

Use the **right arrow key** on your keyboard to advance slides.

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 correct word choice.)

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 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 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 correct word choice.)

Grammar: 6

Assessment

Usage:

5

(See correct word choice.)

Grammar:

6

(See three common errors.)

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	<u>(See correct word choice.)</u>
Grammar:	6	<u>(See three common errors.)</u>
Punctuation:	4	

Assessment

Usage:	5	<u>(See correct word choice.)</u>
Grammar:	6	<u>(See three common errors.)</u>
Punctuation:	4	<u>(See punctuation errors.)</u>

Assessment

Usage:	5	<u>(See correct word choice.)</u>
Grammar:	6	<u>(See three common errors.)</u>
Punctuation:	4	<u>(See punctuation errors.)</u>
Total:	15	

Assessment

See my column for explanations
of the correct choices.