

## Mastery Test on Writing and Grammar Skills

Complete this test, following the directions for each section. Circle the letters for your answer choices. (Your instructor has the answers to this test; they are in *Resources for Teaching Touchstones*.)

### WRITING

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For the outline-paragraph pairing below, do the following.

- Read the partial outline, which includes the topic and support points but no main idea.
- Read the paragraph that follows the partial outline.
- Answer the questions after the paragraph.

**TOPIC:** Coping with the rising cost of gasoline

**SUPPORT POINT 1:** We can change our habits for shopping and running errands.

- shop at multipurpose stores
- try to do all errands on one day
- shop online

**SUPPORT POINT 2:** We can change our driving habits.

- slow down
- brake slowly and accelerate gradually
- avoid peak driving times to avoid traffic jams and idling

**SUPPORT POINT 3:** We can seek alternatives to cars.

- public transportation
- motorcycles or scooters
- walking or biking

1. \_\_\_\_\_. 2. First, we can change our habits for shopping and running other errands. 3. For example, we can shop in locations that offer multiple goods or services. 4. Many large, all-purpose stores (like Walmart) have a grocery section, so food, tools, clothing, and gifts can all be found in one location. 5. In addition, we can try to do all our errands on one day. 6. For instance, if we know that we have a medical appointment on a certain day, we might stop at the store or bank on the way home from the appointment. 7. Additionally, shopping for a week's worth of groceries on Saturday or Sunday evenings can save weekday side trips to grocery stores. 8. Creating a weekly shopping list is also a good way to save time. 9. \_\_\_\_\_, we should not overlook online shopping as a way to lower our fuel costs. 10. Second, we can change our driving habits. 11. One of the easiest and best ways to save money on gas is to simply slow down. 12. Studies show that 55–60 miles per hour is the optimal speed for fuel efficiency on the highway. 13. Also, we can brake slowly and accelerate gradually to burn fuel more efficiently. 14. Additionally, we can avoid peak driving times in the morning and after work to avoid traffic jams and unnecessary idling in traffic. 15. People who are fortunate to live in areas with reliable public transportation can take buses or subways. 16. Over a week or a month, public-transportation fare is usually far cheaper than the costs of daily driving. 17. Those who can't give up the independence of having their own vehicles might consider motorcycles or scooters, such as the trendy Vespa. 18. These vehicles use significantly less gas than cars and thus can provide considerable savings. 19. Finally, people

who are within a few miles of their jobs and other regular destinations might consider walking or biking; these alternatives provide a health benefit in addition to savings.

1. Which would be the best topic sentence to fill in blank 1 of the paragraph?
  - A. The rising cost of gasoline is creating financial hardships for many people.
  - B. By changing how often—and even how—we travel, we can cope successfully with the rising cost of gasoline.
  - C. If we change our driving habits, we can save money on gasoline.
  - D. We have no choice but to give up our cars given the drastic increase in fuel prices.
2. Which sentence breaks the unity of the paragraph because it's not related to the topic sentence?
  - A. sentence 8
  - B. sentence 12
  - C. sentence 13
  - D. sentence 16
3. What transitional expression, inserted into the blank in sentence 9, would help readers follow the paragraph's ideas?
  - A. Therefore
  - B. Furthermore
  - C. On the other hand
  - D. In the third place
4. What problem do you notice in the paragraph when you compare it with the outline?
  - A. The first support point is missing.
  - B. Examples are missing for the first support point.
  - C. Examples are missing for the second support point.
  - D. The third support point is missing.
5. What would be the best concluding sentence for this paragraph?
  - A. Clearly, the rising cost of gasoline is affecting our lives.
  - B. In conclusion, we can find ways to save fuel.
  - C. If we are willing to make some basic lifestyle changes, we will be surprised at how much gasoline we will save.
  - D. Changing our driving habits is a very effective way to reduce gasoline consumption.

For the outline–essay pairing below, do the following:

- Read the partial outline, which includes the topic and topic sentences and support points but no thesis statement.
- Read the essay that follows the partial outline.
- Answer the questions after the essay.

