

Procedural Documents

REVISING AND EDITING 2

To measure your ability to express ideas clearly and correctly, some tests may ask you to identify errors in grammar and usage and to improve sentences and paragraphs.

Directions: Select one underlined part that must be changed to make the following sentence correct. There is no more than one error in the sentence. If the sentence is correct as written, select answer choice D.

1. Due to my position as assistant manager, I was one of the employees who was responsible for locking-up the store.

A. Due	C. who
B. manager, I	D. No error

Directions: Determine whether the underlined section of the following sentence needs improvement. If it does, select the best change presented in the five choices below the sentence. If you think the original phrasing produces a better sentence than any of the other choices, select choice F.

2. I maintained the company equipment, I oversaw use of the company car.

F. equipment, I	H. equipment, and I
G. equipment I	J. equipment,

Directions: Read the passage and select the best answer to the question that follows the passage.

(1) Work Experience

- (2) 2004–2006 Downtown Public Library
- (3) 2007–2008 Matt’s Electronic Shop
- (4) Summer 2003 Pine Forest Summer Camp
- (5) Summer 2002 Crystal Clear Pools, Inc

3. Which of the following corrects the format of this section of the résumé

A. item 2 should say 2004–2005	C. items 4 and 5 should switch positions
B. items 2 and 3 should switch positions	D. No error.