



COMPREHENSIVE  
WORKSHEETS

The  
Gregg  
Reference  
Manual

A MANUAL OF STYLE, GRAMMAR,  
USAGE, AND FORMATTING

*tribute edition*

William A. Sabin



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# A Note to the Student

If you want 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 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*, which accompany the eleventh edition of *The Gregg Reference Manual*, have been designed to help you build these three skills. First of all, these worksheets will familiarize you with the wide range of potential problems you are likely to encounter in punctuation, capitalization, number style, abbreviations, plural and possessive forms, spelling, compound words, word division, grammar, usage, and the format of letters, memos, reports, and other business documents (all of which are treated in *The Gregg Reference Manual*). 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 at 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 forms of help: (1) each exercise within a worksheet will tell you which set of rules you should review in advance; and (2) next to each answer blank you will find the specific rule number or numbers that apply to that answer. Interspersed within this sequence of worksheets you will find four editing surveys (Worksheets 7, 13, 20, and 25) that will help

you integrate what you have learned from the earlier 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, 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 are provided 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 Worksheet 1, the Diagnostic Survey. It will give you the opportunity to demonstrate to your instructor—and what is more important, to yourself—the considerable gain in skill you have achieved by working your way through these worksheets.

**How to Show Corrections.** In many of the worksheets you will be asked to identify errors and make corrections within the line (rather than in an answer column). The chart of proofreaders' marks that appears on the inside back cover of *The Gregg Reference Manual* will show you how to indicate various kinds of corrections. Refer to this chart as necessary. (A larger version of this chart appears on pages 420–421 of *The Gregg Reference Manual*.)



**Comprehensive Worksheets to Accompany**

**THE GREGG REFERENCE MANUAL: A MANUAL OF STYLE, GRAMMAR, USAGE,  
AND FORMATTING, Eleventh Edition**

**William A. Sabin**

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# 1

## 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: *to hope so*. To change a lowercase letter to a capital letter, draw three lines under it: *christmas*. To change a capital letter to a lowercase letter, draw a line through it: *Enough*. Circle all changes you make. 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 committees pro gress in updating the corporate guidelines on sexual harassment many thanks 3. \_\_\_\_\_
4. The General Manager of the Accounting department asked how much your new iPad 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 cell phones 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 2012 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 2009 18. \_\_\_\_\_
19. Is it true Ron that Harvey Snow the Chairman of CMP will run for public office 19. \_\_\_\_\_
20. In 2009 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 2008 or was it 2009 30. \_\_\_\_\_

**Directions:** The following items deal with problems in number style, abbreviations, plural and possessive forms, spelling, compound words, and word division. (*Note:* The slash [/] 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	402	66. preferred to relocate	702
32. no later than March 21st	407b	67. credited my account	704
	413		
33. priced under \$100.00	415a	68. used sound judgement	708
34. more than \$.15 apiece	418a	69. felt quite releived	712
35. . . . said yes. 12 said no.	421	70. required assistence	714
	424		
36. early in the 21st century	438	71. is now superceded	716c
37. nearly 2/3 occupied	427a	72. retype your resum�	718a
38. sold in eight-ounce cans	429a	73. the details don't jibe	719
39. until I turned five	434	74. more then we need	719
40. a 15-year mortgage	436a	75. it's to far to go	719
41. more than 20 years ago	437	76. look for a concensus	720
	440		
42. starts at seven P.M.	453a	77. after next Febuary	720
43. heard from B.J. Malone	516a	78. serve as liason	720
44. referred by Doctor Milano	517a	79. discussed publically	720
45. an F.B.I. investigation	524a	80. just read the summery	720
46. US Department of Labor	525	81. too much paperwork	801a
47. works in Washington, D.C.	527b	82. I'll follow-up on it	802
48. 8 yds. @ \$2.75	535	83. review these print-outs	803d
49. a tolerance of 2 mm.	538b	84. time for decision making	805a
	520a		
50. an IRS audit	522a	85. likes it single spaced	812a
51. not many vacancys	604		813
52. talk to my attornies	605	86. high risk investments	816a
53. built additional shelves	608b	87. a nine-month's schedule	817b
54. both my brothers-in-law	612a	88. a real estate syndicate	818a
55. use only one criteria	614	89. a tax exempt purchase	820a
56. called the Peabodies	615c	90. becomes habit forming	821a
57. throughout the 1990's	624a	91. too high priced for me	823a
58. can't read my boss' notes	631a	92. a clearly written draft	824a
59. bought Ed Jone's house	631a, d	93. is this up-to-date	831a
60. both agencies' assets	632a	94. need to re-emphasize	835a
61. womens' compensation	633	95. is rather self serving	836a
62. it's Daisy's, not our's	636	96. they plan-/ ned poorly	902
63. Mark and Tom's allergies	642a	97. sim-/ ilar conditions	913
64. bought six dollars worth	646	98. contin-/ uous motion	914
65. talk about us buying a car	647a	99. recall-/ ing the past	923a
		100. compell-/ ing reasons	923b

**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. _____ | 1002c<br>1009b<br>1006a<br>1008a |
| 102. Not one of the photocopiers are working properly.                             | 102. _____ | 1013a<br>1006a<br>1018a          |
| 103. Does any of the orders call for out-of-stock items?                           | 103. _____ | 1023                             |
| 104. Some criteria on eligibility for outplacement services has to be established. | 104. _____ | 1008b                            |
| 105. The number of responses to our mail campaign were unusually high.             | 105. _____ | 1013a                            |
| 106. Diane is one of those managers who always resolves problems quickly.          | 106. _____ | 1039a<br>1020<br>1049a           |
| 107. None of the bidders have handled this big a project before.                   | 107. _____ | 1055b                            |
| 108. I wish I was free to work with you on the Henderson case.                     | 108. _____ | 1057                             |
| 109. Can the company maintain their dominant position in the marketplace?          | 109. _____ | 1060d                            |
| 110. Apparently, everyone on staff has been notified except you and I.             | 110. _____ | 1061c                            |
| 111. You obviously know a good deal more about this new technology than me.        | 111. _____ | 1065                             |
| 112. Valerie and myself are the only ones who still report to Mrs. Lee.            | 112. _____ | 1067                             |
| 113. Whom do you think is going to get the Hong Kong assignment?                   | 113. _____ | 1076a                            |
| 114. We had a real nice going-away party for Celia Frazier.                        | 114. _____ | 1101                             |
| 115. I felt very badly about George’s decision to retire.                          | 115. _____ | 1101                             |
| 116. I don’t see nothing wrong with the plan you have devised.                     | 116. _____ | 1101                             |
| 117. What affect will the increased sales tax have on your firm?                   | 117. _____ | 1101                             |
| 118. We’ve had a great amount of calls on the basis of one ad.                     | 118. _____ | 1101                             |
| 119. I’m afraid we won’t have more stock on Model 364-A for awhile.                | 119. _____ | 1101                             |
| 120. You need to work for greater precision and less mistakes.                     | 120. _____ |                                  |

**Directions:** Rewrite the following sentences to correct all errors and revise awkward expressions. **References:** Primarily Sections 10–11; also Sections 1, 6–8.

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 next page 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, list all changes, identified by line number, in a separate document. If time permits, retype the corrected letter, using 1.25-inch side margins and a 2-inch top margin. (Omit the letterhead.) **References:** Section 13 plus Sections 1–12. See also pages 420–421 or the inside back cover of *The Gregg Reference Manual* for a list of proofreaders’ marks, which you should use 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. 6 2010

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 forward to serving you.

Sincerely your's

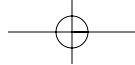
Lyle A. Montoya  
General Manager

Enclosure 1  
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# 2

## The Period, the Question Mark, and the Exclamation Point

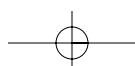
Comprehensive Worksheets for  
The Gregg Reference Manual  
Eleventh Edition

**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. _____ | 114b   |
| 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 stop your mail and newspaper deliveries 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. _____ | 111a-b |
| 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. _____ | 117a   |
| 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 summa cum laude. Congratulations                                | 30. _____ | 120a   |

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Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



**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 make 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  
 114b
42. Why not rent several DVDs from our extensive collection of new releases better yet,  
 buy one outright our prices are so low that they'll seem unbelievable 110b  
 101a  
 119a
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  
 117a

# 3

## The Comma

**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? 122a  
122b
2. It is obvious however that you cannot complete the work by December 31. We are  
therefore proceeding to cancel the contract. 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 14 2009 I believe. 122d  
122e  
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  
125f
5. Luke Wharton II has been named to the newly established position of vice  
president and creative director of R. U. Kidd Inc. 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  
123b
7. A lot of creativity and time and hard work went into developing all these  
handsome imaginative layouts. 123b  
123c
8. Only \$24000 is required on the signing of the contract; \$216000 on the  
completion of the project. 123d  
123e
9. When I graduated from business school in 2008 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. 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  
123e
11. In 2007 we established a new set of terms for credit card purchases. In my  
judgment those terms are now outdated and need to be rethought. 124b  
122a  
125a
12. Our whole staff, I am sure will appreciate your kind words. 125c  
124b
13. Margaret Pierce always turns in competent, well-written, research papers.  
Obviously she is ready for bigger things. 125b  
124b
14. I'm sure I heard the commissioner say "These rate increases will be approved."  
However his assistant says that he did not. 125f  
122c
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  
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<br>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<br>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<br>132<br>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<br>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<br>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<br>124b<br>135c<br>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<br>124b<br>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<br>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<br>127a<br>127d<br>136a |

# 4

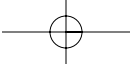
## The Comma (Continued)

