

Level E - Form 1 - Language: Writing Conventions

Sample Question

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

I cant attend the meeting tonight.

- A “
- B ’
- C ,
- D None

Level E - Form 1 - Language: Writing Conventions

For Numbers 1 through 5, read the letter and look at the numbered, underlined parts. Choose the answer that is written correctly for each underlined part.

(1) January 18 2005

Ms. Marla Jasper

(2) 125 Lakeside Avenue

(3) Racine WI 53400

(4) Dear Ms. Jasper.

Thank you for taking time to interview me. It would be a pleasure to work in your office. I'm sure you'd be pleased with my skills, especially in Internet research.

(5) respectfully yours,

Ramona Gray

Ramona Gray

1. A January 18 2005,
B January 18, 2005
C January, 18 2005
D Correct as it is

2. F 125, Lakeside Avenue
G 125 Lakeside, Avenue
H 125 lakeside avenue
J Correct as it is

3. A Racine, WI 53400
B Racine WI, 53400
C Racine, WI, 53400
D Correct as it is

4. F Dear Ms. Jasper
G Dear Ms. Jasper:
H Dear ms. Jasper,
J Correct as it is

5. A Respectfully Yours
B respectfully yours
C Respectfully yours,
D Correct as it is

For Numbers 6 through 12, read the passage and look at the numbered, underlined parts. Choose the answer that is written correctly for each underlined part.

Martin was worried about his job interview. He called his sister

(6) in Nashville Tennessee. He was relieved when he heard her voice.

(7) “Relax, said his sister. “You’ll be just fine.”

With a weak smile, Martin answered, “You always seem to be sure of yourself. I wish I had your confidence.”

“Show your strong points during your interview,” said his sister. “And (8) don’t worry about the bosss questions. Just answer honestly and clearly.”

(9) “I have to drive to Austin Texas for the interview,” said Martin.

“That’s something else to worry about. I don’t know my way around (10) the city. And on top of everything else, one of my trucks tires has to be

(11) replaced before I can go anywhere.” Martin was talking a mile a minute.

(12) “Take a deep breath,” said Martin’s sister. “You have to get calm.

I think I’m going to be in town next week, so I can drive with you. It sounds as though you need a helping hand just about now.”

6. F in, Nashville Tennessee. He
G in Nashville Tennessee, He
H in Nashville, Tennessee. He
J Correct as it is

7. A “Relax,” said his sister.
B “Relax, said his sister.”
C Relax, said his sister.
D Correct as it is

8. F about the bos’ss questions.
G about the boss’s questions.
H about the bosss’ questions.
J Correct as it is

9. A drive to, Austin Texas, for
B drive, to Austin Texas for
C drive to Austin, Texas, for
D Correct as it is

10. F else, one of my truck’s tires has
G else, one of my truck’s tire’s has
H else, one of my trucks tire’s has
J Correct as it is

11. A before I can go anywhere” Martin was
B before I can go anywhere. Martin was
C before I can go anywhere,” Martin was
D Correct as it is

12. F deep breath” said Martin’s sister.
G deep breath, said Martins sister.
H deep breath said Martin’s sister.
J Correct as it is

For Numbers 13 through 20, decide which punctuation mark, if any, is needed in the sentence.

13. I asked, Do you think I should get to work early tomorrow?"

- A !
- B “
- C ,
- D none

14. I heard her yell, “Help!

- F ”
- G .
- H ,
- J none

15. We will go to visit Atlanta Georgia.

- A “
- B ’
- C ,
- D none

16. Have you seen Lauras keys?

- F “
- G ’
- H ,
- J none

17. I was born in Crocker Pennsylvania.

- A “
- B ’
- C ,
- D none

18. The boss said, “I want to give you a raise.

- F ”
- G ’
- H ,
- J none

19. We will drive to Miami Florida, for vacation.

- A “
- B ’
- C ,
- D none

20. I’m going to Jans house for dinner.

- F “
- G ’
- H ,
- J none