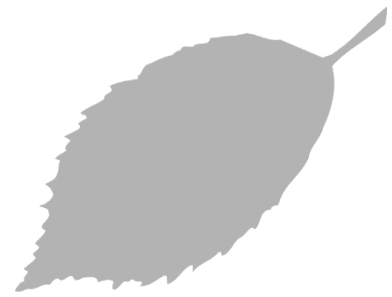


**Massachusetts  
Tests for Educator Licensure® (MTEL®)**



**Vocational Technical  
Literacy Skills Test–  
Writing (291)  
PRACTICE TEST  
APPENDIX:  
Multiple-Choice  
Question Analyses**



Copyright © 2018 Pearson Education, Inc. or its affiliate(s). All rights reserved.  
Evaluation Systems, Pearson, P.O. Box 226, Amherst, MA 01004

Massachusetts Tests for Educator Licensure and MTEL are trademarks of the  
Massachusetts Department of Elementary and Secondary Education and Pearson Education, Inc. or its affiliate(s).  
Pearson and its logo are trademarks, in the U.S. and/or other countries, of Pearson Education, Inc. or its affiliate(s).

*Readers should be advised that this practice test, including many of the excerpts used herein, is protected by federal copyright law.*

*Test policies and materials, including but not limited to tests, item types, and item formats, are subject to change at the discretion of the Massachusetts Department of Elementary and Secondary Education.*

## MULTIPLE-CHOICE QUESTION ANALYSES

Read the passage below; then answer the two questions that follow.

<sup>1</sup>Epinephrine is a prescription drug that can be administered by injection in the event of anaphylaxis, a life-threatening allergic reaction. <sup>2</sup>Some patients and even medical care providers believe that oral medications, such as antihistamines, can be used to stop serious allergic reactions, but epinephrine is the only reliable solution. <sup>3</sup>The medication should be administered into the muscle of a patient's outer thigh, through clothing if necessary. <sup>4</sup>Injecting the medication anywhere else can cause serious side effects, such as cardiac arrhythmia, which can lead to death. <sup>5</sup>If the patient is unable to remain still prior to or during administration of the medication, the patient's leg must be held in place to assure proper injection into the muscle. <sup>6</sup>When the leg is steady, aim the injector with the cap facing up and the tip facing down. <sup>7</sup>Then remove the cap, and push down on the injector button while listening for a clicking sound, which is an indication the needle has been injected properly. <sup>8</sup>Hold the injector still for three seconds, and then carefully remove it from the patient's leg. <sup>9</sup>\_\_\_\_\_.

1. Which of the following numbered sentences is *least* important to the main idea of the passage?
  - A. Sentence 2
  - B. Sentence 3
  - C. Sentence 4
  - D. Sentence 5

**Correct Response: A.** The main idea of this paragraph is how to properly administer a dose of epinephrine in the event of anaphylaxis. The belief by some medical care providers and patients that antihistamines can be used for a serious allergic reaction (**A**) is related to the topic, but it is not relevant to how to properly administer epinephrine. Any individual delivering a dose of epinephrine to a patient needs to know important details regarding proper administration, including the need for the injection to occur in the outer thigh (**B**), the risk of administering the medication anywhere else on the body (**C**), and how to handle a patient who cannot or will not remain still (**D**).

2. Which of the following sentences, used in place of the blank line labeled Sentence 9, would best fit the writer's pattern of development?
- A. Automatic epinephrine injectors and caps are disposable after use and should not be saved.
  - B. Your hospital or medical office may have a needle-free injector you can use to practice.
  - C. Some liquid may remain in the injector after the injection, but this is normal and not an indication that the injection failed.
  - D. If administered properly, an epinephrine injection will not cause significant pain to the patient.

**Correct Response: C.** Because the passage explains the process of properly administering epinephrine injections in the event of anaphylaxis, a continuation of this development would be to inform the reader that any liquid remaining in the injector is normal and not a sign of improper administration. While the reader also needs to know that injectors are disposable once used (**A**), this does not contribute to the discussion of proper administration but rather how to dispose of the device. The reader may want to practice the procedure (**B**), but this is not critical information that helps the reader understand proper administration. The fact that proper administration should not be painful (**D**) does not help further develop the idea of proper administration.

