

Grammar and Conventions

The following memo from the manager of an apartment complex contains several numbered blanks, each marked “ ▼” Beneath each one is a set of choices. Indicate the choice from each set that is correct and belongs in the blank. (Note: On the real GED® test, the choices will appear as a “drop-down” menu. When you click on a choice, it will appear in the blank.)

To: All Residents

From: Manager, Lodge Apartments

Subject: Community Garden

Date: April 7, 20XX

To promote the health and well-being of our residents, we are pleased to offer all tenants the use of a new community garden on the apartment complex premises behind Building 25. If you wish to participate in the community garden, please sign up in the manager’s office no later than 5 p.m. on April 30.

How Do I Start?

You will be assigned a plot of land of approximately 49 square feet in the community garden. Our maintenance staff at the apartment complex will help till the plots for your garden during the first week of May. Management will contact you when maintenance has completed digging your garden plot. You may start planting right away.

You will be responsible for providing ▼ It is important to follow these ▼

1. Select ...	▼
A. your own seeds, additional soil bucket and gardening tools.	
B. your own seeds; additional soil bucket, and gardening tools.	
C. your own seeds, additional soil, a bucket, and gardening tools.	
D. your own seeds, additional soil, a bucket and gardening tools.	

2. Select ...	▼
A. community rules. If you do not, you will lose your gardening privileges.	
B. community rules! If you do not, you will lose your gardening privileges!!	
C. community rules? if you do not, you will lose your gardening privileges?	
D. community rules, if you do not, you will lose your gardening privileges.	

Who Can Use It?

The garden is only available to renters and their family members who live in the complex, not to visiting friends or relatives. We encourage children to participate in the community garden project, but they must be under adult supervision at all times. The garden offers many learning opportunities, making **3. Select ...** ▼

3. Select ...	▼
A. one a great educational resource for children.	
B. them a great educational resource for children.	
C. he or she a great educational resource for children.	
D. it a great educational resource for children.	

Who Takes Care of It?

You must plant your garden by June 1, or you will lose the plot reserved for you. Do not neglect your garden.

Keep your plot free of weeds, and otherwise tend your garden **4. Select ...** ▼ You must avoid using any herbicides or chemical pesticides to keep the garden safe for you and your neighbors. In addition, be sure to harvest your garden in a timely manner, so that vegetables, fruits, and flowers do not rot or go to waste.

4. Select ...	▼
A. so that it does not interfere with anyone elses.	
B. so that it does not interfere with anyone elses'.	
C. so that it does not interfere with anyone else's.	
D. so that it does not interfere with anyone's else.	

Nothing compares to eating fresh produce or picking flowers that you have grown yourself.

Lodge Apartments is pleased to offer our residents the chance to

5. Select ... ▼

5. Select ...	▼
A. experiencing healthy living, enjoying the outdoors, and growing their own food and flowers.	
B. experience both healthy living and to also enjoy the outdoors and grow their own food and flowers.	
C. experience healthy living, enjoy the outdoors, and grow their own food and flowers.	
D. experiencing healthy living, enjoying the outdoors, and grow their own food and flowers.	

The following brochure from an animal shelter contains several numbered blanks, each marked “Select ... ▼” Beneath each one is a set of choices. Indicate the choice from each set that is correct and belongs in the blank. (Note: On the real GED® test, the choices will appear as a “drop-down” menu. When you click on a choice, it will appear in the blank.)

Adopt an Animal from the Barstock Animal Shelter Today!

Every year, thousands of dogs and cats are abused or abandoned by their owners. Left without food or shelter, these animals become sick and even die. In addition, most are not spayed or neutered, so they can produce litters of puppies and kittens that will also be without a home. This creates a vicious cycle.

