

English Grammar

To complete the sentence, circle the correct word in the column on the right. **DO NOT** write in the blank space of the sentence.

SAMPLE: A secretary usually _____ letters.

type

types

- | | | |
|---|-----------|-------------|
| 1. For an expert _____ easy to figure taxes. | its | it's |
| 2. The needs of the job _____ consideration first. | deserve | deserves |
| 3. Even if he _____ want to file, he will do it well. | don't | doesn't |
| 4. The time and effort that you spent _____ appreciated. | is | are |
| 5. If either of those dates _____ been filled, let me know. | has | have |
| 6. With all that noise I _____ hardly hear you. | can | can't |
| 7. Neither the treasure nor any other member of the Board
of Directors _____ the city today. | leave | leaves |
| 8. You should call _____ is best qualified for the job. | whoever | whomever |
| 9. The new retirement plan does not _____ us. | affect | effect |
| 10. The _____ problem in the office is lack of space. | principal | principle |
| 11. A short statement may _____ the formal announcement. | precede | proceed |
| 12. The student is _____ athlete. | a | an |
| 13. Driving to work in a car is much _____ then riding a bicycle. | faster | more faster |
| 14. The office manager always works _____ hard. | much | very |
| 15. The bathroom is _____ to the front door. | opposite | next |

Spelling Evaluation

Circle each word below that is spelled correctly.

SAMPLE:

stapling

stapeling

- | | | | | | |
|-------------------|---------------|----------------|-------------|------------------|------------|
| 1. morgage | mortgage | 6. paralell | parallel | 11. privelege | privilege |
| 2. independent | independant | 7. unnecessary | unecessary | 12. managment | management |
| 3. seperate | separate | 8. transmited | transmitted | 13. deductable | deductible |
| 4. recommendation | recomendation | 9. calander | calendar | 14. incidentally | incidently |
| 5. equivalent | equivelant | 10. minimum | miminum | 15. irrelevant | irrelevent |