Comprehensive Worksheets for  
The Gregg Reference Manual  
Eleventh Edition

**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.   | 1. _____  | 139a<br>141<br>139b<br>143a                |
| 2. Thus you can now afford an in-ground swimming pool too.   | 2. _____  | 146a<br>148                                |
| 3. The advertising director along with the marketing managers will present next year's plans on Monday November 5 at 2 p.m.  | 3. _____  | 149  |
| 4. The word <i>parameter</i> is often misused by people who should know better.  | 4. _____  | 152<br>148<br>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> .  | 5. _____  | 122a<br>155a<br>154a                       |
| 6. Doris Morley according to our personnel files served as promotion director from May 2007 until June 30 2009 the date she resigned.  | 6. _____  | 157<br>148                                 |
| 7. Honorary degrees were awarded yesterday to Wilford B. Williams Esq. and Sarah Kennedy Millstein trustees of Collingwood University.   | 7. _____  | 130a<br>161<br>167<br>168a<br>139a<br>175a |
| 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.  | 8. _____  | 139a<br>126a<br>142b<br>124b<br>144a       |
| 9. Two aspirin, and some strong black coffee always fix me up.   | 9. _____  | 148  |
| 10. To sum up these marketing strategies need to be rethought.   | 10. _____ | 151<br>148                                 |
| 11. In short I think Marianne Yates has the appropriate skills and experience and in my opinion she ought to be promoted.  | 11. _____ | 154a<br>153<br>160                         |
| 12. Well he is the shrewdest, although not the pleasantest person, I know.   | 12. _____ | 159<br>160<br>156                          |
| 13. Dr. Eileen Fahey head of the Halston Health Clinic will retire this year.  | 13. _____ | 139a                                       |
| 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.                       | 14. _____ |  |
| 15. On April 21 2009 we initiated discussions with Llewellyn Perkins of the Micropro Company in Irvine California concerning the acquisition of his software business.   | 15. _____ |  |
| 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> ) | 16. _____ |  |
| 17. However you want to reorganize your group is entirely your decision.   | 17. _____ |  |

- |  |  |
|--|--|
| 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<br>147                      |
| 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<br>144a-b                    |
| 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                              |
| 22. Our long-term, financial, situation now looks much much better than it did a few, short months ago.  | 22. _____ 169<br>171<br>175c               |
| 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<br>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<br>171<br>125f<br>167<br>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<br>131a<br>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<br>148<br>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. ( <i>Styling preferences of Galt and the firm Cheswick and Forster are unknown.</i> )          | 29. _____ 160a<br>148<br>156<br>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<br>175c<br>144a-b           |
| 31. To scrub the project at this time when the first, useful data is being uncovered would come as a crushing disappointment.  | 31. _____ 148<br>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<br>132                       |



# 5

## The Semicolon, the Colon, and the Comma

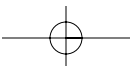
Comprehensive Worksheets for  
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Eleventh Edition

**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<br>177c<br>136a       |
| 5. The entire labor dispute boils down to one issue namely who will set the standards of productivity?   | 5. _____  | 181b<br>138a               |
| 6. Watch out for words that contain silent letters for example <i>autumn mortgage subpoena ophthalmologist</i> .   | 6. _____  | 182a<br>142a<br>162a       |
| 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<br>139a<br>162a        |
| 8. I plan to call on clients in the following locations Shawnee Mission Kansas La Crosse Indiana and Fond du Lac Wisconsin.  | 8. _____  | 189<br>160a<br>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<br>197<br>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<br>169                 |
| 11. We need only one final piece to the puzzle namely the source of the ridiculous rumor.  | 11. _____ | 182b<br>188<br>142a        |
| 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. _____ | 191d<br>162a               |
| 13. The consultants each identified the same problem we are understaffed.  | 13. _____ | 187<br>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<br>187<br>199a<br>176 |

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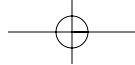
Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



**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  
159  
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  
110a
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  
1 Who will read the report  
2 What outcome do you hope to achieve  
3 What is the existing mind-set of your reader
22. Dear Mrs. Warnecke, 194a  
195a  
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 101a  
110  
139a  
103a
23. Why don't we discuss this matter at lunch at 1230 on Monday the 14th of April 192  
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 101a  
132  
139a  
130d  
169  
101a



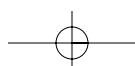


# 6

## Other Marks of Punctuation

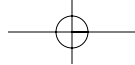
**Directions:** Supply missing punctuation and strike out or correct inappropriate punctuation in the following sentences. Change the capitalization as necessary. Circle all changes you make. **References:** ¶¶201–226 (on the dash and parentheses) and ¶299. For guidance on how to show corrections in these sentences, see the proofreaders’ marks on pages 420–421 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<br>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<br>247a<br>289a |
| 21. I’ve been given <u>carte blanche</u> 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<br>249a        |
| 24. Why would Gina say, “I’m going to start updating my résumé.”   | 256a<br>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<br>248a<br>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 apprised ( <i>sic</i> ) of our progress in improving language skills throughout the organization.”  | 284<br>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<br>289a        |
| 31. How many of our employees have read <u>The Art of Getting Things Done</u> ?  | 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.”  | 275                 |
| 34. Here are the procedures one authority recommends for typing messages on postcards:<br>“First, set the left and right margins at 0.5 inch.”<br>“Next, type the date on the third line from the top of the card, beginning at the center.<br>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<br>245a<br>289a |



# 7

## 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.

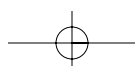
Dear Mark: 1

When you came to visit last Sunday with Sally and the kids you were obviously brooding about 2  
your “dead-end job as a corporate accountant”. Yesterday, I came across an article in The New 3  
York Times that might provide the solution to your problem. (I seem to have mislaid the article 4  
but I’ll send it along, as soon as it turns up. 5

Have you considered becoming a CMA. “What’s that,” I hear you asking? Well you know that 6  
a CPA is a certified public accountant — someone who 1) works for a variety of clients and 2) has 7  
passed a number of required courses and exams administered by the American Institute of 8  
Certified Public Accountants. To become a CMA you have to work within a corporation, have at 9  
least two years of managerial accounting experience and meet all the certification requirements of 10  
the Institute of Management Accountants. 11

“Big deal” I can hear you thinking. Why bother?” According to the article, (which has to be 12  
around here somewhere top corporate executives are looking for management accountants, who 13  
can play a bigger part in shaping corporate strategies in an age of intensified global competition, 14  
and rapid technological changes. Because these top executives recognize the value of certification, 15  
corporate accountants with a CMA rating are more likely to get the higher-level, management 16  
accounting jobs. Moreover the CMA designation typically commands a higher salary, for example, 17  
CMAs in your age group (30–39) earn about \$10,000 more than people with the same experience 18  
but without the certification. 19

If you want to follow up on this idea, the Institute of Management Accountants is located at: 20  
10 Paragon Drive, Montvale NJ 07645, the phone number is 800-638-4427. If you’re not 21  
interested, just pitch this letter in the nearest circular file. Which is where all of your father’s 22  
brilliant ideas typically wind up. I really don’t care as a matter of fact what happens to your career. 23  
It’s my grandchildren’s future that I worry about. Give them all a hug for me. 24



**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, 1

You've been working much too hard lately, don't you think. I'd like to propose a three-day 2  
 getaway for the two of us—and maybe our husbands as well. The occasion? A conference 3  
 sponsored by the North Carolina Bed & Breakfast Association. Friends of ours—Barbara and Gerry 4  
 Ryan tell me that the conference is designed to appeal not only to perspiring innkeepers (those 5  
 who are currently doing it) and expiring innkeepers (those who want to get out from under) but 6  
 also to aspiring innkeepers (namely you and me.) The conference formally begins on Saturday, 7  
 February 24 at 4 p.m., and it runs until 12:30 p.m. on Monday, the 26th. If we register for only 8  
 one day's series of meetings the fee is \$75; for all three days \$125. 9

It sounds a little crazy I know but you and I are always talking about how much fun it would 10  
 be to move away from Washington D.C. and set ourselves up as country innkeepers. Even if the 11  
 idea is only a pipe dream right now, and can't be seriously pursued for another thirty years, it 12  
 would still be a lot of fun to find out what's involved from people who really know. 13

The location of the conference alone makes the trip worthwhile—the Biltmore Estate in 14  
 Asheville, North Carolina. The Biltmore House itself is a national treasure I'm told. Commissioned 15  
 in 1887 by George Vanderbilt and modeled after elegant French chateaus it remains the largest, 16  
 private home in this country today, with its 35 guest rooms, its banquet hall and library, its 17  
 handsome collection of sculpture and paintings and its extensive grounds. It will take us from six 18  
 to eight hours to get there depending on which of us does most of the driving. 19

All the meetings will be held right on the grounds of the estate but there will be time each 20  
 day to work in as much exploring and sightseeing as we like. It may help you to know that, if we 21  
 register by January 15, we can be sure of getting attractive accommodations at one of the local 22  
 inns. For only \$50 a night. 23

The conference offers formal presentations on virtually every topic you can think of. (For 24  
 example the title of one speech is How to Handle Difficult Guests). One especially nice feature of 25  
 the program Mary Lee is all the time set aside for networking. In that way we can talk with some 26  
 of the perspiring innkeepers, the ones who know what it's all about, moreover, we can meet some 27  
 of the expiring innkeepers, the ones who might have just the place you'd love to take over. 28

One final thought. Why don't you persuade your husband, Jeff, to make the trip with you. If 29  
 he says "yes," I'm sure I could get Dave to come, too. The only question is how can you resist so 30  
 attractive a proposition. Look why don't you talk this over with Jeff and get back to me? The 31  
 sooner I get a positive response from you the faster I can make all the necessary arrangements. 32

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# 8

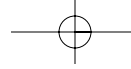
## Capitalization

**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 lowercase letter, draw a line through it. To change a lowercase letter to a capital letter, draw three lines under it. Circle all changes you make. **References:** ¶¶301–330.

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

**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<br>309a<br>320a<br>301c |
| 32. | The current Mayor, Walter Marx, will honor Former Mayor George Gille and Mayor-Elect William Pavlick at a reception.   | 312b<br>317a                 |
| 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<br>322                  |
| 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<br>328<br>326<br>304     |
| 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<br>313b<br>305<br>326   |
| 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<br>309a<br>320a<br>308  |
| 37. | I would like to apply for the job of regional manager in your sales department.  | 313e<br>322                  |
| 38. | Your Uncle, John Traynor, was identified in <i>the Wall Street Journal</i> as the person behind the du Hamel takeover attempt.   | 319a<br>324a<br>311e         |
| 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<br>327<br>307<br>309a   |
| 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<br>309a<br>315<br>305   |
| 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<br>308                   |
| 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<br>321<br>313d           |
| 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<br>313d<br>321           |

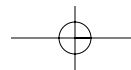


# 9

## 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 lowercase letter, draw a line through it. To change a lowercase letter to a capital letter, draw three lines under it. Circle all changes you make. **References:** ¶¶331–366.

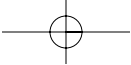
- |   |                              |
|---|------------------------------|
| 1. My investment portfolio is managed by a Manhattan brokerage house that has excellent contacts on the <b>Street</b> . | 1. _____ 332                 |
| 2. Our business is targeted chiefly at the <b>Winter</b> tourist trade.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



**Directions:** Correct the capitalization in the following sentences. Circle all changes you make. **References:** ¶¶301–366.