6. Select ... ▼ The pet adoption process is inexpensive and convenient. When you adopt a pet, everybody wins!

6. Select ...	▼
A. Therefore, you can help solve this problem by adopting a dog or cat.	
B. Indeed, you can help solve this problem by adopting a dog or cat.	
C. Also, you can help solve this problem by adopting a dog or cat.	
D. However, you can help solve this problem by adopting a dog or cat.	

Benefits

Studies have repeatedly shown how beneficial pets are. Cats and dogs make wonderful companions, can lower blood pressure, and even alleviate depression and anxiety.

7. Select ... ▼ The animal benefits, too, because by providing a loving home, you 8. Select ... ▼

7. Select ...	▼
A. Many children first learn to be responsible by caring for a beloved pet.	
B. By caring for a beloved pet, many children learn to be responsible first.	
C. First, by caring for a beloved pet, many children learn to be responsible.	
D. To learn to be responsible first, many children care for a beloved pet.	

8. Select ...	▼
A. extend the animal's life span and stop the cycle of homelessness, you also make the world a better place.	
B. extend the animal's life span and stop the cycle of homelessness and make the world a better place.	
C. extend the animal's life span and stop the cycle of homelessness. You also make the world a better place.	
D. extend the animal's life span and stop the cycle of homelessness, and therefore you also make the world a better place.	

What We Do

The Barstock Animal Shelter provides several important services at no cost before you even choose your pet. An animal behaviorist evaluates each of our animals to assess any behavioral problems. Each animal also receives a full medical examination and rabies vaccination by a licensed veterinarian. In addition, the veterinarian will spay or neuter the animal, if necessary.

Only after 9. Select ... ▼

9. Select ...	▼
A. receiving a clean bill of health do we put them up for adoption.	
B. the animal receives a clean bill of health do we put it up for adoption.	
C. they receive a clean bill of health, do we put them up for adoption.	
D. the vet gives a clean bill of health, do we put him or her up for adoption.	

10. Select... ▼ Before you visit the animals, a pet adoption counselor will have you fill out an application to help match you with the right pet. The questions asked, for example, are: Do you have small children? Do you prefer a quieter pet or a more active one? Would you like a younger or an older pet?

10. Select...	▼
A. The Shelter Is Open Tuesday Through Sunday From 10 a.m. to 6 p.m.	
B. The shelter is Open tuesday through sunday from 10 a.m. to 6 p.m.	
C. The Shelter is open Tuesday through sunday from 10 a.m. to 6 p.m.	
D. The shelter is open Tuesday through Sunday from 10 a.m. to 6 p.m.	

The most important 11. Select... ▼

11. Select...	▼
A. part of this process is taking a small amount of time to find the animal that is absolutely right for you, so you and your new pet can get started on a great life together as a team.	
B. part of the adoption process is taking time to find the animal that is right for you, so you and your new pet can start a great life together.	
C. part of the easy-to-do adoption process is taking just a few minutes of your time to find the animal that is totally right on target for you, so you and your new pet can start a great life of adventure together.	
D. part of the process is finding the animal that is a perfectly good fit with you, so you two can get started right away on a wonderfully great life together.	

The following letter from a job applicant contains several numbered blanks, each marked “Select...” Beneath each one is a set of choices. Indicate the choice from each set that is correct and belongs in the blank. (Note: On the real GED® test, the choices will appear as a “drop-down” menu. When you click on a choice, it will appear in the blank.)

Mr. Ron Karpinski, Graphics Supervisor

Creative Solutions Graphics

300 Marvel Way

Seattle, WA 45896

Dear Mr. Karpinski:

My current employer, Mr. Clay Lamond, suggested that I Mr. Lamond is retiring at the end of the year and his company, MegaGraphics, will be closing, but he feels that my talents would be of great use to you.

12. Select ...	▼
A. check in with you about a spot in the IT department at your place.	
B. contact you about a possible employment opportunity in the Information Technology department at your firm.	
C. drop a line to you about a job in the Information Technology department of your company.	
D. shoot you a letter to pick your brain about working in your IT department.	

