

**USING THE *COMPREHENSIVE*
*WORKSHEETS***

A NOTE TO THE INSTRUCTOR

The *Comprehensive Worksheets* that accompany the tenth edition of *The Gregg Reference Manual* will do more than familiarize your students with the contents and the organization 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, as well as on the techniques and procedures for handling letters, memos, and other types of business communications. 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. (Note: If you are looking for a shorter set of worksheets that deal only with grammar, usage, and style, consider using the *Basic Worksheets* [ISBN 0-07-293654-1] that also accompany the tenth edition of *The Gregg Reference Manual*. See pages B-2 to B-7 in this *Instructor's Resource Manual*.)

OBJECTIVES OF THE COMPREHENSIVE WORKSHEETS

The *Comprehensive 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 *Comprehensive Worksheets* develop these three skills? To begin with, almost every worksheet focuses on one particular section in *The Gregg Reference Manual*—and in most cases focuses on only a selected set of rules within that section. (See the chart on pages C-4 to C-5 for the primary coverage of each

worksheet.) As students go through a given worksheet, they are forced to confront a wide range 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 every minute point of style in the related set of rules. Instead, the exercise items cover the most common 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, Worksheets 2–28 (with the exception of four editing survey worksheets) supply 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, the students will from time to time encounter an editing survey worksheet designed to help them integrate what they have learned from earlier materials. Now, instead of correcting isolated sentences, the students will have to edit long passages of connected copy. Without the help of rule numbers in the margin, they will have to identify potential errors, consult *The Gregg Reference Manual*, and make any necessary corrections.

When students get to the concluding worksheets (29–33), they will find that all rule numbers have been completely withdrawn. Moreover, they will find that the exercises in these final worksheets draw on all sections of *The Gregg Reference Manual*. Yet because of the training they have had up to this point, they should now be able to (1) recognize the potential problems that occur in Worksheets 29–33, (2) find the relevant rules on their own, and (3) apply these rules correctly to each situation.

ORGANIZATION OF THE WORKSHEETS

As the table of contents on pages C-4 to C-5 indicates, Worksheet 1, the Diagnostic Survey, is a four-page pretest that covers all the key rules in *The Gregg Reference Manual*. These are the rules, in the judgment

of the author, that all office workers should be able to apply correctly. The first page of Worksheet 1 covers Sections 1–3; the second page covers Sections 4–9; the third page covers Sections 10–11; and page 4 provides a full-page letter that covers Section 13 as well as all the preceding sections. This pretest 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 C-6.)

Worksheets 2–28 focus on specific sets of rules within each section. (The chart on pages C-4 to C-5 shows which rules are covered in each worksheet.) As indicated previously, rule numbers appear alongside the answer blanks in these worksheets so that students will be guided to the appropriate rule in each case.

Within the sequence of worksheets from 2 to 28 come the four editing survey worksheets. After the students finish Worksheets 2–6 (which focus on the proper use of punctuation), they will encounter an editing survey in Worksheet 7 that requires them to draw on the full range of rules in Sections 1–2 while they edit copy without the customary guidance in the margin. In the same way, the editing survey in Worksheet 13 will ask them to apply the rules in Sections 3–5 (on capitalization, numbers, and abbreviations), which they were gradually introduced to in Worksheets 8–12. The editing survey in Worksheet 20 deals with the problems covered in Sections 6–9 and Worksheets 14–19. Finally, the editing survey in Worksheet 25 deals with the rules presented in Sections 10–11 and applied in Worksheets 21–24.

Worksheets 26–28 offer students experience in looking things up whenever questions arise about formatting letters, memos, and other business documents. Worksheets 29–32 then provide a number of editing assignments: five letters (executed in three different styles), a continuation page of a letter, an envelope, a memo with a table, and a page from a business report. These four worksheets require the student to study and apply a number of the rules in Sections 13–16 of *The Gregg Reference Manual*. Moreover, they require the student to identify and resolve a wide range of problems drawn from Sections 1 through 13 and already covered in the earlier worksheets. Because no rule numbers are supplied in these worksheets, students must now concentrate on looking things up without special help.

Worksheet 33, the Final Survey, is a four-page posttest that exactly parallels Worksheet 1, 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 four intervening editing surveys may also be scored as a means of measuring the student's incremental progress. (The following section provides guidelines on scoring.)

Worksheet 34, which appears only in this *Instructor's Resource Manual* (see pages C-8 to C-11), is a *second* Final Survey that exactly parallels Worksheet 33 in coverage and construction. You may reproduce Worksheet 34 for use in your classroom (1) as an alternative to Worksheet 33 or (2) as a “second chance” for students who did not perform well on Worksheet 33. (For a further discussion of the best ways to use Worksheet 34, see page C-7.)

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 C-7 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' marks they will need to use in the first exercise of Worksheet 1. (These marks—which are shown in the directions for this exercise—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*. If time permits and equipment is available, ask the students to retype the letter that they edit on the fourth page of this worksheet. (*Note:* To support your discussion of how to look things up, use the corresponding “How to

Worksheet Number	Worksheet Title	Primary Coverage	For Keys See Page
1	Diagnostic Survey	First page: Sections 1–3 (punctuation and capitalization)	C-12
		Second page: Sections 4–9 (numbers, abbreviations, plurals, possessives, spelling, compounds, and word division)	C-14
		Third page: Sections 10–11 (grammar and usage)	C-15
		Fourth page: Sections 1–13 (modified-block letter arrangement plus all sections on style, grammar, usage, and editing and proofreading techniques)	C-16
2	The Period, the Question Mark, and the Exclamation Point	¶¶101–121	C-19
3	The Comma	¶¶122–125; 126–137	C-21
4	The Comma (<i>Continued</i>)	¶¶138–175 plus 122–137	C-23
5	The Semicolon, the Colon, and the Comma	¶¶176–199 plus 122–175; 176–199 plus 101–175	C-25
6	Other Marks of Punctuation	¶¶201–226 plus 299; 227–299	C-27
7	Editing Survey A	Sections 1–2 (punctuation)	C-29
8	Capitalization	¶¶301–330	C-31
9	Capitalization (<i>Continued</i>)	¶¶331–366; 301–366	C-33
10	Numbers	¶¶401–428; 461; 465	C-35
11	Numbers (<i>Continued</i>)	¶¶429–470 plus 401–406; 401–470	C-37
12	Abbreviations	¶¶501–550	C-39
13	Editing Survey B	Sections 3–5 (capitalization, numbers, and abbreviations)	C-41
14	Plurals	¶¶601–626	C-43
15	Possessives	¶¶630–638 plus 601–626; 627–652	C-45
16	Spelling	¶¶701–711; 712–718; 719–720	C-47
17	Choosing the Right Word	¶¶719; 719–720	C-49
18	Compound Words	¶¶801–812; 813–847; 801–847	C-51
19	Word Division	¶¶901–922; 915–920	C-53

Worksheet Number	Worksheet Title	Primary Coverage	For Keys See Page
20	Editing Survey C	Sections 6–9 (plurals, possessives, spelling, compound words, and word division)	C-55
21	Subjects and Verbs	¶¶1001–1048	C-57
22	Pronouns and Other Grammar Problems	¶¶1049–1088	C-59
23	Usage	Section 11 (pages 308–345)	C-61
24	Usage (<i>Continued</i>)	Section 11 (pages 308–345)	C-63
25	Editing Survey D	Sections 10–11 (grammar and usage); Sections 1–11	C-65
26	Letters	¶¶1301–1341 plus 462, 517a	C-67
27	Letters, Memos, and E-Mail	Section 13 plus 363, 455a, 503	C-69
28	Looking Things Up	Sections 12–18; Appendixes A, B, C, and D	C-71
29	Editing Practice A	First page: Modified-block letter—standard format (Sections 1–13)	C-73
		Second page: Modified-block letter—standard format (Sections 1–13)	C-76
30	Editing Practice B	First page: Modified-block letter—with indented paragraphs (Sections 1–13)	C-79
		Second page: Continuation page—standard format plus envelope (Sections 1–13)	C-82
31	Editing Practice C	First page: Block letter (Sections 1–13)	C-85
		Second page: Memo with table (¶¶1373–1374 plus Sections 1–12, 16)	C-88
32	Editing Practice D	First page: Modified-block letter—standard format (Sections 1–13)	C-91
		Second page: Report page (Sections 14–15 plus Sections 1–12)	C-94
33	Final Survey	Sections 1–13 (see the entry for Worksheet 1 on page C-4 for a breakdown)	C-97
34	Final Survey (<i>Alternative Version</i>)	Sections 1–13 (see the entry for Worksheet 1 on page C-4 for a breakdown)	C-104

Look Things Up” transparencies—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 a half point for each item incorrectly answered. Retain this score for later use. (*Note:* There are 125 items on the first three pages and another 50 errors in the letter given on the fourth page. If, out of the total of 175 items, a student got 60 wrong, you would deduct 30 points from 100 and give the test a score of 70.)

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 bottom of this page will help you provide specific prescriptions for each student.

Worksheets 2–28. 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 28 *in sequence*; (2) ask each student to complete Worksheets 2–28 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 28) 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 in the directions) 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 7, 13, 20, and 25 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 have the students reread “How to Look Things Up” before they begin these editing assignments. 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 Transparencies H-1 to H-6 on pages D-13 to D-18.)

Scoring Editing Survey Worksheets. Each editing survey worksheet contains two full-page passages. There are 30 errors in each complete passage and a total of 60 errors in each worksheet. For each error left uncorrected or improperly corrected and for any new error introduced by the student, deduct 1 point from a total score of 100. Since this is an open-book exercise, the minimum acceptable grade on each editing survey worksheet should be 80.

Worksheets 29–32. All students should complete Worksheets 29–32, even if they were exempted from some of the earlier worksheets. If time permits and equipment is available, ask the students to retape the edited materials in Worksheets 29–32.

In Worksheet 1, if a student made many errors in the following items:	That student should give special emphasis to the following worksheets:
1–30	Worksheets 2–9 (dealing with punctuation and capitalization)
31–42	Worksheets 10–11 (dealing with numbers)
43–50	Worksheet 12 (dealing with abbreviations)
51–65	Worksheets 14–15 (dealing with plurals and possessives)
66–80	Worksheets 16–17 (dealing with spelling and choosing the right word)
81–95	Worksheet 18 (dealing with compounds)
96–100	Worksheet 19 (dealing with word division)
101–125	Worksheets 21–24 (dealing with grammar and usage)

Worksheet 33. Once the students have successfully completed Worksheets 29–32, have them proceed to the Final Survey (Worksheet 33), *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.) If time permits and equipment is available, ask the students to retype the letter at the end of this worksheet.

Scoring Worksheet 33. As on Worksheet 1, use this scoring procedure: From a total score of 100, deduct a half point for each item incorrectly answered. (There are 125 items on the first three pages plus 50 errors in the letter on the fourth page.) Since this is an open-book exercise, a student should get no more than 40 items wrong. In effect, the minimum acceptable grade on this test should be 80. 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 34. As noted previously, this alternative Final Survey, which appears only in this *Instructor's Resource Manual* (on pages C-8 to C-11), may be used in place of Worksheet 33. If you decide to use Worksheet 34 as the posttest, you might want to allow students to use Worksheet 33 as practice for the real thing. On the other hand, if you do use Worksheet 33 as the posttest, you could assign Worksheet 34 to those students who did not score well on Worksheet 33. 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 34 could help them raise their final scores and boost their sense of achievement as well.

Scoring Worksheet 34. Apply the same scoring procedure provided for Worksheet 33.

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 key in a central location so that all students can check their own work. (Remove the keys to Worksheets 33 and 34, 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 cir-

cumstances, 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 (using the appropriate transparencies) 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 C-12 to C-110 with the correct answers inserted. The letters and other materials that are to be edited in Worksheets 1 and 29–34 are keyed in several ways: first with corrections noted on the original version; then with a detailed, line-by-line commentary that explains each error and gives the appropriate rule number; and finally with a completely retyped and corrected version. 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 a specific set of rules in *GRM*.

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

1. Carole Paula and I have rented a handsome sun-filled house for the summer 1. _____
2. May I please use your transparencies for my presentation next Tuesday May 9 2. _____
3. I've just received your note of May 1 in which you asked whether you could
borrow my transparencies of course 3. _____
4. The Marketing Director of Galway industries asked how much the demo cost 4. _____
5. Did you really take top honors in the photo competition my warmest congratulations 5. _____
6. It's strange isn't it that so many nice people turn into ogres when they drive 6. _____
7. Did the person whom I interviewed last monday, submit samples of her work 7. _____
8. In my opinion the Company's stock will not split before the year 2008 8. _____
9. If you have some free time would you please comment on the attached proposal 9. _____
10. We could stop in Hampton New Hampshire and if you like go on to Camden Maine 10. _____
11. It is essential therefore that we notify their Treasurer Tom Bray of the new plan 11. _____
12. Please fill in the following boxes Your date of birth your address your phone number 12. _____
13. Ken Foy LL.D. spoke today to the Company's managers, and will return this Spring 13. _____
14. Did last week's oil spill draw the attention of Federal, and State, regulators 14. _____
15. After we moved down south last Winter we decided to open a small, antique shop 15. _____
16. Forrest's investment in Apple must be over \$2000000 by now don't you think 16. _____
17. We must therefore reject your buyout offer even though your terms are attractive 17. _____
18. The lawsuit was filed last May but the case will not be tried until june 3 2008 18. _____
19. Phil have you heard that Jane Seidel the Mayor of Warren will not run again 19. _____
20. In 2004 Ray Twomey Jr. stepped down as the head of Zodiac Creations Inc. 20. _____
21. To leave a message record after the tone, to speak with an operator dial 0 21. _____
22. If you ask Mona for help she always smiles and says what needs to be done 22. _____
23. (See chapter 4 a time to be born in going with the flow 23. _____
24. The locations of our stores are: Tulsa Oklahoma Tyler Texas and Tempe Arizona 24. _____
25. I like the overall design however the Marketing Director wants a brighter color 25. _____
26. Is the Television Bureau Of Advertising really located on Madison avenue 26. _____
27. Nan's field is european history, and literature in the twentieth century for example
she has taught courses on the Nineteen-Forties and the holocaust 27. _____
28. After I retired I moved to Northern Vermont but I miss my house in Rye New York 28. _____
29. Martha along with her children is taking a cruise to celebrate mother's day 29. _____
30. An ad hoc committee was created in April 2003 or was it 2004 30. _____

Name _____ Date _____ Class _____

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

- | | | | |
|-------------------------------|-------|-------------------------------|-------|
| 31. 18 yeses and six noes | _____ | 66. transfered the deed | _____ |
| 32. before December 15th | _____ | 67. profitted from the sale | _____ |
| 33. on sale for only \$99.00 | _____ | 68. used good judgment | _____ |
| 34. cost only \$.79 apiece | _____ | 69. whatever I recieved | _____ |
| 35. . . . our ad. 16 callers | _____ | 70. resistent to infection | _____ |
| 36. in the 19th century | _____ | 71. will not interceed | _____ |
| 37. 1/3 of the way through | _____ | 72. copy my resume | _____ |
| 38. in fifty-gallon drums | _____ | 73. this passed week | _____ |
| 39. my son turned three | _____ | 74. I can not tell you why | _____ |
| 40. a ninety-day warranty | _____ | 75. that maybe impossible | _____ |
| 41. nearly 30 years ago | _____ | 76. was accidently broken | _____ |
| 42. closes at five P.M. | _____ | 77. in a large quantity | _____ |
| 43. wrote to H.H. Green | _____ | 78. on the nineth or tenth | _____ |
| 44. Doctor Singh's visit | _____ | 79. something similar | _____ |
| 45. approved by the F.D.A. | _____ | 80. was a real privaleedge | _____ |
| 46. US State Department | _____ | 81. a true master piece | _____ |
| 47. lives in Washington, D.C. | _____ | 82. to cover-up mistakes | _____ |
| 48. 200 bbls @ \$85 | _____ | 83. over 200 hand-outs | _____ |
| 49. weighed about 75 km. | _____ | 84. needs skill-building | _____ |
| 50. found a good H.M.O. | _____ | 85. type it double spaced | _____ |
| 51. too many liabilitys | _____ | 86. a high level meeting | _____ |
| 52. made many journies | _____ | 87. a ten-year's loan | _____ |
| 53. a cat with nine lifes | _____ | 88. word-processing center | _____ |
| 54. my two son-in-laws | _____ | 89. a cost effective plan | _____ |
| 55. more than one criteria | _____ | 90. very eye catching | _____ |
| 56. visited the Kennedies | _____ | 91. looks old fashioned | _____ |
| 57. throughout the 1990's | _____ | 92. a highly deserved raise | _____ |
| 58. an actress' ambition | _____ | 93. brought me up to date | _____ |
| 59. bought Ella Jame's car | _____ | 94. would re-employ him | _____ |
| 60. both company's CEOs | _____ | 95. the fact is self evident | _____ |
| 61. mens' suits are on sale | _____ | 96. I plan-/ ned to leave | _____ |
| 62. it's ours, not your's | _____ | 97. it is imper-/ ative | _____ |
| 63. Ed and Jan's shoes | _____ | 98. try media-/ tion | _____ |
| 64. several dollars worth | _____ | 99. retell-/ ing an old story | _____ |
| 65. do you mind me asking | _____ | 100. controll-/ ing our costs | _____ |

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

- | | |
|---|------------|
| 101. Every marketing manager and copywriter <u>have</u> seen the new logo. | 101. _____ |
| 102. Only one of the service representatives <u>are</u> available on weekends. | 102. _____ |
| 103. <u>Does</u> any of the plans meet the goal of higher sales and lower costs? | 103. _____ |
| 104. Our criteria for granting parental leave <u>needs</u> to be updated. | 104. _____ |
| 105. The number of uninsured drivers are high and continuing to grow. | 105. _____ |
| 106. Nora is one of those people who <u>spends</u> time to say they have no time. | 106. _____ |
| 107. None of the passengers <u>was</u> seriously injured, but the car was totaled. | 107. _____ |
| 108. I wish I <u>was</u> going to the convention in Bermuda with the rest of you. | 108. _____ |
| 109. How long can the company maintain <u>their</u> share of the market? | 109. _____ |
| 110. Attendance is mandatory for everyone except you and <u>I</u> . | 110. _____ |
| 111. Maria is so much better at dealing with angry customers than <u>me</u> . | 111. _____ |
| 112. Jan and <u>myself</u> will move to Utah, even if my transfer is not okayed. | 112. _____ |
| 113. <u>Whom</u> do you think will get the Oscar this year for best actress? | 113. _____ |
| 114. It was <u>real</u> nice of you to cover for me while I was in the hospital. | 114. _____ |
| 115. We feel very bad about your decision to take early retirement. | 115. _____ |
| 116. I've reviewed your proposal carefully, and I don't have <u>nothing</u> to add. | 116. _____ |
| 117. How will the proposed increase in the sales tax <u>effect</u> your business? | 117. _____ |
| 118. Mayor Fry's budget cuts have angered a large <u>amount</u> of voters. | 118. _____ |
| 119. I need to consider my options for <u>awhile</u> before I make my next move. | 119. _____ |
| 120. Why do <u>less</u> people attend the Friday concerts than those on Monday? | 120. _____ |

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

121. Every congressman should continuously monitor the views of his constituents. _____
122. We not only discussed this years' sales projections but also next year. _____
123. Neither the professors nor the dean is happy about the impact of funding cuts on his programs. _____
124. When applying for a loan, this form should be filled out and brought back. When you come for an interview. _____
125. The new law's provisions have been reviewed by everyone of us lawyers. _____

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

Name _____ Date _____ Class _____

Caribbean Cruises

1200 BISCAYNE BOULEVARD
MIAMI, FLORIDA 33132
(305) 555-2800

October 14th 2008

Dr. Margaret P. Jensen M.D.
1523 S. Madison St.
Appleton Wisconsin 54915

Dear Dr. Jensen

Thank you for your letter of October seventh in which you asked for for information about our Winter cruises to the Carribean. I can well understand of course why you are thinking about a warmer place a few months from now. Since I grew up in Northern Minnesota. Let me try to provide some answers to the questions you raised in you letter.

1. From December 15-March 21 we are offerring a wide selection of cruises. There are frequent sailing dates to fit every schedule, and prices to fit every budget.

2. If your time is limited, you maybe most interested in our seven-day cruises, which stop in 3 ports (for example, Nassau, San Juan and Antigua.

3. If your in a position to take a longer voyage you might consider our 11 day cruises which stop in six ports. Better yet our 16-day cruise sails from Miami through the Panama canal to Los Angeles

4. Prices start at \$1950.00, and includes round trip airfare between Chicago and Miami (and Los Angeles if you decide on our longest cruise.)

I'm enclosing three brochures, that describe in detail each of our there types of cruises. Regardless of the one you choose you can expect gourmet dining, oversized cabins, and an attentive crew to spoil you. If you want to escape this winter into a warm wonderful world of luxury and excitement, why not ask your travel agent about reservations.