Read the marketing letter below; then answer the two questions that follow. This passage contains an error.

May 22

Pedro Iglesias  
45 Overlook Drive  
Mayberry, WA 48004

Dear Mr. Iglesias,

Welcome to the neighborhood! I would like to take this opportunity to introduce myself and provide information about how my landscaping company can assist you in caring for your new yard. For over 20 years, Chung Landscaping has been devoted to making the community brighter and more beautiful, one yard at a time. We pride ourselves on qualitative service and dedication to our thousands of satisfied customers. Our knowledgeable staff would love the opportunity to serve you and help create an oasis in your own backyard, whether you need basic maintenance or tree removal. We are fully licensed and have an outstanding safety record.

Chung Landscaping offers a wide range of services at affordable prices, including:

- Mowing & Edging
- Seeding & Fertilization
- Weed Control
- Garden Mulching
- Tree Trimming
- Tree Removal
- Brush Removal
- Leaf Collection
- Landscape Design

We are pleased to provide free estimates on all services and have flexible hours to help meet your scheduling needs. If you would like to set up a free consultation or have any questions, please call us at 555-511-5151 or visit our Web site at: [chunglandscaping.com](http://chunglandscaping.com).

Thank you,  
Katy Chung

3. Which underlined word in the letter should be replaced by a more appropriate word?
- A. devoted
  - B. qualitative
  - C. knowledgeable
  - D. affordable

**Correct Response: B.** The writer misuses the word "qualitative" to describe the company's services. The writer may have meant to use the word *quality*, which relates to the caliber of service and is more appropriate in the sentence. "Devoted" (A), "knowledgeable" (C), and "affordable" (D) are all used appropriately and make sense in the context of their respective sentences.

4. The writer's main purpose in writing this letter is to:
- A. offer a new customer a discount on lawn-care maintenance.
  - B. provide a description of the company's wide range of services.
  - C. persuade a new homeowner to hire the landscaping company.
  - D. describe the company's mission statement and business goals.

**Correct Response: C.** In this business letter, the writer states, "Our knowledgeable staff would love the opportunity to serve you and help create an oasis in your own backyard." This sentence demonstrates her goal is to persuade a new homeowner to hire the landscaping company (C). Although the writer says her company offers "a wide range of services at affordable prices," she never offers a discount in the letter (A). A list of the company's services is provided in the middle of the letter (B), but no further description of each service is given. This list is shown as part of the writer's effort to convince the homeowner to hire the landscaping company. Although the letter says, "For over twenty years, Chung Landscaping has been devoted to making the community brighter and more beautiful, one yard at a time," this statement is used to convince the homeowner of the company's dedication to quality work rather than to explain the company's mission statement or business goals (D).

5. Read the passage below; then answer the question that follows.

<sup>1</sup>Wetlands are areas where water covers soil, such as marshes or swamps. <sup>2</sup>Another type of habitat is woodlands, which tend to be much drier and offer different benefits to plants and wildlife. <sup>3</sup>For many plant and animal species, including those that are endangered or threatened, wetlands provide a natural habitat. <sup>4</sup>Wetlands also naturally purify water, produce nutrients essential for plants and wildlife, and serve as a buffer to blunt the force of damage from coastal storms.

Which of the following sentences is *not* important to the main idea of the passage?

- A. Sentence 1
- B. Sentence 2
- C. Sentence 3
- D. Sentence 4

**Correct Response: B.** The main idea of the passage is to define wetlands and explain their importance as a natural habitat. Sentence 2 shifts to a different topic, discussing woodlands as another type of natural habitat (**B**). Each of the other sentences discusses wetlands and contributes to the main idea of the passage.



6. Read the paragraph below; then answer the question that follows.

<sup>1</sup> \_\_\_\_\_ <sup>2</sup>Thorough hand cleaning, using either soap and water or an alcohol-based hand sanitizer, must occur at the beginning of each shift, as well as before and after caring for every patient. <sup>3</sup>The entire surface of both hands should be cleaned, including the palm, the back of the hand, each finger, and between the fingers. <sup>4</sup>When hands are not visibly dirty, an alcohol-based hand sanitizer is the most effective and preferred method of cleaning hands for health-care providers.

