



The GED Language Arts, Writing Test

Spelling, Punctuation and Capitalization



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GED

Video Partner



Passing the GED Writing Test

A kiss can be a comma, a question mark, or an exclamation point.
That's basic spelling that every woman ought to know.
Mistinguett (1874-1956), French dancer and singer

Video 9 Focus: the nitty-gritty details of writing: spelling, capitalization, and punctuation

You Will Learn From Video 9:

- That punctuation, which has a long history going back to ancient Greece, adds spice and clarity to writing.
- That the variety of marks in a sentence helps the reader know and follow what's going on.
- That homonyms, words that sound the same but are spelled differently and have different meanings, are the cause of many common spelling errors.



Words You Need to Know:

While viewing the video, fill in the correct word or phrase.

Answers are on page 20.

1. The _____ indicates emotion or command.
2. Two independent clauses that explain each other but have no coordinating conjunction will take a _____.
3. _____ is the use of a variety of memory tricks or reminders to help in spelling.
4. _____ is the word we use for spelling, punctuation, and capitalization in writing.



Points to Remember:

- Punctuation is the spice of language; it can easily be overused so we must have a balance for effective writing.
- An applicant who has errors on a resume will lose out to the applicant who has none.
- Ending punctuation helps convey meaning by indicating where one sentence ends and another begins.

Paying attention to the mechanics of writing is as critical as paying attention to personal habits of hygiene and dress: it makes a statement about you and the care you take with responsibilities. Just as unkempt hair and stains on interview clothing leave a lasting impression of sloppiness and neglect, errors of misspelling, punctuation, and capitalization on a resumé give the impression that the applicant will be sloppy and unreliable on the job. Invariably, the employer who doesn't want to have to be "cleaning up" after an employee all the time will choose the applicant who gives the best impression both in person and in writing.

So here are some nitty-gritty details of writing mechanics that will help you write for the best impression.

PUNCTUATION

In modern times, we recognize that punctuation is needed to make it clearer and easier for the reader to follow the thoughts and ideas in a writing, to help him/her know what is going on. However, punctuation has not always existed.

The earliest hieroglyphic and alphabetic writing had no punctuation symbols at all. They didn't even use spaces between words. That was probably not a big problem, however, since most people couldn't read anyway. The Greeks are generally credited with inventing punctuation since a 3rd century B.C. librarian in Alexandria invented the comma, colon, and period, but those marks were not the same as we use today, and they weren't widely accepted except, possibly, among scholars.

The ancient Greeks began using a line between units of writing they called "paragraphos," which eventually became known as paragraphs, but even putting a space between words did not show up until the 9th century. Some early Roman monuments did show centered dots between words as a separation, however.



Punctuation did not become standardized until printing was invented, and even then, punctuation was primarily used to aid in rhetoric or speech. Punctuation was used to show emphasis and indicate pauses, long—period for sentence ending—and short—comma. A Renaissance typographer and printer consistently used a period for a long pause and a diagonal slash to indicate a short pause (this eventually became a comma), bringing these forms of punctuation into common use.

The question mark did not come into being until 16th century England where it was derived from the Latin word "quaestio" meaning "what." Initially, it was a capital Q over a lower case *o*, which eventually turned into the ? as we know it today. The original exclamation point came from the Latin word "io" meaning "joy" and it was made with a capital I over a lower case *o*.

The 17th and 18th centuries saw the question mark, exclamation point, apostrophe, and the dash come into consistent use.

Although it seems that we have all the punctuation marks necessary, who knows what the future may bring? A symbol that is a combination of question mark and exclamation point has been trying to be accepted into print since the 1960s. It is used like this: “He said what?!” Maybe one day it will be as common as the other punctuation marks.

ENDING PUNCTUATION

Punctuation is a tool that allows the writer to mark off thoughts to show where one complete thought ends and another begins, to add meaning to the words in the sentence by clarifying thoughts and, therefore, conveying to the reader the true meaning of the sentence. We use a variety of ending marks to do this.

The Period .

