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 **C256**

Preparation for the English as a Second Language Evaluation

WRITTEN EXPRESSION 3 AND 4

November 2014

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Canada 

Canada School of Public Service
Learning Programs Branch
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NOTE

Results from these exercises **cannot** be considered as a valid indication of those that might be achieved in the SLE – Test of Written Expression in the Second Official Language of the Public Service Commission of Canada.

AVERTISSEMENT

Ces exercices d'apprentissage **ne peuvent pas** servir de pronostic quant aux résultats qui pourraient être obtenus au test ÉLS – Test d'expression écrite dans la seconde langue officielle de la Commission de la fonction publique du Canada.

INSTRUCTIONS

Example Questions*

There are two types of questions in these exercises:

- 1) Fill in the blank
- 2) Error identification

Type 1: Fill in the blank

For this type of question, you are presented with a text containing a blank. Your task is to choose the word or group of words that best completes the text from among the four answers provided.

EXAMPLE:

Question 1
<p>Choose the best word (or group of words) to insert into the blank.</p> <p>Here is the new report. Please make two copies and _____ the original to me.</p> <ol style="list-style-type: none">1. returns2. returning3. returned4. return

In this case, answer choice four best completes the text. Therefore, you would select number four.

* Examples taken from the Public Service Commission's website.

Type 2: Error identification

Your task is to identify which selected words or groups of words within the text, which have been underlined and put in bold, contain one or more errors. If none of the underlined sections contain one or more errors, select answer choice 4, “none of the above.”

EXAMPLE:

Question 2
<p>Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”</p> <p><u>For your information (1)</u>, there will be construction outside the main entrance <u>to the parking garage (2)</u> beginning Monday and lasting for two days. Please use the entrance on Main Street until the <u>construction is completed (3)</u>.</p> <ol style="list-style-type: none">1. For your information2. to the parking garage3. construction is completed4. none of the above

In this case, no correction is necessary. Therefore, you would choose Number 4 as the best response.

To know more about the SLE - Test of Written Expression, read the “Information for candidates” brochure that is available on the Public Service Commission’s website.

<http://www.psc-cfp.gc.ca/ppc-cpp/sle-els/wrtng-test-xprssn-ecrt-index-fra.htm>

DIRECTIVES

Exemples de questions*

Les exercices comptent deux types de questions :

- 1) remplir les espaces en blanc,
- 2) identifier les erreurs.

Question de type 1 : Remplir les espaces en blanc – Votre tâche consiste à choisir, parmi les quatre choix de réponse, le mot ou groupe de mots qui complète le mieux le texte.

EXEMPLE :

Question 1
<p>Choose the best word to insert into the blank.</p> <p>Here is the new report. Please make two copies and _____ the original to me.</p> <ol style="list-style-type: none">1. returns2. returning3. returned4. return

Dans l'exemple, le choix de réponse 4 complète le mieux le texte. Vous auriez donc choisi le numéro 4 comme meilleure réponse.

* Exemples tirés du site Web de la Commission de la fonction publique du Canada.

Question de type 2 : Identifier les erreurs – Votre tâche consiste à identifier laquelle des sections soulignées comporte une ou plusieurs erreurs. Si aucune des sections soulignées ne comporte une ou plusieurs erreurs, choisissez l'option 4, « none of the above ».

EXEMPLE :

<p>Question 2</p> <p>Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”</p> <p><u>For your information (1)</u>, there will be construction outside the main entrance <u>to the parking garage (2)</u> beginning Monday and lasting for two days. Please use the entrance on Main Street until the <u>construction is completed (3)</u>.</p> <p>1. For your information</p> <p>2. to the parking garage</p> <p>3. construction is completed</p> <p>4. none of the above</p>

Dans l'exemple, aucune correction n'est requise. Vous auriez donc choisi le numéro 4 comme meilleure réponse.

Pour en savoir plus sur le Test d'expression écrite (durée, barème), veuillez lire la brochure *Information for candidates* disponible sur le site Internet de la Commission de la fonction publique.

<http://www.psc-cfp.gc.ca/ppc-cpp/sle-els/wrtng-test-xprssn-ecrt-index-fra.htm>

WRITTEN EXPRESSION 3

Question 1

Choose the best word or group of words to insert into the blank.

Managers _____ select interested employees on a first-come-first-served basis.

1. to
2. will
3. are
4. will to

Question 2

Choose the best group of words to insert into the blank.

_____ what to do in case of a fire alarm?

1. Do he know
2. Does he knows
3. Does he know
4. Do he knows

Question 3

Choose the best word to insert into the blank.

The supervisor and I arrived at the same time. _____ walked in together.

1. We
2. They
3. You
4. He

Question 4

Choose the best word to insert into the blank.

I have some good _____ for you.

1. counsel
2. advice
3. advices
4. counsels

Question 5

Choose the best word or group of words to insert into the blank.

The employees want _____ to explain it more clearly.

1. her
2. she
3. that she
4. hers

Question 6

Choose the best word or group of words to insert into the blank.

Bob is flying to Toronto _____.

1. last week
2. this week
3. yesterday
4. often

Question 7

Choose the best word or group of words to insert into the blank.

You asked me to bring the files. Well, _____ the files.

1. there's
2. their are
3. they are
4. here are

Question 8

Choose the best word or group of words to insert into the blank.

In reference to the memo that I _____ you on September 20, I would like to remind you of the importance of participating in the sessions that we are offering to our employees.

1. send
2. am sending
3. sent
4. sended

Question 9

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Following the Canada Foods (1) Guide is going to help (2) you meet your (3) daily nutrient needs.

1. the Canada Foods
2. help
3. your
4. none of the above

Question 10

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

If Christina hands in (1) his (2) article this week (3), it will appear in the next issue.

1. hands in
2. his
3. this week
4. none of the above

Question 11

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

She did telephone (1) you either (2), did she (3)?

1. did telephone
2. either
3. did she
4. none of the above

Question 12

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

He has worked hardly (1) for a living (2) all (3) his life.

1. hardly
2. for a living
3. all
4. none of the above

Question 13

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

How many time (1) has Jean spent (2) working in (3) strategic research with the National Research Council?

1. many time
2. spent
3. in
4. none of the above

Question 14

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

I'll (1) like to know (2) more about (3) the services that are offered in your division.

1. I'll
2. to know
3. about
4. none of the above

Question 15

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

We felt (1) very (2) welcome and enjoyed to work (3) with you.

1. felt
2. very
3. to work
4. none of the above

Question 16

Choose the best group of words to insert into the blank.

I'm _____ overtime now, but at first, it was difficult.

1. use to worked
2. used to work
3. use to working
4. used to working

Question 17

Choose the best group of words to insert into the blank.

It is equally important that managers _____ of the organization of their intentions and of their temporary relinquishment of managing day-to-day operations.

1. clearly members inform
2. inform members clearly
3. clearly inform members
4. members clearly inform

Question 18

Choose the best group of words to insert into the blank.

Between _____, I feel that the current situation is not likely to improve soon.

1. you and I
2. me and you
3. I and you
4. you and me

Question 19

Choose the best word to insert into the blank.

Negotiations will continue _____ a conclusion is reached. I will contact you again when a final decision has been made.

1. until
2. since
3. whether
4. despite

Question 20

Choose the best word or group of words to insert into the blank.

Over the past few years, we _____ an increase in the use of the shuttle bus provided by the department. In response to this increased demand, we have added extra buses to each route.

1. have remarked
2. noted
3. have noticed
4. saw

Question 21

Choose the best group of words to insert into the blank.

I am sure that you will _____ as we work towards a solution to the problem.

1. make all your best
2. all do your best
3. all make your best
4. do all your best

Question 22

Choose the best group of words to insert into the blank.

Pauline isn't going to the conference and _____.

1. either isn't John
2. neither is John
3. so is John
4. John isn't too

Question 23

Choose the best group of words to insert into the blank.

There are some documents and letters which cannot be answered in the normal 10 days or less. This absolute deadline of 20 days is meant to take this fact

_____.

1. to accounting
2. to account
3. into accounting
4. into account

Question 24

Choose the best word to insert into the blank.

