

# Self-Test

## Sentence Structure

For questions 1–6, circle the letter of the correct option.

- Which one of the following is a complete sentence?
  - Gearing up for the sale.
  - The customers in the long line.
  - Ami opened the register.
- Which one of the following is a complete sentence?
  - Ms. Tan is in charge.
  - Sent an email.
  - In the office after the training.
- What is the best way to combine the following sentences?  
**Mia forgot her pen. She could not take notes.**
  - Mia forgot her pen she could not take notes.
  - Mia forgot her pen, so she could not take notes.
  - Mia forgot her pen so she could not take notes.
- Which one of the following is correct?
  - Vincenzo sent the package, however it did not arrive.
  - Vincenzo sent the package, however, it did not arrive.
  - Vincenzo sent the package; however, it did not arrive.
- Which one of the following is correct?
  - We will look into the problem and inform you of our findings.
  - We will look into the problem, and inform you of our findings.
  - We will look into the problem and inform you, of our findings.
- What is the best way to combine the following?  
**when the job openings are posted / Ugo will check them.**
  - When the job openings are posted Ugo will check them.
  - When the job openings are posted, Ugo will check them.
  - Ugo will check them, when the job openings are posted.

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For questions 7–9, rewrite each incomplete sentence to make it complete.

7. Wants to open his own auto repair shop.

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8. The medical assistant at the front desk.

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9. Until she can afford her own apartment.

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**GED PRACTICE** A sentence is missing from each paragraph of the memo below. For questions 10–12, finish each paragraph by selecting the option that is error free. Circle the letter of the option you select.

To: All Employees

From: Ken Ealy, Human Resources

**Subject: Company Carpool**

Since the company moved from the city to the suburbs, many employees who used to take the bus or train to work now drive. We understand that the commute is difficult for some employees.

**10. Select.** To help solve the commuting problem, we are organizing a carpooling program in conjunction with the West Suburban Transit Authority (WSTA).

- A. Gasoline is expensive driving in heavy traffic can be nerve wracking.
- B. Gasoline is expensive, driving in heavy traffic can be nerve wracking.
- C. Gasoline is expensive and, driving in heavy traffic can be nerve wracking.
- D. Gasoline is expensive, and driving in heavy traffic can be nerve wracking.

WSTA will provide us with vans. **11. Select.** The number of vans we receive depends on the number of employees who join the carpool. Each van seats up to eight people.

- A. The vans are free. Employees pay only for the gasoline.
- B. The vans are free employees pay only for the gasoline.
- C. The vans are free, employees pay only for the gasoline.
- D. The vans are free, but employees pay only for the gasoline.

We hope to acquire three vans: one for employees who live ten miles or more north of the company, one for employees who live ten miles or more south, and one for employees who live ten miles or more east. Employees in each district will choose the driver of their van. **12. Select.** There will be an organizing meeting on Wednesday from 1:00 to 2:00 p.m. All employees are invited to attend.

- A. A group can designate one driver group members can take turns driving if they prefer.
- B. A group can designate one driver, group members can take turns driving if they prefer.
- C. A group can designate one driver, or group members can take turns driving if they prefer.
- D. A group can designate one driver, group members can take turns driving, if they prefer.

# SELF-TEST

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For questions 13–19, circle the letter of the sentence that is written correctly.

13. A. On vacation, we like to go swimming, scuba diving, and to see the sights.  
B. On vacation, we like to go swimming, scuba diving, and sightseeing.  
C. On vacation, we like to swim, to scuba dive, and going to see the sights.
14. A. Although the traffic was heavy, Carlo made it to work on time.  
B. The traffic was heavy, and Carlo made it to work on time.  
C. Carlo made it to work on time because the traffic was heavy.
15. A. Please find out the customers' names and where they live.  
B. Please find out what the customers' names are and their addresses.  
C. Please find out the customers' names and addresses.
16. A. Marlana put on her sweater, so the room was cold.  
B. Marlana put on her sweater because the room was cold.  
C. Marlana put on her sweater, and the room was cold.
17. A. Jemitha made name tags at her desk for all new employees.  
B. Jemitha made name tags for all new employees at her desk.  
C. At her desk, Jemitha made name tags for all new employees.
18. A. I saw an employee wearing shorts in the reception area.  
B. In the reception area, wearing shorts, I saw an employee.  
C. I saw an employee in the reception area wearing shorts.
19. A. For being the best worker, the employee-of-the-month award was given to Freddie.  
B. The employee-of-the-month award was given to Freddie for being the best worker.  
C. For being the best worker, the award was given to Freddie for employee of the month.

