

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: *I 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 \$135,000, 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 Foy, President, Rob Henry, Secretary, and Jon Post, 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...] for example, her thesis was on the great depression and the thirties. 27. _____
28. After I lost my job, I went back to Southern Ohio, but I miss Washington, D.C. 28. _____
29. Tony Nye, along with his family, flew to Rome to celebrate New Year's Eve. 29. _____
30. An ad hoc committee was formed in June 2003, or was it 2004? 30. _____

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. <u>six</u> tapes and 15 CDs	6	402	66. <u>prefered</u> to relocate	preferred	702
32. no later than March <u>21st</u>	21	407b	67. <u>creditted</u> my account	credited	704
33. priced under <u>\$100.00</u>	\$100	415	68. used sound <u>judgement</u>	judgment	708
34. more than <u>\$.15</u> apiece	15 cents	418	69. felt quite <u>releived</u>	relieved	712
35. . . . said yes. <u>12</u> said no.	Twelve	421	70. required <u>assistence</u>	assistance	714
36. early in the <u>21st</u> century	twenty-first	424 438	71. is now <u>superceded</u>	superseded	716a
37. nearly <u>2/3</u> occupied	two-thirds	427	72. retype your <u>resumé</u>	résumé	718a
38. sold in <u>eight</u> ounce cans	8	429a	73. the details don't jibe	C	719
39. until I turned five	C	434	74. more <u>then</u> we need	than	719
40. a 15-year mortgage	C	436a	75. it's <u>to</u> far to go	too	719
41. more than <u>20</u> years ago	twenty	437 440	76. look for a <u>concensus</u>	consensus	720
42. starts at <u>seven P.M.</u>	7 p.m.	453a	77. after next <u>Febuary</u>	February	720
43. heard from <u>B. J.</u> Malone	B. J.	516a	78. serve as <u>liason</u>	liaison	720
44. referred by <u>Doctor</u> Milano	Dr.	517a	79. discussed <u>publically</u>	publicly	720
45. an <u>F.B.I.</u> investigation	FBI	524a	80. just read the <u>summery</u>	summary	720
46. <u>US</u> Department of Labor	U.S.	525	81. too much paperwork	C	801a
47. works in Washington, D.C.	C	527	82. I'll <u>follow-up</u> on it	follow up	802
48. 8 <u>yds.</u> @ \$2.75	yd	535	83. review these <u>print-outs</u>	printouts	803d
49. a tolerance of 2 <u>mm.</u>	mm	538b	84. time for decision making	C	805a
50. an IRS audit	C	522	85. likes it <u>single spaced</u>	single-spaced	812a 813
51. not many <u>vacancys</u>	vacancies	604	86. <u>high risk</u> investments	high-risk	816a
52. talk to my <u>attornies</u>	attorneys	605	87. a <u>nine-month's</u> schedule	nine-month or nine months'	817
53. built additional <u>shelvs</u>	shelves	608b	88. a real estate syndicate	C	818a
54. both my brothers-in-law	C	612a	89. a <u>tax exempt</u> purchase	tax-exempt	820a
55. use only one <u>criteria</u>	criterion	614	90. becomes <u>habit forming</u>	habit-forming	821a
56. called the <u>Peabodys</u>	Peabodys	615c	91. too <u>high priced</u> for me	high-priced	823a
57. throughout the <u>1990's</u>	1990s	624a	92. a clearly written draft	C	824a
58. can't read my <u>boss'</u> notes	boss's	631a	93. is this <u>up-to-date</u>	up to date	831a
59. bought Ed <u>Jone's</u> house	Jones's	631a,c	94. need to <u>re-emphasize</u>	reemphasize	835a
60. both agencies' assets	C	632a	95. is rather <u>self serving</u>	self-serving	836a
61. <u>womens'</u> compensation	women's	633	96. they <u>plan-/ ned</u> poorly	planned	902
62. it's Daisy's, not <u>our's</u>	ours	636	97. <u>sim-/ ilar</u> conditions	simi-/ lar	913
63. <u>Mark</u> and Tom's allergies	Mark's	642a	98. <u>contin-/ uous</u> motion	continu-/ ous	914
64. bought six <u>dollars</u> worth	dollars'	646	99. recall-/ ing the past	C	922a
65. talk about <u>is</u> buying a car	our	647a	100. <u>compell-/ ing</u> 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> <small>1002c
1009b</small> |
| 102. Not one of the photocopiers <u>are</u> working properly. | 102. <u>is</u> <small>1006a
1008a</small> |
| 103. <u>Does</u> any of the orders call for out-of-stock items? | 103. <u>Do</u> <small>1013a
1006a</small> |
| 104. Some criteria on eligibility for outplacement services <u>has</u> to be established. | 104. <u>have</u> <small>1018a</small> |
| 105. The number of responses to our mail campaign <u>were</u> unusually high. | 105. <u>was</u> <small>1023</small> |
| 106. Diane is one of those managers who always <u>resolves</u> problems quickly. | 106. <u>resolve</u> <small>1008b</small> |
| 107. None of the bidders have handled this big a project before. | 107. <u>C</u> <small>1013a</small> |
| 108. I wish I <u>was</u> free to work with you on the Henderson case. | 108. <u>were</u> <small>1039a
1020</small> |
| 109. Can the company maintain <u>their</u> dominant position in the marketplace? | 109. <u>its</u> <small>1049a</small> |
| 110. Apparently, everyone on staff has been notified except you and <u>I</u> . | 110. <u>me</u> <small>1055b</small> |
| 111. You obviously know a good deal more about this new technology than <u>me</u> . | 111. <u>I</u> <small>1057</small> |
| 112. Valerie and <u>myself</u> are the only ones who still report to Mrs. Lee. | 112. <u>I</u> <small>1060d</small> |
| 113. <u>Whom</u> do you think is going to get the Hong Kong assignment? | 113. <u>Who</u> <small>1061</small> |
| 114. We had a <u>real</u> nice going-away party for Celia Frazier. | 114. <u>really</u> <small>1065</small> |
| 115. I felt very <u>badly</u> about George's decision to retire. | 115. <u>bad</u> <small>1067</small> |
| 116. I don't see <u>nothing</u> wrong with the plan you have devised. | 116. <u>anything</u> <small>1076</small> |
| 117. What <u>affect</u> will the increased sales tax have on your firm? | 117. <u>effect</u> <small>1101</small> |
| 118. We've had a great <u>amount</u> of calls on the basis of one ad. | 118. <u>number</u> <small>1101</small> |
| 119. I'm afraid we won't have more stock on Model 364-A for <u>awhile</u> . | 119. <u>a while</u> <small>1101</small> |
| 120. You need to work for greater precision and <u>less</u> mistakes. | 120. <u>fewer</u> <small>1101</small> |