However, _____ another problem arise during the transition, I ask for your understanding.

1. until
2. unless
3. should
4. if

Question 25

Choose the best group of words to insert into the blank.

The use of USB keys is _____ in most departments.

1. not ever permitted
2. not anymore permitted
3. no more permitted
4. no longer permitted

Question 26

Choose the best word or group of words to insert into the blank.

The selection committee wanted to know if I had _____ worked with DIMS during my previous assignment.

1. already
2. ever
3. yet
4. all the time

Question 27

Choose the best word or group of words to insert into the blank.

The candidates were screened out because they _____ the required experience.

1. didn't have
2. hadn't
3. haven't
4. haven't had

Question 28

Choose the best group of words to insert into the blank.

The practice of working overtime at home is generally discouraged. It may be allowed under extraordinary circumstances, but only with _____.

1. first approval
2. initial approval
3. preceding approving
4. prior approval

Question 29

Choose the best group of words to insert into the blank.

The policy states that the compressed workweek will not be available to _____ duties require them to work outside of a district office.

1. these employees who's
2. these employees whose
3. those employees whose
4. those employees who's

Question 30

Choose the best group of words to insert into the blank.

The present high workload means that we _____ be prepared to be a bit more flexible.

1. have all to
2. had all better
3. need all to
4. ought all to

Question 31

Choose the best group of words to insert into the blank.

When the guest speaker concluded his presentation, _____ audience gave him a standing ovation.

1. all the
2. the complete
3. all of the
4. the whole

Question 32

Choose the best word to insert into the blank.

I would like to _____ you that the expense claim should be submitted to your manager before the end of the month.

1. recall
2. remember
3. remind
4. refresh

Question 33

Choose the best word or group of words to insert into the blank.

If the fire alarm sounds, please proceed _____.

1. downstair
2. the floor below
3. to the ground floor
4. to downstairs

Question 34

Choose the best group of words to insert into the blank.

If you haven't already done so, I strongly encourage you to _____ one of these sessions.

1. sign up to
2. register at
3. sign up for
4. inscribe to

Question 35

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

The members of my team would rather to go (1) out to (2) lunch with their colleagues (3) than have a potluck.

1. to go
2. to
3. with their colleagues
4. none of the above

Question 36

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

I hope she would meet (1) the final criterion (2) of the selection process so that we can hire (3) her.

1. would meet
2. criterion
3. can hire
4. none of the above

Question 37

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Everyone is expected (1) to show their colleagues (2) respect in the workplace at all times.

1. expected
2. their colleagues
3. at all times
4. none of the above

Question 38

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

The management team wishes to thank (1) you all for your collaboration (2) throughout (3) this difficult transition.

1. wishes to thank
2. collaboration
3. throughout
4. none of the above

Question 39

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

I have lived (1) many career changes since (2) joining (3) the Public Service.

1. have lived
2. since
3. joining
4. none of the above

Question 40

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

I asked John whether (1) he had seen Mary yet (2), and he said he didn't (3).

1. whether
2. yet
3. didn't
4. none of the above

Question 41

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

There are two administrative assistants on our team; Giorgio is the most accurate (1) typist while (2) Françoise is the faster (3) of the two.

1. most accurate
2. while
3. the faster
4. none of the above

Question 42

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Diversity is the key to our success, and we are dedicated to achieving employment equity (1) in our workforce, reflective of (2) the composition of Canada's labour market and Canadian society. Our goals are both to create and maintain (3) an innovative and responsible work environment in which employees are valued and respected.

1. to achieving employment equity
2. reflective of
3. Our goals are both to create and maintain
4. none of the above

Question 43

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

My supervisor asked me how much more time (1) would I (2) require to finalize (3) her travel arrangements.

1. much more time
2. would I
3. finalize
4. none of the above

Question 44

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Attached is your application form, which misses (1) several vital items of information.

Please fill in the highlighted sections and return it to me as soon as possible. You should be aware (2) that failure to respond promptly will result in your elimination from the selection process (3).

1. misses
2. should be aware
3. in the selection process
4. none of the above

Question 45

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

All employees can profit from (1) engaging in (2) social activities with the rest of their team members (3).

1. profit from
2. engaging in
3. the rest of their team members
4. none of the above

Question 46

Choose the best group of words to insert into the blank.

In order to build teamwork, upper management suggests that every employee _____ in several workplace committees.

1. are involved
2. gets involved
3. is involved
4. get involved

Question 47

Choose the best group of words to insert into the blank.

I applaud those who, _____, acted with the resilience, dedication and professionalism that the Public Service strives for. Now more than ever, we have an important responsibility to support the Government and continue to serve Canadians, and we have complete confidence in your ability to do so.

1. in the face of adversity
2. facing the adversity
3. in adversity
4. in face of adversity

Question 48

Choose the best group of words to insert into the blank.

A number of employees have recently asked for additional information on volunteer and personal leave. _____ transferable from one fiscal year to the next, as it is not accumulated.

1. Neither volunteer leave nor personal leave are
2. Not only volunteer leave, but also personal leave are
3. Neither volunteer leave nor personal leave is
4. Not only volunteer leave, but also personal leave is

Question 49

Choose the best word to insert into the blank.

The Tribunal was of the view that management made a serious, _____ limited, attempt to deal with the racial issues in the workplace.

1. albeit
2. notwithstanding
3. even
4. despite

Question 50

Choose the best group of words to insert into the blank.

_____ a security policy in effect at that time, would the evacuation of the building have gone more smoothly?

1. Had the Department
2. If the Department has had
3. If the Department had
4. Had the Department had

Question 51

Choose the best group of words to insert into the blank.

In addition to the attached agenda, you will find a list of three other proposed subjects. Meetings regarding these subjects _____ on the day before or after the workshop.

1. could have been held
2. could be held
3. would have been held
4. should hold

Question 52

Choose the best group of words to insert into the blank.

When a person is afraid of facing a situation, the situation turns into a problem and then into a crisis. Crises are created by procrastination. When the unpleasant is postponed, one is left with the unpleasant; if one _____ the unpleasant first, one is left with the pleasant.

1. makes away from
2. does a way to
3. does away with
4. makes a way with

Question 53

Choose the best group of words to insert into the blank.

Once the selection process has gone through the testing and interview stages, the remainder of the process _____.

1. progresses enough rapidly
2. moves forward pretty quickly
3. evolves quite rapidly
4. advances also quickly

Question 54

Choose the best group of words to insert into the blank.

Please join us _____ our colleagues who have been selected to receive this year's Public Service Award of Excellence.

1. in congratulating
2. to congratulate
3. in complimenting
4. to celebrate

Question 55

Choose the best word or group of words to insert into the blank.

Departments have the discretion to determine what is considered time off work with pay and whether it is routine or periodic. _____ the directive does not define what constitutes a routine or periodic check-up, it is normally limited to appointments of preventative nature such as appointments for annual physicals, dental check-ups and eye exams.

1. Nevertheless
2. Even if
3. Thereby
4. Even though

Question 56

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Traditionally, fire safety in buildings requires that all occupants evacuate the building immediately after the sound of the fire alarm (1). However, studies have shown (2) that the immediate evacuation concept is neither practical nor effective in high-rise buildings, in which there is a significant occupant load, due primarily to unacceptable evacuation times (3). The most recent editions of the National Building Code have additional systems requirements for buildings over 120 feet in height so that phased evacuation procedures can be used.

1. the sound of the fire alarm
2. studies have shown
3. due primarily to unacceptable evacuation times
4. none of the above

Question 57

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

In the very near future (1), the Department will be conducting a survey of employees' attitudes towards a number of key issues relating to work practices, communications, training and development, and the **provision of services to taxpayers (2)**.

This type of communication process is an important tool for identifying areas **in whom (3)** we can enhance our work practices and taxpayer services.

1. In the very near future
2. provision of services to taxpayers
3. in whom
4. none of the above

Question 58

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

If management has no intention of proceeding (1) to a competitive bid, the appropriate level of detail needed should be established before substantial resources are invested (2) in defining output for the efficient organization. However, where competitive bids are sought, it is often helpful to leave the output specifications sufficiently generally (3) to permit contractors latitude in finding cost-effective solutions.

