

Exercise – 1
Level – I (30 sec each)

- Exclamations are often constructed with how, what and such. Test your understanding of these structures with this grammar exercise. Complete the following sentences.

1. cold it is!
A. How
B. What
C. Either could be used here
2. beautifully you sing!
A. How
B. What
C. Either could be used here
3. rude guy!
A. What
B. What a
C. How a
4. pleasant surprise!
A. What
B. What a
C. How
5. lovely weather!
A. What
B. What a
C. How
6. She is nice girl!

- A. such
- B. such a
- C. what a

7. a fool you are!

- A. How
- B. What
- C. What a

8. foolish she is!

- A. How
- B. What
- C. Such

9. What a lovely smile

- A. you have
- B. have you

10. They are kind people.

- A. such
- B. so
- C. Either could be used here

11. you've grown!

- A. How
- B. What
- C. Either could be used here

12. He talks rubbish!

- A. such

B. such a

C. what

Answers – Exercise – 1

1. A 2. A 3. B 4. B 5. A 6. B 7. C 8. A 9. A 10. A 11. A 12. A

Exercise – 2

Level – 1 (30 sec each)

1. What is missing?

The sun is very hot

A. Exclamation mark

B. Question mark

C. Full stop

D. Capital letter

2. What is missing?

the cake was delicious.

A. Exclamation mark

B. Question mark

C. Full stop

D. Capital letter

3. What is missing?

Why did she say that

A. Exclamation mark

B. Full stop

C. Question mark

D. Capital letter

4. What is missing?

Let me out

- A. Exclamation mark
- B. Full stop
- C. Question mark
- D. Capital letter

5. What is missing?

What do you want

- A. Exclamation mark
- B. Full stop
- C. Question mark
- D. Capital letter

6. What is missing?

I love beans on toast

- A. Exclamation mark
- B. Full stop
- C. Question mark
- D. Capital letter

7. What is missing?

when will you becoming?

- A. Exclamation mark
- B. Full stop
- C. Question mark
- D. Capital letter

8. What is missing?

Help

- A. Question mark
- B. Full stop
- C. Exclamation mark
- D. Capital letter

9. What is missing?

Jo ate all the food

- A. Exclamation mark
- B. Capital letter
- C. Question mark
- D. Full stop

10. What is missing?

The ducks ate all the bread

- A. Exclamation mark
- B. Full stop
- C. Question mark
- D. Capital letter

Answers – Exercise – 2

1. C 2. D 3. C 4. A 5. C 6. B 7. D 8. C 9. D 10. B

Exercise – 3

Level – I (30 sec each)

1. Which sentence is missing a capital letter?

- A. The sun is very hot.

- B. The cake was delicious.
 - C. Bill and i went out.
 - D. The ducks ate all the bread.
2. Which sentence is missing a full stop?
- A. Nobody saw him clearly
 - B. Four cars were speeding.
 - C. Harry ate all the food.
 - D. John drove the car.
3. Which sentence is missing a question mark?
- A. If you like, I will do it.
 - B. Before you go, let the cat out.
 - C. Why did she say that
 - D. I like beans on toast.
4. Which sentence is missing a capital letter?
- A. She went for a walk.
 - B. He went for a walk.
 - C. the dog needs to go for a walk.
 - D. The rain never stopped.
5. Which sentence is missing a full stop?
- A. Terry likes to dance.
 - B. I like cheese on toast.
 - C. Mrs Jones bought some bread
 - D. Dave put on his hat.
6. Which sentence is missing a question mark?

- A. Do you want to go another night
 - B. Alan reversed into a tree.
 - C. She needs to wear glasses for reading.
 - D. Jane enjoys writing.
7. Which sentence is missing a capital letter?
- A. Turn off the lights before you leave.
 - B. why did he say that?
 - C. Why did he do that?
 - D. Chocolate is my favourite flavour.
8. Which sentence is missing a full stop?
- A. We like to watch the Queen's speech
 - B. David bought a new jacket.
 - C. That wine is good.
 - D. Julia hung up her coat.
9. Which sentence is missing a question mark?
- A. Yesterday, the Prime Minister said tax would rise.
 - B. Tom is good at painting.
 - C. Do you want to go to the cinema tonight
 - D. I eat fish and chips on Fridays.
10. Which sentence is missing a capital letter?
- A. We're going to america for our holiday.
 - B. Anna has a fear of flying.
 - C. She came back with biscuits.
 - D. The bike is blue.

