

# GED Essay Writing Exam

1. -- Exhibit--



**Sunshine  
Medical  
Group**

656 Drury Lane, Arnsdale, MO 15219  
(816) 555-4500

August 8, 2005  
John Davis, Billing Department  
Carew Medical Labs  
23 East Main St.  
Greenfield, MO 63034

Dear Mr. Davis:

(A)

(1) Last week, a bill dated January 15, for the amount of \$634.00, was received here from your office. (2) While the bill itemizes a series of blood tests for which you are charging us, there is no explanation of which physician authorized these tests, nor for which patient they were performed. (3) We need your cooperation in this matter if we are to continue using your services. (4) Susan Rable our director of medical services, informs me that tests such as these are normally performed on patients who are experiencing various types of thyroid disorders. (5) However, none of our patients in the past six months has been screened or treated for any such conditions. (6) We have searched for the corresponding reports for these tests, but there are none in the files. (7) This leads us to wonder if the bill might have mistakenly been charged to the wrong account. (8) We are aware that several physicians groups in the area have similar names, causing confusion in the past.

(B)

(9) Normally we try to pay invoices within twenty days of receiving them, in this case, we will not pay any of the charges until you have provided us with a clear explanation of the bill.

(C)

(10) I have tried to contact your office on the phone numerous times over the last few days, but I get a busy signal. (11) When I tried contacting your branch office in Tucson, we got a message telling me that the number was out of service. (12) I have concluded that the only way to reach you by certified mail. (13) Please contact me as soon as possible, we can discuss the problem and get it out of the way. (14) We would like to maintain a positive working relationship with Carew Labs.

Yours truly,

Caroline Pinauld  
Accounts Manager

-- Exhibit--

Which change should be made to sentence 12?

A. insert a comma after concluded

B. remove that

C. change to reach to reaching

D. insert is after you

E. replace by with through

**Answer(s): D**

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2. -- Exhibit--

Ms. Michelle Martin, Director  
Corporate College Relations  
Malcolm and Smith, Inc.  
501 George Street  
Los Angeles, CA 90034

Dear Ms. Martin:

(A)

(1) I am interested in exploring entry-level opportunities, in the quality control program at Malcolm and Smith, Inc. (2) I will graduate this May from Central Community College. (3) I will graduate with an Associate of Arts degree in Business Management. (4) Based on my interest in production and plant management, the Career Services Office on campus suggested I contact you.

(B)

(5) As my resume indicates, my production internship with the Inland Steel Corporation last summer included practical experience in quality control. (6) In addition, I have taken a number of manufacturing-related courses, including collective bargaining, labor problems, and research methods. (7) My high energy level and enthusiastic interest in the production phase of manufacturing would make me a good candidate for Malcolm and Smith's training program.

(C)

(8) I plan to visit Los Angeles in mid-December. I would hope to arrange an interview with you during that time. (9) I would appreciate hearing from you at your earliest convenience. (10) If you are having any questions or need additional information, please contact me. (11) I can be reached at home (213) 239-8206 after 5:00 P.M., or you may leave a message on my answering machine or e-mail.

(D)

(12) Thank you for your consideration, and I look forward to meeting you.

Sincerely,

*Stephen Badger*  
Stephen Badger

-- Exhibit --

Sentences 2 and I will graduate this May from Central Community College. I will graduate with an Associate of Arts degree in Business Management.

Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option A.

A. College. I will graduate with

B. College, I will graduate with

C. College and with

D. College, but with

E. College with

**Answer(s): E**

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3. -- Exhibit--

The Youth at Risk Association  
444 Riverside Drive  
Rochester, NY 14618

Dear Sir or Madam:

(A)

(1) Recently, just as I was putting supper on the table, the telephone rung. (2) It was yet another "pitch" for a donation. (3) I responded that I do not deal with such appeals by phone abruptly, but only by mail—and hung up.

