

A spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The page is divided into two sections by a horizontal line. The top section is empty, and the bottom section contains the text "Writing Skills Assessment" in a large, bold, red font.

Writing Skills Assessment

Assessment

How good are your copyediting skills?

Assessment

Take this 3-part, 15-point
copyediting quiz to test your
command of **usage, grammar**
and **punctuation.**

Assessment

Count your correct choices.

Assessment

Ready?

Assessment

Part 1: Usage

Assessment

1. The list is comprised of /
composed of 75 common errors.

Assessment

1. The list is comprised of /
[composed of] 75 common errors.

Assessment

2. I'm not looking for compliments
/ complements.

Assessment

2. I'm not looking for [compliments]
/ complements.

Assessment

3. I don't intend to push the issue further / farther.

Assessment

3. I don't intend to push the issue

[further] / farther.

Assessment

4. The last thing I want to do is persuade / convince you that I never make mistakes.

Assessment

4. The last thing I want to do is

persuade / [convince] you that I

never make mistakes.

Assessment

5. Here is the principle / principal point for business writers.

Assessment

5. Here is the principle / [principal]
point for business writers.

Assessment

Usage:

5

Assessment

Usage:

5

(See U of M style manual.)

Assessment

Part 2: Grammar

Assessment

- 1. The complexity of the problems
make this a difficult issue.**

Assessment

1. The complexity of the problems
make[s] this a difficult issue.

Assessment

1. The complexity of the problems make[s] this a difficult issue.

Assessment

1. The complexity (of the problems)
make[s] this a difficult issue.

Assessment

1. The complexity

make[s] this a difficult issue.

Assessment

- 2. The Good Writing Press may have to trim their payroll, however, the company is expecting new demand for it's products.**

Assessment

2. The Good Writing Press may have to trim **[its]** payroll, however, the company is expecting new demand for its products.

Assessment

2. The Good Writing Press may

have to trim [its] payroll[.]

However, the company is

expecting new demand for it's

products.

Assessment

2. The Good Writing Press may

have to trim [its] payroll[;]

however, the company is

expecting new demand for it's

products.

Assessment

2. The Good Writing Press may

have to trim [its] payroll[;]

however, the company is

expecting new demand for [its]

products.

Assessment

- 3. Good communication skills can help managers affect change.**

Assessment

3. Good communication skills can help managers [e]ffect change.

Assessment

- 4. Our procedures for following up on delinquent accounts are inconsistent, incomplete, and not reliable.**

Assessment

4. Our procedures for following up on delinquent accounts are inconsistent, incomplete, and not reliable.

Assessment

4. Our procedures for following up on delinquent accounts are inconsistent, incomplete, and [un]reliable.

Assessment

Usage: **5** (See U of M style manual.)

Grammar: **6**

Assessment

Usage: **5** (See U of M style manual.)

Grammar: **6** (See topics in Contents.)

Assessment

Part 3: Punctuation

Assessment

“To communicate effectively you must know three things your audience your purpose and your material”

Assessment

“To communicate effectively[,] you must know three things your audience your purpose and your material”

Assessment

**“To communicate effectively[,] you
must know three things[:] your
audience your purpose and
your material”**

Assessment

“To communicate effectively[,] you must know three things[:] your audience[,] your purpose and your material”

Assessment

“To communicate effectively[,] you must know three things[:] your audience[,] your purpose(,) and your material”

Assessment

“To communicate effectively[,] you must know three things[:] your audience[,] your purpose(,) and your material[.]”

Assessment

Usage: 5 (See U of M style manual.)

Grammar: 6 (See topics in Contents.)

Punctuation: 4

Assessment

Usage: 5 (See U of M style manual.)

Grammar: 6 (See topics in Contents.)

Punctuation: 4 (See U of M style manual.)

Assessment

Usage: **5** (See U of M style manual.)

Grammar: **6** (See topics in Contents.)

Punctuation: **4** (See U of M style manual.)

Total: **15**

Assessment

**See my column for explanations
of the correct choices.**