Of course, the ending mark with which we are most familiar is the period. Its purpose is to show where one declarative or imperative statement ends and another begins. The rules for its usage are simple:

1. Use a period to end a complete thought whether is a simple, complex, or compound sentence, declarative or imperative, or a rhetorical question.
 - The big, brass door at the end of the hall is locked. (declarative)
 - Don't try to go in there. (imperative)
 - Why did I even ask. (rhetorical question)
2. If a sentence ends in a quote, put the period inside the quotation marks.
 - The philosopher said, “The key to happiness is wanting what you get instead of getting what you want.”
 - If the sentence doesn't end with the ending quotes, use a comma inside and the period at the very end. “The key to happiness is wanting what you get instead of getting what you want,” said the philosopher.
3. Don't use periods after words in a list unless they are complete sentences.
 - eggs
 - bacon
 - cereal

 - Bob ate eggs. (complete sentence)
 - Carol ate bacon and eggs. (complete sentence)
 - Sharon had cereal with milk. (complete sentence)
4. Use a period after abbreviations.
 - Mr., Mrs., Dr.
 - A.S.P.C.A.

The Exclamation Point !



The exclamation point is a form of punctuation that is used rarely. Its purpose is to show strong emotion or to give a command. Just as in rhetoric, or speech, we spoke of earlier, it is there to lend emphasis. Occasionally, it shows irony.

- I can't believe he left her at the altar! (strong emotion)
- You are to get your bath and get into bed right now! (command)
- Bob, my so-called friend, made sure that the boss found out I screwed up! (irony)

The exclamation point goes inside the quotation marks if it refers to the quote, but outside if it doesn't.

- "I despise you!" she screeched.
- She really hit home with him when she said, "You're a coward"!

The Question Mark ?

A question mark is used to show disbelief or to acquire information.

- He asked, "Is that the capitol building over there?"
- Are you sure he's the president of the company?



It can be used in a series of questions in the middle of a sentence.

- When did you start school? join the soccer team? get married?

While it is used for direct questions, it is not used for indirect, or rhetorical, questions.

- I often question, why am I here?
- I often question why I am here.

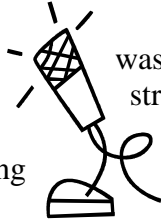
Just as with exclamation points, a question mark is put inside quotation marks if that is where it belongs. Otherwise, it is put outside the quotation marks.

- He asked, "Who is that?"
- Did he say "It's a ghost"?

COMMAS

Commas are powerful; they help convey meaning by separating words and phrases that might be confusing otherwise. They are the most frequently used punctuation after the period.

As noted, early punctuation speech rather than on sentence are still taught to think of the where to place commas and ending the rest of us.



was based on creating pauses for emphasis in structure, and, even today, children in school way sentences are spoken so they know punctuation. It is not a bad idea even for

Unlike ending punctuation, commas have MANY rules for usage. However, it still comes back to the same thing: where is a pause for emphasis? Instead of trying to remember every rule, when unsure, just silently read the sentence and see where you would naturally pause.

Here are some rules that do not necessarily depend on pauses, but you can often hear them:

- In direct address: Mr. Brown, please take off your coat and have a seat.
- In a series of three or more: I've lived in New York, Arizona, and California. (note the comma before the conjunction "and")
- In dates including day and year, but not month and year:
 - August 25, 2004 begins the Olympic Games. (comma)
 - The Olympic Games begin in August 2004. (no comma)
- Separating city from state, and both from the rest of sentence: Sacramento, California, is the state capital.
- To introduce direct questions, but not indirect questions:
 - The question is how to do it. (indirect)
 - The question is, how is it done? (direct)
- To enclose an appositive or interrupting phrase (unnecessary part of the sentence that renames the previous word, is a direct address, or gives additional information) that can be removed without affecting the sentence meaning:
 - Sacramento, California's capital, is located in the northern part of the state.
 - If you'll paint my room, Bob, I'll help you with your plumbing.
 - The Bensonhurst Journal, the nation's smallest daily newspaper, has been in existence for 200 years.
- In compound sentences (two independent clauses joined by a conjunction) before the conjunction:
 - I went to Europe, and I visited 27 countries.
 - He got lung cancer, but he didn't stop smoking.
 - They became doctors, but their children became lawyers.



