

OSA Grammar 230509 Revised without answers

1. You were absent yesterday. Where \_\_\_\_\_ yesterday?
  - A. Where was you yesterday
  - B. Where you went yesterday?
  - C. Where did you go yesterday?
  - D. Where had you gone yesterday?
  
2. You \_\_\_\_\_ completed the report yesterday.
  - A. needn't have
  - B. needn't should have
  - C. was nice to have
  - D. were nice to has
  
3. Where's the \_\_\_\_\_ restroom, please?
  - A. most near
  - B. more near
  - C. near
  - D. nearest
  
4. There aren't \_\_\_\_\_ people here today.
  - A. much
  - B. a lot
  - C. many
  - D. some

5. The city \_\_\_\_\_ a lot to do regarding the budget.
- A. has
  - B. have
  - C. haven't
  - D. don't have
6. You \_\_\_\_\_ to \_\_\_\_\_ the phone by the second ring.
- A. has / answers
  - B. has / answer
  - C. have / answers
  - D. have / answer
7. I am very hungry. I \_\_\_\_\_ breakfast this morning
- A. din't have
  - B. didn't have
  - C. didn't has
  - D. din't have
8. Have you taken your civil service test? " \_\_\_\_\_."
- A. Almost
  - B. Not
  - C. Already
  - D. Not yet
9. Where does the apostrophe go in the following title:
- A. First Woman's National Bank
  - B. First Women's National Bank
  - C. First Womans' National Bank
  - D. First Womens' National Bank

10. He was \_\_\_\_\_ completed the report.
- A. supposed to have
  - B. suppose to have
  - C. supposed to has
  - D. supposed to has
11. Which of the following is correct?
- A. He speaks good English
  - B. He speaks English well.
  - C. His English is very good
  - D. He speaks English very good
12. Is this sentence correct?  
Ellen bought a dress in a store that was on sale for \$10.00
- A. Yes, it's correct
  - B. No, it's incorrect.

13. When writing an email, it is always good to:
- A. to start your email with your name to let the receiver know who you are at the start.
  - B. Save your name for the closing
  - C. Don't include your name at all, as it is in the line "From"
  - D. Anyone of the above is acceptable.

14. An example of a way to start an email is: "Hello, my name is Josh Bluegill. I hope you are doing good."
- A. The greeting is unprofessional
  - B. The greeting is fine. It puts the reader at ease.
  - C. "Hello" is an acceptable salutation in this day and age
  - D. The substance is the most important part of the email

Stating your name at the beginning is:

- A. letting the reader know who you are at the outset
- B. in the closing, never at the beginning.
- C. acceptable emails specifically
- D. not keeping the reader wondering who you are

"I hope you are doing good"

- A. shows the reader that you care
- B. is just being polite and professional
- C. is unnecessary, but a nice touch
- D. is bad grammar and inappropriate

15. Many emails and correspondences include the phrase: "Please be advised."  
This is:

- A. letting the reader know that what follows is important
- B. making a point
- C. is a common and acceptable way to start a message
- D. unnecessary since the correspondence will be "advising."

16. Ellipses (dots) are often used in emails today. Ellipses:

- A. indicate a pause between thoughts
- B. represent an omission between quotes or at the end of a quote
- C. means the correspondence is ongoing
- D. means you are about to come to a decision

17. When he/she is trying to get something done, they must avoid distractions at all costs.
- A. This sentence is correct as is.
  - B. "they" is plural and doesn't agree with the verb "is" in number, which is singular
  - C. he or she is better usage than he/she
  - D. A and B are correct
18. The civil service test, that/which all things considered, was not as hard as I expected. Which is correct, that or which?
- A. that is correct. A comma always precedes the word that
  - B. that is incorrect, but a comma always precedes the word that
  - C. which is correct because the sentence has a non-restrictive clause
  - D. which is incorrect because the sentence has a restrictive clause
19. (Him and I / He and I) were given an assignment with a tight deadline. Which is correct?
- A. Him and I are correct because they are in common usage today
  - B. Him and I is correct because both are subject pronouns
  - C. Him and I is incorrect because him is an object pronoun
  - D. He and I is correct because they are both subject pronouns
20. Thomas Jefferson wrote "all men are created equal".  
Did Thomas Jefferson really write, "all men are created equal"?
- A. The punctuation in both questions are correct because the punctuation always goes outside the punctuation.
  - B. The punctuation in the first sentence is correct but the second sentence is not correct.
  - C. The punctuation in the first sentence is incorrect because the quotation marks are outside the punctuation, and the punctuation goes outside the quotation marks in the second sentence.
  - D. Question marks and exclamation points always go outside of the quotes.

21. When you see a [sic] within a quote, it means:
- A. the writer is quoting someone else
  - B. the writer is quoting someone else the way it was written
  - C. the writer is quoting someone else who has made a mistake in grammar, syntax or spelling
  - D. The writer is crediting what someone else has written
22. What is the opposite of mandatory?
- A. Indispensible
  - B. Optional
  - C. Required
  - D. Necessary
23. Which of the following is correct?
- A. An experienced staff analyst knows they can handle any assignment.
  - B. An experienced staff analyst, knows he or she can handle any assignment
  - C. An experienced staff analyst knows, he can handle any assignment
  - D. An experienced staff analyst know he or she can handle any assignment
24. Which of the following is correct?
- A. "I would like you to attend the meeting tomorrow and complete your analysis by the end of the week."
  - B. "I would like you to attend the meeting tomorrow; and complete your analysis by the end of the week."
  - C. "I would like you to attend the meeting tomorrow. And complete your analysis by the end of the week."
  - D. "I would like you to attend the meeting tomorrow, and complete your analysis by the end of the week."

25. Which of the following are incorrect?

- A. Should of, would of, could of
- B. Should have, would have, could have
- C. It's between him and me.
- D. It's between he and I.

- 1) A and C
- 2) B and C
- 3) A and D
- 4) A and B



## OSA Grammar 230614 Answers

1. C
2. A
3. D
4. D
5. A
6. D
7. B.
8. D
9. D
10. A
11. B
12. B
13. B
14. A, B, D
15. D
16. B
17. B
18. C
19. B
20. C
21. C
22. B
23. C
24. D
25. 2