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Exam Code:GED-SECTION-2

Exam Name:Section Two Language Arts - Writing

Version:Demo

QUESTION 1

How to Be an Active Listener

A

- (1) Effective face to face communication depends upon the ability to listen well.
- (2) Many of us hear what others say without really listening to the message they are sending.
- (3) We must listen actively to correctly understand what is being said.

B

- (4) The first step to active listening is to pay attention.
- (5) Don't fidget, doodle, or look off at something else.
- (6) Daydreaming is something that you shouldn't do, or look at your watch, or worry about what you're going to make for dinner.

C

- (7) You should actively respond to what you hear.
- (8) Use nonverbal responses, nod or shake your head, laugh or smile, and make other appropriate gestures. (9) Lean forward and look the speaker in the eye to be shown that you are paying attention.

D

- (10) As you listen, respond verbally as well.
- (11) Offer affirmations such as "yes" "uh-huh" and "I understand."
- (12) Ask questions to get details or examples or to clarify matters.
- (13) Paraphrasing what you hear to be sure you are understanding things correctly.

E

- (14) The third step is that distractions should be avoided.
- (15) If you are going to listen to someone; turn off the television or radio.
- (16) Don't look at your computer screen or pick up the phone.
- (17) Close the door if possible to avoid interruptions or outside distractions, and you will be a more effective listener.

Sentences 9: Lean forward and look the speaker in the eye to be shown that you are paying attention. Which correction should be made to sentence 9?

- A. Change be shown to show.
- B. Replace paying with pay.

- C. Change in the eye to in-the-eye.
- D. Start a new sentence after eye.
- E. No correction is necessary.

Correct Answer: A

The infinitive is formed by using to + the base form of the verb, so be shown should be changed to show. Choice b is incorrect because the participle form paying should follow the helping verb are. Choice c is incorrect because the words in the eye are not working together as one modifier or noun, so they should not be hyphenated. Choice d would create a sentence fragment, so it is incorrect. Choice e is incorrect because the verb error must be corrected.

QUESTION 2

The Gateway Arch

A

(1)The skyline of St. Louis, Missouri, is fairly unremarkable, with one huge exception: the Gateway Arch that stands on the banks of the Mississippi.

(2)Part of the Jefferson National Expansion Memorial, the Arch is a remarkable monument builded to honor St. Louiss role as the gateway to the West.

B

(3)Construction on the 630-foot-high structure began in 1961.

(4)The construction was completed four years later in 1965.

(5)The monument includes an underground visitor center that explores westward expansion threwh galleries and a theater.

(6)Two passenger trams take visitors to the Observation Room and the Museum of Westward Expansion at the top.

C

(7)In 1947, a group of interested citizens held a nationwide competition to select a design for a new monument that will celebrate the growth of the United States.

(8)Other U.S. monuments are spires, statues, or imposing buildings.

(9)The winner of this contest was a plan for a completely unique structure.

(10)The man who submitted the winning design Eero Saarinen later became a famous architect.

(11)In designing the Arch, Saarinen wanted to "create a monument which would have lasting significance and would be a landmark of our time."

D

(12)The Gateway Arch is a masterpiece of engineering.

(13)A monument even taller than the Great Pyramid in Egypt, and in its own way, at least as majestic.

(14)The Gateway is an inverted catenary curve, the same shape that a heavy chain will form if suspended between two points.

(15)Covered with a sleek skin of stainless steel, dazzling bursts of sunlight are often reflected by the Arch.

(16)In a beautiful display of symmetry, the height of the arch is the same as the distance between the legs at ground level.

Sentence 3 and 4: Construction on the 630-foot-high structure began in 1961. The construction was completed four years later in 1965. Which is the most effective combination of sentences 3 and 4?

- A. Construction on the 630-foot-high structure began in 1961, following four years later with the completion of the construction.
- B. The construction on the 630-foot-high structure was completed four years later in 1965, after construction began in 1961.
- C. Construction on the 630-foot-high structure began in 1961 and was completed four years later in 1965.
- D. Construction on the 630-foot-high structure, which began in 1961, was completed in 1965, being four years later.
- E. Construction on the 630-foot-high structure began in 1961, therefore, it was completed four years later in 1965.

Correct Answer: C

Choice c is the most concise and correct version. Choice a is wordy and awkward. Choice b is not in chronological order, stating when construction was completed before stating when construction began. In choice d, the being is incorrect and should be removed, and four years later should be moved to before in 1965. Choice e is a run-on sentence, and therefore is not appropriate in the context.