- In complex sentences (one independent clause and one or more dependent clauses joined by a conjunction such as *when, after, if, because*), if the dependent clause comes at the beginning:
 - After I graduated from high school, I started working at Wal-Mart.
 - I started working at Wal-Mart after I graduated from high school.
 - Because she is such a good actress, she's been hired to do a Broadway play.
 - She's been hired to do a Broadway play because she's such a good actress.

OTHER FORMS OF PUNCTUATION

There are numerous other forms of punctuation that are used much less frequently than commas, periods, question marks, and exclamation points. However, they are useful to know to add clarity and interest to your writing.

Semicolon ;

This form of punctuation is used to avoid run-on sentences by joining independent clauses that have a close relationship to each other but do not have a conjunction. Many people, however, choose to make these separate sentences.

- My high school drama teacher was a famous actor in our hometown; he had appeared in several movie productions and plays.

This can also be used to form a compound sentence with clauses linked by a conjunctive adverb such as *however, therefore*.

- My boss is a partner in the company; however, he knows what it means to be a regular employee.

It may also be used in a sentence where there are so many commas, it may become confusing.

- I have lived in Phoenix, Arizona; Hilo, Hawaii; Tampa, Florida; and Baldwin, New York.

Colon :

A colon is used in expressions of time to separate hours, minutes, and seconds.

- He ran the marathon in 4:38:22.



separate hours, minutes,

and seconds. It is now 3:37.

While a comma is used after a greeting in a friendly letter, a colon is used after the greeting in a formal or business letter.

- Dear Mom,
- Dear Dr. Brown:

“Quotation Marks”

Quotation marks are used in a direct quote to show the exact words of the speaker. They are not used in an indirect quote.

- Caroline said, “I’m leaving next Thursday to travel around the world, stopping in 30 countries along the way. I won’t be back for a year.”
- Caroline said she was leaving on Thursday to travel to 30 countries around the world, and she won’t be back for a year.



Hyphen -

Hyphens are used primarily for two purposes: to divide up words into syllables at the end of a line—as shown in the dictionary—and to create hyphenated words, words closely associated with each other. (Hyphenated words often become one word after repeated use as was the case with “breadbox.”) Examples:

- plen-ty dis-col-or man-age-a-ble
- co-author ex-president self-educated ill-mannered

Ellipses ...

These are used in the middle of a sentence to show that there’s omitted material, or at the end of a sentence to show the sentence is trailing off and leaving out other words or sentences.

- The inn keeper, who is a jovial sort, never turned anyone away.
- The inn keeper...never turned anyone away.
- John Wayne had little patience with ignorant, mean people especially...

Apostrophe '

The apostrophe is used primarily to show possession and to form contractions. Examples:

- Carol’s cat is 70 in human years. (possession: cat belongs to Carol)
- I’m a big believer in live and let live. (contraction: I am)
- It is now seven o’clock. (contraction: “of the clock” or “on the clock”)

(Parentheses)

These can be used to set off numbers or letters in a list, or to include extra information in a sentence.

- (1) (A) (b) (4)
- John showed up at the party uninvited (he sure made everybody mad!), and he was asked to leave by the host.

Practice A

In the sentences below, fill in the correct form of punctuation in the blank. Answers are on page 20.

1. Help_____

2. She gave Brittanys _____baby a beautiful blanket.



3. The judge said, _____If I ever see you in my court again, I'll throw you in jail._____

4. Did you want to see me, Mrs. Green_____

5. I'll meet you today at 5 _____15 p.m.

6. When I went to the grocery story, I bought chicken_____wheat bread_____and juice.

7. Shakespeare was a wonderful writer_____however, he didn't earn much money.



8. Ronald Smith_____he was the geek of our graduating class_____turned into a very wealthy man through his inventions.

9. She asked if we were all happy with her decision_____

10. Mrs_____Cunningham_____as the defendants_____mother_____could you tell us where he was on the night of December 8_____

CAPITALIZATION

At one time, all words were comprised of one-sized letters, capitals. It wasn't until the 9th century that an English scholar, Alcuin, established a consistent writing style for all scribes in the Holy Roman Empire, which led to the forerunner of lowercase letters. At that point, it became easier to begin to attribute general and specific meanings to words.

