

DIAGNOSTIC GRAMMAR TEST

Your performance on this test will not be factored in your Course Grade. Its purpose is strictly diagnostic. Each question is followed by a list of choices. Circle the letter of the correct choice.

1. In the following sentence, which words are nouns? Greg needed more computer memory to handle his many programs. (Parts of Speech)
 - a. Greg, computer, memory, his, programs
 - b. Greg, memory, programs
 - c. computer, memory, programs

2. In the following sentence, which words are verbs? Melissa was worried about her job interview. (Parts of Speech)
 - a. was, worried
 - b. worried
 - c. was, worried, about

3. In the following sentence, which words are adjectives? For important interviews you should wear conservative clothes. (Parts of Speech)
 - a. important
 - b. important, conservative
 - c. important, wear, conservative

4. In the following sentence, which words are adverbs? Because she arrived early, she easily found a parking place. (Parts of Speech)
 - a. Because, early, easily, parking
 - b. arrived, early, easily
 - c. early, easily

5. In the following sentence, which words are prepositions? Just between you and me, only one of the managers is going to the meeting. (Parts of Speech)
 - a. between, of, to
 - b. between, and, of, to
 - c. of, to

6. Identify the following: While sitting in the outer office waiting to be called for the interview and looking through magazines. (Sentence Structure)
 - a. correct and complete sentence
 - b. fragment
 - c. run-on sentence
 - d. comma splice sentence

7. Identify the following: You should take deep breaths then you can control your nervousness. (Sentence Structure)
 - a. correct and complete sentence
 - b. fragment
 - c. run-on sentence
 - d. comma splice sentence

8. Identify the following: Don't focus on yourself and your nervousness, concern yourself with the employer's needs and questions. (Sentence Structure)
 - a. correct and complete sentence
 - b. fragment
 - c. run-on sentence
 - d. comma splice sentence

9. Identify the underscored expression: As you wait for your interview, select appropriate reading material. (Sentence Structure)
 - a. complete sentence
 - b. dependent clause
 - c. independent clause
 - d. phrase

10. Identify the underscored expression: When you meet the interviewer, you should smile and offer a handshake. (Sentence Structure)
 - a. fragment
 - b. dependent clause
 - c. independent clause
 - d. phrase

11. Many _____ are hiring new employees. (Plural Nouns)
 - a. companys
 - b. companies
 - c. company's

12. We had two _____ working on the case. (Plural Nouns)
 - a. attorneys
 - b. attornies
 - c. attorney's

13. Only the Johnsons and the _____ are unable to attend. (Plural Nouns)
 - a. Bushs
 - b. Bushes
 - c. Bush's

14. This job requires you to work two _____ every month. (Plural Nouns)
 - a. Sundaies
 - b. Sundays
 - c. Sunday's

15. Jeffrey knew all the _____ of the accounting software. (Plural Nouns)
 - a. ins and outs
 - b. in's and out's
 - c. in and outs

16. The manager sent _____ résumé to the Accounting Department. (Possessive Nouns)

- a. Lisas
- b. Lisa's
- c. Lisas'

17. In three _____ time, the car loan will be paid. (Possessive Nouns)

- a. years
- b. year's
- c. years'

18. The prices of all other _____ are lower than our prices. (Possessive Nouns)

- a. vendors
- b. vendor's
- c. vendors'

19. All _____ e-mail messages must be answered immediately. (Possessive Nouns)

- a. customers
- b. customer's
- c. customers'

20. Each _____ vote will be counted in the election. (Possessive Nouns)

- a. stockholder
- b. stockholder's
- c. stockholders'

21. Do you know who will replace Erica and _____ next week? (Pronouns)

- a. I
- b. me
- c. myself

22. His friend and _____ will both apply for the job. (Pronouns)

- a. he
- b. him
- c. himself

23. Although _____ motor was damaged, the car started. (Pronouns)

- a. it's
- b. its
- c. its'