- |   |  |
|---|--|
| <p>31. My family down south can't understand how I can enjoy living in the big Apple.<br/>Wait till they see my apartment in the village.</p>   | <p>338<br/>333a<br/>332</p>                    |
| <p>32. I will check with American airlines at Kennedy airport to see whether anyone has turned in the Manila envelope you lost.</p>   | <p>309a<br/>331<br/>306</p>                    |
| <p>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."</p>   | <p>360a–b<br/>361a, c</p>                      |
| <p>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.)</p>  | <p>359</p>                                     |
| <p>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.</p>                         | <p>338<br/>313e<br/>335a<br/>333a</p>          |
| <p>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.</p> | <p>345<br/>319<br/>338<br/>344a<br/>321</p>    |
| <p>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.</p>   | <p>354a<br/>309a<br/>352a<br/>353<br/>343a</p> |
| <p>38. The Mid-March reports indicate that sales are strong in the northeast but are faltering in the Farm Belt and the Sunbelt.</p>  | <p>363a<br/>338<br/>333a</p>                   |
| <p>39. My brother-in-law works for the State as a Photographer in the department of travel and tourism.</p>   | <p>335b<br/>313e<br/>325</p>                   |
| <p>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.</p>  | <p>312a<br/>313a<br/>320a<br/>309a<br/>342</p> |
| <p>41. When Bart Peterson returns to the States this Spring, I will take over his job in the middle east.</p>   | <p>335a<br/>343a<br/>338</p>                   |
| <p>42. We need stronger Environmental Protection Laws if we are to save the Earth from destructive pollution.</p>   | <p>346b<br/>351</p>                            |
| <p>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.</p>  | <p>313b<br/>326<br/>332</p>                    |
| <p>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>.</p>    | <p>308<br/>364<br/>360a</p>                    |



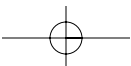


# 10

## Numbers

**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.

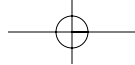
- |  |           |                |
|--|-----------|----------------|
| 1. We'll be leaving in 8 days for a month's trip to Australia.                   | 1. _____  | 401a           |
| 2. Last year we mailed 6 million fliers; this year, 8,000,000.                   | 2. _____  | 403b<br>461a   |
| 3. 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<br>423     |
| 5. Effective July 1, parkway tolls will be increased to 75¢.                     | 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. _____  | 401<br>402     |
| 8. The council consists of 11 Democrats, eight Republicans, and one Independent. | 8. _____  | 402            |
| 9. <i>Word style:</i> We have invited 75 people to our daughter's wedding.       | 9. _____  | 404a<br>465a   |
| 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            |
| 12. <i>Word style:</i> Over 21 million TV viewers saw our show last night.       | 12. _____ | 404a<br>465a-b |
| 13. A really good attaché case can cost \$150.00 or more.                        | 13. _____ | 415a           |
| 14. Eighty people out of 100 could not remember the advertiser's name.           | 14. _____ | 421            |
| 15. <i>Word style:</i> Between 300 and 325 people responded to our ad.           | 15. _____ | 404a<br>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, 2011.                | 21. _____ | 408a,e         |
| 22. The cost of gas is now three and a half times what it was in 1986.           | 22. _____ | 428a           |
| 23. The outside of the building has not been painted since June 2005.            | 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<br>461a   |
| 27. The owners of that office building have cut the price by \$½ million.        | 27. _____ | 417<br>461a    |
| 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<br>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<br>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 3/3/09. _____  | _____ | 407b<br>408c           |
| 43. On July 10, we will submit the will dated August 11th, 2008 for probate. _____   | _____ | 410<br>408e            |
| 44. Allow \$750,000 to \$1 million for expenses plus another \$100 thousand for fees. _____  | _____ | 416c<br>461a           |
| 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, 2011 I promise to pay Six Thousand (\$6000) Dollars . . . _____   | _____ | 408a, e<br>410<br>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<br>424<br>465a     |
| 49. In ¼ of an hour we can show you how to cut your packaging costs in ½. _____  | _____ | 427a–b                 |
| 50. <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<br>404a<br>427d   |

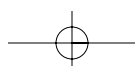


# 11

## Numbers (Continued)

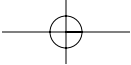
**Directions:** Circle all errors in number style, and write the correct forms in the answer column. Follow the **figure style** (§§401–403) unless another style is called for. If a sentence is correct as given, write *C* in the answer column.  
**References:** §§429–470 plus the basic rules (§§401–406).

- |  |           |              |
|--|-----------|--------------|
| 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 August 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<br>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<br>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 uncommon 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. _____ | 442b         |
| 21. In the markets we serve, women outnumber men by a ratio of 5 to 2.   | 21. _____ | 450a         |
| 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<br>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<br>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. _____ | 470a         |
| 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, 2010. \_\_\_\_\_ 455b  
 \_\_\_\_\_ 463  
 \_\_\_\_\_ 408e
34. In 2005, 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 2010–2013 we plan to do an intensive study of 8th-grade students. \_\_\_\_\_ 459b  
 \_\_\_\_\_ 424
37. On January 1 2012 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 2010–2013 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–f



# 12

## Abbreviations

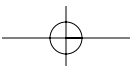
Comprehensive Worksheets for  
The Gregg Reference Manual  
Eleventh Edition

**Directions:** Supply the correct abbreviation or shortened form for each of the following terms. **References:** ¶¶501–551.

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

**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:** ¶¶501–551.

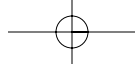
41. When I next visit Mount Vernon, I hope to visit Doctor Cali.	_____	529a	41. _____	517a
42. How long will it take to drive from Sandpoint, Idaho, to Eugene, Ore.?	_____	504	42. _____	526
43. Samuel Potter Junior is expected to be named the new CEO.	_____	518a	43. _____	541
44. Attached are copies of the following purchase orders: Nos 61715, 63821, and 64111.	_____	506a	44. _____	455
45. We need another Wats line to handle the dramatic surge in orders.	_____	522a	45. _____	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.	519h 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.	537b 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.	543f 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.	546 541 504
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.	548
62. Our uptown office is located at 4139 Burney Boulevard, SE.	62.	531a 543e
63. We should be doubling our investment in R & D if we expect to grow.	63.	547
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 547
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:** ¶¶501–551.

66. Mr. Morton Li, MBA, CPA, is an expert on L.B.O. strategies.	_____	519c 519h 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.	_____	551 549 529a



# 13

## 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 420–421 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, fifty-one, 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 voice-activated  
 software for electronic medical records systems, now rapidly being adopted by doctors and hospitals.

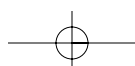
The market for voice-recognition technology, pioneered in the 1980s by Dragon Systems—  
 which developed the first commercially successful software capable of converting speech to text at  
 the rate of one hundred twenty words a minute—is now increasingly specialized. Industry giants like  
 Microsoft, Google, I.B.M. and A.T. & T., as well as a host of smaller firms, are competing to dominate  
 what J.V. Terrant, the c.e.o. of Computer Concepts and an expert on C.A.D. (computer-aided design),  
 calls “a potentially huge market in the U.S.” Terrant notes, “industry analysts estimate that sales for all  
 voice-recognition software could easily exceed \$2,000,000,000” within two years.

25 years ago, voice-recognition software got its start when Parcel Services Of America used  
 a limited-vocabulary system that permitted workers to call out routing and sorting directions for  
 each package without physically handling it The latest software allows you to dictate to your  
 computer or cell phone or PDA in perfectly a natural manner, without pausing. Many programs  
 now on the market have a 95% (or better) accuracy rate, even in specialized fields like  
 law and medicine.

Fred de Winter recognizes the steep challenges facing Computer Concepts today. 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.” He added, “If you think developing a voice-activated  
 computer is a challenge, have you tried developing a voice-activated child?”

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Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



Everyone—even my Grandfather—knows that the first decade of the 21st Century saw a big new development in electoral politics: the use of the internet to get out the vote. As Political Consultant Joe Trippi has noted, “The tools changed between 2004 and 2008.” Politicians began to use the internet to organize supporters through social media like Facebook and to advertise—for free—on YouTube. But according to Pollster Norman Monagle of the Center For Public Research, “Computers had already begun to change the election game in the Nineties.”

It was then that both the Republican and Democratic parties began to base their strategies on computer analyses. In one campaign from the 1990s, an 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 for president. The results on election day were a striking vindication of this approach.

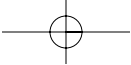
Ever after, Norman Monagle observed, “Candidates at all levels—Federal, state, and local—knew that they had to find out all they could about the age, gender, and economic status of the voters.” Even managers of small-scale campaigns began to buy commercial software programs that sold for as little as \$75-100. (In the 1990s the cost of customized programs for political analysis could easily run into the 1000s.) But who couldn’t afford \$75.00 software?

Politicians soon realized that the computer could do more than target unregistered voters. One candidate from the Western part of Washington state, running for a seat in the house, learned from a computer analysis that there was 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 her opponent’s past speeches. Once she publicly compared his past positions and his current promises—especially on Environmental Protection Laws—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 growing analytical capacities of the computer will continue to change our political campaigns in ways our founding fathers could never have foreseen. But the skills of human political pros will only be in greater demand as we advance further into the Computer Age.





