

USING THE *BASIC WORKSHEETS*

A NOTE TO THE INSTRUCTOR

The *Basic Worksheets* that accompany the tenth edition of *The Gregg Reference Manual* are designed to familiarize your students with the contents and the organization of the first eleven sections of *The Gregg Reference Manual*. When the two components are used together, they will serve as the basis for a short course on English grammar, usage, and style. These materials can be used as a separate unit of instruction where a modular curriculum is in effect, or they can be used as part of a cooperative training class or a course in keyboarding, machine transcription, office procedures, business communications, or document processing. Moreover, they can be effectively used in programs for developmental English, English as a second language, adult education, and workplace education courses for English. (Note: If you are looking for a set of worksheets that cover not only grammar, usage, and style but also the techniques and procedures for handling letters, memos, and other types of business communications, consider using the *Comprehensive Worksheets* [ISBN 0-07-293655-X] that also accompany the tenth edition of *The Gregg Reference Manual*. See pages C-2 to C-7 in this *Instructor's Resource Manual*.)

OBJECTIVES OF THESE WORKSHEETS

The *Basic Worksheets* are designed to build three basic editing skills your students need to possess if they are going to achieve an on-the-job level of proficiency.

1. Your students need to know when they are in the presence of a potential problem. Otherwise, they'll never be tempted to consult a reference manual, even though you put one in their hands. They'll simply assume that whatever they have written, edited, or typed is correct.
2. Even when your students know they have a potential problem, they still need to know where to look in a reference manual to find the appropriate rule. If they aren't properly acquainted with the contents and the organization of a reference manual and if they aren't properly introduced to the various techniques for looking things up, they won't find the answers they need.
3. Even when your students have mastered the skill of looking things up and can find the rule that covers a particular problem, they still need experience in applying the rule correctly. What's more, they need immediate reinforcement that tells them they have applied the rule correctly.

How do the *Basic Worksheets* develop these three skills? To begin with, almost every worksheet focuses on one particular section in *The Gregg Reference*

Manual—and in all cases focuses on a selected set of rules within that section. (See the chart on page 3 for the primary coverage of each worksheet.) As students progress through a given worksheet, they are forced to confront a number of problems within a specific area—whether punctuation, capitalization, number style, or some other area of potential difficulty. The exercise items on these worksheets do not attempt to cover the fine points of style in the related set of rules. Instead, the exercise items cover the most basic kinds of problems that students are likely to encounter whenever they write, transcribe, type, edit, or proofread. The objective here is to familiarize them with the typical problems that occur in business communications so that later on, in similar situations, they'll possess that editorial “twitch” that alerts them to the possible presence of such problems. They may not remember how to deal with a given problem on the spot. However, the important thing is that they sense that a problem could exist and they are motivated to consult *The Gregg Reference Manual*. If students could develop just this skill alone, most of the errors they make would no doubt disappear.

Knowing how to look things up is not an automatic skill; it, too, has to be worked on. To help students develop this skill, the typical worksheet supplies the appropriate rule number(s) next to each exercise item. In this way students can concentrate on reading the rules and applying them correctly to the specific situation. As students complete each worksheet, a quick review of their answers against the key will tell them which rules may be giving them trouble and need to be reexamined.

To further develop the skill of spotting problems and looking things up on their own, students will encounter a short editing exercise at the end of each typical worksheet. These editing exercises provide no clues to the ten errors embedded in the material and no marginal references to the appropriate rule numbers. Instead, students will have to identify the errors (all based on the preceding exercises in the same worksheet), find the appropriate rules, and make the necessary corrections without any additional help. Moreover, students will from time to time encounter an editing survey worksheet designed to help them integrate what they have learned from earlier worksheets. These editing survey worksheets are also designed to help students achieve the three objectives outlined at the outset: (1) to detect potential problems, (2) to find the appropriate rules, and (3) to apply the rules correctly to solve the problems.

ORGANIZATION OF THE WORKSHEETS

As the table of contents on page B-4 indicates, Worksheet 1, the Diagnostic Survey, is a four-page pretest that covers the most basic rules in the first

eleven sections of *The Gregg Reference Manual*. This pretest contains 100 items grouped in five exercises: Exercise A deals with common punctuation problems (covered in Sections 1 and 2); B with capitalization problems (Section 3); C with problems relating to numbers and abbreviations (Sections 4 and 5); D with problems relating to plurals, possessives, spelling, and compound words (Sections 6–8), and E with problems relating to grammar and usage (Sections 10–11). The Diagnostic Survey will tell your students (and you) how much they already know, how effective they are in looking things up on their own, and what sections of *The Gregg Reference Manual* they need to give special attention to. (See the chart on page B-6.)

Worksheets 2–22 follow this pattern. Worksheets 2–7 each focus on a limited number of rules in Sections 1–4 of the manual (relating to punctuation, capitalization, and number style). The chart on page 3 shows which rules are covered in each worksheet.

Worksheet 8, the first editing survey worksheet, integrates the knowledge and skill that students have been acquiring from Worksheets 2–7. It requires students to rewrite 10 problematic sentences and edit two passages of connected copy (each with 10 errors).

Worksheets 9–15 focus on Sections 5–9 of the manual (relating to abbreviations, plural and possessive forms, spelling, compound words, and word division). Worksheet 16, the second editing survey, is structured like Worksheet 8, except that the first exercise focuses on Sections 5–8 and the remaining two exercises—aiming to increase the range of rules to be covered—involve errors drawn from Sections 1–9.

Worksheets 17–21 focus on Sections 10–11 (relating to grammar and usage). Worksheet 22, the third editing survey worksheet, follows the pattern of the two earlier editing surveys, except that the first exercise focuses on Sections 10–11 and the remaining two exercises cover Sections 1–11. In effect, the three editing surveys provide progressively broader integration of the skills and knowledge acquired in the individual worksheets. In this way students become prepared for the Final Survey (Worksheet 23 or 24) and for a final measurement of their heightened mastery of grammar, usage, and style.

Worksheet 23, the Final Survey, is a four-page posttest that exactly parallels the Diagnostic Survey in coverage and construction. Both the pretest and the posttest should be scored so that you can measure each student's gain in achievement by the end of this unit of instruction. (The discussion entitled "How to Use the Worksheets" on pages B-5 to B-6 provides guidelines on scoring.)

Worksheet 24, which appears only in this *Instructor's Resource Manual* (see pages B-8 to B-11), is a *second* Final Survey that exactly parallels Worksheet 23 in coverage and construction. You may reproduce Worksheet 24 for use in your classroom (1) as an

alternative to Worksheet 23 or (2) as a "second chance" for students who did not perform well on Worksheet 23. (For a further discussion of the best ways to use Worksheet 24, see page B-6.)

ORGANIZATION OF A TYPICAL WORKSHEET

If you look at Worksheet 2 (see pages B-16 to B-17 in this *Instructor's Guide*), you will see how a typical worksheet is organized.

Exercise A covers the most basic rules governing the use of a period, a question mark, and an exclamation point at the end of a sentence. Note that each of the 12 items in Exercise A is clearly labeled so that students with a weak grasp of grammar can easily see what kind of sentence they are dealing with in each case. Also note that the rule numbers alongside the answer blanks fall in numerical order. This was deliberately done so that students can use this exercise as a study guide as they make their way through ¶¶101–119. Exercise B is constructed exactly like Exercise A with one difference: the introductory labels have now been withdrawn; students must now determine on their own what kind of sentence they are dealing with in each case. Exercise C deals with a special problem that involves only two rules (¶¶106–107). Exercise D provides sentences to be rewritten. Rule numbers are provided alongside, but now the problems relate to a much wider range of rules. The final exercise—Exercise E—provides a short editing exercise with ten errors embedded in the copy. The errors all represent problems that students have dealt with in the preceding exercises in this worksheet. Moreover, they call for the students to exhibit mastery of the full range of rules covered in this worksheet—¶¶101–119. However, in this final exercise no rule numbers have been provided; thus students will have to identify the problems and the related rules on their own. However, because of the careful progress in the earlier exercises from the simple to the complex, your students should now be able to cope with the challenge posed by this final exercise in the worksheet.

If you look at Worksheet 3 (see pages B-18 to B-19 in this *Instructor's Resource Manual*), you will see a similar pattern of organization. Exercise A focuses on just one rule—¶122—dealing with the use of commas that set off. Each item in Exercise A is labeled so that students can easily see what kinds of elements they are dealing with. Moreover, the rule numbers alongside the exercise items fall in numerical order so as to lead the student systematically through all the subparagraphs in ¶122. Exercise B is structured just like A, but the labels have now been removed from the exercise items. Exercises C and D cover just two rules—¶¶123–124, dealing with the use of commas that separate. Exercise C provides identifying labels for each exercise item; Exercise D follows the same pattern as C but

Worksheet Number	Worksheet Title	Primary Coverage	For Keys See Page
1	Diagnostic Survey	Exercise A: Sections 1–2* (punctuation) Exercise B: Section 3* (capitalization) Exercise C: Sections 4–5* (numbers and abbreviations) Exercise D: Sections 6–8* (plurals, possessives, spelling, compounds) Exercise E: Sections 10–11* (grammar and usage)	B-12 B-13 B-13 B-14 B-15
2	The Period, the Question Mark, and the Exclamation Point	¶¶101–119*	B-16
3	The Comma	¶¶122–124*	B-18
4	The Comma (<i>Continued</i>)	¶¶126–175*	B-20
5	Other Marks of Punctuation	¶¶176–199*; Section 2*	B-24
6	Capitalization	Section 3*	B-28
7	Numbers	Section 4*	B-30
8	Editing Survey A	Sections 1–4*	B-32
9	Abbreviations	Section 5*	B-36
10	Plurals	¶¶601–626*	B-38
11	Possessives	¶¶627–652*	B-40
12	Spelling	¶¶701–718, 720	B-42
13	Choosing the Right Word	¶719	B-44
14	Compound Words	Section 8*	B-46
15	Using the Hyphen in Compounds and Word Division	Sections 8–9*	B-48
16	Editing Survey B	Sections 1–9*	B-50
17	Grammar: Subjects and Verbs	¶¶1001–1047*	B-54
18	Grammar: Pronouns	¶¶1049–1063*	B-58
19	Other Grammar Problems	¶¶1065–1088*	B-62
20	Usage	Section 11 (pages 311–332)	B-66
21	Usage (<i>Continued</i>)	Section 11 (pages 332–345)	B-70
22	Editing Survey C	Sections 1–11*	B-74
23	Final Survey	Sections 1–11* (see Worksheet 1 above for a breakdown)	B-78
24	Final Survey (<i>Alternate Version</i>)	Sections 1–11* (see Worksheet 1 above for a breakdown)	B-82

*Selected rules.

without the identifying labels. Exercise E, the final exercise, is an editing exercise that requires the students to detect the errors and apply ¶¶122–124 on their own.

To take one final example, look at Worksheet 17 (on pages B-54 to B-57 in this *Instructor's Resource Manual*), which deals with the agreement of subjects and verbs. Since many students have difficulty identifying subjects and verbs in sentences, Exercises A and B ask students to construct various verb forms for regular verbs (A) and irregular verbs (B). Now that the students have some experience in constructing and recognizing various verb forms, Exercises C–E expose students to the problems of subject-verb agreement. To help students learn to recognize subjects, the subject in each sentence in these three exercises is given in bold-face. Moreover, to help students master the rules of agreement, alternative verb forms are provided in parentheses. In Exercise F, the editing exercise that concludes this worksheet, students should now be able to detect problems in subject-verb agreement and correct them on the basis of their newly acquired skill and knowledge.

HOW TO USE THE WORKSHEETS

The following suggestions are intended to help you make the most effective use of these worksheets. This resource manual offers a CD-ROM with PowerPoint slides as well as transparency masters designed to be used along with these worksheets. Use the table of contents to identify slides that will help you (1) explain to your students how to look things up in *The Gregg Reference Manual*, (2) introduce many basic rules before your students have to apply them in specific worksheets, and (3) review those rules that students have had difficulty in applying correctly. (See also page B-6 for a further discussion of using these slides and transparencies with the worksheets.)

Worksheet 1. Before administering the Diagnostic Survey (Worksheet 1), give the students a brief orientation to *The Gregg Reference Manual*. Point out that certain rule numbers in Sections 1–11 appear in white within a red panel. This graphic device serves to highlight the basic rules that students need to master. Also point out such features as these: the topical index on the inside front cover for fast reference, the detailed 43-page index at the back of the book, the electronic index on the *Gregg* Web site, the detailed outline of headings at the beginning of each section, the rule-numbering system (whereby the first one or two digits of each rule number express the section number), the displayed rule numbers in the upper left and right corners of each two-page spread, and the section number and title displayed at the edge of each page. Have the students skim the preface and the table of contents in

The Gregg Reference Manual. Ask them to read the section entitled “How to Look Things Up.” Also familiarize your students with the proofreaders’ mark they will need to use in the second exercise of Worksheet 1. (These marks—which are shown in the directions for these two exercises—relate simply to the insertion or deletion of punctuation and to changes in capitalization.) When you are satisfied that students have the requisite familiarity with the organization and features of *The Gregg Reference Manual*, ask them to complete Worksheet 1, *referring to the manual as necessary*. (Note: To support your discussion of how to look things up, use the corresponding “How to Look Things Up” transparency masters (H-1 to H-6) on pages D-13 to D-18.