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> | <small>1053a 809a 1052a/1053a 719</small> |
| 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> | <small>1081b 630a 644/1071i</small> |
| 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> | <small>1005 1049c</small> |
| 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> | <small>1082 101c 1037b</small> |
| 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> | <small>645 1037b 1010, note</small> |

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 _____

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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. West Sixth Street

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 anyway that we can. Let me try to answer the questions you asked in your letter.

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.

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.

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.

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 proofread the originals carefully before you run off 250 copies.</u> | 101a
101c |
| 32. Did you actually tell your boss that you didn't want the promotion, why? <u>Did you actually tell your boss that you didn't want the promotion? Why?</u> | 110a
111 |
| 33. Is it true that you're planning to move back East, when, where? <u>Is it true that you're planning 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 the box office to see whether there are any seats left?</u> | 110a
101c |
| 35. You can estimate, can't you?, how many units you expect to sell this year. <u>You can estimate, 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. *Illustration caption:* Figure 2-6 Federal Reserve Discount Rate Changes 108
38. I bought a quilt in your store about a week ago, however, it doesn't go with the color scheme in my bedroom. Will you please refund my money when I return it? 101a
103b
39. You asked whether I would consider forming a partnership with you and your two brothers. by all means. [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? 101a
109a
117
[OR: ... the coverage, the organization, and my writing style?]

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
12. Our whole staff, I am sure, will appreciate your kind words. 12. _____ 125a
13. Margaret Pierce always turns in competent, well-written research papers.
Obviously, she is ready for bigger things. 13. _____ 125c
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. _____ 125b
124b
15. We hope that you will find the meeting facilities satisfactory, and that you will
tell us about any special needs. Our staff, of course, is always on call. 15. _____ 125f
122c

Name _____ Date _____ Class _____

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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 |
| 36. What you should do in my opinion is review for the exam. | 36. _____ 122c
137b |
| 37. We would like you to speak for about thirty minutes after a coffee break there will be time for questions and answers. | 37. _____ 128
135c
136a |
| 38. At the meeting in Dallas I ran into Ben Hurly who is now with Gasport and spent a few hours recalling old times. | 38. _____ 135c
131b |
| 39. While I was in graduate school I had to struggle to get through my courses whereas my roommate seemed to coast toward his doctorate. | 39. _____ 130a
132 |
| 40. I'd be willing to meet next week but considering the amount of work you need to do in advance why don't we get together sometime in the following week? | 40. _____ 126a
127a
127d
136a |

The Comma (Continued)

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

1. As a rule we can go from the drawing board to the marketplace in less than a year. There are times of course when it takes a little longer. 139a
141
2. Thus you can now afford an in-ground swimming pool too. 139b
143a
3. The advertising director along with the marketing managers will present next year's plans on Monday November 5 at 2 p.m. 146a
148
4. The word *parameter* is often misused by people who should know better. 149
5. Thank you for your letter of December 12 in which you expressed a number of reservations about my new book *After the Millennium*. 152
148
149
6. Doris Morley according to our personnel files served as promotion director from May 2002 until June 30 2004 the date she resigned. 122a
155a
154a
7. Honorary degrees were awarded yesterday to Wilford B. Williams Esq. and Sarah Kennedy Millstein trustees of Collingwood University. 157
148
8. If you want to reach me while I'm on vacation write to me at this address: Arrowhead Inn 106 Mason Road Durham North Carolina 27712. 130a
161
9. Two aspirin and some strong black coffee always fix me up. 167
168
10. To sum up these marketing strategies need to be rethought. 139a
175a
11. In short I think Marianne Yates has the appropriate skills and experience and in my opinion she ought to be promoted. 139a
126a
142b
12. Well he is the shrewdest, although not the pleasantest person I know. 124b
144a
13. Dr. Eileen Fahey head of the Halston Health Clinic will retire this year. 148
14. A parenthetical or nonessential expression should be set off by appropriate punctuation that is by two commas within a sentence or by one comma at the beginning or end of a sentence. 151
148
15. On April 21 2006 we initiated discussions with Llewellyn Perkins of the Micropro Company in Irvine California concerning the acquisition of his software business. 154a
153
160
16. Hastings-McConnell Inc. will hold a dinner-dance at the Glen Ridge (New Jersey) Country Club in honor of Weldon Wright Jr.'s retirement. (*Both the company and Mr. Wright use commas in their names.*) 159
160
156
17. However you want to reorganize your group is entirely your decision. 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
22. Our long-term financial situation now looks much much better than it did a few short months ago.	22. _____	171 175c 169
23. A great many ambitious career-minded employees have signed up for Mrs. Horowitz's popular English communications seminar.	23. _____	170
24. The first three letters should be referred to Customer Service for handling; the other five to the Accounts Receivable Department.	24. _____	172a
25. Jim now feels that whatever he does does not count for anything with the people he reports to.	25. _____	175b 143b
26. You, too, can qualify for this low-cost, easy-to-obtain automobile insurance if you are over 25 and have a clean driving record for the past three years.	26. _____	170 171 125f 167 169
27. I am pleased to be able to tell you Mr. Berger that the camcorder which you ordered is finally back in stock. You can pick one up at the store or if you prefer have it delivered to your home.	27. _____	145 131a 122a
28. If however you and your partner Louis Meltzer prefer to lease the property rather than buy it outright I think I can persuade the owners to agree to that kind of arrangement.	28. _____	142c 148 130a
29. On a trip to London Ontario I met an old friend of yours Roy Galt III who is the managing director of Cheswick and Forster Ltd. (<i>Styling preferences of Galt and the firm Cheswick and Forster are unknown.</i>)	29. _____	160a 148 156 159
30. Please remember a team of five people has already invested many many hours not to mention thousands of dollars in studying the commercial applications of this new compound.	30. _____	124a 175c 144
31. To scrub the project at this time when the first useful data is being uncovered would come as a crushing disappointment.	31. _____	148 169
32. We would therefore recommend that the present vacation policy be extended until we can investigate what other companies in our industry are doing.	32. _____	141 132