Generally speaking, we use capital letters for the first letter of the first word of a sentence and the first letter of a proper or specific noun. Look at these examples:

common or general noun

city
country
president
direction: northeast
occupation: doctor
relationship: uncle

proper or specific noun

Boston
United States of America
President Ronald Reagan
location: Southwest
title: Doctor Joseph Hurley
name: Uncle Eddy

But there are a few other rules for capitalization.

- When a specific noun is used as an adjective: French toast
 - Titles that refer to a specific person: Uncle Eddy, Vice President Cheney
 - When addressing someone: Is that your bill they're voting on, Senator?
 - The first word and all important words of titles of books, plays, poems, movies:
 - The Matrix
 - The Lord of the Rings
 - "Annabel Lee"
 - *Harry Potter and the Order of the Phoenix*
 - Specific buildings, streets, etc.: Empire State Building, White House, Madison Avenue
 - Abbreviations and initials: U.S.A., U.N., M.D.
 - Days, dates, months, holidays—but NOT seasons: Monday, October 15, Labor Day, summer, fall, winter, spring
 - Government and social organizations: Central Intelligence Agency, Homeland Security, the Elks, American Cancer Society
 - Important documents: Constitution of the United States, Magna Carta, Declaration of Independence
 - School subjects when referring to a specific course name as in a catalog: English as a Second Language, mathematics, Algebra 1, history, Ancient History
 - Quotations: If a quotation can stand alone as a complete sentence, capitalize the first word.
 - Jessica asked, "Are you coming to my party?"
- If it is just a word or phrase in the middle of a sentence, don't capitalize it.
- She described the water at the beach as a "muddy brown."

Try This!



In the following nursery rhyme, capitalize those words that should be capitalized. Answers are on page 21.

humpty dumpty

humpty dumpty sat on a wall.
humpty dumpty had a great fall.
all the king's horses,
and all the king's men,
couldn't put humpty together again.

Practice B

In the following essay, some words are capitalized when they shouldn't be, and others are not capitalized when they should be. In the box following, write in the corrected words going by paragraph number. Answers are on page 20.

Abraham Lincoln



(1) one of the best Presidents the united states has had was president abraham Lincoln. He was the president during a very unpopular war in this country, one fought Brother-to-Brother.

(2) He conducted the civil war while maintaining a measure of sympathy for the People of all colors and on all sides of the issues, and He issued the emancipation proclamation that effectively freed the slaves. He also gave the famous gettysburg address dedicating the battlefield at gettysburg, Pennsylvania, to all those Soldiers who lost their lives there.

(3) President Lincoln was born in kentucky, february 12, 1809, into a family that opposed slavery and even changed to a different baptist church because of it. He was at various times a surveyor, a shopkeeper, a Postmaster, and a U.s. representative from Illinois. he had always loved to read and became a self-taught Lawyer, One who lacked the education that more modern Presidents have had.

(4) Five days after general Robert e. Lee surrendered in 1865, president Lincoln was assassinated while attending a Play at ford's Theatre in washington, D.C. His Leadership during this trying time has been praised and admired all these years later, so much so, that a National Holiday was named in his honor.

	<u>Should be Capitalized</u>	<u>Should Not be Capitalized</u>
(1)	_____ _____ _____ _____	_____ _____ _____ _____
(2)	_____ _____ _____ _____	_____ _____ _____ _____
(3)	_____ _____ _____ _____	_____ _____ _____ _____
(4)	_____ _____ _____ _____	_____ _____ _____ _____

Try This!