Answers – Exercise – 3

1. C 2. A 3. C 4. C 5. C 6. A 7. B 8. A 9. C 10. A

Exercise – 4

Level – 2 (30 sec each)

Mark if the following sentences should end with a period, question mark, or exclamation point.

Example: I am so excited right now

A. .

B. ?

C. (!)

1. I feel good today

A. .

B. ?

C. !

2. Hey! Can you hear me

A. .

B. ?

C. !

3. I like oranges

A. .

B. ?

C. !

4. What time did you go to the movie last night

A. .

B. ?

C. !

5. Where are we going

A. .

B. ?

C. !

6. I wonder how old he is

A. .

B. ?

C. !

7. Hey everybody, look at me

A. .

B. ?

C. !

8. Doesn't anybody want to come with me
A. .
B. ?
C. !
9. I think we can go now
A. .
B. ?
C. !
10. I am so excited Our team scored a point
A. .
B. ?
C. !
11. When are you going to take out the trash
A. .
B. ?
C. !
12. Hello, how are you
A. .
B. ?
C. !
13. Didn't you go to the store yesterday
A. .
B. ?
C. !
14. I think it's supposed to snow tomorrow
A. .
B. ?
C. !
15. Yay! I am finished with the quiz
A. .
B. ?
C. !

Answers – Exercise – 4

1. A 2. B 3. A 4. B 5. B 6. A 7. C 8. B 9. A 10. C 11. B 12. B
13. B 14. A 15. C

Exercise – 5

Level – 2 (30 sec each)

1. What is missing? She wanted to watch Channel 1 I wanted to watch Channel 4.
 - A. Exclamation mark
 - B. Question mark
 - C. Full stop
 - D. Capital letter

2. Which option is missing a capital letter?
 - A. This shop is better. the other one doesn't have this book.
 - B. He wants to go on holiday in the summer.
 - C. She decided to leave eventually.
 - D. How did James get on? He came first.

3. Which option is missing a full stop?
 - A. What? I don't believe it.
 - B. The park is quite close The shops are further away.
 - C. This winter has been much colder.
 - D. The snow was too deep for cars to pass through.

4. Which option is missing a question mark?
 - A. I need a holiday. Where should we go
 - B. Is this the colour you wanted?
 - C. Why do you want to go in that direction?
 - D. Which film do you want to watch tonight?

5. Which option is missing an exclamation mark?
 - A. Get out Call 999. The fire is too big now!
 - B. Tom! Where are you going?
 - C. Go! You're already late.

D. Turn that music down! It's very late.

6. Which option is missing a question mark?

A. Should we walk in that direction? Is it really that far?

B. Do you find that having pets in the house makes you sneeze

C. It's dark in here. Do you want me to turn another lamp on?

D. I prefer it when it's sunnier, don't you?

7. Which sentence is missing a capital letter?

A. We're going to France this summer. Visiting the eiffel tower is supposed to be a magnificent experience.

B. The buildings in New York appear much bigger than in the films.

C. This roller coaster is supposed to be the biggest in the world.

D. I wouldn't visit that restaurant. We ate there two months ago and had food poisoning.

8. Which sentence is missing a capital letter?

A. The american President is visiting London this week.

B. She wants to get married in the summer. Her friends think it should be sooner.

C. Emily got plenty of chocolate eggs this Easter.

D. The Tower of London is very busy with tourists from all over the world.

9. What is missing?

John went to Rome to visit vatican city.

A. Exclamation mark

B. Question mark

C. Full stop

D. Capital letters

10. What is missing?

"I don't know what to do " she screamed.

- A. Exclamation mark
- B. Question mark
- C. Full stop
- D. Capital letter

Answers – Exercise – 5

2. C 2. A 3. B 4. A 5. A 6. B 7. A 8. A 9. D 10. A

Exercise – 6

Level – 2 (30 sec each)

1. Which word completes the following sentence?

He took a Walk around the garden

- A. Liesurly
- B. Liesurely
- C. Leisurley
- D. Leisurely

2. What word completes the following sentence?

.....all meeting at the Town hall at 6.30 on Wednesday.