Sincerely Yours

Mr. Edward J. Cantwell,
Director Of Customer Services

aem
Enclosure 1

Key Diagnostic Survey

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

1. Dawn Sam and I now use lightweight compact camcorders in our training sessions. 1. _____
2. Could I please ask you to evaluate my manuscript by this Friday July 6? 2. _____
3. I've just read your memo of March 2 which describes your committee's progress in updating the corporate guidelines on sexual harassment many thanks. 3. _____
4. The General Manager of the Accounting department asked how much your new iMac cost. 4. _____
5. Did we really win the bid for converting the old mill into condos fantastic! 5. _____
6. It's funny isn't it how people with a push-button phone still listen for a dial tone? 6. _____
7. Did the TV reporter who called Friday night leave her name and phone number? 7. _____
8. In my opinion the company's sales will triple by the year 2008. 8. _____
9. While you're traveling next month could I please make use of your office? 9. _____
10. I'm opening a fast-food outlet in Boise Idaho and if feasible one in Baker Oregon. 10. _____
11. It is critical therefore that their President Rob Kidd cut out lavish corporate perks. 11. _____
12. Sort the sales data as follows. By product type customer class and ZIP Code. 12. _____
13. Sarah Hess M.B.A. has joined the company but will not relocate here until Fall. 13. _____
14. Does the State have jurisdiction or must the case be tried in a Federal court? 14. _____
15. When we went out West last summer we stayed in an old mining town. 15. _____
16. Joe's holdings in the company must be worth at least \$125000 wouldn't you say? 16. _____
17. We have therefore decided not to sell even though we got some good bids. 17. _____
18. The partners tried to save the business but it folded on June 15 1999. 18. _____
19. Is it true Ron that Harvey Snow the Chairman of CMP will run for public office? 19. _____
20. In 2003 we almost hired Wim VanVliet Jr. of Tubbins Inc. for the job of CFO. [commas not needed] 20. C
21. To operate the equipment turn the key to the right to stop it press the red panel. 21. _____
22. After he accepted the settlement Gary said why didn't I ask for more? 22. _____
23. (See chapter 3 the man with the gun in the book a time to be saved.) 23. _____
24. The new officers are Sue Fox President Rob Henry Secretary and Jon Poy Treasurer. [or: ...me. However, please...] 24. _____
25. Your figures look okay to me however please get the finance department's approval. 25. _____
26. Is the Institute of Management Consultants near Grand Central station? 26. _____
27. She has written articles on American history and politics in the twentieth century. [or: ...century. For...] 27. _____
for example her thesis was on the great depression and the thirties.
28. After I lost my job I went back to Southern Ohio but I miss Washington D.C. 28. _____
29. Tony Nye along with his family flew to Rome to celebrate new year's eve. 29. _____
30. An ad hoc committee was formed in June 2003 or was it 2004? 30. _____

Name _____ Date _____ Class _____

Rule Numbers

Diagnostic Survey

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

1. Dawn Sam and I now use lightweight compact camcorders in our training sessions 101a 1. _____
2. Could I please ask you to evaluate my manuscript by this Friday July 6 103b 2. _____
3. I've just read your memo of March 2nd which describes your committee's progress in updating the corporate guidelines on sexual harassment many thanks 101a/301b 101b 3. _____
4. The General Manager of the Accounting department asked how much your new iMac cost 104 4. _____
5. Did we really win the bid for converting the old mill into condos fantastic 110a 301b 119 5. _____
6. It's funny isn't it how people with a push-button phone still listen for a dial tone 114a/122a 114a 6. _____
7. Did the TV reporter who called Friday night, leave her name and phone number 342 131a 110a 7. _____
8. In my opinion the Company's sales will triple by the year 2008 149 101a 8. _____
9. While you're traveling next month could I please make use of your office 130a 103b 9. _____
10. I'm opening a fast-food outlet in Boise Idaho and if feasible one in Baker Oregon 160 122a/144 160 101a 10. _____
11. It is critical therefore that their President Rob Kidd cut out lavish corporate perks 122c/141 312b 148 101a 11. _____
12. Sort the sales data as follows. By product type customer class and ZIP Code 189 146 123b/162 101a 12. _____
13. Sarah Hess M.B.A. has joined the Company, but will not relocate here until Fall 157 309/321 127b 343 101a 13. _____
14. Does the State have jurisdiction for must the case be tried in a Federal court 335b 123a/126a 328 110a 14. _____
15. When we went out West last Summer we stayed in an old, mining town 33a 343 130a 169 101a 15. _____
16. Joe's holdings in the company must be worth at least \$1250000 wouldn't you say 123d 114/122b 114 16. _____
17. We have therefore decided not to sell even though we got some good bids 122c/141 131b/132 101a 17. _____
18. The partners tried to save the business but it folded on June 15 1999 123a/126a 342 154 101a 18. _____
19. Is it true Ron that Harvey Snow the Chairman of CMP will run for public office 145 148 313d 148 110a 19. _____
20. In 2003 we almost hired Wim VanVliet Jr. of Tubbins Inc. for the job of CFO 135c 156 159 101a 20. _____
21. To operate the equipment turn the key to the right to stop it press the red panel 135b 128/176a 136a 101a 21. _____
22. After he accepted the settlement Gary said why didn't I ask for more 130a 256a/227/301c 249a/227/257 22. _____
23. (See chapter 3 the man with the gun in the book a time to be saved 359 148/242 360/361a 148/247a 289a/240/360/361a 101a/220 23. _____
24. The new officers are: Sue Foy President Rob Henry Secretary and Jon Poe Treasurer 191c 148/313d 184 148/334 184 148 313d 101a 24. _____
25. Your figures look okay to me however please get the finance department's approval 178 142a 322 101a 25. _____
26. Is the Institute Of Management Consultants near Grand Central station 303 331 110a 26. _____
27. She has written articles on American history, and politics in the twentieth century for example her thesis was on the great depression and the thirties 304 352 125f 345 345 181a 101a 27. _____
28. After I lost my job I went back to Southern Ohio but I miss Washington D.C. 142a/181a 344a 345 101a 28. _____
29. Tony Nye along with his family flew to Rome to celebrate New Year's Eve 130a 341 133/177c 160 101a 29. _____
30. An "ad hoc" committee was formed in June 2003 or was it 2004 146a 342 101a 30. _____

Name _____ Date _____ Class _____

1

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

31. (six) tapes and 15 CDs	6	402	66. (prefered) to relocate	preferred	702
32. no later than March (21st)	21	407b	67. (creditted) my account	credited	704
33. priced under (\$100.00)	\$100	415	68. used sound (judgement)	judgment	708
34. more than (\$.15) apiece	15 cents	418	69. felt quite (releived)	relieved	712
35. . . . said yes. (12) said no.	Twelve	421	70. required (assistance)	assistance	714
36. early in the (21st) century	twenty-first	424 438	71. is now (superceded)	superseded	716a
37. nearly (2/3) occupied	two-thirds	427	72. retype your (resumé)	résumé	718a
38. sold in (eight) ounce cans	8	429a	73. the details don't jibe	C	719
39. until I turned five	C	434	74. more (then) we need	than	719
40. a 15-year mortgage	C	436a	75. it's (to) far to go	too	719
41. more than (20) years ago	twenty	437 440	76. look for a (consensus)	consensus	720
42. starts at (seven P.M.)	7 p.m.	453a	77. after next (Febuary)	February	720
43. heard from (B.J.) Malone	B. J.	516a	78. serve as (liason)	liaison	720
44. referred by (Doctor) Milano	Dr.	517a	79. discussed (publically)	publicly	720
45. an (F.B.I.) investigation	FBI	524a	80. just read the (summery)	summary	720
46. (US) Department of Labor	U.S.	525	81. too much paperwork	C	801a
47. works in Washington, D.C.	C	527	82. I'll (follow-up) on it	follow up	802
48. 8 (yds.) @ \$2.75	yd	535	83. review these (print-outs)	printouts	803d
49. a tolerance of 2 (mm.)	mm	538b	84. time for decision making	C	805a
50. an IRS audit	C	522	85. likes it (single spaced)	single-spaced	812a 813
51. not many (vacancys)	vacancies	604	86. (high risk) investments	high-risk	816a
52. talk to my (attornies)	attorneys	605	87. a (nine-month's) schedule	nine-month or nine months'	817
53. built additional (shelvs)	shelves	608b	88. a real estate syndicate	C	818a
54. both my brothers-in-law	C	612a	89. a (tax exempt) purchase	tax-exempt	820a
55. use only one (criteria)	criterion	614	90. becomes (habit forming)	habit-forming	821a
56. called the (Peabodys)	Peabodys	615c	91. too (high priced) for me	high-priced	823a
57. throughout the (1990's)	1990s	624a	92. a clearly written draft	C	824a
58. can't read my (boss') notes	boss's	631a	93. is this (up-to-date)	up to date	831a
59. bought Ed (Jone's) house	Jones's	631a,c	94. need to (re-emphasize)	reemphasize	835a
60. both agencies' assets	C	632a	95. is rather (self serving)	self-serving	836a
61. (womens') compensation	women's	633	96. they (plan-/ ned) poorly	planned	902
62. it's Daisy's, not (our's)	ours	636	97. (sim-/ ilar) conditions	simi-/ lar	913
63. (Mark) and Tom's allergies	Mark's	642a	98. (contin-/ uous) motion	continu-/ ous	914
64. bought six (dollars) worth	dollars'	646	99. recall-/ ing the past	C	922a
65. talk about (us) buying a car	our	647a	100. (compell-/ ing) reasons	compel-/ ling	922b

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

- | | |
|---|--------------------------------|
| 101. Every videocassette and compact disc <u>are</u> now on sale. | 101. <u>is</u> 1002c
1009b |
| 102. Not one of the photocopiers <u>are</u> working properly. | 102. <u>is</u> 1006a
1008a |
| 103. <u>Does</u> any of the orders call for out-of-stock items? | 103. <u>Do</u> 1013a
1006a |
| 104. Some criteria on eligibility for outplacement services <u>has</u> to be established. | 104. <u>have</u> 1018a |
| 105. The number of responses to our mail campaign <u>were</u> unusually high. | 105. <u>was</u> 1023 |
| 106. Diane is one of those managers who always <u>resolves</u> problems quickly. | 106. <u>resolve</u> 1008b |
| 107. None of the bidders have handled this big a project before. | 107. <u>C</u> 1013a |
| 108. I wish I <u>was</u> free to work with you on the Henderson case. | 108. <u>were</u> 1039a
1020 |
| 109. Can the company maintain <u>their</u> dominant position in the marketplace? | 109. <u>its</u> 1049a |
| 110. Apparently, everyone on staff has been notified except you and <u>I</u> . | 110. <u>me</u> 1055b |
| 111. You obviously know a good deal more about this new technology than <u>me</u> . | 111. <u>I</u> 1057 |
| 112. Valerie and <u>myself</u> are the only ones who still report to Mrs. Lee. | 112. <u>I</u> 1060d |
| 113. <u>Whom</u> do you think is going to get the Hong Kong assignment? | 113. <u>Who</u> 1061 |
| 114. We had a <u>real</u> nice going-away party for Celia Frazier. | 114. <u>really</u> 1065 |
| 115. I felt very <u>badly</u> about George's decision to retire. | 115. <u>bad</u> 1067 |
| 116. I don't see <u>nothing</u> wrong with the plan you have devised. | 116. <u>anything</u> 1076 |
| 117. What <u>affect</u> will the increased sales tax have on your firm? | 117. <u>effect</u> 1101 |
| 118. We've had a great <u>amount</u> of calls on the basis of one ad. | 118. <u>number</u> 1101 |
| 119. I'm afraid we won't have more stock on Model 364-A for <u>awhile</u> . | 119. <u>a while</u> 1101 |
| 120. You need to work for greater precision and <u>less</u> mistakes. | 120. <u>fewer</u> 1101 |

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

- | | |
|---|------------------------------|
| 121. Every businessman should review his objectives continuously. <u>All business managers should review their objectives continually.</u> | 1053a 809a 1052a / 1053a 719 |
| 122. They not only plan to audit this years' records but also last year. <u>They plan to audit not only this year's records but also last year's.</u> | 1081b 630a 644 / 1071i |
| 123. Neither the salesclerks nor the sales manager has received his bonus check. <u>Neither the sales manager nor the salesclerks have received their bonus checks.</u> | 1005 1049c |
| 124. When taking a trip, money can be saved. If reservations are made in advance. <u>When taking a trip, you can save money if you make reservations in advance.</u> | 1082 101c 1037b |
| 125. The contract's terms have been carefully reviewed by everyone of us. <u>Every one of us has carefully reviewed the terms of the contract.</u> | 645 1037b 1010, note |

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

Name _____ Date _____ Class _____

3



Seco Valley Inn

Post Office Box 151 - Sonoma, California 95476

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

August

Aug. 7, 2007

Ms.

Gina A. Hodgkins
Director of administrative services
Robb, Steele & Baggett
Suite 1150
612 W. 6th St.
Los Angeles, CA 90017

Dear Ms. Hodgkins:

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

1. It will take you about an hour or two to drive from the airport south of San Francisco to the inn, depending on the time of day you come across the Golden Gate bridge.

2. A 16-hole golf course surrounds the inn. Also readily accessible are eight all-weather tennis courts, a fully equipped exercise room and indoor and outdoor swimming pools.

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

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

Sincerely yours,

Lyle A. Montoya
General Manager

Enclosure
gad

Note to Instructor: There is a total of 50 errors in this material.
See page C-17 for notes and rule references for this editing practice.

NOTES ON WORKSHEET 1, PAGE 4

- Line 13:** 1. Change *Aug.* to *August*. [1313a]
2. Separate the day and the year with a comma (*August 7, 2007*). [1313a]
- Line 17:** 3. Insert *Ms.* before *Gina A. Hodgkins*. [1321a]
- Line 18:** 4. Capitalize *Administrative Services*. [1324c]
5. Omit the comma after *Services*. [1308b]
- Line 20:** 6. Omit the comma in the suite number (*1950*). [462]
- Line 21:** 7. Spell out *West*. [1330a]
8. Spell out *Sixth*. [1329b]
9. Spell out *Street*. [1328c]
- Line 22:** 10. Omit the comma before the ZIP Code. [161, 1332a]
- Line 24:** 11. Change *Hodgekin* to *Hodgkins* (as in the inside address and the directions). [1202c, 1338f]
12. Change the comma to a colon. [194a, 1338b]
- Line 26:** 13. Change the second *you* to *your* (a typographical error). [1202b]
14. Change *2nd* to *2* in the date. [407b]
15. Insert a comma after *2* (a nonessential clause follows). [122d, 152]
- Lines 26–27:** 16. Do not divide *expressed* before *ed* (*pressed* is one syllable). [901c]
- Line 28:** 17. Do not capitalize *fall*. [343]
- Line 29:** 18. Spell *any way* as two words. [1101]
- Lines 32, 36, 40:** 19. Insert a period after *1*, *2*, and *3* in the enumeration. [106, 1345d]
- Line 32:** 20. Spell out *two*. [401a, 404a]
21. Do not capitalize *airport*. [308]
22. Do not capitalize *south*. [338b]
- Lines 33–34, 37–38, 41–42:** 23. Align the turnovers in the displayed enumeration with the first word in the first line. [1345d]
- Line 33:** 24. Change *San Fransisco* to *San Francisco*. [720]
- Line 34:** 25. Capitalize *Bridge*. [331]
- Line 36:** 26. Hyphenate *36-hole*. [817a]
- Line 37:** 27. Hyphenate *all-weather*. [814, 816a]
28. Do not hyphenate *fully equipped*. [824a]
29. Insert a series comma after *room*. [123b, 184]
30. Insert a suspending hyphen after *in* (*in-and outdoor swimming pools*). [832d]
- Line 40:** 31. Omit the colon and the zeros from *6* and *11*. [440c]
32. Insert periods in *a.m.* and *p.m.* [507]
33. Replace the hyphen with *to* in the phrase *from 6 a.m. to 11 p.m.* [459b]
- Line 41:** 34. Change *causal* to *casual*. [719]
35. Insert a comma after *day* (to separate two independent clauses connected by *and*). [123a, 126a]
- Line 42:** 36. Insert a comma after *elegant*. [168a]
37. Hyphenate *award-winning*. [821a]
38. Change *wining* to *winning*. [701]
- Line 44:** 39. Do not indent the first line of a paragraph in a letter typed in modified-block style—standard format. [1302a(1)]
40. Omit the comma before *that* (introducing an essential clause). [131a, 132]
41. Change *facilitys* to *facilities*. [604]
- Line 45:** 42. Change *is* to *are* to agree with the plural subject that follows (*schedule* and *reservation form*). [1027a]
- Line 46:** 43. Change *accomodations* to *accommodations*. [720]
- Line 47:** 44. Change *foreward* to *forward*. [719, 1203a]
- Lines 49, 53–54:** 45. Begin the complimentary closing and the signature block at the center, aligned with the date line. [1346a]
- Line 49:** 46. Spell *Sincerely* with two *e*'s. [708, 720]
47. Omit the apostrophe from *yours*. [1056c, 1346d]
48. Insert a comma after *Sincerely yours*. [1346c]
- Line 56:** 49. Change *Enclosure 1* to *Enclosures 3* or a similar expression (to agree with lines 44–46 in the letter). [1203e, 1358a]
- Lines 56–57:** 50. The reference initials should precede the enclosure notation. [1355a, 1358b]

*Final copy with
1.25" side margins*

August 7, 2007

Ms. Gina A. Hodgkins
Director of Administrative Services
Robb, Steele & Baggett
Suite 1950
612 West Sixth Street
Los Angeles, CA 90017

Dear Ms. Hodgkins:

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

1. It will take you about an hour or two to drive from the airport south of San Francisco to the inn, depending on the time of day you come across the Golden Gate Bridge.
2. A 36-hole golf course surrounds the inn. Also readily accessible are eight all-weather tennis courts, a fully equipped exercise room, and in- and outdoor swimming pools.
3. Room service is available from 6 a.m. to 11 p.m. The Coffee Garden provides a casual menu throughout the day, and the Elbow Room offers an elegant, award-winning menu for lunch and dinner.

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

Sincerely yours,

Lyle A. Montoya
General Manager

gad
Enclosures 3

The Period, the Question Mark, and the Exclamation Point

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

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

Name _____ Date _____ Class _____

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

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

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

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

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

1. The new warehouse has to be completed as I understand it by the end of the year.
Your people can finish the job by then can't they? 1. _____ 122a
122b
2. It is obvious however that you cannot complete the work by December 31. We are
therefore proceeding to cancel the contract. 2. _____ 122c
3. *Newsweek* carried a review of your wife's new book *Managing Your Spouse* in the
past month or so. The issue was dated September 17, 2007 I believe. 3. _____ 122d
122e
122b
4. Dean Morgan Hennessy Ed.D. will be speaking at an educational symposium in
Knoxville Tennessee on stress and teacher burnout in the classroom. 4. _____ 122f
125f
5. Luke Wharton II has been named to the newly established position of vice
president and creative director of R. U. Kidd Inc. 5. **C** _____ 122f
6. Marla and I have already signed up for the Caribbean cruise but Sandy Peg and
Bud are still mulling the trip over. 6. _____ 123a
123b
7. A lot of creativity and time and hard work went into developing all these
handsome imaginative layouts. 7. _____ 123b
123c
8. Only \$24,000 is required on the signing of the contract; \$216,000 on the
completion of the project. 8. _____ 123d
123e
9. When I graduated from business school in 2001 I hung out my shingle as a
corporate turnaround expert. In order to deal with the extraordinary demand
for my services I had to hire three associates in the very first year. 9. _____ 124
10. You see I've worked with that pair on a number of projects. How they ever got
their reputation for competence I'll never know. 10. _____ 124a
123e
11. In 2002 we established a new set of terms from credit card purchases. In my
judgment those terms are now outdated and need to be rethought. 11. _____ 124b
122a
125a
12. Our whole staff, I am sure will appreciate your kind words. 12. _____ 125c
124b
13. Margaret Pierce always turns in competent, well-written research papers.
Obviously she is ready for bigger things. 13. _____ 125b
124b
14. I'm sure I heard the commissioner say "These rate increases will be approved."
However his assistant says that he did not. 14. _____ 125f
122c
15. We hope that you will find the meeting facilities satisfactory and that you will
tell us about any special needs. Our staff of course is always on call. 15. _____

Name _____ Date _____ Class _____

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

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

The Comma (Continued)

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

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

Name _____ Date _____ Class _____

9

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

The Semicolon, the Colon, and the Comma

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

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

Name _____ Date _____ Class _____

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

15. Thank you for your get-well card. I am still confined to bed, but I have been assured that the hip replacement was a complete success. I expect to be up and about in another week, and to be calling on customers within a month. [OR: On] 176b
126a
101a
125f
101a
16. The Gephardt estimate is not as high as it looks on the contrary, the amount Gephardt is asking is about the same as the estimate from Kitchens Inc. in fact, if you analyze the estimates closely, Gephardt's is better because of the longer guarantee. [OR: Yet...] 178
139a
130a
101a
17. Natalie's memo explains why we ran out of stock, yet it does not address the question of how we can avoid running out of stock again. 179
104
130a
18. As it happens, I have a number of reservations about the Hepler Associates market survey for example, why did they send questionnaires only to people who own their own homes? [OR: for...] 181a
110
19. I'll be traveling first to Klamath Falls, Oregon, then I'll be going on to Bellingham, Washington. if the negotiations go faster than I've been assuming, I may drive up to visit friends in Prince George, British Columbia. [OR: Then] 160a
128
178
101a
130a
20. Mr. Workman from The Furniture Recyclers wants to know whether you are selling the desks and chairs individually or as a total package, whether the stockroom shelves the lighting fixtures, and the filing cabinets are also for sale, and whether his drivers can come to collect any of these items before Wednesday, September 28. 186
162a
148
104
21. When selecting a format for a report, consider the following factors: 1. For whom are you writing the report? 130b
2. What outcome do you hope to achieve? 189
3. What is the existing mind-set of your reader? 106
107
110
22. Dear Mrs. Warnecke:
Thank you for sending us your proposal for a book entitled *How to Start a Successful Business: A Practical Guide for Entrepreneurs*. would you be able to send us two sample chapters that we can evaluate? moreover, could you please tell us how long the complete manuscript is likely to run? 194a
195a
101a
110
139a
103a
23. Why don't we discuss this matter at lunch at 1230 on Monday, the 14th of April? 192
148
110
24. I'll proceed to make reservations for us at Thai Won Am, a charming restaurant at 19 Pacific Avenue. do let me know if you prefer some other arrangement, won't you? 148
101a
114a
25. I'll be glad to reschedule our lunch if that proves necessary, however, I should note that since I'll be leaving the following day on a two-week business trip, I won't be able to see you until after the first of May. 132
101a
139a
130d
101a

Other Marks of Punctuation

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

1. Here's a year-round vacation house that's ideal for you and your family¹ and at a price you can afford! 207
2. Chapter 8 discusses the techniques that can make regional marketing work for your company (see pages 86–89)^o [OR: ^o (See pages 86–89^o)] 220
3. Family¹ that's what justifies the struggle to make this business succeed. 210
4. On all expense account items over \$25, please be sure to provide¹ (a) a dated receipt and (b) an explanation of the business purpose served by the expense. 222a
5. Three parts of olive oil, one part of vinegar, and one part of pure maple syrup¹ that's all you need to make an outstanding salad dressing. 211b
6. Al Riesman¹ (He's the marketing guru we frequently consult¹) thinks that the approach we're taking in our new advertising campaigns is a total disaster. 224b
224c
7. Enclosed are the layouts for the catalog¹—just the way you wanted them. 213
8. I thought we had agreed on a formula for compensation in the event the project is terminated before completion. (See your letter dated June¹) 226c
9. We will need the large meeting room we had last year—you will surely remember the one I mean¹—otherwise, we will have to break into two groups. [OR: ^o Otherwise...] 215c
10. In two weeks¹—October 4, to be exact¹—the President's panel is expected to release its recommendations on a national health insurance plan. 216a
299
11. Once a week (on Thursday nights we stay open¹) until 9 o'clock. 218
12. At least three people in the company¹ Ed Reidinger, Gertrude Flanagan, and Hope Crawley¹ (OR) have volunteered to donate O positive blood. 202
219
13. In about three months from now¹ say, November 30¹ why don't we meet to review the committee's progress in drafting guidelines for an internal recycling program? 211a
14. Attached are the notes I made during each session at the management seminar (except the session on reducing employee absenteeism, which I missed¹)^o 225a
15. Timothy Noonan, the head of our Chapel Hill North Carolina¹ operations, may be taking over as manager of the Mount Vernon New York¹ office. 219
16. Ella Garner¹—She used to work in your legal department, didn't she¹?—has a good chance of being appointed a federal judge in the Ninth Circuit. 214b

Name _____ Date _____ Class _____

13

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

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

Editing Survey A

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

Dear Mark,^{194a} 1

When you came to visit last Sunday with Sally and the kids, you were obviously brooding about 2

your "dead-end job as a corporate accountant." Yesterday, I came across an article in The New 3

York Times that might provide the solution to your problem. (I seem to have mislaid the article, 123a/126a 4

but I'll send it along as soon as it turns up.) 133 226 5

Have you considered becoming a CMA? "What's that?" I hear you asking. Well, you know that 6

a CPA is a certified public accountant—someone who (1) works for a variety of clients and (2) has 7

passed a number of required courses and exams administered by the American Institute of 8

Certified Public Accountants. To become a CMA, you have to work within a corporation, have at 9

least two years of managerial accounting experience, and meet all the certification requirements of 10

the Institute of Management Accountants. 224a 11

"Big deal," I can hear you thinking. "Why bother?" According to the article, (which has to be 12

around here somewhere) top corporate executives are looking for management accountants who 13

can play a bigger part in shaping corporate strategies in an age of intensified global competition 14

and rapid technological changes. Because these top executives recognize the value of certification, 15

corporate accountants with a CMA rating are more likely to get the higher-level management 16

accounting jobs. Moreover, the CMA designation typically commands a higher salary, for example, 17

CMAs in your age group (30–39) earn about \$10,000 more than people with the same experience 18

but without the certification. 161/191c 19

If you want to follow up on this idea, the Institute of Management Accountants is located at 20

10 Paragon Drive, Montvale, NJ 07645; the phone number is 800-638-4427. If you're not 21

interested, just pitch this letter in the nearest circular file, which is where all of your father's 22

brilliant ideas typically wind up. I really don't care as a matter of fact what happens to your career. 23

It's my grandchildren's future that I worry about. Give them all a hug for me. 24

Note to Instructor: There is a total of 30 errors in this material.

