modified-block style—standard format with standard punctuation) and the No. 6¾ envelope that accompanies it. Correct any errors in style, grammar, usage, spelling, content, and format. Make the corrections as you did in the letter above. If time permits, retype the letter on a plain sheet of paper, using 1.25-inch side margins and starting the heading for the second page on the first line below a 1-inch top margin. Retype the envelope copy on a No. 6¾ envelope or on a sheet of paper trimmed or ruled off to the same dimensions. **References:** Sections 1–13.

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derstanding of the different kinds of businesses that this organization has aquired or built from the ground up.

In short within the next 3 months we need to hire a Director of Corporate Planning and Development with at least ten year's experience in a large, industrial corporation. Because of our need to compete more effectively in global markets we would give preference to a candidate who: 1) has worked for a multi-national organization, 2) adjusts easily to a variety of corporate cultures, and 3) is proficient in one or more foreign languages (particularly Japanese, German and French.) The successful candidate will report directly to the CEO, but he must be a bright, energetic self starter who does not need others to set goals and prioritys. It's not going to be easy to find someone who meets all the qualifications in the enclosed job description Rich, but if anyone can locate the ideal person, your the one who can do it.

Sincerely,

P.J. McInerny
Executive Vice President

pac
By certified mail
Enclosure

P. J. Macinery

CHESHIRE INDUSTRIES INC.
1200 North Market Street
Wilmington, Delaware 19801

Personal

Mr. Richard L. Booker, Jr.
Kopf-Jaeger International
Suite 450
1150 Connecticut Avenue, N. W.
Washington, D.C. 20036

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Editing Practice C

Directions: Read the following letter (typed in **block style** with standard punctuation). Correct any errors in style, grammar, usage, spelling, content, and format. Circle any changes you make within the lines or out in the margins; if you prefer, show all changes on a separate sheet, identified by line number. If time permits, retype the corrected letter on a plain sheet of paper, using 1.25-inch side margins. Use *Jennifer A. Warren* for the writer's typed signature. (Assume you are using a computer-generated letterhead, and type today's date on the first line below a top margin of 2 inches.)

References: Sections 1–13.

Mr. Peter Q. Dorian
1 Eagle Sq.
Concord, N.H. 03301

Dear Pete:

George and I are now ready to go foreword with the vacation house we discussed with you last Spring. You'll recall that our hideaway is to be built on a 1^{1/2} acre plot atop Mt. Waumbek. It's not an easy place to get to, because the unpaved road that leads from the highway to our property is a narrow twisting lane. We're planning to name our mountain retreat Great Lengths, so if any of our children and their familys want to visit us there, they'll have to go to . . . I think you get the point.

Can you design a log cabin for George and I. I don't know whether you have worked with logs before but a recent Smithsonian article says that the log cabin is making a real come-back. Largely as a result of the back to the earth movement that started in the 1960's. Then the fuel crisis in the 70's prompted the development of new types of sealants and caulking. This means that the log cabins being built today can project the pioneer look of the past and meet the energy efficient needs of the future at the same time.

Once we get the plans from you we are thinking of building the cabin ourselves. It doesn't sound to hard. In fact, one person refered to in the Smithsonian article made this comment: "To build a log cabin, all you need are a good chain saw and a good chiropractor."

We weren't planning to cut the logs ourselves. There are kits you can buy, but the logs we looked at seemed too uniform in appearance. We have found a great sawmill in nearby Jefferson that has offerred to cut the logs in accordance with your plans.

When can we get together with you to discuss the rough sketches we have made? We'll be glad to drive into your office in Concord or if you prefer to your studio in Hopkinton. We are free most Wensdays from 7:30-9:00 p.m. in the evening. Just say the word and we'll be there.

Sincerely,

Directions: On the reverse side of this sheet you will find a memo concerning an upcoming sales conference at **The Homestead in Hot Springs, Virginia**. Correct any errors in style, grammar, usage, spelling, content, and format. Make the corrections as you did in the letter above. If time permits, retype the corrected memo on a plain sheet of paper, using 1-inch side margins and starting on the first line below a 1-inch top margin. **References:** ¶¶1373–1374 (on memos), Section 16 (on tables), plus Sections 1–12.