Which of the following would be the best topic sentence to replace the blank line labeled Sentence 1 in the paragraph?

- A. There are a couple of different ways to clean the hands that can be used effectively in a work setting.
- B. An important role of health-care providers is to teach patients appropriate hand-washing methods.
- C. Proper hand hygiene is essential for all medical staff, in order to prevent the spread of germs and disease.
- D. Hospital employees observed not following appropriate hand-washing techniques will be subject to disciplinary action.

**Correct Response: C.** The main idea of the passage is to explain proper hand washing techniques to health-care providers and staff. Response **C** best introduces this idea by mentioning medical staff, hand hygiene, and the need to prevent the spread of germs and disease. In **A**, hand washing is mentioned, but it is discussed too generally in a "work setting" rather than a medical setting. Although an important role of health-care providers may be to educate patients about appropriate hand washing techniques (**B**), the focus of this passage is to inform medical staff how to properly clean their hands in a health-care setting rather than how to educate their patients. While a health-care practice should certainly take the need for proper hand hygiene very seriously, there is no discussion of disciplinary action in this passage (**D**).

7. Read the paragraph below; then answer the question that follows.

<sup>1</sup>You will notice that the latest drafting software makes drawing a line quicker and easier. <sup>2</sup>First, we need to open the main drawing menu by clicking on the icon in the upper right-hand corner. <sup>3</sup>Next, you will click the "Draw" option and select "Draw Line." <sup>4</sup>Then, click the spot where you want the line to begin, and finally, click the spot where you want it to end. <sup>5</sup>The software will automatically create a line between the two points.

In which sentence does the writer change from a second-person to a first-person point of view?

- A. Sentence 1
- B. Sentence 2
- C. Sentence 3
- D. Sentence 4

**Correct Response: B.** The first-person point of view uses the pronoun "I" or "we," and the second-person point of view uses the pronoun "you." Sentence 2 (**B**) uses the first-person point of view with the pronoun "we," which is a change from the second-person point of view in Sentence 1 (**A**) that uses the pronoun "you." The second-person point of view is also used in **C** and **D**.

8. Read the paragraph below; then answer the question that follows.

When choosing which kind of dog to adopt, it's important to consider the dog's temperament. Dog breeds often give a rough sense of a dog's temperament. If you like energetic dogs, you might enjoy working with a dog who has Border Collie genes. However, if you like dogs that are more laid-back, you might fare better with an English Mastiff. Since you will be in the company of your dog on a daily basis, you should choose a breed whose personality suits you.

Which of the following sentences would best support the main idea of this paragraph?

- A. Make sure that you maintain careful documentation of your dogs' family histories.
- B. Before you bring your dog home, make sure that your home is properly equipped.
- C. Some dog breeds are at a higher risk for hereditary disorders, such as hip dysplasia.
- D. Tests are available to match adopters with the right type of dog.

**Correct Response: D.** The main idea of this paragraph is to carefully consider a dog's temperament before selecting a breed of choice. Therefore, Response **D** would best support the main idea. A dog's family history (**A**) would likely not be as beneficial in understanding its personality as knowing the common traits of the breed. Although it is important to have a properly-equipped home (**B**), this information is not related to the paragraph's main idea that dogs and breeders should have complementary personalities. While knowledge of the risk for hereditary disorders in certain breeds is important information (**C**), it does not support the discussion of personality traits in the paragraph.

9. Which sentence is in the *future* tense?
- A. My cousin will have been employed at her dream job for six months this week.
  - B. We watched the solar eclipse from our city park on a hot summer night.
  - C. Sunil will grow more golden orchids in his greenhouse next year.
  - D. Our tabby cat is chasing a fleet-footed mouse around the kitchen.

**Correct Response: C.** The verb "will grow" is in the future tense (**C**). The verb "will have been" (**A**) is in the future perfect tense, which is different from the future tense because of the addition of the word "have." The verb "watched" (**B**) is in the past tense and "is" (**D**) is in the present tense.