- A. Where
- B. Wear
- C. We're
- D. Were

3. Which word fills the gap in the following sentence?

I am sure that_a strange man in the park.

- A. Theirs

B. Their's

C. There's

D. They're's

4. Which punctuation mark is missing from the following sentence?

My friend's cats, together with her dogs make a real racket.

3. Apostrophe

4. Comma

5. Exclamation mark

6. Colon

5. Which word in the following sentence should contain an apostrophe?

The parents and teachers were very unhappy as their childrens school failed its Ofsted.

A. Parent's

B. Children's

C. Teacher's

D. It's

6. What should come at the end of the following sentence?

If you have any doubts could you please speak now

A. Comma

B. Full stop

C. Exclamation mark

D. Question mark

Answers – Exercise – 6

1. D 2. C 3. C 4. B 5. B 6. B

Exercise – 7

Level – 3 (45 sec each)

- **Select the correctly punctuated sentence.**

1.

- A. Spain is a beautiful country; the beache's are warm, sandy and spotlessly clean.
- B. Spain is a beautiful country: the beaches are warm, sandy and spotlessly clean.
- C. Spain is a beautiful country, the beaches are warm, sandy and spotlessly clean.
- D. Spain is a beautiful country; the beaches are warm, sandy and spotlessly clean.

2.

- A. The children's books were all left in the following places: Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.
- B. The children's books were all left in the following places; Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.
- C. The childrens books were all left in the following places: Mrs Smiths room, Mr Powells office and the caretakers cupboard.
- D. The children's books were all left in the following places, Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.

3.

- A. She always enjoyed sweets, chocolate, marshmallows and toffee apples.
- B. She always enjoyed: sweets, chocolate, marshmallows and toffee apples.
- C. She always enjoyed sweets chocolate marshmallows and toffee apples.
- D. She always enjoyed sweet's, chocolate, marshmallow's and toffee apple's.

4.

- A. Sarah's uncle's car was found without its wheels in that old derelict warehouse.
- B. Sarah's uncle's car was found without its wheels in that old, derelict warehouse.

- C. Sarah's uncle's car was found without its wheels in that old, derelict warehouse.
- D. Sarah's uncle's car was found without its wheels in that old, derelict warehouse.

5.

- A. I can't see Tim's car, there must have been an accident.
- B. I can't see Tim's car; there must have been an accident.
- C. I can't see Tim's car there must have been an accident.
- D. I can't see Tim's car; there must have been an accident.

6.

- A. Paul's neighbours were terrible; so his brother's friends went round to have a word.
- B. Paul's neighbours were terrible: so his brother's friends went round to have a word.
- C. Paul's neighbours were terrible, so his brother's friends went round to have a word.
- D. Paul's neighbours were terrible so his brother's friends went round to have a word.

7.

- A. Tim's gran, a formidable woman, always bought him chocolate, cakes, sweets and a nice fresh apple.
- B. Tim's gran a formidable woman always bought him chocolate, cakes, sweets and a nice fresh apple.
- C. Tim's gran, a formidable woman, always bought him chocolate cakes sweets and a nice fresh apple.
- D. Tim's gran, a formidable woman, always bought him chocolate, cakes, sweets and a nice fresh apple.

8.

- A. After stealing Tim's car, the thief lost his way and ended up the chief constable's garage.
- B. After stealing Tim's car the thief lost his way and ended up the chief constable's garage.
- C. After stealing Tim's car, the thief lost his way and ended up the chief constable's garage.

D. After stealing Tim's car, the thief lost his' way and ended up the chief constable's garage.

9.

A. We decided to visit: Spain, Greece, Portugal and Italy's mountains.

B. We decided to visit Spain, Greece, Portugal and Italys mountains.

C. We decided to visit Spain, Greece, Portugal and Italy's mountains.

D. We decided to visit Spain Greece Portugal and Italy's mountains.

10.

A. That tall man, Paul's grandad, is this month's winner.

B. That tall man Paul's grandad is this month's winner.

C. That tall man, Paul's grandad, is this months winner.

D. That tall man, Pauls grandad, is this month's winner.

Answers – Exercise – 7

1. D 2. A 3. A 4. B 5. D 6. C 7. D 8. C 9. C 10. A

Exercise – 8

Level – 3 (45 sec each)

- **For each of the following, choose the sentence with the correct comma placement.**

1.