Name _____ Date _____ Class _____

15

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

Dear Mary Lee, ^{194a}

You've been working much too hard lately, don't you think? ^{114a} I'd like to propose a three-day getaway for the two of us—and maybe our husbands as well. The occasion? A conference ¹⁰² sponsored by the North Carolina Bed & Breakfast Association. Friends of ours—Barbara and Gerry Ryan ^{201/206} tell me that the conference is designed to appeal not only to perspiring innkeepers (those who are currently doing it) and expiring innkeepers (those who want to get out from under) but also to aspiring innkeepers (namely ^{138a} you and me ^{225a}). The conference formally begins on Saturday, February 24 ¹⁴⁸ at 4 p.m., and it runs until 12:30 p.m. on Monday, the 26th. If we register for only one day's series of meetings ^{130a/132} the fee is \$75; for all three days ^{172a} \$125.

It sounds a little crazy ^{122a/144a} I know, but you and I are always talking about how much fun it would be to move away from Washington D.C. ^{160a} and set ourselves up as country innkeepers. Even if the idea is only a pipe dream right now ^{125f} and can't be seriously pursued for another thirty years, it would still be a lot of fun to find out what's involved from people who really know.

The location of the conference alone makes the trip worthwhile—the Biltmore Estate in Asheville, North Carolina. The Biltmore House itself is a national treasure ^{122b/144a} I'm told. Commissioned in 1887 by George Vanderbilt and modeled after elegant French chateaus ^{124/135a} it remains the largest ¹⁶⁹ private home in this country today, with its 35 guest rooms, its banquet hall and library, its handsome collection of sculpture and paintings ^{162a} and its extensive grounds. It will take us from six to eight hours to get there ¹³⁷ depending on which of us does most of the driving.

All the meetings will be held right on the grounds of the estate ^{123a/126a} but there will be time each day to work in as much exploring and sightseeing as we like. It may help you to know that ^{130d} if we register by January 15, we can be sure of getting attractive accommodations at one of the local inns ^{101c} for only \$50 a night.

The conference offers formal presentations on virtually every topic you can think of. (For example ^{138a/139} the title of one speech is How to Handle Difficult Guests ²⁴².) One especially nice feature of the program ¹⁴⁵ Mary Lee is all the time set aside for networking. In that way we can talk with some of the perspiring innkeepers, the ones who know what it's all about; ¹⁷⁸ moreover, we can meet some of the expiring innkeepers, the ones who might have just the place you'd love to take over.

One final thought. Why don't you persuade your husband ¹⁵⁰ Jeff ^{110a} to make the trip with you? If he says ²³³ yes, I'm sure I could get Dave to come ^{143a} too. The only question is ¹¹⁵ how can you resist so attractive a proposition? ¹¹⁵ Look ^{124a} why don't you talk this over with Jeff and get back to me? The sooner I get a positive response from you ^{172c} the faster I can make all the necessary arrangements.

Note to Instructor: There is a total of 30 errors in this material.

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

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

Name _____ Date _____ Class _____

17

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

31. Ms. Eileen Kilmer, Executive Vice President of the Hampton real estate agency, says, "real estate prices are expected to remain stable for the rest of the year." 31. 313d
309a
320a
301c
32. The current Mayor, Walter Marx, will honor Former Mayor George Gille and Mayor Elect William Pavlick at a reception. 32. 312b
317
33. In a company memo: Janet Russo, Manager of the human resources department, has been named head of the equal employment opportunity committee. 33. 313d
322
34. This conflict between the U.S. department of the treasury and the federal reserve board dates back to the days of the Roosevelt administration. Although the board has brought the matter before the supreme court, the court feels that this is an administrative rather than a constitutional issue. 34. 325
328
326
304
35. Leaders from both the republican and the democratic parties met today with the president at the white house. An announcement from the oval office will be sent shortly to the senate and the house. 35. 309a
313b
305
326
36. Dr. Wanda A. Jory, Research Director for Biogenetic labs, will be an adjunct professor at our local University for the coming academic year. capital letters are acceptable but not necessary 36. 313d
309a
320a
308
37. I would like to apply for the job of Regional Manager in your sales department. 37. 313e
322
38. Your Uncle, John Traynor, was identified in the Wall Street Journal as the person behind the du Hamel takeover attempt. 38. 319a
324a
311e
39. From a city agency's memo: The mayor and the city council will meet tomorrow to discuss the Garvey company's application to construct a Shopping Mall on the block bounded by Summer, Marsh, Oak, and Maple streets. 39. 313c
327
307
309a
40. When Radical Author William Boynton accepted a two-year grant from the Huntington foundation, reporters asked this question: "Tell us, Sir, how does it feel to be supported by the establishment?" 40. 312c
309a
315
305
41. From the Whitlock University course catalog: The university offers a wide variety of courses to first-year students. However, for course titles marked with an asterisk, please get the approval of the Department Head before signing up. 41. 321
308
42. From an educational journal: Whitlock University has announced plans to establish a Medical School in the next three years. Details of the University's plans were released today by the President. 42. 307
321
313d
43. I want to apologize for the problems you had with our credit department. According to Ms. Marie Longo, the Manager of the Department, you now have a credit balance of \$78.10. 43. 322
313d
321

Capitalization (Continued)

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

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

Name _____ Date _____ Class _____

19

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

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

Directions: Circle all errors in number style, and write the correct forms in the answer column. Follow the **figure** style (§§401–403) unless another style is called for. If a sentence is correct as given, write *C* in the answer column.
References: §§401–428, 461, 465.

- | | |
|--|---------------------------------------|
| 1. We'll be leaving in <u>8</u> days for a month's trip to Australia. | 1. <u>eight</u> 401a |
| 2. Last year we mailed <u>6 million</u> fliers; this year, <u>8,000,000</u> . | 2. <u>8 million</u> OR 403b |
| 3. I would like to respond to your letter dated May <u>twenty-first</u> . | 2. <u>6,000,000</u> 461 |
| 4. Our new van cost several <u>\$1000</u> dollars more than we had budgeted. | 3. <u>21</u> 407b |
| 5. Effective July 1, parkway tolls will be increased to <u>40c</u> . | 4. <u>thousand</u> 414 |
| 6. Nelson E. R. Dillon <u>the third</u> is forming his own law firm. | 4. <u>thousand</u> 423 |
| 7. I requisitioned <u>6</u> laptop computers but got approval to buy only two. | 5. <u>40 cents</u> 418 |
| 8. The council consists of 11 Democrats, <u>eight</u> Republicans, and <u>one</u> Independent. | 6. <u>III</u> OR <u>3d</u> 426 |
| 9. <i>Word style:</i> We have invited <u>75</u> people to our daughter's wedding. | 7. <u>six</u> 402 |
| 10. Please call the banquet manager and say we expect about 300 guests. | 8. <u>8, 1</u> 402 |
| 11. We will celebrate the company's 150th anniversary next month. | 9. <u>seventy-five</u> 404a |
| 12. <i>Word style:</i> Over <u>21</u> million TV viewers saw our show last night. | 9. <u>seventy-five</u> 465a |
| 13. A really good attaché case can cost <u>\$150.00</u> or more. | 10. <u>C</u> 401a |
| 14. Eighty people out of <u>100</u> could not remember the advertiser's name. | 11. <u>C</u> 424 |
| 15. <i>Word style:</i> Between 300 and 325 people responded to our ad. | 11. <u>C</u> 404a |
| 16. Pergola Industries stock was selling today at <u>two dollars</u> a share. | 12. <u>twenty-one</u> 465a-b |
| 17. <i>Formal style:</i> We will arrive in Paris on the <u>6th</u> of April. | 13. <u>\$150</u> 415 |
| 18. <i>Emphatic style:</i> Our Summer Sale will run until the 1st of September. | 14. <u>a hundred</u> 421 |
| 19. The building will cost between <u>\$18</u> and \$20 million to construct. | 15. <u>C</u> 404a |
| 20. Nearly <u>2/3</u> of those surveyed preferred the package done in orange. | 15. <u>C</u> 405 |
| 21. The warehouse expansion is scheduled to begin <u>July 1st, 2006</u> . | 16. <u>\$2</u> 413a |
| 22. The cost of gas is now <u>three and a half</u> times what it was in 1970. | 17. <u>sixth</u> 407a |
| 23. The outside of the building has not been painted since June 2000. | 18. <u>C</u> 407a |
| 24. I found a printer who can do these brochures for only <u>\$.30</u> apiece. | 19. <u>\$18 million</u> 416d |
| 25. <u>64</u> pages of the book contain full-color illustrations. | 20. <u>two-thirds</u> 427a |
| 26. Last year our sales were \$3,574,119; this year we will do over <u>\$4 million</u> . | 21. <u>July 1, 2006</u> 408 |
| 27. The owners of that office building have cut the price by <u>\$½ million</u> . | 22. <u>3½</u> 428a |
| 28. You may participate in the pension plan after your <u>30th</u> birthday. | 23. <u>C</u> 410 |
| | 24. <u>30 cents</u> 418a |
| | 25. <u>Sixty-four</u> 421 |
| | 26. <u>\$4,000,000</u> 403b |
| | 26. <u>\$4,000,000</u> 461a |
| | 27. <u>\$500,000</u> OR 417 |
| | 27. <u>a half-million dollars</u> 461 |
| | 28. <u>thirtieth</u> 424 |

Name _____ Date _____ Class _____

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29. Our semiannual sales meeting starts on the (2d) of March.	29. <u>2d</u>	407a 425a
30. Pay (one-half) of the balance now and the other half in six months.	30. <u>one half</u>	427c
31. Fran can give you (100) reasons why the report is not yet completed.	31. <u>a hundred</u>	401c
32. The variance is less than (three-sixteenths of an inch).	32. <u>3/16 inch</u>	427a
33. The pattern calls for (7-3/8) yards of material.	33. <u>7 3/8</u> <u>OR 7%</u>	428b
34. Our chief competitor has just cut prices by (ten) percent.	34. <u>10</u>	401b
35. About (ten) to 15 callers mentioned the typo in last Sunday's ad.	35. <u>10</u>	402
36. <i>Word style:</i> Can your living room hold as many as 125 people?	36. <u>C</u>	404a
37. All I wanted was 50 (cents) worth of rubber bands.	37. <u>cents'</u>	418a
38. A good fax machine will run between \$175 and (250).	38. <u>\$250</u>	419 427b
39. (Four fifths) of our orders come from just three states.	39. <u>Four-fifths</u>	421
40. My bank statement shows a balance of only (six dollars and 14 cents).	40. <u>\$6.14</u>	413a

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

41. We sold eight refrigerators, 11 stoves, and three freezers in only two days. <u>We sold</u>		
<u>8 refrigerators, 11 stoves, and 3 freezers in only two days.</u>		402
42. Thank you for your letter of May 9th, in which you asked about a deed dated 3/3/01. <u>Thank you</u>		
<u>for your letter of May 9, in which you asked about a deed dated March 3, 2001.</u>		407b 408c
43. On July 10, we will submit the will dated August 11th, 2004 for probate. <u>On July 10 we will</u>		
<u>submit the will dated August 11, 2004, for probate.</u>		410 408d
44. Allow \$750,000 to \$1 million for expenses plus another \$100 thousand for fees. <u>Allow</u>		
<u>\$750,000 to \$1,000,000 for expenses plus another \$100,000 for fees.</u>		416c 461
45. The unit cost of \$1.71 represents 56 cents for parts, 93¢ for labor, and \$0.22 for shipping.		
<u>The unit cost of \$1.71 represents \$.56 for parts, \$.93 for labor, and \$.22 for shipping.</u>		418b
46. On the first of May, 2008 I promise to pay Six Thousand (\$6000) Dollars . . . <u>On May 1, 2008,</u>		408
<u>I promise to pay Six Thousand Dollars (\$6000) . . . [OR Six Thousand (6000) Dollars . . .]</u>		410 420a
47. \$325 seems to me to be a lot to charge for so small a repair job. <u>It seems to me [OR I think]</u>		
<u>\$325 is a lot to charge for so small a repair job.</u>		422
48. Join the 100s of voters in the 21st Ward who want to return Tim Bannigan for his 5th term in Congress. <u>Join the hundreds of voters in the Twenty-first Ward who want to return Tim Bannigan</u>		
<u>for his fifth term in Congress.</u>		423 424
49. In ¼ of an hour we can show you how to cut your packaging costs in ½. <u>In a quarter [OR one-</u>		
<u>quarter] of an hour we can show you how to cut your packaging costs in half.</u>		427
50. <i>Word style:</i> On the 25th of September we expect more than 20,000 residents will help to celebrate the 100th anniversary of the founding of the city. <u>On the twenty-fifth of September we</u>		
<u>expect more than twenty thousand residents will help to celebrate the one hundredth anniversary of the</u>		407a 404a 427d
<u>founding of the city.</u>		

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

- | | |
|---|------------------------------|
| 1. Take Route I-95 to Exit 69, go north on Route 9 to the Essex turnoff, and then go west for <u>three</u> miles to Ivoryton. | 1. <u>3</u> 429a |
| 2. Children who are not 5 years old by October 31 may not enter school this fall. | 2. <u>C</u> 433 |
| 3. A 48-month automobile loan might be easier for you to carry. | 3. <u>C</u> 436a |
| 4. Why hasn't Bly & Bly reordered from us in the past <u>6</u> months? | 4. <u>six</u> 437 |
| 5. You can avoid the tunnel traffic if you leave home by 6 <u>A.M.</u> | 5. <u>a.m.</u> 440a |
| 6. If you order by August 15, take an extra <u>five</u> percent off the total. | 6. <u>5</u> 447a |
| 7. Perhaps <u>#78312</u> was voided and a new purchase order was issued. | 7. <u>No.</u> 455 |
| 8. Our markets expanded dramatically between <u>1995–2005</u> | 8. <u>and 2005</u> 459b |
| 9. We are planning a first printing of 8000 copies. | 9. <u>C</u> 461a |
| 10. Feel free to call me at home between <u>8:00</u> and 9:30 p.m. | 10. <u>8</u> 440c |
| 11. The table on page <u>1,157</u> shows the properties of the tested alloys. | 11. <u>1157</u> 462 |
| 12. <i>General style:</i> The reception room needs only a 9- <u>×</u> 12-foot rug. | 12. <u>by</u> 432 |
| 13. We plan to fly to Bermuda to celebrate our <u>25th</u> wedding anniversary. | 13. <u>fifth</u> 435 |
| 14. Our capital needs were far simpler in the early <u>1990's</u> | 14. <u>1990s</u> 438 |
| 15. <i>Formal style:</i> The Ebert-Rogers reception will begin at <u>7o</u> 'clock. | 15. <u>seven</u> 464 |
| 16. The council approved the tax increase by a vote of <u>eight to two</u> | 16. <u>8 to 2</u> 441a |
| 17. There may be a <u>15–20°</u> drop in temperature at night. | 17. <u>15°</u> 451 |
| 18. It's unheard of for someone in her early <u>30's</u> to be made CEO. | 18. <u>thirties</u> 453b |
| 19. By the late <u>90's</u> over half of our sales came from exports. | 19. <u>'90s or</u> 434 |
| 20. <i>Formal style:</i> The awards ceremony will begin at <u>eight thirty</u> . | 20. <u>nineties</u> 439a |
| 21. In the markets we serve, women outnumber men on a ratio of 5 to 2°. | 21. <u>eight-thirty</u> 442a |
| 22. <i>Footnote in catalog:</i> *Add <u>fifty c</u> to cover the cost of handling. | 22. <u>C</u> 450a |
| 23. <i>Footnote in a report:</i> *See pages 400– <u>02</u> . | 23. <u>50¢</u> 418c |
| 24. I can trace my family back almost <u>three-hundred</u> years. | 24. <u>402</u> 453a |
| 25. To approximate our unit cost, divide the list price by 5. | 25. <u>three</u> 460b |
| 26. Let me give you my unlisted phone number— <u>555/4989</u> | 26. <u>hundred</u> 465b |
| 27. The year 2008 in roman numerals is <u>MMVII</u> . | 27. <u>C</u> 437 |
| 28. Maude is in her <u>seventys</u> but she doesn't look more than sixty. | 28. <u>555-4989</u> 466 |
| 29. <i>In an ad:</i> Salary up to \$50K to qualified person with solid experience. | 29. <u>OR 555.4989</u> 467 |
| 30. During the summer the temperature rarely goes above the low <u>80's</u> . | 30. <u>MMVIII</u> 434 |
| | 31. <u>seventies</u> 469 |
| | 32. <u>C</u> 467 |
| | 33. <u>80s</u> 470 |
| | 34. <u>80's</u> 464 |

Name _____ Date _____ Class _____

23

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

31. I will be at the booth between 9:30 a.m. in the morning and 12 a.m. noon. I will be at the booth between 9:30 a.m. and 12 noon. 440h
440f
32. Mrs. Engle will get a finder's fee of \$12000, or .5% of the price paid for the property. Mrs. Engle will get a finder's fee of \$12,000, or 0.5 percent of the price paid for the property. 461a
448a
401a
33. I have 2 questions about Invoice No. 10,414 dated May 3rd, 2007. I have two questions about Invoice 10414, dated May 3, 2007. 455a
463
408d
34. In 1999, seventy percent of our revenues came from only eighteen items in our product line. In 1999, 70 percent of our revenues came from only 18 items in our product line. 456
447a
401a
35. 2,000 64-page booklets can be printed for about 90¢ each. Two thousand 64-page booklets can be printed for about 90 cents each. 421
457
418a
36. From 2005–2008 we plan to do an intensive study of 8th-grade students. From 2005 to 2008 we plan to do an intensive study of eighth-grade students. 459b
424
37. On January 1 2008 I will be exactly 22 years, 4 months, and 7 days old. On January 1, 2008, I will be exactly 22 years 4 months and 7 days old. 410
433
38. I am five feet, five inches tall, and I weigh a hundred and forty-two pounds. I am 5 feet 5 inches tall, and I weigh 142 pounds. 430
429a
39. Since 2003, an employee with more than twenty years of service can get full retirement benefits at age sixty-two. Since 2003 an employee with more than 20 years of service can get full retirement benefits at the age of 62. 410
436a
433
40. On her 21st birthday Jane Best will inherit $\frac{1}{4}$ of a million dollars. On her twenty-first birthday Jane Best will inherit one-quarter of a million dollars [OR \$250,000]. 435
417
439a
41. Back in the 90's it was easy to get a thirty-year mortgage at six and a half %. Back in the nineties [OR '90s] it was easy to get a 30-year mortgage at 6½ [OR 6½] percent. 436a
448b
447a
42. I like to get to the office at 7 and leave early in the p.m. I like to get to the office at 7:00 [OR seven] and leave early in the afternoon. 442a
440d
43. *Formal style:* Let's meet on the 21st of June at 9:30 o'clock. Let's meet on the twenty-first of June at half past nine o'clock [OR half after nine o'clock]. 407a
441b
44. *In an ad:* All inventory must be sold! Enjoy 50–70% price reductions! All inventory must be sold! Enjoy 50%–70% price reductions! 453b
45. Between 2005–2008 we plan to open three discount outlets in Ohio, one in Kentucky, and twelve in Indiana. Between 2005 and 2008 we plan to open 3 discount outlets in Ohio, 1 in Kentucky, and 12 in Indiana. 459b
402
46. *Formal style:* Over 1500 guests danced till 2 a.m. o'clock at the University Club. Over fifteen hundred guests danced till two o'clock in the morning at the University Club. 404a
466
440e

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

1. Senior	Sr.	506a 518 520b	21. doctor of philosophy	Ph.D.	509 519a
2. Corporation	Corp.	541 505a	22. personal computer	PC	541 544a
3. continued	cont.	541	23. that is	i.e.	507 545
4. vice president	VP	541	24. North Dakota	N. Dak. OR ND	527 1334b
5. Doctors	Drs.	517a 520b	25. cubic centimeters	cu cm OR cm³	509 538e
6. Company	Co.	541	26. fiscal year	FY	504 541
7. Wednesday	Wed.	532 535a	27. kilogram	kg	537a 541
8. pounds	lb	541 537a	28. December	Dec.	532
9. liter	L e.o.m. OR EOM	541 541 542	29. year to date	YTD	541
10. end of month	COO	541	30. modulator and demodulator	modem	522c
11. chief operating officer	BBS	544a 509	31. not applicable	NA	541
12. bulletin board service	LL.B.	519a 520b	32. input/output	I/O	544a
13. bachelor of laws	Inc.	541	33. digital video disc	DVD	546
14. Incorporated	U.S.	525	34. facsimile	fax	510
15. United States	SSW	531b 535a	35. [Jay Fenn] the third	3d OR III	518d
16. south-southwest	mph	541 538a	36. and other people	et al.	545
17. miles per hour	km/h	541	37. not in my backyard	NIMBY	522a
18. kilometers per hour	e.g.	545	38. Felicity R. O'Malley	FRO	516c
19. for example	P&H	541	39. random-access memory	RAM	544a
20. postage and handling			40. my eyes glaze over	MEGO	522a

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

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

Name _____ Date _____ Class _____

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

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

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

Editing Survey B

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

532 **September** 517a **Dr.** 313d **Raymond Kaufman,** President of Computer Concepts, Inc., has announced that on 1
 Sept 1 Frederick de Winter 36 thirty six 433 will join the company as Executive Vice President in 2
 charge of special projects. 3
 Mr. de Winter developed his passionate interest in computers over thirty 437 30 years ago. During 4
 his 354 junior year at MIT, 508 this brilliant software engineer achieved his first commercial success 5
 with a spreadsheet program, which he sold to a major software publisher for \$100,000 plus 461a 6
 royalties. Following his graduation with a degree in Computer Science, 352 this computer whiz 7
 devoted his newly won profits and his extraordinary talents to developing a machine that could 8
 scan printed material and convert it into synthesized speech for the blind. 9
 It is de Winter's extensive background in synthesized speech that brings him to Computer 10
 Concepts. Last fall the company announced plans to speed up its development of a voice-activated 11
 computer. Dragon Systems and Lernout & Hauspie have already developed software that can 12
 recognize 250,000 words and convert speech to text at a rate of one hundred sixty 160 429a words a minute. 13
 508/520a The progress made by these companies has attracted the interest of industry giants like 14
 IBM, and AT&T, 508/543b, note as well as smaller innovative firms. J.V. Terrant, the CEO, 516a 541 of Computer 15
 Concepts and an expert on CAD, 544a (computer-aided design), says, "voice-activated computers repre- 16
 sent a potentially huge market in the United States. 525 17
 exceed \$2 billion 2,000,000,000 416a 18
 The field has already come a long way from its early beginnings fifteen 421 101 15 years ago. 19
 Parcel Services 303 America was using a limited-vocabulary system that permitted workers to 20
 call out routing and sorting directions for each package without physically handling it. The 21
 latest software consists of continuous-speech recognition programs that allow you to dictate 22
 to your computer in a relatively natural manner (without having to pause between words). 23
 Yet the programs currently available have not yet achieved the 95 percent 447a accuracy rate that 24
 experts consider a critical standard. And that is the challenge facing Computer Concepts. 25
 Fred de Winter recognizes the high risks entailed in his project, but he is eager to start 26
 work as soon as he transplants his family from the West Coast. 338 When interviewed at the 27
 Airport, he said, "My wife and I are excited about coming back east, and my 338 four 401a/404a kids can't wait 28
 to experience their first Northern winter. If you think developing a voice-activated computer 29
 is a challenge, have you tried developing a voice-activated child?" 340 30

Note to Instructor: There is a total of 30 errors in this material.