10. Which sentence is in the *present* tense?
- A. There was no rain or cloud cover that day, nor any other day that week.
  - B. Jamal, Breanna, and I will bike over to the school's library after dinner.
  - C. An owl nests in the pine tree outside and often mutters to itself at night.
  - D. Sami will have trained for over six months by the time the marathon arrives.

**Correct Response: C.** The verbs "nests" and "mutters" are both in the present tense. In **A**, the verb "was" is in the past tense. In **B**, the verb "will bike" is written in the future tense. In **D**, the verb "will have trained" is in the future perfect tense.

11. Which sentence is in the *past* tense?
- A. Ming orders his favorite sandwich every week at the corner café.
  - B. Wendy will enjoy this hidden pictures puzzle I found at the bookstore.
  - C. Sherice ate a balanced meal before the exam in order to help her focus.
  - D. David will have been an accountant at our firm for five years this July.

**Correct Response: C.** The verb "ate" (C) is in the past tense. The verb "orders" (A) is in the present tense. The verb "will enjoy" (B) is in the future tense, and "will have been" (D) is in the future perfect tense.

12. In which sentence is the underlined word used *correctly*?
- A. My parents' house is located just a few blocks from where my mother grew up.
  - B. Family and friends' ate and danced late into the night of my sister's wedding.
  - C. Early this morning, three deer's walked through our campsite on their way to the lake.
  - D. The hiker's were sure to remember to pack water before they ventured out on a hot day.

**Correct Response: A.** To indicate possession (or ownership) of a plural noun, an apostrophe should occur after the "s". Response **A** correctly shows possession in the word "parents". In **B**, the word should be *friends*, a plural noun that does not indicate possession with an apostrophe. In **C**, the word should be *deer*, which is both a singular and plural noun, so an "s" should not be used in the plural form. In **D**, the word should be *hikers*, a plural noun that does not indicate possession with an apostrophe.

13. Which sentence is grammatically *correct*?
- A. Our guidance counselor gave us lots of good advices about how to apply to college.
  - B. The existences of many safety concerns caused a necessary delay in the product's launch.
  - C. As a part of routine maintenances, the oil filter and oil should be replaced roughly every 5,000 miles.
  - D. Many of the salespeople will be rewarded for improving their individual performance.

**Correct Response: D.** There are no grammatical errors in **D**. The word "advices" (**A**) should not have an "s" at the end, because *advice* is the word even in its plural form. Similarly, "existences" in **B** and "maintenances" in **C** should not have an "s" at the end.



14. Which sentence is in the *future* tense?
- A. This year, we took a road trip through Maine for our annual vacation.
  - B. Next year, we will plan a trip to Niagara Falls on the border of Canada.
  - C. At the end of our long journey, we will have visited a total of seven states.
  - D. We are looking forward to the many adventures we will have along the way.

**Correct Response: B.** The verb "will plan" (**B**) is in the future tense. The verb "took" (**A**) is in the past tense. The verb "will have visited" (**C**) is in the future perfect tense, which is different from the future tense because of the addition of the word "have." The verb "are looking" (**D**) is in the present tense.

15. In which sentence is the underlined word used *correctly*?
- A. The child's personality is best characterized as independent.
  - B. All the uniform for the volunteers were shipped before the festival started.
  - C. The successfully completed infrastructure projects helped to calm traffics.
  - D. It is impossible to know the effect of the storm on the city's economies.

**Correct Response: A.** Since "The child" in **A** is singular, "personality" must also be singular. "All the" and "volunteers" indicate that "uniform" should be plural in **B**. "Traffic" is a singular noun and should not have an "s" in **C**. While a city can have many aspects of its economy, the economy of a city and most singular entities (a nation's economy) is usually referred to in the singular not the plural (**D**).

16. In which sentence is the underlined verb form used *correctly*?
- A. Johan was discussing his plans for the upcoming rollout of the graphic design project.
  - B. Pocket park development and the budget was added to the city council meeting agenda.
  - C. The storm that the forecasters warned about were a day away from impacting the region.
  - D. Much were made of the director's decision to use multiple flashbacks and foreshadowings in the movie.

**Correct Response:** **A.** Johan is a singular name so it takes a singular verb, "was" (**A**). In **B** there are two items—pocket park development and the budget, so this requires a plural verb, *were*. In **C**, "the storm" is singular and requires a singular verb, *was*. In **D**, "much" is singular and requires a singular verb, *was*.