A. I took Angie, the one with the freckles to the movie last night.

B. I took Angie, the one with the freckles, to the movie last night.

C. I took Angie the one with the freckles, to the movie last night.

D. I took Angie, the one with the freckles, to the movie, last night.

2.

A. Jeremy, and I, have had our share of arguments.

B. Jeremy and I, have had our share of arguments.

- C. Jeremy and I have had our share of arguments.
- D. Jeremy and I have had, our share of arguments.

3.

- A. You are I am sure, telling the truth.
- B. You are, I am sure, telling the truth.
- C. You are, I am sure telling the truth.

4.

- A. She left Albany, New York, on January 18 of that year.
- B. She left Albany, New York on January 18, of that year.
- C. She left Albany New York, on January 18 of that year.
- D. She left Albany New York, on January 18, of that year.

5.

- A. I need, sugar, butter, and eggs from the grocery store.
- B. I need sugar, butter, and eggs, from the grocery store.
- C. I need: sugar, butter, and eggs from the grocery store.
- D. I need sugar, butter, and eggs from the grocery store.

6.

- A. Please Sasha, come home as soon as you can.
- B. Please, Sasha, come home as soon as you can.
- C. Please, Sasha come home as soon as you can.
- D. Please Sasha, come home, as soon as you can.

7.

- A. Although, you may be right I cannot take your word for it.
- B. Although, you may be right, I cannot take your word for it.

- C. Although you may be right I cannot take your word for it.
- D. Although you may be right, I cannot take your word for it.

8.

- A. My oldest sister Maya is the feisty one.
- B. My oldest sister Maya, is the feisty one.
- C. My oldest sister, Maya is the feisty one.
- D. My oldest sister, Maya, is the feisty one.

9.

- A. "Why," I asked, "are you still here in Maine?"
- B. "Why" I asked "are you still here in Maine?"
- C. "Why," I asked. "Are you still here in Maine?"

10.

- A. She finished her work, and then took a long lunch.
- B. She finished her work, and then, took a long lunch.
- C. She finished her work and then took a long lunch.
- D. She finished her work and then, took a long lunch.

Answers – Exercise – 8

1. B 2. C 3. B 4. A 5. D 6. B 7. D 8. D 9. A 10. C

Exercise – 9

Level – 4 (45 sec each)

1. Which of the following is correct?
 - A. My pin number has two 5's. It's easy to remember.
 - B. My pin number has two 5s. It's easy to remember.
2. The _____ was a period of great achievements. It followed the _____ and lasted from the 14th _____ until 1600.

- A. Renaissance, Middle Ages, Century
 - B. Renaissance, Middle Ages, century
 - C. Renaissance, middle ages, century
 - D. Renaissance, middle ages, century
3. Which of the following is correct?
- A. The weather this winter has been: windy, wet, and unpredictable.
 - B. The weather this winter has been windy, wet, and unpredictable.
4. Which of the following is correct?
- A. Waiting for the storm to stop I was anxiously looking out the window.
 - B. Waiting for the storm to stop, I was anxiously looking out the window.
5. Which of the following is correct?
- A. The table was set -- knives, forks, candlesticks -- all were set up correctly.
 - B. The table was set-knives, forks, candlesticks all were set up correctly.
6. Which of the following is correct?
- A. A friend of mine works as a translator for **U.N.**.
 - B. A friend of mine works as a translator for **U.N**.
 - C. A friend of mine works as a translator for **UN**.
7. Semicolons and colons should always be placed outside the closing quotation marks.
- A. True
 - B. False
8. Which of the following is correct?
- A. Harvey is a good driver, moreover, he is a very friendly one.
 - B. Harvey is a good driver. Moreover he is a very friendly one.
 - C. Harvey is a good driver; moreover, he is a very friendly one.

Answers – Exercise – 9

1. B 2. B 3. B 4. B 5. A 6. C 7. A 8. C

Exercise – 10

Level – 4 (45 sec each)

1. Which of the following sentences is correctly punctuated?

- A. Many students prefer online classes to on-campus classes; however, on-campus classes do have the advantages of providing human contact and immediate feedback.
- B. The study of writing can be quite rewarding; especially to those who actually write.
- C. If good students study two hours for every hour they spend in class; they can expect to do well.
- D. The professor was only a few minutes late; but the students had already left the classroom.