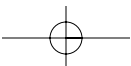
# 14

## Plurals

Comprehensive Worksheets for  
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**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  |
| 16. byte                       | _____      | 601  | 46. two                 | _____      | 611  |
| 17. hang-up                    | _____      | 612b | 47. property            | _____      | 624b |
| 18. apology                    | _____      | 604  | 48. customer            | _____      | 604  |
| 19. portfolio                  | _____      | 606  | 49. echo                | _____      | 601  |
| 20. child                      | _____      | 610  | 50. traveler's check    | _____      | 607b |
| 21. CEO                        | _____      | 622a | 51. graffito            | _____      | 612d |
| 22. pro and con                | _____      | 625  | 52. witness             | _____      | 614  |
| 23. tax                        | _____      | 602  | 53. M.D.                | _____      | 602  |
| 24. taxi                       | _____      | 601  | 54. Mr. and Mrs. Heinz  | <u>the</u> | 622a |
| 25. index ( <i>of a book</i> ) | _____      | 614  | 55. runner-up           | _____      | 615b |
| 26. X                          | _____      | 622a | 56. attorney            | _____      | 612a |
| 27. inquiry                    | _____      | 604  | 57. lb                  | _____      | 605  |
| 28. the German                 | <u>the</u> | 617a | 58. Mr. and Mrs. Caro   | <u>the</u> | 620  |
| 29. 1990                       | _____      | 624a | 59. basis               | _____      | 615a |
| 30. menu                       | _____      | 601  | 60. fallacy             | _____      | 614  |
|                                |            |      |                         |            | 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 2000s.            | 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<br>612a |
| 81. We hope to attract new customers from outlying communitys.  | 81. _____ | 604         |
| 82. The supporting data is given in Appendix B (see p. 48–52).  | 82. _____ | 621         |
| 83. Our Februarys 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<br>615a |
| 88. Have the Romeroes returned their proxies?   | 88. _____ | 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 agencys 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         |

# 15

## Possessives

Comprehensive Worksheets for  
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**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	_____ 615b	_____ 632a
4. attorney	_____ 630a	_____ 605	_____ 632a
5. child	_____ 630a	_____ 610	_____ 633
6. Columbo	_____ 630a	_____ 615a	_____ 632a
7. lady	_____ 630a	_____ 604	_____ 632a
8. file clerk	_____ 634	_____ 612a	_____ 635a
9. woman	_____ 630a	_____ 609	_____ 633
10. Koontz	_____ 631a	_____ 615b	_____ 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	_____ 615b	_____ 632a
16. hero	_____ 630a	_____ 607b	_____ 632a
17. Kennedy	_____ 630a	_____ 615c	_____ 632a
18. CPA	_____ 638	_____ 622	_____ 638
19. emcee	_____ 630a	_____ 623	_____ 632a
20. secretary	_____ 630a	_____ 604	_____ 632a

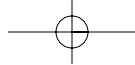
**Directions:** Underline all errors and write the correct possessive forms in the answer column. If a sentence is correct, write *C* in the answer column. **References:** ¶¶627–653.

21. Some changes in worker's compensation laws may be enacted this year.	21. _____ 653
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. _____ 637a
25. It's hard to manage two boss's correspondence at the same time.	24. _____ 633
	25. _____ 632
	_____ 633

26. Anyone on Mrs. Adam's staff can handle that kind of problem.	26.	631d
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.	639a-b
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 correct all errors and revise awkward expressions. **References:** ¶¶627-653.

47. I'm reluctant to put more money into 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. _____	644
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



# 16

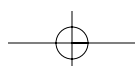
## Spelling

**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 server (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).

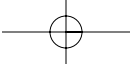
- |   |           |      |
|---|-----------|------|
| 21. Property owners are hoping for some tax (releif, relief) soon.  | 21. _____ | 712  |
| 22. You need to adopt a more (flexable, flexible) position.   | 22. _____ | 713b |
| 23. We have to become less (dependant, dependent) on our domestic markets and give new emphasis to exports. | 23. _____ | 714  |
| 24. The Fox project is (proceeding, 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. _____ | 716c |
| 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. _____ | 716a |
| 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 <b>tack</b> .                                     | 36. _____ | 719 |
| 37. Please prepare a <b>seperate</b> memo of agreement for Mrs. Carey.  | 37. _____ | 720 |
| 38. Negotiations have now broken down and are at an <b>impass</b> .   | 38. _____ | 720 |
| 39. A corner office is one of the <b>prerequisites</b> of the CEO's job.  | 39. _____ | 719 |
| 40. If you ask about the Taiwan incident, please be <b>discreet</b> .   | 40. _____ | 719 |
| 41. Use the Farraday contract or something <b>similiar</b> as a model.  | 41. _____ | 720 |
| 42. Your analysis is based on a number of <b>erronious</b> assumptions.   | 42. _____ | 720 |
| 43. We can <b>acomodate</b> over 200 people in our meeting room.  | 43. _____ | 720 |
| 44. I'm enclosing a copy of Mrs. Fonseca's <b>itinery</b> .   | 44. _____ | 720 |
| 45. If Joe continues to <b>flaunt</b> the rules, he'll lose his job.  | 45. _____ | 719 |
| 46. An analysis of last year's performance is due on <b>Febuary</b> 1.  | 46. _____ | 720 |
| 47. According to our <b>personal</b> policy, you are entitled to two weeks' vacation after one year's employment. | 47. _____ | 719 |
| 48. I will have to <b>forego</b> your kind invitation to the theater.   | 48. _____ | 719 |
| 49. We were given gold pins as a <b>momento</b> of the occasion.  | 49. _____ | 720 |
| 50. Here's an <b>uninterested</b> appraisal of your investment portfolio.   | 50. _____ | 719 |
| 51. <b>Basicyl</b> , it is your unreasonable deadlines that are the problem.                                      | 51. _____ | 720 |
| 52. It's hard to <b>guage</b> Marge's true feelings about the move.   | 52. _____ | 720 |
| 53. When can we expect a <b>definate</b> answer from Ms. Russo?   | 53. _____ | 720 |
| 54. Mr. Daumier has promised to <b>appraise</b> us of any new developments in the Busoni investigation.           | 54. _____ | 719 |
| 55. This pamphlet will <b>aquaint</b> you with our discount policy.   | 55. _____ | 720 |
| 56. How could such a <b>collossal</b> error get through undetected?   | 56. _____ | 720 |
| 57. Kim's contribution to the success of the project was <b>miniscule</b> .                                       | 57. _____ | 720 |
| 58. We need someone to act as <b>liasion</b> between the two committees.  | 58. _____ | 720 |
| 59. Does Mark have the <b>temperment</b> to manage a staff of ten?  | 59. _____ | 720 |
| 60. Thank you for responding so promptly to our <b>questionaire</b> .   | 60. _____ | 720 |



# 17

## Choosing the Right Word

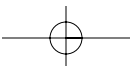
Comprehensive Worksheets for  
The Gregg Reference Manual  
Eleventh Edition

**Directions:** Select the correct form in parentheses, and write your answer in the column at the right. **Reference:** ¶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. _____ |

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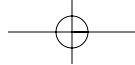
Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



**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 aquisition 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 dilemma 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 campaign 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 |





# 18

## Compound Words

Comprehensive Worksheets for  
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**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.

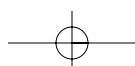
- |   |           |             |
|---|-----------|-------------|
| 1. We need to get some feed-back from our sales reps in the South.                          | 1. _____  | 803h        |
| 2. Ellen Berkowitz has served as secretary treasurer for two years.                         | 2. _____  | 806         |
| 3. I prefer to have all my drafts typed triple spaced.                                      | 3. _____  | 811<br>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 the words if you insert a hyphen. If a sentence is correct as given, write *C* in the answer column. **References:** ¶¶813–848. Give special attention to ¶¶813–815.

- |  |           |              |
|--|-----------|--------------|
| 11. We are hoping to get a <b>30 year</b> mortgage on a Victorian farmhouse that is more than <b>100 years old</b> . | 11. _____ | 813<br>817a  |
| 12. Our <b>medical insurance</b> policy now covers <b>preexisting</b> conditions.                                    | 12. _____ | 818a<br>835a |
| 13. We build <b>state of the art turnkey</b> installations for public agencies.                                      | 13. _____ | 831a<br>830a |
| 14. The <b>pro and antiunion</b> forces are each running a <b>hard hitting</b> campaign.                             | 14. _____ | 833d<br>822a |
| 15. I'd like you to recast the <b>five year</b> sales figures in your <b>long range</b> plan.                        | 15. _____ | 817a<br>816a |
| 16. <b>Small business</b> owners are finding it hard to meet their <b>break even</b> point.                          | 16. _____ | 818c<br>829a |
| 17. Frank is <b>well known</b> for his <b>no nonsense</b> approach to marketing.                                     | 17. _____ | 824b<br>815a |
| 18. Can we be sure these <b>cost benefit</b> projections are <b>up to date</b> ?                                     | 18. _____ | 818b<br>831a |
| 19. Call us <b>toll free</b> on these <b>day and nighttime</b> phone numbers.  | 19. _____ | 820a<br>832d |
| 20. The operating instructions are <b>well illustrated</b> and are <b>self explanatory</b> .                         | 20. _____ | 824b<br>836a |
| 21. Please be sure that all items on the form are properly <b>filled in</b> .  | 21. _____ | 826          |
| 22. An <b>ad hoc</b> committee has been formed to make a <b>go/no go</b> decision.                                   | 22. _____ | 831c<br>831d |
| 23. Where can I find some <b>time tested</b> guidelines for <b>nonprofit</b> organizations?                          | 23. _____ | 831a<br>833a |
| 24. Our <b>highest priority</b> goal is to boost our <b>bottom line</b> results by 12 percent.                       | 24. _____ | 816a<br>814  |
| 25. All tickets will be sold on a <b>first come, first served</b> basis.   | 25. _____ | 831d         |
| 26. Please get me <b>up to date</b> costs on <b>off the shelf</b> financial software.                                | 26. _____ | 831a         |

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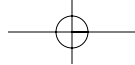
Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



- |  |           |              |
|--|-----------|--------------|
| 27. You will be eligible for <b>social security</b> benefits in another six months.                  | 27. _____ | 818a<br>824a |
| 28. The <b>newly formed</b> division will focus exclusively on <b>high tech</b> products.            | 28. _____ | 814          |
| 29. Even if we suffer a <b>short term</b> loss, the <b>long term</b> prospects are excellent.        | 29. _____ | 816a         |
| 30. Let's get a couple of bids on <b>recovering</b> the reception room furniture.                    | 30. _____ | 837<br>827b  |
| 31. There are no <b>hard and fast</b> rules for this type of <b>freewheeling</b> situation.          | 31. _____ | 824d<br>833a |
| 32. Our first hint of an <b>antitrust</b> suit came from a <b>high ranking</b> source.               | 32. _____ | 822a<br>831e |
| 33. The company has a <b>rinky dink</b> setup with a lot of <b>Mickey Mouse</b> procedures.          | 33. _____ | 819a         |
| 34. All contributions to Project Hope are <b>tax deductible</b> .                                    | 34. _____ | 820a<br>847f |
| 35. Our new <b>Web site</b> design is <b>better looking</b> than the old one.                        | 35. _____ | 822b<br>816a |
| 36. Mr. Paley wants a <b>first class</b> ticket on a <b>nonstop</b> flight to Singapore.             | 36. _____ | 833a<br>832  |
| 37. There will be a <b>three to four month</b> delay until we get new <b>laptops</b> .               | 37. _____ | 847e<br>828a |
| 38. This <b>hit or miss</b> attitude toward quality is an <b>industrywide</b> problem.               | 38. _____ | 820e<br>831b |
| 39. Running a <b>mom and pop</b> kind of business can be quite <b>time consuming</b> .               | 39. _____ | 821e         |
| 40. Sandy has a <b>part time</b> job now but hopes to work <b>full time</b> this spring.             | 40. _____ | 816a<br>833a |
| 41. The <b>semiannual</b> report shows a <b>steadily increasing</b> demand for Blu-ray disc players. | 41. _____ | 824a<br>819b |
| 42. Please check the <b>Chicago Phoenix</b> plane schedules and the <b>round trip</b> fare.          | 42. _____ | 816a<br>817a |
| 43. Effective April 1, there will be a <b>13.5 percent</b> jump in <b>auto insurance</b> rates.      | 43. _____ | 818a<br>823a |
| 44. These <b>high priced, steel belted</b> tires will last longer than your present tires.           | 44. _____ | 821a<br>825c |
| 45. Upon retirement I plan to follow a <b>less demanding, slower paced</b> schedule.                 | 45. _____ | 823b<br>831a |
| 46. We expect to have some <b>out of town</b> visitors in <b>mid July</b> .                          | 46. _____ | 838<br>826   |
| 47. Our new contract with the company contains a <b>built in cost of living</b> 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 and 840.

