

Assessment

Powerful Proofreading Skills ***First Edition***

The objectives of this book are:

- To present helpful hints for successful proofreading
- To provide training in correct grammar, punctuation, spelling, usage, capitalization, and numbers
- To give proofreading practice

■ CRISP_{series}

Disclaimer: This assessment was written to test the reader on the content of the book. The publisher and author shall have neither liability nor responsibility to any person with respect to any loss or damage caused or alleged to be caused directly or indirectly by the assessment contained herein.

Assessment Questions for Powerful Proofreading Skills, First Edition

Select the best response.

1. The task of proofreading includes:
 - A. Evaluating style
 - B. Improving coherence and clarity
 - C. Checking sentence structure and grammar
 - D. All of the above

2. When proofreading, a top priority is:
 - A. Speed
 - B. Accuracy
 - C. Catching errors on the first read

3. Techniques for achieving error-free documents include:
 - A. Proofing with a partner
 - B. Reading aloud
 - C. Reading the document backward
 - D. All of the above

4. A good computer spell-checker will catch all spelling errors.
 - A. True
 - B. False

5. A good tip to improve your spelling accuracy is to:
 - A. Rely on a spell-checker software program
 - B. Pay more attention to words that have five or more letters
 - C. Pronounce a word quickly to get a visual picture

6. The proofreaders' mark that means to start a new paragraph is:
 - A. P
 - B. Para
 - C. Neither of the above

7. Grammatically speaking, *answering the phone* is:
 - A. A clause
 - B. A phrase
 - C. A sentence
 - D. None of the above

8. *Ordering supplies and checking inventory is important.* This sentence contains a:
 - A. Pronoun/antecedent error
 - B. Subject/verb error
 - C. Sentence fragment error
 - D. Modifier error

9. A herd of goats (appear, appears) to be in the road.
 - A. Appear
 - B. Appears

10. Choose whoever or whomever:
 - A. The job goes to whoever has the skills.
 - B. The job goes to whomever has the skills.

11. To avoid gender-specific pronouns, change the wording in a sentence from singular to plural.
 - A. True
 - B. False

12. *She gave a house plant to Linda with colorful leaves.* This sentence contains:
 - A. An agreement error
 - B. A misplaced modifier
 - C. A pronoun error
 - D. A dangling modifier

13. How many commas are needed in the following sentence? On July 3 1997 the company will accept orders for calculators software and mouse pads.
- A. 2
 - B. 3
 - C. 4
 - D. 5
14. Select the sentence that uses a semi-colon correctly:
- A. I invited him; but he refused the invitation.
 - B. Juan ordered the pencils; however, the shipment was delayed.
 - C. They guaranteed reliability; sensible pricing; and safe delivery.
 - D. None of the above
15. A colon, not a comma, is the correct punctuation after the salutation on a business letter.
- A. True
 - B. False
16. Select the correct use of the apostrophe:
- A. The people's court
 - B. Six women's desks
 - C. Both boats' sails
 - D. All of the above
17. How many punctuation errors are in this sentence? *"Ask me tomorrow," said Frank, "and I'll have a better answer for you."*
- A. 0
 - B. 1
 - C. 2
 - D. 3
18. Select the group of words that contains a spelling error:
- A. Calendar, cancellation, controlled, criticism
 - B. Height, hindrance, hygiene, hypocrisy
 - C. Pamphlet, parallel, pastime, persistant
 - D. Satellite, scissors, separate, siege

19. Select the sentence with an incorrect word choice:
- A. The strike will have little effect.
 - B. Please ensure that no employee is left out.
 - C. We can call a council meeting to draw up the list.
 - D. The principle to be considered is whether or not he finished the job.
20. Points of the compass (north, south, east, and west) should be capitalized if they refer to regions, but not if they refer to directions.
- A. True
 - B. False
21. Select the correctly written numbers:
- A. 6 million
 - B. One Park Avenue
 - C. Meet me at seven
 - D. All of the above
22. *They have only promised us 6 tickets: therefore, Julia cant go.* This sentence contains how many errors?
- A. 1
 - B. 2
 - C. 3
 - D. 4
23. *Each of the machines need to have it's annual check-up.* This sentence contains how many errors?
- A. 1
 - B. 2
 - C. 3
 - D. 4
24. *There are alot of errors in the six student's writing.* This sentence contains how many errors?
- A. 1
 - B. 2
 - C. 3
 - D. 4

25. *“I always site a good grammar book to prove my point,” the author said.* This sentence contains how many errors?
- A. 1
 - B. 2
 - C. 3
 - D. 4

**Answer Key for
Powerful Proofreading Skills, First Edition**

Recommended response (Corresponding workbook page)

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|-----------|------------|------------|------------|--------------------------|
| 1. C (3) | 6. C (19) | 11. A (38) | 16. D (48) | 21. D (70) |
| 2. B (8) | 7. B (28) | 12. B (40) | 17. A (52) | 22. D (40, 46,
48,70) |
| 3. D (9) | 8. B (31) | 13. C (44) | 18. C (55) | 23. B (31,60) |
| 4. B (12) | 9. B (31) | 14. B (46) | 19. D (60) | 24. B (48, 55) |
| 5. B (54) | 10. A (36) | 15. A (47) | 20. A (67) | 25. B (40, 59) |