

Grammar & Usage Review

The following pre-test covers punctuation, capitalization, numbers, abbreviations, spelling, compound words, grammar, and other usage issues. You should already be familiar with the English language rules for these areas from previous grammar and general proofreading books.

Directions: 1) For some questions, you might need to circle answers and put the corrections in the blank space provided. You can also make corrections within the sentence. 2) If there are no errors in a sentence, mark your answer as "C" for correct in the blank.

1. Will you please indicate your choice below
2. Taylor wants \$20 for getting straight As this quarter.
3. On Friday May 13 2022 we will be moving to arizona.
4. Do not allow my exwife or the vice-president inside the building.
5. Francine loved the show, Horace and I hated it.
6. would you like to take a tour of the white house
7. Please stand for mayor Chuck Wallace and senator Lia Davis.
8. We'll meet somewhere on the west coast—maybe Seattle.
9. Marcia received a bachelors degree.
10. The business loan is for sixty-nine thousand dollars.

11. Call me before we meet at 2:00 p.m.
12. Please welcome our speaker Jasper A. Miller, Junior.
13. Get a second opinion from Doctor Burress.
14. Joan will send the purchase order asap.
15. Be sure to copy right this training manual before publication.
16. Less people showed up for career day then last year.
17. Staff down-sizing is a real possibility, right now.
18. I beleive I need caffiene before the meeting.
19. You need to get my boss' approval.
20. For faster service, use our toll free number.
21. To much time has past to receive a refund.
22. We are counting on your trade-mark expertise.