

CDPB 102 Diagnostic Grammar Test: Marking Sheet

To enter Copy Editing for Books, Journals, and Reports, ideally you will score 80 or higher. If you score between 70 and 80 and decide to proceed directly into CDPB 102, please review grammar basics (see *Practical Grammar* by Maxine Ruvinsky).

If you score under 70, we highly recommend that you take Grammar (CDPB 400) before tackling the Copy Editing course.

Please note: In Section One and Section Two, it is possible to solve some problems in different ways. Sometimes two correct options appear.

Section One: /40

Give yourself 2 marks for each grammatically correct sentence. Note that only one sentence, number 6, did not need your help.

Each of the following sentences may or may not have a grammar error. Correct each mistake as simply as possible.

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|-----------|--|
| 1 | One of the Girl Guides has left her <u>their</u> jacket on the bus. |
| or | One of the Girl Guides has left a <u>their</u> jacket on the bus. |
| 2 | At the end of the fiscal year, the boss gave my co-workers and me <u>+</u> a bonus. |
| 3 | To copy edit well, <u>you must catch</u> grammar mistakes must be caught . |
| or | To copy edit well, <u>an editor must catch</u> grammar mistakes must be caught . |
| 4 | Either the construction workers or the electrician has <u>have</u> left the front door open. |
| or | Either the electrician <u>construction workers</u> or the <u>construction worker<u>electrician</u> have left the front door open.</u> |
| 5 | If I were <u>was</u> in your situation, I would take a long vacation. |
| 6 | The tour guide felt bad that poor weather had ruined our summer holiday. |
| 7 | When she looked closely <u>y</u> at the painting, she could see the artist's signature in the right-hand corner. |
| 8 | Impatiently, the child rang <u>rung</u> the doorbell five times. |
| 9 | The part-time employees need job security more than <u>we</u> do <u>s</u> . |
| or | The part-time employees need job security more than <u>we</u> us <u>s</u> . |

- 10 He ~~only~~ decided to get central air conditioning only when the heat wave persisted into a second week.
- 11 Aged to perfection, ~~you will find~~ this new cheddar is irresistible.
 or ~~Aged to perfection, you~~ You will find this new cheddar, aged to perfection, irresistible.
- 12 Only two of her three brothers s-in-laws ~~s~~ will attend the family picnic.
- 13 Many people are both amused by and envious of celebrity lifestyles.
- 14 Your kindness, as well as your patience, ~~has~~have won my heart.
 or Your kindness, ~~as well as~~ and your patience, ~~;~~ have won my heart.
- 15 Last Friday, the office threw a farewell party for Antonio and me~~myself~~.
- 16 By the end of the week, she will have finished~~finish~~ editing both manuscripts.
- 17 Whom m do you think I saw at Canadian Tire this morning?
- 18 The Editors' Association of Canada is offering its~~their~~ most popular workshops this fall.
- 19 ~~Me and my~~ My friends and I meet every Saturday morning to play tennis.
- 20 Thumbing through the newspaper, ~~he saw~~his eye was caught by a grammar mistake in a headline.
 or As he thumbed~~Thumbing~~ through the newspaper, his eye was caught by a grammar mistake in a headline.

Section Two /30

Give yourself 2 marks for each perfectly punctuated sentence. Give yourself 1 mark for catching one or two punctuation errors in a sentence, but not all errors. Be kind to yourself, and do not deduct any marks for adding punctuation errors.

Each of the following sentences has at least one punctuation error. Correct each mistake by changing, adding, or deleting punctuation marks as necessary. Please do not alter the wording.

- 1 "Why didn't I check the spelling in a dictionary?~~;~~" Lex asked himself, ; shaking his head ?
- 2 The yellow house belongs to the Smiths;~~;~~ the green house is our's.
 or The yellow house belongs to the Smiths. The,~~the~~ green house is our's.