(B)

(4) An "Invoice and Statement" was received telling me that I owe an operation called Allstar Football Benefit \$29.65 in the mail last week. (5) Although not specifically stated, apparently this "Invoice and Statement" also seems to be a ticket to a football game. (6) Let me make it clear that I made no commitment to purchase anything, nor did I offer to send a donation to anyone. (7) This unusual organization will be notified, along with my opinion of its tactics, when I return unpaid the invoice back. (8) Another important issue relates to the use of the contributions. (9) A flyer enclosed with the invoice states that your association will have received "a portion of the proceeds." (10) If I were to send you money, I would want some assurance that my entire contribution is being received by the organization it supports. (11) Once the telemarketing firm obtains its percentage, the stadium rental is paid, and the visiting team receives its honorarium, I expect your portion will be small indeed.

(C)

(12) I suggest that your organization sever all connections with such a scheme and make your financial appeals directly by mail. (13) This direct approach would exceed the "portion" obtained through an arm-twisting operation that essentially camouflages your work.

Yours truly,  
*Lawrence Rolland*  
Lawrence Rolland

-- Exhibit --

Sentence 8:

Another important issue relates to the use of the contributions.

Which revision should be made to sentence 8?

A. move sentence 8 to follow sentence 1

B. move sentence 8 to follow sentence 2

C. move sentence 8 to the end of paragraph C

D. begin a new paragraph with sentence 8

E. remove sentence 8

**Answer(s): D**

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4. -- Exhibit--

The Youth at Risk Association  
444 Riverside Drive  
Rochester, NY 14618

Dear Sir or Madam:

(A)

(1) Recently, just as I was putting supper on the table, the telephone rung. (2) It was yet another "pitch" for a donation. (3) I responded that I do not deal with such appeals by phone abruptly, but only by mail—and hung up.

(B)

(4) An "Invoice and Statement" was received telling me that I owe an operation called Allstar Football Benefit \$29.65 in the mail last week. (5) Although not specifically stated, apparently this "Invoice and Statement" also seems to be a ticket to a football game. (6) Let me make it clear that I made no commitment to purchase anything, nor did I offer to send a donation to anyone. (7) This unusual organization will be notified, along with my opinion of its tactics, when I return unpaid the invoice back. (8) Another important issue relates to the use of the contributions. (9) A flyer enclosed with the invoice states that your association will have received "a portion of the proceeds." (10) If I were to send you money, I would want some assurance that my entire contribution is being received by the organization it supports. (11) Once the telemarketing firm obtains its percentage, the stadium rental is paid, and the visiting team receives its honorarium, I expect your portion will be small indeed.

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Yours truly,  
*Lawrence Rolland*  
Lawrence Rolland

Sentences 2 and I will graduate this May from Central Community College. I will graduate with an Associate of Arts degree in Business Management.

Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option A.

A. College. I will graduate with

B. College, I will graduate with

C. College and with

D. College, but with

E. College with

**Answer(s): E**

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5. -- Exhibit--

### How to Paint a Room

#### (A)

(1) Painting a room can be either a pleasure or a nightmare, depending on how careful you're planning is. (2) Deciding on the proper color for the room requires considering both the furnishings and what the purpose of the room is. (3) Vibrant hues might lend themselves to family rooms, and earth colors of autumn may suit a bedroom. (4) After selecting a color, you should measure the room so that you buy the correct amount of paint, and then you are ready to begin. (5) Remove as much furniture as possible from the room and then move the remaining pieces away from the walls. (6) Using a tarpaulin or similar protective material, cover these pieces to protect them from the paint. (7) This preparation will make the painting process going much more smoothly.

#### (B)

(8) The next step is to prepare the walls, any nail holes should be filled with spackle. (9) After they are dry, you should sand the spots to make them as flat as possible. (10) This will ensure a professional look. (11) The look will be smooth.

#### (C)

(12) Applying the coats of paint, of course, are the main task. (13) Oddly shaped or small spaces needs to be painted with a brush, a task demanding patience and care. (14) You should use a pointed brush for edging at the ceiling, or a special edging tool. (15) Once this is done, you can quickly cover the wall with paint using a roller.

