Grammar Review
Spring 2008

IMPORTANT INSTRUCTIONS
1. Write the appropriate routing code below in the subject line (for e-mailed assignments) or at the top of your paper (for mailed and hand-delivered assignments).

   If you are in Section 6, write:
   Benfield6 (Your Last Name), (Your First Name).

   If you are in Section 7, write:
   Benfield7 (Your Last Name), (Your First Name).

   If you are in Section 13, write:
   Benfield13 (Your Last Name), (Your First Name).

   If you are in Section 14, write:
   Benfield14 (Your Last Name), (Your First Name).

2. Submit only your answers. Please use column format, for example: 1. a
   2. b
   3. c, etc.

3. Please do not use e-mail attachments (see course syllabus).

Directions: For each question, select the letter corresponding to the correctly written sentence.

1. a. The play ran from August 5th, 2003, until yesterday.
   b. The play ran from August 5, 2003 until yesterday.
   c. The play ran from August 5, 2003, until yesterday.
   d. The play ran from August 5th, 2003 until yesterday.

2. a. The personnel manager made the offer to he, she, and I.
   b. The personnel manager made the offer to him, she, and I.
   c. The personnel manager made the offer to him, her, and I.
   d. The personnel manager made the offer to him, her, and me.

3. a. What restaurants are located within a two-mile radius of the office?
   b. What restaurants are located within a two-mile-radius of the office?
   c. What restaurants are located within a two mile radius of the office?
   d. What restaurants are located within a two mile-radius of the office?
4. a. It’s important to put the file in its proper place.
b. Its important to put the file in it’s proper place.
c. It’s important to put the file in it’s proper place.
d. Its important to put the file in its proper place.

5. a. Each of the clients was satisfied with the meeting.
b. Each of the clients were satisfied with the meeting.
c. Each of the clients’ was satisfied with the meeting.
d. Each of the client’s was satisfied with the meeting.

6. a. In the east, the trees become colorful in the autumn.
b. In the East, the trees become colorful in the autumn.
c. In the East, the trees become colorful in the Autumn.
d. In the east, the trees become colorful in the Autumn.

7. a. The board was really excited about the improvement in employee moral.
b. The board was really excited about the improvement in employee morale.
c. The board was real excited about the improvement in employee moral.
d. The board was real excited about the improvement in employee morale.

8. a. Her and Frank Smith are the coordinators for the event.
b. Frank Smith and her are the coordinators for the event.
c. Frank Smith and she are the coordinators for the event.
d. Frank Smith and she is the coordinator for the event.

9. a. According to the WALL STREET JOURNAL article, Ben Stiles was the winner of the trophy.
b. According to the “Wall Street Journal” article, Ben Stiles was the winner of the trophy.
c. According to the Wall Street Journal article, Ben Stiles was the winner of the trophy. (italics)
d. According to the Wall Street Journal article, Ben Stiles was the winner of the trophy.

10. a. ABC Corporation used five newly-hired part time workers.
b. ABC Corporation used five newly hired part-time workers.
c. ABC Corporation used five newly hired part time workers.
d. ABC Corporation used five newly-hired part-time workers.

11. a. The manager stated, “Please complete the letter today.”
b. The manager stated, “please complete the letter today”.
c. The manager stated, “Please complete the letter today”.
d. The manager stated, “please complete the letter today.”
12. a. Their goal was to improve student’s writing skills.
b. They’re goal was to improve student’s writing skills.
c. They’re goal was to improve students’ writing skills.
d. Their goal was to improve students’ writing skills.

13. a. They need two additional agents and 4 assistants to begin the project.
b. They need two additional agents and four assistants to begin the project.
c. They need 2 additional agents and four assistants to begin the project.
d. They need 2 additional agents and 4 assistants to begin the project.

14. a. The open house will last from 2 to 4:30 p.m.
b. The open house will last from 2:00 to 4:30p.m.
c. The open house will last from 2 to 4:30p.m.
d. The open house will last from 2:00 to 4:30 p.m.

15. a. The course was difficult, however the team finished early.
b. The course was difficult; however the team finished early.
c. The course was difficult; however, the team finished early.
d. The course was difficult, however, the team finished early.

16. a. Both Mayor Fargo and the company’s president were absent.
b. Both Mayor Fargo and the company’s President were absent.
c. Both mayor Fargo and the company’s president were absent.
d. Both mayor Fargo and the company’s President were absent.

17. a. Jim Pratt complemented the company’s achievement.
b. Jim Pratt complemented the companies achievement.
c. Jim Pratt complimented the company’s achievement.
d. Jim Pratt compliments the companies achievement.

18. a. Susan asked “Whose books are these?”
b. Susan asked, “Whose books are these?”
c. Susan asked, “Who’s books are these?”
d. Susan asked “Who’s books are these?”

19. a. Sherrie is an effective leader; She will advance quickly.
b. Sherrie is an effective leader, She will advance quickly.
c. Sherrie is an effective leader; she will advance quickly.
d. Sherrie is an effective leader, she will advance quickly.

20. a. The writing principles in the textbook will have an effect on the students.
b. The writing principals in the textbook will have an affect on the students.
c. The writing principals in the textbook will have an effect on the students.
d. The writing principles in the textbook will have an affect on the students.