17. In which sentence is the underlined word used *correctly*?
- A. Your going to be happy when you see the grade you earned in the class.
  - B. They're planning to attend graduation to support all of my hard work.
  - C. Bring you're textbook and notes to the study group this weekend.
  - D. Their are 15 units we will study in class over the course of the semester.

**Correct Response: B.** In B, "They're" is used correctly as a contraction of *they are*. All other responses confuse words that are contractions, adverbs, or possessive pronouns. "Your" (A), a possessive pronoun, is used incorrectly instead of *You're*, a contraction of *you are*. In C, "you're" is a contraction used in a sentence that requires *your*, a possessive pronoun. "Their," (D), a possessive pronoun, is used incorrectly instead of *there*, an adverb.

18. Choose the best word to complete the sentence below.

Allie and Juan took \_\_\_\_\_ tools with them to the work site.

- A. that
- B. there
- C. their
- D. they're

**Correct Response: C.** In **C**, "their" is a possessive pronoun that indicates Allie's and Juan's ownership of the tools. In **A**, "that" is a demonstrative pronoun that does not show possession. In **B**, "there" can be a noun, pronoun, adjective, or adverb but is not possessive. In **(D)**, "they're" is a contraction of *they are*, which does not make sense in the context of this sentence.

19. In which sentence is the underlined word used *correctly*?
- A. I studied all weekend to make sure I knew the material, and I think I did good on the exam.
  - B. Some of the other students finished quickly, so they must not have taken their time.
  - C. It was important to me to stay focused and check my work to avoid carelessly errors.
  - D. If I performed poor on the exam, I would not receive the necessary certification for my job.

**Correct Response: B.** When a word is used to describe or modify a verb, it is called an adverb and often requires an *-ly* at the end of the word. Thus, in **B** "quickly" is used correctly as an adverb to modify the verb "finished." In **A**, "good" is an adjective so it cannot modify a verb, unlike *well*, which is an adverb and should be used in place of "good" in this sentence. In **(C)**, "carelessly" should be replaced with the adjective *careless* and in **D** "poor" is an adjective that should be replaced with the adverb *poorly*.

20. In which sentence is the underlined word used *correctly*?
- A. I sore miss my best childhood friend, whom I haven't seen in many years.
  - B. I determined to clean the apartment efficient so I would have time to go to the zoo.
  - C. Sometimes when I am driving, my tiredly eyes have trouble focusing on signs.
  - D. The residents nodded approvingly at the mayor's cost-saving budget proposals.

**Correct Response: D.** The adverb "approvingly" correctly modifies the verb "nodded" in **D**. In **A** and **B** the underlined words should be adverbs. The adverb "tiredly" in **C** incorrectly modifies the noun "eyes" in place of the adjective *tired*.

21. Choose the best word to complete the sentence below.

Sarah gave me the \_\_\_\_\_ ring I have ever seen for our anniversary.

- A. beautiful
- B. beautifully
- C. beautifulest
- D. most beautiful

**Correct Response: D.** When comparing more than two items, the word *most* is added before an adjective (a word used to describe a noun) if the adjective is three syllables or longer. Therefore, "most beautiful" correctly compares many rings using "most" for the three-syllable adjective "beautiful" (**D**). "Beautiful" (**A**) is an adjective, but it does not provide the comparison needed in this sentence. "Beautifully" (**B**) is an adverb, which modifies a verb rather than describes a noun in the way an adjective does. "Beautifulest" (**C**) is grammatically incorrect because it erroneously adds *-est* to the end of a three-syllable word. An *-est* should only be added to words with one or two syllables.



22. In which sentence is the underlined word or phrase used *correctly*?
- A. The newborn baby's eyes were the most bluest the midwife had ever seen.
  - B. Dante is the more funny of the two comedians who performed last night.
  - C. It was the hottest coffee I've ever tasted, and it instantly burned my tongue.
  - D. With well-manicured grass, Tal's lawn was the tidier one in her neighborhood.

