

Level M - 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. "I will go if you insist" Vince answered.

- A “
- B ’
- C ,
- D none

2. He cried "Watch out! You are going to fall."

- F “
- G ’
- H ,
- J none

3. The teams best game was played in snow and sleet.

- A “
- B ,
- C ’
- D none

4. I am calling from a little town just outside Reno Nevada.

- F “
- G ’
- H ,
- J none

For Numbers 5 through 10, choose the answer that is written correctly and shows the correct capitalization and punctuation.

5. A Williamsburg Virginia was the site of the first U.S. capitol building.
B We took a trip to the Baseball Hall of Fame in Cooperstown, new york.
C The Smithsonian Institution in Washington, d.c., has the only living coral reef in captivity.
D The drive through Jasper, Wyoming, was one of the most interesting I have ever taken.
6. F Is that car Melvina's, or is it Tommy's?
G The citys new dump will not take grass clippings.
H I would not have eaten the sandwich if I had known it was your's.
J I think the presidents' speech was just a bunch of meaningless slogans.
7. A We will not pay off this loan until June 15, 2010.
B These books are due back on march 7.
C The battle at Gettysburg was fought from July, 1, to July, 3, 1863.
D I am going into the hospital on February, 12, for minor a operation on my knee.
8. F The clinic is at 1452 n. Clark.
G The car wash has moved one block north to 2 West High Street.
H The apartment building at 5401 euclid avenue has a vacancy.
J If you want a set of these records, write to p.o. box 12, Pueblo, Colorado.
9. A Did you ask your mother, "Whether she could baby-sit Saturday?"
B Eugene says, "that the light in the refrigerator burned out last week."
C According to Tony, "Isabel and Tony got together for dinner and a movie".
D I asked Wei Wei if she could come, and she said, "I have something better to do."
10. F Wheres the milk I bought yesterday?
G Kurts in the living room watching television.
H They could have bought that car if they hadn't been so greedy.
J The elephant reached through the bar's and grabbed my sandwich.

For Numbers 11 through 15, read the letter and look at the numbered, underlined parts. Choose the answer that is written correctly for each underlined part.

(11) January 18 2003

Ms. Marla Jasper

(12) 125 Pleasant Avenue

(13) Des Moines IA 51001

(14) Ms. Jasper

Thank you for taking time to interview me. It would be a pleasure to become

(15) your assistant. Im sure you'll be pleased with my skills, especially in word processing.

Respectfully yours,

Luz Cardona

Luz Cardona

11. A January, 18, 2003
B January 18, 2003
C January, 18 2003
D Correct as it is

12. F 125 Pleasant avenue
G 125 Pleasant, Avenue
H 125 pleasant avenue
J Correct as it is

13. A Des Moines, IA 51001
B Des, Moines IA 51001
C Des Moines, Ia, 51001
D Correct as it is

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

15. A your assistant. I'm sure you'll
B you're assistant. Im sure you'll
C your assistant. Im sure you'll
D Correct as it is

For Numbers 16 through 20, read the passage and look at the numbered, underlined parts. Choose the answer that is written correctly for each underlined part.

Jacob slowly pushed the grocery cart through the grocery store. Samuel, only two years old, was already too big to fit into the built-in seat. He scampered along (16) next to the cart instead, under Jacobs watchful eye. Suddenly Jacob called out, (17) “Samuel!” The little boy turned to his father. “Come here and help me look for (18) some lettuce” he continued. “We want to make a salad tonight.”

Samuel looked at his father, and Jacob had a sudden sinking feeling in his stomach. Before Jacob could act, Samuel grabbed the nearest leafy, green object from its neat row on a shelf. Dozens of round lettuce heads tumbled to the floor.

They bounced and rolled over Samuel. The little boy was so covered with them that (19) he “couldnt” even move.

(20) “Oh, Samuel,” Jacob sighed. “Lets” not tell your mother about this.”

16. F under Jacobs’ watchful eye.
G under Jacob’s watchful eye.
H under Jacobs’s watchful eye.
J Correct as it is

17. A “Samuel!”
B “Samuel”
C “Samuel!
D Correct as it is

18. F lettuce,” He continued.
G lettuce.” he continued.
H lettuce,” he continued.
J Correct as it is

19. A could’nt
B couldn’t
C couldnt’
D Correct as it is

20. F “Let’s
G “Lets’
H “Let
J Correct as is