



Grammar Skills

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

Name (Please Print)

Last

First

Middle

Score/Security Number

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/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?
☐ 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 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

Daniela Niemeyer



Sample Grammar Test For Employment:

Reviewing **Sample Grammar Test For Employment**: Unlocking the Spellbinding Force of Linguistics

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