In each of the following sentences, choose the best answer to correct the punctuation or capitalization problem. Answers are on page 21.

1. An experienced Bookkeeper is needed for office position at Johnny Jay’s Hamburger Shack, Sacramento. Send resume and references.
 - 1) change period after Sacramento to comma
 - 2) capitalize office position
 - 3) change “B” to “b” on bookkeeper

2. Ludite Toy Company is proud to announce the unveiling of it’s new kite to honor the Rover Spirit’s exploration of Mars.
 - 1) change Toy to toy
 - 2) remove apostrophe from it’s
 - 3) change period to question mark

SPELLING

There are numerous causes of misspelling: words that sound the same, double letters, multiple ways of making sounds (f and ph), etc. Of course, there is plenty of help available through dictionaries, spell check, and even on-line assistance for occasional spelling problems. Some suggestions are:



The Merriam-Webster's Collegiate Dictionary
The American Heritage Dictionary of the English Language.

If you are using a computer, there are many places on-line you can utilize. Some places are particularly useful because they provide links to help with spelling as well as grammar, thesaurus, style, quotations, etc. Check these out:

<http://www.m-w.com/home.htm>
<http://www.bartleby.com/>
<http://dictionary.reference.com/>



You should be especially careful when relying on spell check as the following poem shows. Although all words in the poem are spelled correctly, 127 of the 225 words in the poem are really incorrect. See if you can find them. (Hint: they are all homonyms.)

CANDIDATE FOR A PULLET SURPRISE

I have a spelling checker,
It came with my PC.
It plane lee marks four my revue
Miss steaks aye can knot sea.

Eye ran this poem threw it,
Your sure reel glad two no.
Its vary polished in it's weigh.
My checker tolled me sew.

A checker is a bless sing,
It freeze yew lodes of thyme.
It helps me right awl stiles two reed,
And aides me when eye rime.

Each frays come posed up on my screen
Eye trussed too bee a joule.
The checker pours o'er every word
To cheque sum spelling rule.

Bee fore a veiling checker's
Hour spelling mite decline,
And if we're lacks oar have a laps,
We wood bee maid too wine.

Butt now bee cause my spelling
Is checked with such grate flare,
Their are know fault's with in my cite,
Of nun eye am a wear.

Now spelling does knot phase me,
It does knot bring a tier.
My pay purrs awl due glad den
With wrapped word's fare as hear.

To rite with care is quite a feet
Of witch won should bee proud,
And wee mussed dew the best wee can,
Sew flaw's are knot aloud.

Sow ewe can sea why aye dew prays
Such soft wear four pea seas,
And why eye brake in two averse
Buy righting want too pleas.

Jerrold H. Zar, Ph.D, Northern Illinois University
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(Reprinted by permission)

So you can see that there will be times when you will be unable to use outside sources to help you, most especially on the GED test. That is when you will need to rely on your own ability. Here are some ways to improve your own spelling abilities so that your search for outside help will be only an occasional necessity.

KNOW YOUR WEAKNESSES

Some people are good at spelling, and others are not. But there is a wide range of spelling abilities just as there is in any other type of skill. “Know yourself” is a very good piece of advice when it comes to your own personal abilities and deficiencies.



Do you reverse letters? forget doubling letters? never know whether “i” comes before or after “e”? leave off silent letters? It’s important to discover the pattern of your own misspellings.

One good way of learning about your own skill level and improving your spelling is to get a small notebook, place a different letter of the alphabet on each page, and then proceed to write down the correct spelling of any word that gives you trouble. Be sure to place the word on the correct lettered-page so you have created your own dictionary. Just by writing the word down, you have helped set the correct spelling in your mind. Additionally, you can always refer to your “dictionary” whenever you are unsure (except, of course, on the GED Test).

MNEMONICS (PRONOUNCED WITH A SILENT BEGINNING “M”)

This word, derived from the name of the Greek goddess of memory, Mnemosyne, is defined in the Merriam-Webster Dictionary as “a technique of improving the memory.” It includes all those little tricks, rules, and rhymes we develop or have been taught in school over the years. Remember these?