#### (D)

(16) After your paint job has dried, you can uncover and rearrange the furniture. (17) You can then enjoy the new atmosphere your paint job to your room and to your home and to your comfort contributes.

-- Exhibit --

Sentence 1

Oddly shaped or small spaces needs to be painted with a brush, a task demanding patience and care.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option A.



A. needs to be painted

B. would needs to be painted

C. needs painting

D. need painted

E. need to be painted

**Answer(s): E**

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**6. -- Exhibit--**

# Bertoni, Williams, & Steinberg Law Offices

## MEMORANDUM

**To:** Agnes Bertoni, President  
**From:** Karl Seavers, Research Assistant  
**Date:** January 17, 2003  
**Re:** Concerns about File  
Maintenance and Reference  
Library

(A)

(1) I have two concerns about our office administration: the maintenance of our files and of the reference library. (2) Both of these concerns cause confusion and waste employee time. (3) To us, the problem of discovering materials missing or misfiled is a constant problem when seeking information for reports. (4) I do not wish to accuse anyone and am only concerned with improving conditions so we works as a team to meet deadlines.

(B)

(5) The legal files in the first floor storage area are usually not in order, they contain obsolete material that can lead us to produce inaccurate reports. (6) Errors based on misinformation also may result in financial penalties, both for we and our clients. (7) Thus, two needs are quiet apparent—the need to update these files on a constant basis and to file reports promptly.

(C)

(8) If staff assistants file reports sent from the legal department as soon as possible, then I am certain we will see immediate improvement over the present system. (9) I would also encourage staff to make every effort to file the reports correct and return them to the files after using them.

(D)

(10) Often, you can find a missing book only by searching the various desks, exploring someone's bookcase, or examining the tables in the lounge. (11) In addition, books are frequently placed on the wrong shelf or in the wrong order, which makes finding a particular volume later both frustrating and time-consuming.

(E)

(12) Wishing to thank you for the opportunity to discuss our common problems.

-- Exhibit --

Sentence To us, the problem of discovering materials missing or misfiled is a constant problem when seeking information for reports.

A. and discovering reports with problems

B. to us and the problem

C. misfiled, missing, and us

D. we misfiled a constant problem

E. we constantly discover missing or misfiled

**Answer(s): E**

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7. -- Exhibit--



**JOB SEARCH CONSULTANTS**

15 South Warwick Ave.  
Manchester, NH 03101  
(603) 555-3200

**JOB SEARCH SEMINAR**

**(A)**

(1) Give yourself a gift that will last a lifetime! (2) By investing in just one weekend you will have the background knowledge that will give you lifelong skills.

**(B)**

(3) The Fall weekend seminar sessions begin on Saturday, October 13. (4) In this session, you will be given important information that is yours to keep. (5) These books and brochures contain valuable tips take you through the steps of successful job searching. (6) We begin the session and gave you guidance that will help you decide what kinds of jobs are suitable, given your current skills. (7) You'll learn successful techniques that will polish your communications skills with your future employer. (8) Learn to be creative with words. (9) Learn how to make your resume the one that is put on the top of the pile.

**(C)**

(10) Sunday's session topic is job interviews. (11) What you learned on Saturday will be the focus of the simulated interview sessions that will take place on Sunday. (12) All participants will be critiqued on their appearance and interview. (13) Public relations specialist Bill Brock and his associate Mary Summers provide critiques of the taped interviews. (14) The video is yours to keep!

**(D)**

(15) Facilitators at our two sessions are human resources experts they have logged many hours with Fortune 500 firms. (16) Give us one weekend, and we'll give you a lifetime of information. (17) Sign up today before the sessions fill up. (18) Receive a coupon worth \$50 toward the purchase of any materials at our seminar book sale. (19) We look forward to see you!

-- Exhibit --

Sentence The Fall weekend seminar sessions begin on Saturday, October 13.

Which correction should be made to sentence 3?