3 The freelance copy editor, who will do an excellent job, lives in Kingston, Ontario, not Kingston, Jamaica.

[If you removed the commas around "who will do an excellent job," you have created a confusing idea in the sentence. Without commas, the sentence suggests that two freelance copy editors are involved in this project: one who will do an excellent job, and one who will not.]

4 The writer submitted a revised draft—her fourth— last week, but she has not yet written an introduction.

5 The children jumped on the trampoline, and chased each other around the yard, for fun.

6 If you miss the bus, you should take a cab to the airport; you don't want to be late.

or If you miss the bus, you should take a cab to the airport. ~~You~~ you don't want to be late.

7 "Have you read Yeats's ~~Yeats's~~ poem "The Second Coming?" he asked. "It's unforgettable."

or "Have you read Yeats' ~~Yeats's~~ poem "The Second Coming?" he asked. "It's unforgettable."

8 On a long, hot, humid July afternoon, we ate a litre of President's Choice chocolate mint ice cream.

[A hyphen between "chocolate" and "mint" is possible but not necessary.]

9 The question is, when the manuscript arrives in two weeks, will it need a heavy copy edit?

10 The nutritionist recommends a variety of fresh, local fruit including apples, blueberries and grapes.

or The nutritionist recommends a variety of fresh, local fruit, including apples, blueberries and grapes.

[If you added a comma after "blueberries," you have made a stylistic change rather than an essential change.]

11 My friend, Dilip has written two novels; however, he has not yet found an agent.

[If you added a second comma after "Dilip," you have corrected the punctuation error but changed the meaning. The use of two commas suggests that the speaker has only one friend, named Dilip.]

12 "I wonder whether the word 'stet' appears in the Scrabble dictionary?" Esther said.

or "I wonder whether the word stetstet appears in the Scrabble dictionary?"

Esther said.

- 13 At the end of the murder mystery, he was disappointed₇ (but not surprised) to discover₇ that the butler did it.
or At the end of the murder mystery, he was disappointed, ~~(but not surprised₄)~~ to discover₇ that the butler did it.

Formatte

- 14 Jingyi organizes—and usually wins₌₌—the mini-golf tournament—every year.

- 15 Line editors, copy editors and₇ proofreaders₁ who all love language, help writers to publish their best work.
[If you deleted the comma after “language,” you have changed the meaning. You are suggesting that only a certain group of editors and proofreaders—the ones who love language—help writers. If you added a comma after “copy editors,” you have made a stylistic change rather than an essential change.]

Section Three /30

Give yourself either 1 or 2 marks per correct answer, as indicated in brackets at the end of each question below. Then double your total to get a mark out of 30.

The following sentence is grammatically correct. Please answer the questions below it within the boxes provided.

She sincerely hopes to become one of the many editors in Toronto who work for book publishing companies.

- 1 This sentence has two words functioning as verbs. Which words are they? [2]

hopes, work

- 2 What is the subject of the second verb? [1]

who

- 3 This sentence has one proper noun, which is functioning as the object of a preposition. Which word is it? [1]

Toronto

- 4 The relative pronoun *who* replaces another word in the sentence (its antecedent). Which word is it? [1]

editors

5 Which word in the sentence is a personal pronoun? Is it functioning as a subject or an object? [2]

she, functioning as a subject

6 The compound word *book publishing* looks like a noun. But what is its actual function in this sentence? [1]

adjective, modifying companies

7 This sentence has one infinitive (a type of verbal). What is it? [1]

to become

8 This sentence has one adverb. Which word is it? Which word does it modify? [2]

sincerely, modifying hopes

9 Do the words *one of the many editors in Toronto* make up a phrase or a clause? How do you know? [2]

phrase (does not have a subject-verb combination)

10 Do the words *who work for book publishing companies* make up a phrase or a clause? How do you know? [2]

clause (has a subject-verb combination)

Thank you for taking part in the Diagnostic Grammar Test.

If you have any questions or concerns, please email publish@ryerson.ca.