1. management has no intention of proceeding
2. before substantial resources are invested
3. leave the output specifications sufficiently generally
4. none of the above

Question 59

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

This is in response to (1) your memo of June 12 in which you asked for my views about the lead time you gave the respondents to complete the questionnaire on records management. I think that one month is more than sufficient, but perhaps you did not emphasize strongly enough (2) how the deadline was important (3).

1. in response to
2. strongly enough
3. how the deadline was important
4. none of the above

Question 60

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

In today's meeting (1) of the Executive Council, it was decided that from now on (2) it is essential that all internal correspondence written in either official language, or both, is dated (3) according to the metric dating format which is displayed by year, month and day.

1. In today's meeting
2. from now on
3. is dated
4. none of the above

Question 61

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

There appears to be some misunderstanding about weekend-travel-home leave (1) provisions, and concern has been expressed that these provisions have not been fairly applied (2). Weekend-travel-home leave is intended to remove the hardship (3) of absence from home and family and to enable the employee to fulfil obligations relating to the maintenance of a principal residence.

1. about weekend-travel-home leave
2. have not been fairly applied
3. is intended to remove the hardship
4. none of the above

Question 62

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Further to my memo of November 16, enclosed is the discussion paper for our December 14 meeting. The paper is intended to help us launch public awareness activities to promote protection of Canada's renewable resources.

Your comments on any aspect of the paper would be (1) welcome; however, I do not wish to spend time discussing the paper as such (2). Instead, I would rather discuss the questions risen (3) under the heading "Countering the Threat."

1. would be
2. as such
3. risen
4. none of the above

Question 63

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

The purpose of this document is to explain the staffing process of the federal public service (1). The information it contains has been kept to a minimum; therefore, enough details (2) are provided to help you formulate questions on areas not covered in these pages. A better understanding of the general steps and procedures of the staffing system may assist you in managing your career (3).

1. of the federal public service
2. therefore, enough details
3. in managing your career
4. none of the above

Question 64

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

We have now received final approval on our proposals, which involve commitments by our department (1) as well as by our client departments, to contain the cost of legal services across the government. These measures will generate savings of \$52.2 millions (2) between now and 2016–17. The vast majority of these savings relate to avoiding future costs in delivering (3) legal services.

1. which involve commitments by our department
2. will generate savings of \$52.2 millions
3. to avoiding future costs in delivering
4. none of the above

Question 65

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

In the public sector, because of the complexity of, and sometimes conflict in (1), our objectives, it is not as easy to establish overall mission statements or goals as it is in the private sector, but it is nonetheless crucial (2). A decision must be made by top management on the division of responsibilities and the level at which appropriate operational plans ought to be developed and reviewed. I am convinced that unless the regional director generals (3) are clearly held to be the people responsible for developing and implementing plans for the achievement of our overall goals, then we will fail in our planning exercise.

1. and sometimes conflict in
2. is nonetheless crucial
3. regional director generals
4. none of the above

ANSWER SHEET

Questions	Answers
1.	
2.	
3.	
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Questions	Answers
23.	
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Questions	Answers
45.	
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64.	
65.	

ANSWER KEY

Questions	Answers
1.	2
2.	3
3.	1
4.	2
5.	1
6.	2
7.	4
8.	3
9.	1
10.	2
11.	1
12.	1
13.	1
14.	1
15.	3
16.	4
17.	3
18.	4
19.	1
20.	3
21.	2
22.	2

Questions	Answers
23.	4
24.	3
25.	4
26.	2
27.	1
28.	4
29.	3
30.	2
31.	4
32.	3
33.	3
34.	3
35.	1
36.	1
37.	2
38.	2
39.	1
40.	3
41.	1
42.	3
43.	2
44.	1

Questions	Answers
45.	1
46.	4
47.	1
48.	3
49.	1
50.	4
51.	2
52.	3
53.	2
54.	1
55.	4
56.	1
57.	3
58.	3
59.	3
60.	3
61.	4
62.	3
63.	2
64.	2
65.	3

EXPLANATIONS

Question 1 (Answer: 2)

- The auxiliary verb **will** is used with the base form of the verb (infinitive without **to**) to form the simple future tense, e.g. will select. This tense is used to announce decisions related to future time.
- The auxiliary verb **be** is used with verb-**ing** forms (are selecting).

Question 2 (Answer: 3)

The third person singular (he, she, it) form of the verb always takes an **-s** (he knows**s**). When there is an auxiliary verb, like **do**, it is the auxiliary that is conjugated (does he know).

Question 3 (Answer: 1)

We is a subject pronoun that refers to “the supervisor and I.”

Question 4 (Answer: 2)

- **Advice** is an uncountable noun in English that means *conseil*. Because it is uncountable, there is no plural form.
- **Counsel** is a verb and means “to give advice.”

Question 5 (Answer: 1)

- The verb **want** is followed by an object pronoun (her) and then an infinitive (verb + **to**).
- **She** is a subject pronoun.
- **Hers** is used to show possession.

Question 6 (Answer: 2)

- The present progressive tense (is flying) is used for a planned future activity. **This week** refers to a future time in this sentence.
- **Last week** and **yesterday** are used in the past tense.
- **Often** is used for reoccurring events, activities and actions.

Question 7 (Answer: 4)

- **Here are** (*voici*) is used to point out things that are nearby. **Files** is the plural subject of this sentence and requires a plural form of the verb.
- **They are** is used with adjectives or adverbs (they are good, they are late) to describe something or someone.
- **Their** is a possessive adjective that modifies a noun.

Question 8 (Answer: 3)

- The author is reminding the reader of something done in the past. The simple past tense (sent) is used for events and actions that occurred in the past.
- The simple present (send) is used for present habits, routines and general truths.
- **Send** is an irregular verb that has a special form in the simple past tense (sent).

Question 9 (Answer: 1)

Change “the Canada Foods” to “the Canada Food.” When a noun (Food) is used as an adjective before another noun (Guide), it must be singular in form.

Question 10 (Answer: 2)

Change “his” to “her.” The possessive pronoun **her** agrees in gender with **Christina**, the subject that it is referring to, not the direct object **article**.

Question 11 (Answer: 1)

Change “did telephone” to “didn’t telephone.” A negative verb is required with the word **either**. To form the negative, add **not** to the auxiliary verb (did not, didn’t).

Question 12 (Answer: 1)

Change “hardly” to “hard.” **Hard** can be an adjective as well as an adverb. It is irregular and does not take an **-ly** in the adverbial form.

Question 13 (Answer: 1)

Change “many time” to “much time.” **Many** is used with countable nouns (books, people), and **much** is used with uncountable nouns like **time**. A synonym of **how much time** is **how long**.

Question 14 (Answer: 1)

Change “I’ll” to “I’d.” *J’aimerais* translates to **I would like** in English, and the contraction is **I’d**.

Question 15 (Answer: 3)

Change “to work” to “working.” The verb **enjoy** is followed by a gerund (verb-**ing**), e.g. I enjoyed working.

Question 16 (Answer: 4)

Don’t confuse “I used to,” which means *j’avais l’habitude de*, with “I’m used to” which means *je suis habitué(e) de*. The latter is the correct expression in this sentence, and it is followed by a gerund (verb-**ing**), e.g. I’m used to working.

Question 17 (Answer: 3)

- The adverb **clearly** comes before the main verb **inform**.
- The verb **inform** is followed by the direct object **members**.

Question 18 (Answer: 4)

- Prepositions such as **between** are always followed by the object form of personal pronouns (me, you, him, her, it, us, them).
- Use pronouns referring to others before referring to yourself.

Question 19 (Answer: 1)

- **Until** means “from this point to a later point in time.”
- **Since** refers to the beginning point of time in the past up to the present moment.
- **Whether** is used when two alternatives are given.
- **Despite** means “contrary to a previous statement or situation.”

Question 20 (Answer: 3)

Do not confuse “notice” with “remark.” **Remark** is a faux-ami and does **not** translate to *remarquer*. In English, **remark** means “to comment on.” The word needed in this text is **notice**, which means “to observe.” The present perfect tense (have noticed) is required because the action started in the past and is ongoing.