INTEROFFICE MEMORANDUM

To: Tiffany N. Cartier **From:** Ben G. Opalewski **7**
Department: Conference Services **Department:** Southern Region **8**
Subject: Southern Sales Conference **Date:** June 14, 2007 **9**
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Dear Tiffany: **14**

This is a follow up to my memo of June 6th. The site for the Southern Regions' sales conference has now been selected: a five star hotel in Hot Springs Virginia called The Homestead. The conference will start at 7:00 P.M. on Tuesday, August 7 with a formal dinner on the terrace (weather permitting.) The meeting will end at 12 noon on Saturday, the 11th, we'll skip the closing luncheon this year so that everyone can get an earlier start for home. Sounds alright so far, doesn't it. **15**
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Here comes the fun part. In addition, to the handouts that should be run off, (we discussed these last week) about sixty-five slides need to be made up. Could you get Jenny Ziff in graphic arts to do these for us. She did a first rate job on slides for our mid February meeting. **24**
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At the August meeting we'll have to supply our own AV equipment I'm sorry to say. The Conference Director at The Homestead has told me that most all their equipment are committed to two other groups meeting during the same week. Therefore I'd appreciate if you could have the following items delivered to the hotel, and if you could be on hand to help the speakers at the conference. **29**
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Schedule	AV Equipment	Speaker
Wednesday, Session 1	DVD player and VCR; 3 color monitors (largest size available	Oberholtzer
Thursday, Session 5	Computer projector plus screen*	Potterfield
Friday, Session 9	Wireless microphone plus speakers; easel with pad	Velasquez

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*Potterfeld may also want a digital camcorder to record some role playing situations, he'll let us know by July 20. **50**
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The other speakers all say they need no equipment, so be prepared for last-minute requests. Thanks Tiffany for your help and your patients. **55**
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BGO **58**
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lcd **60**

Editing Practice D

Directions: Edit the following letter to **Dr. Prescott T. Daley** (typed in modified-block style—standard format with standard punctuation). Correct any errors in style, grammar, usage, spelling, content, and format. Circle any changes you make within the lines or out in the margin; if you prefer, show all changes on a separate sheet, identified by line number. If time permits, retype the corrected letter on a plain sheet of paper, using 1.25-inch side margins. (Assume you are using a printed letterhead, and leave a 2-inch top margin.) Use the current date, use *Sincerely* as the complimentary closing, and prepare an appropriate signature block for *Ms. Joyce L. Givens, director of alumni programs*. Supply reference initials and any other notations that may be appropriate. **References:** Section 1–13.

Dr. Prescott T. Daley, M.D.
2,901 N. Central Ave.
Phoenix, AR, 85012

Dear Dr. Daly:

We are please to announce a special alumni program that offers unusual travel and study opportunities. Between June 3-13 Cary O. Neilson, a Professor of English who specializes in English Literature of the 18th century will lead a tour through the Western counties of England. An engaging and entertaining lecturer, Professor Neilson will help you see the land and its people through the eyes of Jane Austen, William Shakespeare and other great English writers.

The trip begins on Wednesday, June 3 with a departure from the U.S. on a regularly-scheduled flight to Heathrow airport. You will then travel by motor coach to Bath, where you will have accomodations at the elegant Francis Hotel for the first 4 nights. The mineral springs at Bath have made this a fashionable gathering place since roman times. From Bath you will embark on a full day excursion to the cathedral town of Salisbury. You will continue onto Stonehenge, the 4000 year old circle of massive stones that draw all visitors into the continuing debate about the original purpose of this monument. Your itinery will next take you to Stratford, the site of William Shakespeares' home. On the morning of June 13 you will be taken back to Heathrow for a return flight to the United States. Throughout your trip Professor Neilson will offer an educational program of lectures and reading materials that make significant references to all the places you will visit.

The enclosed brochure provides a detailed description of the itinerary, the rate schedules, and the activities planed by Professor Neilson. Because I made the trip last year I think I can answer any questions you may have about the trip. May we reserve a place for you?