- When two vowels go a-walking, the first one often does the talking.
 - sea
 - cream
 - wail

- “i” before “e” except after “c” or as sounded as “ay” as in “neighbor” and “weigh”
(but “weird” is just plain weird!)
 - died niece sieve achieve chief
 - ceiling conceive receipt receive conceit
 - freight beige neighbor vein sleigh

Unfortunately, there are other exceptions to this rule besides “weird,” so you’ll just have to memorize them. But the rule is still worth remembering.

- either neither foreign leisure seize height forfeit

Other little tricks you may have to develop yourself, but here are a few other mnemonics that might help.

- “It’s” and “its” are two of the most confused words in the English language. Try to remember that “it’s” contains an apostrophe because something is missing, the letter “i.” Contractions will always contain an apostrophe. “Its” is used for possession, and you wouldn’t say, “The dog hurt it is tail,” would you?
- When trying to remember stationary (not moving) and stationery (writing paper), remember that stationery has an “e” just like envelope and letter.
- Some people have trouble with “affect” and “effect.” If you remember that “effect” is a noun and could go after “the,” then you see the matching “e”: the effect.
- “Separate” is a difficult one to remember. It helps to remember that “r” separates two identical letters: “a.”
- “They’re, their, there” are tough to figure out. One way to remember is to see that “there” has “here” in it.
- The same thing goes for “here” and “hear.” “Hear” has word the “ear” inside.



- “Aid” means to help, but “aide” is a helper, someone who gives something more. So you can say that the “e” is something more.

There are many mnemonic devices out there. For more help on-line, go to “Notorious Confusables” at <http://webster.comnet.edu/grammar/notorious.htm>, which may give you more insight into confusing pairs of words.

Here is a short list of commonly misspelled words. It is certainly not a complete list, but if you want to find more, you can do a search on the Net or go to most dictionaries where they may include a more extensive list.

absence	government	possibility
accidentally	grammar	quantity
advice	heroes	receiving
advise	immediately	recommend
belief	interesting	schedule
benefited	knowledge	separation
calendar	laid	sincerely
cemetery	loose	truly
criticize	lose	until
definitely	maybe	usually
dictionary	mischievous	village
dissatisfied	ninety	visual
eligible	noticeable	weather
exaggerate	occasionally	whether
embarrassment	occurred	woman
February	paid	women
fourth	parallel	writing

HOMONYM

Homonyms are two or more words that are pronounced the same way, may or may not be spelled the same way, but have different meanings, i.e., “bear” (animal), “bear” (carry), “bare” (no clothes). For all practical purposes, the only spelling errors that will be on the GED Writing Test Part 1 will be homonyms. There will probably be no more than 3-4 actual spelling corrections on Part 1, and you will not be expected to know spelling rules. However, the score you make on Part 2, the GED Essay, will be influenced by your grasp of mechanics including spelling, so you should spend your time developing your personal dictionary with homonyms that confuse you.

Following is a list of the most common homonyms. Identify your special demons.

its possessive pronoun

it's contraction for "it is"
(apostrophe stands for missing "i")

your possessive pronoun

you're contraction for "you are"
(apostrophe stands for missing "a")

here place

hear what you do with your "ear"

there place (has "here" in it)
(here and there)

their possessive, belonging to them
they're contraction for "they are"
(apostrophe stands for missing "a")

new not old

knew past tense of "to know"

I'll contraction of "I will"
(apostrophe stands for missing "wi")

aisle walkway isle island

sent to dispatch

scent  smell cent money

he'll contraction for "he will"

heal  cure disease

heel back of foot

principle rule or standard

principal head of school (think "pal")

right correct

write to inscribe rite a ritual

seen past participle of see

scene view or landscape

sea ocean (both have "ea")

see observe

stationery writing paper

stationary not moving

to toward

too also two number, a couple

wait remain in readiness

weight amount of heaviness

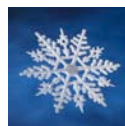
week 7 days

weak not strong

who's contraction of "who is"

whose belonging to whom?

weather meteorological condition



whether if it be the case

Practice C

In the following memo, decide if the underlined word is spelled correctly. If it is, write C on the line. If it isn't, write the correct word on the line. Answers are on page 21.

