



editcetera

BASIC SKILLS TEST FOR EDITCETERA APPLICANTS

Although not everyone who works in publishing is an editor, everyone in the business should be able to communicate using correct English. Editcetera therefore requires that all applicants for membership pass the following short quiz on some language basics before moving to the next step of the process.

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 margin next to the sentence.

1. Editors pay close attention to _____ even they sometimes miss errors.
 - a. punctuation; however
 - b. punctuation, however,
 - c. punctuation; however,

2. Knowledge of grammer has a substantial _____ on an editor's performance.
 - a. effect
 - b. affect

3. This class is not only difficult _____ interesting.
 - a. but also
 - b. but also it is
 - c. but it is also

4. The editor _____ in the article.
 - a. had to only make one change
 - b. had to make only one change
 - c. only had to make one change

5. She felt _____ that the author was annoyed by the query.
a. bad
b. badly
6. Stored in one filing cabinet _____ all of the manuscripts.
a. were
b. was
7. The publishing company decided to remainder _____ entire backlist.
a. it's
b. their
c. they're
d. its
8. Editors enjoy looking up words in a dictionary _____.
a. everyday
b. every day
9. Errors slip through if neither the editor nor the proofreader _____ them.
a. notices
b. notice
10. _____, her accent is typically British.
a. Being a native of London
b. Growing up in London
c. Having grown up in London
d. Because the speaker grew up in London
11. I don't know _____ being sent as liason, but it's not my decision.
a. who's
b. whose
12. Unlike Adobe InDesign, _____.
a. you can't use Microsoft Word for professional publishing
b. Microsoft didn't design Word for professional publishing
c. professional publishing features aren't available in Microsoft Word
d. Microsoft Word isn't meant for professional publishing
13. The rolls of the assistant are _____.
a. the taking of notes, to type reports, and maintaining files
b. taking notes, typing reports, and maintaining files
c. to take notes, type reports, and file maintenance
d. to take notes, type reports, and to maintain files

14. Between you and _____, the company is in trouble.
a. I
b. me
15. She wants either to continue with her schoolwork or _____.
a. she'll get a job
b. get a job
c. wants to get a job
d. to get a job
16. The editor _____ the committee chose to develop the test became ill.
a. whom
b. who
17. Every editor and proofreader _____ to know how to use a style sheet.
a. needs
b. need
18. The author wanted to work with one of those editors who _____
Track Changes is heavenly.
a. thinks
b. think
19. She wanted to buy a book, two pads of paper, and _____.
a. number 2 pencil
b. start writing
c. a pen
d. find a good eraser
20. Specific examples and use of dialogue _____ this author's writing
lively and interesting.
a. make
b. makes