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

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

My grandfather recently recalled that when he was a young man, getting out the vote 2
usually meant that workers for each political machine went out and twisted a few arms. He 3
was reflecting on the fact that in the final decade of the twentieth century, the computer had 4
revolutionized the way politicians get people to vote for them. 5

Both the Republican and the Democratic parties are increasingly basing their strategies on 6
computer analyses. In a recent campaign for president, one election committee asked a computer 7
to match the names of all registered drivers against the names of all registered voters in a 8
particular state. The result was a list of unregistered voters, which was further analyzed so as 9
to identify those people most likely to vote for the committee's candidate. The results on 10
election day were a dramatic vindication of this approach. 11

According to pollster Norman Monagle of the Center for Public Research, "The election 12
game began to change in the nineties. Candidates at all levels—federal, state, and local—must 13
now find out all they can about the age, gender, and economic status of the voters." Even managers 14
of small-scale campaigns can now buy commercial software programs that sell for as little as 15
\$75–100. (The cost of customized programs, of course, can run into the thousands.) 16

The computer can do more than target unregistered voters. One candidate from the 17
Western part of Washington state, running for a seat in the house, learned from computer 18
analyses about a dramatic increase in the number of 18- to 24-year-olds and those over 19
his district. He immediately started to call on more schools and strengthen his support for those 20
on social security. As a result, he won by a substantial margin. 21

A senator from the midwest state, running for election for the second time, had access to a 22
computerized file of past speeches of her opponent. Once she publicly compared his past 23
positions and his current promises—especially on the environmental protection law—you 24
wouldn't have given 2¢ for her opponent's chances. 25

A recent article, entitled "The Powerful Machine on the Political Scene," noted that the 26
computer would continue to effect massive changes in the conduct of our political campaigns, 27
changes that our founding fathers could never have foreseen. Nevertheless, even with the ready 28
accessibility of \$75,000 software, the skills of political pros will always be needed. Even though 29
we advance further into the computer age, the conduct of politics will always be an art. 30

Note to Instructor: There is a total of 30 errors in this material.

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

1. area	<u>areas</u>	601	31. address	<u>addresses</u>	602
2. ability	<u>abilities</u>	604	32. day	<u>days</u>	605
3. memo	<u>memos</u>	607a	33. shelf	<u>shelves</u>	608b
4. business	<u>businesses</u>	602	34. sketch	<u>sketches</u>	602
5. belief	<u>beliefs</u>	608a	35. company	<u>companies</u>	604
6. rule of thumb	<u>rules of thumb</u>	612a	36. fee	<u>fees</u>	601
7. phenomenon	<u>phenomena</u>	614	37. trade-off	<u>trade-offs</u>	612b
8. criticism	<u>criticisms</u>	601	38. stereo	<u>stereos</u>	606
9. printout	<u>printouts</u>	611	39. woman	<u>women</u>	609
10. agency	<u>agencies</u>	604	40. alumnus	<u>alumni</u>	614
11. crash	<u>crashes</u>	602	41. Mr. and Mrs. Gaines	<u>the Gaineses</u>	615b
12. Mr. and Mrs. Duffy	<u>the Duffys</u>	615c	42. contract	<u>contracts</u>	601
13. highway	<u>highways</u>	605	43. boy	<u>boys</u>	605
14. foot	<u>feet</u>	609	44. t	<u>t's</u>	623 604
15. vol.	<u>vols.</u>	619	45. photocopy	<u>photocopies</u>	611
16. byte	<u>bytes</u>	601	46. two	<u>twos</u>	624b
17. hang-up	<u>hang-ups</u>	612b	47. property	<u>properties</u>	604
18. apology	<u>apologies</u>	604	48. customer	<u>customers</u>	601
19. portfolio	<u>portfolios</u>	606	49. echo	<u>echoes</u>	607b
20. child	<u>children</u>	610	50. traveler's check	<u>traveler's checks</u>	612d
21. CEO	<u>CEOs</u>	622a	51. graffito	<u>graffiti</u>	614
22. pro and con	<u>pros and cons</u>	625	52. witness	<u>witnesses</u>	602
23. tax	<u>taxes</u>	602	53. M.D.	<u>M.D.s</u>	622a
24. taxi	<u>taxis</u>	601	54. Mr. and Mrs. Heinz	<u>the Heinzes</u>	615b
25. index (<i>of a book</i>)	<u>indexes</u>	614	55. runner-up	<u>runners-up</u>	612a
26. X	<u>Xs</u>	622a	56. attorney	<u>attorneys</u>	605
27. inquiry	<u>inquiries</u>	604	57. lb	<u>lb</u>	620
28. the German	<u>the Germans</u>	617a	58. Mr. and Mrs. Caro	<u>the Caros</u>	615a
29. 1990	<u>1990s</u>	624a	59. basis	<u>bases</u>	614
30. menu	<u>menus</u>	601	60. fallacy	<u>fallacies</u>	604

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

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

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

SINGULAR	SINGULAR POSSESSIVE	PLURAL	PLURAL POSSESSIVE
1. contractor	<u>contractor's</u> 630a	<u>contractors</u> 601	<u>contractors'</u> 632a
2. boss	<u>boss's</u> 631a	<u>bosses</u> 602	<u>bosses'</u> 632a
3. Hirsch	<u>Hirsch's</u> 631a	<u>the Hirsches</u> 615b	<u>the Hirsches'</u> 632a
4. attorney	<u>attorney's</u> 630a	<u>attorneys</u> 605	<u>attorneys'</u> 632a
5. child	<u>child's</u> 630a	<u>children</u> 610	<u>children's</u> 633
6. Columbo	<u>Columbo's</u> 630a	<u>the Columbos</u> 615a	<u>the Columbos'</u> 632a
7. lady	<u>lady's</u> 630a	<u>ladies</u> 604	<u>ladies'</u> 632a
8. file clerk	<u>file clerk's</u> 634	<u>file clerks</u> 612a	<u>file clerks'</u> 635a
9. woman	<u>woman's</u> 630a	<u>women</u> 609	<u>women's</u> 633
10. Koontz	<u>Koontz's</u> 631a	<u>the Koontzes</u> 615b	<u>the Koontzes'</u> 632a
11. wife	<u>wife's</u> 630a	<u>wives</u> 608b	<u>wives'</u> 632a
12. son-in-law	<u>son-in-law's</u> 634	<u>sons-in-law</u> 612a	<u>sons-in-law's</u> 635b
13. shareholder	<u>shareholder's</u> 634	<u>shareholders</u> 611	<u>shareholders'</u> 635a
14. alumna	<u>alumna's</u> 630a	<u>alumnae</u> 614	<u>alumnae's</u> 633
15. Willis	<u>Willis's</u> 631a	<u>the Willisess</u> 615b	<u>the Willisess'</u> 632a
16. hero	<u>hero's</u> 630a	<u>heroes</u> 607b	<u>heroes'</u> 632a
17. Kennedy	<u>Kennedy's</u> 630a	<u>the Kennedys</u> 615c	<u>the Kennedys'</u> 632a
18. CPA	<u>CPA's</u> 638	<u>CPAs</u> 622	<u>CPAs'</u> 638
19. emcee	<u>emcee's</u> 630a	<u>emcees</u> 623	<u>emcees'</u> 632a
20. secretary	<u>secretary's</u> 630a	<u>secretaries</u> 604	<u>secretaries'</u> 632a

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

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

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

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

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

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

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

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

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

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

27. <u>supersedes</u>	716a
28. <u>resistance</u>	714
29. <u>wield</u>	712
30. <u>résumé</u>	718a
31. <u>occurrence</u>	714
32. <u>intercede</u>	716c
33. <u>supervising</u>	715b
34. <u>possible</u>	713b
35. <u>panicky</u>	717

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

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

36. <u>C</u>	719
37. <u>separate</u>	720
38. <u>impasse</u>	720
39. <u>perquisites</u>	719
40. <u>C</u>	719
41. <u>similar</u>	720
42. <u>erroneous</u>	720
43. <u>accommodate</u>	720
44. <u>itinerary</u>	720
45. <u>flout</u>	719
46. <u>February</u>	720
47. <u>personnel</u>	719
48. <u>forgo</u>	719
49. <u>memento</u>	720
50. <u>disinterested</u>	719
51. <u>Basically</u>	720
52. <u>gauge</u>	720
53. <u>definite</u>	720
54. <u>advise</u>	719
55. <u>acquaint</u>	720
56. <u>colossal</u>	720
57. <u>minuscule</u>	720
58. <u>liaison</u>	720
59. <u>temperament</u>	720
60. <u>questionnaire</u>	720

Choosing the Right Word

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

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

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

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

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

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

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

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

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

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

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

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

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

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

31. similar	<u>simi-/ lar</u>	913	41. connection	<u>connec-/ tion</u>	912
32. thoughtfulness	<u>thoughtful-/ ness</u>	911	42. muffled	<u>muf-/ fled</u>	922c
33. repayable	<u>repay-/ able</u>	910	43. markup	—	904
34. expressed	<u>ex-/ pressed</u>	901c 914	44. \$429,600	—	915
35. straightforward	<u>straight-/ forward</u>	907	45. self-conscious	<u>self-/ conscious</u>	908
36. about	—	903a	46. continuation	<u>continu-/ ation</u>	914
37. announce	<u>an-/ nounce</u>	922c 903a	47. strength	—	902
38. piano	<u>pi-/ ano</u>	914 903a	48. shouldn't	—	906
39. amusement	<u>amuse-/ ment</u>	910	49. addressed	<u>ad-/ dressed</u>	901c 922c
40. circumstances	<u>circum-/ stances</u>	909	50. UNICEF	—	905

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

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

Editing Survey C

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

- Since the 1990^s users of personal computers have been quite⁷¹⁹ likely to encounter computer viruses that have been concocted by mischievous⁷²⁰ hackers or malicious weirdos^{607a} to erase computer data and software programs. A computer virus is actually a small program in itself that manages to infiltrate other programs, data files, and operating systems. It typically spreads⁹⁰² as "infected" e-mail messages, documents, and programs are forwarded to different PCs.^{622a} One can readily conjure up a series of hair-raising^{821a} scenarios⁶⁰⁶ for disaster, but it's difficult to conceive⁷¹² the motivation of the people who mastermind^{811a} the creation of these viruses.
- The problem was dramatically highlighted^{811a} by the world-wide^{820c} appearance of a virus named Michelangelo. The virus was named for the fifteenth-century^{817a} Italian artist, because on March 6, 1992 (the occasion of Michelangelo's 517th birthday), the virus, which had been quietly spreading for a while, was designed to attack IBM computers as well as IBM-compatible equipment. According to a new^{628a} article that appeared on that day in *The New York Times*, this virus was first detected in Germany in 1991. Because of the advance warning, most users succeeded^{716b} in eliminating the virus before it could affect⁷¹⁹ their programs. Indeed, manufacturers of anti-viral^{833a} programs profited handsomely from the demand for devices that could protect equipment otherwise susceptible^{713b} to serious damage from the virus.
- In August 2003 three powerful viruses spread over hundreds of thousands of computers. The MSBlaster virus attacked 120,000 computers in one 24-hour^{817a} period alone. This virus searched the Internet for vulnerable computers, forcing many to shut down every time they reconnected to the Internet.
- There are several ways⁶³⁶ to fight computer viruses—each with its own pros and cons^{625a}—but many computer companies⁶⁰⁴ did not start to make use of their know-how until customers began to demand this kind of security. There is now a consensus⁷²⁰ among knowledgeable people^{707c / 713a} in the field, who say that personal computers must be redesigned to provide the necessary protection.
- Lance J. Hoffman, a computer expert⁷¹⁹ cited in the *Times* article, put the whole issue in clear perspective⁷¹⁹: "It's just like automobiles. When people got tired of seeing people thrown out on the highway after accidents, they began adding seat belts. We need the equivalent of seat belts built into our computers."

Note to Instructor: There is a total of 30 errors in this material.

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

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

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

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

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

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

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

Note to Instructor: There is a total of 30 errors in this material.

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

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

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

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

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

51. Everyone of us want to thank you for all that you done. <u>Every one of us wants to thank you for all that you did [OR all that you have done].</u>	1010 1032 1033a
52. I have always thought and still do that our problems begun when the Troy plant was sold by us. <u>I have always thought and still do think that our problems began when we sold the Troy plant.</u>	1048 1032 1037b
53. The whole staff, including John and me, think the books should be audited by you at once. <u>The whole staff, including John and me, thinks you should audit the books at once.</u>	1019a 1007 1037b
54. The board is not able to agree on whether to immediately raise prices. <u>The members of the board are not able to agree on whether to raise prices immediately.</u>	1019b 1046
55. The criteria for acceptable performance has been established, but neither the employees nor the manager understands them. <u>The criteria for acceptable performance have been established, but neither the manager nor the employees understand them.</u>	1018a 1005

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

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

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

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

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

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

34. Neither the sales representatives nor the sales manager has submitted his expense report.
Neither the sales manager nor the sales representatives have submitted their expense reports.
1049c
35. Everyone in Marketing should submit his catalog copy no later than July 20. Everyone in
Marketing should submit his or her catalog copy no later than July 20.
1053a
36. Rhode Island is smaller than any state in the Union. Rhode Island is smaller than any other
state in the Union.
1071h
37. To ensure a full refund, the original sales slip should be sent along with the merchandise.
To ensure a full refund, send [OR you should send] the original sales slip along with the merchandise.
1082b
38. If a customer asks for Model B-1101, tell him that we are out of stock. If customers ask
for Model B-1101, tell them that we are out of stock.
1050
1052b
39. Randy only plans to take two courses next summer. Randy plans to take only two courses
next summer.
1072
40. We got off the plane at about 11:45 p.m. We got off the plane at [OR about] 11:45 p.m.
1078
41. Your performance not only moved the audience but also the other members of the cast. Your
performance moved not only the audience but also the other members of the cast.
1081b
42. In auditing your account, two discrepancies were noted by my assistant. In auditing your
account, my assistant noted two discrepancies.
1082c
43. This year's profit goals are much higher than last year. This year's profit goals are much higher
than last year's [OR than they were last year].
1071i
44. We don't get many inquiries, or many requests for, these oil lamps. We don't get many inquiries
about, or many requests for, these oil lamps.
1079

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

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

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

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

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

- | | |
|--|-------------------------|
| 1. What strategies are likely to have a significant affect on our output? | 1. <u>effect</u> |
| 2. We plan to mail this questionnaire to people age 55 and up. | 2. <u>aged</u> |
| 3. We were almost relieved to hear of your son's recovery from surgery. | 3. <u>all most</u> |
| 4. My husband is not doing too bad since he took early retirement. | 4. <u>badly</u> |
| 5. I'll make a point of seating you besides the speaker. | 5. <u>beside</u> |
| 6. The statements and the checks should be altogether in the red file folder. | 6. <u>all together</u> |
| 7. I don't doubt but what you'll get the fellowship you applied for. | 7. <u>that</u> |
| 8. I doubt if we can still make the target date for our fall ad campaign. | 8. <u>whether</u> |
| 9. Any success I've achieved has been largely due to the staff support I got. | 9. <u>C</u> |
| 10. We are willing to consider always of reducing our costs. | 10. <u>all ways</u> |
| 11. Len, Gary, and I will undertake identical research studies and then share the data with each other . | 11. <u>one another</u> |
| 12. Everyone has to work at the convention booth except you and me. | 12. <u>C</u> |
| 13. Let's not sell the condo for awhile in case prices start to go up again. | 13. <u>a while</u> |
| 14. The fabric comes in red, blue, and purple, but I prefer the former . | 14. <u>first</u> |
| 15. I bought a van with only 12,000 miles on it off a tennis partner of mine. | 15. <u>from</u> |
| 16. The noise was so loud that we couldn't hardly hear ourselves. | 16. <u>could hardly</u> |
| 17. In telling me about the reorganization, Frank inferred that he would be promoted to assistant vice president. | 17. <u>implied</u> |
| 18. Incidentally , what more have you heard about the Kossoff investigation? | 18. <u>Incidentally</u> |
| 19. Andy seemed in different when I told him my plans. | 19. <u>indifferent</u> |
| 20. We can make no exceptions to this policy, irregardless of the situation. | 20. <u>regardless</u> |
| 21. You can take Monday off as long as you make up the time. | 21. <u>may</u> |
| 22. Most all of the backlog of orders has now been cleaned up. | 22. <u>Almost all</u> |
| 23. I know of no body on the staff with those qualifications. | 23. <u>nobody</u> |
| 24. Ben should of told us he was planning to sell his interest in the firm. | 24. <u>have</u> |
| 25. It's time for us to move onto a new topic for discussion. | 25. <u>on to</u> |
| 26. We have a real dilemma when it comes to dealing with the cost of health insurance. | 26. <u>problem</u> |
| 27. I was doing 78 miles per hour when the police pulled me over. | 27. <u>an</u> |

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

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

31. The reason for our inventory problems is because a large percent of our product line is outmoded.
The reason for our inventory problems is that a large percentage of our product line is outmoded.
32. We are cutting costs travelwise, per your mandate. We are cutting travel costs in accordance with your mandate.
33. I could not help from smiling at that kind of a snappy comeback. I could not help smiling at that kind of snappy comeback.
34. The reviews for both albums were equally as good, but we couldn't find copies of either, however.
The reviews for both albums were equally good, but we couldn't find copies of either.
[OR The reviews for both albums were equally good; however, we couldn't find copies of either.]
35. The amount of compliments we received on our new showroom was kind of impressive.
The number of compliments we received on our new showroom was rather impressive.
36. Everyone of us enthused over the way the play ended up. Every one of us was enthusiastic about the way the play ended.
37. I cannot help but remember my one encounter with former President Carter. I cannot help remembering my one encounter with former President Carter.
38. Television is the one media that we don't scarcely use for our ad campaigns. Television is the one medium that we scarcely use for our ad campaigns.
39. Being that we both like these kind of mineral water, why don't we split a case among us?
Since we both like this kind [OR these kinds] of mineral water, why don't we split a case between us?
40. The latest train leaves the main terminal at about 11:30 p.m. The last train leaves the main terminal at [OR about] 11:30 p.m.
41. Incidentally, yesterday Joe served us an excellent breakfast of melon, cereal, bacon and eggs.
Incidentally, yesterday Joe served us an excellent breakfast of melon, cereal, and bacon and eggs.
42. Less men these days are buying items such as hats and ties, etc. Fewer men these days are buying items such as hats and ties.
43. Please lie the sketch down carefully so it doesn't smudge. Please lay the sketch down carefully so that it doesn't smudge.
44. Like I warned you before, your failure to pay these bills will seriously effect your credit rating.
As I warned you before, your failure to pay these bills will seriously affect your credit rating.
45. Come and see me, Ed, when you have sometime to review my investment portfolio. Come to see me, Ed, when you have some time to review my investment portfolio.