Scoring Worksheet 1. As soon as the assignment is completed, have the worksheets corrected and score them as follows: from a total score of 100, deduct 1 point for each item incorrectly answered. Retain this score for later use.

Diagnosing Each Student's Needs. More important than assigning a score to each student's performance on Worksheet 1 is a diagnosis of each student's strengths and weaknesses. The chart at the top of page B-6 will help you provide specific prescriptions for each student.

Worksheets 2–22. Once the Diagnostic Survey has been completed, you have several choices to pursue: (1) ask each student to complete all the worksheets from 2 through 22 *in sequence*; (2) ask each student to complete Worksheets 2–22 in a sequence that gives priority to those sections in which the greatest number of errors occurred on the Diagnostic Survey; or (3) ask each student to complete *only* those worksheets (between 2 and 22) that deal with sections in which a significant number of errors occurred on the Diagnostic Survey. However you decide to assign these worksheets, ask the students to follow this procedure before starting any worksheet: study the relevant rules as a whole (identified alongside the answer blanks) before proceeding to apply individual rules to the items on the worksheet. In this way students will be better able to grasp the principles of style that underlie and unify the individual rules within that section. If students proceed directly to apply the individual rules in isolated fashion, they may miss the broader rationale. (Note: Use the appropriate slides if you plan to introduce specific rules before the students apply them in the worksheet exercises or if you want to review specific rules that students have had difficulty in applying correctly.)

Editing Survey Worksheets. All students should complete Worksheets 8, 16, and 22 to ensure that they have an adequate grasp of the wide range of rules each of these editing survey worksheets covers. Since these worksheets require the students, for the first time, to locate the rules entirely on their own, you may want to

In Worksheet 1, if a student made many errors in the following items:	That student should give special emphasis to the following worksheets:
1–20	Worksheets 2–5 (dealing with punctuation)
21–30	Worksheet 6 (dealing with capitalization)
31–40	Worksheet 7 (dealing with number style)
41–50	Worksheet 9 (dealing with abbreviations)
51–60	Worksheets 10–11 (dealing with plurals and possessives)
61–70	Worksheets 12–13 (dealing with spelling and choosing the right word)
71–80	Worksheets 14–15 (dealing with compounds and word division)
81–90	Worksheets 17–19 (dealing with grammar)
91–100	Worksheets 20–21 (dealing with usage)

have the students reread “How to Look Things Up” before they begin these exercises. Also remind the students of the various features in *The Gregg Reference Manual* that will help them find their way around. (Note: To support this discussion, consider using the appropriate slides.)

Worksheet 23. Once the students have successfully completed Worksheets 2–22, have them proceed to the Final Survey (Worksheet 23), *again referring to the manual as necessary*. You might suggest that they quickly review their answers on the earlier worksheets as preparation for this posttest. (The worksheets have been three-hole-punched so that after the sheets have been detached, they can easily be kept in a binder for reference.)

Scoring Worksheet 23. As on Worksheet 1, use this scoring procedure: From a total score of 100, deduct 1 point for each item incorrectly answered. Since this is an open-book exercise, a student should get no more than 30 items wrong. In effect, the minimum acceptable grade on this test should be 70. Compare each student’s score on the Final Survey with the score achieved on the Diagnostic Survey. Assign a final grade on the basis of the gain in performance the student has achieved.

Worksheet 24. As noted previously, this alternative Final Survey, which appears only in this *Instructor’s Resource Manual* (on pages B-8 to B-11), may be used in

place of Worksheet 23. If you decide to use Worksheet 24 as the posttest, you might want to allow students to use Worksheet 23 as practice for the real thing. On the other hand, if you decide to use Worksheet 23 as the posttest, you could assign Worksheet 24 to those students who did not score well on Worksheet 23. Allowing these students additional time to review the relevant rules in *The Gregg Reference Manual* and then giving them a second chance to apply these rules in Worksheet 24 could help them raise their final scores and boost their sense of achievement as well.

Scoring Worksheet 24. Apply the same scoring procedure provided for Worksheet 23 above.

CHECKING WORK

To provide the necessary reinforcement and ensure that proper learning is taking place, you should make sure that each worksheet is checked and corrected before the student proceeds to the next one. If your students are each working at their own pace, place the worksheet keys in a central location so that all students can check their own work. (Remove the keys to Worksheets 23 and 24, however.) If you prefer, you can check the worksheets yourself or appoint one or more student assistants to help you with the job.

If your students are all doing the same worksheet at the same time, you may wish to read the answers aloud and have all the students check their own (or someone else’s) work at the same time. Under any

circumstances, be sure to make yourself available to answer the questions of students who have made mistakes on the worksheets but do not understand why these are mistakes.

If you have weak students who are not capable of studying the rules on their own and applying them effectively, consider the following procedure: Before assigning any worksheet, preview the designated set of rules with the whole group and explain any rule or concept that could prove difficult. Then ask the students to complete the worksheet on an individual basis. Finally, critique the answers for the whole group, and resolve any questions or difficulties they have in reference to the correct answers.

A NOTE ON THE KEYS

Full-size facsimiles of the worksheets are reproduced on pages B-12 to B-85 with the correct answers inserted. Because a number of these errors can be corrected in more than one way, give credit for answers that are acceptable, even though they do not agree with what is specifically shown in the facsimile key.

USING THE POWERPOINT SLIDES AND TRANSPARENCIES WITH THE WORKSHEETS

This resource manual provides a CD-ROM with nearly 350 PowerPoint slides plus transparency masters of sample documents to help you (1) reinforce the basic rules of grammar, usage, and style and (2) explain the guidelines for formatting letters, memos, and other business documents.

- As you introduce particular rules to your students, use the related slides or transparencies to reinforce the points you want to make.
- Before students begin a particular worksheet or a particular exercise, use the appropriate slides or transparencies to *review* the rules they will have to apply.
- After you score a completed worksheet, use the appropriate slides or transparencies to support your discussion of the problems students may have encountered in completing that worksheet.

Note: Pages D-1 to D-7 describe how each sequence of slides and transparencies can be used to support the presentation of a specific set of rules in *GRM*.

A. Directions: The following items deal with problems of punctuation. Correct all errors by inserting or deleting punctuation, using the appropriate revision marks (shown on the inside back cover of *The Gregg Reference Manual*). Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Sections 1–2.

- | | |
|--|---|
| 1. Will you please specify
the color you want _____ | 12. When you arrive go directly
to my office on the sixth
floor. _____ |
| 2. Will you please let us use
your pool _____ | 13. In fact I suggested that
strategy myself. _____ |
| 3. I asked Lance when he
hoped to get his license _____ | 14. We flew to Seattle and then
drove to Vancouver. _____ |
| 4. Lance, when do you hope to
get your license _____ | 15. These items are on sale, the
others are not. _____ |
| 5. I met the woman,
who found my wallet. _____ | 16. The novelist Jane Austen
never fails to delight her
readers. _____ |
| 6. It is, therefore, critical that
we vote tomorrow. _____ | 17. I like your plan for boosting
sales, for example, it does not
require us to hire additional
staff. _____ |
| 7. By Thursday March 1 2007
we must come up with the
money. _____ | 18. The chapter entitled Taking
Charge of Your Life is the
best one in the book. _____ |
| 8. The Codys are free on that
date but the others are not
yet sure. _____ | 19. One of my favorite movies is
a musical entitled Singin' in
the Rain. _____ |
| 9. The food the service and the
decor were not as good as
we had expected. _____ | 20. The Wall Street Journal is
publishing a three-part series
on the hearings. _____ |
| 10. The French Agency offers
prompt reliable service. _____ | |
| 11. To lower the sound turn
the left knob to the right. _____ | |

Name _____ Date _____ Class _____

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

References: Section 3.

- | | |
|--|--|
| 21. used to work for the Xerox corporation _____ | 26. driving across the Bridge to Sausalito _____ |
| 22. providing aid to the third world _____ | 27. hoping to move back East next month _____ |
| 23. planned to raft down the River _____ | 28. during the early Nineteen Hundreds _____ |
| 24. the new President of our company _____ | 29. working on a doctorate in Economics _____ |
| 25. going into partnership with my Father _____ | 30. treated in Appendix A on Page 313 _____ |

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

References: Sections 4–5.

- | | |
|--|---|
| 31. on or before December twenty-ninth _____ | 41. George Appleby Singleton Junior _____ |
| 32. only three percent of the defects _____ | 42. revolutions per minute (<i>abbreviated</i>) _____ |
| 33. four bus drivers and 87 passengers _____ | 43. graduated last year from M.I.T. _____ |
| 34. at least eighty-seven thousand dollars _____ | 44. will prepare a new demo. disk _____ |
| 35. carries a price tag of only \$99.00 _____ | 45. an exciting article by N.W. Hertzog _____ |
| 36. keep the cost under \$.50 a unit _____ | 46. was examined by Doctor Warren Fong _____ |
| 37. . . . started last week. 60 days from now. . . _____ | 47. the U.S. Department of Agriculture _____ |
| 38. during the first decade of the 19th century _____ | 48. worked for two years in Washington, DC _____ |
| 39. over 1/2 of these traffic accidents _____ | 49. 600 gals. @ \$15.50 (<i>on an invoice</i>) _____ |
| 40. must be sure to leave by 4:00 p.m. _____ | 50. consider joining an H.M.O. next year _____ |

Final Survey (Continued)

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

- | | |
|---|--|
| 51. whether or not taxes
should be cut _____ | 66. needs to use more
tack with callers _____ |
| 52. need to review our
outstanding liabilitys _____ | 67. and should try to
be more discrete _____ |
| 53. a business that is
owned by our wives _____ | 68. don't want their help or
their advise _____ |
| 54. a dinner prepared by my
four sister-in-laws _____ | 69. serve as our liason with
the steering committee _____ |
| 55. attended a reception
for the alumnuses _____ | 70. a topic that falls in
another catagory _____ |
| 56. a proposal supported by
many CEO's _____ | 71. must checkout of our
hotel room by noon _____ |
| 57. purchased several hundred
dollar's worth _____ | 72. supervising a large
crew of workmen _____ |
| 58. bought seven more
saving's bonds _____ | 73. to air condition this
entire office _____ |
| 59. Congress' latest
budget proposals _____ | 74. proposing tax cuts
across-the-board _____ |
| 60. a fantastic sale on
mens' suits _____ | 75. needs a machine
readable format _____ |
| 61. the flooding that
recently occurred _____ | 76. thought his speech
was long winded _____ |
| 62. sufferred minor injuries
in the accident _____ | 77. the repainting of our
reception room was
much-needed _____ |
| 63. intended to send an
acknowledgement _____ | 78. found a new co-author to
work on the book _____ |
| 64. could not beleive
that it happened _____ | 79. would be willing to
re-employ Ms. Foley _____ |
| 65. we'll have to conceed
the truth of that
statement _____ | 80. designing self study
programs _____ |

Name _____ Date _____ Class _____

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

- | | |
|--|---|
| <p>81. Cindy don't like
the idea very much. _____</p> | <p>91. Your visit is not
an every day
happening. _____</p> |
| <p>82. One of the calls
were for you. _____</p> | <p>92. These kind of
problems always
crop up. _____</p> |
| <p>83. Are you the one
who drunk all
the coffee? _____</p> | <p>93. The reorganization
plan is all together
too complex. _____</p> |
| <p>84. If I was rich, the
first thing I'd do . . . _____</p> | <p>94. This change will
have no affect
on us. _____</p> |
| <p>85. Chris and me are
hoping to go
camping for a
week. _____</p> | <p>95. We just received a
large amount of
orders. _____</p> |
| <p>86. The company
monitors it's
costs zealously. _____</p> | <p>96. Does anyone
beside you
think that? _____</p> |
| <p>87. The position was
offered to Meg
and myself. _____</p> | <p>97. We've had less
complaints this
year. _____</p> |
| <p>88. We feel badly about
your transfer to
the main office. _____</p> | <p>98. You could of
called if you
were displeased. _____</p> |
| <p>89. Which is the best
of these two
paintings? _____</p> | <p>99. The pay raise was
sure appreciated. _____</p> |
| <p>90. I don't have
nothing that I
care to add. _____</p> | <p>100. I use to work in
the Virgin Islands. _____</p> |

Diagnostic Survey

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

References: Sections 1–2.