**TOPIC:** The importance of free time

**TOPIC SENTENCE 1:** Everyone needs time away from chores and responsibilities.

- Frequent rest helps prevent stress-induced health problems.
- Rest makes us more efficient.
- Rest helps prevent burnout at home and at work.

**TOPIC SENTENCE 2:** We need uninterrupted time for hobbies and interests.

- Fulfilling our creative and playful sides helps keep us balanced.
- Hobbies help us work through problems.
- Interests outside of work can lead to new careers.

**TOPIC SENTENCE 3:** We need quiet time for reflection.

- Time alone allows our thoughts to drift where they need to be.
- Quiet time allows us to be honest with ourselves.
- Quiet time allows us to evaluate and refocus our goals.

1. Have you ever found yourself going from work to family chores and back to work with seemingly no break other than a few hours of sleep? 2. Have you ever felt like a robot set on hyperspeed or like a rat on a treadmill set to run until infinity? 3. If so, maybe you've also had a feeling of losing a sense of what you want to do in life or even who you are. 4. The solution to these feelings is simple. 5. \_\_\_\_\_.

6. We all need time away from the constant stress of chores and responsibilities. 7. Frequent rest periods, such as a day off, can help prevent stress-induced health problems, including ulcers, high blood pressure, and even the common cold. 8. Also, rest helps us recharge our batteries so that we can return to our jobs with more pleasure and efficiency. 9. Finally, rest helps prevent burnout at home and at work. 10. Even an enjoyable job can become burdensome and stressful if we don't take enough breaks.

11. Fulfilling our creative and playful sides helps keep us mentally and emotionally balanced. 12. \_\_\_\_\_, my dentist, a relaxed and caring person, works only four days a week so that she can spend one day a week on her favorite hobby: painting. 13. Also, spending time on hobbies can help us work through problems. 14. Many people have had an experience like the following: While they are caught up in sewing, woodworking, or some other enjoyable project, a solution to a long-standing problem pops into their head (for example, *I need to hire a home health aide for Grandpa*). 15. Additionally, developing interests outside of work often leads to new and exciting careers. 16. For instance, my brother enjoyed planning family trips so much that he eventually became a travel agent—a job he loves.

17. Finally, we all need quiet time for reflection. 18. Time alone allows our thoughts to drift where they need to go. 19. Quiet time also allows us to be honest with ourselves. 20. For example, we can reflect on an argument and perhaps see we were wrong. 21. Additionally, quiet time allows us to evaluate and refocus our goals. 22. My best friend Lorin took an afternoon off from work one day and went for a long drive by herself. 23. She took Highway 331 north to Montgomery, Alabama. 24. During this drive, she realized that her current job did not suit her at all, so she made plans to find a better job.

25. \_\_\_\_\_. 26. Next time you feel like you're on that treadmill, don't just keep running. 27. Instead, do the right thing: jump off and take a breather.

6. Which would be the best thesis statement for the essay, filling in the blank next to 5?

- A. Taking time off from work brings many health benefits.
- B. Taking time for interests and hobbies makes workers more happy and productive.
- C. We all have a chance of becoming creative successes if we pursue several hobbies.
- D. Each of us should take regular time off to rest, to nurture our creative and fun sides, and to reflect on our lives.

7. Which sentence breaks the unity of its paragraph because it's not related to the paragraph's topic sentence?

- A. sentence 7
- B. sentence 9
- C. sentence 18
- D. sentence 23

8. What transitional expression, inserted into the blank in sentence 12, would help readers follow the essay's ideas?
- A. However
  - B. Nevertheless
  - C. In the second place
  - D. For example
9. What problem do you notice in the essay when you compare it with the outline?
- A. The second topic sentence is missing.
  - B. Examples are missing for the second body paragraph.
  - C. The third topic sentence is missing.
  - D. Examples are missing for the third body paragraph.
10. What sentence would fit best in the blank next to 25, in the conclusion of the essay?
- A. We need to understand that taking time for ourselves is not a luxury; it's a necessity to reduce stress, to give our lives balance, and to help us become better acquainted with who we are and where we're going.
  - B. It's very important that we all take time for ourselves.
  - C. Taking time for ourselves will help us avoid many stress-related health problems.
  - D. Clearly, time for ourselves helps us to be better balanced individuals.

