

Final Assessment

Part II: Grammar and Punctuation

To complete each of the following eight sections, follow the instructions printed at the beginning of each section. Depending on the section, you will do one of the following:

- Correct errors (each mistake you correct is worth one point).
- Select the correct word from two choices (each correct selection is worth one point).
- Rewrite incorrect sentences (each correctly rewritten sentence is worth one point).

In each case, make your answers correct, standard written English.

Section 1: Capitalization

Instructions: In each of the sentences below, correct the capitalization mistakes. Circle any letter that should be capitalized, and draw an X through any letter that should not be capitalized. A sentence may have more than one capitalization mistake. (18 points available)

1. the intro to technical writing Class taught me many valuable skills.
(5 points)
2. While cruising down the information superhighway one day, i realized that many writers should polish their Grammar skills before publishing for such a large audience. (4 points)
3. I once had a Professor who was so fed up with students misusing the Semicolon that he actually dressed up as one for halloween. (3 points)
4. The ISDoc Team developed a web site for their Customers.
(2 points)
5. The Managers decided to order a lifetime supply of red pens so Team Members could always edit their own writing. (3 points)
6. Eager for knowledge, the student said, "we should start class early today."
(1 point)

Section 2: Pronouns

Instructions: In each of the sentences below, circle the correct pronoun according to the way that the pronoun is used in the sentence. A sentence may have more than one error to correct. (12 points available)

1. It is important that this conversation be kept between you and (I / me). (1 point)
2. Family and Medical leave (FMLA) is provided to a team member when (he or she / they) (has / have) a birth in the family. (2 points)
3. They have been teaching the same skills to (us / we) supervisors for the past ten years. (1 point)
4. A decision will be made after the interviews are complete, and the candidates will be notified of (his or her / their) job status. (1 point)
5. Each of us (has / have) a clear-cut set of responsibilities. (1 point)
6. We should award the promotion to the employee (that / which / who) does the best job. (1 point)
7. A Micron team member does not focus on rewards; (he or she / they) (focuses / focus) on the job at hand. (2 points)
8. The idea, (that / which / who) was introduced last year, is working very well. (1 point)
9. Every operator must follow (his or her / their) training plan to be successful. (1 point)
10. We are looking for those specific ideas (that / which / who) will help us broaden our market share. (1 point)

Section 3: Subject – Verb Agreement

Instructions: In each of the sentences below, circle the most appropriate verb so that the subject and the verb agree. (10 points available)

1. Micron's demonstration of a 4GB Registered DIMM, as well as the underlying 1Gb DDR SDRAM technology, (is / are) an important step in enabling Intel platform customers with the latest high-density solutions. (1 point)
2. Neither applicant (is / are) eligible. (1 point)
3. Much work (remains / remain) to be done on the project. (1 point)
4. The team members who completed the Fundamentals of Writing class (is / are) taking Intro to Technical Writing. (1 point)
5. My sisters and brother (is / are) living in Los Angeles. (1 point)
6. When combining RPM and our current objectives, our goal (is / are) to reduce our cost per bit by at least 50% by the end of calendar 2003. (1 point)
7. Michael Jordan, together with his teammates, (is / are) a formidable opponent. (1 point)
8. Macaroni and cheese (is / are) my favorite dish. (1 point)
9. Neither the bad weather nor the transportation problems (was / were) enough to spoil everyone's good time. (1 point)
10. Everyone must log off of (his or her / their) HROnline transaction to avoid leaving personal information available for others to view. (1 point)

Section 4: Commas

Instructions: In each of the sentences below, correct the comma mistakes. Add a comma where one is needed, and draw an X through any that are not needed. A sentence may have more than one comma mistake. (14 points available)

1. The Intro to Technical Writing class is part of my leadership development program but I cannot sign up for the class until September. (1 point)
2. Before team members can take the computer-based assessments they need to review the materials and complete the worksheets. (1 point)
3. Working in the Fabs is a very different environment than working in an administrative area and the shift schedule is only one of the things that is different. (1 point)
4. Every Friday, Sam stops at the coffee shop and orders a tall extra-hot skinny vanilla latte. (3 points)
5. I have been teaching the writing class for more than a year but, I do not plan to teach any more classes. (2 points)
6. In Introduction to Technical Writing students learn characteristics of writing six steps of the writing process and tips for solving grammar and usage problems. (3 points)
7. When I run from my car to my desk it only takes me five minutes. (1 point)
8. Both Infineon and Micron Technology which is the U.S. company that is the second largest chipmaker say Hynix would not have survived without government interference. (2 points)

Section 5: Apostrophes

Instructions: In each of the sentences below, correct the apostrophe mistakes. Add an apostrophe where one is needed, and draw an X through any apostrophes or letters that are not needed. A sentence may have more than one apostrophe mistake. (9 points available)

1. The teachers manual is on Trishs desk. (2 points)
2. Micron still makes DRAM's and SRAM's in addition to it's Flash products. (3 points)
3. The workers changing area in that Fab is being remodeled, so all of those workers are using our changing area. (1 point)
4. We drove our 62 Corvette to the car show. (1 point)
5. Many people use apostrophes incorrectly; its a national epidemic. (1 point)
6. Karen's and Trish's class was a huge success, but Tim and Craig's class was plagued with technical problems. (1 point)

Section 6: Correcting Shifts

Instructions: In each of the sentences below, circle the correct verbs and pronouns. (6 points available)

1. I enjoyed attending the Effective Presentations class because (I / you) learned a lot about speaking in front of a group. (1 point)
2. You (need / needed) to listen more carefully to the sound of the equipment while it is operating. (1 point)
3. John raised his hand and, to everyone's embarrassment, (gives / gave) the wrong answer again. (1 point)
4. I called my sister yesterday and (tell / told) her about what happened to me. (1 point)
5. Audience analysis means that we understand who our readers are and what (you / we) want to tell them. (1 point)
6. After I told Larry how I felt, he (says / said), "Gee, Moe, I think you should forget about her." (1 point)

Section 7: Dangling and Misplaced Modifiers

Instructions: Rewrite each of the sentences below to correct the dangling or misplaced modifier. (3 points available)

1. Although very spicy, Dana managed to finish the enchilada. (1 point)

2. The announcer reported that the singer was getting married on the six o'clock news. (1 point)

3. I like to listen to rock music doing my homework. (1 point)

Section 8: Passive Voice and Active Voice

Instructions: The sentences below are written in passive voice. Rewrite each sentence using active voice. (3 points available)

1. The latest safety information was passed down by the trainer. (1 point)

2. During the last shift, an error in the program was discovered. (1 point)

3. Handouts were provided by the instructor at the beginning of the class. (1 point)