I have a proven track record as a graphics designer with MegaGraphics. I began there as an intern in 2010, after graduating with honors from the University of Washington, Seattle.

Due to my excellent work, productivity, and reliability, As a graphics designer, I created logos and promotional materials, and I designed social media campaigns for several clients to establish their brands. My work repeatedly produced successful results.

13. Select ...	▼
A. Mr. Lamond promoted myself to a full-time position in 2011.	
B. Mr. Lamond promoted I to a full-time position in 2011.	
C. Mr. Lamond promoted me to a full-time position in 2011.	
D. Mr. Lamond promoted one to a full-time position in 2011.	

Chapter 1: Grammar and Conventions

- Choice **C** is correct because it correctly places commas after the items in a series.
- Choice **A** is correct because it shows the appropriate end marks in each sentence.
- Choice **D** is correct. It shows the correct use of the pronoun *it* to refer to the garden in the previous sentence.
- Choice **C** is correct because it shows the correct use of an apostrophe to show the possessive form of *anyone else*: *anyone else's*.
- Choice **C** is correct because it uses parallel construction.
- Choice **D** is correct because it uses the conjunctive adverb *however* to indicate a contrast with the idea in the previous clause.
- Choice **A** is correct because it is the only choice in which the modifier *first* is placed next to the verb it modifies.
- Choice **C** is correct. It is the only option that is not a run-on sentence.
- Choice **B** is correct. The pronoun *it* correctly refers to "the animal."
- Choice **D** uses capitalization correctly.
- Choice **B** is correct. The other choices are wordy or have awkward construction.
- Choice **B** is correct. It uses formal or Standard English, which is appropriate to a business letter, while the other choices do not.
- Choice **C** correctly uses *me*, the objective form of the first person pronoun.
- Choice **A** correctly uses the homonyms *two* and *to*.
- Choice **C** is correct because it does not contain any misplaced modifiers.
- Choice **D** is correct because it has proper coordination of ideas.
- Choice **A** is correct because it correctly uses a comma to set off an introductory phrase.
- Choice **C** is correct because it shows proper subordination of ideas.
- Choice **B** is correct because *his or her* is the best use of pronouns to take the place of the singular *everyone*.
- Choice **C** is correct because it uses punctuation and conjunctions to eliminate a run-on or fused sentence.
- Choice **A** is correct. Its verbs are in agreement with their subjects.
- Choice **D** is correct. Unlike the other choices, it is a complete sentence, not a fragment, because it contains a subject and a verb.
- Choice **D** is correct because the conjunctive adverb *therefore* makes the most sense in the sentence.
- Choice **A** is correct. The expression is "up to me."
- Choice **C** is correct. Its verbs are in agreement with its subjects.
- Choice **D** correctly uses an apostrophe to indicate the possessive form of the word *company*.
- Choice **A** correctly uses the homonyms *there* and *no*.
- Choice **B** is correct. The pronouns in the phrase *he or she* stand in for the singular antecedent *consumer*. The words *consumer*, *he*, and *she* are all singular, so the singular verb *is* is correct here.
- Choice **C** is correct because it avoids informal and overblown language.
- Choice **C** is correct because unlike the other answer choices, it is a complete sentence with a subject and a verb.

14. Select ... ▼ All of my clients expressed satisfaction with my work, citing my ability to think quickly, listen closely, and create unique work. I am happy to provide references from several of these clients.

14. Select ...	▼
A. Two of my logos went on to win national awards.	
B. To of my logos went on two win national awards.	
C. Too of my logos went on too win national awards.	
D. Two of my logos went on too win national awards.	

15. Select ... ▼ I welcome the opportunity to work for you and am sure Creative Solutions Graphics would benefit strongly from my talents.

