



Canada School
of Public Service

École de la fonction
publique du Canada

LEARN
NETWORK
SUCCEED

■ C256

Preparation for the English as a Second Language Evaluation

WRITTEN EXPRESSION 5 AND 6

June 2016

myschool.gc.ca

Canada 

Canada School of Public Service
Learning Programs Branch
Language Training Division
Product Development

École de la fonction publique du Canada
Direction générale des programmes d'apprentissage
Formation linguistique
Développement de produits

We sincerely thank all those, near and far, who have contributed to the development of this product.

Nos plus sincères remerciements à tous ceux et celles qui, de près ou de loin, ont contribué à la réalisation de cet outil.

Table of Contents

	Page
Note / Avertissement	III
Instructions (English)	V
Directives (français)	VII
Written Expression 5	1
Answer sheet	45
Answer key	46
Explanations	47
Written Expression 6	57
Answer sheet	103
Answer key	104
Explanations	105

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 4 best completes the text. Therefore, you would select number 4.

* 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 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 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 5

Question 1

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

As an air traffic controller, I _____ air traffic moving in an orderly manner.

1. keep
2. am keeping
3. kept
4. was keeping

Question 2

Choose the best word to insert into the blank.

The Committee has requested _____ study to obtain information required by your division.

1. these
2. this
3. those
4. it's

Question 3

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

He arrived at 11:30, _____?

1. he didn't
2. did he
3. he did
4. didn't he

Question 4

Choose the best word to insert into the blank.

Please _____ your visitor's pass at the commissionaire's office on your way out.

1. let
2. drop
3. leave
4. quit

Question 5

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

To enter the court house parking lot, you must turn _____ onto Legal Avenue.

1. at your right
2. your right
3. right
4. to your right

Question 6

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

My team leader started in the public service _____ than I did.

1. more early
2. earliest
3. more earlier
4. much earlier

Question 7

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

The mayor is waving _____ supporters.

1. for her
2. her
3. at hers
4. to her

Question 8

Choose the best word to insert into the blank.

The participants arrived _____ the event on time.

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

Question 9

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

Do (1) you **like (2)** **working (3)** with your new team?

1. Do
2. like
3. working
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."

We're going **to do (1)** copies as soon as he **finishes (2)** **fixing (3)** the photocopier.

1. to do
2. finishes
3. fixing
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."

George said that he didn't need nothing (1), so I gave him (2) nothing (3).

1. nothing
2. him
3. nothing
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."

I was knowing (1) the answer to (2) the question until the director asked me (3).

1. was knowing
2. to
3. asked me
4. none of the above

Question 13

Which underlined word or section contains one or more errors? If none of the underlined sections contains an error, select number 4 “none of the above.”

Applications are pretty (1) hard to built (2) if you don't have (3) the skill.

1. pretty
2. built
3. don't have
4. none of the above

Question 14

Which underlined word or section contains one or more errors? If none of the underlined sections contains an error, select number 4 “none of the above.”

It would be too (1) expensive for him (2) to assist at (3) the conference in Florida.

1. too
2. for him
3. assist at
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."

Our department moved (1) in (2) Gatineau when our lease in Ottawa ran out (3).

1. moved
2. in
3. ran out
4. none of the above

Question 16

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

The Symposium will feature a variety of _____ on a range of issues.

1. discussion and workshop
2. discussion and workshops
3. discussions and workshops
4. discussions and workshop

Question 17

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

In response to your e-mail of this morning, the meetings of the Quality Assurance Group _____ on the last Thursday of each month.

1. will have place
2. will be hold
3. will take place
4. have place

Question 18

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

We _____ you when you take up your new position in June.

1. are looking forward to seeing
2. look forward to see
3. are looking forward to see
4. looking forward to seeing

Question 19

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

Since our last conversation, I _____ a list of applications rejected because of invalid social insurance numbers.

1. have compiled
2. compile
3. compiled
4. am compiling

Question 20

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

My colleagues enjoy team-building exercises, and _____.

1. I too
2. me too
3. either do I
4. so do I

Question 21

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

The draft versions of your annual evaluations will be ready for you to look at as of Wednesday afternoon. For those of you that I _____ to discuss them, please see me before you pick up your copy.

1. have still met with
2. have met with again
3. haven't met already with
4. haven't yet met with

Question 22

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

The committee has decided to begin the staffing process for the position of Director General of Communications. _____, to ensure an efficient transition, we have asked Ms. Dilbert, Director of Information, to accept a temporary transfer to this position.

1. During the time
2. In interval
3. In the meantime
4. Between times

Question 23

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

This Public Service Incentive Program is sponsored on the premise that every government employee can _____ the better management of the public service.

1. participate in and contribute to
2. participate and contribute to
3. participate and contribute in
4. participate at and contribute at

Question 24

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

Please note that as of Monday, June 1st, our offices will be going scent-free. Thank you _____ in regards to this matter.

1. for your comprehension
2. to comprehend
3. to understand
4. for your understanding

Question 25

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

Several employees have expressed a wish _____ this training; therefore, it will be offered at the next available opportunity.

1. to take
2. of following
3. to follow
4. of taking

Question 26

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

They _____ to the charity event tomorrow night.

1. supposed to go
2. might go
3. would go
4. had to go

Question 27

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

Please keep the conference room doors closed when you are holding a meeting as the room is close to the cubicles and some people find it hard _____ when there is a lot of noise.