- | | | | |
|--|---------------------------|---|----------------------------|
| 1. Will you please indicate your choice below? | _____ 103a | 12. Before we move in, we need to replace the roof and waterproof the basement. | _____ 124
130a |
| 2. Will you please lend me some money? | _____ 103b | 13. In my opinion, Mr. Honeywell is not giving us the whole story. | _____ 124b
138b |
| 3. I asked Jason why he was planning to leave. | _____ 104 | 14. I saw the movie, and agreed with your criticism of the acting. | _____ 127b |
| 4. Jason, why are you planning to leave? | _____ 110a | 15. Fran loved the show, Hal and I hated it. | _____ 128
176a |
| 5. I hired someone who is quite experienced. | _____ 122
132 | 16. The year 2008 will be our sixtieth year in business. | _____ 149 |
| 6. It is therefore my intention to resign. | C _____ 122
141 | 17. The location sounds ideal, for example, your children can walk to school. | _____ 181a
187b
187c |
| 7. On Friday, May 14, 2004, we will be moving to Idaho. | _____ 122e
154b | 18. The article called No More Violence appeared in the August issue of <i>Harper's</i> . | _____ 240a
242 |
| 8. Bev will be able to help you, but Tom and Dwayne are tied up right now. | _____ 123a
126a | 19. What could the word <i>syzygy</i> possibly mean? | _____ 285a |
| 9. My mother, my sister, and my aunt are planning to attend the wedding. | _____ 123b
162a | 20. My new cookbook, <i>Stepping Up to the Plate</i> , was published last year. | _____ 289a |
| 10. It promises to be a cold, rainy November. | _____ 123c
168a | | |
| 11. To get to our office, turn at Exit 54 and go left. | _____ 124
135b | | |

Name _____ Date _____ Class _____

1

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

- | | | | |
|---|------------|--|--------------|
| 21. were stranded at the O'Hare
airport | 303
331 | 26. because of severe fog at the
Airport | 331 |
| 22. would like to take a tour of the
white house | 305 | 27. somewhere on the west coast—
maybe Oregon | 338a |
| 23. used to work as a consultant for
our Company | 308
321 | 28. dropped out of sight during the
eighties | C 345 |
| 24. once served as Mayor of
Waldoboro | 313c | 29. received a Bachelor's degree in
history | 352
353 |
| 25. wants to ask my Father for
advice | 319a | 30. appears in Chapter 6,
Page 134 | 359 |

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

- | | | | |
|--|------------------------|--|------------------------|
| 31. on or before September
twelfth | 12 401b
407b | 41. Jasper A. Throckmorton
Junior | Jr. 502b |
| 32. has been reduced by over
twenty percent | 20 401b
447a | 42. revolutions per minute
(abbreviated) | 507
rpm 535a |
| 33. 38 students and three
teachers | 3 402 | 43. will be audited by the
I.R.S. | 508
IRS 524a |
| 34. sixty-nine thousand
dollars | \$69,000 413a | 44. on the basis of your memo.
of June 4 | memo 510 |
| 35. will cost over \$500.00 to
repair | \$500 415 | 45. consulted with P.R.
Voorhees | P. R. 516a |
| 36. were sold for only \$.30
apiece | 30 cents 418a | 46. get a second opinion from
Doctor Burgos | Dr. 517a |
| 37. . . . next month. 6 months
ago | Six 421 | 47. the US Department of
Education | U.S. 525 |
| 38. toward the end of the
twentieth century | C 424 | 48. no longer lives in
Washington, D.C. | C 527b |
| 39. will affect over 1/3 of our
customers | one-third 427a | 49. 200 (gals.) (on an
invoice) | gal 535a |
| 40. before we meet at 12:00
noon | 12 440c | 50. will send the purchase order
Asap | ASAP 541 |

Diagnostic Survey (Continued)

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

- | | | | |
|---|-----------------------------------|---|--|
| 51. made two <u>copys</u> for
your boss | <u>copies</u> 604 | 66. which <u>maybe</u> quite
true | <u>may be</u> 719 |
| 52. met with the three
<u>attornies</u> | <u>attorneys</u> 605 | 67. too much time has
<u>past</u> | <u>passed</u> 719 |
| 53. the rescue squad that
saved our <u>lifes</u> | <u>lives</u> 608b | 68. written on pale blue
<u>stationary</u> | <u>stationery</u> 719 |
| 54. coping with our
<u>mother-in-laws</u> | <u>mothers-in-law</u> 612a | 69. will try to
<u>accomodate</u> you | <u>accommodate</u> 720 |
| 55. has established only
one <u>criteria</u> | <u>criterion</u> 614 | 70. asked for <u>seperate</u>
checks | <u>separate</u> 720 |
| 56. have invited a large
group of <u>VIP's</u> | <u>VIPs</u> 622a | 71. need to <u>follow-up</u>
with Paul | <u>follow up</u> 802 |
| 57. has left on a three
<u>week's</u> trip | <u>weeks'</u> 627a
646 | 72. you can talk to any
<u>salesman</u> | <u>salesperson
OR salesclerk</u> 809a |
| 58. ought to open a
<u>saving's</u> account | <u>savings</u> 628a | 73. <u>double space</u> this
manuscript | <u>double-space</u> 811a
812a |
| 59. need to get my <u>boss'</u>
approval | <u>boss's</u> 631 | 74. order something
more <u>up-to-date</u> | <u>up to date</u> 831a |
| 60. bought some
<u>childrens'</u> toys | <u>children's</u> 633 | 75. use our <u>toll free</u>
number | <u>toll-free</u> 820a |
| 61. is being <u>transfered</u>
to Dallas | <u>transferred</u> 702 | 76. considered this to be
rather old-fashioned | <u>C</u> 823a |
| 62. don't think it will
make a difference | <u>C</u> 704 | 77. is <u>well-known</u> for
her generosity | <u>well known</u> 824b |
| 63. using your best
judgment | <u>C</u> 708 | 78. counting on your
<u>co-operation</u> | <u>cooperation</u> 835b |
| 64. and <u>recieved</u> it only
yesterday | <u>received</u> 712 | 79. was not <u>re-elected</u>
for another term | <u>reelected</u> 835a |
| 65. will have to <u>procede</u>
with Plan B | <u>proceed</u> 716b | 80. needs to build up his
<u>self confidence</u> | <u>self-confidence</u> 836a |

Name _____ Date _____ Class _____

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

- | | |
|--|--|
| <p>81. Janice <u>(don't)</u> seem very happy about her new job. <u>doesn't</u> 1001a</p> | <p>91. Thanks <u>(alot)</u> for all that you did. <u>a lot</u> 1101</p> |
| <p>82. One of the printers <u>(are)</u> broken. <u>is</u> 1008a</p> | <p>92. I think it happened <u>(accidently)</u>. <u>accidentally</u> 1101</p> |
| <p>83. Joe <u>(done)</u> it all by himself. <u>did</u> 1032b</p> | <p>93. Do you think this looks <u>(alright?)</u> <u>all right</u> 1101</p> |
| <p>84. If I <u>(was)</u> you, I would not go. <u>were</u> 1040</p> | <p>94. How will these cutbacks <u>(effect)</u> our sales? <u>affect</u> 1101</p> |
| <p>85. Dennis and <u>(me)</u> already have tickets. <u>I</u> 1054a</p> | <p>95. A small <u>(amount)</u> of people responded. <u>number</u> 1101</p> |
| <p>86. The firm treats <u>(it's)</u> employees well. <u>its</u> 1056e</p> | <p>96. Drive a little <u>(further on)</u>. <u>farther</u> 1101</p> |
| <p>87. They've invited Samantha and <u>(myself)</u>. <u>me</u> 1060d</p> | <p>97. <u>(Less)</u> people came to this week's shows. <u>Fewer</u> 1101</p> |
| <p>88. I feel very <u>(badly)</u> about what I said to Harriet. <u>bad</u> 1067</p> | <p>98. I must <u>(of)</u> left the report at home. <u>have</u> 1101</p> |
| <p>89. Bo is the <u>(best)</u> of the two golfers. <u>better</u> 1071g</p> | <p>99. We could <u>(sure)</u> use some help. <u>surely</u> 1101</p> |
| <p>90. I <u>(don't want no one)</u> to see this. <u>I don't want anyone OR I want no one</u> 1076a</p> | <p>100. My family <u>(use)</u> to live in Toledo. <u>used</u> 1101</p> |

The Period, the Question Mark, and the Exclamation Point

Basic Worksheets on
Grammar, Usage, and Style for
The Gregg Reference Manual
Tenth Edition

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

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

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

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

Name _____ Date _____ Class _____

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

26. This technical writing program will help you:

- a ☐ Analyze the purpose and the audience for your writing ☐
- b ☐ Develop and organize the content ☐
- c ☐ Edit for clarity and accuracy ☐

26. _____ 106
107a

27. We can help you improve your sales and marketing operations with the following custom-designed software:

- Customer information system
- Product information system
- Competitive information system

27. **C** _____ 106
107b

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

28. Have you heard the latest. Our firm is merging with Sigma Inc.. I still don't believe it. Have you heard the latest? Our firm is merging with Sigma Inc. I still don't believe it! 110a
101a
119a

29. I plan to buy a new SUV. As soon as I find a better job that pays more. I plan to buy a new SUV as soon as I find a better job that pays more. 101c

30. Will you let us use your swimming pool? While you're away. Will you let us use your swimming pool while you're away? 101c
103b

31. We would like to ask when you are coming to Omaha? Could you stay with us? For a few days. We would like to ask when you are coming to Omaha. Could you stay with us for a few days? 104
101c
110a

32. The big question now is how will we break the news to your parents. The big question now is, How will we break the news to your parents? 115

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

Is it true? ^{101c} That you sold your house and will be moving up to your cottage 1
at the lake? ^{110a} Great news! ^{119a} Janet and I have been talking about whether we should 2
do the same thing? ¹⁰⁴ We realize that we can't afford to move ^{101c} until we sell the 3
house we live in now. We have no idea how much our house is worth. Would you 4
please tell us how much you got for your house? ^{103b} We would also appreciate 5
learning something about: 6

1. The real estate agent who handled the sale for you. ^{107a} 7
2. Our new neighbors. ^{107a} 8
3. The availability of affordable housing up at the lake. ^{107a} 9

In any event, congratulations! When can we get you two over to celebrate? ^{110a} 10

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

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

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

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

Name _____ Date _____ Class _____

7

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

- | | |
|--|-------------------|
| 26. Compound sentence: I can't meet this Friday but I'm free next week. | 26. _____ 123a |
| 27. Series: I've asked Gloria, Ted, and Alison to work on this project with me. | 27. _____ 123b |
| 28. Adjectives: This tough job calls for a cool low-key person. | 28. _____ 123c |
| 29. Numbers: Homes like this cost between \$800,000 and \$1,200,000. | 29. _____ 123d |
| 30. Clarity: Why the production schedule fell apart, I can't explain. | 30. _____ 123e |
| 31. Introductory word: Well, we all make mistakes like that. | 31. _____ 124 |
| 32. Introductory phrase: To understand why the schedule slipped, ask Tim. | 32. _____ 124 |
| 33. Introductory clause: After the dust settles, find out what happened. | 33. _____ 124 |
| 34. Introductory adverb: Yesterday we spent the day reviewing budgets. | 34. C 124b |
| 35. Introductory phrase: In the afternoon we'll have more time to talk. | 35. C 124b |
| 36. Transitional expression: In any case, it's too late to change course. | 36. _____ 124b |
| 37. Independent comment: In my judgment, we should not say anything more. | 37. _____ 124b |

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

- | | |
|--|------------------------|
| 38. I've spoken to Amy and Dave but I can't reach Mike, Betty, or Dru. | 38. _____ 123a
123b |
| 39. We could use a restful vacation after our long, hard winter. | 39. _____ 123c |
| 40. How I lost \$400,000 on that investment, I'll never understand. | 40. _____ 123d
123e |
| 41. Yes, I can readily understand why you feel as you do. | 41. _____ 124 |
| 42. To learn more about this offer, call 1.800.555.3261. | 42. _____ 124 |
| 43. As soon as our CEO returns, we should be able to resolve this problem. | 43. _____ 124 |
| 44. On the weekend I may be able to start painting our bedroom. | 44. C 124b |
| 45. On the other hand, I may want to go skiing at Devil's Gorge. | 45. _____ 124b |

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

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

The Comma (Continued)

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

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

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

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

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

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

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

The Comma (Continued)

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

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

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

Name _____ Date _____ Class _____

11

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

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

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

Other Marks of Punctuation

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

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

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

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

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15. Some of our suppliers, ^①for example, Wynn, Place, and Shaw, ^①may be raising prices soon. (*De-emphasize phrase.*) 183
219b
16. Replacement parts for this equipment are manufactured only in our ^①Carbondale ^①Pennsylvania ^①factory. 219a
17. Please send us, ^①1) your résumé, ^①2) samples of your work, and ^①3) a list of references we can contact. 222a
18. Please call me by ^①Friday, ^①(October 3) if you want us to proceed with the market research. 224a
221
19. You will find a detailed analysis of this topic in Chapter 4 (see pages 98–112). ^①21 225a–c
220
20. You will find a detailed analysis of this topic in Chapter 4. (See pages 98–112). ^①21 226
220