2. Which of the following sentences is correctly punctuated?

- A. After studying the problem for several years, the college worked on a plan to address it.
- B. After studying the problem, for several years the college worked on a plan to address it.
- C. The college, after studying the problem for several years, worked on a plan to address it.
- D. All three sentences are correctly punctuated with commas.

3. Which of the following sentences is correctly punctuated?

- A. Professor Loren Pillar, Chair of the Animal Husbandry Department at Enormous State University recently resigned from his position as Director of Research for Global Dominance, a multi-national conglomerate that has come under criticism from animal-rights activists for animal experimentation.
- B. Professor Loren Pillar, Chair of the Animal Husbandry Department at Enormous State University recently resigned from his position as Director of Research for Global Dominance, a multi-national conglomerate that has come under criticism from animal-rights activists for animal experimentation.
- C. Professor Loren Pillar, Chair of the Animal Husbandry Department at Enormous State University, recently resigned from his position as Director of Research for Global

Dominance, a multi-national conglomerate, that has come under criticism from animal-rights activists for animal experimentation.

- D. Professor Loren Pillar, Chair of the Animal Husbandry Department at Enormous State University, recently resigned from his position as Director of Research for Global Dominance, a multi-national conglomerate that has come under criticism from animal-rights activists for animal experimentation.

4. Which of the following sentences is correctly punctuated?

- A. The student wrote that "Each of the experiments was successful."
- B. The student wrote that, "Each of the experiments was successful."
- C. The student wrote that each of the experiments was successful.
- D. The student wrote "Each of the experiments was successful."

5. Which of the following sentences is correctly punctuated?

- A. Only three social science disciplines are represented at our college - psychology, sociology, and anthropology.
- B. Only three social science disciplines are represented at our college: psychology, sociology, and anthropology.
- C. Only three social science disciplines - psychology, sociology, and anthropology - are represented at our college: .
- D. All of the above sentences are punctuated correctly.

6. Which of the following comma rules is incorrect?

- A. Place commas after introductory elements in sentences.
- B. Place commas after items in a series.
- C. Place a comma before coordinating conjunctions that join independent clauses.
- D. Set off restrictive, essential elements with commas.

7. Which of the following possessives is correctly punctuated?

- A. The library lost all its books.
- B. That's anyones' guess.

- C. That car is not your's.
- D. That car is not their's

8. **Which types of punctuation are generally used to separate independent clauses in declarative sentences in academic writing?**

- A. commas and quotation marks
- B. periods and semi-colons
- C. commas and periods
- D. colons and quotation marks

9. **How many commas should the following sentence contain?**

"He stops fights ejects drunks soothes hysteria cures headaches and tends bar."
- John Steinbeck, *Cannery Row*

- A. One
- B. Two
- C. Three
- D. Four

10. **Which of the following sentences contains a comma error?**

- A. While Washington managed to lose most of the battles he engaged in, he also managed to win the war.
- B. The loss of New York City and Philadelphia in 1777 should have ended the rebellion, but four years later, George Washington stood upon a battlefield in Virginia watching Britain's most powerful army in the colonies parade past him in surrender.
- C. We have put Washington's image on monuments and mountains, on currency and coins, and on stamps and postmarks; we have filled our country, our pockets, and our envelopes with memorials large and small to this essential man.
- D. Washington's greatest quality might have been his belief in his own abilities, in the lesser men who served with him, that attribute all too often led to personal failure and military disaster.

Answers – Exercise – 10

1. A 2. D 3. D 4. C 5. D 6. D 7. A 8. B 9. D 10. D

Exercise – 11

Level – 4 (45 sec each)

- **Capitalization & Punctuation**

1. Choose the correct sentence:

- A. She said: "bees are not the only insects that sting."
- B. She said: "Bees are not the only insects that sting."
- C. She said, "Bees are not the only insects that sting."
- D. She said, "bees are not the only insects that sting."

2. Choose the correct sentence:

- A. "You must understand," he pleaded, "That I need more time to pay you."
- B. "You must understand," he pleaded, "that I need more time to pay you."
- C. "You must understand," he pleaded. "That I need more time to pay you."