## GRAMMAR AND WORD CHOICE

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### Part 1

For each sentence, identify the type/function of the underlined word.

11. The movie's predictable plot bored me.
- A. noun
  - B. verb
  - C. adjective
  - D. adverb
  - E. preposition
  - F. conjunction
12. Jake considers Paul his best friend.
- A. noun
  - B. verb
  - C. adjective
  - D. adverb
  - E. preposition
  - F. conjunction
13. Her plane landed in Chicago an hour ago.
- A. noun
  - B. verb
  - C. adjective
  - D. adverb
  - E. preposition
  - F. conjunction
14. Let's keep this little secret between us.
- A. noun
  - B. verb
  - C. adjective
  - D. adverb
  - E. preposition
  - F. conjunction
15. The dishes are finished, so we can go to the mall.
- A. noun
  - B. verb
  - C. adjective
  - D. adverb
  - E. preposition
  - F. conjunction

16. The snow is falling quite heavily now.  
A. noun                                      D. adverb  
B. verb                                        E. preposition  
C. adjective                                F. conjunction

## Part 2

Choose the correct (or best) item to fill in each blank.

17. The new bakery serves delicious \_\_\_\_\_.  
A. food                                      C. pastries  
B. stuff                                      D. apple fritters and blueberry muffins
18. Every day, Annie \_\_\_\_\_ some new excuse for missing work.  
A. has                                        C. have  
B. be having                                D. having
19. It rained \_\_\_\_\_ yesterday.  
A. cats and dogs                        C. lots  
B. five inches                              D. a huge amount
20. I can't believe I \_\_\_\_\_ an entire bag of potato chips by myself yesterday.  
A. eated                                      C. done ate  
B. ate                                         D. ated
21. I like to \_\_\_\_\_ in the sun even though I know it's bad for me.  
A. lay                                        C. lies  
B. lie                                         D. lays
22. The gray minivan is the practical choice, \_\_\_\_\_ my heart yearns for that red sports car.  
A. but                                        C. and  
B. so                                         D. or
23. Professor Jones is \_\_\_\_\_ teacher.  
A. an incredible                        C. a totally awesome  
B. an excellent                         D. a caring and inspirational
24. \_\_\_\_\_ the paint on the walls is dry, we cannot install the shelves.  
A. Since                                    C. While  
B. Until                                     D. Although
25. \_\_\_\_\_ a nighttime power outage shut off their alarm clocks, several employees were late for the morning shift.  
A. Although                                C. Because  
B. Unless                                    D. While
26. Eddie always \_\_\_\_\_ a great job painting cars.  
A. do                                         C. does  
B. be doing                                D. done
27. The scrambled eggs were cold, \_\_\_\_\_ the toast was burned.  
A. but                                        C. and  
B. so                                         D. or

28. The new boutique sells unique \_\_\_\_\_.  
A. beaded jewelry                      C. things  
B. stuff                                      D. gifts
29. Did I leave my camera in \_\_\_\_\_ car?  
A. you're                                      C. you  
B. your                                        D. youre
30. I \_\_\_\_\_ pass this class, or I will not be able to graduate.  
A. gotta                                        C. have to  
B. hafta                                        D. wanna
31. Last week, we invited Chad to our party, but he \_\_\_\_\_ attend.  
A. doesn't                                      C. didn't  
B. does not                                      D. don't
32. Yesterday I \_\_\_\_\_ away a carton of old orange juice.  
A. threw                                        C. throwed  
B. through                                        D. threwed
33. Aunt Mildred backed out of our driveway, and she \_\_\_\_\_ over my skateboard.  
A. runs                                        C. runned  
B. ran    D. run
34. More than three feet of snow \_\_\_\_\_ yesterday.  
A. fallen                                        C. falled  
B. done fell                                      D. fell
35. Jeremy usually rides his bicycle to work, but yesterday he \_\_\_\_\_.  
A. walks                                        C. be walking  
B. walk    D. walked

### Part 3

Choose the correct sentence from the options given.