Question 21 (Answer: 2)

Do your best is a fixed expression. The word **all** comes between the auxiliary and the main verb (will **all** do).

Question 22 (Answer: 2)

- **Neither**, followed by an affirmative auxiliary verb and the subject, expresses a negative idea (neither **is** he). It is paired with another negative clause to show an “and” relationship.
- **Either** can also be used in a negative sense, but the structure is different. It is preceded by the subject and a negative auxiliary verb (he **isn’t** either) and paired with another negative clause.
- **So** is followed by an affirmative auxiliary verb and the subject (so **is** he), and is paired with another affirmative clause.

Question 23 (Answer: 4)

- **Take into account** is a fixed expression meaning “take into consideration.”
- The verb **to account** is followed by the preposition **for**.
- **To accounting** and **into accounting** do not exist.

Question 24 (Answer: 3)

- **Should** means “if” in this context. However, **if** cannot be used in this sentence because the following verb is a base form (arise) rather than the 3rd person singular form of the verb (arises). **Should another problem arise** means “if another problem **arises**.”

Question 25 (Answer: 4)

- The expression **no longer** means “not . . . anymore” (*ne ... plus*). The past participle (permitted) follows the expression.
- The words **not** and **ever** are never placed directly together; instead, **never** is used.
- When using **not . . . anymore**, the past participle is placed between the two parts of the expression (not **permitted** anymore).
- **No more** is an expression of quantity and does not fit this context (no more paper).

Question 26 (Answer: 2)

- **Ever** means “one or more times up to present time.”
- **Already** has the sense of “a completed activity at some point before another point in time”. However, it does not fit this context.
- **Yet** usually occurs at the end of a sentence.
- **All the time** is an expression of repetition, but it cannot be placed between two verbs. It would go at the end of the sentence.

Question 27 (Answer: 1)

- The auxiliary verb **did** is used in questions and negative structures to indicate past time. Because the first verb is in the simple past tense, the second should also be.
- In North American English, the verb **have** takes an auxiliary verb when it is used in questions and negative structures, e.g. **didn't have**, **haven't had**, **hadn't had**, **will not have had**. It cannot be conjugated by adding only **not**.
- **Haven't had** is the present perfect tense, which is used when talking about an action that started in the past and is ongoing. It doesn't fit this context.

Question 28 (Answer: 4)

Prior means “at some point before an event.”

Question 29 (Answer: 3)

- **Those** is used to refer to people or things that are not close in proximity or time. **Whose** is the required possessive determiner because the duties belong to the employees.
- **Who's** is a contraction of “who is” and does not fit this context.

Question 30 (Answer: 2)

- The **'d** in **we'd better** is the contracted form of **had**. The expression **had better** expresses strong necessity. The word **all** is placed between the two parts of this expression.
- **All** needs to come before the other three expressions (**all have to**, **all need to**, **all ought to**).
- **Ought to** expresses recommendations, not necessity.

Question 31 (Answer: 4)

- The quantifier *tout(e)(s)* has two translations in English: **all** and **whole**. The difference is grammatical. **Whole** means “entire” and is used with countable singular nouns (the whole audience, my whole team) whereas **all** means “every” and is used with countable plural nouns (all of the employees) or uncountable nouns (all of the information).

Question 32 (Answer: 3)

- Don’t confuse **remind** with **remember**. **Remind** is *rappeler*, and **remember** is *se souvenir* or *se rappeler*.
- An individual can **remember** something from the past.
- An individual can **recall** something from his or her own memory.
- **Refresh** is used informally in the expression **refresh my memory**, which means “help me remember.”

Question 33 (Answer: 3)

- **To the ground floor** means “to the floor at street level.”
- **Downstair** does not exist; the word is **downstairs**, and it is **not** preceded by a preposition.
- **The floor below** means “one level down.” However, the verb **proceed** requires the preposition **to** when expressing movement.

Question 34 (Answer: 3)

- **Sign up for** (something) is a synonym of **register for**.
- **Sign up to** does not fit because it needs to be followed by a verb (sign up **to carpool** with colleagues).
- **Register at** and **inscribe to** are grammatically incorrect.

Question 35 (Answer: 1)

Change “would rather to go” to “would rather go.” **Would rather** is followed by the base form of the verb (verb without **to**).

Question 36 (Answer: 1)

Change “would meet” to “meets” or “will meet.” The verb **hope** is used in “real” conditional clauses to express possibility. It is never followed by **would**, which is used in “unreal” hypotheticals.

Question 37 (Answer: 2)

Change “their colleagues” to “his/her colleagues.” The possessive adjective used before the noun **colleagues** must agree in number with the pronoun **everyone** that is third person singular.

Question 38 (Answer: 2)

Change “collaboration” to “co-operation.” **Collaboration** means “working alongside someone towards a common shared goal.” **Co-operation** means “helping someone by doing what is wanted or asked for, e.g. providing information or resources.” This context calls for co-operation.

Question 39 (Answer: 1)

Change “have lived” to “have experienced.” You cannot “live” changes or situations in English.

Question 40 (Answer 3)

Change “didn’t” to “hadn’t.” The auxiliary verb in a shortened clause is in the same tense as in the previous verb structure to which the clause refers (he **had seen**).

Question 41 (Answer: 1)

Change “most accurate” to “more accurate.” When comparing two things or people, adjectives are used in the comparative degree. Although uncommon, the article **the can** be used in front of comparative constructions (adjective-**er**, **more** + adjective) especially when used with the words **of the two**. E.g. Alfonso is the **quieter** of the two; my computer is the **more powerful** of the two.

Question 42 (Answer: 3)

Change “Our goal is creating and maintaining” to “Our goals are creating and maintaining.” The noun **goals** refers to both **creating** and **maintaining**; therefore, it must be plural.

Question 43 (Answer: 2)

Change “would I” to “I would.” This sentence is in indirect speech; it is not a question; therefore, the subject and verb are not inverted.

Direct speech: “How much time **will it take** you?”

Indirect speech: He asked me how much time **it would take** me.

Question 44 (Answer: 1)

Change “misses” to “is missing.” When speaking about an action or activity that is present, ongoing and of limited duration, the present progressive tense is used.

Question 45 (Answer: 1)

Change “profit from” to “benefit from.” In English, **profit from** is usually used to talk about gaining some sort of advantage or edge (**profit from** an investment, a course, an experience).

Question 46 (Answer: 4)

- The expression **suggest that** is one of several expressions that is followed by the subjunctive in English. The subjunctive consists of the base form of the verb for all persons; third person singular does not take an -s (I **suggest that** she participate.)
- The verb **get**, meaning “become,” is more appropriate than the verb **be** in this context as it implies that getting involved has not yet occurred.

Question 47 (Answer: 1)

The expression is **in the face of adversity**. Other ways to express this idea would be: **when faced with adversity** or **when facing adversity**.

Question 48 (Answer: 3)

- **Neither** is used with **nor** (*ni... ni*) in negative sentences to express “not one thing OR the other thing.” Whether the verb that completes the sentence is singular or plural depends on whether the final noun is singular or plural. In this case, the final noun **leave** is uncountable; therefore, a singular verb is required.
- **Not only** is used with **but also** (*pas seulement... mais aussi*) in negative sentences to express “both things are not.” It does not fit this context.

Question 49 (Answer: 1)

- **Albeit** means “although” (*bien que, même*).
- **Notwithstanding** and **despite** (*malgré, en dépit de*) are synonyms and must be followed by a noun, so they do not work grammatically.
- **Even though** is a synonym of **albeit**, but **even**, on its own, does not work grammatically.

Question 50 (Answer: 4)

- The past perfect tense (had + past participle) is required in the subordinate clause of past conditional sentences, e.g. **If** the Department **had had** a policy, the evacuation would have gone better.
- When the word **if** is removed from the subordinate clause, the subject and auxiliary verb are inverted, e.g. **Had** the Department **had** a policy, the evacuation would have gone better.
- **If the Department had** actually refers to an unreal situation in present time.