16. Select ... ▼ I look forward to hearing from you. Thank you for your time.

15. Select ...	▼
A. Because it is known for its innovative approach, I have long admired your company.	
B. I, known for its innovative approach to graphic design, have long admired your company.	
C. I have long admired your company, which is known for its innovative approach to graphic design.	
D. Known for its innovative approach to graphic design, I have long admired your company.	

16. Select ...	▼
A. I have both attached my résumé but also included samples of my work.	
B. I have not only attached my résumé but included samples of my work.	
C. I have attached my résumé and furthermore included samples of my work.	
D. I have attached my résumé and also included samples of my work.	

Sincerely,

Luis La Hoya

The following memorandum from a company's Human Resources Department contains several numbered blanks, each marked "Select . . ." Beneath each one is a set of choices. Indicate the choice from each set that is correct and belongs in the blank. (Note: On the real GED® test, the choices will appear as a "drop-down" menu. When you click on a choice, it will appear in the blank.)

Memorandum

To: All employees

From: Human Resources

Subject: Establishing flextime schedules

Date: October 1, 20XX

The Human Resources Department is excited to announce a change in how our company schedules employee work hours.

17. Select . . . ▼ What is a flextime schedule? Employees at most companies work 9 a.m. to 5 p.m. each day. With flextime, employees may work from 7 a.m. to 3 p.m., 8 a.m. to 4 p.m., 9 a.m. to 5 p.m., or 10 a.m. to 6 p.m. The choice is up to the employee in conjunction with his or her supervisor. By October 31, all employees must meet with their supervisors and decide which schedule they will work.

17. Select . . .	▼
A. As of October 1, all employees may select a flextime schedule.	
B. As of October 1 all employees, may select a flextime schedule.	
C. As of, October 1 all employees may select a flextime schedule.	
D. As of October 1 all employees may select, a flextime schedule.	

This schedule will remain in place for one year and cannot 18. Select . . . ▼

18. Select . . .	▼
A. be changed, and make your decision carefully.	
B. be changed, but please make your decision carefully.	
C. be changed, so please make your decision carefully.	
D. be changed, hence make your decision carefully.	

Flextime provides several benefits for employees. [19. Select... ▼].
 [20. Select... ▼] For example, an employee with school-age children might prefer to finish work by 3 p.m.

19. Select ...	▼
A. First, not everyone is at their best between 8 a.m. and 5 p.m.	
B. First, not everyone is at his or her best between 8 a.m. and 5 p.m.	
C. First, not everyone is at one's best between 8 a.m. and 5 p.m.	
D. First, not everyone is at his best between 8 a.m. and 5 p.m.	

20. Select ...	▼
A. Some people do their best work early in the day, others prefer to avoid an early start because their energy peaks later in the day, still others have busy lives outside the office.	
B. Some people do their best work early in the day, while others prefer to avoid an early start because their energy peaks later in the day, but still others have busy lives outside the office.	
C. Some people do their best work early in the day, while others prefer to avoid an early start because their energy peaks later in the day. Still others have busy lives outside the office.	
D. Some people do their best work early in the day, others prefer to avoid an early start because their energy peaks later in the day; meanwhile still others have busy lives outside the office.	

Flextime also benefits the company. Studies show that employees who can define their working hours [21. Select... ▼] placed a higher degree of trust in them. As a result, they feel more invested in their workplace, and their job performance improves.

21. Select ...	▼
A. feel that their companies have	
B. feels that their companies have	
C. feels that their companies has	
D. feel that their companies has	

All employees to discuss the flextime option. Supervisors will need time to fill out paperwork verifying the change for each employee in their division. Please direct any further questions to Human Resources.

22. Select ...	▼
A. a meeting as soon as possible with their supervisors	
B. schedule a meeting as soon as possible with their supervisors	
C. as soon as possible schedule with their supervisors	
D. must schedule a meeting as soon as possible with their supervisors	

The following letter from a consumer to a grocery chain contains several numbered blanks, each marked "". Beneath each one is a set of choices. Indicate the choice from each set that is correct and belongs in the blank. (Note: On the real GED® test, the choices will appear as a "drop-down" menu. When you click on a choice, it will appear in the blank.)