## Grammar and Usage

For questions 20–22, circle the letter of the option that correctly completes the sentence.

20. I called Andre, and he suggested that \_\_\_\_\_ set up the room for the meeting.
- A. he and I
  - B. him and I
  - C. he and me
  - D. him and me
21. Be sure to let \_\_\_\_\_ know how many chairs you will need.
- A. he and I
  - B. him and I
  - C. he and me
  - D. him and me
22. Vance and Brittany will lead customer focus groups at the meeting. If you have questions you want to ask, give them to \_\_\_\_\_.
- A. he and she
  - B. him and her
  - C. he and her
  - D. him and she

For questions 23–26, circle the letter of the option that is error free.

23. A. That chair is missing it's seat.  
B. That chair is missing its' seat.  
C. That chair is missing its seat.
24. A. The desk in the corner is yours.  
B. The desk in the corner is you'rs.  
C. The desk in the corner is your's.
25. A. Superintendent Clark who will soon turn 70 plans to retire.  
B. Superintendent Clark, who will soon turn 70 plans to retire.  
C. Superintendent Clark, who will soon turn 70, plans to retire.
26. A. You are all invited to his retirement party. Which will be in May.  
B. You are all invited to his retirement party, which will be in May.  
C. You are all invited to his retirement party which will be in May.

# SELF-TEST

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For questions 27–33, circle the letter of the option that correctly completes the sentence.

27. Lolli \_\_\_\_\_ part time five days a week.
- A. work
  - B. works
  - C. working
28. Now that her son is in school, she \_\_\_\_\_ for a full-time job.
- A. looking
  - B. looked
  - C. is looking
29. At her workplace, a few full-time jobs \_\_\_\_\_ available, but they are now filled.
- A. was
  - B. were
  - C. are
30. Yesterday, Lolli \_\_\_\_\_ to a job fair.
- A. goed
  - B. went
  - C. gone
31. She \_\_\_\_\_ several copies of her new résumé.
- A. brang
  - B. brung
  - C. brought
32. Lolli \_\_\_\_\_ a résumé before.
- A. had never wrote
  - B. had never written
  - C. has never wrote
33. After talking with a number of interviewers, Lolli \_\_\_\_\_ more confident.
- A. has become
  - B. had became
  - C. has became

For questions 34–42, circle the letter of the option that correctly completes the sentence.

34. Chloe and Rhom \_\_\_\_\_ the train to work every day.  
A. takes  
B. take
35. Sorting and filing \_\_\_\_\_ part of the job.  
A. is  
B. are
36. The needles or the thread \_\_\_\_\_ on sale.  
A. is  
B. are
37. How \_\_\_\_\_ these new phones work?  
A. does  
B. do
38. Here \_\_\_\_\_ the dresses you hemmed.  
A. is  
B. are
39. The parking attendants who work for the lot \_\_\_\_\_ at 10 p.m.  
A. leave  
B. leaves
40. Neither of the doctors \_\_\_\_\_ to work on Saturdays.  
A. wants  
B. want
41. Most of the gyms \_\_\_\_\_ open on Sundays.  
A. is  
B. are
42. All of the free key chains \_\_\_\_\_ taken by customers.  
A. was  
B. were

# SELF-TEST

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For questions 43–45, circle the letter of the option that correctly completes the sentence.

43. Everyone should bring \_\_\_\_\_ picture I.D.  
A. their  
B. his or her
44. If a Major League Baseball player needs an agent, \_\_\_\_\_ should contact our agency.  
A. he  
B. they
45. Every student at the girls' academy has \_\_\_\_\_ own desk and shelf.  
A. her  
B. their

For questions 46–47, circle the letter of the option that correctly completes the sentence.

