



Grammar Skills

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

Name (Please Print)			SCORE
Last	First	Middle	
Last/First/Initial			

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/they, was/very friendly
☒ He/they, was/very friendly
☐ He/they, were/very friendly
☐ He/they, 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 (i.e., yes or no).
☐ There are two options (i.e., yes or no).
☐ There are two options (i.e., yes or no).
5. ☐ Those coworkers are best friends.
☐ Those coworkers is best friends.
☐ Them coworkers are best friends.
☐ Them 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 analyses, please give them to Joe.
☐ If you have that analyses, please give them to Joe.
☐ If you have those analyses, please give them to Joe.
☐ If you have them analyses, 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?
☐ Were their department at fault?
☐ Was 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 designor'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 secretaries error was very costly.
☐ The secretary's error was very costly.
☐ The secretary's error was very costly.
☐ The secretaries 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

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Sample Grammar Test For Employment:

Resources in Education ,1997 How to Measure Performance and Use Tests Lynn Lyons Morris,Carol T. Fitz-Gibbon,Elaine Lindheim,1987-12 The CSE Program Evaluation Kit is a series of nine books intended to assist people conducting program evaluations This volume the seventh in the kit provides an overview of a variety of approaches to measuring performance outcomes It presents considerations in deciding what to measure and in selecting or developing instruments best suited to an evaluation s goals Methods for ensuring validity and reliability are also discussed Chapter 1 Measuring Performance for Program Evaluation Preliminary Considerations presents an overview of various strategies to systematically measure the attainment of performance objectives Chapter 2 Locating Existing Measures describes the types of performance tests that might already be available from commercially published instruments curriculum embedded tests and state or local mandated measures Chapter 3 Determining How Well a Test Fits the Program provides assistance in determining the appropriateness of an existing instrument Chapter 4 Constructing a Test for Program Evaluation describes the basic steps in developing a performance measure Chapters 5 Validity and Reliability of Performance Instruments and 6 Using Performance Test Data deal with the technical quality and use of tests One appendix contains a table for program test comparison and the other presents a reminder of some common item construction errors Contains 20 tables 16 figures and 19 references SLD

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Daniel J. Keyser, Richard C. Sweetland, 1984

Resources in Education, 1997

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Table of Contents Sample Grammar Test For Employment

1. Understanding the eBook Sample Grammar Test For Employment
 - The Rise of Digital Reading Sample Grammar Test For Employment
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Grammar Test For Employment
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Grammar Test For Employment
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Grammar Test For Employment
 - Personalized Recommendations
 - Sample Grammar Test For Employment User Reviews and Ratings
 - Sample Grammar Test For Employment and Bestseller Lists
5. Accessing Sample Grammar Test For Employment Free and Paid eBooks
 - Sample Grammar Test For Employment Public Domain eBooks
 - Sample Grammar Test For Employment eBook Subscription Services
 - Sample Grammar Test For Employment Budget-Friendly Options
6. Navigating Sample Grammar Test For Employment eBook Formats

- ePub, PDF, MOBI, and More
 - Sample Grammar Test For Employment Compatibility with Devices
 - Sample Grammar Test For Employment Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Grammar Test For Employment
 - Highlighting and Note-Taking Sample Grammar Test For Employment
 - Interactive Elements Sample Grammar Test For Employment
 8. Staying Engaged with Sample Grammar Test For Employment
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Grammar Test For Employment
 9. Balancing eBooks and Physical Books Sample Grammar Test For Employment
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Grammar Test For Employment
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Sample Grammar Test For Employment
 - Setting Reading Goals Sample Grammar Test For Employment
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Sample Grammar Test For Employment
 - Fact-Checking eBook Content of Sample Grammar Test For Employment
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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