

Sample Test Material for:

Composing and editing written material

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

Test Task: The questions in this subject area are presented in several formats representing various types of writing and editing assignments that might be encountered on the job. For each question, candidates must select the answer that best reflects accepted standards of composition and editing, considering such aspects as correct grammar, usage, punctuation, and sentence structure; accuracy and clarity in presenting information; use of proper tone; and logical organization.

SAMPLE QUESTION:

Directions: The passage below is followed by four edited versions. Choose the one that shows the best editing.

As previously indicated in the draft report, we are recommending that the Department withhold reimbursements on claims filed during the period from January 1 to March 31.

Which one of the following is the best editing of the above passage?

- A. As indicated before in the draft report, we are recommending that the Department withhold reimbursements on claims for the time period January 1 – March 31.
- B. As we indicated in the draft report, we are recommending that the Department withhold reimbursements on claims filed from the beginning of January to the end of March.
- C. As indicated in the draft report, we are recommending the withholding of reimbursements by the Department on claims filed from January 1 – March 31.
- D.* As indicated in the draft report, we are recommending that the Department withhold reimbursements on claims filed from January 1 to March 31.

The correct answer to this sample question is choice D.

Solution:

Choice A is not correct. The choice replaces “previously” with “before.” That is not an improvement, since neither word adds useful information. Also, Choice A gives ambiguous information. It can be read to mean that no reimbursements will be made during the time mentioned, but the original says that payment will be withheld for claims “filed” during that time. Also, “time period” is unnecessary verbiage.

Choice B is not correct. The phrase “as we indicated” introduces an author (i.e., “we”) not stated in the original; and the phrase “beginning of January to the end of March” lacks the precision of the original, “the time period from January 1 to March 31.”

Choice C is not correct. The use of the passive voice in the phrase “withholding of reimbursements by the Department” and the use of the hyphen to replace the word “to” to describe the period, “January 1 to March 31” reduce the clarity in conveying the precise meaning of the original sentence.

Choice D is correct; this sentence is well-written and clearly conveys the meaning of the original.