Editing Survey D

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

The New York Times ^{5 1022} report regularly on new developments in computer technology. According 1
to a recent column by Peter H. Lewis, "As a drawing or painting tool, the computer mouse is only 2
slightly less effective than a potato." The limitations of the mouse ^{have 1006a} created special problems for 3
a large ^{number 1101} amount of people ^{whose 1063} whose goal ^{is 1062d} is to draw, paint, or trace images by means of a personal 4
computer. 5
A solution to the ^{problem 1101} dilemma has been around for ^{# 1101} awhile in the form of graphics tablets that make 6
use of a cordless electronic stylus. This stylus is a kind of ^{pen 1101} pen that is pressure-sensitive. As a result, 7
the more pressure you apply, the thicker the line you create. In most cases, when you use this 8
stylus, the image shows up on the screen but not on the graphics tablet, ^{however 1101} however. 9
For people who ^{d 1101} are use to working on paper, there are electronic pens (and pencils) that write simultaneously 10
with real ink (or lead) and with electrons. In that way you can create images on paper and on the 11
screen at the same time. 12
Now comes an innovation that takes this technology ^{u 1101} farther. Who could ^{have 1101} of imagined an 13
electronic pen *with an eraser*? Well, ^{it 1056e} it's happened. Like the pen itself, the eraser is pressure- 14
sensitive. Thus the ^{more 1071d} more harder you bear down on the tablet with the eraser, the more thorough 15
the erasing ^{effect 1101} effect will be on the electronic image. 16
More ^{importantly 1101} importantly, you don't have to be an artist to appreciate the merits of an electronic pen 17
with an electronic eraser. The pen ^{not only works 1081b} (not only works) with graphics programs but also with word 18
processing programs and other types of applications. More than one expert ^{has 1013a} have noted that the pen 19
is actually more effective ^{than 1101} than a mouse in moving a cursor around on the screen, ^{and 1101} and it can be used 20
to initiate the commands needed to delete words, paragraphs, cells, and other items on the screen. 21
What's more, by using this type ^{of 1101} of electronic pen, you ^{are 1056e} likely to develop ^{fewer 1101} less injuries, such as 22
mouse elbow (a repetitive strain injury very much like tennis elbow). The ^{worse 1071e} worse that can happen 23
when you use an electronic pen for a long period of time is an ^{every day 1101} every day case of writer's cramp. 24
May ^{be 1101} be that's why ^{a 1101} a lot of people are ^{really 1101} real ^{eager 1101} eager to get ^{their 1056e} their hands on this new technological 25
marvel. 26
Personal digital assistants (PDAs) and tablet PCs allow you to write text with the pen. The 27
software interprets the handwritten letters and converts them into typed characters on the screen. 28

Note to Instructor: There is a total of 30 errors in this material.

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

If you are buying your first personal computer, there ^{are} ~~is~~ a number of devices you also need to 1
buy. One purchase that requires ^{very} ~~real~~ careful thought ^{is} ~~are~~ printers. When considering which type ^{of} 2
printer to buy, one key criterion ^{should be kept} ~~is~~ in mind: Do you want to print in color? Or are 3
you content with black-and-white results? ^{827b}

If you work mainly with black-and-white text pages and high quality has to be ^{insured} ~~insured~~, con- 4
sider laser printers. This kind of ^{printer} ~~printer~~ provides not only sharp, clear text but also turns 5
out pages quickly and quietly. Laser printers ^{use} ~~use~~ to cost thousands of dollars but now cost no 6
more ^{than} ~~then~~ \$200 to \$400. ^{719/1101}

If the use of color is important in the work you do, consider buying ^{an} ~~a~~ ink-jet printer. 7
Good ink-jets are typically priced between \$150 ^{and} ~~and~~ \$400, but some can be found for as little as 8
\$50. Color laser printers are also available, but they are much too expensive (about \$1000) for 9
most home users. When you consider that (1) ink-jets provide excellent color printing, (2) in 10
some cases they produce black-and-white pages as good as what you'd get from laser printers, 11
and (3) they cost about the same as laser printers, you'd be tempted to conclude that ink-jets 12
are the only smart choice. Yet there are other factors you need to take into account. 13

1. *Speed.* Consumer Reports ^{state} ~~states~~ that the laser printers its staff recently tested pro- 14
duce 9 to 15 black-and-white pages a minute. ^{Whereas} ~~Whereas~~ the ink-jets with 15
the best-looking black-and-white pages turn out between 2.5 and 9.5 pages a 16
minute. Good color printing takes much longer—2 to 18 minutes ^a ~~per~~ page. 17
2. *Quality.* Laser printers excel in producing black-and-white text at high speed, ^{but} ~~but~~ do less well with black-and-white graphics and photos. Ink-jets excel in 18
color work. 19
3. *What About Cost?* The cost of a black-and-white page produced by an ink-jet 20
can range from 3 to 9 cents, compared ^{to} ~~to~~ a cost of 2 to 4 cents for a simi- 21
lar page produced by a laser printer. Color printing is quite expensive: 8 22
to 32 cents for color graphics and as much as \$1.10 for color photos. 23

At one time, when a computer user wanted to buy a printer for ^{his or her} ~~their~~ home office and a major 24
consideration ^{was} ~~were~~ costs, the only real choice would ^{have} ~~of~~ been a dot matrix printer. However, with the 25
significant advances in technology, buying dot matrix printers no longer ^{make} ~~make~~ sense. A large ^{per-} ~~per-~~ 26
cent ^{of} ~~of~~ these users now ^{recognizes} ~~recognize~~ that laser and ink-jet printers provide superior performance on a 27
cost-effective basis. Because of heavy competition the prices of printers have not ^{fallen} ~~fallen~~ lately. In 28
fact, the prices of many models have ^{fallen} ~~fallen~~ this year, and next year's prices are expected to be lower 29
than this year. Moreover, a new generation of printers ^{are} ~~are~~ now being developed. With this 30
continuing advance in technology ^{comes} ~~comes~~ new opportunities for high-quality printers at lower 31
cost. 32

Note to Instructor: There is a total of 30 errors in this material.

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

1. In what letter style do the date line, the complimentary closing, and the writer's identification start at center and all other lines start at the left margin: **(a)** the block style; **(b)** the simplified styles; **(c)** the modified-block style—standard format? 1. **c** 1302a
2. What are the dimensions of *letter (standard)* stationery: **(a)** 8" × 11"; **(b)** 8½" × 11"; **(c)** 8½" × 11½"? 2. **b** 1303
3. To create a top margin of 2 inches, **(a)** space down 12 times from the top of the sheet; **(b)** space down 9 times; **(c)** space down 6 times from the default top margin of 1 inch. 3. **c** 1304a
4. If you are using *letter (standard)* stationery and want to use a text line that is shorter than the standard, you can increase the default side margins up to **(a)** 1.5 inches; **(b)** 1.75 inches; **(c)** 2 inches. 4. **b** 1305b
5. If you are writing to someone who rents a mailbox from a private company, place the private mailbox number **(a)** on the line above the name of the person; **(b)** on the line above the street address; **(c)** on the same line preceding the street address. 5. **b** 1338d
6. *Standard* punctuation calls for **(a)** a comma or period at the end of each displayed line; **(b)** only a colon after the salutation and a comma after the complimentary closing; **(c)** no punctuation after any displayed line. 6. **b** 1308a
7. Where should a personal or confidential notation be typed: **(a)** on the second line below the date, beginning at center; **(b)** on the second line below the date, beginning at the left margin; **(c)** on the second line below the date, ending at the right margin? 7. **b** 1314
8. If there are no special notations following the date, then on what line below the date should the inside address begin: **(a)** on the fourth line; **(b)** on the fifth line; **(c)** on the sixth line? 8. **a** 1318a
9. When a person's name ends with *Jr.*, **(a)** insert a comma before *Jr.*; **(b)** do not insert a comma before *Jr.*; **(c)** do not insert a comma before *Jr.* unless you know that is the person's preference. 9. **c** 1324a
10. If an apartment number or a room number appears in an inside address, it should be typed **(a)** after the street address or on the line above; **(b)** after the street address or on the line below; **(c)** in the lower left corner of the envelope. 10. **a** 1316b
1317b
11. You must always show the state name in an inside address as a two-letter abbreviation—**(a)** true; **(b)** false. 11. **b** 1341a
12. Which of the following date line styles is *not* acceptable: **(a)** August 12, 2008; **(b)** 12 August 2008; **(c)** 8/12/08? 12. **c** 1313a
13. When a company name ends with *Inc.*, **(a)** insert a comma before *Inc.*; **(b)** do not insert a comma before *Inc.*; **(c)** do not insert a comma before *Inc.*, unless you know that it is the company's preference. 13. **c** 1328
1329b

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

14. Jan. 29, 2007	14. <u>January 29, 2007</u>	1313a
15. Confidential	15. <u>CONFIDENTIAL</u>	1314

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

16. Ralph G. Ferrara, Jr. (<i>agrees with signature</i>)	16. <u>Mr. Ralph G. Ferrara, Jr.</u>	1322a 1324a
17. Kathleen A. Koch (<i>title preference unknown</i>)	17. <u>C OR Ms. Kathleen A. Koch</u>	1322b
18. N. J. Harper	18. <u>C</u>	1322c
19. Mr. & Mrs. Lloyd Welsh	19. <u>Mr. and Mrs. Lloyd Welsh</u>	1323a
20. Doctor Nancy Fordyce	20. <u>Dr. Nancy Fordyce</u>	517a 1322a
21. Mr. Royce Mead Esq.	21. <u>Royce Mead, Esq.</u>	1323b
22. Dr. Sally Eng, M.D.	22. <u>Sally Eng, M.D.</u>	1323c
23. Ms. Jan Corey, Director of Research and development	23. <u>Ms. Jan Corey</u> <u>Director of Research and Development</u>	1325
24. Marketing Department, Beta Aerospace Corporation	24. <u>Marketing Department</u> <u>Beta Aerospace Corporation</u>	1327
25. Capp & Rollins Co., Inc. (<i>no letterhead available</i>)	25. <u>Capp and Rollins Company Inc.</u>	1329
26. 764 Haskell St. N.E.	26. <u>764 Haskell Street, NE</u>	1335a 1337
27. No. 163, 9th Avenue	27. <u>163 Ninth Avenue</u>	1332 1333a
28. #1 West Eleventh Street	28. <u>One West 11th Street</u>	1332 1333b
29. 1,616 S. Fuller Blvd.	29. <u>1616 South Fuller Boulevard</u>	462 1334 1337
30. Ft. Lauderdale, FL, 33315	30. <u>Fort Lauderdale, FL 33315</u>	1340c 1339
31. Pittsburgh P.A. 15234	31. <u>Pittsburgh, PA 15234</u>	1339 1341a
32. Dear Jane Reddy: (<i>title preference unknown</i>)	32. <u>C OR Dear Ms. Reddy:</u>	1339a
33. Dear Prof. Simcoe,	33. <u>Dear Professor Simcoe:</u>	1338d 1338b
34. Gentlemen:	34. <u>Ladies and Gentlemen: OR Gentlemen and Ladies:</u>	1340a
35. Australia	35. <u>AUSTRALIA</u>	1336a

Letters, Memos, and E-Mail

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

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

Directions: Most of the items in the next exercise represent elements in a business letter. If the item is correctly styled, write *C* in the answer column. If not, rewrite the item to make it correct. Assume the use of a **modified-block style—standard format** (§1302a), **standard punctuation** (§1308a), and **single spacing** unless otherwise indicated. **References:** Section 13, plus §1363, §1455a, and §1503.

- | | |
|--|--|
| <p>12. Inside address and salutation: rewrite to avoid the use of an attention line and <i>Gentlemen</i>.</p> <p>Ace Programming Associates
221 Jefferson Street, NE
Albany, Oregon 97321-2717
Attention: Ms. Wanda Lee Belcher
Gentlemen:</p> | <p>12. Ms. Wanda Lee Belcher
Ace Programming Associates
221 Jefferson Street, NE
Albany, Oregon 97321-2717
Dear Ms. Belcher:</p> |
|--|--|

1337a
1339a
1340
1341b

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13. Subject. Long-range plans	13. Subject: Long-Range Plans	1343c 363
14. We have two options to consider:	14. We have two options to consider:	
1. Rent the VCR for one month and see how well it works.	1. Rent the VCR for one month and see how well it works.	1344f 1345c
15. Cordially Yours:	15. Cordially yours,	1346b
16. <i>Ms. Joanna Wall</i> (Ms.) Joanna Wall	16. <i>(Ms.) Joanna Wall</i> <i>Joanna Wall</i> Joanna Wall OR Ms. Joanna Wall	1352b
17. <i>Rae H. Zion</i> Mrs. Gerard U. Zion	17. <i>(Mrs.) Rae H. Zion</i> <i>Rae H. Zion</i> Rae H. Zion OR Mrs. Rae H. Zion	1352e
18. Writer's identification: Dr. Henry Greco, Ph.D., Professor of Economics	18. Henry Greco, Ph.D. Professor of Economics	1350a 1350b 1349b
19. fgc:ssh Encs. 3 cc. Ms. Wing Certified	19. ssh OR fgc/ssh OR FGC:SSH Enc. 3 By certified mail cc: Ms. Wing OR c: Ms. Wing	1355a-c 1358b 503 1359a 1361a-f
20. PS: All best regards to Pat.	20. C	1365b
21. Page 2 Miss Selma L. Pomfret 11/7/07	21. Miss Selma L. Pomfret Page 2 November 7, 2007	1366
22. Address block typed on an envelope: Dwight G. Thorvald, Executive Vice President Winger Corp., Inc. (<i>official form not known</i>) 651 East Neversink Rd. Suite 302 Reading, Pa. 19606 3208	22. Mr. Dwight G. Thorvald Executive Vice President Winger Corporation Inc. Suite 302 651 East Neversink Road Reading, PA 19606-3208	1368a 1322a 1325a 1329b 1317b 1337 1368f 1368c 1341a 1368d
23. Heading typed on a memo: TO: Linda Lopez DEPARTMENT: Accounting SUBJECT: Invoice No. 24396	23. TO: Linda Lopez DEPARTMENT: Accounting SUBJECT: Invoice 24396	1393f 455a
24. Salutation in a social-business letter: Dear Jennifer:	24. Dear Jennifer,	1372b

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

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

Name _____ Date _____ Class _____

57

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

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

1513a
1526a
1529b
460d

 4. Van K. Tharp, *Safe Strategies for Financial Freedom*, McGraw-Hill, New York, 2004, pp. 88-91.

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

1513b
1536b

 4. Van K. Tharp, *Safe Strategies for Financial Freedom* (New York: McGraw-Hill, 2004), pp. 88-91.

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

1531a

 7. Tharp, p. 104.

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

1531d

 7. Tharp, *op. cit.*, p. 104.

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

1551a

 Tharp, Van K., *Safe Strategies for Financial Freedom*, McGraw-Hill, New York, 2004.

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

1551c

 Tharp, Van K. *Safe Strategies for Financial Freedom*. New York: McGraw-Hill, 2004.

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

- | | | | | | | | |
|------------|-----------------|---------|-----------------|---------|-----------------|--------|-----------------|
| 21. Calif. | CA _____ | Ala. | AL _____ | Del. | DE _____ | Ind. | IN _____ |
| Fla. | FL _____ | Colo. | CO _____ | Okla. | OK _____ | Oreg. | OR _____ |
| Mass. | MA _____ | Ill. | IL _____ | Idaho | ID _____ | Wis. | WI _____ |
| Ohio | OH _____ | Nebr. | NE _____ | Mich. | MI _____ | Wyo. | WY _____ |
| Utah | UT _____ | Wash. | WA _____ | Ark. | AR _____ | Guam | GU _____ |
| 22. D.C. | DC _____ | S. Dak. | SD _____ | N.J. | NJ _____ | N.C. | NC _____ |
| N. Mex. | NM _____ | N.H. | NH _____ | S.C. | SC _____ | W. Va. | WV _____ |
| R.I. | RI _____ | P.R. | PR _____ | N. Dak. | ND _____ | N.Y. | NY _____ |
| 23. Conn. | CT _____ | La. | LA _____ | Maine | ME _____ | Hawaii | HI _____ |
| Iowa | IA _____ | Ga. | GA _____ | Ky. | KY _____ | Kans. | KS _____ |
| Va. | VA _____ | Pa. | PA _____ | Md. | MD _____ | Vt. | VT _____ |
| 24. Ariz. | AZ _____ | Nev. | NV _____ | Minn. | MN _____ | Alaska | AK _____ |
| Tex. | TX _____ | Tenn. | TN _____ | Mont. | MT _____ | Mo. | MO _____ |
| Miss. | MS _____ | | | | | | |

Editing Practice A

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

Dear ~~Mr.~~ ^{Mr.} Poindexter:

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

Doug majored in marketing at Northwestern and received an MBA from Stanford in 1996. He worked for awhile as a management consultant in the Pittsburgh office of Lyon & Waite Associates, but he found few opportunities to put his creative talents to use. In 2000, he joined Belles and Vissels, a small advertising agency in Cincinnati, as a copywriter. In that capacity he was responsible for coming up with the brand name Scratch for a new line of cake mixes. (Remember the slogan? "It's not store-bought. I made it from Scratch.") Among his other creative achievements were the name Pit Stop for an underarm deodorant. Doug was also responsible for The Inside Scoop (a profitable chain of stores selling ice cream and frozen yogurt) and The Emotional Outlet (a successful department store that has attracted a large amount of impulsive shoppers). After 17 years he became an account executive and brought in 1,000,000's of dollars in new business. As a result, the Agency's reputation and size have undergone extraordinary growth. Doug's boss gives him the lion's share of the credit.

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

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

Sincerely, ^{Yours}

Note to Instructor: See page C-74 for notes and rule references for this editing practice.

~~Mr.~~ Buford J. Bellows

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

Name _____ Date _____ Class _____

59

NOTES ON WORKSHEET 29, PAGE 59

- Line 17:** 1. Abbreviate *Mr.* [517a, 1338d]
2. Use a colon after the salutation. [194a, 1338b]
- Line 19:** 3. Spell *recommend* with one *c.* [720]
- Line 20:** 4. Do not capitalize *director of client services.* [313e]
- Line 22:** 5. Omit the comma after *Northwestern* (so as not to separate a compound predicate). [127b]
6. The letter *e* comes before *i* in *received.* [712, 1203a]
7. Insert periods in *M.B.A.* [519a–b]
- Line 23:** 8. Spell *a while* as two words. [1101]
9. Spell *Pittsburgh* with an *h.* [720]
- Line 24:** 10. Change *opportunitys* to *opportunities.* [604]
- Line 25:** 11. Omit the comma after *2000.* [135c, 410]
- Line 26:** 12. Change *Cincinatti* to *Cincinnati.* [720]
- Line 28:** 13. Change *mixs* to *mixes.* [602]
14. Hyphenate *store-bought.* [821a]
- Line 29:** 15. The closing quotation mark should follow the exclamation point. [249a, 252]
16. Change *were* to *was* (to agree with the singular subject *name*). [1027a]
- Line 30:** 17. Change *under-arm* to *underarm.* [833a]
- Line 31:** 18. Insert a closing parenthesis after *yogurt.* [224, 1203b]
- Line 33:** 19. Change *amount* to *number.* [1101]
20. Spell out *two.* [401a, 404a]
- Line 34:** 21. Change *1,000,000's* to *millions.* [414]
- Line 35:** 22. Do not capitalize *agency's.* [309a, 321]
23. Change *has to have* (to agree with the plural subject *reputation and size*). [1002a]
24. Change *extroardinary* to *extraordinary.* [720]
- Line 36:** 25. Change *lions share* to *lion's share.* [627a, 630a]
- Line 38:** 26. Change *more bigger* to *bigger* (to avoid a double comparison). [1071b]
- Line 39:** 27. Hyphenate *in-depth.* [831a]
- Line 40:** 28. Insert a series comma after *business.* [123b, 162a]
- Lines 40–41:** 29. Change *judge-/ ment* to *judg-/ ment.* [708, 720]
- Line 41:** 30. Do not hyphenate *well qualified.* [824b]
- Line 44:** 31. Change *effect* to *affect.* [719, 1101]
32. Hyphenate *son-in-law's.* [804c]
- Line 45:** 33. Insert a comma after *However* (following an introductory transitional expression). [138a, 139a]
- Line 46:** 34. Change the period after *Colt* to a question mark. [110a]
35. Hyphenate *higher-level.* [816a]
- Line 48:** 36. Change *farther* to *further.* [719, 1101]
37. Change *assistance* to *assistance.* [714]
- Line 50:** 38. Do not capitalize *yours.* [1359]
39. Insert a comma after the complimentary closing. [1346c]
- Line 54:** 40. Omit *Mr.* preceding the name. [1351]

*Final copy with
1.25" side margins*

Today's Date

Mr. Lloyd I. Poindexter
Chief Executive Officer
Beck & McCall Advertising Agency
3017 East Wacker Drive
Chicago, Illinois 60601

Dear Mr. Poindexter:

A few days ago you asked me to recommend a qualified candidate to become director of client services. I can readily suggest Douglas Dichter.

Doug majored in marketing at Northwestern and received an M.B.A. from Stanford in 1996. He worked for a while as a management consultant in the Pittsburgh office of Lyon & Waite Associates, but he found few opportunities to put his creative talents to use. In 2000 he joined Belles and Vissels, a small advertising agency in Cincinnati, as a copywriter. In that capacity he was responsible for coming up with the brand name Scratch for a new line of cake mixes. (Remember the slogan? "It's not store-bought. I made it from Scratch!") Among his other creative achievements was the name Pit Stop for an underarm deodorant. Doug was also responsible for The Inside Scoop (a profitable chain of stores selling ice cream and frozen yogurt) and The Emotional Outlet (a successful department store that has attracted a large number of impulse shoppers). After two years he became an account executive and brought in millions of dollars in new business. As a result, the agency's reputation and size have undergone extraordinary growth. Doug's boss gives him the lion's share of the credit.

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

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

Sincerely yours,

Buford J. Bellows



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

February 7,

Feb 7 2007

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

Dear Mr. Leonardo:

I'd like to respond to your telephone message of February 4th in which you asked for help in selecting a facsimile machine for your home office. Enclosed is a brochure that announces a one month sale on all of the fax equipment that we have available for immediate delivery. Let me highlight a few items in that brochure.

1. Our most popular fax machine—the Faxiomatic 2000 (Model FA4098)—has a 30 page automatic document feeder and a transmission speed of 4 seconds a page. Normally listed at \$499, it is available during the month of February for \$179, a saving of \$320!

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

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

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

Note to Instructor: See page C-77
for notes and rule references for
this editing practice.