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

21. You need the following qualifications for this job: ^①A college degree and some retailing experience. 21. _____ 196
22. I think Nan should head the group: ^①She's good with people and she understands the key issues. 22. _____ 197
23. My china shop operates on a simple principle: If you break it, you've bought it. 23. **C** _____ 198
24. Please keep the following things in mind: ^①a project of this size will have a lot of last-minute details. There will not be enough "last minutes" in which to deal with them. 24. _____ 199a
25. Caution: ^①do not enter this room when a red light is flashing. 25. _____ 199d

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

26. **Direct quote:** Mr. Potter said, ^①"I want it done. And I want it done now." ^①21 26. _____ 227
27. **Indirect quote:** Mr. Potter said that ^①he wanted action taken immediately. ^①21 27. _____ 228a
28. **Article title:** I've just submitted an article entitled ^①"Finding a Job in Today's Market." ^①21 28. _____ 240a
242
29. **"So-called" expression:** If you consider the reduced size of the new box, their ^①so-called ^①price cut ^①is really a price increase. 29. _____ 240b

Other Marks of Punctuation (Continued)

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

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

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

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

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

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

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

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

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

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

- | | |
|---|-------------------------------------|
| 51. From a company memo: When we next meet, we need to: | |
| • invite the general managers to talk about their goals. | |
| • review the Company's commitment to the City's redevelopment plans. | 301e
313d
321
334 |
| • discuss our upcoming presentation to the board of directors. | 51. 322 |
| 52. Call the Marketing Director of Worknet—Her name is Amy Fong, I believe—and ask about her experience with Powerpoint. | 313d-e
302a
366a |
| 53. Bernard Lisker, the President of our Company, is attending a white house conference on the role of the Federal Government in international trade. | 52. 313a
308
305 |
| 54. Let's ask the Doctor if Penicillin would stop this infection. | 53. 329
308 |
| 55. Last Fall, at the start of my Junior year, I decided to major in Art. | 54. 356 |
| 56. An article title: "The new tax bill: is it to be a bonanza or a disaster?" | 343
354
55. 352
360
361 |
| 57. An article title: "a follow up on e-mail—how to make it work for you." | 360a-b
361
57. 363
313e |
| 58. I applied for the job of Programmer in their systems department. | 58. 322 |
| 59. This booklet (See Pages 16–18) discusses Social Security benefits. | 302a
359
59. 347a |
| 60. Enclosed is a xerox copy of a list of realtors from the yellow pages. | 60. 356 |

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

Early last winter, in the middle of my junior year in college, the professor who taught my Political Science seminar invited me to help him with a book he is writing. The assignment has required me to gather information from key officials in the federal government as well as from the governors from every state in the Union. We are trying to assess the financial impact of federal environmental protection laws on the states in the course of the twenty-first century. My father is quite proud of what I'm doing. He keeps asking me, "when are you going to Washington to interview the president?" I keep reminding him that I am only the Research Assistant and not the author.

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

- | | | | | | |
|------------------------------------|---------------|------|---------------------------------|--------------------|------|
| 1. eight messages | C | 401a | 11. a 6-month research study | C | 401b |
| 2. about <u>twelve</u> phone calls | 12 | 401a | 12. found on page <u>eight</u> | 8 | 401b |
| 3. over <u>two thousand</u> words | 2000 | 401a | 13. a 5-year loan | C | 401b |
| 4. April <u>fourth</u> | 4 | 401b | 14. over <u>20</u> years ago | twenty | 401d |
| 5. <u>seven</u> dollars | \$7 | 401b | 15. <u>6</u> people showed up. | Six | 401d |
| 6. <u>nine</u> a.m. | 9 | 401b | 16. our <u>15th</u> anniversary | fifteenth | 401d |
| 7. a score of <u>seven to six</u> | 7 to 6 | 401b | 17. one-fourth of my income | C | 401d |
| 8. got a <u>sixty</u> on the exam | 60 | 401b | 18. six men and <u>10</u> women | ten | 402 |
| 9. <u>four</u> percent | 4 | 401b | 19. <u>six</u> men and 12 women | 6 | 402 |
| 10. <u>six</u> ft | 6 | 401b | 20. <u>four million</u> dollars | \$4 million | 403a |

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

- | | | | | | |
|------------------------------------|---------------------|------|------------------------------------|-----------------------|-----|
| 21. <u>12</u> e-mail messages | twelve | 404a | 26. 126 yeses and <u>forty</u> nos | 40 | 405 |
| 22. more than <u>50</u> visitors | fifty | 404a | 27. 200 yeses and 145 nos | C | 405 |
| 23. at least <u>75</u> friends | seventy-five | 404a | 28. two million years ago | C | 406 |
| 24. over <u>500</u> get-well cards | five hundred | 404a | 29. <u>two and a half</u> million | 2.5 OR 2½ | 406 |
| 25. over 550 get-well cards | C | 404a | 30. <u>20,000,000</u> | twenty million | 406 |

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

- | | | | | | |
|---|---------------------|------|--|--------------------|------|
| 31. Formal style: the <u>3d</u> of May | third | 407a | 36. <u>twenty thousand</u> dollars | \$20,000 | 413a |
| 32. Emphatic style: the 3d of May | C | 407a | 37. bills for <u>\$27.00</u> and \$49.50 | \$27 | 415 |
| 33. June <u>eighth</u> | 8 | 407b | 38. <u>\$2</u> to \$4 million | \$2 million | 416d |
| 34. the <u>tenth</u> of August, 2007 | August 10, | 408d | 39. costs only <u>\$.25</u> | 25 cents | 418a |
| 35. the <u>October, 2006</u> , issue | October 2006 | 410 | 40. \$2 million to <u>4 million</u> | \$4 million | 419 |

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

- | | | | | | |
|---|----------------------|-----|-------------------------------|--------------|------|
| 41. . . . now, <u>6 to 12</u> years ago | Six to twelve | 421 | 43. in the <u>1st</u> century | first | 424 |
| 42. several <u>1000</u> brochures | thousand | 423 | 44. two-thirds of the voters | C | 427a |

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45. a $\frac{1}{2}$ hour later	half 427a	48. pensions at the age of 60	C 433
46. Technical style: six feet	6 429a	49. my four-year-old niece	C 434
47. Technical style: $9' \times 12'$	$9' \times 12'$ OR 432	50. on my 50th birthday	fiftieth 435

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

51. a bill payable in 3 months	C 436a	59. 30-40%	30% 453b
52. vacation 2 weeks from now	two 437	60. in 2002 16 new outlets	2002, 16 456
53. 20th-century music	twentieth-century 424 '90s OR 438	61. 250 8-page brochures	eight-page 457
54. during the 90's	nineties 439a	62. 37500 units in stock	37,500 461a
55. opens at nine a.m.	9 440a	63. 3,905 Morgan Street	3905 462
56. closes at 5:00 p.m.	5 440c	64. Word style: 51,000	fifty-one thousand 465
57. Emphatic style: six o'clock	6 441a	65. Word style: 1100	eleven hundred 466
58. only one percent	1 447a	66. a wad of twentys	twenties 467

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

67. On March 8th, 1993 we were married. In 2008, we will celebrate our 15th anniversary.	On 408a 410 March 8, 1993, we were married. In 2008 we will celebrate our fifteenth anniversary. 424
68. The January, 2008, issue of <i>Workaholic</i> describes the routines of fourteen women, ten men, and one married couple.	The January 2008 issue of <i>Workaholic</i> describes the routines of 14 women, 10 men, and 1 married couple. 410 402
69. 15 to 20 percent of the students we interviewed said that they rarely did more than $\frac{1}{2}$ hour of homework each night.	Fifteen to twenty percent of the students we interviewed said that they rarely did more than a half hour of homework each night. 421 427a 410
70. On April 15 eighteen callers expressed interest in our offer to sell a few 100 acres.	On April 15, 18 callers expressed interest in our offer to sell a few hundred acres. 456 401a 423

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

On my 21st birthday, March fifth, I will inherit several 1000 dollars from the estate of my grandfather, who died $\frac{1}{2}$ years ago. I plan to use fifty percent of my inheritance to pay off part of my tuition loans. $\frac{2}{3}$ months from now, with the other $\frac{1}{2}$ of my inheritance, I may take a tour that covers 6 countries in four weeks and costs between \$2000 and \$3000. If my inheritance is over \$10,000, I may buy a new car instead.	twenty-first 424 5 407 b thousand 423 four 401d/437 Two 421 half 427a six 401a 461a \$ 413/419	1 2 3 4 5 6
--	--	----------------------------

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

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

Our company is expanding its export business and will be opening new shipping facilities in 308
Portland, Oregon, on July 1. 127b
 169
 160a
 401b
 407b

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

Would you please let my son borrow your van? He needs to bring about 12 boxes of books and
clothes home from college. 103b
 401a
 309a

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

In 2006 our company published between 10 and 15 books on the subject of computer technology. 135c
 410
Don't you think that's rather impressive? 402
 352
 110a

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

My mother and my sister Anne opened their consulting business on January 31, 2005, a date that none 319a
of us in the family will ever forget. 149
 150
 154a
 122e
 101c

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

I would like to ask whether it is legally permissible for me to Xerox 85 copies of an article entitled 303
"Ethical Considerations in Business Decisions." 356a
 401a
 242
 360a
 247a
 104

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6. This request for a ten percent salary increase will have to be approved by 1) the general manager,
2) the director of finance and 3) the President.
This request for a 10 percent salary increase will have to be approved by (1) the general manager,
(2) the director of finance, and (3) the president.
7. 24 people responded to our ad for a room clerk but more than $\frac{3}{4}$ of the applicants had no previous
Hotel experience. Unbelievable
Twenty-four people responded to our ad for a room clerk, but more than three-fourths [OR three-
quarters] of the applicants had no previous hotel experience. Unbelievable!
8. Thank you for your letter of March 9th in which you asked for the location of our branch offices in the
State of Maryland.
Thank you for your letter of March 9, in which you asked for the location of our branch offices in the
state of Maryland.
9. For a good analysis of business trends in the 90's read chapter 7 (See page 121 in particular.) in a
book entitled "The Outlook for Emerging Markets".
For a good analysis of business trends in the '90s [OR nineties], read Chapter 7 (see page 121 in
particular) in a book entitled *The Outlook for Emerging Markets*.
10. It is, nevertheless, true that we are facing an \$80000 shortfall in sales this Summer, therefore I am
scheduling a managers' meeting for nine a.m. tomorrow.
It is nevertheless true that we are facing an \$80,000 shortfall in sales this summer. Therefore,
[OR summer; therefore,] I am scheduling a managers' meeting for 9 a.m. tomorrow.

401b
447a
222a
123b
162a
313d-e

421
123a
126a
401d
427a-b
308
331
119a

401b
407b
122d
148
152
335a

439a
135c
359
224
289a

122c
141
461a
343
128
178
440a

Editing Survey A (Continued)

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

Are you one of those people who think that all New Yorkers
are cold^{168a} hostile people^{110a}? Well, it may not be true. The New York^{289a}
Times recently carried a story about a doctor who was living in
Manhattan and practicing across the river in New Jersey. On a
bitterly cold¹⁶⁹ winter morning, he discovered that his car³⁴³
(parked on the street overnight) would not start. "How will I
get to my morning appointments?" he wondered.

As he sat there, another New Yorker hovered alongside in
his car, waiting for the doctor to give up his parking space.
After one more futile attempt to start the car^{124/130a}, the doctor got
out and told the waiting driver to look for another parking
space. Then he went on to say, "I have an even bigger
problem^{or 128/187}. I don't know how I'm going to get to my patients
in New Jersey today."

The hovering driver asked, "What time do you get back
to your apartment here in the city³³⁴?"^{249a}

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

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

The doctor and the driver shook hands on the deal^{127b} and
went their separate ways. What do you think of that?

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

On the other hand, ^{122c/138a/139a} there are some New Yorkers ^{122/131a/132} who think the
worst of their neighbors in the ^{305/333a} big apple. About ^{8:30} eight-thirty ^{440a}
a.m.--I think it was June ^{407b} ~~sixth~~ ^{130a} ~~---~~ a lawyer named Paul Cronin was
standing inside a subway car, waiting for the train to pull out
of the station. Standing right next to him was a well-dressed,
professional-looking man. Just as the train was getting ready to
leave, ^{137b} the well-dressed man bolted for the closing door, ^{137b} jumping
into Paul in the process. Paul instinctively felt for his
wallet, ^{127b} and realized at once that it was not there. He ran after
the pickpocket and caught him by the lapel just as the door was
closing. In fact, when the door closed, Paul's hand was extended
outside the door and was still clutching the pickpocket's lapel.
As the train started to move, the horrified pickpocket had no
choice but to run alongside, because Paul was gripping his
lapel. Then the lapel came off the man's jacket.