Dear Ticket Sales Manager:

My wife and I had a very unpleasant experience at FunRides Amusement Park yesterday. We asked the ticket seller for the senior citizen discount, and he said the park no longer offers it. He was very rude. My wife and I were shocked. \_\_\_\_\_ FunRide employees to be polite.

46. A. You expect  
B. They expect  
C. We expect

It was Wednesday, and FunRides has always offered discounts on Wednesdays to seniors. We are on fixed incomes, and we count on \_\_\_\_\_ to save money. You can be sure that we will never go to FunRides again.

47. A. them  
B. the discounts  
C. Wednesdays

Sincerely,

Myron P. Blathe

For questions 48–56, circle the letter of the option that correctly completes the sentence.

48. My new job responsibilities are different \_\_\_\_\_ my old ones.  
A. than  
B. from
49. She will try \_\_\_\_\_ arrive tomorrow around noon.  
A. to  
B. and
50. \_\_\_\_\_ than a thousand fans showed up for the game.  
A. Less  
B. Fewer
51. It seems \_\_\_\_\_ the new sales plan will succeed.  
A. as if  
B. like
52. We would \_\_\_\_\_ won if we had not missed the field goal.  
A. of  
B. have
53. \_\_\_\_\_ they were early, they got the best seats.  
A. Because  
B. On account of the fact that
54. That table is too \_\_\_\_\_ for this room.  
A. large  
B. large in size
55. The customer complained about \_\_\_\_\_.  
A. how he had to often wait in long lines.  
B. often having to wait in long lines.
56. We are checking into other insurers \_\_\_\_\_ our agency raised rates.  
A. in view of the fact that  
B. because



# SELF-TEST

## Mechanics

For questions 57–58, circle the letter of the set of words that correctly completes each sentence.

57. The \_\_\_\_\_ sale will begin on \_\_\_\_\_ in our store on Longview \_\_\_\_\_.
- A. A. summer, Wednesday, avenue
  - B. B. Summer, Wednesday, avenue
  - C. C. summer, Wednesday, Avenue
58. I bought my \_\_\_\_\_ a copy of the novel \_\_\_\_\_ as a \_\_\_\_\_ gift.
- A. father / *For Whom the Bell Tolls* / Father's Day
  - B. Father / *For Whom The Bell Tolls* / Father's day
  - C. father / *for Whom the Bell Tolls* / father's day

For questions 59–63, insert semicolons and commas in the sentences where necessary.

59. Emily a friend of mine from work moved into my neighborhood.
60. Mario has accounts in Alabama Georgia and Florida.
61. To be perfectly frank we do not think the rent increase is necessary.
62. Finally the annual report was finished.
63. Ellie will bring coffee Kent will bring doughnuts.

**GED PRACTICE** A sentence is missing from each paragraph of the flyer below. For questions 64–66, finish each paragraph by selecting the option that is error free or that will create an error-free sentence. Circle the letter of the option you select.

### Two-for-One Sale

This Saturday is two-for-one day at Big Bill's Grocery. Start your grocery shopping trip in the bread aisle, and pick up **64. Select.**

- A. two loafs of Big Bill's wheat bread for the price of one.
- B. two loaf's of Big Bill's wheat bread for the price of one.
- C. two loave's of Big Bill's wheat bread for the price of one.
- D. two loaves of Big Bill's wheat bread for the price of one.

Next, walk to the produce counter, where you can buy **65. Select.** While you're there, take advantage of all the other great discounts on our fresh fruits and vegetables.

- A. two one-pound bag's of potatos for the price of one.
- B. two one-pound bags' of potatoes for the price of one.
- C. two one-pound bags of potatoes for the price of one.
- D. two one-pound bags of potato's for the price of one.

While you're in Big Bill's, don't forget to pick up something special for the kids! **66. Select.**

- A. Children's favorites like animal crackers and chocolate snaps are also two for one!
- B. Childrens' favorites like animal crackers and chocolate snaps are also two for one!
- C. Children's favorites like animal cracker's and chocolate snap's are also two for one!
- D. Childrens' favorites like animal crackers' and chocolate snaps' are also two for one!