Question 51 (Answer: 2)

- **Could be held** is used for stating possibilities. This message is about proposed subjects and refers to possible future meetings. Since **meetings** is not an active subject in this context, the passive voice is required.
- **Would/Could have been held** is used in past hypotheticals to express regret.
- **Should hold** is active, and a passive structure is required here.

Question 52 (Answer: 3)

- **Do away with** is a fixed expression that means “to eliminate.”
- The other expressions do not exist in English.

Question 53 (Answer: 2)

- **Moves forward**, **advances** and **progresses** all work in this context. **Pretty quickly** and **quite rapidly** are also correct even though quickly is more commonly used by native speakers.
- The verb **evolves** does not fit this context, and neither do the adverbs **enough** and **also**.

Question 54 (Answer: 1)

- The verb **join** (+ direct object) is always followed by the preposition **in** along with a noun or gerund (verb-**ing**), e.g. Join me **in** **welcoming** our new team member.

Question 55 (Answer: 4)

- The expression **even though** (*bien que*) is used in a dependent (subordinate) clause of a complex sentence to show a contrast, e.g. **Even though** I left early this morning, I was late for work.
- **Nevertheless** (*néanmoins*) is a synonym of **even though** but is placed at the beginning of an independent clause and requires different punctuation, e.g. I left early this morning; **nevertheless**, I was late for work.
- Don't confuse **even if** (*même si*) with **even though** (*bien que*). **Even if** is used to talk about unreal situations (**even if** it rained: it is not raining) whereas **even though** is used to talk about real situations (**even though** it rained: it was raining).
- **Thereby** (*ainsi*) means "by this means" or "in doing so." It is not appropriate in this context.

Question 56 (Answer: 1)

Change "the sound of the fire alarm" to "the sounding of the fire alarm." As a noun, **the sound** refers to the noise. **Sounding** refers to the act of creating the sound.

Question 57 (Answer: 3)

Change "in whom" to "in which." **Whom** refers to people; **which** refers to things and concepts.

Question 58 (Answer: 3)

Change "leave the output specifications sufficiently generally" to "leave the output specifications sufficiently general." An adjective modifying **specifications** is required.

Question 59 (Answer: 3)

Change "how the deadline was important" to "how important the deadline was." **How** in this context modifies **important** and is about the degree of importance.

Question 60 (Answer: 3)

Change "is dated" to "be dated." The subjunctive form of the verb is used after certain expressions such as "it is essential that" See Question 46 for an explanation on how to form the subjunctive.

Question 61 (Answer: 4)

There are no errors in this text.

Question 62 (Answer: 3)

Change "risen" to "raised." **Risen** is the past participle of *rise*, which is an intransitive verb that is never used with a direct object (The sun rises in the East.) **Raised** is the past participle of *raise*, which is a transitive verb that requires a direct object (They raised **questions**.)

Question 63 (Answer: 2)

Change “therefore, enough details” to “however, enough details.” **Therefore** is used when stating a result or consequence; **however** is used when stating a contrasting idea.

Question 64 (Answer: 2)

Change “will generate savings of \$52.2 **millions**” to “will generate savings of \$52.2 **million**.” When the word **million** is used as an adjective, it never takes an -s (3 million). However, **million** can end in -s when it is a noun (millions of dollars).

Question 65 (Answer: 3)

Change “regional director **generals**” to “regional **directors** general.” **Regional** and **general** are adjectives modifying the noun **director** and cannot be pluralized. It is the noun that takes the -s.

WRITTEN EXPRESSION 4

Question 1

Choose the best word to insert into the blank.

When did you last go _____ vacation?

1. to
2. in
3. for
4. on

Question 2

Choose the best word to insert into the blank.

They are listening _____ the Speech from the Throne.

1. for
2. at
3. in
4. to

Question 3

Choose the best group of words to insert into the blank.

The Inter-Branch Operations Committee _____ meet in Montréal on Wednesday, March 14.

1. is going
2. is going to
3. going to
4. are going

Question 4

Choose the best word to insert into the blank.

The renovations to the _____ lunchroom will be completed early next week.

1. employes
2. employe
3. employee's
4. employees'

Question 5

Choose the best word to insert into the blank.

It's time to take a snack break. I'm very _____ after hours of hard work.

1. hungry
2. angry
3. tired
4. upset

Question 6

Choose the best group of words to insert into the blank.

How long does it take to get to Montreal? _____.

1. About two hours
2. In two hours
3. From two hours
4. To two hours

Question 7

Choose the best word to insert into the blank.

We _____ all employees to check with community organizations and watch their local media for events which are planned in their area to commemorate this important day.

1. encouraged
2. encourage
3. encourages
4. encouraging

Question 8

Choose the best word to insert into the blank.

There _____ 10 people working on our project.

1. have
2. is
3. are
4. has

Question 9

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

What are the police doing (1) when they arrive at (2) the scene of an (3) accident?

1. are the police doing
2. at
3. an
4. none of the above

Question 10

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Alex returned home (1) so fast as (2) he could (3).

1. home
2. so fast as
3. could
4. none of the above

Question 11

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Our (1) team took (2) these (3) news fairly well.

1. Our
2. took
3. these
4. none of the above

Question 12

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Are you afraid of (1) losing (2) your job to (3) the government?

1. of
2. losing
3. to
4. none of the above

Question 13

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Hanna is often checking (1) reports for (2) her (3) supervisor.

1. is often checking
2. for
3. her
4. none of the above

Question 14

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

If Henry will spend (1) more time doing (2) his homework, he'll get better marks (3).

1. will spend
2. doing
3. marks
4. none of the above

Question 15

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

This package doesn't (1) weigh the same that (2) the one (3) I sent yesterday.

1. doesn't
2. the same that
3. one
4. none of the above

Question 16

Choose the best group of words to insert into the blank.

Is it because of a _____ or space, or are there other reasons why the training has been cancelled?

1. shortage of fund
2. shortness of funding
3. short funds
4. shortage of funds

Question 17

Choose the best word or group of words to insert into the blank.

Keith is trying to upgrade his computer skills. _____, he is working on his management skills.

1. As well as
2. Moreover
3. Further
4. More than that

Question 18

Choose the best word or group of words to insert into the blank.

_____ issues can be resolved when all parties concerned react before thinking.

1. A few
2. Little
3. Few
4. A little

Question 19

Choose the best group of words to insert into the blank.

I am going to send the document in question to you today so that you will receive it _____ for the conference.

1. for time
2. at time
3. by time
4. in time

Question 20

Choose the best group of words to insert into the blank.

Be so kind as to leave an address where you can be reached, and we will _____ as soon as possible.

1. get back at you
2. get you back
3. get back to you
4. get back you

Question 21

Choose the best word to insert into the blank.

Is this _____ newspaper available?

1. morning
2. morning's
3. mornings
4. mornings'

Question 22

Choose the best group of words to insert into the blank.

Our DG _____ highlighting some new departmental changes as we slipped quietly into the back of the room.

1. was just
2. has just been
3. at the middle of
4. in the processing of

Question 23

Choose the best word or group of words to insert into the blank.

Over the past week we _____ several questions which will require further study before we can respond in the proper manner.

1. are compiling
2. compiled
3. were compiling
4. have been compiling

Question 24

Choose the best group of words to insert into the blank.

The directive states that the Orientation to the Public Service course is _____ all new employees.

1. requested by
2. obligatory to
3. required for
4. compulsory for

Question 25

Choose the best group of words to insert into the blank.

Success in reaching our fund-raising goals _____ you.

1. depends largely of
2. depends largely on
3. depend largely on
4. depend largely of

Question 26

Choose the best word or group of words to insert into the blank.

We _____ numerous times to reach the Help Desk without success.

1. have been trying
2. try
3. have tried
4. are trying

Question 27

Choose the best group of words to insert into the blank.

I would like to _____ to tell everyone how much I admire the willingness that you show every day in finding solutions to the problems you face and in helping the Department improve conditions in the workplace.

1. profit from this occasion
2. take profit from this occasion
3. take a chance
4. take advantage of this opportunity

Question 28

Choose the best group of words to insert into the blank.

At this point in my career, I _____ on more responsibilities.

