DIAGNOSTIC TESTS OF ENGLISH SKILLS

NAME______________________________________________SCORE__________________

ENGLISH SKILLS TEST A

The following choices apply to items 1–10. Write in each blank the letter of the choice that best describes the problem with each sentence.

A. sentence incomplete
B. too many phrases/clauses strung together
C. modifying elements misplaced (dangling)
D. structure not parallel
E. nothing wrong

1. Stop here.
2. Your duties are interviewing, hiring, and also to fire employees.
3. After their presentation, I was still undecided.
4. Speaking freely, the stock was considered a bargain.
5. Margaret, pressed for time, turned in unusually sloppy work.
6. Typing and filing, routine office chores.
7. With care, edit the report.
8. When Paul came to work here, he brought some outmoded ideas, now he has accepted our modern methods.
9. To plan is better than improvising.
10. Hoping to improve performance, practice is advisable.

The following choices apply to items 11–20. Write in each blank the letter of the choice that identifies the underlined word(s) in each sentence.

A. subject
B. predicate (verb)
C. object
D. modifier
E. conjunction/preposition

11. Take his memo upstairs.
12. Before leaving, he repaired the photocopier.
13. Velnor, Inc. will soon introduce a new product line.
14. We must hire only qualified, ambitious graduates.
15. They are having trouble with their quality control systems.
16. After she wrote the report, Jill waited eagerly for a response.
17. The route to the plant isn’t paved yet.
18. See me after the meeting.
19. Your new home is ready and waiting.
20. BFL is large but caring.

The following choices apply to items 21–30. Write in each blank the letter of the choice that best describes each sentence.

A. all punctuation used correctly
B. some punctuation used incorrectly or incorrectly omitted

21. The president who rarely gave interviews, agreed to write an article for the company newsletter.
22. Give the assignment to Karen Schiff, the new technical writer.
23. Could you please send a replacement for Item No. 2-302.
24. Debbie said that, “technicians must have technical degrees.”
25. We’ll have branches in Bakersfield, California, Reno, Nevada, and Medford, Oregon.
26. Before leaving her secretary finished typing the memo.
27. How many of you consider yourselves “computer literate?”
28. This, then, is our goal: to increase market share by 50 percent.
29. They plan to move soon, however, they still should be invited.
30. Health, wealth, and happiness—those are my personal goals.

The following choices apply to items 31–40. Write in each blank the letter of the choice that best describes the problem with each sentence.

A. error in punctuation
B. error in use of abbreviations or symbols
C. error in use of numbers
D. error in capitalization
E. no errors

31. Most of last year’s sales came from the midwest.
32. We can provide the items you are looking for @ $2 each.
33. Alex noted: “few of our competitors have tried this approach.”
34. Address the letter to professor Elliott Barker, Psychology Department, North Dakota State University.
35. They’ve recorded 22 complaints since yesterday, all of them from long-time employees.
36. Leslie’s presentation—“New Markets for the Nineties”—was well organized.
37. We’re having a sale in the children’s department, beginning Wednesday, August 15.
38. About 50 of the newly inducted members will be present.
39. Mister Spencer has asked me to find ten volunteers.
40. Let’s meet in Beth and Larry’s office at one o’clock.
In items 41–50, write in each blank the letter of the word that best completes each sentence.

____ 41. Will having a degree (A. affect, B. effect) my chances for promotion?
____ 42. Place the latest drawings (A. beside, B. besides) the others.
____ 43. Try not to (A. loose, B. lose) this key; we will charge you a fee to replace it.
____ 44. Let us help you choose the right tie to (A. complement, B. compliment) your look.
____ 45. The five interviewers should discuss the candidates’ qualifications (A. among, B. between) themselves.
____ 46. New employees spend their time looking for (A. perspective, B. prospective) clients.
____ 47. Are the goods you received different (A. from, B. than) the goods you ordered?
____ 48. He took those courses to (A. farther, B. further) his career.
____ 49. We are (A. anxious, B. eager) to see you next Thursday.
____ 50. All commissions will be (A. disbursed, B. dispensed, C. dispersed) on the second Friday of every month.
ENGLISH SKILLS TEST B

The following choices apply to items 1–10. Write in each blank the letter of the choice that best describes the problem with each sentence.