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. [OR: ○ Otherwise...] 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. [OR: ○ For...] 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. [OR: ()] 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. [OR: ○ However] 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
182b
11. We need only one final piece to the puzzle; namely, the source of the rumor. 11. _____ 188
12. Those representatives in the Southern Region who exceeded their sales goals by more than 10 percent were Amanda Collins, Sue Ellen Mobley, and Paul Cox. 191c
162a
12. _____ 187
13. The consultants each identified the same problem; we are understaffed. 13. _____ 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. [OR: ; the] 139a
187
199a
14. _____ 176

Name _____ Date _____ Class _____

11

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
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...] 130a
181a
110
19. I'll be traveling first to Klamath Falls, Oregon, then I'll be going on to Bellingham, Washington. If the negotiations go faster than I've been assuming, I may drive up to visit friends in Prince George, British Columbia. [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 12:30 on Monday the 14th of April? 192
148
110
24. I'll proceed to make reservations for us at Thai Won, 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)⁶ [OR: 6 (See pages 86–890)] 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: 6 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 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) 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 ¹ I have no comment to make at this time ² 256a
247a
18. Please forward any mail marked “Personal” ³ otherwise, hold everything else until I return to the office. ⁴ [OR: ⁵ Otherwise...] 248a
19. What was the meaning you intended to convey in the phrase “must be completed within a reasonable time” ⁶ 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. ⁷ 242
247a
289a
21. I’ve been given carte blanche on the design and packaging of our new cologne. ⁸ 287
22. All personnel evaluation memos must be labeled “Confidential” ⁹ 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” ¹⁰ [OR: ¹¹ say] 256b
249a
24. Why would Gina say, “I’m going to start updating my résumé” ¹² ¹³ 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. ¹⁴ ¹⁵ 286
248a
247a
26. “How will we explain this decision to the shareholders?” I asked. ¹⁶ 254
27. How did you like Hank’s latest article, “Are Happy Days Really Here Again?” ¹⁷ 258
28. In her memo of June 3 Hazel says, “I’ll keep you apprised ¹⁸ ¹⁹ of our progress in improving language skills throughout the organization.” ²⁰ 283
296a
29. The real question is, ²¹ Should we be expanding into areas where we have no in-house expertise? ²² 229
30. Altschuler’s speech to the financial analysts was well received. (His later comments to the press ²³ [see the December 13 issue of The Wall Street Journal] ²⁴ 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 ²⁵ ombudsman, ²⁶ 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 . . . ²⁷ 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.” ²⁸
“Next, type the date on the third line from the top of the card, beginning at the center.” ²⁹
“Omit the name and address of the person to whom the card is being sent.” ³⁰ 265b
35. “I would like to urge you all” ³¹ said the speaker, Nancy Ellington, ³² to read an article entitled ³³ “The Salvation of Our Cities” ³⁴ in this month’s issue of The Atlantic. ³⁵ 262
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,^{290a} 4

but I'll send it along¹³³ as soon as it turns up.)²²⁶ 5

Have you considered becoming a CMA?^{110a} What's that?[?] I hear you asking.²⁵⁴ Well, you know that 6

a CPA is a certified public accountant—someone who^{216a} (1) works for a variety of clients and^{222a} (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.^{124/135b} 11

"Big deal!" I can hear you thinking. Why bother?²⁶³ According to the article,^{224a} (which has to be 12

around here somewhere) top corporate executives are looking for management accountants¹⁴⁹ who 13

can play a bigger part in shaping corporate strategies in an age of intensified global competition,^{125f} 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^{169/170} management- 16

accounting jobs. Moreover, the CMA designation typically commands a higher salary^{138a/139a} 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 at¹⁶¹ 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.^{176a} Which is where all of your father's 22

brilliant ideas typically wind up. I really don't care^{101c/148} 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 _____

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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? ¹¹¹ A conference sponsored by the North Carolina Bed & Breakfast Association. ¹⁰² 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 ^{130a/132} series of meetings ^{122a/144a} the fee is \$75; for all three days ^{172a} \$125.