Sincerely,

Julia G. Hough
Vice President of Sales

ybj
Enclosure

NOTES ON WORKSHEET 29, PAGE 60

- Line 13:** 1. *February* should be spelled out. [1313a]
2. Delete the *th* following 7. [1313a]
3. Insert a comma between the day and the year (*February 7, 2007*). [1313a]
- Line 17:** 4. Insert *Mr.* before *Anthony J. Leonardo*. [1322a]
- Line 18:** 5. Spell out *Road*. [1337]
- Line 19:** 6. Omit the comma before the ZIP Code. [1339]
- Line 21:** 7. Change *Lenardo* to *Leonardo* (as in the inside address and the directions). [1202c, 1338f]
- Line 23:** 8. Change *you* to *your* (a typographical error). [1202b]
9. Insert the missing *r* in *February*. [720]
10. Change *forth* to *4* (not *fourth*). [407b]
11. Insert a comma before *in which* (*which* introduces a nonessential clause). [122d, 152]
- Line 24:** 12. Change *you're* to *your*. [1056e]
- Line 25:** 13. Change *months'* to *month's* [632a, 646]
- Lines 29, 34, 39:** 14. Insert a period after 1, 2, and 3 in the displayed enumeration. [106, 1345d]
- Line 29:** 15. Omit the space on either side of the first dash. [216a]
16. Insert a closing parenthesis before the second dash. [224a]
- Lines 30–32, 35–37, 40–41:** 17. Align turnovers in a displayed enumeration with the first word in the first line. [1345d]
- Line 30:** 18. Hyphenate *30-page*. [817a]
19. Omit the comma after *feeder*; it incorrectly separates two objects of the verb *has*. [125f]
- Line 32:** 20. Drop the .00 from the whole dollar amount. [415]
- Line 34:** 21. Change *three* to 3. [436a]
- Lines 34–35:** 22. Hyphenate *3-second*. [817a]
- Line 36:** 23. Omit the hyphen in *58 1/4*. [428b]
24. Spell out *percent*. [447a]
- Line 41:** 25. Replace the hyphen with *to*. [459b]
26. Insert the missing dollar sign (*from \$249 to \$299*). [453b]
- Line 43:** 27. Do not indent the first line of a paragraph in a letter done in the modified-block style—standard format. [1302a(1), 1344f]
28. Spell *in to* as two words. [1101]
29. Insert a comma after 28 (before an appositive expression). [148]
- Line 44:** 30. Spell *Any one* as two words. [719, 1010]
- Line 45:** 31. Change *excede* to *exceed*. [716b]
32. Omit *bud-* at the end of the line; the word *budget* is given in full on the next line. [1202a]
- Line 46:** 33. Insert a comma after *Of course* (an introductory expression). [124b, 138b, 139a]
34. Insert a comma after *prefer* (following an interrupting expression). [122a, 144a]
- Lines 46–47:** 35. Insert two commas to set off *our sales manager* (an appositive). [148]
36. Do not capitalize *sales manager* (a title following a name). [313d]
- Line 47:** 37. Change *myself* to *me*. [1060]
38. Spell *any way* as two words. [1101]
- Lines 49–54:** 39. Begin the closing at center, aligned with the date line. [1346a]
- Line 49:** 40. Insert a comma after *Sincerely* (the complimentary closing). [1346c]

*Final copy with
1.25" side margins*

February 7, 2007

Mr. Anthony J. Leonardo
111 Horton Road
Durham, NC 27712

Dear Mr. Leonardo:

I'd like to respond to your telephone message of February 4, in which you asked for help in selecting a facsimile machine for your home office. Enclosed is a brochure that announces a one month's sale on all of the fax equipment that we have available for immediate delivery. Let me highlight a few items in that brochure.

1. Our most popular fax machine—the Faxiomatic 2000 (Model FA4098)—has a 30-page automatic document feeder and a transmission speed of 15 seconds a page. Normally listed at \$499, it is available during the month of February for \$179, a saving of \$320!
2. An even more versatile machine is the Artifax 777, which has a 3-second transmission speed and a 256-shade gray scale. Thanks to a 58 1/4 percent discount, the price of this machine (Model A777-2F) has been slashed from \$475 to \$198.
3. Other models provide extra features such as automatic redialing and delayed transmission (to let you take advantage of lower phone rates). Sale prices range from \$249 to \$299.

Come in to see these models by February 28, the last day you can enjoy these special prices. Any one of our salespeople can help you select the equipment that's right for your home office and does not exceed your budget. Of course, if you prefer, you can ask for Stephen Burgos, our sales manager, or for me. We'll be glad to help you in any way that we can.

Sincerely,

Julia G. Hough
Vice President of Sales

ybj
Enclosure

Editing Practice B

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

328 Linden Street
Winnetka, IL 60093
October 22, 2007

President North
New Computer Technologies Inc.
5120 Northwest Highway
Chicago, IL 60631

Dear Sir or Madam:

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

I immediately called Mr. Fry to tell him that the printer was not acceptable, but he was reluctant to take it back because he said it had been specially ordered for me. He offered to sell me a special attachment that would increase the speed of the printer, but I refused to spend any more money on it. He finally agreed to take the printer back but said he would have to impose an \$85 "restocking charge" against my refund because I had removed the printer from the carton and used it. I pointed out that it was his misrepresentation that had caused the problem. I had relied on his knowledge and the charge was totally unjustified. I still don't have my money back, and I still don't have a usable printer. Would you be able to follow up with the appropriate people to get this problem promptly resolved? I sincerely hope so.

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

Note to Instructor: See page C-80 for notes and rule references for this editing practice.

Name _____ Date _____ Class _____

61

NOTES ON WORKSHEET 30, PAGE 61

- Line 14:** 1. Insert a comma after *Winnetka*. [161]
- Line 15:** 2. Insert a comma after 23. [1313a]
- Line 20:** 3. Change *Technologys* to *Technologies*. [604]
- Line 21:** 4. Omit the comma from *5120*. [462]
5. Spell out *North*. [1334]
- Line 22:** 6. Change *ILL* to *IL*. [1341a]
7. Leave only 1 space before the ZIP Code. [1339]
- Line 24:** 8. Change the salutation to *Dear Sir or Madam:* or *Dear Madam or Sir:*. [1339a, 1340b]
- Line 26:** 9. Indent the first line of the paragraph (as called for in the directions). [1302a(2)]
10. Change the period to a question mark (following a polite request that asks a favor). [103b]
11. Do not hyphenate *semiannual*. [833a]
12. Do not capitalize *summer*. [343]
- Line 27:** 13. Omit the comma after *computer* (to avoid separating a compound predicate). [125f, 127b]
- Line 28:** 14. Do not hyphenate *specially priced*. [824a]
15. Hyphenate *high-speed*. [814, 816a]
- Line 29:** 16. Spell *recommendation* with only one *c*. [720]
- Line 30:** 17. Change *Frys'* to *Fry's*. [630a]
- Lines 30–31:** 18. Omit *min* at the beginning of line 31 (see the end of line 30). [1202a]
- Line 32:** 19. Change *then* to *than*. [719]
- Line 38:** 20. Change *offered* to *offered*. [704]
- Line 40:** 21. Change *finely* to *finally*. [719]
- Line 41:** 22. Omit *.00* from \$85. [415]
- Lines 43–44:** 23. Insert an opening parenthesis before the numbers 1 and 3. [222a]
- Line 43:** 24. Change *cause* to *caused*. [1033b, 1203d]
25. Insert (2) before *I*. [1203e]
- Line 44:** 26. Hyphenate *know-how*. [804a]
- Line 45:** 27. Spell *money back* as two words (a typographical error). [1202e]
28. Change *useable* to *usable*. [707a]
- Line 46:** 29. Do not hyphenate *follow up* when used as a verb. [802]
- Line 47:** 30. Change *sincerely* to *sincerely*. [708, 720, 1203a]

*Final copy with
1.25" side margins*

328 Linden Street
Winnetka, IL 60093
October 23, 2007

President
New Computer Technologies Inc.
5120 North Northwest Highway
Chicago, IL 60631

Dear Sir or Madam:

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

I immediately called Mr. Fry to tell him that the printer was not acceptable, but he was reluctant to take it back because he said it had been specially ordered for me. He offered to sell me a special attachment that would increase the speed of the printer, but I refused to spend any more money on it. He finally agreed to take the printer back but said he would have to impose an \$85 "restocking charge" against my refund because I had removed the printer from the carton and used it. I pointed out that (1) it was his misrepresentation that had caused the problem, (2) I had relied on his know-how, and (3) the charge was totally unjustified. I still don't have my money back, and I still don't have a usable printer. Would you be able to follow up with the appropriate people to get this problem promptly resolved? I sincerely hope so.

Sincerely,

Ms. Angela R. Terlizzi

Mr. Richard L. Booker Jr.


February
Feb. 23rd, 2007

page 2

understanding of the different kinds of businesses that this organization has acquired or built from the ground up.

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

Sincerely,


P. J. McInerny
Executive Vice President

pac

By certified mail

Enclosure

McInerny

P. J. McInerny

CHESHIRE INDUSTRIES INC.

1200 North Market Street
Wilmington, Delaware 19801

Personal

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

Note to Instructor: See page C-83 for notes and rule references for this editing practice.

NOTES ON WORKSHEET 30, PAGE 62

Letter

- Line 7:** 1. Transpose the date and the page number. [1366c]
2. Omit the word *page*. [1366c]
3. Spell out *February*. [1313a]
4. Change *23rd* (followed by a period) to *23* (followed by a comma). [1313]
- Line 10:** 5. Change the partial word *derstanding* to *understanding* (to avoid breaking the final word on the preceding page). [918, 1366k]
- Line 11:** 6. Change *aquired* to *acquired*. [720]
- Line 13:** 7. Insert a comma after *In short*. [124b, 138a, 139a]
8. Spell out *three*. [401a, 404a]
- Lines 13–14:** 9. Do not capitalize *director of corporate planning and development*. [313e]
- Line 14:** 10. Change *year's* to *years'*. [646]
11. Omit the comma after *large*. (*Large modifies industrial corporation.*) [169]
- Line 16:** 12. Insert a comma after *markets* (following an introductory phrase). [124, 135c]
13. Change *preference* to *preference*. [704]
14. Omit the colon after *who*. [191c]
- Lines 16, 17, 18:** 15. Insert an opening parenthesis before the numbers *1*, *2*, and *3*. [222a]
- Line 17:** 16. Change the word *multi-national* to *multinational*. [833a]
- Line 19:** 17. Insert a series comma after the word *German*. [162a]
18. Place the period outside the closing parenthesis. [225a]

- Line 20:** 19. Change *he* to *he or she*. [1052a]
- Line 21:** 20. Hyphenate *self-starter*. [836a]
21. Change *prioritys* to *priorities*. [604]
- Line 23:** 22. Insert a comma after *description* (to set off the name *Rich*). [145]
- Line 24:** 23. Change *your* to *you're*. [1056e]
- Line 30:** 24. Insert space between the initials *P. J.* [516a]
- Lines 34–35:** 25. The enclosure notation should come before the delivery notation. [1359a]

Envelope

- Line 3:** 26. Change *Macinery* to *McInerny* (to agree with the writer's name in the signature block). [1368p]
- Line 9:** 27. Type *Personal* (in caps and lowercase, underlined) aligned at the left with the return address. [1368m]
- Line 13:** 28. Omit the comma before *Jr.* (to agree with the treatment of the name in the continuation-page heading and in the directions). [1368p]
- Line 16:** 29. Change *N. W.* to *NW* (without space or periods). [1335a]
- Line 17:** 30. Change *D.C.* to *DC* (without periods). [1341]

Mr. Richard L. Booker Jr.

2

February 23, 2007

*Final copy with
1.25" side margins*

understanding of the different kinds of businesses that this organization has acquired or built from the ground up.

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

Sincerely,

P. J. McInerny
Executive Vice President

pac
Enclosure
By certified mail

P. J. McInerny

CHESHIRE INDUSTRIES INC.

1200 North Market Street
Wilmington, Delaware 19801

Personal

Mr. Richard L. Booker Jr.
Kopf-Jaeger International
Suite 450
1150 Connecticut Avenue, NW
Washington, DC 20036

Editing Practice C

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

References: Sections 1–13.

Mr. Peter Q. Dorian
1 Eagle Sq. Concord, NH 03301

Dear Pete:

George and I are now ready to go forward with the vacation house we discussed with you last spring. You'll recall that our hideaway is to be built on a 1½-acre plot atop Mt. Waumbuck. It's not an easy place to get to, because the unpaved road that leads from the highway to our property is a narrow, twisting lane. We're planning to name our mountain retreat Great Lengths, so if any of our children and their families want to visit us there, they'll have to go to . . . I think you get the point.

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

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

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

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

Sincerely,

Note to Instructor: See page C-86 for notes and rule references for this editing practice.

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

Name _____ Date _____ Class _____

63

NOTES ON WORKSHEET 31, PAGE 63

- Line 18:** 1. Change *I* to *One*. [1332]
2. Spell out *Square*. [1337]
- Line 19:** 3. Omit the periods in *NH*. [1341]
- Line 23:** 4. Change *foreword* to *forward*. [719]
- Line 24:** 5. Do not capitalize *spring*. [343]
- Line 25:** 6. Hyphenate *1½-acre*. [817a]
7. Change *Mt.* to *Mount*. [529a]
- Line 27:** 8. Insert a comma between the adjectives *narrow, twisting*. [123c, 168a]
- Lines 27–28:** 9. Either omit *moun-* at the end of line 27, or omit *moun* at the start of line 28. [1202a]
- Line 29:** 10. Change *familys* to *families*. [604]
- Line 32:** 11. Change *George and I* to *George and me*. [1055b]
12. Insert a question mark after *me*. [110a]
- Line 33:** 13. Insert a comma after *before*. [123a, 126a]
- Line 34:** 14. Do not hyphenate *comeback*. [803h]
15. Change the period after *comeback* to a comma and do not capitalize *largely*. (The phrase beginning with *largely* cannot stand alone as a separate sentence and should be treated as an after-thought.) [122b, 144a, 101c]
- Line 35:** 16. Hyphenate the compound adjective *back-to-the-earth*. [831a]
17. Change *1960's* to *1960s*. [624a]
- Line 36:** 18. Change *70's* to *'70s*. [439a]
- Line 38:** 19. Hyphenate *energy-efficient*. [820a]
- Line 41:** 20. Insert a comma after *you* (following an introductory clause). [124, 130a]
- Line 42:** 21. Change *to hard* to *too hard*. [719]
22. Change *referred* to *referred*. [702]
- Line 48:** 23. Change *offered* to *offered*. [704]
- Line 52:** 24. Change *into* to *in to*. (*To drive [one's car] into an office* would be very destructive.) [1101]
- Lines 52–53:** 25. Set off the interrupting phrase *if you prefer* with commas. [122a, 144a]
- Line 53:** 26. Change *Wensdays* to *Wednesdays*. [720]
- Lines 53–54:** 27. Change *from 7:30–* to *from 7:30 to*. [459b]
- Line 54:** 28. Change *9:00* to *9*. [440c]
29. Use *p.m.* or *in the evening* but not both. [440f]
- Line 56:** 30. The blocked style requires this line to begin at the left margin. [1302a(3)]

Today's Date

*Final copy with
1.25" side margins*

Mr. Peter Q. Dorian
One Eagle Square
Concord, NH 03301

Dear Pete:

George and I are now ready to go forward with the vacation house we discussed with you last spring. You'll recall that our hideaway is to be built on a 1½-acre plot atop Mount Waumbeck. It's not an easy place to get to, because the unpaved road that leads from the highway to our property is a narrow, twisting lane. We're planning to name our mountain retreat Great Lengths, so if any of our children and their families want to visit us there, they'll have to go to . . . I think you get the point.

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Sincerely,

Jennifer A. Warren

INTEROFFICE MEMORANDUM

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

Dear Tiffany:

This is a follow-up to my memo of June 6th. The site for the Southern Regional sales conference has now been selected: a five-star hotel in Hot Springs, Virginia called The Homestead. The conference will start at 7:00 P.M. on Tuesday, August 7, with a formal dinner on the terrace (weather permitting). The meeting will end at 12 noon on Saturday, the 11th; we'll skip the closing luncheon this year so that everyone can get an earlier start for home. Sounds all right so far, doesn't it?

Here comes the fun part. In addition to the handouts that should be run off (we discussed these last week) about 65 slides need to be made up. Could you get Jenny Ziff in graphic arts to do these for us? She did a first-rate job on slides for our March meeting.

At the August meeting we'll have to supply our own AV equipment. I'm sorry to say. The conference director at The Homestead has told me that most all their equipment are committed to two other groups meeting during the same week. Therefore I'd appreciate if you could have the following items delivered to the hotel and if you could be on hand to help the speakers at the conference.

Schedule	AV Equipment	Speaker
Wednesday, Session 1	DVD player and VCR; 3 color monitors (largest size available)	Oberholtzer
Thursday, Session 5	Computer projector plus screen*	Potterfield
Friday, Session 9	Wireless microphone plus speakers; easel with pad	Velasquez

Potterfield may also want a digital camcorder to record some role-playing situations. We'll let us know by July 20.

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

BGO

Note to Instructor: See page C-89 for notes and rule references for this editing practice.

lcd

NOTES ON WORKSHEET 31, PAGE 64

- Line 9:** 1. Change *Southren* to *Southern* (a typographical error). [1202d]
- Line 14:** 2. Spell *Tiffany* with two *f*'s. [1202c]
- Line 16:** 3. Hyphenate *follow-up* as a noun. [802, 803a]
4. Change *6th* to *6*. [407b]
- Line 17:** 5. Change *Regions'* to *Region's*. [630a, 632b]
6. Hyphenate the compound adjective *five-star*. [817a]
- Line 18:** 7. Set off *Virginia* with commas. [160a]
- Line 19:** 8. Change *7:00* to *7*. [440c]
9. Change *P.M.* to *p.m.* [440b]
10. Insert a comma after *7* (to set off an appositive). [148]
- Line 20:** 11. Spell *permitting* with two *t*'s. [702]
12. The period should follow the closing parenthesis. [225a]
- Line 21:** 13. Change the comma following *11th* to a semicolon. (The comma may also be changed to a period; in that case capitalize *We'll*.) [176]
- Line 22:** 14. Change *alright* to *all right*. [1101]
15. Change the period after *it* to a question mark. [114a]
- Line 24:** 16. Omit the comma after *In addition*. [139a]
- Line 25:** 17. The comma before the opening parenthesis should follow the closing parenthesis. [224a]
18. Express *65* in figures. [401a]
- Line 26:** 19. Capitalize *Graphic Arts* (the name of a department). [323]
- Line 27:** 20. Change the period after *us* to a question mark. [110a]
21. Hyphenate the compound adjective *first-rate*. [817a]
22. Insert a hyphen after *mid*. [838]
23. Change *Febuary* to *February*. [720]
- Line 29:** 24. Insert a comma after *equipment*. [144a, 173]
- Line 30:** 25. Do not capitalize *conference director*. [313d]
- Line 31:** 26. Change *most* to *almost*. [1101]
27. Change *are* to *is* (to agree with *equipment*). [1013]
- Line 32:** 28. Insert a comma after *Therefore*. [138a, 139a]
29. Insert *it* after *appreciate*. [1101]
- Line 33:** 30. Spell *delivered* with only one *r*. [704]
31. Omit the comma after *hotel*. [125f]
- Line 35:** 32. There should be 2 blank lines above a table with column heads. [1611c(3)]
- Lines 39–41:** 33. Indent the turnovers $\frac{1}{4}$ -inch. [1626c]
- Line 41:** 34. Insert a closing parenthesis after *available*. [1203b]
- Line 51:** 35. When a table footnote turns over onto a second line, *indent* the first line of the footnote $\frac{1}{2}$ or $\frac{1}{4}$ inch. [1634d]
36. Change *Potterfeld* to *Potterfield* (to agree with the spelling in the table above). [1202c]
- Line 52:** 37. Hyphenate the compound adjective *role-playing*. [821a]
38. Change the comma after *situations* to a semicolon. [128]
- Line 56:** 39. Set off *Tiffany* with commas. [145]
40. Change *patients* to *patience*. [719]

*Final copy with
1.25" side margins*

To: Tiffany N. Cartier

From: Ben G. Opalewski

Department: Conference Services

Department: Southern Region

Subject: Southern Sales Conference

Date: June 14, 2007

Dear Tiffany:

This is a follow-up to my memo of June 6. The site for the Southern Region's sales conference has now been selected: a five-star hotel in Hot Springs, Virginia, called The Homestead. The conference will start at 7 p.m. on Tuesday, August 7, with a formal dinner on the terrace (weather permitting). The meeting will end at 12 noon on Saturday, the 11th; we'll skip the closing luncheon this year so that everyone can get an earlier start for home. Sounds all right so far, doesn't it?

Here comes the fun part. In addition to the handouts that should be run off (we discussed these last week), about 65 slides need to be made up. Could you get Jenny Ziff in Graphic Arts to do these for us? She did a first-rate job on slides for our mid-February meeting.

At the August meeting we'll have to supply our own AV equipment, I'm sorry to say. The conference director at The Homestead has told me that almost all their equipment is committed to two other groups meeting during the same week. Therefore, I'd appreciate it if you could have the following items delivered to the hotel and if you could be on hand to help the speakers at the conference.

Schedule	AV Equipment	Speaker
Wednesday, Session 1	DVD player and VCR; 3 color monitors (largest size available)	Oberholtzer
Thursday, Session 5	Computer projector plus screen*	Potterfield
Friday, Session 9	Wireless microphone plus speakers; easel with pad	Velasquez

*Potterfield may also want a digital camcorder to record some role-playing situations; he'll let us know by July 20.

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

BGO

lcd

Editing Practice D

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

Dr. Prescott T. Daley, M.D. 17
2901 North Central Ave. 18
Phoenix, AZ 85012 19

Dear Dr. Daley: 20

We are pleased to announce a special alumni program that offers unusual 21
travel and study opportunities. Between June 13 and Cary O. Neilson, a 22
Professor of English who specializes in English literature of the 18th 23
century will lead a tour through the Western counties of England. An 24
engaging and entertaining lecturer, Professor Neilson will help you see 25
the land and its people through the eyes of Jane Austen, William Shake- 26
speare and other great English writers. 27

The trip begins on Wednesday, June 3 with a departure from the U.S. on 28
a regularly scheduled flight to Heathrow Airport. You will then travel 29
by motor coach to Bath, where you will have accommodations at the elegant 30
Francis Hotel for the first four nights. The mineral springs at Bath have 31
made this a fashionable gathering place since Roman times. From Bath 32
you will embark on a full-day excursion to the cathedral town of Salis- 33
bury. You will continue to Stonehenge, the 4000-year-old circle of 34
massive stones that draw all visitors into the continuing debate about 35
the original purpose of this monument. Your itinerary will next take you 36
to Stratford, the site of William Shakespeare's home. On the morning of 37
June 13 you will be taken back to Heathrow for a return flight to the 38
United States. Throughout your trip Professor Neilson will offer an 39
educational program of lectures and reading materials that make signifi- 40
cant references to all the places you will visit. 41

The enclosed brochure provides a detailed description of the itinerary, 42
the rate schedules, and the activities planned by Professor Neilson. 43
Because I made the trip last year, I think I can answer any questions 44
you may have about the trip. May we reserve a place for you? 45

Note to Instructor: See page C-92 for notes and rule references for this editing practice.