24. No one has keys except you and _____. (Pronouns)

- a. I
- b. me
- c. myself

25. Are you sure that _____ report is finished? (Pronouns)
- their
 - there
 - they're
26. A list of the names and addresses of our customers _____ now being prepared. (Verb Agreement)
- is
 - are
27. Education and employee training _____ often omitted from the budget. (Verb Agreement)
- is
 - are
28. Some e-mail writers think that grammar and punctuation _____ count. (Verb Agreement)
- don't
 - doesn't
29. A description of the property, along with other legal documents, _____ sent to you. (Verb Agreement)
- was
 - were
30. Neither the management nor the staff _____ how to solve the problem. (Verb Agreement)
- know
 - knows
31. If I _____ able to hire you, I certainly would do so. (Verb Mood and Tense)
- was
 - were
32. Lisa said she last _____ the key about a week ago. (Verb Mood and Tense)
- saw
 - seen
33. If you had _____ a different color, we could have filled your order. (Verb Mood and Tense)
- chose
 - choosen
 - chosen
34. Timothy wished that he had _____ about the job opening earlier. (Verb Mood and Tense)
- knowed
 - knew
 - known
35. Many of the reports were _____ over a year ago. (Verb Mood and Tense)
- wrote
 - written

36. For the past two weeks, the printer has worked _____. (Adjectives and Adverbs)
- beautiful
 - beautifully
37. When we have a _____ picture of the incident, we will respond. (Adjectives and Adverbs)
- clearer
 - more clearer
38. Tracy thought she had done _____ on the employment test. (Adjectives and Adverbs)
- good
 - well
39. Don't take the manager's criticism _____. (Adjectives and Adverbs)
- personally
 - personal
40. Which of the following is punctuated correctly? (Commas)
- For example, you should bring to an interview your social security number, a list of references and extra copies of your résumé.
 - For example you should bring to an interview, your social security number, a list of references, and extra copies of your résumé.
 - For example, you should bring to an interview your social security number, a list of references, and extra copies of your résumé.
41. Which of the following is punctuated correctly? (Commas)
- When I sent the package I expected you to receive it in two days, Ms. Avila.
 - When I sent the package, I expected you to receive it in two days Ms. Avila.
 - When I sent the package, I expected you to receive it in two days, Ms. Avila.
42. Which of the following is punctuated correctly? (Commas)
- Stacy Love, who is a manager for MegaData, asked us to meet Thursday, February 5.
 - Stacy Love who is a manager for MegaData, asked us to meet Thursday, February 5.
 - Stacy Love, who is a manager for MegaData, asked us to meet Thursday February 5.
43. Which of the following is punctuated correctly? (Commas)
- Job candidates should learn about a company and its business and they should prepare answers to possible interview questions.
 - Job candidates should learn about a company and its business, and they should prepare answers to possible interview questions.
 - Job candidates should learn about a company, and its business, and they should prepare answers to possible interview questions.
 - If you are applying to a large company, your first interview may be by telephone which is an effort to save time and money.

44. Which of the following is punctuated correctly? (Commas and Semicolons)
- All job candidates at this time, can expect tests that measure honesty, intelligence, mental health, and blood toxicity.
 - All job candidates, at this time, can expect tests that measure honesty, intelligence, mental health, and blood toxicity.
 - All job candidates at this time can expect tests that measure honesty, intelligence, mental health, and blood toxicity.
45. Which of the following is punctuated correctly? (Commas and Semicolons)
- What constantly astounds personnel people about college students going for their first jobs, is how unprepared they are.
 - Many first-time job applicants try to "wing it" and end up tongue-tied over the simplest and most common interview questions.
 - To prepare for the interview process you should practice answering commonly asked questions, such as "How would you describe yourself?"
46. What words should be capitalized in the following sentence? we expected vice president luna to ask all candidates whether they were fluent in english. (Capitalization)
- We Vice President Luna English
 - We Vice Luna
 - We Luna English
47. What words should be capitalized in the following sentence? when interviewing on the west coast, our managers like to stay at marriott hotels. (Capitalization)
- When Marriott
 - When West Coast Managers Marriott Hotels
 - When West Coast Marriott
48. What words should be capitalized in the following sentence? lisa told interviewers that she had taken classes in economics, spanish, and psychology. (Capitalization)
- Lisa Spanish
 - Lisa Economics Spanish Psychology
 - Lisa Economics Spanish
49. What words should be capitalized in the following sentence? the operations manager and the president each received a new dell computer. (Capitalization)
- The Operations Manager President Dell Computer
 - The Dell
 - The Dell Computer
50. What words should be capitalized in the following sentence? last spring i read an article called "everything you need to know about interviewing." (Capitalization)
- Last Spring I Everything You Need Know About Interviewing
 - Last I Everything You Need Know About Interviewing
 - Last I Everything Interviewing