

# **Academic Placement Assessments**

## **Assessment #2**

### **Writing Skills**

#### **Time Allowance: 40 minutes**

Prepared by:  
NorQuest College  
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*Complete Canadian GED preparation.* (2003). Canada: Steck-Vaughn.

## Assessment #2: Writing Skills

### Instructions:

This test is intended to measure your ability to use English clearly and effectively. It is a tests of English as it should be written, not as it might be spoken.

You have **40 minutes** to complete this test.

Answer your questions on the answer sheet provided.

### Questions 1 – 9 refer to the following memo

#### MEMORANDUM

**To:** Cariboo Company Staff  
**From:** Aisha Smith, Director of Community Relations  
**Re:** Holiday Gift Drive

#### (A)

(1) This year our employees collected a record 120 presents for the annual gift for smithville children’s hospital. (2) Last year we didn’t collect as many presents. (3) Every department participated, so congratulations are due all around! (4) Now we’re looking for at least ten volunteers. (5) The volunteers will wrap the presents. (6) It’s faster and more fun with more people. (7) The present wrapping will start at 6 P.M. on Monday.

#### (B)

(8) Will you drive or distribute the presents on Tuesday? (9) We are especially eager for drivers with station wagons vans or trucks. (10) Even if you can’t drive, you can help distribute gifts at the hospital. (11) If you’ve never been to the children’s hospital and seen the kids’ faces when they receive his presents, you should make time to come. (12) Seeing the children’s eyes light up is an experience you wouldn’t forget. (13) Please sign up by this Friday, we can assign everyone to a car pool. (14) Cariboo Company – and the children at the hospital – will thank you for your effort!

**Questions 1 – 9 refer to the previous memo**

1. Sentence 1: **This year our employees collected a record 120 presents for the annual gift for smithville children’s hospital.**

Which is the best way to write the underlined portion of the sentence? If the original is the best way, choose option “a.”

- a. smithville children’s hospital
  - b. the smithville children’s hospital
  - c. Smithville Children’s Hospital
  - d. The Smithville Children’s hospital
  - e. Smithville Childrens’ Hospital
2. Sentence 2: **Last year we didn’t collect as many presents.**

Which revision should be made to the placement of sentence 2?

- a. Move sentence 2 to follow sentence 3
  - b. Move sentence 2 to follow sentence 5
  - c. Move sentence 2 to the end of paragraph A
  - d. Move sentence 2 to the beginning of paragraph B
  - e. Remove sentence 2
3. Which revision would improve the effectiveness of the memo?
- a. Begin a new paragraph with sentence 4
  - b. Begin a new paragraph with sentence 5
  - c. Begin a new paragraph with sentence 6
  - d. Combine paragraphs A and B
  - e. No revision is necessary
4. Sentences 4 and 5: **Now we’re looking for at least ten volunteers. The volunteers will wrap the presents.**

The most effective combination of sentences 4 and 5 would include which group of words?

- a. to wrap the presents
- b. who can wrap the presents
- c. In order to wrap the presents
- d. Now we need to wrap the presents
- e. for the wrapping of the presents

5. Sentence 8: **Will you drive or distribute the presents on Tuesday?**

Which is the most effective rewrite of sentence 8?

- a. Replace sentence 8 with We need some help Tuesday.
- b. Replace sentence 8 with Let's not forget about Tuesday.
- c. Replace sentence 8 with Can you distribute presents on Tuesday?
- d. Replace sentence 8 with On Tuesday, we will need help delivering the presents.
- e. Replace sentence 8 with The presents will need to be delivered, of course.

6. Sentence 9: **We are especially eager for drivers with station wagons vans or trucks.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option "a."

- a. station wagons vans or trucks
- b. station wagons, vans, or trucks
- c. station wagons vans, or trucks
- d. station wagons or vans or trucks
- e. station wagons, vans or, trucks

7. Sentence 11: **If you've never been to the children's hospital and seen the kids' faces when they receive his presents, you should make time to come.**

Which correction should be made to sentence 11?

- a. Replace his with her
- b. Replace they with he
- c. Replace his with their
- d. Remove the comma between presents and you
- e. No correction is necessary

8. Sentence 12: **Seeing the children's eyes light up is an experience you wouldn't forget.**

Which correction should be made to sentence 12?

