

**Quiz – Writing Concepts**  
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**Course:** BUS 302  
**Title:** *The Gateway Experience* (3 units)

“You cannot manage what you cannot measure.” (paraphrase)  
--Peter Drucker (1909-2005)

Write your name, team number, and class time in the upper-right hand corner on the front page of this sheet. Answer all questions on this sheet. You must use a blue or black pen only. You must write neatly.

**Performance Measurement:**

Each question is measured on a six point scale. The scoring rubric for each question on this exam is as follows:

6	-	correct
4	-	mostly correct
2	-	mostly incorrect
0	-	incorrect

***Writing/Business Communication – Excerpted from Hacker, D. (2007), A Writer’s Reference, Bedford/St. Martin’s Press.***

For each of the numbered sentences, rewrite the sentence or sentences using proper English.

1. A verb have to agree with its subject.
  
  
  
  
  
  
  
  
  
  
2. Each pronoun should agree with their antecedent.
  
  
  
  
  
  
  
  
  
  
3. About sentence fragments. You should avoid them.

4. It's important to use apostrophe's correctly.
5. Check for *-ed* verb-endings that have been dropped.
6. Discriminate carefully between adjectives and adverbs.
7. If your sentence begins with a long introductory word group use a comma to separate the word group from the rest of the sentence.
8. Don't write a run-on sentence, you must connect independent clauses with a comma and a coordinating conjunction or with a semicolon.
9. A writer must be careful not to shift your point of view.
10. When dangling, watch your modifiers.

**Writing/Business Communication** – excerpted from Tyre, P. (2012), “The Writing Revolution”, *The Atlantic*, October (retrieved on Nov. 26, 2012 from <http://www.theatlantic.com/magazine/archive/2012/10/the-writing-revolution/309090/>).

11. “One [high school] teacher noted that the best-written paragraphs [in her class] contained complex sentences that relied on dependent clauses like *although* and *despite*” *Part a.* Write a sentence correctly using the word *although*. *Part b.* Write a sentence correctly using the word *despite*. “Good essay writers, [a] history teacher noted, used coordinating conjunctions to link and expand on simple ideas—words like *for*, *and*, *nor*, *but*, *or*, *yet*, and *so*.” These seven coordinating conjunctions often known by the acronym “FANBOYS”. *Part b.* Write a sentence correctly using one of those seven coordinating conjunctions, and remember to use a comma before a coordinating conjunction.

**Writing/Business Communication** – excerpted from Shellenbarger, S. (2012), “This Embarrasses You and I: Grammar Gaffes Invade the Office in an Age of Informal Email, Texting and Twitter”, *Wall Street Journal*, Wed. Jun 20 p. D1

Find and fix the error in each of these examples:

12. The fire at XY Corp. damaged three building, and all the building’s records were lost.
13. Chocolate has a positive affect on his mood.
14. There was a heated discussion between the three engineers.
15. The principle strategy she offered was about gathering data.

*CSUN ACCT 351COM Grammar Diagnostic Test* (Prof. Kiren Dosanjh Zucker)– used with permission.

Choose the correct sentence:

- 16.
- a. An accountant and an attorney review the company's billing policies.
  - b. An accountant and an attorney reviews the company's billing policies.
- 17.
- a. Each of the students are attending the meeting.
  - b. Each of the students is attending the meeting.
- 18.
- a. Big Gym, that has a swimming pool, closes early on Sundays.
  - b. Big Gym, which has a swimming pool, closes early on Sundays.
- 19.
- a. Raj drove Dani and me to the store.
  - b. Raj drove Dani and I to the store.
- 20.
- a. The university began its fall semester on August 25<sup>th</sup>.
  - b. The university began it's fall semester on August 25<sup>th</sup>.
- 21.
- a. If is we accountants who face the most liability for errors on financial statements.
  - b. If is us accountants who face the most liability for errors on financial statements.
- 22.
- a. Please allow Jack or me to help you with your tax returns.
  - b. Please allow Jack or myself to help you with your tax returns.
- 23.
- a. An accountant and an attorney review the company's billing policies.
  - b. An accountant and an attorney reviews the company's billing policies.
- 24.
- a. I could have completed the internship this semester.

- b. I could of completed the internship this semester.
- 25.
- a. You're the only one for this job.
  - b. You're the only one for this job.
- 26.
- a. I asked for two copies of the financial statement.
  - b. I asked for 2 copies of the financial statement.
- 27.
- a. Bozo, and I, have had our share of arguments.
  - b. Bozo and I have had our share of arguments.
- 28.
- a. The store has a sale on men's suits.
  - b. The store has a sale on mens' suits.
- 29.
- a. An accountant and an attorney review the company's billing policies.
  - b. An accountant and an attorney reviews the company's billing policies.
- 30.
- a. An accountant and an attorney review the company's billing policies.
  - b. An accountant and an attorney reviews the company's billing policies.

***Writing/Business Communication – Common Errors***

Answer the following questions as best as you can.

31. "They're," "their," and "there" are homophones ("homonyms"). Homophones are words that have the same sound, but different meanings. Write three sentences--one sentence for each of the three words, "they're," "their," and "there." You must use the word in the sentence correctly.

32. Of the following two words—“breathe” and “breath”—which is a noun and which is a verb? Use each correctly in a sentence.
33. What kind of words are the following—“a” and “the”? What are they used for in English? Use each correctly in a sentence.

***Writing/Business Communication — Possessive Markers***

34. Being able to articulate possession is important for business students. Possession can denote or connote decision rights, property rights, responsibilities, or key relationships. *Part a.* Write a sentence that should use a possessive marker (apostrophe), but doesn't (that is, the possessive marker is missing) and show how you would correct the sentence. *Part b.* Write a sentence that uses a possessive marker (apostrophe), but shouldn't, and again, show how you would correct it.

***Writing/Business Communication — Connecting a Subordinate Clause with a Main Clause***

35. Readers, but especially technical readers, expect professionals to write well. One aspect of strong composition is 1), understanding the parts of a sentence, and 2), understanding how those parts of a sentence are formally connected together. Connecting clauses together is an important value of punctuation, and punctuation helps the reader. *Part a.* What is a main (also known as an “independent”) clause? *Part b.* What is a subordinate (also known as a “dependent”) clause? *Part c.* Write a sentence that begins with a main clause and ends with a subordinate clause, and use a comma to connect them together. *Part d.* Write a sentence that begins with a subordinate clause and ends with a main clause, and again, use a comma to connect them together. *Part e.* What punctuation mark does a writer use to connect two main clauses together in a single sentence?