



*editcetera*

## BASIC SKILLS TEST FOR EDITCETERA APPLICANTS

Although not everyone who works in publishing is an editor, everyone in the business needs to be alert for common errors. Editcetera therefore requires that all applicants for membership pass the following short quiz on some language basics.

**Instructions:** For each of the following sentences, circle the letter of the grammatically correct word or words to fill in the blank. Also watch for misspelled words, circle them, and spell them correctly in the left margin next to the sentence.

1. Errors slip through if neither the editor nor the proofreader \_\_\_\_\_ them.
  - a. notice
  - b. notices
2. She wanted to buy a book, two notepads, and \_\_\_\_\_.
  - a. pen
  - b. start writing
  - c. a pen
  - d. write
3. Stored in one filing cabinet \_\_\_\_\_ all of the manuscripts.
  - a. was
  - b. were
4. Specific examples and use of dialogue \_\_\_\_\_ this author's writing lively and interesting.
  - a. makes
  - b. make
5. The publishing company decided to remainder \_\_\_\_\_ entire backlist.
  - a. it's
  - b. their
  - c. its
  - d. they're
6. Between you and \_\_\_\_\_, the company is in trouble.
  - a. I
  - b. me
7. The editor \_\_\_\_\_ the committee chose to develop the test became ill.
  - a. who
  - b. whom

8. Editors pay close attention to \_\_\_\_\_ even they sometimes miss errors.

- a. punctuation; however
- b. punctuation, however,
- c. punctuation; however,

9. I don't know \_\_\_\_\_ being sent as liason, but it's not my decision.

- a. whose
- b. who's

10. \_\_\_\_\_, her accent is typicly southern.

- a. Having grown up in Atlanta
- b. Because she grew up in Atlanta
- c. Growing up in Atlanta
- d. Being a native of Atlanta

11. Editors enjoy looking up words in a dictionary \_\_\_\_\_.

- a. everyday
- b. every day

12. Unlike Microsoft Word, \_\_\_\_\_.

- a. you can't use this program for professional publishing
- b. the company didn't design its program for professional publishing
- c. this program is meant for professional publishing
- d. professional publishing features aren't available in this program

13. The rolls of the assistant are \_\_\_\_\_.

- a. the taking of notes, to type reports, and maintaining files
- b. to take notes, type reports, and to maintain files
- c. to take notes, type reports, and file maintenance
- d. taking notes, typing reports, and maintaining files

14. Every renter and homeowner \_\_\_\_\_ to pay county property taxes.

- a. has
- b. have

15. She wants either to continue with her schoolwork or \_\_\_\_\_.

- a. she'll get a job
- b. wants to get a job
- c. to get a job
- d. get a job

16. The people working on artificial intelligence think \_\_\_\_\_ from other programmers.

- a. differently
- b. different

17. The editor \_\_\_\_\_ in the article.

- a. only had to make one change
- b. had to make only one change
- c. had to only make one change

18. The express line is for people buying \_\_\_\_\_ than ten items.

- a. less
- b. fewer

19. This class is not only difficult \_\_\_\_\_ interesting.

- a. but it is also
- b. but also
- c. but also it is

20. Knowledge of grammar has a substantial \_\_\_\_\_ on an editor's performance.

- a. affect
- b. effect