1. feel like taking
2. have the taste to take
3. have the feeling to take
4. feel to take

Question 29

Choose the best group of words to insert into the blank.

Our supervisor requires _____ overtime this week to get caught up on the work that has piled up.

1. us work
2. our working
3. us to work
4. that we to work

Question 30

Choose the best group of words to insert into the blank.

I've been developing online materials on and off _____.

1. since three weeks
2. for the three last weeks
3. since the past three weeks
4. for the past three weeks

Question 31

Choose the best group of words to insert into the blank.

_____ your request for extra leave. Please input the days you want off in PeopleSoft by the end of the day.

1. I haven't ever received
2. I have yet to receive
3. I have already received
4. I didn't receive yet

Question 32

Choose the best word or group of words to insert into the blank.

What are you considering _____ with the time you have banked?

1. to do
2. making
3. do
4. doing

Question 33

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

I would like that you start (1) this (2) assignment straightaway (3).

1. that you start
2. this
3. straightaway
4. none of the above

Question 34

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Haven't you seen (1) that movie just (2) last week at (3) the Maximal Theatre?

1. Haven't you seen
2. just
3. at
4. none of the above

Question 35

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Certain (1) criteria needs to (2) be met before you can qualify for (3) paid education leave.

1. certain
2. needs to
3. qualify for
4. none of the above

Question 36

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

As we entered (1) the conference room, one of the guest speaker (2) started giving (3) his presentation.

1. As we entered
2. one of the guest speaker
3. giving
4. none of the above

Question 37

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

I wouldn't mind (1) taking (2) a five minutes break (3) now if that's okay with you.

1. wouldn't mind
2. taking
3. five minutes break
4. none of the above

Question 38

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Please refrain from sending (1) electronic seasonal greetings to your colleagues. This practice uses up much of (2) our computer resources and slows down the system to the point where it becomes inefficient (3) and unstable.

1. from sending
2. much of
3. inefficient
4. none of the above

Question 39

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Retirement requires as much planning as (1) the employment career. The earlier employees make general plans for retirement, better off (2) they will be when they actually retire. It is preferable to start planning for retirement at least five to ten years beforehand (3).

1. as much planning as
2. better off
3. beforehand
4. none of the above

Question 40

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

The members of the work group wish to (1) thank you and your staff for your (2) co-operation on the two days we passed (3) in Montréal.

1. wish to
2. your
3. passed
4. none of the above

Question 41

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

When we were (1) young, we didn't used to mind (2) working (3) late every night.

1. were
2. used to mind
3. working
4. none of the above

Question 42

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

I advised him (1) to not make (2) that mistake again (3).

1. him
2. to not make
3. again
4. none of the above

Question 43

Which of the following underlined sections contains one or more errors? If there are no errors, select “none of the above.”

Resulting of (1) recent management audits, the Deputy Minister **has requested (2)** that I remind you of your responsibility to safeguard confidential personal documents **while they are in your possession (3)** and to ensure that they are stored in a locked cabinet during the night.

1. Resulting of
2. has requested
3. while they are in your possession
4. none of the above

Question 44

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

If the CFO comes in (1) a week from (2) Monday as planned, we will go over (3) the estimates.

1. comes in
2. a week from
3. will go over
4. none of the above

Question 45

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

I can't make it (1) to the meeting because I still have a large amount (2) of clients to serve (3).

1. make it
2. a large amount
3. serve
4. none of the above

Question 46

Choose the best word to insert into the blank.

Under all circumstances, _____ the person is temporarily or permanently disabled, the procedures to be taken for the evacuation of that person must be discussed fully with the individual. Disabled persons are usually the best judges of their abilities, and can provide valuable assistance in developing evacuation plans.

1. whether
2. however
3. considering
4. despite

Question 47

Choose the best group of words to insert into the blank.

Often individuals are unsure how to react to new ideas and, therefore, have some _____ a firm opinion.

1. difficulties to forge
2. difficulty to forge
3. difficulty forging
4. difficulties to forging

Question 48

Choose the best group of words to insert into the blank.

By the time the session concludes, we _____ every option.

1. would have considered
2. may consider
3. should have considered
4. will consider

Question 49

Choose the best group of words to insert into the blank.

This guide is a quick and easy working tool that can _____ and structure the thinking of managers who must implement changes in their organizations while maintaining the trust and support of their workers.

1. assist to nourish
2. help nourishing
3. assist at nourishing
4. help nourish

Question 50

Choose the best group of words to insert into the blank.

This dramatic transformation of the workforce is placing strict limits on behaviour. Humour, an essential safety valve in the office, may now be questionable or even dangerous. In some offices, tension levels are _____ consultants are being retained to try to mediate.

1. so much that
2. too much that
3. so many that
4. such that

Question 51

Choose the best word to insert into the blank.

It will be recognized that any attempt to solve the problems related to bomb threats on the basis of one hundred percent achievement of the most desirable result would lead to demands for an extremely large _____ of resources.

1. outlay
2. outgrowth
3. outplacement
4. outcast

Question 52

Choose the best group of words to insert into the blank.

In varying degrees, the disturbances associated with a change often provoke difficulties in adapting for those involved. These problems of adaptation grow out of resistance. Resistance to change can be considered a defensive reaction to a change initiative. Even if people have the capacity _____ new situations or change, it is often a path that is carefully avoided.

1. in adapting to
2. to adapt with
3. to adapt to
4. in adapting for

Question 53

Choose the best word or group of words to insert into the blank.

_____ our new scent-free policy, wearing perfume or other scented products in the work environment is no longer permitted.

1. Pursuant to
2. Conforming at
3. Regarding
4. In accordance to

Question 54

Choose the best group of words to insert into the blank.

_____ leave an address.

1. Please be as kind as to
2. Please be kind enough for
3. Please be so kind as to
4. Be so kind as to please

Question 55

Choose the best group of words to insert into the blank.

It is the intent of the provision that employees who qualify for weekend-travel-home leave _____ travel home on the specified weekends, providing that work schedules permit them to be absent, and the appropriate public or private transportation is available.

1. are authorizing
2. be authorized to
3. is authorizing
4. are authorized to

Question 56

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Policy Co-ordination maintains a register (1) of those RD transcriptions retained by assistant deputy ministers, and ADMs are responsible **for their secure handling (2)**. All RD transcriptions are classified as "secret" and carry a warning **that they may not be photocopied (3)**.

1. Policy Co-ordination maintains a register
2. for their secure handling
3. that they may not be photocopied
4. none of the above

Question 57

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

In this situation, the floor emergency officer and/or monitors may exercise flexibly (1) of judgement and if the hazard dictates, continue to evacuate the mobility impaired person, in short stages, if necessary (2), to the outside of the building. It is imperative in taking this action that they immediately advise (3) the chief building fire emergency officer once they have evacuated the building.

1. may exercise flexibly
2. in short stages, if necessary
3. that they immediately advise
4. none of the above

Question 58

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

However, by virtue of Section 32(3) of the PSEA, an employee may apply to the Public Service Commission for a leave of absence (without pay) (1) to seek political office (in a federal, provincial or territorial election) and the employee may be granted such leave (2) if the Public Service Commission "is of the opinion that the usefulness to the Public Service of the employee in the position(s) he or she then occupies would not be impaired by reason of him or her having been (3) a candidate for election."

1. a leave of absence (without pay)
2. employee may be granted such leave
3. of him or her having been
4. none of the above

Question 59

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

However (1), though the document that you specified in your recent memo may be of some help to your staff, it does not contain the necessary information to answer all your questions. I feel that it **would be to your advantage (2)** to visit our website where you will find everything you **require for your employees' researches (3)**.

1. However
2. would be to your advantage
3. require for your employees' researches
4. none of the above

Question 60

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

The project that you all worked on so diligently is finished. The recommendations have been implemented (1) and the results to date are universally positive. I am sure that if you were not (2) so dedicated in your research and in the compilation and organization of the data, the outcome would not be (3) the great success that it is.

