



Grammar Skills

Developed By J. M. Liden, Ph.D.

Name (Please Print)

Last

First

Middle

Score (out of 100)

SCORE

Below are 20 questions that measure how rapidly and accurately you can recognize errors in word usage, spelling, punctuation and capitalization. The aim is place a checkmark in front of the most appropriate response. A sample question similar to those found in the test is presented in the right.

You will have 5 minutes to answer as many questions as you can.

Sample Question:

- ☐ He looks, was very friendly.
☒ He looks, was very friendly.
☐ He looks, were very friendly.
☐ He looks, were very friendly.

STOP. DO NOT BEGIN UNTIL YOU ARE INSTRUCTED TO DO SO.

1. ☐ How often are the reports revised?
☐ How often, are the reports revised?
☐ How often are their reports revised?
☐ How often, are their reports revised?
2. ☐ Chris project won the award.
☐ Chris project won the award.
☐ Chris's project won the award.
☐ Chriss's project won the award.
3. ☐ Regardless of the outcome, he should go.
☐ Regardless of the outcome, he should go.
☐ Regardless of the outcome, he should go.
☐ Regardless of the outcome, he should go.
4. ☐ There are two options (i.e. yes or no).
☐ There are two options (e.g. yes or no).
☐ There are two options (i.e. yes or no).
☐ There are two options (e.g. yes or no).
5. ☐ Those coworkers are best friends.
☐ Those coworkers is best friends.
☐ Their coworkers are best friends.
☐ Their coworkers is best friends.
6. ☐ Their goals was not met.
☐ Their goals were not met.
☐ They're goals were not met.
☐ Their goals were not met.
7. ☐ The box, as well as its contents, were checked in.
☐ The box as well as its contents were checked in.
☐ The box, as well as its contents, was checked in.
☐ The box as well as its contents was checked in.
8. ☐ The manager's hard work contributed to its success.
☐ The manager's hard work contributed to its success.
☐ The managers hard work contributed to its success.
☐ The managers hard work contributed to its success.
9. ☐ If you have this analysts, please give them to Joe.
☐ If you have that analysts, please give them to Joe.
☐ If you have those analysts, please give them to Joe.
☐ If you have them analysts, please give them to Joe.
10. ☐ Our companies philosophy is very clear.
☐ Our company's philosophy is very clear.
☐ Our company's philosophy is very clear.
☐ Our company's philosophy is very clear.
11. ☐ To whom did you refer?
☐ To whom, did you refer to?
☐ To who did you refer to?
☐ To who, did you refer to?
12. ☐ At some point, president Jones will discuss his intentions.
☐ At some point President Jones will discuss his intentions.
☐ At some point president Jones will discuss his intentions.
☐ At some point, President Jones will discuss his intentions.
13. ☐ The team leader addressed his team as follows:
☐ "We have all done a great job....."
☐ The team leader addressed his team as follows:
☐ "We have all done a great job....."
☐ The team leader addressed his team as follows -
☐ "We have all done a great job....."
☐ The team leader addressed his team as follows:
☐ "We have all done a great job....."
14. ☐ Was their department at fault?
☐ Were there department at fault?
☐ Was their department at fault?
☐ Were there department at fault?
15. ☐ Of all the jobs I have held, I like this one more.
☐ Of all the jobs I have held, I like this one best.
☐ Of all the jobs I have held, I like this one better.
☐ Of all the jobs I have held, I like this one the greatest.
16. ☐ The designer's latest work was his best.
☐ The designers latest work was his best.
☐ The designer's latest work was his best.
☐ The designer's latest work, was his best.
17. ☐ On March 15, 1987 their best-selling product was introduced.
☐ On March 15, 1987 their best-selling product was introduced.
☐ On March 15, 1987, their best-selling product was introduced.
☐ On March 15, 1987, their best-selling product was introduced.
18. ☐ They are headquartered in Miami, Florida.
☐ They are headquartered in Miami, Florida.
☐ They are headquartered in miami, Florida.
☐ They are headquartered in miami, florida.
19. ☐ The secretary's error was very costly.
☐ The secretary's error was very costly.
☐ The secretary's error was very costly.
☐ The secretary's error was very costly.
20. ☐ I stated, "I need this project completed today!"
☐ I stated "I need this project completed today!"
☐ I stated "I need this project completed today!"
☐ I stated, I need this project completed today!

Sample Grammar Test For Employment

Thomas Griffiths



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