

Name \_\_\_\_\_ Date \_\_\_\_\_

**Part A: Grammar**

**Instructions:**

In each of the following sentences, identify the error and then make the correction in the space provided. If there is no error, just write OK.

1. The attendant asked Joe and yourself for the information. 1. \_\_\_\_\_
2. Keep the meeting between Charles and I confidential. 2. \_\_\_\_\_
3. Her and her manager brought the equipment we needed. 3. \_\_\_\_\_
4. Sylvia is the account representative that made the sale. 4. \_\_\_\_\_
5. If you have more time than myself, complete the project on your own. 5. \_\_\_\_\_
6. Ms. Adams insisted the account be given to you and I. 6. \_\_\_\_\_
7. If you need a new client, call Jim or myself for referrals. 7. \_\_\_\_\_
8. Him and his entire team went to lunch at Yogi's. 8. \_\_\_\_\_
9. If Bob, yourself, and Jim were on my team, we'd break the sales record. 9. \_\_\_\_\_
10. They announced the project before Reggie and yourself could respond. 10. \_\_\_\_\_
11. The new budget will be froze until further notice. 11. \_\_\_\_\_
12. Their customer enclose the check with the application. 12. \_\_\_\_\_
13. Has your supervisor ever spoke about that policy? 13. \_\_\_\_\_
14. If Martin was you, he would have made the same decision. 14. \_\_\_\_\_
15. If the pilot had went better, we would have adopted their proposal. 15. \_\_\_\_\_
16. Ms. Donata done a good job as a presenter. 16. \_\_\_\_\_
17. Your manager, along with your department, are invited to the reception. 17. \_\_\_\_\_
18. After the team has went to the conference, the answers will be clear. 18. \_\_\_\_\_
19. You should of sent the invoice directly to the distributor. 19. \_\_\_\_\_
20. Our budget don't have an unlimited amount of funds. 20. \_\_\_\_\_
21. Alice felt badly about the situation and wanted a change. 21. \_\_\_\_\_
22. Next week is the most busiest time of our entire year. 22. \_\_\_\_\_
23. To get the job, you need to take their policies more serious. 23. \_\_\_\_\_
24. Your team performed good on the annual rankings. 24. \_\_\_\_\_
25. Don't give no one the information from the board meeting. 25. \_\_\_\_\_

**Part B: Punctuation.**

**Instructions:**

Insert commas and semicolons where needed in the following sentences.

1. The information was available on August 15 2007 in their online catalog.
2. Rose Bob and Charley agreed to the new contract.
3. Before you send in your application make sure you have the correct code.
4. Our old location was closed last April therefore you should have been using our new address.
5. Juan Marquez human resources director will be in Denver Colorado on August 10.
6. Fortunately my resume is up-to-date and ready to mail!
7. Ms. Patlan please assist me with this issue when you have time.
8. The applicant's portfolio arrived on September 4 and we promptly scheduled an appointment.
9. Trisha completed the job descriptions however the company sent her ten more.
10. My project ended two weeks ago all reviews were highly complimentary.
11. Any merger therefore requires trust from all parties involved.
12. Mrs. Fleming thank you for supporting our charitable projects.

**Part C: Word Usage**

**Instructions:**

For the following sentences, make corrections in word usage as needed.

1. Your principle and interest have remained the same for two years.
2. You can't ask a company to change it's policy just because you don't like it.
3. Mike ensured his team that he would finish the project promptly.
4. The changes will effect everyone in our branch office.
5. If the bank will loan you the capital that you need, you are a lucky person.

For office use only:

Part A: 1-10 P \_\_\_\_\_  
11-20 V \_\_\_\_\_  
21-25 A \_\_\_\_\_

Part B: 1-12 P \_\_\_\_\_

Part C: 1-5 WU \_\_\_\_\_

Total: \_\_\_\_\_

Score: \_\_\_\_\_