- a. Change wouldn't to won't
  - b. Change is to was
  - c. Add a comma after light up
  - d. Change seeing to having seen
  - e. No correction is necessary
9. Sentence 13: **Please sign up by this Friday, we can assign everyone to a car pool.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option "a."

- a. Friday, we can
- b. Friday so we can
- c. Friday we can
- d. Friday and we can
- e. Friday. We can

**Questions 10 – 17 refer to the following article**

**A Woman of Distinction**

**(A)**

(1) Emily Howard Stowe was born in 1831 in Norfolk, Ontario. (2) She lived there until moving to Toronto to study teaching at the Toronto Normal School. (3) Stowe taught for ten years, becoming the first female principal of public school in Canada. (4) This, however, was the beginning of her professional journey.

**(B)**

(5) Stowe decided to become a doctor. (6) This was despite the fact that her husband bedridden by tuberculosis. (7) Stowe was also raising three children. (8) She trained at the New York Medical College for Women since no medical college in Canada were accepting female applicants. (9) Suddenly Stowe was a caregiver, a parent, and studying. (10) She received her degree in 1867, and though Canadian law denied Stowe a medical license, it will not prohibit her from practising without one.

**(C)**

(11) Stowe was determined to be the first woman to have a medical practice in Canada. (12) She was also determined to break down the social and professional barriers facing women. (13) She helped organize the Ontario Medical College for Women in 1883. (14) She also founded the Toronto Women's Literary Club and Canada's first suffrage group, and she was the principal founder and first president of the Dominion Women's Enfranchisement Association in 1889. (15) Stowe was finally granted a medical license 13 years after starting her practice. (16) Though it could then be argued that Stowe was not Canada's first female doctor, it can't be denied that she opened the door for women. (17) Dr. Stowe died in 1903, but her legacy has lived on. (18) There was a ceremony in 1935 to award her the Jubilee Medal posthumously. (19) In 1981, the 150<sup>th</sup> anniversary of her birth, Stowe's image was put on a Canadian postage stamp.

**Questions 10 – 17 refer to the previous article**

10. Sentence 3: **Stowe taught for ten years, becoming the first female principal of public school in Canada.**

If you rewrote sentence 3 beginning with

After she taught for ten years, Stowe

The next word(s) should be

- a. is becoming
  - b. was becoming
  - c. will become
  - d. became
  - e. becomes
11. Sentence 6: **This was despite the fact that her husband bedridden by tuberculosis.**

Which correction should be made to sentence 6?

- a. Replace husband bedridden with husband was bedridden
  - b. Insert a comma after bedridden
  - c. Change tuberculosis to Tuberculosis
  - d. Remove the fact that
  - e. No correction is necessary
12. Sentence 8: **She trained at the New York Medical College for Women since no medical college in Canada were accepting female applicants.**

Which correction should be made to sentence 8?

- a. Replace she with Stowe
- b. Change trained to trains
- c. Change were accepting to was accepting
- d. Change no medical college to no Medical College
- e. No correction is necessary

13. Sentence 9: **Suddenly Stowe was a caregiver, a parent, and studying.**

Which is the best way to rewrite the underlined portion of this sentence?

- a. was studying
- b. a student
- c. will be studying
- d. has been studying
- e. studied

14. Sentence 10: **She received her degree in 1867, and though Canadian law denied Stowe a medical license, it will not prohibit her from practising without one.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option "a."

- a. will not prohibit
- b. did not prohibit
- c. were not prohibiting
- d. have not prohibited
- e. do not prohibit

15. Sentence 12: **She was also determined to break down the social and professional barriers facing women.**

Which correction should be made to the sentence?

- a. Change was also determined to to is also determined
- b. Change facing women to that face women
- c. Change facing women to women were to face
- d. Change women to women's
- e. No correction necessary

16. Sentence 18: **Their was a ceremony in 1935 to award her the Jubilee Medal posthumously.**

Which correction should be made to the sentence?

- a. Replace Their with There
  - b. Replace Their with They're
  - c. Replace Medal with Metal
  - d. Replace posthumously with posthumonously
  - e. No correction is necessary
17. Which revision would improve the effectiveness of the article?