**Correct Response: C.** When comparing two items, the word *more* is added before the adjective if the adjective is three syllables or more. When comparing more than two items, the word *most* is added before the adjective if the adjective is three syllables or longer. Otherwise, the ending *-er* or *-est* should be used for adjectives with less than three syllables. The correct response (C) correctly uses *-est* to compare many cups of coffee using the single-syllable adjective "hot." In A, the single-syllable adjective *blue* compares the eyes of many babies, so *-est* should be added to *blue* without also using "most." Response B uses the two-syllable adjective "funny" to compare two comedians, so *-er* (*funnier*) should be used rather than "more." In D, the two-syllable adjective *tidy* compares many lawns, so *-est* should be used rather than *-er*.

23. In which sentence is the underlined word used *correctly*?
- A. Be sure to wear a mask in lab class because the fumes can be harmfully.
  - B. She pronounced the words inaccurate and did not know their meanings.
  - C. The newborn baby cried hysterical because he wanted to be held.
  - D. The bus driver graciously waited as I ran in the rain to catch the bus.

**Correct Response: D.** When a word is used to describe or modify a verb, it is called an adverb and often requires an *-ly* at the end of the word. Thus, in **D**, "graciously" is used correctly as an adverb to modify the verb "waited," while responses **B** and **C** incorrectly use the adjective form of "inaccurate" and "hysterical" instead of the adverb form. The word "harmfully" is an adverb (**A**), but the adjective form *harmful* should be used to describe "fumes."

24. In which sentence is the underlined word used *correctly*?
- A. They were the only ones who arrived on time.
  - B. To who should I send a request for a new username?
  - C. Whomever arrives first should start stacking the chairs.
  - D. It is I whom assumed the greatest responsibility.

**Correct Response: A.** *Who* and *whoever* are subjective case pronouns. *Whom* and *whomever* are objective case pronouns. In **A**, "who" is the subject of the clause it introduces. In **B**, "who" is in the subjective case when it should be in the objective. "Whomever" in **C** and "whom" in **D** are in the objective when they should be in the subjective.

25. Which of the following is a *complete* sentence?
- A. Cold winter days that make him feel pensive but lacking physical energy.
  - B. With a fire crackling in the background and snow falling outside the window.
  - C. She sat down on the couch to relax and read a book for 45 minutes.
  - D. Tomorrow, before he returns the book to the library, on his way to work.

**Correct Response: C.** A complete sentence contains a subject, a verb, and a complete thought. The correct option (C) is a sentence that includes both a subject ("She") and a verb ("sat") and expresses a complete thought. All of the remaining options are subordinate clauses that do not constitute complete sentences because they do not contain both a subject and a verb or do not express a complete thought.

26. In which sentence are two ideas joined using correct structure and punctuation?
- A. I read a nonfiction book by a local author and it was not one I would recommend to a friend or colleague.
  - B. The plot was not complicated, but, I had trouble understanding some of it.
  - C. Many of the characters had similar names, so the story was often confusing for no apparent reason.
  - D. I was intrigued by the novel's themes; yet I won't recommend it to anyone.

**Correct Response: C.** The correct response (C) contains two independent clauses (complete thoughts that can stand alone) joined using the conjunction "so," with a comma separating the two independent clauses. In response **A**, two independent clauses are joined with the conjunction "and," but a comma before "and" is missing. In response **B**, the comma before "but" separates two independent clauses, but there is no reason to put another comma after "but." Response **D** also includes two independent clauses joined by a conjunction. A comma, rather than a semicolon, should appear before "yet."

27. Which sentence is punctuated *correctly*?
- A. Additionally we should be sure to exercise every day and eat a healthy, balanced diet.
  - B. The lunch consisted of sweet tea, pea soup, macaroni and cheese and creamy yogurt.
  - C. It will be exciting to live in a new place and we very much look forward to meeting new people.
  - D. Adjusting to a new way of life is challenging even though we always manage to adapt quickly.

**Correct Response: D.** The correct response (**D**) is an independent clause and does not need a comma. In response **A**, an introductory word ("Additionally") should be followed by a comma. In response **B**, a list of items indicates that a serial comma should follow "cheese." In response **C**, two independent clauses are joined with the conjunction "and," but a comma before "and" is missing.