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



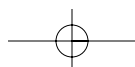
# 19

## Word Division

Comprehensive Worksheets for  
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**Directions:** The slash (/) is used in items 1–30 to show word division at the end of a line. In each item one word is *incorrectly* divided or does *not* follow the preferred style of word division. Write the identifying letter for that word in the answer column. **References:** ¶¶901–923; a dictionary (optional).

- |                          |                     |                    |                        |           |      |
|--------------------------|---------------------|--------------------|------------------------|-----------|------|
| 1. a. prefer-/ ring      | b. permit-/ ted     | c. shun-/ ned      | d. win-/ ner           | 1. _____  | 902  |
| 2. a. pre-/ arranged     | b. recre-/ ation    | c. re-/ act        | d. re-/ ach            | 2. _____  | 923  |
| 3. a. rebel-/ ling       | b. clip-/ ping      | c. confer-/ ring   | d. surpas-/ sing       | 3. _____  | 901c |
| 4. a. up-/ on            | b. up-/ per         | c. up-/ roar       | d. up-/ date           | 4. _____  | 914  |
| 5. a. la-/ tent          | b. par-/ ent        | c. would-/ n't     | d. war-/ rant          | 5. _____  | 901c |
| 6. a. recall-/ ing       | b. impell-/ ing     | c. misspell-/ ing  | d. pull-/ ing          | 6. _____  | 923  |
| 7. a. a-/ broad          | b. ab-/ duct        | c. ab-/ sorb       | d. ab-/ stract         | 7. _____  | 903a |
| 8. a. re-/ cap           | b. mad-/ cap        | c. fools-/ cap     | d. AS-/ CAP            | 8. _____  | 905  |
| 9. a. mas-/ terpiece     | b. weather-/ proof  | c. time-/ saving   | d. share-/ holder      | 9. _____  | 907  |
| 10. a. para-/ legal      | b. anti-/ septic    | c. un-/ derneath   | d. inter-/ office      | 10. _____ | 909  |
| 11. a. air-/ conditioned | b. weather-/ beaten | c. old-/ fashioned | d. govern-/ ment-owned | 11. _____ | 908  |
| 12. a. in-/ terpret      | b. in-/ ternal      | c. super-/ fluous  | d. ex-/ traordinary    | 12. _____ | 909  |
| 13. a. buzz-/ ing        | b. swell-/ ing      | c. barr-/ ing      | d. cross-/ ing         | 13. _____ | 923  |
| 14. a. responsi-/ ble    | b. prob-/ able      | c. change-/ able   | d. fea-/ sible         | 14. _____ | 910  |
| 15. a. bat-/ tle         | b. diff-/ ered      | c. pas-/ senger    | d. mar-/ ried          | 15. _____ | 923  |
| 16. a. un-/ helpful      | b. nonsmok-/ ing    | c. retire-/ ment   | d. prevail-/ ing       | 16. _____ | 911  |
| 17. a. pay-/ off         | b. print-/ out      | c. check-/ up      | d. break-/ down        | 17. _____ | 904  |
| 18. a. continu-/ ation   | b. patrio-/ tic     | c. courte-/ ous    | d. ingredi-/ ent       | 18. _____ | 914  |
| 19. a. help-/ fulness    | b. meaning-/ ful    | c. hopeless-/ ness | d. sportsman-/ ship    | 19. _____ | 911  |
| 20. a. break-/ up,       | b. cave-/ in;       | c. mark-/ down     | d. mark-/ up           | 20. _____ | 904  |
| 21. a. man-/ agement     | b. inter-/ national | c. follow-/ ing    | d. pre-/ occupied      | 21. _____ | 912  |
| 22. a. para-/ lyze       | b. log-/ ical       | c. specu-/ late    | d. ele-/ gant          | 22. _____ | 913  |
| 23. a. unluck-/ y,       | b. trade-/ in;      | c. stand-/ by?     | d. line-/ up:          | 23. _____ | 903a |
| 24. a. clan-/ nish       | b. regret-/ table   | c. control-/ ler   | d. spel-/ ling         | 24. _____ | 901c |
| 25. a. be-/ lieve        | b. soc-/ iety       | c. vari-/ ety      | d. pa-/ tience         | 25. _____ | 923  |
| 26. a. con-/ nect        | b. cor-/ rect       | c. coll-/ ect      | d. cof-/ fee           | 26. _____ | 901c |
| 27. a. micro-/ chip      | b. eye-/ witness    | c. coll-/ ect      | d. cof-/ fee           | 27. _____ | 914  |
| 28. a. improve-/ ment    | b. bor-/ rowing     | c. paper-/ work    | d. moneylend-/ ers     | 28. _____ | 923  |
| 29. a. neg-/ ative       | b. rele-/ vant      | c. hyper-/ active  | d. under-/ developed   | 29. _____ | 907  |
| 30. a. im-/ mobile       | b. hum-/ ming       | c. moni-/ tor      | d. salu-/ tation       | 30. _____ | 912  |
|                          |                     | c. skim-/ med      | d. ham-/ mer           |           | 913  |
|                          |                     |                    |                        |           | 902  |
|                          |                     |                    |                        |           | 923  |

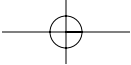


**Directions:** Rewrite each word in the answer column to indicate the preferred word division at the end of a line. Use a slash (/) to show the preferred point of word division. If a word cannot be divided, put a dash in the answer column.  
**References:** ¶¶901–923; a dictionary (optional).

31. similar	_____	913	41. connection	_____	912
32. thoughtfulness	_____	911	42. muffled	_____	923c
33. repayable	_____	910	43. markup	_____	904
34. expressed	_____	901c	44. \$429,600	_____	915
35. straightforward	_____	907	45. self-conscious	_____	908
36. about	_____	903a	46. continuation	_____	914
37. announce	_____	923c 903a	47. strength	_____	902
38. piano	_____	914 903a	48. shouldn't	_____	906 901c
39. amusement	_____	910	49. addressed	_____	923c
40. circumstances	_____	909	50. UNICEF	_____	905

**Directions:** In the following entries a slash is used to suggest where one typed line ends and another begins. If the line ending does not reflect preferred style, draw a new slash to indicate a better point of word division. (If there is more than one way to improve the word division, draw the new slash as close as possible to the old one.) Circle all changes you make. If the line ending is acceptable as given, write *C* in the answer column. **References:** ¶¶915–921.

51. The reunion luncheon has been scheduled for June/ 4, 2011, at the Alumni Club . . .	_____	51.	_____	921a
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.	_____	920
54. Our main distribution center is only 14/ miles from . . .	_____	54.	_____	920
55. This year's luncheon speaker is Attorney/ General Jane Minetta . . .	_____	55.	_____	921g
56. You will have to ask Thomas Gilmartin/ Jr., who drafted the proposal . . .	_____	56.	_____	920
57. The Fulton Literary Prize was awarded to Ms. Celia/ R. Gomez . . .	_____	57.	_____	921d
58. The annotated bibliography on page/ 236 offers . . .	_____	58.	_____	920
59. We have leased new offices at 680 Pennington/ Boulevard . . .	_____	59.	_____	921b
60. Let's plan to get together in my office on May/ 2 at 3 o'clock . . .	_____	60.	_____	920
61. You can send it to my summer home in Cohasset,/ Massachusetts 02025 . . .	_____	61.	_____	921c
62. Let's talk with Bart Elliott/ —he's the general manager of . . .	_____	62.	_____	921k
63. I urge you to read Chapter/ 7 for its trenchant analysis of . . .	_____	63.	_____	920
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.	_____	920
66. . . . will have three main objectives: (1)/ to determine how . . .	_____	66.	_____	921j
67. Gateway Industries has announced the promotion of Jay Tracy/ II to . . .	_____	67.	_____	920
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 . . .	_____			



# 20

## Editing Survey C

Comprehensive Worksheets for  
The Gregg Reference Manual  
Eleventh Edition

**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 mischievous 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 scenarios 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 succeeded 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

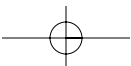
In August 2003 three powerful viruses spread over hundreds of thousands of computers. 17  
 The MSBlaster virus attacked 120,000 computers in one 24 hour period alone. This virus searched 18  
 the Internet for vulnerable computers, forcing many to shut down every time they reconnected to 19  
 the Internet. 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 began 22  
 to demand this kind of security. There has long been a concensus among knowledgable 23  
 people 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 accidents, they began adding seat belts. We need the equivalent of 28  
 seat belts built into our computers." 29

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Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



**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 may be 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. Like the “all-in-ones”—which can print, scan, copy, and fax—personal copiers offer many advantages.

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 receipts—and even your childrens’ report cards. The equipment is so user friendly that youngsters can copy their own homework and drawings.

