



editcetera

## BASIC SKILLS TEST FOR EDITCETERA APPLICANTS

At Editcetera, we expect everyone who works under our name to use correct English in all communications. We therefore require applicants for membership to pass the following quiz before moving to the next step of the process.

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

After you complete your test, scan it and submit it with the rest of your [application](#).

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