



Grammar Skills

Developed By J. M. Liden, Ph.D.

Name (Please Print)

Last

First

Middle

Score (out of 100)

SCORE

Below are 20 questions that measure how rapidly and accurately you can recognize errors in word usage, spelling, punctuation and capitalization. The aim is place a checkmark in front of the most appropriate response. A sample question similar to those found in the test is presented in the right.

You will have 5 minutes to answer as many questions as you can.

Sample Question:

- ☐ He looks, was very friendly.
☒ He looks, was very friendly.
☐ He looks, were very friendly.
☐ He looks, were very friendly.

STOP. DO NOT BEGIN UNTIL YOU ARE INSTRUCTED TO DO SO.

1. ☐ How often are the reports revised?
☐ How often, are the reports revised?
☐ How often are their reports revised?
☐ How often, are their reports revised?
2. ☐ Chris project won the award.
☐ Chris project won the award.
☐ Chris's project won the award.
☐ Chriss's project won the award.
3. ☐ Regardless of the outcome, he should go.
☐ Regardless of the outcome, he should go.
☐ Regardless of the outcome, he should go.
☐ Regardless of the outcome, he should go.
4. ☐ There are two options (i.e. yes or no).
☐ There are two options (i.e. yes or no).
☐ There are two options (i.e. yes or no).
☐ There are two options (i.e. yes or no).
5. ☐ Those coworkers are best friends.
☐ Those coworkers is best friends.
☐ Them coworkers are best friends.
☐ Them coworkers is best friends.
6. ☐ Their goals was not met.
☐ Their goals were not met.
☐ They're goals were not met.
☐ Their goals were not met.
7. ☐ The box, as well as its contents, were checked in.
☐ The box as well as its contents were checked in.
☐ The box, as well as its contents, was checked in.
☐ The box as well as its contents was checked in.
8. ☐ The manager's hard work contributed to its success.
☐ The manager's hard work contributed to its success.
☐ The managers hard work contributed to its success.
☐ The managers hard work contributed to its success.
9. ☐ If you have this analyses, please give them to Joe.
☐ If you have that analyses, please give them to Joe.
☐ If you have those analyses, please give them to Joe.
☐ If you have them analyses, please give them to Joe.
10. ☐ Our companies philosophy is very clear.
☐ Our company's philosophy is very clear.
☐ Our company's philosophy is very clear.
☐ Our company's philosophy is very clear.
11. ☐ To whom did you refer?
☐ To whom, did you refer to?
☐ To who did you refer to?
☐ To who, did you refer to?
12. ☐ At some point, president Jones will discuss his intentions.
☐ At some point President Jones will discuss his intentions.
☐ At some point president Jones will discuss his intentions.
☐ At some point, President Jones will discuss his intentions.
13. ☐ The team leader addressed his team as follows:
☐ "We have all done a great job....."
☐ The team leader addressed his team as follows:
☐ "We have all done a great job....."
☐ The team leader addressed his team as follows -
☐ "We have all done a great job....."
☐ The team leader addressed his team as follows:
☐ "We have all done a great job....."
14. ☐ Was their department at fault?
☐ Were there department at fault?
☐ Were their department at fault?
☐ Was there department at fault?
15. ☐ Of all the jobs I have held, I like this one more.
☐ Of all the jobs I have held, I like this one best.
☐ Of all the jobs I have held, I like this one better.
☐ Of all the jobs I have held, I like this one the greatest.
16. ☐ The designor's latest work was his best.
☐ The designers latest work was his best.
☐ The designer's latest work was his best.
☐ The designer's latest work, was his best.
17. ☐ On March 15, 1987 their best-selling product was introduced.
☐ On March 15, 1987 their best-selling product was introduced.
☐ On March 15, 1987, their best-selling product was introduced.
☐ On March 15, 1987, their best-selling product was introduced.
18. ☐ They are headquartered in Miami, Florida.
☐ They are headquartered in Miami, Florida.
☐ They are headquartered in miami, Florida.
☐ They are headquartered in miami, florida.
19. ☐ The secretaries error was very costly.
☐ The secretary's error was very costly.
☐ The secretary's error was very costly.
☐ The secretaries error was very costly.
20. ☐ I stated, "I need this project completed today!"
☐ I stated "I need this project completed today!"
☐ I stated "I need this project completed today!"
☐ I stated, I need this project completed today!