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

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.) ^{226a} 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? ²³³ If he says ²³³ yes, ^{143a} I'm sure I could get Dave to come ¹¹⁵ 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 ^{172a} 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 |
| 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 |
| 4. While you're in Washington, get a reaction from several senators . | 4. C | 307
314 |
| 5. My uncle gave me his medical library when he closed his practice. | 5. C | 319a |
| 6. Please ask the legal department to review the attached letter of agreement. | 6. _____ | 322 |
| 7. That legislation was passed in 1986 by the Ninety-Ninth Congress . | 7. _____ | 325 |
| 8. I seriously question whether the proposed bill is constitutional . | 8. C | 304 |
| 9. Do you think the governor will support the antipollution measure? | 9. _____ | 313b |
| 10. Our new offices are at the corner of Wilson and Sixth streets . | 10. _____ | 309a |
| 11. I have applied for a fellowship at the University Of The South . | 11. _____ | 303
320 |
| 12. Our aim is to set up a franchised operation in every state in the union . | 12. _____ | 330a |
| 13. How do you plan to increase revenues, governor , without raising taxes? | 13. _____ | 315 |
| 14. The people in accounting want us to cut 15 percent from our budgets. | 14. _____ | 323 |
| 15. Should the chapter numbers go in Roman numerals or be spelled out? | 15. _____ | 306 |
| 16. I think we ought to submit a bid on the van Vleck property along the river. | 16. _____ | 311e |
| 17. The president of Benjamin Brothers has announced his resignation. | 17. C | 313d |
| 18. I would like some more information about the company's health plan. | 18. C | 321 |
| 19. All Federal and state funding for this training program will end on June 30. | 19. _____ | 328 |
| 20. The flower garden was sponsored by the Belmont chamber of commerce . | 20. _____ | 309a
320a |
| 21. Do you still have an opening for a Systems Analyst ? | 21. _____ | 313e |
| 22. The remaining question is, how will this new program be funded? | 22. _____ | 301d |
| 23. Attending the conference was Watertown's mayor , Gilbert Kohlman. | 23. C | 312b |
| 24. We had the premises inspected by someone from our local Fire Department . | 24. _____ | 327 |
| 25. How do you think Senator-Elect Coghill will vote on the bond issue? | 25. _____ | 317 |
| 26. There has been some talk about an antitrust action by the Federal Government . | 26. _____ | 329 |
| 27. Noel Byrd, Vice President of Milex Labs, will testify at an FDA hearing. | 27. _____ | 313d |
| 28. A detailed analysis of the responses to our survey is given in Appendix A
(See pages 216–224). | 28. _____ | 302a |
| 29. The massive murals in the Metropolitan Opera House were done by Painter
Marc Chagall. | 29. _____ | 312c |
| 30. Someone in their Accounting Department should be able to explain. | 30. _____ | 322 |

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
313d
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. 309a
320a
308
313e
322
37. I would like to apply for the job of Regional Manager in your sales department. 37. 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. In a contract: 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 |
| 23. In an advertisement: Try Northridge's All-Natural Wheat Bread for a treat. | 23. C | 357 |
| 24. Mrs. Fry said in her letter that she did not pretend to speak for all Blacks . | 24. | 348a |
| 25. Our daughter Ellen is doing her Junior year of college abroad. | 25. | 354 |
| 26. In a heading: Twentieth century Achievements in Civil Rights | 26. | 363 |
| 27. I'm taking courses in English Literature in a special weekend program. | 27. | 352 |
| 28. Mr. van Lieu was originally a native of the Netherlands. | 28. C | 337a |
| 29. I just put my faith in the Lord and let him work things out for me. | 29. C | 349b
360a |
| 30. Under separate cover I'm sending you a copy of Growing up at Last . | 30. | 361c |

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

Name _____ Date _____ Class _____

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29. Our semiannual sales meeting starts on the <u>2d</u> of March.	29. <u>2d</u>	407a 425a
30. Pay <u>one-half</u> of the balance now and the other half in six months.	30. <u>one half</u>	427c
31. Fran can give you <u>100</u> reasons why the report is not yet completed.	31. <u>a hundred</u>	401c
32. The variance is less than <u>three-sixteenths of an inch.</u>	32. <u>3/16 inch</u>	427a
33. The pattern calls for <u>7-3/8</u> yards of material.	33. <u>OR 7 3/8</u>	428b
34. Our chief competitor has just cut prices by <u>ten</u> percent.	34. <u>10</u>	401b
35. About <u>ten</u> 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 <u>cents</u> worth of rubber bands.	37. <u>cents'</u>	418a
38. A good fax machine will run between \$175 and <u>250.</u>	38. <u>\$250</u>	419 427b
39. <u>Four fifths</u> of our orders come from just three states.	39. <u>Four-fifths</u>	421
40. My bank statement shows a balance of only <u>six dollars and 14 cents.</u>	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. We sold
8 refrigerators, 11 stoves, and 3 freezers in only two days. 402
42. Thank you for your letter of May 9th, in which you asked about a deed dated 3/3/01. Thank you
for your letter of May 9, in which you asked about a deed dated March 3, 2001. 407b
408c
43. On July 10, we will submit the will dated August 11th, 2004 for probate. On July 10 we will
submit the will dated August 11, 2004, for probate. 410
408d
44. Allow \$750,000 to \$1 million for expenses plus another \$100 thousand for fees. Allow
\$750,000 to \$1,000,000 for expenses plus another \$100,000 for fees. 416c
461
45. The unit cost of \$1.71 represents 56 cents for parts, 93¢ for labor, and \$0.22 for shipping.
The unit cost of \$1.71 represents \$.56 for parts, \$.93 for labor, and \$.22 for shipping. 418b
46. On the first of May, 2008 I promise to pay Six Thousand (\$6000) Dollars . . . On May 1, 2008,
I promise to pay Six Thousand Dollars (\$6000) . . . [OR Six Thousand (6000) Dollars . . .] 408
410
420a
47. \$325 seems to me to be a lot to charge for so small a repair job. It seems to me [OR I think]
\$325 is a lot to charge for so small a repair job. 422
48. Join the 100s of voters in the 21st Ward who want to return Tim Bannigan for his 5th term in Congress. Join the hundreds of voters in the Twenty-first Ward who want to return Tim Bannigan
for his fifth term in Congress. 423
424
49. In ¼ of an hour we can show you how to cut your packaging costs in ½. In a quarter [OR one-
quarter] of an hour we can show you how to cut your packaging costs in half. 427
50. *Word style:* 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. On the twenty-fifth of September we
expect more than twenty thousand residents will help to celebrate the one hundredth anniversary of the
founding of the city. 407a
404a
427d

Numbers (Continued)