Ms. Donna Moore, Manager

Top Shelf Foods
 2115 Blanchard Street
 Cleveland, Ohio 95621

Dear Ms. Moore:

I am writing to complain about a recent development I noticed in my local Top Shelf Foods grocery store.

When I shop in a grocery store, I expect to have reasonable choices. I am spending my money For example, I appreciate the fact that Top Shelf Foods offers its own less expensive line of canned and frozen foods, cleaning supplies, and other items. These may all save me money; however, sometimes I may prefer to buy a national brand due to the flavor or quality, even if it costs more. The choice

23. Select ...	▼
A. in that establishment; finally, I expect to make purchases based on my personal preferences.	
B. in that establishment; similarly, I expect to be able to make purchases based on my personal preferences.	
C. in that establishment; however, I expect to be able to make purchases based on my personal preferences.	
D. in that establishment; therefore, I expect to be able to make purchases based on my personal preferences.	

24. Select ...	▼
A. is ultimately up to me.	
B. is ultimately up for me.	
C. is ultimately around me.	
D. is ultimately at me.	

Lately, I have noticed that Top Shelf Foods is pushing its own brand of products very aggressively. There are fewer sales on national brands, which makes your brand an even more economical choice than usual. This is not unreasonable. However, what really bothers me [25. Select ... ▼] In fact, they are gradually being replaced [26. Select ... ▼] I used to have a choice between several brands of cereal and yogurt. Now there are only two: a national brand and the Top Shelf Foods house brand.

25. Select ...	▼
A. are that many national brands that I like are disappearing from the shelves.	
B. is that many national brands that I like is disappearing from the shelves.	
C. is that many national brands that I like are disappearing from the shelves.	
D. are that many national brands that I like is disappearing from the shelves.	

26. Select ...	▼
A. by your companies' own brand.	
B. by your companies own brand.	
C. by your companys' own brand.	
D. by your company's own brand.	

[27. Select ... ▼] This seems like a sneaky way to force me to buy your products. I understand that it is a good business practice to promote your own products. However, it should be up to the consumer to decide

[28. Select ... ▼]

By depriving me of choices, Top Shelf Foods is driving me away as a customer.

27. Select ...	▼
A. Soon there may be no choice at all.	
B. Soon their may be know choice at all.	
C. Soon their may be no choice at all.	
D. Soon there may be know choice at all.	

28. Select ...	▼
A. what they are willing and able to pay for.	
B. what he or she is willing and able to pay for.	
C. what they is willing and able to pay for.	
D. what one is willing and able to pay for.	

Sincerely,

Michael Smith

The following brochure about how exercise affects heart health contains several numbered blanks, each marked "[Select... ▼]". Beneath each one is a set of choices. Indicate the choice from each set that is correct and belongs in the blank. (Note: On the real GED® test, the choices will appear as a "drop-down" menu. When you click on a choice, it will appear in the blank.)

Exercise Is the Key to Heart Health

According to the US Surgeon General's Report on Physical Activity and Health, inactive people are nearly twice as likely to develop heart disease as those who are more active. This is true even if you have no other conditions or habits that increase your risk for heart disease. [29. Select... ▼], more hospitalizations, and more use of medicines for a variety of illnesses. But most people do not get enough exercise. [30. Select... ▼]

29. Select ...	▼
A. Lying around like a slug also leads to more trips to the doctor	
B. Skipping on exercise also totally leads to more runs to the ER	
C. Lack of physical activity also leads to more visits to the doctor	
D. Insufficient physicality also leads to more voyages to the doctor	

30. Select ...	▼
A. Fully 16 percent of Americans not active at all.	
B. Fully 16 percent of Americans active not at all.	
C. Fully 16 percent of Americans are not active at all.	
D. Fully 16 percent of Americans never active at all.	