QUESTION 3

How to Be an Active Listener

A

(1)Effective face to face communication depends upon the ability to listen well.

(2)Many of us hear what others say without really listening to the message they are sending.

(3)We must listen actively to correctly understand what is being said.

B

(4)The first step to active listening is to pay attention.

(5)Dont fidget, doodle, or look off at something else.

(6)Daydreaming is something that you shouldnt do, or look at your watch, or worry about what youre going to make for dinner.

C

(7) You should actively respond to what you hear.

(8) Use nonverbal responses, nod or shake your head, laugh or smile, and make other appropriate gestures. (9) Lean forward and look the speaker in the eye to be shown that you are paying attention.

D

(10) As you listen, respond verbally as well.

(11) Offer affirmations such as "yes" "uh-huh" and "I understand."

(12) Ask questions to get details or examples or to clarify matters.

(13) Paraphrasing what you hear to be sure you are understanding things correctly.

E

(14) The third step is that distractions should be avoided.

(15) If you are going to listen to someone; turn off the television or radio.

(16) Don't look at your computer screen or pick up the phone.

(17) Close the door if possible to avoid interruptions or outside distractions, and you will be a more effective listener.

Sentences 14: The third step is that distractions should be avoided. Which is the most effective way to write sentence 14?

A. The third step is that distractions should be avoided.

B. The third step being to avoid distractions.

C. Distractions should be avoided as the third step.

D. Avoid distractions.

E. The third step is to avoid distractions.

Correct Answer: E

This choice is concise and fits the grammatical pattern of the other two sentences that state the steps, creating parallel structure. Choice a is wordy and does not continue the parallel structure of steps one and two. Choice b is a sentence fragment. Choice c is wordy and uses the passive voice; it also does not continue the parallel structure. Choice d is the most concise, but it does not use the transitional phrase the third step.

QUESTION 4

How to Buy a Gift

A

(1) We buy gifts all throughout the year for many different occasions. (2) Including birthdays, weddings, and anniversaries.

(3) A few simple strategies can help you pick a good gift every time.

B

(4)First, decide how much money you will spend on the gift.

(5)This depend upon two things: how much you can afford to spend and how much you want to spend.

(6)You may be able to afford \$100. (7)You may only want to spend \$25.

(8)A maximum limit should be set so that you do not go over budget.

C

(9)Second, decide what sort of gift you want to give.

(10)Do you want your gift to be something practical, or would you rather give something whimsical.

(11)Do you want a gift that is unique, or would the receiver prefer something ordinary?

(12)Do you need something thats top of the line, or would the receiver appreciate a bargain brand?

(13)Even if you dont know exactly what you want to get, having an idea of the kind of gift you want can help you make the most of your time while you are shopping.

D

(14)Determine where you can purchase the kind of gift you want within your budget.

(15)For example, dont go to an upscale department store if your budget is only \$25.

(16)A little research can help you find the right place for your purchase.

(17)That

is making you, your wallet, and your gift recipient happy.

A.

Change by to buy.

B.

Insert a semicolon after year.

C.

Replace occasions with occasion.

D.

Delete throughout.

E.

No correction is necessary.

Sentence 1: We by gifts all throughout the year for many different occasions. Which correction should be made to sentence 1?

Correct Answer: A

The preposition by is a homonym of the verb buy, which means to purchase. The verb buy is what is needed in the context of this sentence. Choice b is incorrect because semicolons can be used between complete sentences but not between an independent and dependent clause. Choice c is incorrect because occasions must be plural to agree with many. Choice d is incorrect because throughout is necessary for the logic of the sentence. Choice e is incorrect because by must be changed.

QUESTION 5

The Gateway Arch

A

(1)The skyline of St. Louis, Missouri, is fairly unremarkable, with one huge exception: the Gateway Arch that stands on the banks of the Mississippi.

(2)Part of the Jefferson National Expansion Memorial, the Arch is a remarkable monument builded to honor St. Louiss role as the gateway to the West.

B

(3)Construction on the 630-foot-high structure began in 1961.

(4)The construction was completed four years later in 1965.

(5)The monument includes an underground visitor center that explores westward expansion threwh galleries and a theater.

(6)Two passenger trams take visitors to the Observation Room and the Museum of Westward Expansion at the top.

C

(7)In 1947, a group of interested citizens held a nationwide competition to select a design for a new monument that will celebrate the growth of the United States.