To: Walk-on-Air Tootsies Marketing Division
From: Walk-on-Air Tootsies Production Division
Date: November 17, 2004
Re: Introduction of Heel-Savers _____

We hear _____ at WOAT Production Division are in the final stages of rolling out the knew _____ heal-saver _____ insert for shoes. It is not intended to heel _____ but to relieve pressure on plantar warts, corns, and bone spurs.

There _____ are several points to be used in the marketing materials for this new _____ product.

- We'll send the inserts too _____ the stores by February 1.
- The return policy allows a trial-use of one weak _____ prior to return of product to the store, if need be.
- The inserts are effective regardless of the wait _____ of the customer, weather _____ s/he is light or heavy.
- The inserts are effective whether _____ there _____ used in dress or sport shoes.
- Stationery _____ users, people who must stand on their _____ feet all day, find this product especially helpful because it helps improve they're _____ circulation.

Its _____ imperative that you begin your marketing campaign immediately. You're _____ cooperation will help WOAT Company continue to be the foremost supplier of inserts to help keep America on it's _____ feet!

CONCLUSIONS

Correct mechanics leave a good impression of you with your reader. They also help convey the true meaning of your writing. It takes practice to perfect your punctuation, capitalization, and spelling skills, but you'll learn from your mistakes, and, eventually, you'll find your skills much improved.

Use a variety of reminders and mnemonics that are best suited to your individual problems. And for the sake of both Part 1 and Part 2 of the GED Writing Test, start now to brush up on your spelling, capitalization, and punctuation.

GED EXERCISE

In the following sentences and paragraphs, choose the one best correction for each sentence. Answers are on page 22.

1. **In the interview, Mr. Brown said; “You will be sharing an office with Miss Smith. Is that a problem?”**
 - 1) change the semicolon after Mr. Brown to a comma
 - 2) change the period after Miss Smith to a question mark
 - 3) change Is to It’s
 - 4) no correction is necessary
 - 5) put ending question mark outside quotation marks
2. **There are many shops in this city that provide Walk-on-Air Tootsies inserts. Your bound to find one with your size in stock.**
 - 1) capitalize shops
 - 2) no correction is necessary
 - 3) change period after stock to exclamation point
 - 4) change capitals in Walk-on-Air Tootsies to small letters
 - 5) change Your to You’re
3. **The company safety manual states “...in case of fire use the stairs.”**
 - 1) replace the period with semicolon
 - 2) no correction is necessary
 - 3) capitalize in
 - 4) put period after states
 - 5) capitalize stairs
4. **“John, never run out into the street without looking!” yelled aunt Mary.**
 - 1) put comma after quotation mark
 - 2) change comma after John to semicolon
 - 3) put ending quotation mark after Mary
 - 4) change exclamation point to question mark
 - 5) capitalize aunt
5. **The supervisor said, “You can start Monday, and I’ll be there to help you get oriented. Be sure to wear you’re name badge and bring your safety manual.”**
 - 1) change you’re to your
 - 2) change I’ll to isle
 - 3) capitalize manual
 - 4) capitalize supervisor
 - 5) change period after manual to question mark
6. **Did you know that the pull of gravity determines your weight. On the moon, your weight would be about one-sixth of what it is on earth.**
 - 1) capitalize moon
 - 2) no correction is necessary
 - 3) put a question mark after weight
 - 4) change weight to wait
 - 5) change period after weight to semicolon
7. **The Walk-on-Air Tootsies Company puts out many products: sole inserts, toe covers, and corn pads. They have been in the foot business for over a century.**
 - 1) remove comma after inserts
 - 2) change colon to period
 - 3) capitalize century
 - 4) no correction is necessary
 - 5) put comma after business

8. Abraham Lincoln accepted the surrender of General Robert E. Lee just days before president Lincoln was assassinated. The country lost a valuable leader just when it needed him most.