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

Name _____ Date _____ Class _____

65

NOTES ON WORKSHEET 32, PAGE 65

- Line 17:** 1. Omit *Dr.* (since *M.D.* follows the name). [519c, 1324c]
- Line 18:** 2. Omit the comma in *2901*. [462]
3. Spell out *North*. [1334]
4. Spell out *Avenue*. [1337]
- Line 19:** 5. Change *AR* (the abbreviation for *Arkansas*) to *AZ* (the correct abbreviation for *Arizona*). [1203c, 1341]
6. Omit the comma before the ZIP Code. [161, 1339]
- Line 21:** 7. Change *Daly* to *Daley* (to match the spelling in the inside address and in the directions). [1202c, 1338f]
- Line 23:** 8. Change *please* to *pleased*. [1202b]
- Line 24:** 9. Replace the hyphen with *and* (*Between June 3 and 13*). [459b]
- Line 25:** 10. Do not capitalize *professor* (following a name). [313a]
11. Do not capitalize *literature*. [352]
12. Spell out *eighteenth*. [424, 438]
- Line 26:** 13. Insert a comma after *century* (to set off a long appositive expression). [148]
14. Do not capitalize *western*. [340]
- Line 29:** 15. Insert a series comma after *Shakespeare*. [123b, 162a]
- Line 31:** 16. Insert a comma after *3* (to set off an appositive expression). [148]
17. Spell out *United States*. [525]
- Line 32:** 18. Do not hyphenate *regularly scheduled*. [824a]
19. Capitalize *Airport*. [309a, 331]
- Line 33:** 20. Spell *accommodations* with two *m*'s. [720]
- Line 34:** 21. Spell out *four*. [401a, 404a]
- Line 35:** 22. Capitalize *Roman*. [304, 306]
- Line 36:** 23. Hyphenate *full-day*. [816a]
- Line 37:** 24. Spell *on to* as two words. [1101]
25. Hyphenate the compound adjective *4000-year-old*. [817a]
- Line 38:** 26. Change *draw* to *draws* (to agree with the singular antecedent *circle*). [1063c]
- Line 39:** 27. Change *itinery* to *itinerary*. [720]
- Line 40:** 28. Change *Shakespeares'* to *Shakespeare's*. [630a]
- Line 47:** 29. Change *planed* to *planned*. [701]
- Line 48:** 30. Insert a comma after *year* (following an introductory independent clause). [130a]

*Final copy with
1.25" side margins*

Today's Date

Prescott T. Daley, M.D.
2901 North Central Avenue
Phoenix, AZ 85012

Dear Dr. Daley:

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

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

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

Sincerely,

Ms. Joyce L. Givens
Director of Alumni Programs

def
Enclosure

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

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

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

CAREERS IN INFORMATION PROCESSING

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

Operators

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

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

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

5. O'Neil, p. 300.
6. See appendix A for a full list of job titles and descriptions.

Note to Instructor: See page C-95 for notes and rule references for this editing practice.

NOTES ON WORKSHEET 32, PAGE 66

- Line 10:** 1. Change *portunities* to *opportunities* (to avoid dividing a word between one page and the next). [918]
2. Change *feild* to *field*. [712, 1202d]
- Lines 15–16:** 3. Leave only 1 blank line above a displayed quotation. [1424d]
- Line 17:** 4. Omit the quotation mark at the start of a displayed quotation. [265a]
- Line 19:** 5. Use only three periods to signify an omission within a quoted sentence. [274]
- Line 22:** 6. In the phrase *ten to 15 years*, put both numbers either in figures or in words. In this context words are preferred. [402, 405, 436a, 437]
7. Change *between 20–50* to *between 20 and 50*. [459b]
8. Spell out *percent*. [447a]
- Line 24:** 9. Make the 5 a superior number, and omit the space between the period and the superior number. [1502b]
- Line 26:** 10. Insert a comma after *words* (following an introductory phrase). [124b, 138a, 139a]
- Line 28:** 11. Change *maybe* to *may be*. [719]
- Line 30:** 12. Change *transferrable* to *transferable*. [704, 713a]
13. Omit the comma after *another* (to avoid separating two predicates in a *that* clause). [125f]
- Line 32:** 14. Change *be come* to *become*. [1202, 1203a]
- Line 35:** 15. Spell *PROCESSING* with only one C. [1203a]
- Line 37:** 16. Indent the first line of a paragraph ½ inch. [1424c]
- Line 39:** 17. Change *is* to *are* (to agree with the plural subject *a number*). [1028a, 1023]
- Line 41:** 18. Change *opportunitys* to *opportunities*. [604]
19. Change the superior number from 7 to 6. [1203e]
- Lines 45–46:** 20. Leave only 1 blank line below a side head. [1426]
- Line 47:** 21. Change *Operator's* to *Operators'*. [632]
- Line 51:** 22. Hyphenate the compound adjective *entry-level*. [816a]
- Line 53:** 23. Change *formating* to *formatting*. [704]
24. Move *Un-* from the end of the line to the first line on the next page. [918]
- Line 56:** 25. Do not capitalize *and* in the subtitle. [360]
- Line 57:** 26. Do not italicize *3d ed*. [1514]
- Line 59:** 27. Change *p.* to *pp.* (since more than one page number is involved). [621a, 1529a]
28. Change *300–1* to *300–301*. [460b]
29. Leave a blank line between footnotes 5 and 6. [1503c]
- Line 60:** 30. Capitalize *Appendix*. [359]

*Final copy with
1.25" side margins*

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

5. O'Neil, pp. 300–301.

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

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

1. Bob, Lois, and I want to find small, aggressive companies we can invest in. 1. _____
2. May I please have two hours of your time on Monday, May 6, to get some advice? 2. _____
3. Thanks for sending me a copy of your letter of March 4, in which you take the directors to task for approving excessive pay for top executives. What a mess! [OR: !] 3. _____
4. The President of Gage Seminars has asked how many managers you plan to send. 4. _____
5. Did you really exceed your sales goal by 40 percent? Inbelievable! 5. _____
6. It's odd, isn't it, how some people will buy a pre-owned vehicle but not a used car? 6. _____
7. Did the supplier who called on us last Friday send the additional data I asked for? 7. _____
8. In my judgment, his son Ted lacks the managerial skills needed to run the Division. 8. _____
9. If your assistant is not that busy, could she please help us with our backlog? 9. _____
10. We could rendezvous in Amherst, New York, or, if you prefer, in London, Ontario. 10. _____
11. It is urgent, therefore, that we make a counteroffer to their President, Ray Perry. 11. _____
12. Please supply the following data: Purpose of loan, amount needed, duration of loan. 12. _____
13. Liza Lotte, Ph.D., is writing the Company's history, and will be done this Fall. 13. _____
14. The transaction meets State laws, but will it satisfy Federal regulations? 14. _____
15. Before I came back east last Winter, I worked for a large mining company in Utah. 15. _____
16. You don't think our profit shortfall will go as high as \$1000000, do you? 16. _____
17. We must therefore ask for a deposit, even though your credit rating is good. 17. _____
18. We can't find the will, but we do have the codicil dated December 6, 2004. 18. _____
19. Paul, do you think Dan Peters, the President of NDG, would be a good CEO for us? 19. _____
20. In 2004, Farley Mudge, Jr., made a substantial investment in Ariel, Inc. *commas not needed* 20. C
21. To enter a subscription, call 1-800-555-0600 to renew one, call 1-800-555-0602. 21. _____
22. Whenever I tell Charlie that I need his help, he says, "can it wait?" 22. _____
23. (See section 2.4) and to be fought for an exodus from the desert. 23. _____
24. The demonstration sites are Ames, Iowa, Bath, Maine, and Logan, Utah. *OR: ... me. However, ask ...* 24. _____
25. The layouts look great to me, however, ask the marketing department to okay them. 25. _____
26. Could someone from the Center For Auto Safety pick me up at Reagan airport? 26. _____
27. He teaches French history, and is an authority on the eighteenth century, for example, he did a book on the Seventeen Nineties and the French Revolution. *[OR: ... century. For...]* 27. _____
28. After I graduated, I left Knoxville, but I'm still fond of Eastern Tennessee. 28. _____
29. The CEO, along with his staff, will host a party on the fourth of July. 29. _____
30. An ad hoc committee was set up in July 2005, or was it August? 30. _____

Name _____ Date _____ Class _____

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

1. Bob Lois and I want to find small aggressive companies we can invest in ^{101a} 1. _____
2. May I please have two hours of your time on Monday May 6 to get some advice ^{103b} 2. _____
3. Thanks for sending me a copy of your letter of March 4 in which you take the directors to task for approving excessive pay for top executives what a mess ^{101b} 3. _____
4. The President of Gage seminars has asked how many managers you plan to send ¹⁰⁴ 4. _____
5. Did you really exceed your sales goal by 40 percent unbelievable ¹¹⁹ 5. _____
6. It's odd, isn't it, how some people will buy a pre-owned vehicle but not a used car ^{114a} 6. _____
7. Did the supplier who called on us last friday, send the additional data I asked for ^{110a} 7. _____
8. In my judgment his son Ted lacks the managerial skills needed to run the Division ^{101a} 8. _____
9. If your assistant is not that busy could she please help us with our backlog ^{103b} 9. _____
10. We could rendezvous in Amherst New York or if you prefer in London Ontario ^{101a} 10. _____
11. It is urgent therefore that we make a counteroffer to their President Fay Perry ^{101a} 11. _____
12. Please supply the following data Purpose of loan amount needed duration of loan ^{101a} 12. _____
13. Liza Lotte Ph.D. is writing the Company's history, and will be done this Fall ^{101a} 13. _____
14. The transaction meets State laws but will it satisfy Federal regulations ^{110a} 14. _____
15. Before I came back east last Winter I worked for a large, mining company in Utah. ^{101a} 15. _____
16. You don't think our profit shortfall will go as high as \$1000000 do you ^{114a} 16. _____
17. We must therefore ask for a deposit even though your credit rating is good ^{101a} 17. _____
18. We can't find the will but we do have the codicil dated december 6 2004 ^{101a} 18. _____
19. Paul do you think Dan Peters the President of NDG would be a good CEO for us ^{110a} 19. _____
20. In 2004 Farley Mudge Jr. made a substantial investment in Ariel Inc. ^{101a} 20. _____
21. To enter a subscription call 1-800-555-0600 to renew one call 1-800-555-0602 ^{101a} 21. _____
22. Whenever I tell Charlie that I need his help he says can it wait ^{249a/227/257} 22. _____
23. (See section 2 a land to be fought for in exodus from the desert ^{101a/220} 23. _____
24. The demonstration sites are: Ames Iowa Bath Maine and Logan Utah ^{101a} 24. _____
25. The layouts look great to me however ask the marketing department to okay them ^{101a} 25. _____
26. Could someone from the Center For Auto Safety pick me up at Reagan airport ^{110a} 26. _____
27. He teaches french history, and is an authority on the eighteenth century for example he did a book on the Seventeen-Nineties and the french revolution ^{101a} 27. _____
28. After I graduated I left Knoxville but I'm still fond of Eastern Tennessee ^{101a} 28. _____
29. The CEO along with his staff will host a party on the fourth of July ^{101a} 29. _____
30. An "ad hoc" committee was set up in July 2005 or was it August ^{110a} 30. _____

Name _____ Date _____ Class _____

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

31. got 12 PCs (6 are laptops)	C	402	66. <u>defered</u> this payment	deferred	702
32. after July <u>31st</u>	31	407b	67. a <u>cancelled</u> check	canceled	704
33. had to pay over <u>\$200.00</u>	\$200	415	68. an acknowledgment	C	708
34. with a unit cost of <u>\$.86</u>	86 cents	418	69. quite an <u>acheivement</u>	achievement	712
35. for now <u>20</u> years ago . . .	Twenty	421	70. very <u>persistant</u>	persistent	714
36. before the <u>20th</u> century	twentieth	424 438	71. may now <u>procede</u>	proceed	716b
37. is more than <u>1/2</u> done	half	427	72. submit your <u>resume</u>	résumé	718a
38. in <u>two-liter</u> containers	2-liter	429a	73. our <u>principle</u> goal	principal	719
39. reduced benefits before 65	C	433	74. to <u>forego</u> an increase	forgo	719
40. a <u>thirty-day</u> grace period	30-day	436a	75. can't <u>except</u> his excuse	accept	719
41. almost fifty years ago	C	437 440	76. to <u>wave</u> one's rights	waive	719
42. opens at <u>nine A.M.</u>	9 a.m.	453a	77. was <u>basicaly</u> correct	basically	720
43. consulted <u>R.M.</u> Siu	R. M.	516a	78. try to <u>accomodate</u>	accommodate	720
44. <u>Doctor</u> Baldwin's opinion	Dr.	517a	79. it looks <u>familiar</u>	familiar	720
45. an <u>S.E.C.</u> ruling	SEC	524a	80. highly <u>recommended</u>	recommended	720
46. <u>US</u> Department of Energy	U.S.	525	81. need your <u>good will</u>	goodwill	801a
47. a trip to Washington, D.C.	C	527	82. let's <u>check-up</u> on it	check up	802
48. <u>6lbs.</u> @ \$8.25	lb	535	83. read the <u>print-outs</u>	printouts	803d
49. only a <u>100-km.</u> drive	100-km	538b	84. good at problem solving	C	805a
50. entertain a <u>VIP.</u>	VIP	546	85. wants it <u>triple spaced</u>	triple-spaced	812 813
51. unexpected <u>tendencys</u>	tendencies	604	86. a <u>high pressure</u> job	high-pressure	816a
52. when the <u>attornies</u> meet	attorneys	605	87. a <u>three-year's</u> lease	three-year OR three years'	817a
53. invite husbands and <u>wifes</u>	wives	608b	88. my <u>income-tax</u> return	income tax	818a
54. console the <u>runner-ups</u>	runners-up	612a	89. our <u>toll free</u> number	toll-free	820a
55. a strange <u>phenomena</u>	phenomenon	614	90. found it <u>nerve racking</u>	nerve-racking	821a
56. sold by the Connollys	C	615c	91. was too <u>fast paced</u>	fast-paced	823a
57. back in the <u>1990's</u>	1990s	624a	92. a newly decorated office	C	824a
58. the witness's account	C	631a	93. bring me <u>up-to-date</u>	up to date	831a
59. took Jo <u>Barne's</u> place	Barnes's	631a	94. let's <u>re-elect</u> her	reelect	835a
60. both agencies' accounts	C	632a	95. much too <u>self confident</u>	self-confident	836a
61. a sale on <u>womens'</u> coats	women's	633	96. we <u>stop-/ ped</u> going	stopped	902
62. it's Harry's, not <u>their's</u>	theirs	636	97. on <u>sep-/ arate</u> checks	sepa-/ rate	913
63. <u>Ed</u> and Fran's signatures	Ed's	642a	98. an <u>exped-/ ient</u> action	expedi-/ ent OR expe-/ dient	914
64. need two <u>dollars</u> worth	dollars'	646	99. was <u>transferr-/ ing</u>	transfer-/ ring	922b
65. ask about <u>me</u> getting a job	my	647a	100. sell-/ ing at a loss	C	922a

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

101. Every sales rep and field manager <u>have</u> to be notified at once.	101. <u>has</u>	1002c 1009b 1006a
102. Only one of the fax machines <u>are</u> in service right now.	102. <u>is</u>	1008a
103. <u>Was</u> any of the incoming phone calls from Mrs. Malifitano?	103. <u>Were</u>	1013a
104. Our criteria for establishing a customer's creditworthiness <u>has</u> changed.	104. <u>have</u>	1018a
105. The number of calls about equipment breakdowns is unacceptable.	105. <u>C</u>	1023
106. Bob is one of those people who <u>assumes</u> you always have time to talk.	106. <u>assume</u>	1008b
107. None of the position papers deal with the impact on employee morale.	107. <u>C</u>	1013a
108. I wish I <u>was</u> able to devote time to the company's tutoring program.	108. <u>were</u>	1039a 1020
109. When will the company update <u>their</u> policy on environmental issues?	109. <u>its</u>	1049a
110. Between you and <u>I</u> , the board isn't very happy with the new CEO.	110. <u>me</u>	1055b
111. Moira seems to think she's better qualified to do my job than <u>me</u> .	111. <u>I</u>	1057
112. Mike and <u>myself</u> expect our funding proposal to be approved.	112. <u>I</u>	1060d
113. <u>Whom</u> do you think is the leading authority on artificial intelligence?	113. <u>Who</u>	1061
114. We had a <u>real</u> nice time at the Benzingers' reception.	114. <u>really</u>	1065
115. I feel very bad about losing the lease on my store.	115. <u>C</u>	1067
116. We never participated in <u>no</u> meetings with the Finley brothers.	116. <u>any</u>	1076
117. It's too early to tell whether the rail strike will <u>effect</u> us.	117. <u>affect</u>	1101
118. We've had an excessive <u>amount</u> of complaints on those bearings.	118. <u>number</u>	1101
119. Business was slow for <u>awhile</u> , but orders are starting to pick up.	119. <u>a while</u>	1101
120. In recent weeks I've made <u>less</u> mistakes.	120. <u>fewer</u>	1101

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

1053a	809a	719	1053a	121. Every salesman should continuously monitor his travel expenses. <u>All sales representatives</u>
				<u>[OR salespersons] should continually monitor their travel expenses.</u>
1081b	630a	644/1071		122. We not only reviewed this years' sales patterns but also last year. <u>We reviewed not only this</u>
				<u>year's sales patterns but also last year's.</u>
1005		1049c		123. Neither the employees nor the supervisor has met his production quota. <u>Neither the supervisor</u>
				<u>nor the employees have met their production quotas.</u>
1082b	1037b	101c		124. To open an account, this card should be filled out. And returned to us. <u>To open an account,</u>
				<u>fill out this card and return it to us.</u>
645	1037b	1010, note		125. The will's provisions have been challenged by everyone of us relatives. <u>Every one of us relatives</u>
				<u>has challenged the provisions of the will.</u>

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

Name _____ Date _____ Class _____

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Highlawn Hills

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

February

Feb. 16, 2007

Mr.

Ferris G. Hartmann
10916 S.W. 10th St.
Topeka, KS 66604

Southwest Tenth Street

Dear Mr. Hartman:

Thank you for your letter of February ^{6th} ~~sixth~~ in which you expressed some interest in acquiring a ^{one} ~~one~~ family home in Highlawn Hills. Since you and your wife will not be visiting the Sparta area until later in the ^{spring} ~~spring~~ let me try to answer some of your questions now.

1. The community [#] consists entirely of custom-crafted ^{two=three=four} ~~2, 3, and 4~~ bedroom houses, ^{to} ~~beautifully~~ blended into an 800-acre hilltop setting and priced from \$335,000 ^{to} ~~to~~ \$959,000. In short ^{every} ~~every~~ house enjoys a million-dollar view without the million-dollar price tag.

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

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

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

Note to Instructor: See page C-102 for notes and rule references for this editing practice.

Cordially Yours

Paula B. Sharpe
Associate Sales Manager

Enclosures ³
was

NOTES ON WORKSHEET 33, PAGE 70

- Line 13:** 1. Change *Feb.* to *February*. [1313a]
2. Separate the day and the year with a comma (*February 16, 2007*). [1313a]
- Line 17:** 3. Insert *Mr.* before *Ferris G. Hartmann*. [1322a]
- Line 18:** 4. Omit the comma in the house number (*1516*). [462]
5. Spell out *Southwest*. [1334]
6. Spell out *Tenth*. [1333a]
7. Spell out *Street*. [1337]
- Line 21:** 8. Change *Hartman* to *Hartmann* (as in the inside address and the directions). [1202c, 1338f]
- Line 23:** 9. Do not indent the first line of a paragraph when a letter is typed in modified-block style—standard format. [1302a, 1344f–i]
10. Change *sixth* to *6* in the date. [407b]
11. Insert a comma after *6* (a nonessential clause follows). [122d, 152]
- Line 24:** 12. Hyphenate *one-family* [814, 817a]
- Line 26:** 13. Do not capitalize *spring*. [343]
14. Insert a comma after *spring* (following an introductory dependent clause). [124, 130a]
- Lines 28, 33, 39:** 15. Insert a period after *1*, *2*, and *3* in the enumeration. [106, 1345d]
- Line 28:** 16. Spell out the numbers *two*, *three*, and *four*. [401a, 404a]
17. Insert a suspending hyphen after *two* and *three* (*two-*, *three-*, and *four-bedroom houses*). [832]
- Lines 29–31, 34–37, 40–44:** 18. Align the turnovers in the displayed enumeration with the first word in the first line. [1345d]
- Line 29:** 19. Do not hyphenate *artfully blended*. [824a]
- Line 30:** 20. Replace the hyphen with *to* in the phrase *from \$335,000 to \$595,000*. [459b]
21. Insert a comma after *In short* (an introductory transitional expression). [138a]
- Line 35:** 22. Insert an apostrophe after *years* (*years'*). [646]
- Lines 35–36:** 23. Hyphenate *wood-burning*. [821a]
- Line 36:** 24. Insert a series comma after *skylights*. [123b, 184]
25. Change *2-1/2* to *2½*. [428]
- Line 37:** 26. Capitalize *Jacuzzi*. [356]
27. Insert a closing parenthesis after *bathroom* and before the period. [225a, 1203b]
- Line 40:** 28. Change the semicolon to a colon. [189]
29. Spell *swimming* with two *m*'s. [701]
- Lines 41–42:** 30. Do not divide *nearby* (with only two letters carried to the next line). [904]
- Line 43:** 31. Change *excess* to *access*. [719]
- Line 44:** 32. Do not capitalize *state*. [335]
- Line 46:** 33. Omit the comma before *that* (introducing an essential clause). [131a, 132]
34. Change *propertys* to *properties*. [604]
- Line 47:** 35. Change *offered* to *offered*. [704]
36. Change *is* to *are* to agree with the plural subject that follows (*booklet* and *brochure*). [1027a]
37. Omit the comma after *Sparta* to avoid separating two subjects (*a booklet about Sparta* and *a brochure . . .*). [125f]
- Line 48:** 38. Insert a comma after *lovely*. [168a]
- Line 49:** 39. Change the period to a question mark. [110a]
- Line 50:** 40. Do not capitalize *sales manager* (following a name). [313d]
41. Insert a comma after *manager*. [148]
42. Change *please* to *pleased* (a typographical error). [1202b]
43. Spell *any way* as two words. [1101]
- Lines 52, 56–57:** 44. Begin the closing at center, aligned with the date line. [1346a]
- Line 52:** 45. Spell *Cordially* with two *l*'s. [1203a, 1346a]
46. Do not capitalize *yours*. [1346b]
47. Insert a comma after *Cordially yours*. [1346c]
- Line 57:** 48. Capitalize *Sales Manager*. [1349, 1325a]
- Line 59:** 49. Change *Enclosures 2* to *Enclosures 3* (to agree with lines 46–48). [1203e, 1358a]
- Line 60:** 50. The reference initials should precede the enclosure notation. [1355b, 1358a]

*Final copy with
1.25" side margins*

February 16, 2007

Mr. Ferris G. Hartmann
1516 Southwest Tenth Street
Topeka, KS 66604

Dear Mr. Hartmann:

Thank you for your letter of February 6, in which you expressed some interest in acquiring a one-family home in Highlawn Hills. Since you and your wife will not be visiting the Sparta area until later in the spring, let me try to answer some of your questions now.

