

Pretest No. 1: Punctuation Skills. Insert commas and semicolons where needed in the following sentences. [Answers indicated in blue]

1. If you are unable to attend the meeting, find a replacement immediately.
2. Should Bob, Jesse, and Marlene discuss these issues with you? (optional second comma)
3. As soon as we receive your application, we will process your account.
4. Your new checks were shipped last month; therefore, you should have received them by now.
5. Will you be attending the seminar in Dallas, Texas, later this year?
6. Fortunately, my manager values my efforts and believes in my ability to do quality work.
7. Mr. Anderson, when you have time, please review this contract for me.
8. We received his portfolio on May 15, and we promptly developed a new strategy.
9. Ali brought her report to the meeting; however, it was not complete.
10. Ms. Suarez sent a letter to my supervisor; the letter was very complimentary.
11. The merger, however, required that each corporation learn to trust the other.
12. Thank you, Mrs. Dodd, for supporting our quality assurance efforts.
13. I am not sure about the costs, but I recommend we consider this proposal.
14. You must file your application by July 15, 2003, to meet all requirements.

Pretest No. 2: Grammar Skills. Underline each error in the following sentences; write the correction in the space provided. If there is no error, just write OK.

1. The issue should remain between Jim and yourself. 1. you
2. If you want the promotion, take their recommendations more serious. 2. seriously
3. Your department did very good on last week's report. 3. well
4. The funds in our department will be froze until next quarter. 4. frozen
5. Thank you for inviting Charles and I to the discussion. 5. me
6. The customer should of enclosed the check with the application. 6. have
7. Her and her manager will achieve their goals by working together. 7. she
8. They gave us the project at the most busiest time of the month. 8. busy
(or delete *most*)
9. Mr. Brown asked you and I to design the workshop. 9. me
10. My supervisor has spoke about that policy many times. 10. spoken
11. Everyone in the marketing department felt badly about the problem. 11. bad
12. The new accounts should be divided between Bill and I. 12. me
13. Seth is the person that made the referral. 13. who
14. If you have more experience than myself, you should be the project director. 14. I (do)
15. If Tim was available, he would accept the challenge. 15. were
16. The manager has not yet given the information to no one. 16. anyone
17. When you need assistance, call Joe or myself. 17. me
18. We would have been pleased if the pilot project had went better. 18. gone
(or delete *had*)
19. Don't Ms. Becker need to approve the proposal before we accept it? 19. doesn't
20. Ed, along with his team, are going to the conference. 20. is

Pretest No. 3: Word Usage Skills. Correct the following sentences for word usage.

1. The policy changes will effect every department in the company. **affect**
2. The total amount reflects your principle and interest. **principal**
3. He ensured his manager that the project would be completed by June. **assured**
4. The title of the report did not accurately reflect it's content. **its**
5. Our assets may not be sufficient for the bank to loan us the capital we need. **lend**
6. The finance department has to many new policies to consider before the merger. **too**
7. There interests are not being taken into consideration. **Their**
8. What references do you plan to site? **cite**
9. You can reach me this Wednesday some time in the afternoon. **sometime**
10. We ensure the quality of all items we carry.

Pretest No. 4: Editing Skills. Edit and revise the following sentences for structure and style. (Sentences may be grammatically correct but still benefit from editing.)

1. Bob was the right person for the job because he is the most qualified.

Point of view, verb consistence: change *is* to *was*: *Bob was the right person for the job because he was the most qualified.*

2. There are many issues relating to current policies that our committee will resolve during the April meeting.

Use real subjects and strong verbs: *Our committee will resolve issues relating to current polices at our April meeting* or *At our April meeting, our committee will resolve issues relating to current policies.*

3. The supervisor asks that every manager report their findings by the 15th of the month.

Point of view: either change *every manager* to *all managers* or change *their* to *his or her*.

4. If a student does not get a good education, they may not be successful in the business world.

Point of view: either change *student* to *students* or change *they* to *he/she*.

5. Improving writing skills promotes critical thinking, will enhance career opportunities, and develop confidence.

Parallel structure: *promotes, enhances, develops* or *will promote,(will) enhance, (will) develop.*

6. Either the research will assist us in our decision making or it will not.

Parallel structure: *The research will either assist us in our decision making or it will not.*

7. Working right up to the deadline, Marie's presentation was finally completed.

Misplaced modifier; the subject of a gerund phrase is the first noun that follows it: *Working right up to the deadline, Marie finally completed her presentation.*

8. The contract was negotiated by the attorney and corporate representatives for hours.

Passive voice: *The attorney and corporate representatives negotiated for hours.*

9. The applicant, although well prepared for the interview, failed to make her points clear.

Structure; readers decode information more easily if the subject and verb are close together: *Although well prepared for the interview, the applicant failed to make her points clear.*

10. Concerned managers asked for changes in company policies, are appealing recent decisions, and will plan to schedule a meeting to discuss their recommendations.

Parallel structure: *Concerned managers asked for changes in company policy, appealed recent decisions, and planned to schedule a meeting to discuss their recommendations.*

11. Management will take all applicants into consideration.

Change to a strong verb: *Management will consider all applicants.*

12. Account managers purchased new software from a reliable source that cost only \$2,000.

Misplaced modifier: Account managers purchased new software for only \$2,000 from a reliable source.

13. It is Gerald's recommendation that the executive committee take into consideration the proposal.

Use real subjects and strong verbs: Gerald recommended that the executive committee consider the proposal.

14. Per our discussion, the corrected form is being sent to you by our customer service department.

Outdated expression; passive voice: As we discussed, our customer service department is sending you a corrected form.

15. We are discontinuing the contract due to the fact that your shipments are always late.

Wordiness: We are discontinuing the contract because your shipments are always late.