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

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

- | | |
|---|---|
| 1. Take Route I-95 to Exit 69, go north on Route 9 to the Essex turnoff, and then go west for <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> | 440a
5. <u>a.m.</u> 440b |
| 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>#18312</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> | 1995
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. | twenty-
fifth 435 |
| 14. Our capital needs were far simpler in the early <u>1990's</u> | 438
14. <u>1990s</u> 464 |
| 15. <i>Formal style:</i> The Ebert-Rogers reception will begin at <u>7</u> o'clock. | 15. <u>seven</u> 441a |
| 16. The council approved the tax increase by a vote of <u>eight to two</u> | 16. <u>8 to 2</u> 451 |
| 17. There may be a <u>15–20°</u> drop in temperature at night. | 17. <u>15°</u> 453b |
| 18. It's unheard of for someone in her early <u>80's</u> to be made CEO. | 18. <u>thirties</u> 434 |
| 19. By the late <u>90's</u> over half of our sales came from exports. | '90s OR
19. <u>nineties</u> 439a |
| 20. <i>Formal style:</i> The awards ceremony will begin at <u>eight thirty</u> . | eight-
thirty 442a |
| 21. In the markets we serve, women outnumber men on a ratio of 5 to 2°. | 21. <u>C</u> 450a |
| 22. <i>Footnote in catalog:</i> *Add <u>fifty c</u> to cover the cost of handling. | 418c
22. <u>50¢</u> 453a |
| 23. <i>Footnote in a report:</i> *See pages 400– <u>02</u> . | 23. <u>402</u> 460b |
| 24. I can trace my family back almost <u>three-hundred</u> years. | three 465b
24. <u>hundred</u> 437 |
| 25. To approximate our unit cost, divide the list price by 5. | 25. <u>C</u> 452 |
| 26. Let me give you my unlisted phone number— <u>555/4989</u> | 555-4989
26. <u>OR 555.4989</u> 454a |
| 27. The year 2008 in roman numerals is <u>MMVII</u> . | 27. <u>MMVIII</u> 469 |
| 28. Maude is in her <u>seventys</u> , but she doesn't look more than sixty. | 467
28. <u>seventies</u> 434 |
| 29. <i>In an ad:</i> Salary up to \$50K to qualified person with solid experience. | 29. <u>C</u> 470 |
| 30. During the summer the temperature rarely goes above the low <u>80's</u> . | 30. <u>80s</u> 464 |

Name _____ Date _____ Class _____

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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. 456
447a
In 1999, 70 percent of our revenues came from only 18 items in our product line. 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 ¼ 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 541
2. Corporation	Corp.	541	22. personal computer	PC	544a 507
3. continued	cont.	505a 541	23. that is	i.e.	545
4. vice president	VP	541	24. North Dakota	N. Dak.	527
5. Doctors	Drs.	517a 520b	25. cubic centimeters	OR ND	1334b
6. Company	Co.	541	26. fiscal year	cu cm	509
7. Wednesday	Wed.	532 535a	27. kilogram	OR cm³	538e
8. pounds	lb	541	28. December	FY	504 541
9. liter	L	537a 541	29. year to date	kg	537a 541
10. end of month	e.o.m.	541	30. modulator and demodulator	Dec.	532
11. chief operating officer	OR EOM	542	31. not applicable	YTD	541
12. bulletin board service	COO	541	32. input/output	modem	522c
13. bachelor of laws	BBS	544a 509	33. digital video disc	NA	541
14. Incorporated	LL.B.	519a 520b	34. facsimile	I/O	544a
15. United States	Inc.	541	35. [Jay Fenn] the third	DVD	546
16. south-southwest	U.S.	525	36. and other people	fax	510
17. miles per hour	SSW	531b 535a	37. not in my backyard	3d OR III	518d
18. kilometers per hour	mph	541	38. Felicity R. O'Malley	et al.	545
19. for example	km/h	538a 541	39. random-access memory	NIMBY	522a
20. postage and handling	e.g.	545	40. my eyes glaze over	FRO	516c
	P&H	541		RAM	544a
				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. <u>Dr.</u>	529a 517a 504
42. How long will it take to drive from Sandpoint, Idaho, to Eugene, <u>Ore.</u> ?	42. <u>Oregon</u>	526 518a
43. Samuel Potter <u>Junior</u> is expected to be named the new CEO.	43. <u>Jr.</u>	541
44. Attached are <u>copies</u> of the following purchase orders: <u>Nos</u> 61715, 63821, and 64111.	44. <u>Nos.</u>	506a 455
45. We need another <u>Wats</u> line to handle the dramatic surge in orders.	45. <u>WATS</u>	522a 516a
46. The best programming consultant I know is J. G. Head of <u>Saint Louis</u> .	46. <u>St. Louis</u>	529b

Name _____ Date _____ Class _____

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

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
70. Mister Rudolphi has OK'd your trip to Ft. Worth. <u>Mr. Rudolphi has okayed your trip to Fort Worth.</u>	517a 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 Dr. 517a 313d
September Doctor Raymond Kaufman, President of Computer Concepts, Inc., has announced that on 1
Sept. 1 Frederick de Winter 316 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 461a plus 6
royalties. Following his graduation with a degree in Computer Science, 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 as well as smaller innovative firms. J.V. Terrant, the CEO of Computer 15
Concepts and an expert on C/A/D, (computer-aided design), says, "voice-activated computers repre- 16
sent a potentially huge market in the United States. 525 Industry analysts estimate that sales could easily 17
exceed \$2 billion 416a \$2,000,000,000." 18
- The field has already come a long way from its early beginnings fifteen 421 15 years ago. 101 19
Parcel Services 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. When interviewed at the 27
Airport, he said, "My wife and I are excited about coming back east, and my 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?" 30

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

Name _____ Date _____ Class _____

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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 ^{361c}out the Vote: an ^{361b}Up-to-date ³⁶³Approach 1