Paul drew his hand back into the subway car, proudly
holding the lapel aloft. He didn't get his wallet back, ^{123a/126a} but he
had a trophy to show for his vigorous attempt to assert and
defend his rights. The passengers in the subway car all
applauded Paul for his brave efforts to stand up to a criminal.
Paul's colleagues at his law firm were equally admiring. Then
Paul's wife called.

"Darling, I don't want you to be worried," she said. "You
left your wallet on top of the dresser this morning." ^{247a/252}

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

1. Mister	<u>Mr.</u>	502b	11. it is	<u>it's</u>	505d
2. Junior	<u>Jr.</u>	502b	12. Wednesday	<u>Wed.</u>	506a
3. Incorporated	<u>Inc.</u>	502b	13. miles per hour	<u>mph</u>	507
4. Part	<u>C</u>	502e	14. Post Office	<u>P.O.</u>	508
5. continued	<u>cont.</u>	503	15. United States of America	<u>U.S.A.</u>	508
6. kilobyte	<u>KB</u>	503	16. National Football League	<u>NFL</u>	508
7. fiscal year	<u>FY</u>	504	17. doctor of philosophy	<u>Ph.D.</u>	509
8. department	<u>dept.</u>	505a	18. limousine	<u>limo</u>	510
9. does not	<u>doesn't</u>	505b	19. District of Columbia	<u>D.C.</u>	514
10. let us	<u>let's</u>	505b	20. electronic mail	<u>e-mail</u>	514

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

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

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

26. Ruth A. Goodman	<u>RAG</u> OR <u>R.A.G.</u>	516b	36. February	<u>Feb.</u>	532
27. Esquire	<u>Esq.</u>	518a	37. Wednesday	<u>Wed.</u>	532
28. [John Dellums] the Third	<u>III</u>	518d	38. inches	<u>in</u>	535a
29. Certified Public Accountant	<u>CPA</u>	519g	39. ounces	<u>oz</u>	535a
30. Internal Revenue Service	<u>IRS</u>	520a	40. gram	<u>g</u>	537a
31. Corporation	<u>Corp.</u>	520b	41. kilometer	<u>km</u>	538a
32. World Health Organization	<u>WHO</u>	524a	42. chief executive officer	<u>CEO</u>	541
33. Los Angeles	<u>L.A.</u>	526	43. shipping and handling	<u>S&H</u>	541
34. North America	<u>N.A.</u>	528a	44. 48 pounds	<u>48#</u>	543
35. Southeast	<u>SE</u>	531	45. World Wide Web	<u>WWW</u>	544a

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

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

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

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

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

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

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

1. idea	<u>ideas</u> 601	11. thief	<u>thieves</u> 608b
2. business	<u>businesses</u> 602	12. woman	<u>women</u> 609
3. search	<u>searches</u> 602	13. child	<u>children</u> 610
4. fax	<u>faxes</u> 602	14. photocopy	<u>photocopies</u> 611
5. policy	<u>policies</u> 604	15. sister-in-law	<u>sisters-in-law</u> 612a
6. attorney	<u>attorneys</u> 605	16. hang-up	<u>hang-ups</u> 612b
7. stereo	<u>stereos</u> 606	17. finder's fee	<u>finder's fees</u> 612d
8. weirdo	<u>weirdos</u> 607a	18. alumnus	<u>alumni</u> 614
9. potato	<u>potatoes</u> 607b	19. criterion	<u>criteria</u> 614
10. belief	<u>beliefs</u> 608a	20. crisis	<u>crises</u> 614

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

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

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

26. menu	<u>menus</u> 601	36. Mr. and Mrs. Rossi	<u>the Rossis</u> 615a
27. crash	<u>crashes</u> 602	37. Mr. and Mrs. Jones	<u>the Joneses</u> 615b
28. company	<u>companies</u> 604	38. Mr. and Mrs. Marx	<u>the Marxes</u> 615b
29. journey	<u>journeys</u> 605	39. Mr. and Mrs. Kenny	<u>the Kennys</u> 615c
30. memo	<u>memos</u> 607a	40. No.	<u>Nos.</u> 619
31. hero	<u>heroes</u> 607b	41. ft	<u>ft</u> 620a
32. shelf	<u>shelves</u> 608b	42. p. (for <i>page</i>)	<u>pp.</u> 621a
33. rule of thumb	<u>rules of thumb</u> 612a	43. M.D.	<u>M.D.s</u> 622a
34. phenomenon	<u>phenomena</u> 614	44. 1990	<u>the 1990s</u> 624a
35. analysis	<u>analyses</u> 614	45. do and don't	<u>dos and don'ts</u> 625a

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

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

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

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

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

The head of our HMO is planning a reception for the three new <u>M.D.'s</u> and	622a	1
their <u>wifes</u> -the Jones, the McCarthies, and the Hastings. If the temperature	v 608b ces 615b Y 615c	2
does not drop into the <u>70s</u> , the reception will be held outdoors at the home	624a	3
of Mr. and Mrs. Harvey Fox. The <u>Foxs</u> are going all out to make this a special	e 615b	4
occasion. (No one could ever accuse them of being couch potatoes.) They are	e 612a	5
considering different <u>menuss</u> and making arrangements for musical entertain-	601	6
ment. Many <u>VIP</u> will be invited. There is only one <u>critiria</u> for this event--	cs 622a con 614	7
to do whatever is necessary to make the newcomers feel welcome.		8

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

SINGULAR	SINGULAR POSSESSIVE	PLURAL	PLURAL POSSESSIVE
1. company	company's 630a	companies 604	companies' 632a
2. attorney	attorney's 630a	attorneys 605	attorneys' 632a
3. hero	hero's 630a	heroes 607b	heroes' 632a
4. alumna (f.)	alumna's 630a	alumnae 614	alumnae's 633
5. Mr. and Mrs. Bono	Mr. and Mrs. Bono's 630a	the Bonos 615a	the Bonos' 632a
6. woman	woman's 630a	women 609	women's 633
7. child	child's 630a	children 610	children's 633
8. Mr. French	Mr. French's 630a	the Frenches 615b	the Frenches' 632a
9. actress	actress's 631a	actresses 602	actresses' 632a
10. Mr. Van Ness	Mr. Van Ness's 631a	the Van Nesses 615b	the Van Nesses' 632a
11. homeowner	homeowner's 634	homeowners 611	homeowners' 635a
12. vice president	vice president's 634	vice presidents 612a	vice presidents' 635a
13. daughter-in-law	daughter-in-law's 634	daughters-in-law 612a	daughters-in-law's 635b
14. CPA	CPA's 638	CPAs 622a	CPAs' 638
15. M.D.	M.D.'s 638	M.D.s 622a	M.D.s' 638

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

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

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

26. My sons-in-law's business will require me providing a lot of financial support. The business 635b
owned by my sons-in-law will require my providing a lot of financial support. 647a
27. If this wallet is not her's, who's is it? If this wallet is not hers, whose is it? 636
28. I got a great price on these Levis at Blue Genius Inc.s end-of-winter sale. I got a great price on 640a
these Levi's at Blue Genius Inc.'s end-of-winter sale. 644 639
29. Do you think Frank's and Arnold's partnership will last? They don't respect each others' views. 643a
Do you think Frank and Arnold's partnership will last? They don't respect each other's views. 637
30. The organizers of our local farmer's market think this year's sales are twice as good as last
year. The organizers of our local farmers' market think this year's sales are twice as good as last
year's. 652 644
31. We've been invited to a New Years' Eve party at the Russos. We've been invited to a New Year's
Eve party at the Russos'. 650a 644
32. I asked for fast delivery of several hundred dollars worth of kitchen equipment, but the ship-
ment is now three week's overdue. I asked for fast delivery of several hundred dollars' worth of
kitchen equipment, but the shipment is now three weeks overdue. 646 647a
33. What did your boss think about you asking for two week's vacation during the August sale? 627
What did your boss think about your asking for two weeks' vacation during the August sale? 629 632a
34. One of my author's manuscript has been accepted by a publisher, but I don't like the contract's
terms. The manuscript written by one of my authors has been accepted by a publisher, but I don't like
the terms of the contract. 648c 645
35. Did you read Ms. Fox, the producer's comments about our doctor's son's acting career? Did you
read the comments of Ms. Fox, the producer, about the acting career of our doctor's son? 641 649

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

Do you remember ^{647a} telling you about ^{643a} and Marsha's shop going out of
business? They had a fantastic sale ⁶³³ last week on women's clothes. This year's
prices were even lower than last year. ⁶⁴⁴ I found a new dress for the ^{632a} Rosses
anniversary celebration next month. (I like it very much, but I don't think
it's as nice as yours.) ⁶³⁶ Then I remembered wanting new clothes for the one
weeks ^{630a/632b} trip to Orlando this spring. The shop had a wonderful price on Levis, ^{640a}
so I scooped up three pairs. Before I knew it, I had bought several hundred
dollars ⁶⁴⁶ worth of clothes I probably don't need. I'm going to have to dip deep
into my savings ^{628a} account to pay for this wild shopping spree. I hope there is
something left to pay for the trip to Orlando. 10

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

1. ship + ing	<u>shipping</u>	701	11. cheer + ful	<u>cheerful</u>	705
2. mad + en	<u>madden</u>	701	12. equip + ment	<u>equipment</u>	705
3. control + ing	<u>controlling</u>	702	13. trust + worthy	<u>trustworthy</u>	706
4. occur + ed	<u>occurred</u>	702	14. move + able	<u>movable</u>	707a
5. prefer + ence	<u>preference</u>	702	15. mile + age	<u>mileage</u>	707a
6. ship + ment	<u>shipment</u>	703	16. ice + y	<u>icy</u>	707b
7. mad + ness	<u>madness</u>	703	17. manage + able	<u>manageable</u>	707c
8. cancel + ing	<u>canceling</u>	704	18. like + ly	<u>likely</u>	708
9. total + ed	<u>totaled</u>	704	19. nine + th	<u>ninth</u>	708
10. program + ing	<u>programming</u>	704	20. lie + ing	<u>lying</u>	709

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

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

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

31. worried	<u>worried</u>	710a	36. weird	<u>C</u>	712
32. shyly	<u>C</u>	710a	37. recieve	<u>receive</u>	712
33. delayed	<u>C</u>	711	38. thier	<u>their</u>	712
34. sayed	<u>said</u>	711	39. probible	<u>probable</u>	713a
35. beleif	<u>belief</u>	712	40. possable	<u>possible</u>	713b

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41. persistant	<u>persistent</u>	714	46. advertize	<u>advertise</u>	715b
42. resistant	<u>C</u>	714	47. analise	<u>analyze</u>	715c
43. assistance	<u>assistance</u>	714	48. supercede	<u>supersede</u>	716a
44. relevance	<u>C</u>	714	49. procede	<u>proceed</u>	716b
45. realise	<u>realize</u>	715a	50. precede	<u>C</u>	716c

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

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

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

56. happy to acomodate you	<u>accommodate</u>	56. plan an itinery	<u>itinerary</u>
57. to make your aquaintance	<u>acquaintance</u>	57. serve as the liason	<u>liaison</u>
58. is basicly all right	<u>basically</u>	58. a momento of the occasion	<u>memento</u>
59. need to check the calender	<u>calendar</u>	59. that's your privaledge	<u>privilege</u>
60. falls in the second catagory	<u>category</u>	60. order a large quanity	<u>quantity</u>
61. to achieve a concensus	<u>consensus</u>	61. maintain seperate accounts	<u>separate</u>
62. wants a definate answer	<u>definite</u>	62. find something similiar	<u>similar</u>
63. elimanate the frills	<u>eliminate</u>	63. need to regain your strenth	<u>strength</u>
64. on the 14th of Febuary	<u>February</u>	64. a drop in the temperture	<u>temperature</u>
65. reach his full heighth	<u>height</u>	65. meet every Wensday	<u>Wednesday</u>

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

Whenever my wife and I discuss vacation arrangements, we often conclude
that we should plan separate itineraries. Basically, the problem is this: she
likes cold weather and I become miserable when the temperature drops into the
30s. I have tried to accomodate her preferences, but we start arguing
nevertheless. Last year we agreed on a trip and then cancelled it at the last
minute. I keep thinking that it should be possible to find a vacation spot
that will satisfy both of us, but I realize that it's not going to be easy.

Choosing the Right Word

Basic Worksheets on
Grammar, Usage, and Style for
The Gregg Reference Manual
Tenth Edition

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

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

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

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

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

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

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

If my friend Tom could be more discretu and use more tact^t in his dealings with people, he would be more popular with his colleagues at work. I've tried to give him [#]alot of advice along these lines, but Tom says that he can not bare to listen to me any longer. I think he's lost patience with me, and I'm sure that he is reluctant to get some perspective on the way he appears to other people. It [#]maybe true that I have come on ^{so}to strong in the past. However, I believe that Tom is loathe^g to change his behavior. In fact, I suspect that he is actually quiet^f satisfied with things as they are.

