The Communications Briefings' Test of Editing Skills
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Instructions: Save file to your jump drive. PRINT a copy. Complete all sections; submit to your lab instructor.

Part 1: Circle the correct spelling of each word.

1. accommodate accommodate
2. perserverance perseverance
3. supersede superseed
4. exceed excede
5. prerogative perogative
6. memento momento
7. withhold withhold
8. separate seperate
9. occured occurred
10. develop develepe
11. seize seize
12. liaison liason
13. preceding preceeding
14. incumbant incumbent
15. allotted alotted
16. privilige privilege
17. tentative tenative
18. committment commitment
19. municipal municiple
20. adversary adversary

Part 2: Circle the verb that agrees in number with its subject.

1. The number of protesters (was/were) increasing.
2. Neither the employees nor the boss (has/have) signed up yet.
3. The report, together with three proposals, (was/were) found the day after the meeting.
4. A number of candidates for the position (is/are) scoring well on the test.
5. Twenty-three years (is/are) a long time to wait for a promotion.

Part 3: Replace each very expression with one word.

1. very weak ___________________________
2. very small ___________________________
3. very far ___________________________
4. very large ___________________________
5. very near ___________________________

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Part 4: Rewrite these sentences to remove all excess prepositions.

1. The members of the agency supported the new program.

2. They expect to improve the efficiency of the computer operators.

3. His report contained a suggestion for a reorganization of the department.

Part 5: Remove all redundancies and correct the word-usage errors.

1. We canceled the meeting because neither George nor Harriet were able to attend.

2. We cannot overestimate his outstanding past accomplishments.

3. His future plans call for building a prototype model.

4. A great number of times she is wrong, but she was right when she said we would not get a sufficient number of signatures.

Part 6: Remove all the weak there is, there are, and there were structures.

1. There were 23 references to public relations in the report.

2. There are two old buildings on the site.

3. There is a conflict between the marketing and public relations departments.

Part 7: Delete the unneeded verbs in each sentence.

1. The editor, who was an expert, solved the verb problem.

2. The staff that I have includes three people who are experts on marketing.

3. Alice Quackenbush is a woman who enjoys a task that is a challenge.

4. Bolton is a crane operator in the bridge division.
Part 8: Tighten each sentence by changing nouns to verbs.

1. He made a suggestion that provided a solution to the problem.

2. To give an explanation of the process, she made a revision of the report.

3. We expressed our opposition to the plan that led to a reduction in our staff.

4. The supervisor gave the staff authorization to conduct an investigation of the problem.

5. After she submitted her application for the job, she came to the realization that she had used exaggeration to describe her skills.

Part 9: Re-write these sentences by replacing all unneeded passive verbs.

1. The recommendations made by the consultant are contained in the report.

2. A significant budget reduction was accomplished by the research department.

3. During the year, the firm has been confronted with major challenges to its leadership role in the industry.

4. It is recommended by us that every effort be made by the writer to make sure the passive voice is changed to the active.

5. It was argued by the customer that an error was made by the shipping department.

Part 10: Circle the correct word in each sentence.

1. The boss (impelled/compelled) him to finish the job before he would allow him to leave.

2. The trend will mean we'll use more computers and (less/fewer) people.

3. The manager charged that the sales agent had (flaunted/flouted) the directive.

4. Bruxton said she was (adverse/averse) to allowing Carpenter to write the marketing plan.

5. After we talked, the boss promised she would look into the matter (farther/further).

6. The publications she produced showed she had a (flair/flare) for page design.