1. have been implemented
2. were not
3. would not be
4. none of the above

Question 61

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

Pollution has always been with us. In recent years, however, a rapidly growing population and the demands that this places on our environment (1) have led to a tremendous increase in the problem. Industry, automobiles, the generation of electricity by the burning of fossil fuels (2) and personal carelessness are common causes of pollution. Since we all contribute, we should all work to find solutions. Many believe that our very existence depends (3) on finding these solutions quickly.

1. that this places on our environment
2. by the burning of fossil fuels
3. our very existence depends
4. none of the above

Question 62

Which of the following underlined sections contains one or more errors? If there are no errors, select “none of the above.”

Please note that **the record must include (1)** the name of the person vaccinated, the date of vaccination, the doctor’s signature with an indication of **his or her professional statute (2)** and the **origin and batch number of the vaccine (3)** used. Following this, the booklet must be submitted to a municipal, provincial or federal health authority for application of the official validating stamp. We trust that this is the information you require.

1. the record must include
2. his or her professional statute
3. origin and batch number of the vaccine
4. none of the above

Question 63

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

At the strategic level, time is often wasted trying to convert (1) individuals who hold visions of reality that are diametrically opposed to our own. It is more productive to orient actions towards those whose opinions are less rigid (2) or at least near to our own (3), in the hope of building and maintaining a critical mass of supporters.

1. wasted trying to convert
2. those whose opinions are less rigid
3. near to our own
4. none of the above

Question 64

Which of the following underlined sections contains one or more errors? If there are no errors, select “none of the above.”

Harassment is any improper behaviour (1) directed at you that you find offensive, and that the other person knew or **ought reasonably to know (2)** would be unwelcome. Harassment can be a remark or a gesture—made once or many times—that demeans, belittles, or causes personal humiliation or embarrassment. It can **come from various sources (3)**.

1. Harassment is any improper behaviour
2. ought reasonably to know
3. come from various sources
4. none of the above

Question 65

Which of the following underlined sections contains one or more errors? If there are no errors, select "none of the above."

The function of the headquarters unit at the senior management level, no matter how it is divided (1) between the deputy and assistant deputies, is one to establish (2) a mission statement, as well as overall goals and financial targets within which legal directors general must develop their operational plans. The function then is to review those plans and commit the resources necessary (3) to the achievement of those objectives.

1. it is divided
2. is one to establish
3. commit the resources necessary
4. none of the above

ANSWER SHEET

Questions	Answers
1.	
2.	
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Questions	Answers
23.	
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33.	
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Questions	Answers
45.	
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47.	
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65.	

ANSWER KEY

Questions	Answers
1.	4
2.	4
3.	2
4.	4
5.	3
6.	1
7.	2
8.	3
9.	1
10.	2
11.	3
12.	3
13.	1
14.	1
15.	2
16.	4
17.	2
18.	3
19.	4
20.	3
21.	2
22.	1

Questions	Answers
23.	4
24.	4
25.	2
26.	3
27.	4
28.	1
29.	3
30.	4
31.	2
32.	4
33.	1
34.	1
35.	2
36.	2
37.	3
38.	2
39.	2
40.	3
41.	2
42.	2
43.	1
44.	4

Questions	Answers
45.	2
46.	1
47.	3
48.	3
49.	4
50.	4
51.	1
52.	3
53.	1
54.	3
55.	2
56.	4
57.	1
58.	3
59.	3
60.	2
61.	1
62.	2
63.	3
64.	2
65.	2

EXPLANATIONS

Question 1 (Answer: 4)

- **Go on vacation** is an expression meaning “take a holiday involving some travel.”
- **Go to** is followed by a destination such as Florida or Vancouver.
- **Go in** is used when entering a space.
- **Go for** is used when there is a purpose or reason.

Question 2 (Answer: 4)

- **Listen to** (*écouter*) is used when someone is attentive to the source of a sound such as a speaker, a bird or music.
- **Listen for** implies that you are waiting to hear something.
- **Listen at** is followed by a specific time.
- **Listen in** is followed by a period of time.

Question 3 (Answer: 2)

- We use **be** (am, is, are) + **going to** + **verb** to express future planned activities and events.
- When a committee is acting as a single entity, it has a singular sense, so the verb **be** is conjugated as **is**.

Question 4 (Answer: 4)

- **Employees’** is the possessive form used when referring to several employees.
- **Employee’s** is the possessive form used when referring to one employee.

Question 5 (Answer: 3)

To be tired is *être fatigué(e)*; **to be angry** is *être fâché(e)*; **to be hungry** is *avoir faim*; and **to be upset** is *se vexer, être troublé(e)*.

Question 6 (Answer: 1)

- **About** is used when stating an approximate amount.
- **In** is used to express *when* an activity will occur, e.g. My plane arrives **in** an hour.
- **From** and **to** are used together to express the duration of an activity by giving the start and end times, e.g. He’ll be in his office **from** 2:00 **to** 4:30.

Question 7 (Answer: 2)

- The simple present tense (we encourage) is required because the other verbs in this sentence are in the present tense. The verb agrees in number with the subject **we**.
- **Encouraged** is the past tense.
- The present progressive form (we are encouraging) requires the auxiliary verb **be** (am, is, are).

Question 8 (Answer: 3)

The expression **there is/are** (*il y a*), is used to state that something exists. The verb must agree in number with the subject that follows, e.g. There **is** a book on the table; There **are** books on the table.

Question 9 (Answer: 1)

Change “are the police doing” to “do the police do.” When speaking about present habits, routines and general truths, the simple present tense is used.

Question 10 (Answer: 2)

Change “so fast as” to “as fast as.” When comparing, equality can be expressed using “as . . . as.”

Question 11 (Answer: 3)

Change “these” to “this.” **News** is an uncountable noun and must be used with a singular modifier. **These** is plural; **this** is singular.

Question 12 (Answer: 3)

Change “to” to “with” or “in.” These prepositions are used when talking about jobs, e.g. I got a job **with/in** that company.

Question 13 (Answer: 1)

Change “is often checking” to “often checks.” When speaking about present habits, routines and general truths, the simple present tense is used.

Question 14 (Answer: 1)

Change “will spend” to “spends.” Use the simple present tense in **if**-clauses referring to real possibilities in the future.

Question 15 (Answer: 2)

Don't translate literally from French. The correct expression of comparison is **the same as**.

Question 16 (Answer: 4)

A shortage of funds means “a lack of money.” **Funds** is always plural.

Question 17 (Answer: 2)

- **Moreover** is an introductory element when adding another statement. It means “and.”
- **As well as** must be followed by a noun, noun clause or a participle phrase, e.g. I ordered paper **as well as** pens.
- **Furthermore** not **further** is an introductory element. It is a synonym of **moreover**.
- **More than that** is used when adding a statement that ranks as more important.

Question 18 (Answer: 3)

- **Few** meaning “not many” and **a few** meaning “a small number” are both countable and are used with plural nouns. **Few** (*peu de*) is required in this context.
- **Little** meaning “not much” and **a little** meaning “a small amount” are both uncountable and are used with singular nouns.

Question 19 (Answer: 4)

- **In time** means before the conference starts.
- The other expressions do not exist in English.

Question 20 (Answer: 3)

- **Get back to you** means that you will respond to the person at a later time.
- The expressions **get back at you** and **get back you** do not exist.
- **Get you back** is a threat of “evening the score” and does not fit this context.

Question 21 (Answer: 2)

- Expressions of time can be used in the possessive form before nouns, e.g. tomorrow’s meeting, last month’s conference.
- The other forms of **morning** do not work in this context.

Question 22 (Answer: 1)

- The past progressive tense (was just highlighting) is used to talk about an action that was in progress when something else happened (we slipped in quietly).
- The correct expressions would be **in the middle of** and **in the process of**. Both would be used with the verb **be** in the past tense (was).

Question 23 (Answer: 4)

The present perfect progressive tense (have been compiling) is used for actions or events that started in the past and are still ongoing; the expression **over the past week** indicates that the action is not finished.

Question 24 (Answer: 4)

- **Compulsory** means “mandatory” (*obligatoire*). It is used with the preposition **for**.
- **Requested by** does not fit in this context. It would be requested by management, **not** the employees.
- **Obligatory** requires the preposition **for**.
- **Required for** does not exist in English. This expression should be **required by**.