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

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

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

- | | | | | | |
|--------------------|----------------------|------|-----------------------|-------------------------|------|
| 21. layman | layperson* | 809a | 26. Chairman Paul Foy | C | 809d |
| 22. salesmen | salespeople | 809a | 27. woman doctor | doctor | 810 |
| 23. mankind | people | 809a | 28. stewardess | flight attendant | 840a |
| 24. workmen's comp | workers' comp | 809a | 29. authoress | author | 840a |
| 25. workmanship | C | 809c | 30. heroine | C | 840a |

*Other answers may be acceptable for items 21–30. See ¶¶809–810, 840.

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

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

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

- | | |
|--|-----------------|
| 41. A well known consultant will be helping us develop our long range plans. | 41. <u>813</u> |
| 42. I know that this is high tech equipment, but is it really up to date ? | 42. <u>814</u> |
| 43. Everything said at this high level conference is off the record . | 43. <u>814</u> |
| 44. Even though these goods are high priced , they are tax exempt . | 44. <u>813</u> |
| 45. I'm enrolled in an all day program, so I can work only part time . | 45. <u>815a</u> |
| 46. I'm getting hit with a 7.5 percent increase on my \$400 a month apartment. | 46. <u>815b</u> |
| 47. I've requested a three month extension for the filing of my income tax return. | 47. <u>816a</u> |
| 48. Jack Egan is now an important real estate agent with Park Avenue clients. | 48. <u>817a</u> |
| 49. Pam runs a mail order business targeted at African American women. | 49. <u>817a</u> |
| 50. Phone us toll free if you want to take advantage of our store wide sale. | 49. <u>818a</u> |
| 51. This raincoat is not really water proof but it is water repellent . | 48. <u>818a</u> |
| 52. The level of our health care related costs is truly mind boggling . | 49. <u>819a</u> |
| 53. Under a long standing agreement, they send us the best qualified people. | 49. <u>818d</u> |
| 54. Your dog may be friendly looking , but his effect on me was hair raising . | 50. <u>820a</u> |
| 55. No one would ever accuse our long winded speaker of being close mouthed . | 50. <u>820c</u> |
| 56. The next speaker is well known for his highly focused presentations. | 51. <u>820c</u> |
| 57. Her speech was a very trying experience, because it lacked a clear cut focus. | 51. <u>820a</u> |
| 58. Perhaps their demands will be scaled down during this cooling off period. | 52. <u>821b</u> |
| 59. We get red hot results by using tried and true techniques. | 52. <u>821a</u> |
| 60. I like Bob's can do spirit, but I'm taking a wait and see approach. | 53. <u>822a</u> |
| 61. I just got a get well card from my ten year old nephew. | 53. <u>822b</u> |
| 62. This up to date procedure is actually more time consuming than the old one. | 54. <u>822a</u> |
| 63. Fill out a change of address form if this information is not up to date . | 55. <u>823a</u> |
| 64. A trial and error approach won't work; it's time for a go/no go decision. | 55. <u>823c</u> |
| 65. Use 8 1/2 by 11 inch paper, and type it single or double spaced. | 56. <u>824b</u> |
| | 57. <u>824a</u> |
| | 58. <u>825a</u> |
| | 59. <u>824b</u> |
| | 60. <u>826</u> |
| | 61. <u>827d</u> |
| | 62. <u>827b</u> |
| | 63. <u>828a</u> |
| | 64. <u>829a</u> |
| | 65. <u>831a</u> |
| | 66. <u>831a</u> |
| | 67. <u>821d</u> |
| | 68. <u>831a</u> |
| | 69. <u>831b</u> |
| | 70. <u>831d</u> |
| | 71. <u>832a</u> |
| | 72. <u>812a</u> |

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

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

Using the Hyphen in Compounds and Word Division

Basic Worksheets on
Grammar, Usage, and Style for
The Gregg Reference Manual
Tenth Edition

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

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

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

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

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

26. ship-/ ped	902	36. 85-/ 000	915	46. pas-/ sing	922a
27. stra-/ ight	OR 902	37. self-as-/ surance	908	47. beginn-/ ing	922b
28. AM-/ VETS	905	38. hidea-/ way	907	48. mill-/ ion	922c
29. are-/ n't	906	39. oper-/ ator	913	49. Mrs./ Sanchez	919
30. a-/ cross	903a	40. radia-/ tor	914	50. May/ 21, 2007	920a
31. tho-/ ugh	OR 902	41. su-/ pernatural	909	51. page/ 42	919
32. chew-/ y	903a	42. responsi-/ ble	910	52. Ellen/ T. Mann	920d
33. let-/ up	904	43. hope-/ lessness	911	53. 415/ Grove Street	920b
34. pres-/ sed	902	44. undercur-/ rent	912	54. three people/—Jay,	920k
35. stere-/ o	903a	45. read-/ dress	912	55. as follows: (1)/ the	920j

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

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

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

Janice Darden and I are co^{835b}owners of a small publishing company that 1
specializes in self^{836a} help books for people like you and me--in other words, 2
the typical ^{person} ~~layman~~^{809a}. We'd like to sign up a well^{813/824b} known authoress^{840a} named Fay 3
V. Fox. She's writing a book that tells people how to prepare their own 4
income tax returns and avoid the annual attack of mid^{838/844} April blues. Janice 5
thinks we'll have no trouble getting a go-ahead from Fay's agent, but 6
I feel she's being overconfident. The agent has sent us a list of demands^{920k} 7
many of which we can't agree to. When we meet with the agent on October 8
23, I'm afraid our contract negotiations will quickly break^{# 802}down. 9
919

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

1. Pt. Two (p. 94-162) analyses the long term consequences of the environmental legislation past by Congress last year.
Part Two (pp. 94–162) [OR (pages 94–162)] analyzes the long-term consequences of the 502e
environmental legislation passed by Congress last year. 621a
 715c
 816a
 719
2. We are having a store wide sale during the month of Febuary in all of our branches across the U.S.—with special discounts on womens' clothing.
We are having a storewide sale during the month of February in all of our branches across 820c
the United States—with special discounts on women's clothing. 720
 602
 525
 633
3. Please enclose a self addressed envelop if you would like to recieve copys of Dr. Ross' speeches at this years' AMA convention.
Please enclose a self-addressed envelope if you would like to receive copies of Dr. Ross's 836a
speeches at this year's AMA convention. 720
 604
 631a–b
 632b
4. The temperture in Washington, D. C., last winter never went below the '30s, according to our real-estate agent, Mrs. Galsworthy's letter.
The temperature in Washington, D.C., last winter never went below the 30s, according to the 720
letter from our real estate agent, Mrs. Galsworthy. 508
 527b
 624a
 818a
 641
5. P.V. Hunsinger is well-known for her analysises of various poles designed to measure consumer's confidence in the economy.
P. V. Hunsinger is well known for her analyses of various polls designed to measure consumers' 516a
confidence in the economy. 824b
 614
 719
 632b

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6. The company's attorneys have advised our C.E.O. to take a wait and see attitude until the Supreme Court hands down it's judgement in the Sampson case.
- | | |
|---|------|
| The company's attorneys have advised our CEO to take a wait-and-see attitude until the | 605 |
| Supreme Court hands down its judgment in the Sampson case. | 541 |
| | 828a |
| | 636 |
| | 708 |
| | 720 |
-
7. On the basis of faxes from our salesmen in the field, this year's orders for our line of stationary products are not likely to excede last year.
- | | |
|--|------|
| On the basis of faxes from our sales representatives [OR salespeople] in the field, this year's | 602 |
| orders for our line of stationery products are not likely to exceed last year's. | 809a |
| | 719 |
| | 716b |
| | 644 |
-
8. From a long range prospective there maybe to many PhD's graduating over the next ten years and not alot of job opportunitys opening up for them.
- | | |
|--|------|
| From a long-range perspective there may be too many Ph.D.s graduating over the next ten | 814 |
| years and not a lot of job opportunities opening up for them. | 719 |
| | 519a |
| | 622 |
| | 604 |
-
9. Please set-up an all day meeting to discuss ways to elimenate several million dollars worth of expenses incurred by our agencies in Chicago and Saint Louis.
- | | |
|---|------|
| Please set up an all-day meeting to discuss ways to eliminate several million dollars' worth | 802 |
| of expenses incurred by our agencies in Chicago and St. Louis. | 816a |
| | 720 |
| | 646 |
| | 604 |
| | 529b |
-
10. There is only one clear cut criteria for success in this business: how well you accomodate your customer's preferences, no matter what they maybe.
- | | |
|---|------|
| There is only one clear-cut criterion for success in this business: how well you accommodate | 824b |
| your customers' preferences, no matter what they may be. | 614 |
| | 720 |
| | 632b |
| | 702 |
| | 719 |
-

Editing Survey B (Continued)

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

I don't have answers to all the problems that one faces, but 123a/126a 1
I can tell you about a technique that can get you through some 2
of life's difficult moments. I learned this technique from a 3
brief anecdote that appeared in the Reader's Digest 289a 4
of years ago. 122/131a 5
A woman who was traveling to see her grandchildren found 6
herself stranded at O'Hare Airport in Chicago because of bad 7
weather. All flights had been canceled since mid-afternoon. 704 833a 8
hundreds 423/624b 309a/331 9
and 100's of unhappy travelers were waiting all over the air- 10
port. Every seat had been taken. Travelers were now sitting 11
and lying on the floor, all suffering that terrible frustration 12
that comes from not being able to control one's situation. 13
Nearby was a young mother with a five-year-old child squirming 14
in her lap, whining and whimpering and being altogether impos- 15
sible. The mother was a model of saintly patience. She simply 16
crooned, "There, there, Nancy. It's going to be all right. In a 17
little while you'll be home. You'll have a nice bath and then 18
put on a fresh nightgown and slip into bed for a good night's 630a/632b 19
sleep." Over and over she crooned, "There, there, Nancy." 20
About 7 P.M. 533 the weather started to clear. The grandmother 21
heard the boarding announcement for her plane. As she was about 22
to leave the area, she felt the impulse to speak to the young 124/130a 23
mother. "I want to tell you," she said, "that I think you are 24
the most wonderful mother I have ever seen. Your patience is 25
remarkable. I love the way you talk to your daughter Nancy." 26
The mother looked up with surprise. "Oh," she said, "her 27
name is Emily. My name is Nancy." 28

Name _____ Date _____ Class _____

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

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

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

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

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

Grammar: Subjects and Verbs

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

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

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

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

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

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

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

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

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

Grammar: Subjects and Verbs (Continued)

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

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

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

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

46. was 1023
47. supports 1025a
48. support 1025b
49. am 1027a
50. are 1028a

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

I wish I ^{were} ~~was~~ a better athlete. Unfortunately, my body
 doesn't ^{1030b/1031b/1001a/1035b} ~~don't~~ respond extremely well to the directions issued by my
 brain. My problems started early. I crashed my tricycle into a
 car, and my collarbone was broke ^{1036/1033} ~~as~~ a result. I ^{did} ~~done~~ the same
 thing to my collarbone the following year. My roller skates
 came apart as I ^a ~~begin~~ to go down a slight incline. One of my
 friends ^{has} ~~have~~ reminded me of the time when I, along with some
 classmates, ^{was} ~~were~~ cutting through a gas station on a bicycle. On
 that occasion I flew headfirst over the handlebars into an ele-
 gant pyramid of oilcans. There ^{are} ~~is~~ probably some extremely good
 explanations for my lack of coordination, but none of those
 explanations interest ^{me} ~~s~~ me. A number of my neighbors ^{have} ~~has~~ tried
 to get me to go jogging with them, but I always respond with the
 words of Robert Maynard Hutchins: "Whenever I feel like exercise,
 I lie down until the feeling passes."

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

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

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

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

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

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

Grammar: Pronouns (Continued)

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

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

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

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

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

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

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

Just between you and me ^{1055b} I've been seeing a family therapist 1
lately. The fact is, our teenage sons and daughters are driving 2
my husband and me crazy. The therapist says that, among other 3
things, Peter and I ^{1054a} have to establish some clear guidelines for 4
the use of our two cars. However, it's ^{1056e} not a job that Peter and 5
I ¹⁰⁶⁰ look forward to. The first task will be deciding whom ^{1061c} 6
gets to use the cars each night. The problem is this: everybody 7
thinks his ^{1052a} needs for transportation always have the highest 8
priority. Then there's ^{1056e} the question of whose ¹⁰⁶³ going to pay for 9
gas. Gina and Kathy are willing to contribute, but neither 10
Craig nor Brad thinks it's ^{1049c} their ^{1061c} responsibility. I wish I could 11
get some good advice from whoever ^{1061c} has successfully dealt with 12
this problem. 13

Other Grammar Problems

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

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

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

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

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

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

21. The board members have not accused anyone no one on this panel of conflict of interest. 1076a
22. I have not been able to find anything nothing wrong with this spreadsheet software. 1076a
23. No one on the Executive Committee likes neither reorganization plan. 1076b
24. I don't have the time for the patience to listen to Beverly Hellman's problems. 1076c
25. There is no rhyme or reason to Mr. Honeycutt's new compensation policy. 1076c

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

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

Other Grammar Problems (Continued)

E. Directions: Rewrite the following sentences to correct all errors in sentence structure. **References:** Consult the rules shown below as you complete this exercise.