Directions: On the reverse side of this sheet you will find a page taken from a business report on information processing (with business-style footnotes). Correct any errors in style, grammar, usage, spelling, content, and format (including spacing). Make the corrections as you did in the letter above. If time permits, retype the corrected page on a plain sheet of paper, using 1.25-inch side margins and starting on the first line below a 1-inch top margin. **References:** Sections 14–15 plus Sections 1–12.

portunities will always be available in the feild of information processing for those who have good skills and can adapt to continual changes in the workplace. According to one authority:

“Most people will change careers two to four times within their working lifetimes—and that statistic does not include job changes. The average working person . . . will make five, six, or even more job changes in addition to career changes.⁴

Moreover, within the next ten to 15 years, between 20-50% of the available jobs will have titles and descriptions that do not now exist. ⁵ In other words not only will you be changing jobs in the course of your career, but the jobs themselves maybe changing as well. For that reason it is critical to develop skills that are transferrable from one job to another, and are not likely to be come obsolete.

CAREERS IN INFORMATION PROCESSING

Within an organization there are typically three levels of jobs: operators, assistants, and managers. In addition, there is a number of related opporunitys outside the organization.⁷

Operators

Operator’s jobs are usually classified according to the level of skill and experience required.

Information Processing Trainee. This is an entry level job that requires good keyboarding and formating skills but no experience. Un-

4. Sharon Lund O’Neil, *Office Information Systems: Concepts And Applications*, 3d ed., Glencoe, Westerville, Ohio, 1999, p. 292.

5. O’Neil, p. 300-1.

6. See appendix A for a full list of job titles and descriptions.

Directions: Correct the punctuation and capitalization in each sentence below. If the punctuation is incorrect, draw a line through it: *an old winter coat*. If new punctuation is to be inserted, circle it: *Look hope so*. To change a small letter to a capital letter, draw three lines under it: *Christmas*. To change a capital letter to a small letter, draw a line through it: *Enough*. If a sentence is correct as given, write *C* in the answer column. **References:** Sections 1–3.

1. Bob Lois and I want to find small aggressive companies we can invest in 1. _____
2. May I please have two hours of your time on Monday May 6 to get some advice 2. _____
3. Thanks for sending me a copy of your letter of March 4 in which you take the directors to task for approving excessive pay for top executives what a mess 3. _____
4. The President of Gage seminars has asked how many managers you plan to send 4. _____
5. Did you really exceed your sales goal by 40 percent unbelievable 5. _____
6. It's odd, isn't it, how some people will buy a pre-owned vehicle but not a used car 6. _____
7. Did the supplier who called on us last friday, send the additional data I asked for 7. _____
8. In my judgment his son Ted lacks the managerial skills needed to run the Division 8. _____
9. If your assistant is not that busy could she please help us with our backlog 9. _____
10. We could rendezvous in Amherst New York or if you prefer in London Ontario 10. _____
11. It is urgent therefore that we make a counteroffer to their President Fay Perry 11. _____
12. Please supply the following data Purpose of loan amount needed duration of loan 12. _____
13. Liza Lotte Ph.D. is writing the Company's history, and will be done this Fall 13. _____
14. The transaction meets State laws but will it satisfy Federal regulations 14. _____
15. Before I came back east last Winter I worked for a large, mining company in Utah. 15. _____
16. You don't think our profit shortfall will go as high as \$1000000 do you 16. _____
17. We must therefore ask for a deposit even though your credit rating is good 17. _____
18. We can't find the will but we do have the codicil dated december 6 2004. 18. _____
19. Paul do you think Dan Peters the President of NDG would be a good CEO for us 19. _____
20. In 2004 Farley Mudge Jr. made a substantial investment in Ariel Inc. 20. _____
21. To enter a subscription call 1-800-555-0600 to renew one call 1-800-555-0602 21. _____
22. Whenever I tell Charlie that I need his help he says can it wait 22. _____
23. (See section 2 a land to be fought for in exodus from the desert 23. _____
24. The demonstration sites are: Ames Iowa Bath Maine and Logan Utah 24. _____
25. The layouts look great to me however ask the marketing department to okay them 25. _____
26. Could someone from the Center For Auto Safety pick me up at Reagan airport 26. _____
27. He teaches french history, and is an authority on the eighteenth century for example he did a book on the Seventeen-Nineties and the french revolution 27. _____
28. After I graduated I left Knoxville but I'm still fond of Eastern Tennessee 28. _____
29. The CEO along with his staff will host a party on the fourth of July 29. _____
30. An "ad hoc" committee was set up in July 2005 or was it August 30. _____

