

Level D - Form 1 - Language: Writing Conventions

Sample Question A

Decide which punctuation mark, if any, is needed in the sentence.

I cant attend the meeting tonight.

- A “
- B ’
- C ,
- D None

Sample Question B

Choose the answer that is written correctly for the underlined part.

Stop! That isn't funny.

- A is'nt
- B isnt'
- C isnt
- D Correct as it is

Sample Question C

Choose the answer that shows the correct punctuation.

- A I heard her yell, Help!
- B I was born in Crocker Pennsylvania.
- C Katrina was born December 4 1992.
- D Tomorrow I am flying to Austin, Texas.

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For Numbers 1 through 4, decide which punctuation mark, if any, is needed in the sentence.

1. He said, Write to the office in Wilmington, North Carolina.”

A “
B .
C ,
D none

2. Our groups project did not reach the final round of competition.

F “
G ’
H ,
J none

3. “Maryanne is cute, Ronald explained. “She has long, curly hair and brown eyes.”

A :
B ”
C ,
D none

4. “Where are you having the party” asked Vincent.

F ?
G .
H ,
J none

For Numbers 5 through 9, choose the answer that is written correctly and shows the correct capitalization and punctuation.

5. A Don't forget to iron your shirt before you leave.
B Clyde wasn't interested in going to Williamsburg with us.
C You've got a lot of work to do before you are finished with that project.
D The drive through Jasper, Wyoming, was one of the most interesting I've ever taken.
6. F I think the presidents' speech changed the people's views.
G The city's new trash dump won't take grass clippings.
H I would not have eaten the sandwich if I'd known it was yours.
J Is that beautiful black and gray car Melvina's or is it Tommy's?
7. A We won't pay off this loan until 2015.
B I can't believe how much little Janie has grown!
C Benita didn't want anyone to make a fuss about her birthday.
D Horace would have brought his camera if he had known you would be singing.
8. F I asked the doorman at the building, "are there any vacancies?"
G "I think," he said, that you are the best teacher I have ever had."
H "What time will you be home? Julia asked Marco.
J After the picnic, Holly said, "A fun time was had by all."
9. A Martin said that "He and Tony met to discuss next week's baseball tournament."
B Louis asked Marni to dinner on Sunday, and she said, "I'm busy that evening."
C Please ask our neighbor, "Whether she can feed our cats on Saturday."
D Heather insists "that the VCR has a problem recording from our TV."

For Numbers 10 through 14, read the passage and look at the numbered, underlined parts. Choose the answer that is written correctly for each underlined part.

- (10) “Look, Mommy! Goldie is sleeping on the table”! That cry felt like a dagger stabbing Dolores through the heart. Sure enough, there was the goldfish lying dead next to its bowl. Poor Elena! How could Dolores explain this to her? Elena was
- (11) only two years old. Couldn’t she have lived a little longer before learning about the tragedy of death?
- (12) Dolores took Elenas little hands and looked into her eyes. She knew this wouldn’t be easy, but before Dolores could begin her explanation, Elena interrupted.
- (13) “Mommy, dont be sad. There’s another Goldie at the store. We can go pick it up
- (14) this afternoon,” she chirped. Then Elena skipped away down the hall.

10. F table!
G table,”
H table!”
J Correct as it is

11. A two year’s old. Couldn’t she
B two year’s old. Could’nt she
C two years old. Could’nt she
D Correct as it is

12. F Elena’s little hands
G Elenas’ little hands
H Elena little hands
J Correct as it is

13. A dont be sad. There’s
B don’t be sad. There’s
C do’nt be sad. There’s
D Correct as it is

14. F afternoon” she chirped.
G afternoon.” she chirped.
H afternoon.” She chirped.
J Correct as it is

For Numbers 15 through 17, read the letter and look at the numbered, underlined parts. Choose the answer that is written correctly for each underlined part.

(15) November 1 2005

The Editor
Charlottesville Daily
1466 Seminole Trail
Charlottesville, Virginia 22101

(16) Dear Sir or Madam:

I wish to call your attention to the plan to build a parking lot in Elm Park. Although I recognize the need for more parking spaces, this parking lot will destroy the few remaining green spaces in our community.

Please ask your reporters to find out more about this plan and to write stories about it.

(17) sincerely

Meagan Hennigan
Meagan Hennigan

15. A November, 1, 2005
 B November 1, 2005
 C November 1 - 2005
 D Correct as it is

16. F Dear Sir, or Madam:
 G Dear Sir or Madam
 H Dear Sir or, Madam
 J Correct as it is

17. A Sincerely
 B Sincerely,
 C sincerely;
 D Correct as it is

For Numbers 18 through 20, read the letter and look at the numbered, underlined parts. Choose the answer that is written correctly for each underlined part.

February 20, 2005

Personnel Department
Jacobs, Klein, & White
1012 Main Street

(18) Beaumont TX 77704

(19) To whom it may concern

I recently saw an advertisement for a paralegal in the *Beaumont Times*. I would like to apply for the job if that position is still available.

For the past year and a half, I have been working as a temporary secretary and paralegal in a small law firm. I have acquired many skills that I am positive will be a benefit to your firm. Thank you for reviewing my resumé. I look forward to hearing from you soon.

(20) Love,

Beatrice King
Beatrice King

18. F Beaumont, tx 77704
G Beaumont, TX 77704
H Beaumont, TX, 77704
J Correct as it is

19. A To whom it may concern:
B To Whom it may Concern,
C To Whom It May Concern
D Correct as it is

20. F Sincerely,
G Your Friend,
H Condolences,
J Correct as it is