A. replace The with This

B. change Fall to fall

C. change begin to beginning

D. remove the comma after Saturday

E. insert a comma after October

**Answer(s): B**

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8. -- Exhibit--



October 14, 2003

Paul Albert, Manager  
Corporate Public Relations  
Eastman Finance Company  
343 State Street  
Montgomery, AL 35806



Dear Mr. Albert:

(A)

(1) I am writing to you on behalf of the Galena Arts Academy. (2) As you know, Montgomery is home to many artists and who volunteer their time to work at the Galena Arts Academy with the children as a part of the city-wide Volunteer Artists' Program. (3) You may be interested in knowing that the Galena Arts Academy is thinking of buying a building in downtown Montgomery. (4) Also, we would make the space available for community events. (5) Besides using the space for artists' studios, we would like to have adequate space for a teaching center.

(B)

(6) Over the past ten years, our volunteers had been traveling to the elementary schools and high schools in Montgomery. (7) As a means to expand the program to more students and to allow our artist volunteers more time to spend with the students, we would like to buy a building. (8) This building's purpose is to allow students, and faculty to come to one site to work on their art projects. (9) Also, many members of this community feel that an arts building in the central downtown area would be a safe place for children to gather after school. (10) There are many artists currently working in the downtown area willing to participate the Galena Arts Academy were relocated.

(C)

(11) We hope to find corporate donors willing to help us with a down payment for a suitable site. (12) The Galena Arts Academy will be holding its fall board meeting on Thursday, November 20. (13) We are asking all concerned community members, companies to join us to discuss the issue of raising funds for our new site. (14) We would be honored by you're presence.

Sincerely,

*Doris Clements*  
Doris Clements, Chairperson  
Board of Directors

-- Exhibit --

Sentence I am writing to you on behalf of the Galena Arts Academy.

Which correction should be made to sentence 1?

A. change am to have been

B. replace to with too

C. replace on behalf with for

D. change Academy to academy

E. no correction is necessary

**Answer(s): E**

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**9.** Which correction should be made to sentence 12?

A. change is to was

B. remove the comma after made

C. replace by using with used

D. insert a comma after copper

E. no correction is necessary

**Answer(s): B**

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**10.** Sentence 1 But no matter what other elements are added, this metal remains a symbol of beauty, power, love, and fidelity.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option A.

A. added, this

B. added such

C. added and this

D. added,

E. added, their

11. -- Exhibit--

## Bertoni, Williams, & Steinberg Law Offices

### MEMORANDUM

**To:** Agnes Bertoni, President  
**From:** Karl Seavers, Research Assistant  
**Date:** January 17, 2003  
**Re:** Concerns about File  
Maintenance and Reference  
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(A)  
(1) I have two concerns about our office administration: the maintenance of our files and of the reference library. (2) Both of these concerns cause confusion and waste employee time. (3) To us, the problem of discovering materials missing or misfiled is a constant problem when seeking information for reports. (4) I do not wish to accuse anyone and am only concerned with improving conditions so we works as a team to meet deadlines.

(B)  
(5) The legal files in the first floor storage area are usually not in order, they contain obsolete material that can lead us to produce inaccurate reports. (6) Errors based on misinformation also may result in financial penalties, both for we and our clients. (7) Thus, two needs are quiet apparent—the need to update these files on a constant basis and to file reports promptly.

(C)  
(8) If staff assistants file reports sent from the legal department as soon as possible, then I am certain we will see immediate improvement over the present system. (9) I would also encourage staff to make every effort to file the reports correct and return them to the files after using them.

(D)  
(10) Often, you can find a missing book only by searching the various desks, exploring someone's bookcase, or examining the tables in the lounge. (11) In addition, books are frequently placed on the wrong shelf or in the wrong order, which makes finding a particular volume later both frustrating and time-consuming.

(E)  
(12) Wishing to thank you for the opportunity to discuss our common problems.

-- Exhibit --

Which sentence would be most effective if inserted at the beginning of paragraph D?