My ^{319a}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 ^{345/438}twentieth ^{345/438}Century, the computer had 4
revolutionized the way politicians get people to vote for them. 5

Both the Republican and the Democratic ^{309a}parties are increasingly basing their strategies on 6
computer analyses. In a recent campaign for ³¹⁴President, 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 ^{335a}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 ³⁰⁸Committee's candidate. The results on 10
election ³⁴²day were a dramatic vindication of this approach. 11

According to ^{312c}Pollster Norman Monagle of the Center ³⁰³For Public Research, "The election 12
game began to change in the ^{345/439a}Nineties. Candidates at all levels—³²⁸Federal, 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} ⁴¹⁴1000's.) 16

The computer can do more than target unregistered voters. One candidate from the 17
³⁴⁰Western part of Washington ^{335a}State, running for a seat in the ³²⁶house, learned from computer 18
analyses about a dramatic increase in the number of 18- to 24-year-olds and those over ⁶⁰sixty ⁴³³on 19
his district. He immediately started to call on more schools and strengthen his support for those 20
on ^{347a}Social Security. As a result, he won by a substantial margin. 21

A ³¹⁴Senator from the ^{305/333a}nutmeg ^{305/333a}State, running for election for the ^{second} ⁴²⁴2nd time, had access to a 22
computerized file of past speeches of her opponent. Once she publicly compared his past 23
positions and his ^{two cents} ^{418a}current promises—especially on the ^{346b}Environmental ^{346b}Protection ^{346b}Law—you 24
wouldn't have given ²⁰ ³⁶¹for her opponent's chances. 25

A recent article, entitled "The Powerful Machine ³⁶¹On 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 ³⁰⁵founding ³⁰⁵fathers could never have foreseen. Nevertheless, even with the ready 28
accessibility of \$75,000 ⁴¹⁵software, the skills of political pros will always be needed. Even though 29
we advance further into the ^{344b}Computer ^{344b}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. graffiti	<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>studioes</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 <i>n's</i> and <i>u's</i> 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 of ladings</u> .	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 Februarys 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
88. Have the <u>Romeroes</u> returned their proxies?	88. <u>Romeros</u> 615a 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 Willises</u> 615b	<u>the Willises'</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
646 |
| 23. They seem to have no respect for one <u>anothers'</u> viewpoint. | 23. <u>another's</u> 637 |
| 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
632 |
| 25. It's hard to manage two <u>boss's</u> correspondence at the same time. | 25. <u>bosses'</u> 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 <u>surgeon</u> 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. <u>I'm reluctant to put more money in the business owned by my brothers-in-law.</u>	635b
48. It was Wendy Donnelly, my lawyer's idea to insert that clause. <u>It was the idea of Wendy Donnelly, my lawyer, to insert that clause.</u>	641
49. This quarter's inventory turnover rate is much better than last quarter. <u>This quarter's inventory turnover rate is much better than last quarter's [OR than it was last quarter].</u>	644a
50. You'll find the quotation in the article's last paragraph. <u>You'll find the quotation in the last paragraph of the article.</u>	645
51. A friend of mine's sister has just joined our firm as a partner. <u>The sister of a friend of mine has just joined our firm as a partner.</u>	648c
52. The new ad grew out of the product manager's nine-year-old daughter's sketch. <u>The new ad grew out of a sketch done by the product manager's nine-year-old daughter.</u>	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 (proceeding, 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, résumé).
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. supersedes	716a
28. resistance	714
29. wield	712
30. résumé	718a
31. occurrence	714
32. intercede	716c
33. supervising	715b
34. possible	713b
35. panicky	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 **Febuary** 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 **questionnaire**.

36. C	719
37. separate	720
38. impasse	720
39. perquisites	719
40. C	719
41. similar	720
42. erroneous	720
43. accommodate	720
44. itinerary	720
45. flout	719
46. February	720
47. personnel	719
48. forgo	719
49. memento	720
50. disinterested	719
51. Basically	720
52. gauge	720
53. definite	720
54. apprise	719
55. acquaint	720
56. colossal	720
57. minuscule	720
58. liaison	720
59. temperament	720
60. questionnaire	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 (waver, 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>misspell</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>Entreprenuers</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 |
| 4. Simply place a <u>checkmark</u> next to each item you want to order. | 3. <u>triple-spaced</u> 812a |
| 5. Let's weed out the ones with real talent from the wannabes. | 4. <u>check mark</u> 801a |
| 6. Sheila Grove, 37, has been named executive vice president of the Lombard-Rosetti Agency. | 5. <u>C</u> 804a |
| 7. We need to hire more <u>salesmen</u> to handle this new product line. | 6. <u>C</u> 808c |
| 8. When <u>air conditioning</u> an office, be sure to check the wiring. | <u>salespeople</u> or |
| 9. Bev has a reputation for troubleshooting and problem solving. | 7. <u>sales representatives</u> 809a |
| 10. Please <u>follow-up</u> with Bellows if he doesn't respond by Friday. | 8. <u>air-conditioning</u> 812a |
| | 9. <u>C</u> 805a |
| | 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 |
| 12. This medical insurance policy does not cover preexisting conditions. | 817a |
| 13. We build <u>state-of-the-art</u> turnkey installations for public agencies. | 12. <u>C</u> 818a |
| 14. The <u>pro-and</u> <u>antiunion</u> forces are each running a <u>hard-hitting</u> campaign. | 835a |
| 15. I'd like you to recast the <u>five-year</u> sales figures in your <u>long-range</u> plan. | 831a |
| 16. Small business owners are finding it hard to meet their <u>break-even</u> point. | 830a |
| 17. Frank is well known for his <u>no-nonsense</u> approach to marketing. | 833d |
| 18. Can we be sure these <u>cost-benefit</u> projections are up to date? | 14. 822a |
| 19. Call us <u>toll-free</u> on these <u>day-and</u> <u>nighttime</u> phone numbers. | 817a |
| 20. The operating instructions are well illustrated and are <u>self-explanatory</u> . | 15. 816a |
| 21. Please be sure that all items on the form are properly filled in . | 818c |
| 22. An ad hoc committee has been formed to make a <u>go/no-go</u> decision. | 16. 829a |
| 23. Where can I find some <u>time-tested</u> guidelines for nonprofit organizations? | 824b |
| 24. Our <u>highest-priority</u> goal is to boost our <u>bottom-line</u> results by 12 percent. | 17. 815a |
| 25. All tickets will be sold on a <u>first-come</u> <u>first-served</u> basis. | 818b |
| 26. Please get me <u>up-to-date</u> costs on <u>off-the-shelf</u> financial software. | 18. 831a |
| | 19. 820a |
| | 832d |
| | 20. 824b |
| | 836a |
| | 21. <u>C</u> 826 |
| | 831c |
| | 22. 831d |
| | 831a |
| | 23. 833a |
| | 816a |
| | 24. 814 |
| | 25. 831d |
| | 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. surpass-/ 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 901c	43. markup	—	904
34. expressed	<u>ex-/ pressed</u>	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 901c
39. amusement	<u>amuse-/ ment</u>	910	49. addressed	<u>ad-/ dressed</u>	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. OK	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. OK	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. OK	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. OK	915
65. The meeting should end by 10/ p.m./ at the latest . . .	65. _____	919
66. . . . will have three main objectives: (1) / to determine how . . .	66. _____	920j
67. Gateway Industries has announced the promotion of Jay Tracy/ II/ to . . .	67. _____	919
68. We are pleased to announce that Janice Krauss will be join-/	68. _____	917
69. ing/ our staff as a senior account executive. She has previous-/	69. _____	904
70. ly/ served as a copywriter for several top-rated agencies, work-/	70. OK	916
ing with such clients as . . .		