(8)Other U.S. monuments are spires, statues, or imposing buildings.

(9)The winner of this contest was a plan for a completely unique structure.

(10)The man who submitted the winning design Eero Saarinen later became a famous architect.

(11)In designing the Arch, Saarinen wanted to "create a monument which would have lasting significance and would be a landmark of our time."

D

(12)The Gateway Arch is a masterpiece of engineering.

(13)A monument even taller than the Great Pyramid in Egypt, and in its own way, at least as majestic.

(14)The Gateway is an inverted catenary curve, the same shape that a heavy chain will form if suspended between two points.

(15)Covered with a sleek skin of stainless steel, dazzling bursts of sunlight are often reflected by the Arch.

(16) In a beautiful display of symmetry, the height of the arch is the same as the distance between the legs at ground level.

Sentences 12 and 13: The Gateway Arch is a masterpiece of engineering. A monument even taller than the Great Pyramid in Egypt, and in its own way, at least as majestic. Which is the best way to write the underlined portion of these sentences?

- A. engineering. A monument even taller
- B. engineering. A monument that was even taller
- C. engineering, a monument even taller
- D. engineering; a monument more tall
- E. engineering, being a monument even as tall

Correct Answer: C

Choices a, b, and d are sentence fragments. Choice e uses being incorrectly. Only choice c is correct, setting the description off with a comma.

QUESTION 6

Refer to the following meeting minutes and answer the question.

Employee Advocate Committee Minutes of Meeting Held:

July 21, 2005 In Attendance:

Dakota Mills, Vice President Rebecca Styles, Committee Chairperson Oliver Perez, Committee Secretary

Brenda Osowski

Michael Wen

Jamal Roberts Absent:

Anthony Wilkins

A

1. Employee Lounge.

(1) Brenda reported an increase in complaints about the employee lounge.

(2) The complaints included:

B

(3) Jamal suggested creating a survey to determine how to best redesign the lounge.

(4) Rebecca suggested putting a suggestion box in the lounge.

(5) The committee agreed that a survey would be more systematic and getting more input from employees.

(6)Michael volunteered to create the survey that he will bring a draft of to the next meeting.

(7)Oliver volunteers to research the cost of a new microwave and refrigerator.

(8)The need for more telephones was another complaint about the lounge that was discussed.

C

2. Employee Appreciation Day.

(9)Rebecca reminded the committee that it was time to plan the annual Employee Appreciation Day, we brainstormed several ideas for Appreciation Day activities, including:

D

(10)Brenda noted that the company could best show its appreciation by moving quickly improving the lounge.

(11)The committee have agreed that the survey should be completed before Employee Appreciation Day.

E

(13)The

committee will reconvene next Thursday July 28 at 10 A.M.

Sentence 10: Brenda noted that the company could best show its appreciation by moving quickly improving the lounge.

Which correction should be made to sentence 10?

A.

Change noted to had noted.

B.

Replace improving with to improve.

C.

Change the company to The Company.

D.

Move quickly to follow by.

E.

No correction is necessary.

Correct Answer: B

The sentence is describing an action, so it requires the verb to improve rather than the gerund (noun) improving. Choice a is incorrect because the memorandum is using the simple past tense; the verb should be noted, not had noted, with a past tense helping verb. Choice c is incorrect because the company is not a specific noun and should not be capitalized. Choice d is incorrect because the best placement for the adverb quickly is immediately following the verb it describes (moving). Choice e is incorrect because the verb error needs to be corrected.

QUESTION 7

MEMORANDUM

To: All Jubilee Products Employees

From: Blair Borowski, Facilities Manager

Date: March 1, 2005

Re: New Carpet ****ATTENTION****

A

(1) This Saturday and Sunday, March 5 and 6, under your feet carpet company will be installing new carpets throughout the building.

(2) All office areas being currently carpeted will get new carpeting.

(3) All office areas that are not currently carpeted will also be carpeted.

B

(4) To prepare for the carpet installation, Under Your Feet have requested the following:

1.

(5) Remove ALL nonfurniture items from the carpet or floor in your work area.

2.

(6) ALL items except computers and telephones from the top of your furniture should be removed. (7) If for your office items you need boxes or storage space, please contact me at extension 425.

(8) The new carpet will be dark blue.

C

(9) Your compliance is very important, I will circulate a reminder on Thursday and again on Friday morning.

D

(10) Thank you in advance for your cooperation.

(11) If you have any questions, please don't hesitate to contacting me.