Grammar Test For Job Applicants

Shannon R. Turlington



Grammar Test For Job Applicants:

The Hiring and Firing Question and Answer Book Paul Falcone, 2002 Fast answers to the most pressing questions about how to safely effectively hire and fire employees Assessing Federal Job Seekers in a Delegated Examining Environment United States. Merit Systems Protection Board, 2001 Cover Letters In A Week Pat Scudamore, Hilton Catt, 2013-03-29 Sunday Understand the importance of first impressions and the common mistakes people make Monday Ensure your application is taken seriously with a cover letter that is concise complements your CV and is targeted to the job you have applied for Tuesday Discover how to style and structure your cover letter with advice on forms of address etiquette fonts margins and the importance of white space Wednesday Design your cover letter to engage your audience and overcome the competition for advertised jobs Thursday Design a speculative cover letter to approach the invisible job market Friday Learn how to address cover letters to agencies and recruitment consultants Saturday Learn from your applications whether successful or not and develop your writing style for the future Practice Made Perfect Marsha L. Heinke, 2014-05-14

Police Officer Exam For Dummies Raymond Foster, Tracey Vasil Biscontini, 2011-01-13 Your ticket to a higher score on the police officer exam Police exams are becoming increasingly difficult to pass as law enforcement agencies are looking for the most capable officers from the candidate application pool To help select the most qualified candidate more than half of the departments and agencies throughout the country are following the current trend of using the National Police Officer Selection Test POST also referred to as NPOST Police Officer Exam For Dummies features three POST exams based on the official test plus one New York City NYC exam If you re a prospective police officer who needs to take the written exam Police Officer Exam For Dummies gives you all the essential test preparation you need to succeed Packed with study advice and test taking tips you ll get targeted instruction on everything you can expect on the actual exam Targeted review in judgment map reading memory observation and recall skills Coverage of all key subject areas 4 full length practice officer exams with answers and detailed explanations Whether you re taking the local county state or federal agency exam this guide contains everything you need to score your highest on the exam and realize your dream of becoming a police officer

Preparing for the Federal Clerical Examination Sandra S. Payne, 1991 *Fundamentals of Human Resource Management* Robert N. Lussier, John R. Hendon, 2023-01-17 Fundamentals of Human Resource Management Functions Applications and Skill Development Third Edition helps students of all majors build the skills they need to recruit select train and develop people Bestselling authors Robert N Lussier and John R Hendon explore the important strategic function HR plays in today s organizations A wide variety of applications online self assessments and experiential exercises keep students engaged and help them see the relevancy of HR as they learn skills they can use in their personal and professional lives The Third Edition includes 13 new case studies and new coverage of virtual and flexible work resulting from the COVID 19 pandemic the long lasting effects the pandemic has had on women in the workforce artificial intelligence use within HR and