Editing Survey C

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

Since the 1990's users of personal computers have been quite likely to encounter computer viruses that have been concocted by mischievous hackers or malicious weirdos 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 spreads as "infected" e-mail messages, documents, and programs are forwarded to different PCs. One can readily conjure up a series of hair-raising scenarios for disaster, but it's difficult to conceive the motivation of the people who masterminded the creation of these viruses.

The problem was dramatically highlighted by the worldwide appearance of a virus named Michelangelo. The virus was named for the fifteenth-century 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 news 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 in eliminating the virus before it could affect their programs. Indeed, manufacturers of antiviral programs profited handsomely from the demand for devices that could protect equipment otherwise susceptible 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 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 ways to fight computer viruses—each with its own pros and cons—but many computer companies did not start to make use of their know-how until customers began to demand this kind of security. There is now a consensus among knowledgeable people in the field, who say that personal computers must be redesigned to provide the necessary protection.

Lance J. Hoffman, a computer expert cited in the *Times* article, put the whole issue in clear perspective: "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 receipts—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-mess, 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 |

Name _____ Date _____ Class _____

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.

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|--|--------------------|----------------|
| 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 |
| 35. One of the factors we consider in choosing suppliers <u>are</u> fast service. | 35. <u>is</u> | 1029a |
| 36. Olive is the only one of our employees who <u>are</u> consistently on time. | 36. <u>is</u> | 1008c
1002c |
| 37. Every art director and designer on staff wants to work on the Athens account. | 37. <u>C</u> | 1009b |
| 38. Few of the people I talked with actually <u>believes</u> the merger will occur. | 38. <u>believe</u> | 1012 |
| 39. More than six people have turned down the chance to work for Alix. | 39. <u>C</u> | 1013a
1013a |
| 40. Although most of our stock is selling well, some of the goods <u>isn't</u> moving. | 40. <u>aren't</u> | 1015 |
| 41. A series of management seminars <u>have</u> been planned for the fall. | 41. <u>has</u> | 1016 |
| 42. With the right teacher, economics is a fascinating subject. | 42. <u>C</u> | 1017
1023 |
| 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> | 1026a |
| 45. Yet only a small percentage of our employees <u>has</u> chosen the HMO plan. | 45. <u>have</u> | 1025a |
| 46. Here <u>is</u> a descriptive brochure and a sample copy of the book. | 46. <u>are</u> | 1028a |
| 47. The photocopying equipment on the seventh floor has <u>broke</u> down again. | 47. <u>broken</u> | 1033 |
| 48. It is urgent that Frank <u>responds</u> quickly to the job offer. | 48. <u>respond</u> | 1038b |
| 49. I wish it <u>was</u> the end and not the start of the holiday rush. | 49. <u>were</u> | 1039a |
| 50. It is the sales reps who want the pricing schedule adjusted. | 50. <u>C</u> | 1029a |

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

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|--|------------------------|
| 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.

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|---|-------------------------------------|
| 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.

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

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|--|---------------------------|
| 31. My notes for the minutes of the meeting were accidently 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. Incidently , 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. <u>to</u> |
| 29. Who ever heard of a top-quality DVD recorder for under \$500? | 29. <u>C</u> |
| 30. It may be better, than , to put our decision off until next month. | 30. <u>then</u> |

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 report^s regularly on new developments in computer technology. According to a recent column by Peter H. Lewis, "As a drawing or painting tool, the computer mouse is only slightly less effective than a potato." The limitations of the mouse^{have} created special problems for a large number^{number} of people^{whose} goal^{is} are to draw, paint, or trace images by means of a personal computer.

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

Now comes an innovation that takes this technology farther^u. Who could^{have} imagined an electronic pen with an eraser? Well, it's happened. Like the pen itself, the eraser is pressure-sensitive. Thus the more^{more} harder you bear down on the tablet with the eraser, the more thorough the erasing effect^e will be on the electronic image.

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

What's more, by using this type^{of} electronic pen, you're^{you're} likely to develop fewer^{fewer} injuries, such as mouse elbow (a repetitive strain injury very much like tennis elbow). The worse^{worse} that can happen when you use an electronic pen for a long period of time is an every day case of writer's cramp. May^{be} that's why[#] a lot of people are real^{ly} eager^{eager} to get their^{their} hands on this new technological marvel.