A. Libraries have books, and many libraries belong to law offices.

B. When addressing problems in a library, you may or may not have problems with filing.

C. In a reference library, which contains informational books, some of them may be about law.

D. Libraries are interesting places to visit.

E. In addition to our filing problems, we should also address difficulties associated with our reference library.

**Answer(s): E**

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**12. -- Exhibit --**

Comics:A Window on Life

(A)  
(1) When I was a child. (2) A clergyman said that he read the comic strips in the daily paper every day. (3) This amazed me because I believed that comics was for the young. (4) I thought adults considered comics juvenile. (5) "But no, "he said."Comic strips can give you an insight into the human condition the way people think and behave." (6) Today, most would agree that he will be right.(7) The wide range of topics treated in the daily comic strips doesn't miss much about how people live their lives.

(B)  
(8) A popular comic strip subject is family life.(9) Strips on the family range from stay-at-home parenting with all its joys and trials to when the kids went to a restaurant with all the things that can go wrong there.(10) Some strips deal with sibling relationships.(11) Others explore adolescence and the stresses of children becoming more independent.(12) The humorous look at the role of husbands and wives in the family also makes for interesting reading.

(C)  
(13) Pets have been playing an important role in comic strips.(14) Sometimes they are secondary to the human characters, the family dog, or rabbit, but sometimes it is the whole point of the strip. (15) Who can resist a cynical self-centered cat or a lolloping, brainless dog, especially if it gets the better of the humans?

(D)  
(16) Comic strips allow people to laugh at themselves and their very human failings.(17) A little light is brought into our lives by them for a brief moment each day.(18) They are also a barometer of popular culture, telling what the social trends are and how some people regard them.(19) If the comic strips suddenly disappeared from the newspapers, society would lose a valuable piece of its culture.

-- Exhibit --



Sentence 1 Sometimes they are secondary to the human characters, the family dog, or rabbit, but sometimes it is the whole point of the strip.

Which correction should be made to sentence 14?

A. change they are to they were

B. remove the comma after characters

C. replace it is with they are

D. replace whole with hole

E. no correction is necessary

**Answer(s): C**

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**13. -- Exhibit--**



www.quicksilver.com • 1-800-454-4054

### Quicksilver Delivery Service

#### (A)

(1) Quick, convenient, reliable delivery service in the Toronto metropolitan area is now here! (2) You no longer need to rely on the postal service because our bonded messengers will be there whenever you need them. (3) Missing a deadline because your delivery service was too slow will never happen when you choose our service: we'll never be late.

#### (B)

(4) You are now most likely asking yourself an important question. (5) How we provide you with such a service? (6) The answer is simple. (7) All of our messengers equipped with a cellular phone. (8) Call our headquarters and get in touch with an operator who will dispatch a messenger to pick up your document or package. (9) You never needs to leave the office or house!

#### (C)

(10) We offer three kinds of service. (11) Our regular delivery is quite effective and takes less than four hours. (12) Any delivery that is requiring less than three hours to deliver by us is considered by us to be a rush delivery. (13) Silver Wing, our super rush service, guarantees that your materials are pact and delivered in less than an hour.

#### (D)

(14) Regular delivery service is \$4.00, for any document or package weighing less than three pounds. (15) Rush delivery an additional \$4.00 and Silver Wing service, an additional \$8.00. (16) Visit our web site at [www.quicksilver.com](http://www.quicksilver.com), to learn more about our specialized services and volume discount rates. (17) The answer to all your delivery problems is only a phone call away. (18) Use our convenient toll-free number today!

-- Exhibit --

Sentence 1

Our regular delivery is quite effective and takes less than four hours.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option A.

A. quite effective

B. quiet effective

C. quite affective

D. quite, affective

E. quite, affective,

**Answer(s): A**

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## CarCare Club

962 Lincoln Hwy., Chicago, IL 60622  
(312) 555-2512

Join our winning team...the CarCare Club!

(A)

(1) We want to help you taking care of all of your automotive needs. (2) There's no need to go to three or four places because CarCare Club provides you a place to do everything in one stop.