Question 25 (Answer: 2)

The verb **depend** requires the preposition **on** when followed by a noun. It must agree in number with the subject **success**, which is third person singular.

Question 26 (Answer: 3)

The present perfect tense (have tried) can be used for a number of repetitive actions or events in a period of time from some point in the past up to the present, but the actions have not been continuous and are not ongoing at present.

Question 27 (Answer: 4)

- The expression **take advantage of this opportunity** translates to *profiter de l'occasion* in French.
- **Profit from this occasion** is a faux-ami. In English, it relates to gaining financial benefit. **Take profit from this occasion** does not exist in English.
- **Take a chance** means “rely on luck.”

Question 28 (Answer: 1)

- The expression **feel like** (*avoir le goût de, avoir envie de*) is used when stating desires or preferences and is followed by a noun or gerund (verb-**ing**).
- The other expressions do not exist in English.

Question 29 (Answer: 3)

The verb **require** is followed by an object pronoun (us) and an infinitive.

Question 30 (Answer: 4)

- **For** is used to indicate duration of time. The order of adjectives before a noun depends on how closely connected each adjective is to the thing or person being described. **Past** modifies **three weeks**; therefore, **past** comes before (the **past** six months, the **preceding** two weeks).
- **Since** is used to indicate the starting point of an activity or action.

Question 31 (Answer: 2)

I have yet to receive your request is the same as saying “I haven’t received your request yet.” The present perfect tense (have received) is usually used with time expressions like **yet**, **already**, **just**, **finally** and **recently**.

Question 32 (Answer: 4)

Consider is followed by a gerund (verb-**ing**), in this case **doing**. The difference between **do** and **make** is idiomatic: make progress, make a mistake and make appointments, but do business, do research, and **do** something with your time.

Question 33 (Answer: 1)

Change “that you start” to “you to start.” The verb **would like** is not followed by the subjunctive in English; it is followed by an object and an infinitive (**to** + verb).

Question 34 (Answer: 1)

- Change “Haven’t you seen” to “Didn’t you see.” The simple past tense is used when talking about a completed activity that occurred at a specified time in the past (last week).
- **Just** is used with the time expression **last week** to emphasize how recently the event occurred.

Question 35 (Answer: 2)

Change “needs to” to “**need to**” because the subject **criteria** is plural. It is an irregular noun plural.

Question 36 (Answer: 2)

Change “one of the speaker” to “one of the **speakers**.” The expression **one of** is always followed by a plural noun.

Question 37 (Answer: 3)

Change “a five minutes break” to “a five-**minute** break.” When two words are combined to form an adjective, they are joined by a hyphen (*trait d’union*). In addition, adjectives never agree in number with the nouns they modify; they are singular.

Question 38 (Answer: 2)

Change “much of” to “many of” or “a lot of.” **Computer resources** is plural and must be used with a countable, plural modifier.

Question 39 (Answer: 2)

Change “better off” to “**the** better off.” Equal structures are required in both parts of the comparison to make the sentence parallel. Since the dependant clause of the sentence uses the comparative degree (the earlier), the independent clause must also be in the comparative form (the better off).

Question 40 (Answer 3)

Change “passed” to “spent.” **Pass time** is a faux-ami; the correct expression is **spend time**.

Question 41 (Answer: 2)

Change “used to mind” to “**use** to mind.” When the expression is used in the negative, it is the auxiliary verb **do**, not the main verb, that is conjugated in the past tense, e.g. I **used** to stay up late; I **didn’t use** to stay up late.

Question 42 (Answer: 2)

Change “to not make” to “**not to** make.” In indirect speech, **not** comes before the infinitive.

Question 43 (Answer: 1)

Change “Resulting of” to “Resulting in.” **Resulting of** is not an expression in English.

Question 44 (Answer: 4)

There are no errors in this text.

Question 45 (Answer: 2)

Change “a large amount” to “a large number.” **Amount** is used with uncountable nouns.

Number is used with countable nouns. **Client** is a countable noun.

Question 46 (Answer: 1)

- **Whether** is used when giving alternatives. In this context, it is a subordinate conjunction, introducing a subordinate clause.
- **However** and **despite** are used to make a comment that is contrary to what would be expected based on a previous statement. Neither makes sense or works grammatically in this sentence.
- **Considering** introduces a circumstance. It does not work in this context.

Question 47 (Answer: 3)

The expression **have difficulty** is followed by a gerund (verb-**ing**), e.g. They have difficulty following **ing** directions.

Question 48 (Answer: 3)

To indicate that an event will occur before another event in the future, the future perfect tense is used (will have + past participle). Using the modal **should** instead of **will** expresses an element of deduction or expectation.

Question 49 (Answer: 4)

The verb **help** is followed by the base form of the verb (help **nourish**). Other ways to word it include **assist in nourishing** or **help in nourishing**.

Question 50 (Answer: 4)

- **Such** means “so great” or “so high” in this text and is followed by a subordinate conjunction (that) and a subordinate result clause.
- **So much** and **so many** don’t work in this context. **So . . . that** would have to be used with an adjective to work (so **great** that).
- **Too much** has a negative sense, which doesn’t fit the meaning of the text.

Question 51 (Answer: 1)

- **Outlay** means “expenditure” (*mise de fonds, dépenses*).
- The meaning of *outgrowth* is “something that grows out.”
- **Outplacement** is “the act or process of finding new employment for someone elsewhere.”
- An **outcast** is “a being who/that is rejected by a society.”

Question 52 (Answer: 3)

The expression **have the capacity** is followed by an infinitive. **Adapt** is used with the preposition **to** when preceding a noun.

Question 53 (Answer: 1)

- **Pursuant to** means “in conformity with” (*conformément à*). A synonym would be **in accordance with**.
- **Conforming** requires the preposition **to**.
- **Regarding** doesn’t convey the right sense.

Question 54 (Answer: 3)

The expressions **please be so kind as** (to complete the form) and **please be kind enough** (to complete the form) are used in formal polite requests.

Question 55 (Answer: 2)

The expression **it is the intent (that)** is followed by the subjunctive, i.e. verb base + past participle, regardless of the “person.” Even though the subject is **employees** (3rd person plural), the verb is conjugated as **be authorized to**.

Question 56 (Answer: 4)

There are no errors in this text.

Question 57 (Answer: 1)

Change “may exercise flexibly” to “may exercise **flexibility**.” **Flexibly** is an adverb; **flexibility** is a noun and the object of the verb **exercise**.

Question 58 (Answer: 3)

- Change “of him or her having been” to “to **his** or **her** having been.” **Having** is a gerund acting as a noun. When used with a pronoun, it needs to be modified the same way, i.e. with a possessive adjective (I enjoy **your** helping me.)
- Note that in speech and in informal writing, many people use a direct object instead of a possessive adjective before the gerund (I appreciate **you** helping me.)

Question 59 (Answer: 3)

Change “require for your employees’ researches” to “require for your employees’ **research**.” **Research** is an uncountable noun that is always in the singular form.

Question 60 (Answer: 2)

Change “were not” to “had not been.” **Were not** is used for a hypothetical present situation whereas **had not been** is used for a hypothetical past situation with a past, or in this case, a present result.

Question 61 (Answer: 1)

Change “that **this** places on our environment” to “that **these** place on our environment.” **These** is a pronoun in this context and refers to the compound subject **population and the demands**.

Question 62 (Answer: 2)

Change “his or her professional statute” to “his or her professional **status**.” A **statute** is a law; **status** is a condition or state of being.

Question 63 (Answer: 3)

Change “near to our own” to “**nearer** to our own.” The same grammatical structure (the comparative degree) is used before and after a co-ordinating conjunction such as **or**, e.g. less rigid . . . or . . . nearer.

Question 64 (Answer: 2)

Change “ought reasonably to know” to “ought reasonably to have known.” The past form of the modal, also called a “perfect modal,” is required when referring to past situations; the verb **knew** indicates that the situation was in the past.

Past modals are formed as such: modal + have + past participle

Question 65 (Answer: 2)

Change “is one to establish” to “is to establish.”