28. Which of the following is a *complete* sentence?
- A. Surfing the Web is endlessly fun.
  - B. When you feel like going for a swim in the rain.
  - C. Faster trains and shorter wait times.
  - D. Looking in the mirror at the new pair of shoes.

**Correct Response: A.** A complete sentence contains a subject, a verb, and a complete thought. The correct option (A) is a sentence that includes both a subject ("Surfing the Web") and a verb ("is"), and expresses a complete thought. All of the remaining options are subordinate clauses that do not constitute complete sentences because they do not contain both a subject and a verb or do not express a complete thought.

29. In which sentence is the underlined section punctuated *correctly*?
- A. If I'd known it would be warm today, I wouldn't have bothered wearing a coat.
  - B. A lightweight, sweater would have been a much better choice given the conditions.
  - C. Next time, I come I will be more prepared and wear several layers of lightweight clothing.
  - D. I won't be as sweaty under my clothing so, I will be much more comfortable and happy.

**Correct Response: A.** Commas are used to separate dependent clauses (incomplete thoughts that cannot stand alone) and independent clauses (complete thoughts that can stand alone). Commas should not be used to separate an adjective and the noun it describes, such as between "lightweight" and "sweater" in **B**. "Next time, I come" in **C** is a prepositional phrase, so a comma should not be used in the middle of the phrase. In **D**, two independent clauses are joined with the conjunction "so," but a comma after "so" is misplaced.



30. Which of the following is a *complete* sentence?
- A. It is a sunny, clear day we have to apply ample sunscreen.
  - B. Racers from around the world gather for the annual competition.
  - C. Civics classes that establish an engaged and informed citizenry.
  - D. The dolphins, who always seem to be frolicking around the boat.

**Correct Response: B.** A complete sentence contains a subject, a verb, and a complete thought. The correct response (**B**) is a sentence that includes both a subject ("Racers") and a verb ("gather") and expresses a complete thought. Response **A** requires a coordinating conjunction or punctuation after "day" to be a complete sentence. Responses **C** and **D** are subordinate clauses that do not constitute complete sentences because they do not contain both a subject and a verb or do not express a complete thought.

31. Which sentence is punctuated *correctly*?
- A. Lions, and cheetahs often hunt gazelle on the vast African savanna.
  - B. The boat eventually drifted away from the dock; down the slow-moving river, and out of sight.
  - C. He saw his friend's car parked in the driveway, from the front window.
  - D. The dog barked when the mail carrier came to the door; the cat totally ignored the mail carrier.

**Correct Response: D.** Semi-colons are one way that writers can connect two related, complete thoughts that are of equal importance. In the correct response (**D**), the writer uses a semicolon to connect two statements about how different animals react to a mail carrier approaching the door. In **A**, "lions and cheetahs" is an example of a compound subject which contains two or more nouns. The comma after "lions" is unnecessary in this subject. In response **B**, a semicolon is incorrectly used after "dock." This sentence is one independent clause (or complete thought) that does not require the use of a semicolon. Similarly, response **C** is an independent clause that does not require a comma before the prepositional phrase "from the front window."

32. Which sentence is punctuated *correctly*?
- A. "My first day is tomorrow, she noted and I still have a lot of planning to do."
  - B. "I was happy" (and relieved) "to arrive just in the nick of time."
  - C. "The restaurant is quite busy today," he said, noting the long line out front.
  - D. "My best friend is coming to our motel, to see us while we are here".

**Correct Response: C.** In American English, punctuation appears inside the final quotation mark in a quotation (C). In A, "she noted" should not be included in the quotation marks. It should be offset by a comma both before and after, and a quotation mark should follow the comma after "tomorrow" and should precede "and." In B, the parenthetical should be included inside the quotation marks. In D, the period at the end of the sentence should be inside the final quotation mark.

33. In which sentence is the underlined word capitalized *correctly*?
- A. We enjoyed seeing many famous landmarks as we traveled East on our road trip.
  - B. The best cook I have ever known is my Dad, who always prepares wonderful meals.
  - C. I learned to speak Spanish when I studied abroad as a high school exchange student.
  - D. My favorite season is Spring, when the flowers are in bloom and leaves appear on trees.