(B)

(3) Are you a handy person with the knowledge to do it yourself but you do not have the tools or equipment? (4) If you said yes, CarCare is your answer then. (5) Our work stations are stocked with all the tools and equipment that you needed to do work on your car. (6) Don't have the parts? (7) Let us order them for you because at a discount you are a member. (8) So you're not handy with equipment and tools? (9) Our full-time staff of mechanics can service all of your automotive needs. (10) It's more than just changing fluids and wipers or fixing breaks. (11) We can schedule an auto paint job, booking the work station in advance. (12) Come to our monthly CarCare orientation meeting and meet our teaching staff. (13) For those who are looking to learn about engine repair, diagnostics, or other auto repair problems sign up for a class! (14) Our auto experts will teach you what you needed to know to be self-sufficient. (15) Want a career in auto mechanics? (16) Automatically being a member enrolls you in our apprentice program.

(C)

(17) We offer several options and incentives for paying your \$200 yearly membership fee. (18) Memberships paid in full during enrollment are discounted 10%. (19) Another option is to enroll in the Club and start paying a monthly fee beginning the month after your first visit. (20) Join CarCare Club now during our special October enrollment and receive a special bonus. (21) Our bonus is a packet of coupons good for twelve car washes!

-- Exhibit --

Sentence Our work stations are stocked with all the tools and equipment that you needed to do work on your car.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option A.

A. that you needed



B. that, you needed

C. that needs

D. that needed

E. that you will need

**Answer(s): E**

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**15. -- Exhibit --**

Comics:A Window on Life

(A)  
(1) When I was a child. (2) A clergyman said that he read the comic strips in the daily paper every day. (3) This amazed me because I believed that comics was for the young. (4) I thought adults considered comics juvenile. (5) "But no, "he said."Comic strips can give you an insight into the human condition the way people think and behave." (6) Today, most would agree that he will be right.(7) The wide range of topics treated in the daily comic strips doesn't miss much about how people live their lives.

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(16) Comic strips allow people to laugh at themselves and their very human failings.(17) A little light is brought into our lives by them for a brief moment each day.(18) They are also a barometer of popular culture, telling what the social trends are and how some people regard them.(19) If the comic strips suddenly disappeared from the newspapers, society would lose a valuable piece of its culture.

-- Exhibit --

Sentence 17:

A little light is brought into our lives by them for a brief moment each day. If you rewrote sentence 17 beginning with They bring the next words should be:

A. a little

B. lives by

C. each day

D. them into

E. brief day

**Answer(s):** A

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**16.** -- Exhibit--

The Youth at Risk Association  
444 Riverside Drive  
Rochester, NY 14618

Dear Sir or Madam:

(A)

(1) Recently, just as I was putting supper on the table, the telephone rung.  
(2) It was yet another "pitch" for a donation. (3) I responded that I do not deal with such appeals by phone abruptly, but only by mail—and hung up.

(B)

(4) An "Invoice and Statement" was received telling me that I owe an operation called Allstar Football Benefit \$29.65 in the mail last week.  
(5) Although not specifically stated, apparently this "Invoice and Statement" also seems to be a ticket to a football game. (6) Let me make it clear that I made no commitment to purchase anything, nor did I offer to send a donation to anyone. (7) This unusual organization will be notified, along with my opinion of its tactics, when I return unpaid the invoice back. (8) Another important issue relates to the use of the contributions. (9) A flyer enclosed with the invoice states that your association will have received "a portion of the proceeds." (10) If I were to send you money, I would want some assurance that my entire contribution is being received by the organization it supports. (11) Once the telemarketing firm obtains its percentage, the stadium rental is paid, and the visiting team receives its honorarium, I expect your portion will be small indeed.

(C)

(12) I suggest that your organization sever all connections with such a scheme and make your financial appeals directly by mail. (13) This direct approach would exceed the "portion" obtained through an arm-twisting operation that essentially camouflages your work.