36. I thought your article was thought-provoking, insightful, and it was well balanced in its approach. I thought your article was thought-provoking, insightful, and well balanced in its approach.
1081a
37. Ann Rowe is not only a talented writer, but she is also a skillful photographer. Ann Rowe is not only a talented writer but also a skillful photographer.
1081b
38. Having now completed a review of your manuscript, some questions need to be raised. Having now completed a review of your manuscript, I need to raise some questions.
1082a
39. To get more information about our products, this toll-free number should be called. To get more information about our products, call this toll-free number.
1082b
40. In testing this database management program, a number of bugs were found by our staff. In testing this database management program, our staff found a number of bugs.
1082c
41. If purchased by July 1, alterations will be made on these suits at no charge. If these suits are purchased by July 1, alterations will be made at no charge. [OR . . . they will be altered at no charge.]
1082d
42. I saw two cars collide in the parking lot while racing for the train. While racing for the train, I saw two cars collide in the parking lot.
1082
1083
43. As the main speaker at our convention, we feel that you should focus on the issues that most concern you. We feel that as the main speaker at our convention, you should focus on the issues that most concern you.
1082
1084a
44. This memo contains some valuable advice on how to protect your computer files from our technical experts on staff. This memo from our technical experts on staff contains some valuable advice on how to protect your computer files.
1082
1086
45. A woman's wallet was reported stolen from her desk by the head of our corporate security department. The head of our corporate security department reported that a woman's wallet was stolen from her desk.
1082
1086

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

I'm not what you would call a decisive type ^{of} person. Last
 week I thought I had found a real nice van. It was only two
 years old, ^{it was} very well equipped, and it had less than 20,000 miles
 on it. I spotted another van that is almost identical with the
 one I saw last week ^{while I was driving to work today,} It has a
 much better sound system compared ~~to~~ the first van, but is it
 really worth the extra money? I honestly can't decide which one
 I like ^{better} best. My brother Joe is more knowledgeable about cars
 than anyone ^{else} in my family. I've asked him for advice, but I've
 not heard ^{anything} from him so far. I do need a new set of
 wheels very bad, but maybe I should wait for a few months on
 the chance that next year's prices will be lower than this
 year. Who knows?

or I've heard nothing

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

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

Name _____ Date _____ Class _____

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

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

Usage (Continued)

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

Name _____ Date _____ Class _____

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

51. **Incidentally**, the large (amount) of orders that came in yesterday have (all ready) been processed. _____
Incidentally, the large number of orders that came in yesterday have already been processed.
52. **Additionally**, I would **appreciate** if you would write once in **awhile** to keep me (appraised) of any new developments. **In addition, I would appreciate it if you would write once in a while to keep me apprised of any new developments.**
53. I just applied to (a)HMO that is supposed to be **equally as good** as the one I currently belong to, but I have received no response, **however**. **I just applied to an HMO that is supposed to be just as good as the one I currently belong to, but I have received no response. [OR . . . belong to; I have received no response, however.]**
54. **Firstly**, you will need to demonstrate your proficiency in languages such as Japanese, Chinese, Korean, etc. **First, you will need to demonstrate your proficiency in languages such as Japanese, Chinese, and Korean.**
55. I doubt **if** the plane will take off on schedule **due to** the (averse) weather conditions at the airport. _____
I doubt whether the plane will take off on schedule because of the adverse weather conditions at the airport.
56. Fran was supposed to arrive **at about** 10 o'clock. **Being that** the traffic is backed up for miles, I **doubt** (that) she will arrive before noon. **Fran was supposed to arrive at [OR about] 10 o'clock. Since the traffic is backed up for miles, I doubt whether she will arrive before noon.**
57. Between you and (I), I was **kind of** surprised that Tim **enthused over** the architect's sketches. **Between you and me, I was rather surprised that Tim was enthusiastic about the architect's sketches.**
58. **In regards to** the **last** version of the agenda for tomorrow's meeting, I left a copy (laying) on your desk. **In regard to the latest version of the agenda for tomorrow's meeting, I left a copy lying on your desk.**
59. The attorneys are (anxious) to assure that the two companies do not sue **one another**. **The attorneys are eager to ensure that the two companies do not sue each other.**
60. Please do not schedule (anymore) meetings for me this week, **as** I am already overcommitted. **Please do not schedule any more meetings for me this week, because I am already overcommitted.**

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

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

Handwritten corrections:
 # A (before "a lot"), a (before "all together"), # A (before "everyday"), # A (before "enthused over"), whether (above "that"), was enthusiastic about (under "enthused over"), badly (under "badly").

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

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

Name _____ Date _____ Class _____

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

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

Usage (Continued)

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

36. **More importantly**, you should (of) brought the problem to my attention (sometime) ago. More important, you should have brought the problem to my attention some time ago.
37. The **reason** for the delay in processing telephone orders **is because** we are still not (use) to the new procedures. The reason for the delay in processing telephone orders is that we are still not used to the new procedures.
38. It was (sure) nice of you to (learn) me how to use **these kind** of spreadsheet applications. It was very nice of you to teach me how to use these kinds of spreadsheet applications.
39. **Per your request**, I will try (and) set up a luncheon with Ross Potter for (someday) next week. As you requested, I will try to set up a luncheon with Ross Potter for some day next week.
40. (Can) I borrow your lecture notes this weekend (like) we agreed last Wednesday? May I borrow your lecture notes this weekend as we agreed last Wednesday?
41. I need to catch (upon) the latest developments in the Cavatelli case, **plus** I need to report **same** to the members of the board. I need to catch up on the latest developments in the Cavatelli case, and I need to report those developments to the members of the board.
42. **Who ever** prepared this analysis **doesn't scarcely** understand why our company is in so much trouble profitwise. Whoever prepared this analysis scarcely understands why our company is in so much trouble in terms of profit.
43. Be **sure and** remind the staff that we must all do a better job of **servicing** our clients **then** we have in the past. Be sure to remind the staff that we must all do a better job of serving our clients than we have in the past.
44. If the customer's claim about scalding soup is valid, it looks (like) we are (literally) in the soup ourselves. If the customer's claim about scalding soup is valid, it looks as if we are almost in the soup ourselves.
45. After our stay in Chicago, we (maybe) traveling (onto) Fort Worth and Albuquerque. After our stay in Chicago, we may be traveling on to Fort Worth and Albuquerque.

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

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

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

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

1060
1101
1008a

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

1065
1032b
1040
1101
1071a

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

1013b
1055a
1073

4. Between you and I, it looks like our contract negotiations with Jim Fortunato has broke down all together. Between you and me, it looks as if our contract negotiations with Jim Fortunato have broken down altogether.

1055b
1101
1006a
1033

5. The number of new subscriptions have rose alot faster than any of us could have foreseen. The number of new subscriptions has risen a lot faster than any of us could have foreseen.

1023
1033
1101

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6. Mrs. Abernathy, the person who's car I accidentally backed into, maybe adverse to settling her claim for damages out of court. Mrs. Abernathy, the person whose car I accidentally backed into, may be adverse to settling her claim for damages out of court.
- 1063
1101
7. If Mr. Pendleton is inferring that the products of our competitors are better than our's he obviously don't know that we get a lot less complaints from purchasers than they do. If Mr. Pendleton is implying that the products of our competitors are better than ours, he obviously doesn't know that we get a lot fewer complaints from purchasers than they do.
- 1101
1056c
1001a
1101
8. My partners and me plan to wait for awhile before we go any farther with our plans to take over the Kendall Corporation and reinvest it's assets. My partners and I plan to wait for a while before we go any further with our plans to take over the Kendall Corporation and reinvest its assets.
- 1054a
1101
1056e
9. I feel very badly about him deciding to return back to his old job when he had all ready done such good work for us. I feel very bad about his deciding to return to his old job when he had already done such good work for us.
- 1066
1056d
1073
1101
10. There was so many good reasons why the jury were suppose to rule against the defendant that neither the judge nor the lawyers was expecting a hung jury. There were so many good reasons why the jury was supposed to rule against the defendant that neither the judge nor the lawyers were expecting a hung jury.
- 1028a
1019a
1101
1005

Editing Survey C (Continued)

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

There are still some Bostonians who consider their city the
center of the world. One of my father-in-laws' favorite stories
concerns a European traveler arriving at Boston's Logan Airport
in mid-December sometime back in the 70s. Coming out of the
airport, an empty cab was waiting to take him to his hotel in
the city. As they drove along, the passenger asked the driver
whether he could recommend some sights that a first-time visitor
to Boston should see.
"Alright," said the driver. "Let's see. You certainly
ought to visit our great universities--Harvard and MIT--and at
this time of year you ought to go to the planetarium. There is
an exhibit showing how the stars were arranged in the sky on the
night that Jesus was born."
"Over Bethlehem?" asked the visitor.
"No," said the driver with some exasperation. "Over Bos-
ton, of course."

Name _____ Date _____ Class _____

65

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

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

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

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

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

- | | | | |
|--|--------------------|---|----------------------------|
| 1. Will you please sign your name below? | _____ 103a | 12. Before you leave, make sure that Mr. Thomas gets a copy of your report. | _____ 124
130a |
| 2. Will you please let me borrow your BMW? | _____ 103b | 13. In my judgment, the buyout offer from Chadwick is not worth considering. | _____ 124b
138b |
| 3. We asked Tim when he planned to retire? | _____ 104 | 14. I took your suggestion and found that it solved the problem. | _____ 127b |
| 4. Tim, when are you planning to retire? | _____ 110a | 15. Monday and Wednesday are good for me; Friday is not. | _____ 128
176a |
| 5. You need someone who writes good ad copy. | _____ 122
132 | 16. The name Floyd Fowler doesn't ring a bell. | C _____ 149 |
| 6. It is, therefore, essential to act now. | _____ 122
141 | 17. The dealer's terms seem fair, or For for example, he's giving you a good price on your car. | _____ 181a
187b
187c |
| 7. On Friday, May 4, 2007, I will be forty years old. | _____ 122e
154b | 18. The chapter called Glued to the Tube is one of the best in the book. | _____ 240a
242 |
| 8. I can help you paint this weekend but Eileen and Gail have a number of other commitments. | _____ 123a
126a | 19. What does the word muffin-choker mean? | _____ 285a
290e |
| 9. My lawyer, my accountant, and I are trying to untangle my tax problems. | _____ 123b
162a | 20. My next book, Second Wind, will be published early next year. | _____ 289a |
| 10. We had a frank open discussion about her work. | _____ 123c
168a | | |
| 11. To get the best service call 555-4825. | _____ 124
135b | | |

Name _____ Date _____ Class _____

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

- | | | | |
|---|------------|--|------------|
| 21. graduated from Stanford
university | 303 | 26. check out of the Hotel by
10 a.m. | 331 |
| 22. a speech given by the first
lady | 305 | 27. a strong reaction from west
side voters | 338a |
| 23. must discuss it with my
Doctor | 308
321 | 28. a surprising trend during the
Nineties | 345 |
| 24. a ruling by the state
Attorney General | 313c | 29. a master's degree in Physical
Therapy | 352
353 |
| 25. an exhibit of my Mother's
paintings | 319a | 30. the data shown in Table 4 on
page 128 | C 359 |

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

- | | | | |
|--|--|---|-----------------|
| 31. starting January
fifteenth | 15 401b
407b | 41. Harvey O. Genther
Senior | Sr. 502b |
| 32. a lot more than six
percent | 6 401b
447a | 42. miles per gallon
(abbreviated) | 507
mpg 535a |
| 33. eight lawyers and
12 paralegals | 8 402 | 43. ought to notify the
F.B.I. | 508
FBI 524a |
| 34. forty-five thousand
dollars | \$45,000 413a | 44. hire a temp. for
two weeks | temp 510 |
| 35. was priced at
\$299.00 | \$299 415 | 45. write to M.F.
Noonan | M. F. 516a |
| 36. costs only \$.79
a dozen | 79 cents 418a | 46. waiting to see
Doctor Katzenbach | Dr. 517a |
| 37. . . . last year. 12
weeks later . . . | Twelve 421 | 47. the US Treasury
Department | U.S. 525 |
| 38. in the first decade
of the 21st century | twenty-first 424 | 48. moved to Oberlin,
Oh., last year | Ohio 527b |
| 39. more than 3/4
of the voters | three-fourths
OR
three-quarters 427a | 49. 550 lbs. (on an
invoice) | lb 535a |
| 40. will not end until
5:00 p.m. | 5 440c | 50. discuss it with your
Ceo | CEO 541 |

Final Survey (Continued)