36. A. A humorous and entertaining speaker.  
B. Is a humorous and entertaining speaker.  
C. Dana is a humorous and entertaining speaker.
37. A. Tonight's movie isn't a drama, it's a comedy.  
B. Tonight's movie isn't a drama it's a comedy.  
C. Tonight's movie isn't a drama; it's a comedy.
38. A. Even though Dwayne was rude you, should not have insulted him.  
B. Even though Dwayne was rude you should not have insulted him.  
C. Even though Dwayne was rude, you should not have insulted him.
39. A. I saw a picture of Jacqueline Kennedy in a magazine that reminded me of my mother.  
B. In a magazine, I saw a picture of Jacqueline Kennedy that reminded me of my mother.  
C. In a magazine that reminded me of my mother, I saw a picture of Jacqueline Kennedy.

40. A. The Grand Canyon, a popular destination for foreign tourists.  
B. The Grand Canyon is a popular destination for foreign tourists.  
C. A popular destination for foreign tourists.
41. A. Although the weather was quite cold; everyone enjoyed the boating trip.  
B. Although the weather was quite cold, everyone enjoyed the boating trip.  
C. Although the weather was quite cold. Everyone enjoyed the boating trip.
42. A. Everyone, who has a signed backstage pass, may meet the rock star.  
B. Everyone who has a signed backstage pass, may meet the rock star.  
C. Everyone who has a signed backstage pass may meet the rock star.
43. A. To receive an A in the course, your exam score must be at least 90.  
B. To receive an A in the course, a score of at least 90 on the exam is needed.  
C. To receive an A in the course, you must score at least 90 on the exam.
44. A. If you see John at the coffeehouse. Please ask him to call me.  
B. If you see John at the coffeehouse, please ask him to call me.  
C. If you see John at the coffeehouse; please ask him to call me.
45. A. Miguel driving a truck for a logging company for ten years.  
B. Has been driving a truck for a logging company for ten years.  
C. Miguel has been driving a truck for a logging company for ten years.
46. A. The post office is closed today, because it's a holiday.  
B. The post office is closed today because it's a holiday.  
C. The post office is closed today because, it's a holiday.
47. A. We must change our dining plans. The Pine Inn is closed tonight.  
B. We must change our dining plans, the Pine Inn is closed tonight.  
C. We must change our dining plans the Pine Inn is closed tonight.
48. A. Someone broke into our garage. While we were away at a football game.  
B. Someone broke into our garage; while we were away at a football game.  
C. Someone broke into our garage while we were away at a football game.
49. A. Toby is angry at Sheila she called his cat an obnoxious fur ball.  
B. Toby is angry at Sheila, she called his cat an obnoxious fur ball.  
C. Toby is angry at Sheila; she called his cat an obnoxious fur ball.
50. A. We enjoyed a wonderful dinner but were too full to order dessert.  
B. We enjoyed a wonderful dinner, but were too full to order dessert.  
C. We enjoyed a wonderful dinner but, were too full to order dessert.
51. A. Mowing the lawn quickly, the grass was cut in plenty of time for dinner.  
B. Mowing the lawn quickly, dinner was on the table just when I had the grass cut.  
C. Mowing the lawn quickly, I had the grass cut by dinnertime.
52. A. Bored by the four-hour play, the performance hall cleared out until it was nearly empty.  
B. Bored by the four-hour play, many of the seats in the performance hall were left empty by the audience.  
C. Bored by the four-hour play, almost all of the audience members cleared out o f the performance hall.



