Misused Words: Exercises

1. Students often have questions about their schedules.

2. You’re desk will be over their by the window.

3. We want to assure that all students have access to a quality education, to.

4. If you want my advise you could of asked for they’re opinion first.

5. She had a strong effect on the administration by instituting less regulations.

6. Dr. Madison and Mrs. Lewis decided among themselves that its the most appropriate course of action.

7. With the large amount of students we deal with every year, the school must except a variety of articulation agreements.

8. You should insure that student workers don’t lay down on the job!

9. Please make sure your appropriately dressed.

10. This is more important then you might think.
Possessives: Exercises

1. Which one is correct?
   a. The schools collection included an original set of Blackstone's Commentaries.
   b. The schools' collection included an original set of Blackstone's Commentaries.
   c. The school's collection included an original set of Blackstone's Commentaries.

2. Which one is correct?
   a. The students success was largely attributable to their hard work and dedication.
   b. The students' success was largely attributable to their hard work and dedication.
   c. The student's success was largely attributable to their hard work and dedication.

3. Which one is correct?
   a. The responsibility for the bills was yours' and her's.
   b. The responsibility for the bills was yours and hers.

4. Which one is correct?
   a. Correct: The lawyers could generally be found after hours at the Hanover Street Bar and Grill.
   b. Incorrect: The lawyer's could generally be found after hours at the Hanover Street Bar and Grill.
   c. Incorrect: The lawyers' could generally be found after hours at the Hanover Street Bar and Grill.

5. Which is correct?
   a. The dodo bird is known for its inability to fly.
   b. The dodo bird is known for it's inability to fly.
**Comma Splices: Exercises**

1. Which is correct?
   a. Phyllis got off the plane in New York her bags continued on to Boston.
   b. Phyllis got off the plane in New York. Her bags continued on to Boston.
   c. Phyllis got off the plane in New York; her bags continued on to Boston.

2. Which is correct?
   a. A black-crowned night heron stood among the rushes at dusk it would come out to hunt.
   b. A black-crowned night heron stood among the rushes, at dusk it would come out to hunt.
   c. A black-crowned night heron stood among the rushes. At dusk it would come out to hunt.

3. Which is correct?
   a. Four people were late Scott, Ewing, Schmidt, and Pauling.
   b. Four people were late. Scott, Ewing, Schmidt, and Pauling.
   c. Four people were late: Scott, Ewing, Schmidt, and Pauling.

**Dangling Participles: Exercises**

1. After being whipped fiercely, the cook boiled the egg.

2. Flitting gaily from flower to flower, the football player watched the bee.

3. Rushing to the catch the bus, Bob's wallet fell out of his pocket.

4. Falling through the thin ice, the jogger dived into the lake to save the dog.

5. Breathing his last, the man's dog jumped up and gave a howl.
Impersonal “You:” Exercises

1. You have to work very hard to make a dollar these days.

2. It’s so smoggy in Los Angeles, you can hardly breathe.


4. If you want to sell cars, you have to have a lot of personality.

5. When preparing professional documents, you should always spell check before printing.

Single versus Plural Pronouns: Exercises

1. If anyone has any questions they should raise their hands.

2. When the supervisor has a new project they should notify the foreperson.

3. Every student must study hard if they wish to succeed.

4. The Achievement Council gave their award to Joe Titan.

5. When Mrs. Wilson spoke the class gave her their full attention.
Parallelism: Exercises

1. At 16, I was full of wildness, arrogant, and I was an angry person.

2. The stock prices wavered, stall, were rising and falling.

3. Good writing must be honest, have freshness, and precision.

4. My son wants to be either a firefighter or fly planes.

5. The students were more interested in profiting than in the bottom line.

6. Continual dieting and to be inactive are health hazards.

7. Sarah is kind, compassionate, and a hard worker.

8. Not only did Rosemary attend the meeting, but also David.

9. The ladder was either stolen, or Burt borrowed it.

10. The girl likes painting but not to sing.
Conciseness: Exercises

1. As per your written instruction, we will undertake the task of studying your investment program.

2. Please be advised that it is our intention to make every effort to deliver your order by the date of your request, December 1.

3. It has been determined by the staff that our process of check verification for customers must be simplified.

4. It has been established that the incontestable key to the future success of QuadCam is a deep and firm commitment to quality.

Directness: Exercises

1. We must make the assumption that you wish to be transferred.

2. The committee reached the conclusion that a great majority of students had a preference for mail-in registration.

3. Whether or not we make a continuation of the sales campaign is dependent on its success in the city of Houston.

4. Members of the team have taken into consideration every one of the factors that has the capacity to affect the purchase.