What made compact copiers feaseable to begin with was the technology that eliminated 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 copy paper). These elements are supplied in no muss, no fuss cartridges. Today, 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 \$500, but you can often get as much as a 30-percent discount. The replacable toner cartridges typically cost between \$60 and \$130; they usually make between 1500 and 3500 copies, and some make as many as 5000. At one time, a customer had to regularly replace the drum as well as the toner; today most toner cartridges contain the drum too. Now, if you consider just the cost of the paper and the cartridges, the average cost for each copy can range from 5 to 10 cents. But if you also figure in some tiny fraction of the cost of the copier, the cost of each copy will, of course, be higher. In other words, the cost of making copies at home is not necessarily a bargain. You will want to do a careful analysis to determine what the machines you consider may save you.

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 15 or 20 copies a minute; others produce only 3 or 4 copies a minute. Fortunately, most home copiers no longer require any warm-up time.

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.

# 21

## Subjects and Verbs

Comprehensive Worksheets for  
The Gregg Reference Manual  
Eleventh Edition

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

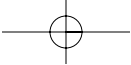
**Directions:** Underline all errors in the following sentences, and write the correct forms in the answer column. If a sentence is correct, write *C* in the answer column. **References:** ¶¶1001–1048.

- |   |           |                |
|---|-----------|----------------|
| 31. Many a trainer and instructor have been helped by your techniques.            | 31. _____ | 1002c<br>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<br>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          |
| 37. Every art director and designer on staff wants to work on the Athens account. | 37. _____ | 1002c<br>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          |
| 40. Although most of our stock is selling well, some of the goods isn't moving.   | 40. _____ | 1013a<br>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           |
| 43. The number of new competitors has rose at an alarming rate.                   | 43. _____ | 1023<br>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. _____ | 1025b          |
| 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 revise 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<br>1032<br>1033a  |
| 52. I have always thought and still do that our problems begun when the Troy plant was sold by us.                                  | _____ | 1048<br>1032<br>1037b  |
| 53. The whole staff, including John and me, think the books should be audited by you at once.                                       | _____ | 1019a<br>1007<br>1037b |
| 54. The board is not able to agree on whether to immediately raise prices. _____  | _____ | 1019b<br>1046          |
| 55. The criteria for acceptable performance has been established, but neither the employees nor the manager understands them. _____ | _____ | 1018a<br>1005          |





# 22

## Pronouns and Other Grammar Problems

Comprehensive Worksheets for  
The Gregg Reference Manual  
Eleventh Edition

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

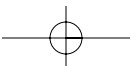
- |   |           |               |
|---|-----------|---------------|
| 1. The company has given (its, their) managers new productivity goals.                            | 1. _____  | 1049a         |
| 2. A number of you have not yet signed (their, your) commission contracts.                        | 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<br>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  |

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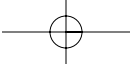
Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



- |   |           |       |
|---|-----------|-------|
| 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

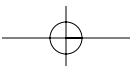


# 23

## Usage

**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 354–357 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) 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 <b>accidentally</b> thrown out.                   | 31. _____ |
| 32. It has been taking us <b>all together</b> too long to get new products out in the marketplace. | 32. _____ |
| 33. Mrs. Penney's estate will be equally split <b>between</b> her six children.                    | 33. _____ |
| 34. Please keep me <b>appraised</b> of any falloff in our international sales.                     | 34. _____ |
| 35. We all feel very <b>badly</b> about the way Ted has treated you.                               | 35. _____ |
| 36. Whatever information passes between you and <b>me</b> is confidential.                         | 36. _____ |
| 37. In <b>less</b> than five years our firm has achieved a statewide reputation.                   | 37. _____ |
| 38. Our new warehouse is <b>further</b> out from the downtown district.                            | 38. _____ |
| 39. I <b>graduated</b> from Emory University with a B.S. in economics.                             | 39. _____ |
| 40. It looks <b>like</b> you may have a winner on your hands after all.                            | 40. _____ |
| 41. I feel my supervisor treats me <b>different</b> from the others on her staff.                  | 41. _____ |
| 42. What <b>kind of an</b> outcome do you want this letter to produce?                             | 42. _____ |
| 43. Because of her asthma Jean needs to move to a <b>healthier</b> climate.                        | 43. _____ |
| 44. Please come <b>into</b> see me when you are next in town.                                      | 44. _____ |
| 45. The new floor plan was <b>laying</b> on her desk where anyone could see it.                    | 45. _____ |
| 46. Will you please <b>leave</b> me see the summary of your report?                                | 46. _____ |
| 47. I would like you to check <b>upon</b> our new customer service procedures.                     | 47. _____ |
| 48. The weather this winter has been <b>real</b> mild.   | 48. _____ |
| 49. I received your letter and will answer <b>same</b> next week.                                  | 49. _____ |
| 50. We try to <b>service</b> our customers efficiently and courteously.                            | 50. _____ |
| 51. Be <b>sure and</b> stop by when you next get to Nashville.                                     | 51. _____ |
| 52. Our market share is much greater <b>then</b> it was three years ago.                           | 52. _____ |
| 53. Both sides in the dispute are slowly moving <b>towards</b> a compromise.                       | 53. _____ |
| 54. Our partnership has come a long <b>ways</b> since we started in 2008.                          | 54. _____ |
| 55. This new product line will put us <b>indirect</b> competition with Bascom.                     | 55. _____ |
| 56. Tori <b>borrowed</b> Kassie enough money to pay for her college books.                         | 56. _____ |
| 57. Stan hopes that <b>a</b> M.B.A. degree will get him a better-paying job.                       | 57. _____ |
| 58. Since you made the service call, everything has worked <b>alright</b> .                        | 58. _____ |
| 59. Please <b>bring</b> the contracts to Mr. Hellman when you go to visit him.                     | 59. _____ |
| 60. I wish we knew who <b>done</b> the original construction.                                      | 60. _____ |
| 61. Will they be able to <b>learn</b> me how to improve my English?                                | 61. _____ |
| 62. Your procedure is different <b>than</b> the one I learned in school.                           | 62. _____ |
| 63. The two of us need to sound out <b>one another's</b> ideas before we go to the conference.     | 63. _____ |
| 64. These power outages are becoming an <b>everyday</b> affair.                                    | 64. _____ |
| 65. <b>Everyone</b> of these customer complaints needs to be fully investigated.                   | 65. _____ |

# 24

## Usage (Continued)

Comprehensive Worksheets for  
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Eleventh Edition

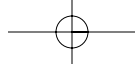
**Directions:** If the boldface word or phrase is correct as given, write *C* in the answer column. If the word or phrase is incorrect, supply the correct form in the answer column. **References:** Section 11. The individual entries are listed alphabetically. If you have difficulty in finding an entry, consult the full listing of entries at the start of Section 11 (on pages 354–357 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 DVR for under \$100? 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 CDs were equally as good, but we couldn't find copies of either, however.  
\_\_\_\_\_
- 35. The amount of complements we received on our new showroom was kind of impressive.  
\_\_\_\_\_
- 36. Everyone of us enthused over the way the play ended up. \_\_\_\_\_
- 37. I could not help from remembering my one encounter with former President Bush. \_\_\_\_\_
- 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. \_\_\_\_\_



# 25

## Editing Survey D

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

A recent column in *The New York Times* report that new “multitouch” technology may one day render the computer mouse obsolete. Many people look forward to that day. As technology expert Peter H. Lewis has observed, “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.

An innovation has taken 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.

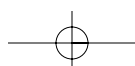
More importantly, you don’t have to be an artist to appreciate the merits of an electronic pen with an electronic eraser. The pen not only works with graphics programs but also with word processing programs and other types of applications. More than one expert have noted that the pen is actually more 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 particular 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.

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Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



**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?

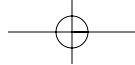
If you work mainly with black-and-white text pages and high quality has to be insured, consider laser printers. This kind of a printer provides not only sharp, clear text but also turns out pages quickly and quietly. Laser printers use to cost thousands of dollars but now cost no more then \$120 to \$400.

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–\$300, but some can be found for as little as \$50. Color laser printers are also available but can't yet produce high-quality photos, even though they usually cost a bit more. 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 13 to 16 black-and-white pages a minute. Whereas the ink-jets with the best-looking black-and-white pages turn out between 5 and 9 pages a minute. Good color printing, once very slow, now takes as little as 30 seconds per page.
2. *Quality.* Laser printers excel in producing black-and-white text at high speed, but offer no advantages over ink-jet printers when it comes to color printing. Ink-jets are actually better than lasers at producing color graphics and photos.
3. *What About Cost?* The cost of a black-and-white page produced by an ink-jet can range from 2 to 4 cents, compared to a cost of less than a penny for a similar page produced by a laser printer. The cost of color printing has dropped dramatically. High-quality color photos may now be produced for as little as 35 cents each.

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 regular inkjet or laser printer. However, since inexpensive "all-in-ones" have become widely available, buying regular printers no longer make sense to many people. A large percent of consumers recognizes the superior value of a machine that can not only print but also copy, scan, and even fax documents and photos. Thanks to heavy competition, the prices of all-in-ones 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 sophisticated, low-cost photo printers are now being developed. With each new development in technology comes new bargains for the home office.