- 1) capitalize leader
- 2) put a comma after Lee
- 3) capitalize president
- 4) change it to it's
- 5) change capital to small letter in General

9. She told in her speech about her latest trip to New York City. "It is one of my favorite cities (even if it is so very expensive to visit), and I try to go back there at least once every year." she said.

- 1) change period to comma after City
- 2) take out parentheses
- 3) capitalize speech
- 4) change period to comma after year
- 5) no change is necessary

10. The police and fire department strikes have been very difficult for the city to handle. It has just barely managed to maintain protection of its populace with only management personnel covering.

- 1) capitalize city
- 2) change period to comma after handle
- 3) capitalize populace
- 4) no correction is necessary
- 5) change its to it's

ANSWERS & EXPLANATIONS

Page 1: Word You Need to Know

1. exclamation point
2. semicolon
3. mnemonics
4. mechanics

Page 8: Practice A

1. !
2. Brittany's
3. “ ”
4. ?
5. :
6. , ,
7. ;
8. ()
9. .
10. . , 's , ?

Page 10-11: Practice B

	<u>Should be Capitalized</u>	<u>Should Not be Capitalized</u>
(1)	One United States President Abraham	(best) presidents brother-to-brother
(2)	Civil War Emancipation Proclamation Gettysburg Address Gettysburg, Pennsylvania	people he (issued...) soldiers
(3)	Kentucky February Baptist U.S. Representative He (had always...)	postmaster lawyer one (who lacked...) (modern) presidents
(4)	General Robert E. Lee President (Lincoln) Ford's Theatre Washington	play leadership national holiday

Page 10: Try This!

Humpty Dumpty

Humpty Dumpty sat on a wall.
Humpty Dumpty had a great fall.
All the king's horses,
And all the king's men,
Couldn't put Humpty together again.

Rules:

- Capitalize first and last names.
- Capitalize first word of each line of poem.
- Do **not** capitalize king because it is not a specific king (like King James).
- Do **not** capitalize wall, fall, horses, and men because they are common nouns.

Page 11: Try This!

1. (3) Bookkeeper is a common noun.
2. (2) The possessive, its, is needed here.

Page 17: Practice C

To: Walk-on-Air Tootsies Marketing Division
From: Walk-on-Air Tootsies Production Division
Date: November 17, 2004
Re: Introduction of Heel-Savers ___ C ___

We hear here _____ at WOAT Production Division are in the final stages of rolling out the knew new _____ heal-saver heel _____ insert for shoes. It is not intended to heel heal _____ but to relieve pressure on plantar warts, corns, and bone spurs.

There ___ C ___ are several points to be used in the marketing materials for this new ___ C ___ product.

- We'll send the inserts too ___ to ___ the stores by February 1.
- The return policy allows a trial-use of one weak week _____ prior to return of product to the store, if need be.
- The inserts are effective regardless of the wait weight _____ of the customer, weather whether _____ s/he is light or heavy.
- The inserts are effective whether ___ C _____ there they're _____ used in dress or sport shoes.
- Stationery Stationary _____ users, people who must stand on their ___ C ___ feet all day, find this product especially helpful because it helps improve they're their _____ circulation.

Its **It's** imperative that you begin your marketing campaign immediately.
You're **Your** cooperation will help WOAT Company continue to be the
foremost supplier of inserts to help keep America on it's **its** feet!

Page 18-19: GED EXERCISE

1. 1) A comma, not a semi-colon, is required before a direct quote.
2. 5) The contraction You're for You are is needed in this sentence.
3. 2) This sentence is correct as it stands.
4. 5) Aunt is part of the name here so it must be capitalized.
5. 1) This requires the possessive pronoun your.
6. 3) This is a question and requires a question mark.
7. 4) This sentence is correct as it stands.
8. 3) Since this is used as a title, President must be capitalized.
9. 4) Do not end a direct quote with a period if it has she said following.
10. 4) This sentence is correct as it stands.