Yours truly,

*Lawrence Rolland*  
Lawrence Rolland

-- Exhibit --

Sentence 1

responded that I do not deal with such appeals by phone abruptly, but only by mail—and hung up.

Which correction should be made to sentence 3?

A. change do not deal to did not deal

B. move abruptly to follow responded

C. remove the comma after abruptly

D. remove but

E. no correction is necessary

**Answer(s): B**

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17. -- Exhibit --

### Mount Everest: A Garbage Site

#### (A)

(1) Nearly a hundred years ago, Mount Everest was identified as the highest peak in the world, and the rush of climbers intent on conquering its summit began. (2) Along with the tools needed to scale the mountain's icy inclines, climbers also took with them bottles of various beverages, containers of food, oxygen tanks, and other items required to survive Everest's challenge. (3) Unfortunately, what went up do not always come back down, with the result that Mount Everest has a major trash problem today.

#### (B)

(4) Two years ago, in an effort to deal with the problem, the Ministry of Tourism in Nepal issued a notice that no glass bottles would be allowed in the area. (5) At the time, more than thirty-five tons of empty bottles were dumped at the Everest basecamp, left behind by climbers and others in the course of scaling the mountain. (6) A law has been enacted requiring that materials carried in by climbers that do not break down naturally must be carried out. (7) However, they have not effectively implemented this law, and still the garbage piles up.

#### (C)

(8) Fortunately, there are organizations that are willing to take on the cleanup. (9) In spite of the initiatives of these organizations, there is still groups who are not willing to do their part. (10) The task of the Everest cleanup is a huge one that require the cooperation of all involved. (11) It requires contributions of time and resources from those who are genuinely interesting in keeping Everest clean for generations to come.

-- Exhibit --

Sentence 9:

In spite of the initiatives of these organizations, there is still groups who are not willing to do their part.

Which correction should be made to sentence 9?



A. change these to those

B. change organizations, there to organizations there

C. replace there with they're

D. change is to are

E. replace who with to whom

**Answer(s): D**

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18. -- Exhibit--

### Lane Hopping

(A)

(1) How many times were you caught in slow-moving traffic and been frustrated because vehicles in the lanes beside you are moving faster than you are? (2) And how often have you changed lanes to get into the faster moving one?

(B)

(3) The answer to the first question is "less often than you think!" (4) In a study of traffic flow, seventy percent of those questioned claimed that the adjacent lane of traffic was moving faster when, in fact, videocameras revealed that traffic in that lane was moving more slowly.

(C)

(5) "It's an illusion," chief researcher Dr. Don Mieczkowski reports. (6) Vehicles spreading out when going fast and pack together when moving slowly. (7) Thus, a driver can pass many vehicles in a brief time interval, whereas it takes much more time for the driver to be overtaken by the same number of vehicles.

(D)

(8) Another psychological factor contributing to the illusion is drivers directing their attention ahead rather than behind. (9) Thus, they forget all about the vehicles they have past, while vehicles that pass them stay conspicuous. (10) Further, when people are forced to drive very slowly, they spend more time studying adjacent lanes and cursing their luck. (11) In such situations, we misjudge our relative speed and, in our impatience, attempt to change lanes. (12) When we do, we disrupt traffic behind us and leave yourself vulnerable to collision with a car sitting in our blind spot.

(E)

(13) Dr. Mieczkowski's advice from his study is to avoid lane hopping. (14) You are almost certain to reach your destination just as quickly with less likelihood of collision or injury.

-- Exhibit --

Sentence In a study of traffic flow, seventy percent of those questioned claimed that the adjacent

lane of traffic was moving faster when, in fact, videocameras revealed that traffic in that lane was moving more slowly.

Which correction should be made to sentence 4?