For questions 67–72, circle the letter of the option that correctly completes the sentence.

67. The hotel manager said that \_\_\_\_\_ welcome to use the hotel's business center for as long as you want.  
A. your  
B. you're
68. I, \_\_\_\_\_, would like to use the hotel's business center.  
A. too  
B. to
69. Do you know \_\_\_\_\_ briefcase this is?  
A. who's  
B. whose
70. Do you think \_\_\_\_\_ a good idea to have those papers sitting out in the open?  
A. its  
B. it's
71. That is \_\_\_\_\_ laptop, not mine.  
A. their  
B. they're
2. When you have finished reading the document, please sign it \_\_\_\_\_.  
A. here  
B. hear

# SELF-TEST ANSWERS AND EXPLANATIONS

## Sentence Structure

- Option (C) is correct.** It is the only option that has a subject (*Ami*) and a verb (*opened*) and expresses a complete thought.
- Option (A) is correct.** It is the only option that has a subject (*Ms. Tan*) and a verb (*is*) and expresses a complete thought.
- Option (B) is correct.** It is the only option in which two complete sentences are correctly joined with a comma (,) and a coordinating conjunction (*so*).
- Option (C) is correct.** It is the only option in which two complete sentences are correctly joined with a semicolon (;) before the joining word (*however*) and a comma after it.
- Option (A) is correct.** No commas are needed; a comma before *and* is unnecessary because the word does not join independent sentences.
- Option (B) is correct.** It is the only option in which the complex sentence is correctly punctuated.
- Sample answer:** Kordell wants to open his own auto repair shop. (You need to add a subject.)
- Sample answer:** The medical assistant at the front desk answered the phone. (You need to add a verb.)
- Sample answer:** She will live with her sister until she can afford her own apartment. (You need to add an independent clause.)
- Option (D) is correct.** It is the only option in which the sentences are correctly joined with a comma before the coordinating conjunction *and*.
- Option (A) is correct.** In the other options, complete sentences are either run together (B), incorrectly punctuated (C), or joined with the wrong conjunction (D).
- Option (C) is correct.** It is the only option in which sentences are correctly joined. In option (A), complete sentences are run together. Options (B) and (D) are incorrectly punctuated.
- Option (B) is correct.** It is the only option in which the similar items—*swimming*, *scuba diving*, and *sight seeing*—are in the same form.
- Option (A) is correct.** The conjunction *although* clearly shows the contrasting relationship between the ideas in the sentence.

- Option (C) is correct.** It is the only option in which the two similar items—customers' names and addresses—are in the same form.
- Option (B) is correct.** The conjunction *because* shows the cause-effect relationship between the ideas in the sentence.
- Option (C) is correct.** It is the only option in which the phrase *at her desk* is correctly placed beside the noun it describes (*Jemitha*).
- Option (A) is correct.** It is the only option in which the phrase *wearing shorts* is correctly placed beside the noun it describes (*employee*).
- Option (B) is correct.** It is the only option in which the phrase *for being the best worker* is correctly placed beside the noun it describes (*Freddie*).

## Grammar and Usage

- Option (A) is correct.** The pronouns are serving as subjects, so the subject pronouns *he* and *I* are correct.
- Option (D) is correct.** The pronouns are serving as objects, so the object pronouns *him* and *me* are correct.
- Option (B) is correct.** The pronouns are serving as objects of the preposition *to*, so the object pronouns *him* and *her* are correct.
- Option (C) is correct.** The sentence requires the possessive pronoun *its*.
- Option (A) is correct.** The sentence requires the possessive pronoun *yours*.
- Option (C) is correct.** The "who" clause *who will soon turn 70* is nonrestrictive and is therefore set off with commas.
- Option (B) is correct.** Clauses that begin with *which* are dependent and are always nonrestrictive, so the comma before *which will be in May* is correct.
- Option (B) is correct.** The present verb *works* agrees with the subject *Lolli*.
- Option (C) is correct.** The present continuous verb *is looking* agrees with the subject *she*.
- Option (B) is correct.** The past tense verb *were* agrees with the subject *few*.
- Option (B) is correct.** The past tense of *go* is *went*.
- Option (C) is correct.** The past tense of *bring* is *brought*.

