

Sample Test Material for:

Preparing reports and official documents

Test material will be presented in a multiple-choice question format.

There are 15 questions in this subject area.

Test Task: You will be presented with questions that, as a group, require you to recognize correct or incorrect application of rules for written communication and to judge sentences and paragraphs for correct construction, content, and internal logic.

GRAMMAR SAMPLE QUESTION:

Which one of the following is grammatically incorrect?

- A. Every intern and trainee is aware of the security concerns.
- B. Neither the section head nor the supervisor has signed the evaluation form.
- C. More than half of the forms received last month were incomplete.
- D. The editorial changes, in addition to the new font, makes the manual more readable.

The correct answer to this sample question is Choice D.

Solution:

In Choice A, the subject, “Every intern and trainee,” is singular and requires a singular verb. “Is” is singular.

In Choice B, the subject closer to the verb, “supervisor,” is singular and requires a singular verb. “Has” is singular.

In Choice C, the subject, “More than half of the forms,” is plural and requires a plural verb. “Were” is plural.

In Choice D, the subject, “The editorial changes,” is plural and requires a plural verb. “Makes” is singular; therefore, choice D is incorrect.

USAGE SAMPLE QUESTION:

Which one of the following sentences contains an incorrectly used word or words?

- A. We can adapt the floor plan to better suit our needs.
- B. Something has been done to address the high incidents of error.
- C. Two staff members share the job, working alternate days of the week.
- D. This criticism does not detract from the positive results of the program.

The correct answer to this sample question is Choice B.

Solution:

In Choice A, “adapt” is used correctly in this sentence.

In Choice B, “incidents” is mistakenly used for “incidence,” which fits the context of this sentence.

In Choice C, “alternate” is used correctly in this sentence.

In Choice D, “detract” is used correctly in this sentence.

PUNCTUATION SAMPLE QUESTION:

Which one of the following sentences is punctuated incorrectly?

- A. The reimbursement unit, which will process your form is in the next office.
- B. Please let us know, Mr. Scott, if the terms are acceptable.
- C. Dora Porter, a telecommunications specialist, will be our liaison.
- D. It is a regularly scheduled audit, but some urgent issues will be addressed.

The correct answer to this sample question is Choice A.

Solution:

In Choice A, the relative clause “which will process your form,” should be separated from the rest of the sentence by two commas. The second comma is missing, so this sentence is punctuated incorrectly.

In Choice B, we have an example of direct address. When a person (Mr. Scott) is addressed directly, the name should be separated from the rest of the sentence by commas, as it is in this sentence.

In Choice C, we have an example of apposition. When the same individual is described in more than one way (“Dora Porter” and “a telecommunications specialist”), the additional information is separated from the rest of the sentence by commas, as it is in this sentence.

In Choice D, we have a compound sentence in which the two independent clauses are joined by the conjunction “but.” The appropriate punctuation for this construction is the placement of a comma before the conjunction, as is the case in this sentence.

EDITING SAMPLE QUESTION 1:

Which one of the suggestions below gives the best advice concerning what, if anything, should be done to improve the following passage?

The current intern, unlike the two previous interns, have found the procedures manual to be an invaluable tool.

- A. Change “the two previous” to “the previous two.”
- B. Change “have” to “has.”
- C. Change “procedures” to “procedure’s.”
- D. Make no changes

The correct answer to this sample question is Choice B.

Solution:

Choice A suggests a change that would not be an improvement. If the word “interns” were missing, a writer would be more likely to say “the previous two.” As the sentence is currently constructed, it flows better to say, “...current intern...previous interns...”

Choice B suggests a change that would improve the passage. The subject of the sentence is “intern,” a singular noun that requires a singular verb. “Have” is plural; “has” is singular. The additional information set off by commas, “unlike the two previous interns,” is not part of the subject and has no bearing on the choice of the verb.

Choice C suggests a change that would not be an improvement. “Procedures” is plural; “procedure’s” is singular possessive. The sentence refers to a manual that contains procedures; no ownership (possession) should be indicated.

Choice D is not viable since a change in the verb was necessary.

EDITING SAMPLE QUESTION 2:

Which one of the choices below is the best editing of the following passage?

After reviewing the findings, the decision was made by Lee Santo and me to recommend that the investigation is continued by our unit until the end of the year.

- A. Lee Santo and me decided to recommend that our unit continue the investigation until the end of the year, after our review of the findings.
- B. After the findings had been reviewed by Lee Santo and me, we recommended that the investigation be continued by our unit until the end of the year.
- C. After reviewing the findings, Lee Santo and I decided to recommend that our unit continue the investigation until the end of the year.
- D. After Lee Santo and I reviewed the findings, the decision was made to recommend that our unit continues the investigation until the end of the year.

The correct answer to this sample question is Choice C.

Solution:

Choice A is not an acceptable edited version of the passage. It uses “me” as the subject of the sentence (incorrect case of the pronoun); it also contains an ambiguity regarding the timing of the review, making it sound as if it has not yet occurred.

Choice B is not an acceptable edited version of the passage. It uses the weaker passive voice in the opening clause; in addition, the main clause says that the recommendation was made when, in fact, the original passage states only that the decision to recommend was made at that time.

Choice C is the best edited version. All of the pertinent information is included. All nouns, pronouns, and verbs are in appropriate form.

Choice D is not an acceptable edited version of the passage. It fails to indicate who made the decision; it also presents the verb as “continues” when the sentence construction requires “continue.”

INFORMATION PRESENTATION SAMPLE QUESTION:

Martin Wilson failed to take proper precautions. His failure to take proper precautions caused a personal injury accident.

Which one of the following best presents the information above?

- A. Martin Wilson failed to take proper precautions that caused a personal injury accident.
- B. Proper precautions, which Martin Wilson failed to take, caused a personal injury accident.
- C. Martin Wilson's failure to take proper precautions caused a personal injury accident.
- D. Martin Wilson, who failed to take proper precautions, was in a personal injury accident.

The correct answer to this sample question is Choice C.

Solution:

Choice A conveys the incorrect impression that proper precautions caused a personal injury accident.

Choice B conveys the incorrect impression that proper precautions caused a personal injury accident.

Choice C best presents the original information: Martin Wilson failed to take proper precautions and this failure caused a personal injury accident.

Choice D states that Martin Wilson was in a personal injury accident. The original information states that Martin Wilson caused a personal injury accident, but it does not state that Martin Wilson was in a personal injury accident.