Directions: The following items deal with problems in number style, abbreviations, plural and possessive forms, spelling, compound words, and word division. (*Note:* The symbol / is used in items 96–100 to show word division at the end of a line.) If an item is correct as given, write *C* in the answer column. If an item is incorrect, circle the error and show the correct form in the answer column. **References:** Sections 4–9.

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|---------------------------------|-------|------------------------------|-------|
| 31. got 12 PCs (6 are laptops) | _____ | 66. defered this payment | _____ |
| 32. after July 31st | _____ | 67. a cancelled check | _____ |
| 33. had to pay over \$200.00 | _____ | 68. an acknowledgment | _____ |
| 34. with a unit cost of \$.86 | _____ | 69. quite an acheivement | _____ |
| 35. for now. 20 years ago . . . | _____ | 70. very persistant | _____ |
| 36. before the 20th century | _____ | 71. may now procede | _____ |
| 37. is more than 1/2 done | _____ | 72. submit your resume | _____ |
| 38. in two-liter containers | _____ | 73. our principle goal | _____ |
| 39. reduced benefits before 65 | _____ | 74. to forego an increase | _____ |
| 40. a thirty-day grace period | _____ | 75. can't except his excuse | _____ |
| 41. almost fifty years ago | _____ | 76. to wave one's rights | _____ |
| 42. opens at nine A.M. | _____ | 77. was basicly correct | _____ |
| 43. consulted R.M. Siu | _____ | 78. try to accomodate | _____ |
| 44. Doctor Baldwin's opinion | _____ | 79. it looks familiar | _____ |
| 45. an S.E.C. ruling | _____ | 80. highly reccommended | _____ |
| 46. US Department of Energy | _____ | 81. need your good will | _____ |
| 47. a trip to Washington, D.C. | _____ | 82. let's check-up on it | _____ |
| 48. 6 lbs. @ \$8.25 | _____ | 83. read the print-outs | _____ |
| 49. only a 100-km. drive | _____ | 84. good at problem solving | _____ |
| 50. entertain a VIP. | _____ | 85. wants it triple spaced | _____ |
| 51. unexpected tendencys | _____ | 86. a high pressure job | _____ |
| 52. when the attornies meet | _____ | 87. a three-year's lease | _____ |
| 53. invite husbands and wives | _____ | 88. my income-tax return | _____ |
| 54. console the runner-ups | _____ | 89. our toll free number | _____ |
| 55. a strange phenomena | _____ | 90. found it nerve racking | _____ |
| 56. sold by the Connollys | _____ | 91. was too fast paced | _____ |
| 57. back in the 1990's | _____ | 92. a newly decorated office | _____ |
| 58. the witness's account | _____ | 93. bring me up-to-date | _____ |
| 59. took Jo Barne's place | _____ | 94. let's re-elect her | _____ |
| 60. both agencies' accounts | _____ | 95. much too self confident | _____ |
| 61. a sale on womens' coats | _____ | 96. we stop-/ ped going | _____ |
| 62. it's Harry's, not their's | _____ | 97. on sep-/ arate checks | _____ |
| 63. Ed and Fran's signatures | _____ | 98. an exped-/ ient action | _____ |
| 64. need two dollars worth | _____ | 99. was transferr-/ ing | _____ |
| 65. ask about me getting a job | _____ | 100. sell-/ ing at a loss | _____ |

Directions: Underline all errors and write the correct forms in the answer column. If a sentence is correct as given, write *C* in the answer column. **References:** Sections 10–11.