1. The community consists entirely of custom-crafted two-, three-, and four-bedroom houses, artfully blended into an 800-acre hilltop setting and priced from \$335,000 to \$595,000. In short, every house enjoys a million-dollar view without the million-dollar price tag.
2. Highlawn Hills has been created by the Saroyan Brothers Development Company, master builders of award-winning communities with more than thirty years' experience. Every house contains such amenities as a wood-burning fireplace, a sundeck, sun-filled skylights, and 2½ bathrooms (including a Jacuzzi in the master bathroom).
3. Every family in Highlawn Hills can enjoy the following on-site facilities: an 18-hole golf course, tennis courts, an Olympic-sized swimming pool, jogging trails, and a clubhouse with a fitness center. At a nearby shopping center are a gourmet supermarket, two department stores, and a number of elegant boutiques. Moreover, your children will have access to a school district that is rated one of the best in the state.

I'm enclosing a prospectus that describes all the properties now being offered for sale. Also enclosed are a booklet about Sparta and a brochure describing the lovely, unspoiled setting of Highlawn Hills. When you do come to Sparta, why don't you give me a call? Either Farley Fox, our sales manager, or I would be pleased to help you in any way we can.

Cordially yours,

Paula B. Sharpe
Associate Sales Manager

was
Enclosures 3

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

1. Carole Paula and I have rented a handsome sun-filled house for the summer. 1. _____
2. May I please use your transparencies for my presentation next Tuesday May 9? 2. _____
3. I've just received your note of May 1 in which you asked whether you could borrow my transparencies of course. 3. _____
4. The Marketing Director of Galway industries asked how much the demo cost. 4. _____
5. Did you really take top honors in the photo competition my warmest congratulations! 5. _____
6. It's strange isn't it that so many nice people turn into ogres when they drive? 6. _____
7. Did the person whom I interviewed last Monday submit samples of her work? 7. _____
8. In my opinion the Company's stock will not split before the year 2008. 8. _____
9. If you have some free time would you please comment on the attached proposal? 9. _____
10. We could stop in Hampton New Hampshire and if you like go on to Camden Maine. 10. _____
11. It is essential therefore that we notify their Treasurer Tom Bray of the new plan. 11. _____
12. Please fill in the following boxes your date of birth your address your phone number. 12. _____
13. Ken Foy LL.D. spoke today to the Company's managers and will return this Spring. 13. _____
14. Did last week's oil spill draw the attention of Federal and State regulators? 14. _____
15. After we moved down south last Winter we decided to open a small antique shop. 15. _____
16. Forrest's investment in Apple must be over \$2800000 by now don't you think? 16. _____
17. We must therefore reject your buyout offer even though your terms are attractive. 17. _____
18. The lawsuit was filed last May but the case will not be tried until June 3 2008. 18. _____
19. Phil have you heard that Jane Seidel the Mayor of Warren will not run again? 19. _____
20. In 2004 Ray Twomey Jr. stepped down as the head of Zodiac Creations Inc. commas not needed 20. C
21. To leave a message record after the tone to speak with an operator dial 0. 21. _____
22. If you ask Mona for help she always smiles and says what needs to be done? 22. _____
23. (See chapter 4 a time to be born in going with the flow) 23. _____
24. The locations of our stores are Tulsa Oklahoma Tyler Texas and Tempe Arizona. 24. _____
25. I like the overall design however the Marketing Director wants a brighter color. 25. _____
26. Is the Television Bureau of Advertising really located on Madison Avenue? 26. _____
27. Nan's field is European history and literature in the twentieth century for example she has taught courses on the Nineteen Forties and the holocaust. 27. _____
28. After I retired I moved to Northern Vermont but I miss my house in Rye New York. 28. _____
29. Martha along with her children is taking a cruise to celebrate mother's day. 29. _____
30. An ad hoc committee was created in April 2002 or was it 2003? 30. _____

Name _____ Date _____ Class _____

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

1. Carole Paula and I have rented a handsome sun-filled house for the summer ^{101a} 1. _____
2. May I please use your transparencies for my presentation next Tuesday May 9 ^{148 103b} 2. _____
3. I've just received your note of May 1 in which you asked whether you could borrow my transparencies of course ^{101a/301b 101b} 3. _____
4. The Marketing Director of Galway industries asked how much the demo cost ^{104 309a/320a} 4. _____
5. Did you really take top honors in the photo competition my warmest congratulations ^{110a/301b 119} 5. _____
6. It's strange isn't it that so many nice people turn into ogres when they drive ^{114a} 6. _____
7. Did the person whom I interviewed last monday, submit samples of her work ^{110a} 7. _____
8. In my opinion the Company's stock will not split before the year 2008 ^{101a} 8. _____
9. If you have some free time would you please comment on the attached proposal ^{103b} 9. _____
10. We could stop in Hampton New Hampshire and if you like go on to Camden Maine ^{101a} 10. _____
11. It is essential therefore that we notify their Treasurer Tom Bray of the new plan ^{101a} 11. _____
12. Please fill in the following boxes Your date of birth your address your phone number ^{101a} 12. _____
13. Ken Foy LL.D. spoke today to the Company's managers, and will return this Spring ^{101a} 13. _____
14. Did last week's oil spill draw the attention of Federal, and State, regulators ^{110a} 14. _____
15. After we moved down south last Winter we decided to open a small, antique shop ^{101a} 15. _____
16. Forrest's investment in Apple must be over \$2000000 by now don't you think ^{114a} 16. _____
17. We must therefore reject your buyout offer even though your terms are attractive ^{101a} 17. _____
18. The lawsuit was filed last May but the case will not be tried until june 3 2008 ^{101a} 18. _____
19. Phil have you heard that Jane Seidel the Mayor of Warren will not run again ^{110a} 19. _____
20. In 2004 Ray Twomey Jr. stepped down as the head of Zodiac Creations Inc. ^{101a} 20. _____
21. To leave a message record after the tone, to speak with an operator dial 0 ^{101a} 21. _____
22. If you ask Mona for help she always smiles and says what needs to be done ^{249a/227/257/101a} 22. _____
23. (See chapter 4 a time to be born in going with the flow ^{101a/220} 23. _____
24. The locations of our stores are: Tulsa Oklahoma Tyler Texas and Tempe Arizona ^{101a} 24. _____
25. I like the overall design however the Marketing Director wants a brighter color ^{101a} 25. _____
26. Is the Television Bureau Of Advertising really located on Madison avenue ^{110a} 26. _____
27. Nan's field is european history, and literature in the twentieth century for example she has taught courses on the Nineteen-Forties and the holocaust ^{101a} 27. _____
28. After I retired I moved to Northern Vermont but I miss my house in Rye New York ^{101a} 28. _____
29. Martha along with her children is taking a cruise to celebrate mother's day ^{101a} 29. _____
30. An ad hoc committee was created in April 2002 or was it 2003 ^{110a} 30. _____

Name _____ Date _____ Class _____

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

31. 18 yeses and <u>six</u> noes	<u>6</u>	402	66. <u>transfered</u> the deed	<u>transferred</u>	702
32. before December <u>15th</u>	<u>15</u>	407b	67. <u>profitted</u> from the sale	<u>profited</u>	704
33. on sale for only <u>\$99.00</u>	<u>\$99</u>	415	68. used good judgment	<u>C</u>	708
34. cost only <u>\$.79</u> apiece	<u>79 cents</u>	418	69. whatever I <u>recieved</u>	<u>received</u>	712
35. . . . our ad. <u>(16)</u> callers	<u>Sixteen</u>	421	70. <u>resistent</u> to infection	<u>resistant</u>	714
36. in the <u>19th</u> century	<u>nineteenth</u>	424 438	71. will not <u>interceed</u>	<u>intercede</u>	716c
37. <u>(1/3)</u> of the way through	<u>one-third</u>	427	72. copy my <u>resume</u>	<u>résumé</u>	718a
38. in <u>fifty-gallon</u> drums	<u>50-gallon</u>	429a	73. this <u>passed</u> week	<u>past</u>	719
39. my son turned three	<u>C</u>	434	74. I <u>can not</u> tell you why	<u>cannot</u>	719
40. a <u>ninety-day</u> warranty	<u>90-day</u>	436a	75. that <u>maybe</u> impossible	<u>may be</u>	719
41. nearly <u>(30)</u> years ago	<u>thirty</u>	437 440	76. was <u>accidently</u> broken	<u>accidentally</u>	720
42. closes at <u>five P.M.</u>	<u>5 p.m.</u>	453a	77. in a large <u>quanity</u>	<u>quantity</u>	720
43. wrote to <u>H.H.</u> Green	<u>H. H.</u>	516a	78. on the <u>nineth</u> or tenth	<u>ninth</u>	720
44. <u>Doctor</u> Singh's visit	<u>Dr.</u>	517a	79. something <u>similar</u>	<u>similar</u>	720
45. approved by the <u>F.D.A.</u>	<u>FDA</u>	524a	80. was a real <u>privaledge</u>	<u>privilege</u>	720
46. <u>US</u> State Department	<u>U.S.</u>	525	81. a true <u>master piece</u>	<u>masterpiece</u>	801a
47. lives in Washington, D.C.	<u>C</u>	527	82. to <u>cover-up</u> mistakes	<u>cover up</u>	802
48. 200 <u>bbls</u> @ \$85	<u>bbl</u>	535	83. over 200 <u>hand-outs</u>	<u>handouts</u>	803d
49. weighed about 75 <u>km.</u>	<u>km</u>	538b	84. needs <u>skill-building</u>	<u>skill building</u>	805a
50. found a good <u>H.M.O.</u>	<u>HMO</u>	546	85. type it <u>double spaced</u>	<u>double-spaced</u>	812a 813
51. too many <u>liabilty</u> s	<u>liabilities</u>	604	86. a <u>high level</u> meeting	<u>high-level</u>	816a
52. made many <u>journies</u>	<u>journeys</u>	605	87. a <u>ten-year's</u> loan	<u>ten-year</u>	817a
53. a cat with nine <u>lifes</u>	<u>lives</u>	608b	88. <u>word-processing</u> center	<u>OR ten years'</u>	note
54. my two <u>son-in-laws</u>	<u>sons-in-law</u>	612a	89. a <u>cost effective</u> plan	<u>word processing</u>	818a
55. more than one <u>criteria</u>	<u>criterion</u>	614	90. very <u>eye catching</u>	<u>cost-effective</u>	820a
56. visited the <u>Kennedies</u>	<u>Kennedys</u>	615c	91. looks <u>old fashioned</u>	<u>eye-catching</u>	821a
57. throughout the <u>1990's</u>	<u>1990s</u>	624a	92. a highly deserved raise	<u>old-fashioned</u>	823a
58. an <u>actress'</u> ambition	<u>actress's</u>	631a	93. brought me up to date	<u>C</u>	824a
59. bought Ella <u>Jame's</u> car	<u>James's</u>	631a	94. would <u>re-employ</u> him	<u>C</u>	831a
60. both <u>company's</u> CEOs	<u>companies'</u>	632a	95. the fact is <u>self evident</u>	<u>reemploy</u>	835a
61. <u>mens'</u> suits are on sale	<u>men's</u>	633	96. I <u>plan-/ ned</u> to leave	<u>self-evident</u>	836a
62. it's ours, not <u>your's</u>	<u>yours</u>	636	97. it is <u>imper-/ ative</u>	<u>planned</u>	902
63. <u>Ed</u> and Jan's shoes	<u>Ed's</u>	642a	98. try <u>media-/ tion</u>	<u>impera-/ tive</u>	913
64. several <u>dollars</u> worth	<u>dollars'</u>	646	99. retell-/ ing an old story	<u>medi-/ ation</u>	914
65. do you mind <u>(me)</u> asking	<u>my</u>	647a	100. <u>controll-/ ing</u> our costs	<u>C</u>	922a
				<u>control-/ ling</u>	922b

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

- | | | |
|---|---|----------------|
| 101. Every marketing manager and copywriter <u>have</u> seen the new logo. | 101. <u>has</u> | 1002c
1009b |
| 102. Only one of the service representatives <u>are</u> available on weekends. | 102. <u>is</u> | 1006a
1008a |
| 103. <u>Does</u> any of the plans meet the goal of higher sales and lower costs? | 103. <u>Do</u> | 1013a |
| 104. Our criteria for granting parental leave <u>needs</u> to be updated. | 104. <u>need</u> | 1018a |
| 105. The number of uninsured drivers <u>are</u> high and continuing to grow. | 105. <u>is</u> | 1023 |
| 106. Nora is one of those people who <u>spends</u> time to say they have no time. | 106. <u>spend</u> | 1008b |
| 107. None of the passengers <u>was</u> seriously injured, but the car was totaled. | 107. <u>were</u> | 1013a |
| 108. I wish I <u>was</u> going to the convention in Bermuda with the rest of you. | 108. <u>were</u> | 1039a |
| 109. How long can the company maintain <u>their</u> share of the market? | 109. <u>its</u> | 1020
1049a |
| 110. Attendance is mandatory for everyone except you and <u>I</u> . | 110. <u>me</u> | 1055b |
| 111. Maria is so much better at dealing with angry customers than <u>me</u> . | 111. <u>I</u> | 1057 |
| 112. Jan and <u>myself</u> will move to Utah, even if my transfer is not okayed. | 112. <u>I</u> | 1060d |
| 113. <u>Whom</u> do you think will get the Oscar this year for best actress? | 113. <u>Who</u> | 1061 |
| 114. It was <u>real</u> nice of you to cover for me while I was in the hospital. | 114. <u>really</u> | 1065 |
| 115. We feel very bad about your decision to take early retirement. | 115. <u>C</u> | 1067 |
| 116. I've reviewed your proposal carefully, and I don't have <u>nothing</u> to add. | 116. <u>don't . . . anything</u>
<u>OR don't</u> | 1076 |
| 117. How will the proposed increase in the sales tax <u>effect</u> your business? | 117. <u>affect</u> | 1101 |
| 118. Mayor Fry's budget cuts have angered a large <u>amount</u> of voters. | 118. <u>number</u> | 1101 |
| 119. I need to consider my options for <u>awhile</u> before I make my next move. | 119. <u>a while</u> | 1101 |
| 120. Why do <u>less</u> people attend the Friday concerts than those on Monday? | 120. <u>fewer</u> | 1101 |

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

121. Every congressman should continuously monitor the views of his constituents. ^{1053a} ^{809a} ⁷¹⁹ ^{1052/1053a} Every member of Congress should continually monitor the views of his or her constituents. (OR All members . . . their)
122. We not only discussed this years' sales projections but also next year. ^{1081b} ^{630a} ^{644/1071i} We discussed not only this year's sales projections but also next year's.
123. Neither ¹⁰⁰⁵ the professors nor the dean is happy about the impact of funding cuts on his programs. ^{1049c} Neither the dean nor the professors are happy about the impact of funding cuts on their programs.
124. When applying for a loan, this form should be filled out and brought back. When you come for an interview. ^{1082d} ^{101c} When applying for a loan, fill out this form and bring it back when you come for an interview.
125. The new law's provisions have been reviewed by everyone of us lawyers. ⁶⁴⁵ ^{1037b} ^{1010, note} Every one of us lawyers has reviewed the provisions of the new law.

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

Name _____ Date _____ Class _____

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Caribbean Cruises

1200 BISCAYNE BOULEVARD
MIAMI, FLORIDA 33132
(305) 555-2800

October 14th 2008

South

Dr. Margaret P. Jensen, M.D.

1523 S. Madison St.

Appleton, Wisconsin 54915

Street

Dear Dr. Jensen:

Thank you for your letter of October 7th in which you asked for information about our winter cruises to the Caribbean. I can well understand of course why you are thinking about a warmer place a few months from now since I grew up in Northern Minnesota. Let me try to provide some answers to the questions you raised in your letter.

1. From December 15th to March 21 we are offering a wide selection of cruises. There are frequent sailing dates to fit every schedule and prices to fit every budget.

2. If your time is limited, you may be most interested in our seven-day cruises, which stop in three ports (for example, Nassau, San Juan and Antigua).

3. If you are in a position to take a longer voyage you might consider our 16-day cruises which stop in six ports. Better yet our 16-day cruise sails from Miami through the Panama Canal to Los Angeles.

4. Prices start at \$1950.00 and include round-trip airfare between Chicago and Miami (and Los Angeles if you decide on our longest cruise).

I'm enclosing three brochures that describe in detail each of our three types of cruises. Regardless of the one you choose you can expect gourmet dining, oversized cabins, and an attentive crew to spoil you. If you want to escape this winter into a warm, wonderful world of luxury and excitement, why not ask your travel agent about reservations?

Sincerely,

Mr. Edward J. Cantwell
Director of Customer Services

aem

Enclosure

Note to Instructor: See page C-109
for notes and rule references for
this editing practice.

NOTES ON WORKSHEET 34, PAGE 74

- Line 13:** 1. Change *14th* to *14*. [1313a]
2. Separate the day and the year with a comma (*October 14, 2008*). [1313a]
- Line 17:** 3. Delete *Dr.* (since *M.D.* follows). [519c, 1324c]
4. Insert a comma before *M.D.* [1324c]
- Line 18:** 5. Spell out *South*. [1334]
6. Spell out *Street*. [1337]
- Line 19:** 7. Insert a comma after *Appleton* (but not after *Wisconsin*). [161, 1339]
- Line 21:** 8. Change *Jenson* to *Jensen* (as in the inside address and the directions). [1338f]
9. Insert a colon after *Jensen* [194a, 1338b]
- Line 23:** 10. Do not indent the first line of a paragraph in a letter typed in modified-block style—standard format. [1302a(1), 1344f]
11. Change *seventh* to *7*. [407b]
12. Insert a comma before a nonessential clause (*in which . . .*). [122d, 152]
- Line 24:** 13. Omit *for* (a repetition of the last word in line 26). [1202a]
14. Do not capitalize *winter*. [343]
15. Correct the spelling of *Caribbean* (which is shown properly in the letterhead). [720]
- Line 25:** 16. Set off *of course* with commas. [122c, 141]
- Line 26:** 17. Change the period after *now* to a comma and do not capitalize *since*. (*Since* introduces a nonessential dependent clause that should be treated as part of the preceding sentence.) [101b, 131b, 132]
18. Do not capitalize *northern*. [341]
- Line 27:** 19. Change the second *you* to *your*. [1202b]
- Line 29:** 20. Change the dash between dates to the word *to* (*From December 15 to March 21*). [459b]
21. Change *offerring* to *offering*. [704]
- Lines 30–31, 34, 37–38, 41:** 22. Align the turnovers in the displayed enumeration with the first word in the first line. [1345d]
- Line 30:** 23. Omit the comma before *and*. (Do not separate two items joined by *and*.) [125f]
- Line 33:** 24. Change *maybe* to *may be*. [1101]
- Line 34:** 25. Change *3* to *three*. [401a]
26. Insert a comma after *San Juan* (the second of three items in a series). [123b, 162a]
27. Insert a closing parenthesis before the period at the end of the sentence. [225a]
- Line 36:** 28. Change *your* to *you're* (or *you are*). [1056e]
29. Insert a comma after *voyage* (following an introductory clause). [124, 130a]
- Line 37:** 30. Hyphenate the compound adjective *11-day*. [817a]
31. Insert a comma before a nonessential *which* clause. [131b]
32. Insert a comma after the introductory phrase *Better yet*. [124b, 138b, 139a]
- Line 38:** 33. Capitalize *Canal*. [331]
34. Insert a period at the end of the sentence. [101a]
- Line 40:** 35. Omit the *.00* from a whole dollar amount (*\$1950*). [415]
36. Omit the comma before *and* to avoid separating a compound predicate. [127b]
37. Change *includes* to *include* to agree with the subject *Prices*. [1001a]
38. Hyphenate the compound adjective *round-trip*. [816a]
- Line 41:** 39. Place the closing parenthesis before the period. [225a]
- Line 43:** 40. Omit the comma before *that* (introducing an essential clause). [131a, 132]
41. Change *there* to *three*. [1202d]
- Line 44:** 42. Insert a comma after *choose* (following an introductory element). [124, 135c]
- Line 46:** 43. Insert a comma between the adjectives *warm* and *wonderful*. [168a]
- Line 47:** 44. Change the period at the end of the sentence to a question mark. [110]
- Line 49:** 45. Do not capitalize *yours*. [1346b]
46. Insert a comma after *yours*. [1346c]
- Line 53:** 47. Omit *Mr.* before a man's typed signature. [1351]
48. Omit the comma after *Cantwell*. [1349a]
- Line 54:** 49. Do not capitalize *of*. [1349b, 1325a]
- Line 57:** 50. Change *Enclosure 1* to *Enclosures 3* (to agree with line 43 in the body of the letter). [1358a]

*Final copy with
1.25" side margins*

October 14, 2008

Margaret P. Jensen, M.D.
1523 South Madison Street
Appleton, Wisconsin 54915

Dear Dr. Jensen:

Thank you for your letter of October 7, in which you asked for information about our winter cruises to the Caribbean. I can well understand, of course, why you are thinking about a warmer place a few months from now, since I grew up in northern Minnesota. Let me try to provide some answers to the questions you raised in your letter.

1. From December 15 to March 21 we are offering a wide selection of cruises. There are frequent sailing dates to fit every schedule and prices to fit every budget.
2. If your time is limited, you may be most interested in our seven-day cruises, which stop in three ports (for example, Nassau, San Juan, and Antigua).
3. If you're in a position to take a longer voyage, you might consider our 11-day cruises, which stop in six ports. Better yet, our 16-day cruise sails from Miami through the Panama Canal to Los Angeles.
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Sincerely yours,

Edward J. Cantwell
Director of Customer Services

aem
Enclosures 3