A. move sentence 4 to the beginning of the document

B. move sentence 4 to the end of paragraph C

C. move sentence 4 to follow sentence 12

D. move sentence 4 to the beginning of paragraph E

E. no correction is necessary

**Answer(s): E**

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**19. -- Exhibit --**

Making a Budget

- (A)  
(1) Making a budget is very easy if you no the basic procedure and a few principles. (2) First, writing down all your income for one month. (3) Income, including your paycheck or other checks from Social Security and the government, means all the money you receive. (4) Next, figure out all your regular monthly expenses. (5) Rent and utilities are important regular expenses; you should also include expenses for food and medicine you take regularly.(6) You must not forget because they add up, the smaller monthly bills such as payments for credit cards, interest on loans, and insurance.
- (B)  
(7) You also should keep track of minor daily expenses because you probably spend more on them than you realize.(8) These includes purchases of such things as sodas, snacks, newspapers, magazines, and candy.(9) Add them up for a week and then multiply the weekly total by the number of weeks in the month to determine the total monthly cost.(10) Transportation costs, such as bus and subway fairs along with gasoline and tolls, should also be calculated as monthly expenses.
- (C)  
(11) Finally, it's important to plan as much as possible for special expenses, such as visits to doctors and dentists and repairs to your home or car.(12) Gifts for such events as Christmas and birthdays are other kinds of expenses you can plan for certain months.(13) Other activities, such as celebrating a holiday or taking a vacation, often demand extra spending, too.(14) Some

months may also require you according to the season to buy new clothes.(15) By preparing a budget in all these areas, you can figure out how much money you need for each month, this will help you watch your spending and may help you to save for the future.

-- Exhibit --

Sentence Income, including your paycheck or other checks from Social Security and the government, means all the money you receive.

The most effective revision of sentence 3 would begin with which group of words?

A. Income and money and paychecks and checks and the government

B. Income, your paychecks, Social Security, and the government,

C. Income means all the money you receive, including

D. Receiving money is meaningful

E. Receiving money, your paychecks

**Answer(s): C**

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20. -- Exhibit--



**Sunshine  
Medical  
Group**

656 Drury Lane, Arnsdale, MO 15219  
(816) 555-4500

August 8, 2005  
John Davis, Billing Department  
Carew Medical Labs  
23 East Main St.  
Greenfield, MO 63034

Dear Mr. Davis:

**(A)**

(1) Last week, a bill dated January 15, for the amount of \$634.00, was received here from your office. (2) While the bill itemizes a series of blood tests for which you are charging us, there is no explanation of which physician authorized these tests, nor for which patient they were performed. (3) We need your cooperation in this matter if we are to continue using your services. (4) Susan Rable our director of medical services, informs me that tests such as these are normally performed on patients who are experiencing various types of thyroid disorders. (5) However, none of our patients in the past six months has been screened or treated for any such conditions. (6) We have searched for the corresponding reports for these tests, but there are none in the files. (7) This leads us to wonder if the bill might have mistakenly been charged to the wrong account. (8) We are aware that several physicians groups in the area have similar names, causing confusion in the past.

**(B)**

(9) Normally we try to pay invoices within twenty days of receiving them, in this case, we will not pay any of the charges until you have provided us with a clear explanation of the bill.

**(C)**

(10) I have tried to contact your office on the phone numerous times over the last few days, but I get a busy signal. (11) When I tried contacting your branch office in Tucson, we got a message telling me that the number was out of service. (12) I have concluded that the only way to reach you by certified mail. (13) Please contact me as soon as possible, we can discuss the problem and get it out of the way. (14) We would like to maintain a positive working relationship with Carew Labs.

Yours truly,

Caroline Pinauld  
Accounts Manager

-- Exhibit --

Sentence Last week, a bill dated January 15, for the amount of \$634.00, was received here from your office.

Which is the most effective revision of sentence 1?



A. Last week, a bill for \$634.00, dated January 15 was received here from your office.

B. A bill was received here last week from your office dated January 15, for \$634.00.

C. At our office last week, a bill for \$634.00 was received, dated January 15.

D. Last week, we received a bill from your office dated January 15 for the amount of \$634.00.

E. For the amount of \$634.00, our office received a bill last week from you

**Answer(s): D**

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