32. **Option (B) is correct.** The past perfect verb *had never written* agrees with the subject *Lolli*.
33. **Option (A) is correct.** The present perfect verb *has become* agrees with the subject *Lolli*.
34. **Option (B) is correct.** The verb *take* agrees with the plural subject *Chloe and Rhom*.
35. **Option (B) is correct.** The verb *are* agrees with the plural subject *Sorting and filing*.
36. **Option (A) is correct.** The verb *is* agrees with the singular subject *thread*.
37. **Option (B) is correct.** The verb *do* agrees with the plural subject *phones*.
38. **Option (B) is correct.** The verb *are* agrees with the plural subject *dresses*.
39. **Option (A) is correct.** The verb *leave* agrees with the plural subject *attendants*.
40. **Option (A) is correct.** The verb *wants* agrees with the singular subject *Neither*.
41. **Option (B) is correct.** The subject *Most* refers to the plural noun *gyms*, so the verb *are* is correct.
42. **Option (B) is correct.** The verb *were* agrees with the plural subject *All*.
43. **Option (B) is correct.** The singular pronouns *his or her* agree with the singular antecedent *Everyone*.
44. **Option (A) is correct.** The singular pronoun *he* agrees with the singular antecedent *player*.
45. **Option (A) is correct.** The singular pronoun *her* agrees with the singular antecedent *student*.
46. **Option (C) is correct.** The pronoun *we* agrees with the antecedent *My wife and I*. In the other options, the pronoun incorrectly shifts.
47. **Option (B) is correct.** It is the only option that clearly states what the writer means.
48. **Option (B) is correct.** The standard form is *different from*.
49. **Option (A) is correct.** The standard form is *try to*.
50. **Option (B) is correct.** Use *fewer* to refer to things that can be counted.
51. **Option (A) is correct.** *As if* is used to introduce clauses, and *the new sales plan will succeed* is a clause.
52. **Option (B) is correct.** The word *of* cannot be used as a helping verb.
53. **Option (A) is correct.** *Because* is clearer and much less wordy.

54. **Option (A) is correct.** The phrase *in size* is repetitious.
55. **Option (B) is correct.** It is more clearly worded.
56. **Option (B) is correct.** *Because* is not wordy.

### Mechanics

57. **Option (C) is correct.** *Wednesday* and *Avenue* are proper nouns. Seasons of the year are not capitalized.
58. **Option (A) is correct.** The word *father* is not taking the place of the father's name, so it is not capitalized. The main words of titles are capitalized. Articles (like *the*) and prepositions (like *for*) are not capitalized unless they are the first word in the title. *Father's Day* is a proper noun.
59. Emily, a friend of mine from work, moved . . . . (Set off nonrestrictive appositives.)
60. Mario has accounts in Alabama, Georgia, and Florida. (Separate items in a series. The comma before *and* is optional.)
61. To be perfectly frank, we do not think . . . . (Set off an introductory phrase from the sentence.)
62. Finally, the annual report was finished. (Set off an introductory word from the sentence.)
63. Ellie will bring coffee; Kent will bring doughnuts. (Separate closely related sentences with a semicolon.)
64. **Option (D) is correct.** The plural of *loaf* is *loaves*. The only possessive noun is *Bill's*.
65. **Option (C) is correct.** The plural of *potato* is *potatoes*. There are no possessive nouns in the sentence.
66. **Option (A) is correct.** The favorites belong to the children, so the noun *children's* is possessive. The apostrophe goes before the *s* in *children's* because the plural word *children* does not end in *s*.
67. **Option (B) is correct.** The sentence requires the word *you're* (*you are*).
68. **Option (A) is correct.** The sentence requires the word *too* (*also*).
69. **Option (B) is correct.** The sentence requires the word *whose* (belonging to *whom*).
70. **Option (B) is correct.** The sentence requires the word *it's* (*it is*).
71. **Option (A) is correct.** The sentence requires the word *their* (belonging to *them*).
72. **Option (A) is correct.** The sentence requires the word *here* (in this place).