

BUSINESS WRITING - PREREQUISITE REVIEW

NOTE: This is just a sample, not a complete representation, of the types of questions on the prerequisite test!

ERROR ANALYSIS - If the sentence is correct, write **OK** on the line. If the sentence is incorrect, underline the error and write the correction on the line. **DO NOT REWRITE SENTENCES.** (Answers are on the back.)

1. Jean proofreads quicker than Tom. _____
2. The Joneses' have bought a new computer. _____
3. There's too many cooks in the kitchen. _____
4. I have drank too much coffee lately. _____
5. They really like there jobs. _____
6. Whom did you give the disk to? _____
7. The printouts are setting over there. _____
8. This news needs to be kept between you and me. _____
9. Each employee should have their own card. _____
10. The director, as well as the members, were here. _____
11. Both writing and arithmetic is necessary. _____
12. Is that book her's? _____
13. I wish I were in Hawaii right now. _____
14. Its really crowded in here today. _____
15. He badly needs a day off. _____
16. Joni sure was ready for her vacation! _____
17. Rich uses graphs more than I. _____
18. Paula and me went to the conference last week. _____
19. Neither Mary nor Rose want their vacation in January. _____

PUNCTUATION - Insert, omit, or change any incorrect punctuation within the sentence. If the sentence is correct, write **OK** at the end of the sentence. **DO NOT REWRITE SENTENCES. DO NOT OMIT OR ADD WORDS.**

20. Mr. Allen is a fair conscientious brilliant man.
21. Miss Thorne is the most skilled, therefore, she should have the job.
22. Mr. Davis calls Springfield, Ohio his native city.
23. Any report, that is to be sent to the president, should be signed by me.
24. We elected Camille Seda, president, Kim Lee, vice president, Gretta Schwartz, secretary, and Maria Sanchez, treasurer.
25. Troy is writing the directions, and would like you to give him some advice.

BUSINESS WRITING - PREREQUISITE REVIEW [ANSWERS](#)

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1. Jean proofreads quicker than Tom. more quickly
2. The Joneses' have bought a new computer. Joneses
3. There's too many cooks in the kitchen. There are
4. I have drank too much coffee lately. drunk
5. They really like there jobs. their
6. Whom did you give the disk to? OK
7. The printouts are setting over there. sitting
8. This news needs to be kept between you and me. OK
9. Each employee should have their own card. his or her
10. The director, as well as the members, were here. was
11. Both writing and arithmetic is necessary. are
12. Is that book her's? hers
13. I wish I were in Hawaii right now. OK
14. Its really crowded in here today. It's
15. He badly needs a day off. very much or really
16. Joni sure was ready for her vacation! surely
17. Rich uses graphs more than I. OK
18. Paula and me went to the conference last week. I
19. Neither Mary nor Rose want their vacation in January. wants her

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20. Mr. Allen is a fair, conscientious, brilliant man.
21. Miss Thorne is the most skilled; therefore, she should have the job.
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COMMA RULES

1. Independent clause, ^{and} Independent clause, ^{but} Independent clause, ^{or} Independent clause, ^{nor} Independent clause.

The company originally planned to build a warehouse on the property, but it later decided to sell the land instead.

2. _____, _____, ^{and} _____, or _____. Items (words, phrases, or clauses) in a series.

English, shorthand, and math are desirable classes for future secretaries.

3. Introductory element, Independent clause. (The element may be a word, phrase, or clause.)

When Mary returned from the convention, we met with the staff and discussed the new products on the market.

4. One independent clause, Interrupting element, continuation of clause.

The situation, as I see it, is under control.

Tom Smith, who is our department head, is attending the conference.

The importance of the government contract, naturally, was explained to the staff.

5. Adjective, adjective, adjective followed by noun (Sometimes called “and omitted rule.”)

Mary is an intelligent, attractive, personable employee.

SEMICOLON RULES

1. Independent clause; No conjunction Independent clause.

The company originally planned to build a warehouse on the property; it later decided to sell the land instead.

2. _____; _____; _____; and _____, _____ Comma within a series.

Last summer we visited San Francisco, California; Reno, Nevada; and Salt Lake City, Utah.

3. Independent clause; Intro. Element, Independent clause.

I was very tired last night; nevertheless, I finished some grading.

You should receive your check next week; but in the event it does not arrive, please give me a call.

4. Independent clause; Independent clause. Commas in either clause.

Keith recommended Nancy, Mary, and Lisa; and Ed recommended two of his staff members.

5. _____; ^{for example,} that is, _____. ^{namely,} Before explanatory or enumerating words.

Mary is expanding our newspaper advertising; for example, she now advertises our products in all the major dailies in the state.

Jack is now looking at several possible ways to cut expenses; for instance, leasing rather than buying delivery wants, using less expensive cartons and packing materials, and buying in larger quantities.