diversity and inclusion *Master the GED 2013* Peterson's,2012-06-29 Peterson's Master the GED 2013 offers thorough test preparation for individuals who have decided to get their high school diplomas This self tutor will show you what to expect while giving you the most effective practice with subjects you can presume to see on the actual exam The first part of the eBook covers essential information about the structure of the exam scoring and passing requirements scheduling and testing procedures and what you need to get ready for the exam Next comes a diagnostic practice test to help you see where your strengths and weaknesses are The following five parts offer thorough reviews of the subject matter for each test area of the GED Language Arts Writing Parts I and II Social Studies Science Language Arts Reading and Mathematics Each review includes test taking strategies and practice questions with detailed answer explanations The final part of this eBook comprises two full length tests so that you can apply your knowledge and newly learned strategies and practice for the actual GED Finally a word list in the appendix offers you a great tool to boost your vocabulary *Judgment on the Front Line* Chris DeRose,Noel M. Tichy,2012-10-11 Front line employees who deal directly with customers are the face of any organization Not only do they have the most impact on how a brand is perceived but they are also the most valuable source of insight into what customers want and how to give it to them Unfortunately as management experts Chris DeRose and Noel M Tichy explain most organizations don't know how to evaluate the risk of giving employees more autonomy Many of those who are willing to try haven't even invested resources in ensuring that once the shackles are off front line employees make good judgments Tichy and DeRose offer powerful examples of front line leadership such as How Zappos trusts its people to do anything in service of a customer including providing free product or reimbursing for mistakes How Mayo Clinic of Arizona enabled its nurses to challenge the hierarchy in order to improve patient care **Master The Civil Service Exam** Shannon R. Turlington,2009-10-05 This civil service exam prep guide provides all the math verbal and clerical exercises necessary to pass the exams plus four full length practice tests with detailed answer explanations Science & Engineering Indicators ,2002 *Manufacturing Jeweler* ,1926 Social Psychology Saul Kassin,Steven Fein,Hazel Rose Markus,2024-02-13 Social Psychology Twelfth Edition engages students with the dynamic field of social psychology encouraging exploration of personal passions from sports to politics while providing insights into the scientific principles that underpin daily interactions and behaviors dispelling misconceptions and demonstrating social psychology's real world relevance **Tests in Print II** Oscar Krisen Buros,1974 **Call Centre Training and Development** Laurence Carter,2012-12-19 The training and development team of an international call centre enterprise is faced with the challenge of creating a global workforce dedicated to excellent customer service and high quality operational results that drive business performance High standards for employee performance must be nurtured in the organisation The training and development team is responsible for producing and delivering training that can be effectively utilized in different global operational environments with individuals of different cultural backgrounds The goal is to train call centre employees who attain the same levels of productivity quality and

compliance across the global organisation Training initiatives should be developed for effective use throughout the organisation and should be able to generate the same level of competencies in workforce employees regardless of their location In a highly competitive market for global call centre operations training and development teams should be at the forefront of the planning and execution of training programs that generate excellent business results while ensuring learning transfer in an enriching learning environment This book is dedicated to reviewing aspects of call centre training and development to showcase what it takes to create a world class productive and successful call centre training and development program A Logic-based Approach to the Measurement of Deductive Abilities in Deaf and Hearing Persons

Magda Munoz-Colberg,1978

Handbook of Workplace Assessment John C. Scott,Douglas H. Reynolds,2010-07-26

Handbook of Workplace Assessment Given the trend for organizations to streamline their workforces and focus on acquiring and retaining only top talent a key challenge has been how to use assessment programs to deliver a high performing workforce that can drive revenues shareholder value growth and long term sustainability The Handbook of Workplace Assessment directly addresses this challenge by presenting sound evidence based and practical guidance for implementing assessment processes that will lead to exceptional decisions about people The chapters in this book provide a wide range of perspectives from a world renowned group of authors and reflect cutting edge theory and practice The Handbook of Workplace Assessment provides the framework for what should be assessed and why and shows how to ensure that assessment programs are of the highest quality reviews best practices for assessing capabilities across a wide variety of positions summarizes key strategic applications of assessment that include succession management mergers acquisitions and downsizings identification of potential and selection on a global scale highlights advances trends and issues in the assessment field including technology based assessment the legal environment alternative validation strategies flaws in assessment and the strategic use of evaluation to link assessment to organizational priorities This SIOP Professional Practice Series Handbook will be applicable to HR professionals who are tasked with implementing an assessment program as well as for the users of assessments including hiring managers and organizational leaders who are looking for direction on what to assess what it will take and how to realize the benefits of an assessment program This Handbook is also intended for assessment professionals and researchers who build validate and implement assessments *Office Management* William

Henry Leffingwell,1926

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Sandra M. Reed,2020-12-29

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