53. A. We hiked the Pine Ridge Trail which surrounds the lake.  
B. We hiked the Pine Ridge Trail, which surrounds the lake.  
C. We hiked the Pine Ridge Trail which, surrounds the lake.
54. A. I want to get to know you better. Because you are so funny.  
B. I want to get to know you better because you are so funny.  
C. I want to get to know you better; because you are so funny.
55. A. I'm sorry that I was late there was a traffic jam on the freeway.  
B. I'm sorry that I was late; there was a traffic jam on the freeway.  
C. I'm sorry that I was late, there was a traffic jam on the freeway.
56. A. The Cambodian restaurant, that opened last week, has received great reviews.  
B. The Cambodian restaurant that, opened last week, has received great reviews.  
C. The Cambodian restaurant that opened last week has received great reviews.
57. A. Martin is bringing his girlfriend to dinner, so we must set another place at the table.  
B. Martin is bringing his girlfriend to dinner so, we must set another place at the table.  
C. Martin is bringing his girlfriend to dinner so we must set another place at the table.
58. A. My sister's favorite hobbies are skiing, knitting, and baking bread.  
B. My sister's favorite hobbies are skiing, knitting, and to bake.  
C. My sister's favorite hobbies are cross-country skiing, knitting sweaters, and to bake bread.
59. A. Not surprisingly, to get to the conference on transportation, people came on planes, on trains, and some even came on bicycles.  
B. Not surprisingly, to get to the conference on transportation, people flew, came by train, and by bicycle.  
C. Not surprisingly, to get to the conference on transportation, people came on planes, on trains, and even on bicycles.
60. A. I'm planning to take a semester off, get an internship, and graduate next spring.  
B. I'm planning a semester off, getting an internship, and graduation next spring.  
C. I'm planning to take a semester off, an internship, and graduation next spring.
61. A. Although I usually like the food in that restaurant, that chicken entrée was terrible; I didn't eat a bite.  
B. Although I usually like the food in that restaurant; that chicken entrée was terrible, and I didn't eat a bite.  
C. Although I usually like the food in that restaurant, that chicken entrée was terrible, I didn't eat a bite.
62. A. Ivan studied all weekend, since he didn't know the material, but he failed the test anyway.  
B. Ivan studied all weekend since he didn't know the material, but he failed the test anyway.  
C. Ivan studied all weekend, since he didn't know the material; but he failed the test anyway.
63. A. Anna's legs were aching; however, she stood all the way. Because the bus was so crowded.  
B. Anna's legs were aching, but she stood all the way; because, the bus was so crowded.  
C. Anna's legs were aching. However, she stood all the way because the bus was so crowded.



**Part 4**

Look at the underlined portions of each of the following items. If you find an error in one of these underlined portions, choose the answer that corrects the problem. If there is no error, choose “No change is necessary.”

64. Everybody in our family owns <sup>A</sup> their own home. Both of my sisters, however, have placed <sup>B</sup> their homes on the market. They hope to receive <sup>C</sup> their asking prices.  
A. his or her                      C. her  
B. her                                D. No change is necessary
65. Most tourists in our area <sup>A</sup> prefer rooms with ocean views, but some <sup>B</sup> like less crowded and more peaceful accommodations away from the beach. Fortunately, our beach community <sup>C</sup> offers plenty of both.  
A. prefers                        C. offer  
B. likes                            D. No change is necessary
66. Daniella <sup>A</sup> struggled with <sup>B</sup> it for a long time until she finally <sup>C</sup> realized that she needed treatment.  
A. struggle                      C. realize  
B. depression                D. No change is necessary
67. Nobody in our study group <sup>A</sup> remembers how many sources Professor Smith <sup>B</sup> requires for the term paper. Charles and Mindy <sup>C</sup> believes the number is six.  
A. remember                C. believe  
B. require                    D. No change is necessary
68. Someone left <sup>A</sup> their cell phone on during the lecture in the small assembly room. The continual ringing interrupted <sup>B</sup> the lecture and annoyed <sup>C</sup> the lecturer and the audience.  
A. his or her                    C. everyone  
B. it                                D. No change is necessary
69. Students <sup>A</sup> who ask questions about things they don't <sup>B</sup> understand in class are more likely to get better grades, and <sup>C</sup> you also have a better educational experience.  
A. whom                        C. they  
B. understands                D. No change is necessary
70. The sound of the rain on our roof and windows <sup>A</sup> make us want to <sup>B</sup> bake a batch of chocolate chip cookies and <sup>C</sup> curl up in a comfortable chair with a good book.  
A. makes                        C. curls  
B. bakes                         D. No change is necessary

71. Only one of the televisions <sup>A</sup>is working. Two of them <sup>B</sup>have not been working for over a year. Nobody <sup>C</sup>know how our family has survived.
- A. are                                      C. knows  
B. has                                      D. No change is necessary

## RESEARCH MECHANICS

Below is an excerpt from page 344 of *The Developing Person through the Life Span*, by Kathleen Berger.