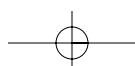


# 26

## Letters

**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 style; **(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. 1303
3. As a general rule for the first page of a letter, leave a top margin of about **(a)** 0.5 inch; **(b)** 1 inch; **(c)** 2 inches. 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. Which of the following is the correct instruction for where to position a personal or confidential notation: **(a)** leave 1 blank line after the date and begin typing at the center; **(b)** leave 1 blank line after the date and align the notation with the date; **(c)** leave 1 blank line after the date and position the notation so that it ends at the right margin? 7. 1314
8. How many blank lines should be left between the date and the inside address *when there are no special notations following the date*: **(a)** 3; **(b)** 4; **(c)** 5? 8. 1318a
9. When a man'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 man'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, 2010; **(b)** 12 August 2010; **(c)** 8/12/10? 12. 1313a-b
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. 1328  
1329b

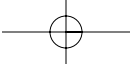


**Directions:** Each of the items at the left represents an element in a business letter. If the item is correctly styled, write *C* in the answer column. If not, rewrite the item to make it correct. Assume the use of a **modified-block style—standard format** (§1302a), **standard punctuation** (§1308a),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

- |                   |           |       |
|-------------------|-----------|-------|
| 14. Jan. 29, 2011 | 14. _____ | 1313a |
| 15. Confidential  | 15. _____ | 1314  |

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

- |  |           |                       |
|--|-----------|-----------------------|
| 16. Ralph G. Ferrara, Jr.<br><i>(agrees with signature)</i>      | 16. _____ | 1323a                 |
| 17. Kathleen A. Koch<br><i>(title preference unknown)</i>        | 17. _____ | 1321b                 |
| 18. N. J. Harper   | 18. _____ | 1321c                 |
| 19. Mr. & Mrs. Lloyd Welsh                                       | 19. _____ | 1322a                 |
| 20. Doctor Nancy Fordyce   | 20. _____ | 517a<br>1321a         |
| 21. Mr. Royce Mead Esq.  | 21. _____ | 1323b                 |
| 22. Dr. Sally Eng, M.D.  | 22. _____ | 1323c                 |
| 23. Ms. Jan Corey, Director of<br>Research and development       | 23. _____ | 1324a                 |
| 24. Marketing Department, Beta<br>Aerospace Corporation          | 24. _____ | 1326a                 |
| 25. Capp & Rollins Co., Inc.<br><i>(no letterhead available)</i> | 25. _____ | 1326d                 |
| 26. 764 Haskell St. N.E.   | 26. _____ | 1328c<br>1330b        |
| 27. No. 163, 9th Avenue  | 27. _____ | 1329                  |
| 28. #1 West Eleventh Street                                      | 28. _____ | 1329                  |
| 29. 1,616 S. Fuller Blvd.  | 29. _____ | 462<br>1330a<br>1328c |
| 30. Ft. Lauderdale, FL, 33315                                    | 30. _____ | 1333c<br>1334b        |
| 31. Pittsburgh P.A. 15234  | 31. _____ | 1332a<br>1334b        |
| 32. Dear Jane Reddy:<br><i>(title preference unknown)</i>        | 32. _____ | 1339a<br>1321b        |
| 33. Dear Prof. Simcoe,   | 33. _____ | 1338e<br>1338b        |
| 34. Gentlemen:   | 34. _____ | 1340a                 |
| 35. Australia  | 35. _____ | 1336a                 |



# 27

## Letters, Memos, and E-Mail

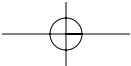
**Directions:** Choose the phrase that best completes the meaning of each of the following sentences. Then in the answer column record the identifying letter for the phrase you selected. Assume the use of a **modified-block style—standard format** (§1302a), **standard punctuation** (§1308a), and **single spacing**. **References:** Section 13.

- 1. A subject line, if used, should be typed **(a)** below the inside address with 1 blank line above and below; **(b)** on the line directly below the salutation; **(c)** below the salutation and above the text of the letter with 1 blank line above and below. 1. 1343a
- 2. How many blank lines should be left between the salutation (or subject line) and the text of the letter: **(a)** 2; **(b)** 1; **(c)** none? 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. After the last line in the body of a letter, leave 1 blank line and type the complimentary closing **(a)** at the left margin; **(b)** starting at the center; **(c)** ending at the right margin. 5. 1346a
- 6. How many blank lines should be left below the complimentary closing (or the company signature, if used) for the writer's handwritten name: **(a)** 3; **(b)** 4; **(c)** 5? 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

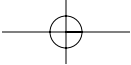
**Directions:** Most of the items in the next exercise represent elements in a business letter. If the item is correctly styled, write *C* in the answer column. If not, rewrite the item to make it correct. Assume the use of a **modified-block style—standard format** (§1302a), **standard punctuation**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

<p>12. Inside address and salutation: rewrite to avoid the use of an attention line and <i>Gentlemen</i>.</p> <p style="margin-left: 20px;">Ace Programming Associates 221 Jefferson Street, NE Albany, Oregon 97321-2717</p> <p style="margin-left: 20px;">Attention: Ms. Wanda Lee Belcher</p> <p style="margin-left: 20px;">Gentlemen:</p>	<p>12. _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">1337a 1339a 1340 1341b</p>
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- |   |   |
|---|---|
| <p><b>13.</b> Subject. Long-range plans</p>   | <p><b>13.</b> _____ 1343c<br/>_____ 363</p>   |
| <p><b>14.</b> We have two options to consider:</p> <p>1. Rent the DVR for one month and see how well it works.</p>  | <p><b>14.</b> _____</p> <p>_____</p> <p>_____ 1344f<br/>_____ 1345c</p>   |
| <p><b>15.</b> Cordially Yours:</p>  | <p><b>15.</b> _____ 1346b-c</p>   |
| <p><b>16.</b> <i>Ms. Joanna Wall</i><br/>(Ms.) Joanna Wall</p>  | <p><b>16.</b> _____</p> <p>_____ 1352b</p>  |
| <p><b>17.</b> <i>Rae H. Zion</i><br/>Mrs. Gerard U. Zion</p>  | <p><b>17.</b> _____</p> <p>_____ 1352e</p>  |
| <p><b>18.</b> Writer's identification:<br/>Dr. Henry Greco, Ph.D., Professor of Economics</p>   | <p><b>18.</b> _____ 1350a<br/>_____ 1350b<br/>_____ 1349b</p>   |
| <p><b>19.</b> fgc:ssh<br/>Encs. 3<br/>cc. Ms. Wing<br/>Certified</p>  | <p><b>19.</b> _____</p> <p>_____ 1355a-c<br/>_____ 1358b<br/>_____ 503<br/>_____ 1359a<br/>_____ 1361a-f</p>  |
| <p><b>20.</b> PS: All best regards to Pat.</p>  | <p><b>20.</b> _____ 1365b</p>   |
| <p><b>21.</b> Page 2<br/>Miss Selma L. Pomfret<br/>11/7/10</p>  | <p><b>21.</b> _____</p> <p>_____</p> <p>_____ 1366</p>  |
| <p><b>22.</b> Address block typed on an envelope:<br/>Dwight G. Thorvald, Executive Vice President<br/>Winger Corp., Inc. (<i>official form not known</i>)<br/>651 East Neversink Rd.<br/>Suite 302<br/>Reading, Pa. 19606 3208</p> | <p><b>22.</b> _____ 1368a<br/>_____ 1321a<br/>_____ 1324a<br/>_____ 1326d<br/>_____ 1317b<br/>_____ 1328c<br/>_____ 1368f<br/>_____ 1368c<br/>_____ 1334a-b<br/>_____ 1368d<br/>_____ 1332b</p> |
| <p><b>23.</b> Heading typed on a memo:<br/>TO: Linda Lopez<br/>DEPARTMENT: Accounting<br/>SUBJECT: Invoice No. 24396</p>  | <p><b>23.</b> TO: _____</p> <p>DEPARTMENT: _____</p> <p>SUBJECT: _____ 1374f<br/>_____ 455b</p>   |
| <p><b>24.</b> Salutation in a social-business letter:<br/>Dear Jennifer:</p>  | <p><b>24.</b> _____ 1372b</p>   |



# 28

## Looking Things Up

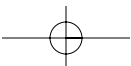
Comprehensive Worksheets for  
The Gregg Reference Manual  
Eleventh Edition

**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 and B.

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)** womens? 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 typed lines; **(c)** eight typed lines. 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 about **(a)** 1 inch; **(b)** 1.5 inches; **(c)** 2 inches. 10. \_\_\_\_\_  
1405a  
1415b  
1546a
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. A
13. In an e-mail message, the abbreviation *HTH* stands for **(a)** head to head; **(b)** happy to help; **(c)** hope this helps. 13. \_\_\_\_\_ 1382m
14. When typing a report that will be bound, leave a left margin of about **(a)** 1 inch; **(b)** 1.5 inches; **(c)** 2 inches. 14. \_\_\_\_\_ 1404b

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Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_

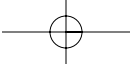


**Directions:** In the spaces provided, construct endnotes or bibliographic entries—as directed—for a specific book, using the following information: the title is *Safe Strategies for Financial Freedom*; the author is Van K. Tharp; the book was published in New York in 2004 by McGraw-Hill; the page numbers to be cited are 88, 89, 90, and 91; the price is \$24.95. **References:** ¶¶460d, 1513–1549.

15. Construct a business-style endnote referring to the Tharp book, and assign it the number 4.
- \_\_\_\_\_
- \_\_\_\_\_
- 1513a  
1536a  
1539b  
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.
- \_\_\_\_\_
- 1544a
18. Recast the subsequent reference above, using a formal academic style.
- \_\_\_\_\_
- 1544d
19. Construct an appropriate entry for the Tharp book in a business-style bibliography.
- \_\_\_\_\_
- \_\_\_\_\_
- 1549a
20. Recast the entry above, using an academic style.
- \_\_\_\_\_
- \_\_\_\_\_
- 1549c

**Directions:** For each group of names or abbreviations given below, give the two-letter Postal Service abbreviations. (Study the chart on page 452 or the inside back cover of *The Gregg Reference Manual* ahead of time, and complete this exercise from memory.) **Reference:** ¶1334.

- |            |       |         |       |         |       |        |       |
|------------|-------|---------|-------|---------|-------|--------|-------|
| 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.      | _____ |         |       |         |       |        |       |



# 29

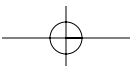
## Editing Practice A

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Eleventh Edition

**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, list all changes, identified by line number, in a separate document. If time permits, retype the corrected letter, using 1.25-inch side margins and a 2-inch top margin. (Assume you are using a printed letterhead.) 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,	<b>17</b>
	<b>18</b>
A few days ago you asked me to reccommend a qualified candidate to become Director of Client Services. I can readily suggest Douglas Dichter.	<b>19</b>
	<b>20</b>
	<b>21</b>
Doug majored in marketing at Northwestern, and recieved an MBA from Stanford in 2003. 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 2007, 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 mixes. (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 impulse 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 extraordinary growth. Doug's boss gives him the lions share of the credit.	<b>22</b>
	<b>23</b>
	<b>24</b>
	<b>25</b>
	<b>26</b>
	<b>27</b>
	<b>28</b>
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	<b>33</b>
	<b>34</b>
	<b>35</b>
	<b>36</b>
	<b>37</b>
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.	<b>38</b>
	<b>39</b>
	<b>40</b>
	<b>41</b>
	<b>42</b>
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.	<b>43</b>
	<b>44</b>
	<b>45</b>
	<b>46</b>
	<b>47</b>
	<b>48</b>
	<b>49</b>
Sincerely Yours	<b>50</b>
	<b>51</b>
	<b>52</b>
	<b>53</b>
Mr. Buford J. Bellows	<b>54</b>

**Directions:** On the next page 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, using 1.25-inch side margins and 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 2011

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 3 seconds a page. Normally listed at \$329, it is available during the month of February for \$179, a savings of \$150.00!