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

- | | | | |
|--|-----------------------------|---|----------------------------|
| 51. received four <u>faxes</u>
yesterday | <u>faxes</u> 602 | 66. we <u>can not</u> forgo our
rights | <u>cannot</u> 719 |
| 52. rethink our company
<u>policys</u> | <u>policies</u> 604 | 67. <u>sited</u> a recent
consumer poll | <u>cited</u> 719 |
| 53. will need three more
<u>shelvs</u> | <u>shelves</u> 608b | 68. in the fourth <u>faze</u> of
the project | <u>phase</u> 719 |
| 54. talked with my two
<u>brother-in-laws</u> | <u>brothers-in-law</u> 612a | 69. planning separate
<u>itineries</u> | <u>itineraries</u> 720 |
| 55. an extraordinary
<u>phenomena</u> | <u>phenomenon</u> 614 | 70. ordered a similar
<u>quanity</u> | <u>quantity</u> 720 |
| 56. consulted several
<u>M.D.'s</u> | <u>M.D.s</u> 622a | 71. plan to <u>get-together</u>
soon | <u>get together</u> 802 |
| 57. a six <u>month's</u> leave of
absence | <u>months'</u> 627a
646 | 72. form a committee of
<u>laymen</u> | <u>laypersons</u> 809a |
| 58. talk to the <u>sale's</u>
manager | <u>sales</u> 628a | 73. need to <u>spot check</u> her
work | <u>spot-check</u> 811a |
| 59. review the <u>witness'</u>
testimony | <u>witness's</u> 631 | 74. got her training <u>on-</u>
<u>the-job</u> | <u>on the job</u> 831a |
| 60. a sale on <u>womens'</u>
sportswear | <u>women's</u> 633 | 75. a <u>cost effective</u>
approach | <u>cost-effective</u> 820a |
| 61. <u>prefered</u> to use my
own tools | <u>preferred</u> 702 | 76. should be more <u>broad</u>
<u>minded</u> | <u>broad-minded</u> 823a |
| 62. <u>offerred</u> to pay for the
tickets | <u>offered</u> 704 | 77. chose someone not
<u>well-known</u> | <u>well known</u> 824b |
| 63. we thought it was
<u>wholely</u> acceptable | <u>wholly</u> 708 | 78. to <u>co-ordinate</u> our
efforts | <u>coordinate</u> 835b |
| 64. all of us felt greatly
<u>releived</u> | <u>relieved</u> 712 | 79. need to <u>re-emphasize</u>
that | <u>reemphasize</u> 835a |
| 65. <u>exceded</u> the weight
limit | <u>exceeded</u> 716b | 80. a <u>self addressed</u>
envelope | <u>self-addressed</u> 836a |

Name _____ Date _____ Class _____

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

- | | |
|---|--|
| <p>81. Bob <u>(don't)</u> have very much imagination. <u>doesn't</u> 1001a</p> <p>82. One of my clients <u>(are)</u> going to sue me. <u>is</u> 1008a</p> <p>83. We <u>(begun)</u> this ad campaign on October 1. <u>began</u> 1032b</p> <p>84. If I <u>(was)</u> free, I'd go with you. <u>were</u> 1040</p> <p>85. Sandy and <u>(me)</u> have decided to get married. <u>I</u> 1054a</p> <p>86. The firm has improved <u>(it's)</u> sales. <u>its</u> 1056e</p> <p>87. The assignment was given to Doug and <u>(myself.)</u> <u>me</u> 1060d</p> <p>88. I feel <u>(badly)</u> about the way you were treated. <u>bad</u> 1067</p> <p>89. Which is the <u>(best)</u> of the two plans? <u>better</u> 1071g</p> <p>90. <u>(Don't tell no one)</u> about my idea. <u>anyone OR Don't</u> 1076a</p> | <p>91. I planned <u>(an)</u> European vacation. <u>a</u> 1101</p> <p>92. I used to see Paul once in <u>(awhile.)</u> <u>a while</u> 1101</p> <p>93. We are <u>(already)</u> to test the software. <u>all ready</u> 1101</p> <p>94. How will this <u>(effect)</u> our profits? <u>affect</u> 1101</p> <p>95. We got a large <u>(amount)</u> of calls. <u>number</u> 1101</p> <p>96. It's more trouble <u>(then)</u> it's worth. <u>than</u> 1101</p> <p>97. Try to express your thoughts in <u>(less)</u> words. <u>fewer</u> 1101</p> <p>98. Joan should <u>(of)</u> called by now. <u>have</u> 1101</p> <p>99. Fran did a <u>(real)</u> nice job, didn't she? <u>really</u> 1101</p> <p>100. Who is <u>(suppose)</u> to take your place? <u>supposed</u> 1101</p> |
|---|--|

A. Directions: The following items deal with problems of punctuation. Correct all errors by inserting or deleting punctuation, using the appropriate revision marks (shown on the inside back cover of *The Gregg Reference Manual*). Circle any changes you make. If a sentence is correct as given, write *C* in the answer column. **References:** Sections 1–2.

- | | | | |
|--|--------------------|---|----------------------------|
| 1. Will you please specify
the color you want? | _____ 103a | 12. When you arrive, go directly
to my office on the sixth
floor. | _____ 124
130a |
| 2. Will you please let us use
your pool? | _____ 103b | 13. In fact, I suggested that
strategy myself. | _____ 124b
138b |
| 3. I asked Lance when he
hoped to get his license. | _____ 104 | 14. We flew to Seattle and then
drove to Vancouver. | _____ 127b |
| 4. Lance, when do you hope to
get your license? | _____ 110a | 15. These items are on sale; the
others are not. | _____ 128
176a |
| 5. I met the woman
who found my wallet. | _____ 122
132 | 16. The novelist Jane Austen
never fails to delight her
readers. | _____ c 149 |
| 6. It is therefore critical that
we vote tomorrow. | _____ 122
141 | 17. I like your plan for boosting
sales; for example, it does not
require us to hire additional
staff. | _____ 181a
187b
187c |
| 7. By Thursday, March 1, 2007,
we must come up with the
money. | _____ 122e
154b | 18. The chapter entitled Taking
Charge of Your Life is the
best one in the book. | _____ 240a
242 |
| 8. The Codys are free on that
date, but the others are not
yet sure. | _____ 123a
126a | 19. One of my favorite movies is
a musical entitled <u>Singin' in
the Rain.</u> | _____ 285a
290e |
| 9. The food, the service, and the
decor were not as good as
we had expected. | _____ 123b
162a | 20. <u>The Wall Street Journal</u> is
publishing a three-part series
on the hearings. | _____ 289a |
| 10. The French Agency offers
prompt, reliable service. | _____ 123c
168a | | |
| 11. To lower the sound, turn
the left knob to the right. | _____ 124
135b | | |

Name _____ Date _____ Class _____

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

21. used to work for the Xerox corporation	303	26. driving across the Bridge to Sausalito	331
22. providing aid to the third world	305	27. hoping to move back East next month	C 338a
23. planned to raft down the River	308 331	28. during the early Nineteen Hundreds	345
24. the new President of our company	313a 321	29. working on a doctorate in Economics	352 353
25. going into partnership with my Father	319a	30. treated in Appendix A on Page 313	359

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

31. on or before December twenty-ninth	29 401b 407b	41. George Appleby Singleton Junior	Jr. 502b
32. only three percent of the defects	3 401b 447a	42. revolutions per minute (abbreviated)	507 rpm 535a
33. four bus drivers and 87 passengers	4 402	43. graduated last year from M.I.T.	508 MIT 524a
34. at least eighty-seven thousand dollars	\$87,000 413a	44. will prepare a new demo. disk	demo 510
35. carries a price tag of only \$99.00	\$99 415	45. an exciting article by N.W. Hertzog	N. W. 516a
36. keep the cost under \$.50 a unit	50 cents 418a	46. was examined by Doctor Warren Fong	Dr. 517a
37. . . . started last week. 60 days from now. . .	Sixty 421	47. the U.S. Department of Agriculture	C 525
38. during the first decade of the 19th century	nineteenth 424	48. worked for two years in Washington, DC	D.C. 527b
39. over 1/2 of these traffic accidents	one-half OR a half 427a	49. 600 gals. @ \$15.50 (on an invoice)	gal 535a
40. must be sure to leave by 4:00 p.m.	4 440c	50. consider joining an H.M.O. next year	HMO 541

Final Survey (Continued)

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

- | | | | |
|--|----------------------------|---|------------------------------|
| 51. whether or not <u>taxs</u>
should be cut | <u>taxes</u> 602 | 66. needs to use more
<u>tack</u> with callers | <u>tact</u> 719 |
| 52. need to review our
outstanding <u>liabilitys</u> | <u>liabilities</u> 604 | 67. and should try to
be more <u>discrete</u> | <u>discreet</u> 719 |
| 53. a business that is
owned by our <u>wifes</u> | <u>wives</u> 608b | 68. don't want their help or
their <u>advise</u> | <u>advice</u> 719 |
| 54. a dinner prepared by my
four <u>sister-in-laws</u> | <u>sisters-in-law</u> 612a | 69. serve as our <u>liason</u> with
the steering committee | <u>liaison</u> 720 |
| 55. attended a reception
for the <u>alumnuses</u> | <u>alumni</u> 614 | 70. a topic that falls in
another <u>catagory</u> | <u>category</u> 720 |
| 56. a proposal supported by
many <u>CEO's</u> | <u>CEOs</u> 622a | 71. must <u>checkout</u> of our
hotel room by noon | <u>check out</u> 802 |
| 57. purchased several hundred
<u>dollar's</u> worth | <u>dollars'</u> 646 | 72. supervising a large
crew of <u>workmen</u> | <u>workers</u> 809a |
| 58. bought seven more
<u>saving's</u> bonds | <u>savings</u> 628a | 73. to <u>air condition</u> this
entire office | <u>air-condition</u> 811a |
| 59. <u>Congress'</u> latest
budget proposals | <u>Congress's</u> 631 | 74. proposing tax cuts
<u>across-the-board</u> | <u>across the board</u> 831a |
| 60. a fantastic sale on
<u>mens'</u> suits | <u>men's</u> 633 | 75. needs a <u>machine</u>
<u>readable</u> format | <u>machine-readable</u> 820a |
| 61. the flooding that
recently occurred | <u>C</u> 702 | 76. thought his speech
was <u>long winded</u> | <u>long-winded</u> 823a |
| 62. <u>sufferred</u> minor injuries
in the accident | <u>suffered</u> 704 | 77. the repainting of our
reception room was
<u>much-needed</u> | <u>much needed</u> 824b |
| 63. intended to send an
<u>acknowledgement</u> | <u>acknowledgment</u> 708 | 78. found a new <u>co-author</u> to
work on the book | <u>coauthor</u> 835b |
| 64. could not <u>beleive</u>
that it happened | <u>believe</u> 712 | 79. would be willing to
<u>re-employ</u> Ms. Foley | <u>reemploy</u> 835a |
| 65. we'll have to <u>conceed</u>
the truth of that
statement | <u>concede</u> 716b | 80. designing <u>self study</u>
programs | <u>self-study</u> 836a |

Name _____ Date _____ Class _____

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

- | | |
|--|--|
| <p>81. Cindy <u>don't</u> like the idea very much. <u>doesn't</u> 1001a</p> <p>82. One of the calls <u>were</u> for you. <u>was</u> 1008a</p> <p>83. Are you the one who <u>drunk</u> all the coffee? <u>drank</u> 1032b</p> <p>84. If <u>I was</u> rich, the first thing I'd do . . . <u>were</u> 1040</p> <p>85. Chris and <u>me</u> are hoping to go camping for a week. <u>I</u> 1054a</p> <p>86. The company monitors <u>it's</u> costs zealously. <u>its</u> 1056e</p> <p>87. The position was offered to Meg and <u>myself</u>. <u>me</u> 1060d</p> <p>88. We feel <u>badly</u> about your transfer to the main office. <u>bad</u> 1067</p> <p>89. Which is the <u>best</u> of these two paintings? <u>better</u> 1071g</p> <p>90. <u>I don't</u> have <u>nothing</u> that I care to add. <u>anything</u>
OR <u>don't</u> 1076a</p> | <p>91. Your visit is not an <u>every day</u> happening. <u>everyday</u> 1101</p> <p>92. These <u>kind</u> of problems always crop up. <u>kinds</u> 1101</p> <p>93. The reorganization plan is <u>all together</u> too complex. <u>altogether</u> 1101</p> <p>94. This change will have no <u>affect</u> on us. <u>effect</u> 1101</p> <p>95. We just received a large <u>amount</u> of orders. <u>number</u> 1101</p> <p>96. Does anyone <u>beside</u> you think that? <u>besides</u> 1101</p> <p>97. We've had <u>less</u> complaints this year. <u>fewer</u> 1101</p> <p>98. You could <u>of</u> called if you were displeased. <u>have</u> 1101</p> <p>99. The pay raise was <u>sure</u> appreciated. <u>surely</u> 1101</p> <p>100. <u>I use</u> to work in the Virgin Islands. <u>used</u> 1101</p> |
|--|--|