101. Every sales rep and field manager have to be notified at once. 101. _____
102. Only one of the fax machines are in service right now. 102. _____
103. Was any of the incoming phone calls from Mrs. Malifitano? 103. _____
104. Our criteria for establishing a customer's creditworthiness has changed. 104. _____
105. The number of calls about equipment breakdowns is unacceptable. 105. _____
106. Bob is one of those people who assumes you always have time to talk. 106. _____
107. None of the position papers deal with the impact on employee morale. 107. _____
108. I wish I was able to devote time to the company's tutoring program. 108. _____
109. When will the company update their policy on environmental issues? 109. _____
110. Between you and I, the board isn't very happy with the new CEO. 110. _____
111. Moira seems to think she's better qualified to do my job than me. 111. _____
112. Mike and myself expect our funding proposal to be approved. 112. _____
113. Whom do you think is the leading authority on artificial intelligence? 113. _____
114. We had a real nice time at the Benzingers' reception. 114. _____
115. I feel very bad about losing the lease on my store. 115. _____
116. We never participated in no meetings with the Finley brothers. 116. _____
117. It's too early to tell whether the rail strike will effect us. 117. _____
118. We've had an excessive amount of complaints on those bearings. 118. _____
119. Business was slow for awhile, but orders are starting to pick up. 119. _____
120. In recent weeks I've made less mistakes. 120. _____

Directions: Rewrite the following sentences to correct all errors. **References:** Primarily Sections 10–11.

121. Every salesman should continuously monitor his travel expenses. _____
- _____
122. We not only reviewed this years' sales patterns but also last year. _____
- _____
123. Neither the employees nor the supervisor has met his production quota. _____
- _____
124. To open an account, this card should be filled out. And returned to us. _____
- _____
125. The will's provisions have been challenged by everyone of us relatives. _____
- _____

Directions: On the reverse side of this sheet you will find a letter to **Mr. Ferris G. Hartmann** (typed in modified-block style—standard format with standard punctuation). Correct all errors in style, grammar, and format; also look for errors in typing and content. Circle all changes you make within the lines or out in the margins; if you prefer, show all changes on a separate sheet, identified by line number. If time permits, retype the corrected letter on a plain sheet of paper, using 1.25-inch side margins and positioning the date on the first line below a 2-inch top margin. **References:** Sections 13 plus Sections 1–12. See also pages 358–359 or the inside back cover of *The Gregg Reference Manual* for a chart showing how to indicate corrections on typed material.

Highlawn Hills

P.O. Box 455 Sparta, NJ 07871 Phone: 973.555-5675 Fax: 973.555-5890 Web: www.hhills.com

Feb. 16 2007

Ferris G. Hartmann
1,516 S.W. 10th St.
Topeka, KS 66604

Dear Mr. Hartman:

Thank you for your letter of February sixth in which you expressed some interest in acquiring a one family home in Highlawn Hills. Since you and your wife will not be visiting the Sparta area until later in the Spring let me try to answer some of your questions now.

1 The community consists entirely of custom-crafted 2, 3, and 4-bedroom houses, artfully-blended into an 800-acre hilltop setting and priced from \$335,000-\$595,000. In short every house enjoys a million-dollar view without the million-dollar price tag.

2 Highlawn Hills has been created by the Saroyan Brothers Development Company, master builders of award-winning communities with more than thirty years experience. Every house contains such amenities as a wood burning fireplace, a sundeck, sun-filled skylights and 2-1/2 bathrooms (including a jacuzzi in the master bathroom.

3 Every family in Highlawn Hills can enjoy the following on-site facilities; an 18-hole golf course, tennis courts, an Olympic-sized swimming pool, jogging trails, and a clubhouse with a fitness center. At a nearby shopping center are a gourmet supermarket, two department stores, and a number of elegant boutiques. Moreover, your children will have excess to a school district that is rated one of the best in the State.

I'm enclosing a prospectus, that describes all the propertys now being offered for sale. Also enclosed is a booklet about Sparta, and a brochure describing the lovely unspoiled setting of Highlawn Hills. When you do come to Sparta, why don't you give me a call. Either Farley Fox, our Sales Manager or I would be please to help you in anyway we can.

Cordially Yours

Paula B. Sharpe
Associate sales manager

Enclosures 2
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