2 An even more versatile machine is the Artifax 777, which also 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 \$299 to \$125.

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 \$79-\$269.

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

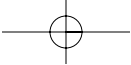
Julia G. Hough  
 Vice President of Sales

ybj  
 Enclosure

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# 30

## Editing Practice B

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**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, list all changes, identified by line number, in a separate document. If time permits, retype the corrected letter, using 1.25-inch side margins and 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 13  
Winnetka IL 60093 14  
October 23 2012 15

President 16  
New Computer Technologys Inc. 17  
5,120 N Northwest Highway 18  
Chicago, ILL 60631 19  
20  
21  
22  
23

Dear Sir: 24  
25

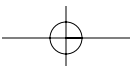
Can you please help me. During your semi-annual sale last Summer, a 26  
pleasant salesclerk named Nick Fry helped me select a computer, and 27  
persuaded me to order a specially-priced high speed printer that was 28  
not on display in your showroom. What sold me on his reccommendation 29  
was Mr. Frys' claim that this printer could turn out 40 pages a min- 30  
ute. The computer was delivered in a few days, but it took more 31  
then five weeks for the printer to arrive. When I hooked it up, I made 32  
the shocking discovery that this printer actually turns out only 15 pages 33  
a minute. 34

I immediately called Mr. Fry to tell him that the printer was not 35  
acceptable, but he was reluctant to take it back because he said it had 36  
been specially ordered for me. He offerred to sell me a special attach- 37  
ment that would increase the speed of the printer, but I refused to spend 38  
any more money on it. He finely agreed to take the printer back but said 39  
he would have to impose an \$80.00 "restocking charge" against my refund 40  
because I had removed the printer from the carton and used it. I pointed 41  
out that 1) it was his misrepresentation that had cause the problem, I 42  
had relied on his know how, and 3) the charge was totally unjustified. 43  
I still don't have my moneyback, and I still don't have a useable printer. 44  
Would you be able to follow-up with the appropriate people to get this 45  
problem promptly resolved? I sincerely hope so. 46  
47

**Directions:** On the next page 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, using 1.25-inch side margins and a 1-inch top margin for the second page. Retype the envelope copy in a template designed for a No. 6¾ envelope. **References:** Sections 1–13.

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Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



Mr. Richard L. Booker Jr. Feb. 23rd. 2012

page 2

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

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P. J. Macinery

**CHESHIRE INDUSTRIES INC.**

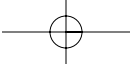
1200 North Market Street  
Wilmington, DE 19801

Personal

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

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# 31

## Editing Practice C

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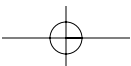
**Directions:** Read the following letter (typed in **block style with standard punctuation**). Correct any errors in style, grammar, usage, spelling, content, and format. Circle any changes you make within the lines or out in the margins; if you prefer, list all changes, identified by line number, in a separate document. If time permits, retype the corrected memo using 1.25-inch side margins and a 2-inch top margin. Use *Jennifer A. Warren* for the writer's typed signature. (Assume you are using a computer-generated letterhead.) **References:** Sections 1–13.

Mr. Peter Q. Dorian	17
1 Eagle Sq.	18
Concord, N.H. 03301	19
	20
Dear Pete:	21
	22
George and I are now ready to go foreword with the vacation house we	23
discussed with you last Spring. You'll recall that our hideaway is to	24
be built on a 1½ acre plot atop Mt. Waumbek. It's not an easy place	25
to get to, because the unpaved road that leads from the highway to our	26
property is a narrow twisting lane. We're planning to name our moun-	27
tain retreat Great Lengths, so if any of our children and their	28
familys want to visit us there, they'll have to go to . . . I think you	29
get the point.	30
	31
Can you design a log cabin for George and I. I don't know whether you	32
have worked with logs before but a recent <u>Smithsonian</u> article says that	33
the log cabin is making a real come-back. Largely as a result of the	34
back to the earth movement that started in the 1960's. Then the fuel	35
crisis in the 70's prompted the development of new types of sealants	36
and caulking. This means that the log cabins being built today can	37
project the pioneer look of the past and meet the energy efficient	38
needs of the future at the same time.	39
	40
Once we get the plans from you we are thinking of building the cabin	41
ourselves. It doesn't sound to hard. In fact, one person refered to	42
in the <u>Smithsonian</u> article made this comment: "To build a log cabin,	43
all you need are a good chain saw and a good chiropractor."	44
	45
We weren't planning to cut the logs ourselves. There are kits you can	46
buy, but the logs we looked at seemed too uniform in appearance. We	47
have found a great sawmill in nearby Jefferson that has offerred to	48
cut the logs in accordance with your plans.	49
	50
When can we get together with you to discuss the rough sketches we have	51
made? We'll be glad to drive into your office in Concord or if you pre-	52
fer to your studio in Hopkinton. We are free most Wensdays from 7:30-	53
9:00 p.m. in the evening. Just say the word and we'll be there.	54
	55
Sincerely,	56

**Directions:** On the next page 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, using 1.25-inch side margins and a 1-inch top margin. **References:** ¶¶1373–1374 (on memos), Section 16 (on tables), plus Sections 1–12.

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Name \_\_\_\_\_ Date \_\_\_\_\_ Class \_\_\_\_\_



## INTEROFFICE MEMORANDUM

<b>To:</b>	Tiffany N. Cartier	<b>From:</b>	Ben G. Opalewski	7
<b>Department:</b>	Conference Services	<b>Department:</b>	Southren Region	8
<b>Subject:</b>	Southern Sales Conference	<b>Date:</b>	June 14, 2011	9

Dear Tiffany:

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.

Here comes the fun part. In addition, to the handouts that should be printed, (we discussed these last week) about sixty-five slides need to be created. Could you get Jenny Ziff in graphic arts to do these for us. She did a first rate job on slides for our mid Febuary meeting.

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.

Schedule	AV Equipment	Speaker
Wednesday, Session 1	Laptop with external speakers; 3 color monitors (largest size available)	Oberholtzer
Thursday, Session 5	LCD projector plus screen*	Potterfield
Friday, Session 9	Wireless microphone plus speakers; flip chart	Velasquez

\_\_\_\_\_  
\*Potterfeld may also want a digital camcorder to record some role playing situations, he'll let us know by July 20.

The other speakers all say they need no equipment, so be prepared for last-minute requests. Thanks Tiffany for your help and your patients.

BGO

lcd

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# 32

## 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, list all changes, identified by line number, in a separate document. If time permits, retype the corrected letter, using 1.25-inch side margins and a 2-inch top margin. (Assume you are using a printed letterhead.) 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.	17
2,901 N. Central Ave.	18
Phoenix, AR, 85012	19
Dear Dr. Daly:	20
	21
	22
We are please to announce a special alumni program that offers unusual	23
travel and study opportunities. Between June 3-13 Cary O. Neilson, a	24
Professor of English who specializes in English Literature of the 18th	25
century will lead a tour through the Western counties of England. An	26
engaging and entertaining lecturer, Professor Neilson will help you see	27
the land and its people through the eyes of Jane Austen, William Shake-	28
speare and other great English writers.	29
	30
The trip begins on Wednesday, June 3 with a departure from the U.S. on	31
a regularly-scheduled flight to Heathrow airport. You will then travel	32
by motor coach to Bath, where you will have accomodations at the elegant	33
Francis Hotel for the first 4 nights. The mineral springs at Bath have	34
made this a fashionable gathering place since roman times. From Bath	35
you will embark on a full day excursion to the cathedral town of Salis-	36
bury. You will continue onto Stonehenge, the 4000 year old circle of	37
massive stones that draw all visitors into the continuing debate about	38
the original purpose of this monument. Your itinery will next take you	39
to Stratford, the site of William Shakespeares' home. On the morning of	40
June 13 you will be taken back to Heathrow for a return flight to the	41
United States. Throughout your trip Professor Neilson will offer an	42
educational program of lectures and reading materials that make signifi-	43
cant references to all the places you will visit.	44
	45
The enclosed brochure provides a detailed description of the itinerary,	46
the rate schedules, and the activities planed by Professor Neilson.	47
Because I made the trip last year I think I can answer any questions	48
you may have about the trip. May we reserve a place for you?	49

**Directions:** On the next page 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, using 1.25-inch side margins and a 1-inch top margin. **References:** Sections 14–15 plus Sections 1–12.

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portunities will always be available in the feild of information processing for those who can adapt to the rapid pace of change in the workplace, In 1999, one authority asserted:

“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.<sup>4</sup>

By 2008, ten or more job changes had, in fact, become the norm.<sup>5</sup> We can expect that, within the next ten to 15 years, between 20-50% of all jobs will have titles and descriptions that do not now exist. <sup>6</sup> In other words not only will you keep changing jobs, but the jobs themselves maybe changing as well. 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.<sup>8</sup>

**Operators**

Operator’s jobs are usually classified according to skills and experience.

**Information Processing Trainee.** This is an entry level job that, as a rule, requires a candidate to have good keyboarding and formating skills but no prior experience. Un-

---

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

5. U.S. Department of Labor, “Number of Jobs Held, Labor Market Activity, and Earnings Growth Among the Youngest Baby Boomers,” 27 June 2008, <<http://www.bls.gov/news.release/pdf/nlsoy.pdf>>, 30 June 2008.

6. O’Neil, p. 300-1.

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

# 33

## Final 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: *I hope so*. To change a lowercase letter to a capital letter, draw three lines under it: *christmas*. To change a capital letter to a lowercase letter, draw a line through it: *Enough*. Circle all changes you make. 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 and 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 2009 18. \_\_\_\_\_
19. Paul do you think Dan Peters the President of NDG would be a good CEO for us 19. \_\_\_\_\_
20. In 2009 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 2009 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 slash [/] 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. 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 familar _____         |
| 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 wifes _____   | 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 and revise awkward expressions. **References:** Primarily Sections 10–11; also Sections 1, 6–8.

- 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 next page 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, list all changes, identified by line number, in a separate document. If time permits, retype the corrected letter, using 1.25-inch side margins and a 2-inch top margin. (Omit the letterhead.) **References:** Section 13 plus Sections 1–12. See also pages 420–421 or the inside back cover of *The Gregg Reference Manual* for a list of proofreaders’ marks, which you should use 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 2010

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 single 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-size 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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