Exactly what do school-age children require from their families, and what factors in family structure make it likely (or unlikely) that they will get it? **Family structure** refers to the legal and genetic connections among related people living in the same household. **Family function** refers to the way a family works to care for its members.

The most important family function for people of all ages is to afford a safe haven of love and encouragement. Beyond that, people of various ages need different things from their families: Infants need frequent caregiving and social interaction; teenagers need both freedom and guidance; young adults need peace and privacy; the aged need respect and appreciation.

72. Choose the paraphrase that correctly paraphrases and cites the excerpt.
- A. “Berger asks and answers the following question: ‘Exactly what do school-age children require from their families, and what factors in family structure make it likely (or unlikely) that they will get it?’ **Family structure** refers to the legal and genetic connections among related people living in the same household. **Family function** refers to the way a family works to care for its members. The most important family function for people of all ages is to afford a safe haven of love and encouragement. Beyond that, people of various ages need different things from their families: Infants need frequent caregiving and social interaction; teenagers need both freedom and guidance; young adults need peace and privacy; the aged need respect and appreciation.” (344)
- B. What do children need, and how can they get it? This depends on family structure and family function. According to Berger (344), everyone needs love and encouragement from their family, but some other needs depend on the person’s age.
- C. Berger asks both what needs children have that families can meet and what characteristics of families help children meet these needs. The term “family structure” means the ties among people who live together, based on law and/or on genes. The term “family function” is about how family members take care of one another. Every family member has one key need from their family: to be loved and supported emotionally. Other needs depend on age: These needs include, for babies, constant care and attention; for teenagers, rules but also independence; for young adults, some time alone; for elderly people, a feeling that others recognize their worth (344).
- D. Berger looks at children’s needs from their families and at characteristics of families. The terms “family structure” and “family function” are both important. My family did an excellent job at meeting my needs; I hope I can do as well at meeting the needs of everyone in my family. Love and encouragement are key needs for every person, no matter what their age may be. However, as is obvious, babies’ needs are different from teenagers’ needs, which in turn are different from the needs of young adults or of old adults (344).

73. Choose the summary that correctly summarizes and cites the excerpt.
- A. Children need things from their families and some families meet children's needs better than other families. To some extent, this depends on "family structure" and "family function." If your family has good functioning, everyone in it takes good care of everyone else, especially by showing their love. In *The Developing Person through the Life Span*, Berger sees age-related differences: Babies need lots of care; teenagers are trying to strike out on their own; adults would like some peace and quiet and, when they get old, they want people to show them respect and appreciation for all that they have done (344).
  - B. According to Berger, answering the questions of what children need from families and what kinds of families can best meet these needs involves understanding "family structure" and "family function." Although all people crucially need their family to provide love and encouragement, other needs differ depending on age (344).
  - C. **Family structure** refers to the legal and genetic connections among related people living in the same household. **Family function** refers to the way a family works to care for its members. The most important family function for people of all ages is to afford a safe haven of love and encouragement. Beyond that, people of various ages need different things.
  - D. Berger says families have both structure and function and that the most important family function is, ultimately, love (344).
74. Choose the citation that follows correct form for an MLA-style Works-Cited page.
- A. Wilson, Edward O. *The Social Conquest of Earth*. New York: Liveright-Norton, 2012. Print.
  - B. Edward O. Wilson. *The social conquest of earth*. New York, Liveright-Norton, 2012. Print.
  - C. Wilson, Edward O. "The Social Conquest of Earth," New York, Liveright-Norton, 2012. Print.
  - D. Edward O. Wilson, **The social conquest of earth**, New York, Liveright-Norton, 2012, Print.
75. Choose the citation that follows correct form for an MLA-style Works-Cited page.
- A. Scientific American. *A Better Eye on the Storm*. By Jane Lubchenco and Jack Hayes. May 2012, pages 68–73.
  - B. Lubchenco, Jane, and Jack Hayes. "A Better Eye on the Storm." *Scientific American* May 2012: 68–73. Print.
  - C. Lubchenco, Jane, & Hayes, Jack. "A Better Eye on the Storm." *Scientific American*. 2012, pp. 68+. Print.
  - D. *A Better Eye on the Storm*. Lubchenco, Jane, and Hayes, Jack. In **Scientific American** (2012 print version), pp. 68–73.