**Correct Response: C.** The names of languages should always be capitalized. Therefore, the correct option (C) capitalizes "Spanish" correctly. A compass direction should only be capitalized if it refers to a specific geographic region (A). The name of a relationship should only be capitalized if it is used as a proper noun in substitution of a name (B). Seasons should not be capitalized (D).

34. Which underlined word in the sentence below should be capitalized?

Ruth Bader Ginsburg was a volunteer lawyer for the American Civil Liberties Union in the 1970s, but in 1980 the president, Jimmy Carter, appointed her to be a judge for an appeals court in the district of Columbia.

- A. president
- B. judge
- C. appeals
- D. district

**Correct Response: D.** In this sentence, the word "district" is used as the name of a specific geographical location, so it must be capitalized. Because the words "president" (A) and "judge" (B) are used as common nouns and not titles, they should not be capitalized. The word "appeals" (C) is used as an adjective to describe a type of court, not as the proper name of a court, and should not be capitalized.

35. Which underlined word in the sentence below is spelled *correctly*?

The new laundry detergent provides a truely excellant money-back guarantee in which the customer recieves a full refund if the customer is not satisfied with the product.

- A. truely
- B. excellant
- C. guarantee
- D. recieves

**Correct Response: C.** The word "guarantee" is spelled correctly. The correct spellings of the remaining responses are *truly* (A), *excellent* (B), and *receives* (D).

36. Which underlined word in the sentence below should be capitalized?

My sister indira loves everything about summer, especially growing tomatoes and eating chocolate ice cream.

- A. indira
- B. summer
- C. tomatoes
- D. chocolate

**Correct Response:** A. Proper names should be capitalized (A). Seasons should not be capitalized (B). Vegetables that are not a specific variety or type should not be capitalized (C). Chocolate and other foods that are not a specific variety or type should not be capitalized (D).

37. In which sentence is the underlined word spelled *correctly*?
- A. Our restaurant can acommodate guests with many types of food allergies.
  - B. The kitchen's staff is conscious of the need to always avoid cross-contamination.
  - C. We can definitly provide an enjoyable dining experience for your special occasion.
  - D. We hope to excede your expectations and that you love the dining experience here!

**Correct Response: B.** The word "conscious" is spelled correctly. The correct spellings of the remaining responses are *accommodate* (A), *definitely* (C), and *exceed* (D).



38. Which underlined word in the sentence below is spelled *correctly*?

The maintenance crew has been busy for the last 12 hours, basicly repairing every single downed power line hit by lightening during the surprise thunderstorm that interupted rush hour.

- A. maintenance
- B. basicly
- C. lightening
- D. interupted

**Correct Response: A.** The word "maintenance" is spelled correctly. The correct spellings of the remaining responses are *basically* (B), *lightning* (C), and *interrupted* (D).

39. In which sentence is the underlined word capitalized *correctly*?
- A. Anita visited Mexico for one Week.
  - B. Robert Frost's poems make me think about Birch trees.
  - C. I waited on the Northern side of town for Richard to arrive for his visit.
  - D. Goya's paintings belong to the artistic movement known as Romanticism.

**Correct Response: D.** The names of artistic movements should always be capitalized. Therefore, the correct response (**D**) correctly capitalizes "Romanticism." "Week" (**A**) should not be capitalized, but specific days of the week (e.g., Wednesday) should. Trees should not be capitalized unless they are a specific variety or type (**B**). In **C**, "Northern" is not a proper noun because it does not refer to the name of a specific location. Rather, it refers to a general geographic direction or area.

40. Which underlined word in the sentences below is capitalized *correctly*?

My best friend, olivier, was a french-born biologist who strongly supported the preservation of the United States' wilderness. He was particularly interested in the southern portion of the Appalachian mountains.

- A. olivier
- B. french-born
- C. southern
- D. mountains

**Correct Response: C.** "Southern" as used in this sentence refers to a general geographic direction or area rather than to a specific location, so it is not a proper noun and should not be capitalized (**C**). People's names should always be capitalized (**A**). Nationalities should always be capitalized, so the phrase "french-born" in **B** should be *French-born*. In **D**, the word "mountains" is part of the name of a specific geographic feature, the Appalachian Mountains, so it should be capitalized.