Sentences 4: To prepare for the carpet installation, Under Your Feet have requested the following: Which correction should be made to sentence 4?

A. Change to prepare to preparing.

B. Delete the comma after installation.

C. Replace have with has.

D. Change Your to You??re.

E. No correction is necessary

Correct Answer: C

The subject of the sentence, Under Your Feet [Company], is singular, so the verb must also be singular (has, not have). Choice a is incorrect because the infinitive form is to + verb base, not verb + ing. Choice b is incorrect because the comma after installation is necessary; commas should follow introductory phrases.

Choice d is incorrect because Your should remain possessive, not youre, which is a contraction of you and are. Choice e is incorrect because the error in subject verb agreement must be corrected.

QUESTION 8

MEMORANDUM

To: All Jubilee Products Employees

From: Blair Borowski, Facilities Manager

Date: March 1, 2005

Re: New Carpet **ATTENTION**

A

(1)This Saturday and Sunday, March 5 and 6, under your feet carpet company will be installing new carpets throughout the building.

(2)All office areas being currently carpeted will get new carpeting.

(3)All office areas that are not currently carpeted will also be carpeted.

B

(4)To prepare for the carpet installation, Under Your Feet have requested the following:

(5)Remove ALL nonfurniture items from the carpet or floor in your work area.

(6)ALL items except computers and telephones from the top of your furniture should be removed. (7)If for your office items you need boxes or storage space, please contact me at extension 425.

(8)The new carpet will be dark blue.

C

(9)Your compliance is very important, I will circulate a reminder on Thursday and again on Friday morning.

D

(10)Thank you in advance for your cooperation.

(11)If you have any questions, please dont hesitate to contacting me.

Sentences 1: This Saturday and Sunday, March 5 and 6, under your feet carpet company will be installing new carpets throughout the building. Which correction should be made to sentence 1?

- A. Delete the commas after Sunday and 6.
- B. Change under your feet carpet company to Under Your Feet Carpet Company.
- C. Replace your with you're.
- D. Change new carpets to new-carpets.
- E. No correction is necessary.

Correct Answer: B

Under Your Feet Carpet Company is a proper noun (a specific company) and should be capitalized. Choice a is incorrect because there should be commas around the month and dates of the month. Choice c is incorrect because you're is a contraction of you are; the sentence needs the possessive your. Choice d is incorrect because new modifies carpets, so there should not be a hyphen between them. Choice e is incorrect because the commas need to be added around the date.

QUESTION 9

Refer to the following meeting minutes and answer the question.

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Brenda Osowski

Michael Wen

Jamal Roberts Absent:

Anthony Wilkins

A

1. Employee Lounge.

(1) Brenda reported an increase in complaints about the employee lounge.

(2) The complaints included:

B

(3) Jamal suggested creating a survey to determine how to best redesign the lounge.

(4) Rebecca suggested putting a suggestion box in the lounge.

(5) The committee agreed that a survey would be more systematic and getting more input from employees.

(6)Michael volunteered to create the survey that he will bring a draft of to the next meeting.

(7)Oliver volunteers to research the cost of a new microwave and refrigerator.

(8)The need for more telephones was another complaint about the lounge that was discussed.

C

2. Employee Appreciation Day.

(9)Rebecca reminded the committee that it was time to plan the annual Employee Appreciation Day, we brainstormed several ideas for Appreciation Day activities, including:

D

(10)Brenda noted that the company could best show its appreciation by moving quickly improving the lounge.

(11)The committee have agreed that the survey should be completed before Employee Appreciation Day.

E

(13)The

committee will reconvene next Thursday July 28 at 10 A.M.

Sentence 9: Rebecca reminded the committee that it was time to plan the annual Employee Appreciation Day, we brainstormed several ideas for Appreciation Day activities, including:

Which correction should be made to sentence 9?

A.

Insert commas after committee and time.

B.

Change the colon after including to a semicolon.

C.

Replace that with which.

D.

Change we to the committee.

E.

No correction is necessary.

Correct Answer: D

The memo refers to the committee in the third person throughout. In sentence 9, the point of view shifts to the first person we. We should be changed to the committee to maintain consistency. Choice a is incorrect because that it was time is not a nonessential phrase that should be set off by commas; it is necessary to the meaning of the sentence. Choice b is incorrect because colons are used to introduce lists. The sentence requires that, not which, since it is not selecting among choices, so choice c is incorrect. Choice e is incorrect because the pronoun shift should be corrected.

QUESTION 10

Refer to the following meeting minutes and answer the question.