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

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 buy. One purchase that requires ^{ly} ~~real~~ careful thought ^{is} ~~are~~ printers. When considering which type ^{of} ~~of~~ printer to buy, ^{keep} ~~one~~ key criterion ^{should be kept} ~~is~~ in mind: Do you want to print in color? Or are you content with black-and-white results?

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

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

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

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

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

Name _____ Date _____ Class _____

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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. OR Dr. Sally Eng</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:** §§1352–1389.

1. A subject line, if used, should be typed **(a)** on the third line below the inside address; **(b)** on the third line below the salutation; **(c)** on the second line below the salutation. 1. **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 §§363, §455a, and §503.

- | | |
|--|---|
| <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</p> <p>Attention: Ms. Wanda Lee Belcher</p> <p>Gentlemen:</p> | <p>12. Ms. Wanda Lee Belcher</p> <p>Ace Programming Associates</p> <p>221 Jefferson Street, NE</p> <p>Albany, Oregon 97321-2717</p> <p>Dear Ms. Belcher:</p> <p style="text-align: right;">1337a
1339a
1340
1341b</p> |
|--|---|

Name _____ Date _____ Class _____

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13. Subject. Long-range plans	1343c
14. We have two options to consider:	363
1. Rent the VCR for one month and see how well it works.	
15. Cordially Yours:	
16. <i>Ms. Joanna Wall</i> (Ms.) Joanna Wall	1344f 1345c
17. <i>Rae H. Zion</i> Mrs. Gerard U. Zion	1346b
18. Writer's identification: Dr. Henry Greco, Ph.D., Professor of Economics	1352b
19. fgc:ssh Encs. 3 cc. Ms. Wing Certified	1350a 1350b 1349b
20. PS: All best regards to Pat.	
21. Page 2 Miss Selma L. Pomfret 11/7/07	1352e
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	1350a 1350b 1349b
23. Heading typed on a memo: TO: Linda Lopez DEPARTMENT: Accounting SUBJECT: Invoice No. 24396	1352e
24. Salutation in a social-business letter: Dear Jennifer:	1352e
13. Subject: Long-Range Plans	1343c
14. We have two options to consider:	363
1. Rent the VCR for one month and see how well it works.	
15. Cordially yours,	1346b
16. <i>(Ms.) Joanna Wall</i> <i>Joanna Wall</i> Joanna Wall OR Ms. Joanna Wall	1352b
17. <i>(Mrs.) Rae H. Zion</i> <i>Rae H. Zion</i> Rae H. Zion OR Mrs. Rae H. Zion	1352e
18. Henry Greco, Ph.D. Professor of Economics	1350a 1350b 1349b
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. C	1365b
21. Miss Selma L. Pomfret Page 2 November 7, 2007	1366
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. TO: Linda Lopez DEPARTMENT: Accounting SUBJECT: Invoice 24396	1393f 455a
24. Dear Jennifer,	1372b

Looking Things Up

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

1. When preparing a résumé, you should always indicate your age, your marital status, your height and weight, and your hobbies—**(a)** true; **(b)** false. 1. **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 _____

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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.

4. Van K. Tharp, *Safe Strategies for Financial Freedom*, McGraw-Hill, New York, 2004, pp. 88-91. 1513a
1526a
1529b
460d

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

4. Van K. Tharp, *Safe Strategies for Financial Freedom* (New York: McGraw-Hill, 2004), pp. 88-91. 1513b
1536b

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

7. Tharp, p. 104. 1531a

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

7. Tharp, op. cit., p. 104. 1531d

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

Tharp, Van K., *Safe Strategies for Financial Freedom*, McGraw-Hill, New York, 2004. 1551a

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

Tharp, Van K. *Safe Strategies for Financial Freedom*. New York: McGraw-Hill, 2004. 1551c

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

21. Calif.	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 1 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.

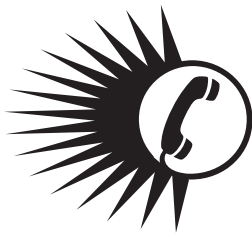
Sincerely, Yours

~~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 _____

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Telekinetics

UNLIMITED

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

February 7,

Feb 7 11 30 07

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 in to 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 Burgos, our Sales Manager, or for myself. We'll be glad to help you in anyway that we can.

Sincerely,

Julia G. Hough
Vice President of Sales

ybj
Enclosure

Editing Practice B

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

328 Linden Street
Winnetka, IL 60093
October 23, 2007

President North
New Computer Technologies Inc.
52120 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.

Name _____ Date _____ Class _____

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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.

he or she

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

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,

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 _____

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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 Region 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 14th 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 sixty-five slides need to be made up. Could you get Jenny Ziff in Graphic Arts to do these for us? She did a first-rate job on slides for our mid-February meeting.

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

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 _____

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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. 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. 300-301.
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: *I 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, a land to be fought for in exodus from the desert.) 23. _____
24. The demonstration sites are Ames, Iowa, Bath, Maine, and Logan, Utah. 24. _____
25. The layouts look great to me, however, ask the marketing department to okay them. [or: ...me. However, ask...] 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: 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>basicly</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>expedi-/ 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
102. Only one of the fax machines <u>are</u> in service right now.	102. <u>is</u>	1006a 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	644/1071j		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. 18, 2007

Mr. Ferris G. Hartmann
1516 ~~E.W. 10th St.~~ Southwest Tenth Street
Topeka, KS 66604

Dear Mr. Hartman:

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

1. The community consists entirely of custom-crafted ~~2 1/2~~ ^{two=three=} and ~~4~~ ^{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 ~~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-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 ~~is~~ ^{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 please to help you in anyway we can.

Cordially Yours

Paula B. Sharpe
Associate Sales manager

Enclosures ³
was