Begin a new paragraph with

- a. Sentence 15
- b. Sentence 16
- c. Sentence 17
- d. Sentence 18
- e. Sentence 19

**Questions 18 - 25 refer to the following paragraphs**

**Buying a Used Car**

**(A)**

(1) Today, there are more options than ever for buying a used car. (2) Manufacturer-certified used car's are available from many brand name dealers. (3) Certified cars have been reconditioned and usually come with a warranty. (4) If you want to see a variety of makes and models you can visit a used car dealer. (5) Of course, you can also shop the old fashioned way by reading the classified ads and contacting individuals. (6) No matter how you shop, it can't be too careful when buying a used car. (7) Examine the car carefully and, if your province has "lemon laws," know how to use them in case of fraud.

**(B)**

(8) Before you take a used car for a test drive, inspect it thoroughly. (9) Look for rust on the underside of the body and check the tires. (10) Tires that are badly worn or shows uneven wear may indicate that the car has not been well maintained. (11) Look for a lot of wear on the foot pedals, that tells you the car was heavily driven. (12) Oily spots under a car may indicate further problems. (13) Excessive oil is also a bad sign on the engine. (14) Check the odometer to see how many kilometres the car has been driven. (15) If a car that appears to be old and worn shows a low kilometrage the odometer may have been set back.

**(C)**

(16) After you test drive the car, look at the engine make sure it is running smoothly, and check for smells, such as burnt oil and coolant, that might signal a problem. (17) Finally, have the car inspected by a mechanic whom you trust. (18) If you are careful, you should be able to find an affordable, reliable used car.

**Questions 18 - 25 refer to the previous paragraphs**

18. Sentence 2: **Manufacturer-certified used car's are available from many brand name dealers.**

Which is the best way to write the underlined portion of the sentence? If the original is the best way, choose option "a."

- a. used car's
- b. used-car's
- c. used cars
- d. used cars'
- e. used-cars'

19. Sentence 4: **If you want to see a variety of makes and models you can visit a used car dealer.**

Which correction should be made to sentence 4?

- a. Change want to wants
- b. Insert a comma after models
- c. Change dealer to Dealer
- d. Replace and with or
- e. No correction is necessary

20. Sentence 6: **No matter how you shop, it can't be too careful when buying a used car.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option "a."

- a. No matter how you shop, it
- b. No matter how you shop,
- c. No matter how you shop, you
- d. Shopping for a used car? It
- e. Shopping for a used car, it

21. Sentence 10: **Tires that are badly worn or shows uneven wear may indicate that the car has not been well maintained.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option "a."

- a. or shows
  - b. or show
  - c. yet shows
  - d. yet show's
  - e. nor show
22. Sentence 11: **Look for a lot of wear on the foot pedals, that tells you the car was heavily driven.**

Which correction should be made to sentence 11?

- a. Change pedals, that to pedals. That
  - b. Remove the comma after pedals
  - c. Insert can before that
  - d. Insert and before that
  - e. No correction is necessary
23. Sentence 13: **Excessive oil is also a bad sign on the engine.**

Which correction should be made to sentence 13?

- a. Replace Excessive with Expressive
  - b. Change is to are
  - c. Remove also
  - d. Move on the engine after oil
  - e. No correction is necessary
24. Sentence 15: **If a car that appears to be old and worn shows a low kilometrage the odometer may have been set back.**

Which correction should be made to sentence 15?

- a. Change appears to appear
- b. Change shows to showing
- c. Insert a comma after kilometrage
- d. Remove the odometer
- e. No correction is necessary

25. Sentence 16: **After you test drive the car, look at the engine make sure it is running smoothly, and check for smells, such as burnt oil and coolant, that might signal a problem.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option "a."

- a. the engine make sure
- b. the engine and make sure
- c. the engine, however, make sure
- d. the engine. Make sure
- e. the engine, so make sure.

# Academic Placement Assessments

## Assessment #2, Writing Skills

### Answer Sheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Record your answers on this sheet.

- |     |   |     |   |     |   |
|-----|---|-----|---|-----|---|
| 1.  | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 11. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 21. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 2.  | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 12. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 22. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 3.  | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 13. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 23. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 4.  | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 14. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 24. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 5.  | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 15. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 25. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |
| 6.  | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 16. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |     |   |
| 7.  | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 17. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |     |   |
| 8.  | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 18. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |     |   |
| 9.  | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 19. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |     |   |
| 10. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E | 20. | <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E |     |   |

How do you feel you did on this test?