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Anthony Wilkins A

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(11) The committee have agreed that the survey should be completed before Employee Appreciation Day.

E

(13) The

committee will reconvene next Thursday July 28 at 10 A.M.

Sentence 8: The need for more telephones was another complaint about the lounge that was discussed.

The most effective revision of sentence 8 would involve

A.

moving sentence 8 to follow sentence 4.

B.

revising for parallel structure.

C.

deleting the sentence from the memo.

D.

turning sentence 8 into a bullet point for sentence 2.

E.

starting a new paragraph with sentence 8.

Correct Answer: D

This sentence should be turned into a bullet point, since it is a complaint about the lounge and the other complaints are listed as bullets in sentence 2. Choice a is incorrect because the complaints are discussed in paragraph A, not paragraph

B. Choice b is incorrect because there is no opportunity to use parallel structure in this sentence (however, when the sentence is moved to the bulleted list, it should be revised to fit the parallel structure of the list: insufficient telephones or not enough telephones). Choice c is incorrect because the sentence is important to the memo and should not be deleted. Choice e is incorrect because this sentence belongs in paragraph A; it should not be after paragraph B or its own paragraph.

QUESTION 11

The Gateway Arch

A

(1)The skyline of St. Louis, Missouri, is fairly unremarkable, with one huge exception: the Gateway Arch that stands on the banks of the Mississippi.

(2)Part of the Jefferson National Expansion Memorial, the Arch is a remarkable monument builded to honor St. Louiss role as the gateway to the West.

B

(3)Construction on the 630-foot-high structure began in 1961.

(4)The construction was completed four years later in 1965.

(5)The monument includes an underground visitor center that explores westward expansion through galleries and a theater.

(6)Two passenger trams take visitors to the Observation Room and the Museum of Westward Expansion at the top.

C

(7)In 1947, a group of interested citizens held a nationwide competition to select a design for a new monument that will celebrate the growth of the United States.

(8)Other U.S. monuments are spires, statues, or imposing buildings.

(9)The winner of this contest was a plan for a completely unique structure.

(10)The man who submitted the winning design Eero Saarinen later became a famous architect.

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D

(12)The Gateway Arch is a masterpiece of engineering.

(13)A monument even taller than the Great Pyramid in Egypt, and in its own way, at least as majestic.

(14)The Gateway is an inverted catenary curve, the same shape that a heavy chain will form if suspended between two points.

(15)Covered with a sleek skin of stainless steel, dazzling bursts of sunlight are often reflected by the Arch.

(16)In a beautiful display of symmetry, the height of the arch is the same as the distance between the legs at ground level.

Paragraph C, sentences 7 through 11: In 1947, a group of interested citizens . . . would be a landmark of our time." Which revision should be made to the placement of this paragraph?

A. Move paragraph C to the first sentence of the passage.

B. Move paragraph C to follow paragraph A.

C. Move paragraph C to the last paragraph in the essay.

D. Delete paragraph C.

E. No revision to placement is necessary.

Correct Answer: B

It is most logical to switch the order of paragraphs B and C so that the passage is in chronological order. Choice a is incorrect because paragraph A introduces us to the Arch and should remain the first paragraph of the passage. Choice c is incorrect because it further disrupts the chronological order, and paragraph D is the logical conclusion to the passage. Choice d is incorrect because the paragraph offers important information and should not be deleted. Choice e is incorrect because the paragraph is best moved above paragraph B.

QUESTION 12

Refer to the following meeting minutes and answer the question.

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Brenda Osowski

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A

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D

(10) Brenda noted that the company could best show its appreciation by moving quickly improving the lounge.

(11) The committee have agreed that the survey should be completed before Employee Appreciation Day.

E

(13) The

committee will reconvene next Thursday July 28 at 10 A.M.

Sentence 5: The committee agreed that a survey would be more systematic and getting more input from employees.

Which correction should be made to this sentence?

A.

Change agreed to agreeing.

B.

Insert a comma after survey.

C.

Replace getting with get.

D.

Delete and.

E.

No correction is necessary.

Correct Answer: C

This choice creates parallel structure in the sentence, with both verbs (be and get) in the same form to work with the helping verb would. Choice a is incorrect because the memorandum is in past tense. Choice b is incorrect because commas should not be inserted between a subject and verb. Choice d is incorrect because and is necessary to show that there are two benefits from the survey (it is more systematic and it would get more input). Choice e is incorrect because the correction in choice c is necessary.