A. sentence incomplete
B. too many phrases/clauses strung together
C. modifying elements misplaced (dangling)
D. structure not parallel
E. nothing wrong

1. Act first, and ask questions later.
2. Before introducing a new product, research must be done.
3. She completed her master’s degree to make herself eligible for promotion, and she made sure her boss knew she was qualified.
4. Knowing and doing are two different things.
5. The school is responsible for children’s safety in the classroom and playground.
6. To be sure.
7. Presented one at a time, those points made an impact, and the audience should be able to remember them the next time they face a problem like the one discussed.
8. Helen’s proposal is for not only the present but also for the future.
9. In one ear, out the other.
10. Knowing Jim, he would rather interview the applicants.

The following choices apply to items 11–20. Write in each blank the letter of the choice that identifies the underlined word(s) in each sentence.

A. subject
B. predicate (verb)
C. object
D. modifier
E. conjunction/preposition

11. Please wait for my analysis.
12. A woman with all your experience should be a real asset.
13. Because they were late, they missed the most important part.
14. Was it you, or was it Robert?
15. Marketing is a broad and important function.
16. Asking Gretchen for advice is a good way to impress her.
17. Once it thaws, frozen fish quickly deteriorates.
18. The purpose of the survey is to determine consumer needs.
19. To learn more about federal requirements, consult the appendix.
20. Didn’t we just order a new set of templates?

The following choices apply to items 21–30. Write in each blank the letter of the choice that best describes each sentence.

A. all punctuation used correctly
B. some punctuation used incorrectly or incorrectly omitted

21. The office, with the most windows, is reserved for the highest-level executive.
22. Could you please reply by May 1.
25. AgAmer, Inc., is moving to Ames, Iowa, because of the motivated labor force there.
26. Bring three items, paper, pencil, and eraser, with you Tuesday.
27. How would you like to drive away in this shiny brand-new car?
28. Do you remember who said that “the show must go on”?
29. The manual, which weighs 5 pounds, documents every policy decision made in the past ten years.
30. Please send us a complete set of Office Mates, including: pen and pencil, desk pad/calendar, and calculator.

The following choices apply to items 31–40. Write in each blank the letter of the choice that best describes the problem with each sentence.

A. error in punctuation
B. error in use of abbreviations or symbols
C. error in use of numbers
D. error in capitalization
E. no errors

31. Have you found “The Coming Shakeout In Takeout”?
32. Only eight banks in this country—maybe nine can handle a transaction of this magnitude.
33. We have forwarded your letter to Rep. Glaser in Washington.
34. Have you written Pam and Joanne’s bonus checks yet?
35. Parsons & Parsons, Inc., is sending a rep to the trade show in Las Vegas, Nevada.
36. We need six desks, six desk chairs, and 12 side chairs.
37. Fax these figures, which are newly calculated, to the Dallas branch by three p.m.
38. We requested confirmation on May 12, however, you did not actually confirm the arrangements until May 29.
39. As you may know, Mister Evans, we are moving our offices.
40. We are looking for two qualities in applicants: Experience with computers and an interest in people.
In items 41–50, write in each blank the letter of the word that best completes each sentence.

____ 41. I don’t want to discuss my (A. personal, B. personnel) problems in front of anyone.

____ 42. They’ve chosen a (A. coarse, B. course) that will help them achieve their goals.

____ 43. Stress always (A. precedes, B. proceeds) my headaches.

____ 44. Mayfair Shoppes will (A. adopt, B. adopt) a new returns policy next month.

____ 45. Turn on the main unit before you turn on (A. its, B. it’s) auxiliary units.

____ 46. Can you (A. disapprove, B. disprove) Professor Weinert’s theory?

____ 47. Her report is (A. to, B. too, C. two) detailed for the audience.

____ 48. Should we wait (A. for, B. on) them to finish before we start our study?

____ 49. Those inflated profits are just an (A. allusion, B. illusion).

____ 50. My raise was much bigger (A. than, B. then) I expected.