3. Choose the correct sentence:

- A. Mark Paxton, the Vice President of the Company, embezzled over one million dollars.
- B. Mark Paxton, the Vice President of the company, embezzled over one million dollars.
- C. Mark paxton, the vice president of the company, embezzled over one million dollars.
- D. Mark Paxton, the vice president of the company, embezzled over one million dollars.

4. Choose the correct sentence:

- A. The president of the United States wields much power.
- B. The President Of The United States wields much power.
- C. The President of the United States wields much power.

5. Choose the correct sentence:

- A. I live in the Northeastern part of the State where the climate is colder.
 - B. I live in the northeastern part of the state where the climate is colder.
 - C. I live in the Northeastern part of the state where the climate is colder.
6. Choose the correct sentence:
- A. The West, especially California, is famous for its cutting-edge technology.
 - B. The west, especially California, is famous for its cutting-edge technology.
7. Choose the correct sentence:
- A. Have you read All the King's Men?
 - B. Have you read All The King's Men?
8. Choose the correct sentence:
- A. I enjoy Summer more than any other Season.
 - B. I enjoy summer more than any other season.
 - C. I enjoy Summer more than any other season.
9. Choose the correct sentence:
- A. Employees of the Company were laid off with little hope of returning to work.
 - B. Employees of the company were laid off with little hope of returning to work.
 - C. Employees of the company were Laid Off with little hope of returning to work.
10. Choose the correct opening:
- A. My dear Mr. simpson:
 - B. My Dear Mr. Simpson:
 - C. My Dear Mr. Simpson:
 - D. My dear Mr. Simpson:
11. Choose the correct closing:
- A. Sincerely yours:

- B. Sincerely Yours,
- C. Sincerely yours,
- D. Sincerely Yours:

Answers – Exercise – 11

1. C 2. B 3. D 4. A 5. B 6. A 7. A 8. B 9. B 10. D 11. C

Exercise – 12

Level – 4 (45 sec each)

1. Which word in the following sentence has the apostrophe used correctly?

John and his sister's we're going to go to the race's yesterday but didn't because it rained.

- A. Sister's
 - B. Didn't
 - C. Race's
 - D. We're
2. In the following sentence, in which word is there a missing apostrophe?

My parents and their friends often visit each others houses.

- A. Friend's
 - B. Parent's
 - C. Other's
 - D. House's
3. The word 'scandal' as used in the following sentence means The price of bananas is so high that it's a **scandal**.
- A. Disgrace
 - B. Disaster
 - C. Disappointment

D. Disturbance

4. **For each of the following, choose the correct sentence.**

A. Her husbands wallet was full of curious items.

B. Her husband's wallet was full of curious items.

C. Her husbands' wallet was full of curious items.

5.

A. I went to the editor-in-chief house for dinner last night.

B. I went to the editor-in-chief's house for dinner last night.

C. I went to the editor-in-chiefs' house for dinner last night.

6.

A. You may not enter Mr. Harris's office without his permission.

B. You may not enter Mr. Harris office without his permission.

C. You may not enter Mr. Harrises office without his permission.

D. You may not enter Mr. Harrises' office without his permission.

7.

A. What are your childrens names?

B. What are your children's names?

C. What are your childrens' names?

8.

A. The women's dresses are on the second floor.

B. The womans' dresses are on the second floor.

C. The womens' dresses are on the second floor.

9.

A. It's a shame that had to happen.

B. Its a shame that had to happen.

10.

A. It's a dog wagging it's tail.

B. It's a dog wagging its tail.

C. Its a dog wagging its tail.

11.

A. The two city's weather is always warm.

B. The two cities' weather is always warm.

C. The two cities weather is always warm.

12.

A. The Reynoldses' car has a flat tire, Sal Reynolds told me.

B. The Reynold's car has a flat tire, Sal Reynolds told me.

C. The Reynolds' car has a flat tire, Sal Reynolds told me.

13.

A. The seamstress's do great work.

B. The seamstresses do great work.

C. The seamstresses' do great work.

Answers – Exercise – 12

1. B 2. C 3. A 4. B 5. B 6. A 7. B 8. A 9. A 10. B 11. B 12. A
13. B