1. to be concentrated
2. to concentrate themselves
3. to be concentrating
4. to concentrate

Question 28

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

_____ finish all those reports this week?

1. Has she to
2. Does she have to
3. She has to
4. Does she has to

Question 29

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

Before 1917 Canadian citizens _____ personal income taxes.

1. weren't use to paying
2. weren't used to pay
3. didn't use to pay
4. weren't paying

Question 30

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

What do you suppose she'd do if she _____ the secondment?

1. were offered
2. is offered
3. would be offered
4. will be offered

Question 31

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

They have to balance the budget by the end of the fiscal year, _____?

1. haven't they
2. do they
3. don't they
4. have they

Question 32

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

If you plan _____ the meeting, please provide me with your questions by this afternoon.

1. on participating at
2. to take part at
3. to participate to
4. on taking part in

Question 33

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

_____, we will be pleased to cover your expenses.

1. Could you accept
2. If you except
3. Would you accept
4. Should you accept

Question 34

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

Seldom do we (1) feel to start (2) a new project at day's end (3).

1. Seldom do we
2. feel to start
3. at day's end
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.”

When offices become crowdy (1), every effort should be undertaken (2) to make members of the public as comfortable as possible while waiting. For example, instead of having to stand in long line-ups, clients could be given a number and directed to a seating area to await (3) service.

1. become crowdy
2. should be undertaken
3. await
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."

Attached is the translation of the above-noted article. I appreciate it (1) if one of your staff could check the accuracy of the translation, particularly with respect to (2) technical terms, and return the article to my office by (3) May 20. I will arrange the rest of the publication details.

1. appreciate it
2. with respect to
3. to my office by
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."

Our supervisor prefers that we pass (1) our work hours in the workplace rather than (2) work from home (3).

1. that we pass
2. rather than
3. work from home
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."

I've been implicated (1) in dozens (2) of projects over the past (3) three years.

1. implicated
2. in dozens
3. over the past
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."

We are in the midst (1) of purchasing (2) a lot of new equipments (3) for our offices.

1. are in the midst
2. of purchasing
3. equipments
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."

If our team doesn't get approval to go on training in Vancouver (1), neither won't (2) the others (3).

1. on training in Vancouver
2. won't
3. the others
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.”

In line with (1) this change, the resources **associated with the co-ordination (2)** and the delivery of all training **has been transferred to (3)** the Human Resources Branch.

1. In line with
2. associated with the co-ordination
3. has been transferred to
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.”

This year’s *Rendez-vous de la Francophonie* will be held (1) between April 5 to April 21 (2). This is a wonderful opportunity for our department to celebrate the French language and French culture, and to remind ourselves (3) that Canada’s two official languages are an integral part of the values of the federal government.

1. will be held
2. April 5 to April 21
3. to remind ourselves
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."

Upon completing (1) the final draft, don't forget to have him to check over (2) what you have written (3).

1. Upon completing
2. to check over
3. have written
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."

Can't we do without (1) complains (2) for a change and just get down to (3) work?

1. do without
2. complains
3. get down to
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."

Since moving (1) to **this (2)** branch, I **didn't have (3)** a dull moment.

1. Since moving
2. this
3. didn't have
4. none of the above

Question 46

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

Proper incident reporting also **helps safety personnel conduct (1)** thorough investigations to prevent the same things **from arriving (2)** again. The law requires that any workplace accident, incident, injury or illness **be reported (3)** on a specified form.

1. helps safety personnel conduct
2. from arriving
3. be reported
4. none of the above

Question 47

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

Due to a technical problem, some participants received an unofficial result _____ they should have received the official form with their result. Please find attached your result, on the proper form, for the pilot test of written expression that you had recently written.

1. furthermore
2. otherwise
3. even if
4. whereas

Question 48

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

In an address delivered at the Canadian Hydropower Association's annual general meeting, the Minister _____ new initiatives funded through the most recent budget.

1. pointed up
2. pointed to
3. pointed at
4. pointed out

Question 49

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

Pollution occurs when something is added to air, water or soil in quantities that nature cannot _____ quickly and efficiently. It may be organic or synthetic.

1. throw away
2. put away
3. dispose of
4. get rid

Question 50

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

I have asked Mitchell Parsons for the data regarding the current fiscal year, but _____ I have not heard from him.

1. to this date
2. for now
3. yet
4. thus far

Question 51

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

In a phased evacuation only the occupants of the floor or floors involved in a fire are evacuated immediately; the remaining occupants are evacuated as quickly as possible, with second priority being given to floors above the fire zone _____ conditions warrant and permit.

1. according to
2. as
3. such as
4. under

Question 52

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

_____ speculation that we will be reducing staff during the next fiscal year, I wish to put your minds at rest. On the contrary, we expect to be hiring more people in all fields in the up-coming months.

1. According to
2. Related to
3. As regards
4. Pertaining to

Question 53

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

It must be remembered, _____, that no single test will provide a clear and accurate picture of a candidate's abilities and knowledge.

1. on another hand
2. whether or not
3. furthermore
4. otherwise

Question 54

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

Opportunities will present themselves in many forms. Don't be taken _____ by them.

1. un aware
2. unawares
3. not aware
4. unaware

Question 55

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

However, _____ Section 32(3) of the PSEA, an employee may apply to the Public Service Commission for a leave of absence (without pay) to seek political office in a federal, provincial or territorial election.

1. with virtue to
2. of virtue to
3. by virtue of
4. in virtue from

Question 56

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

I would have liked (1) to be invited to (2) partake in last week's symposium as I feel I could have enriched (3) the experience with my extensive knowledge of the topic.

1. would have liked
2. be invited to
3. could have enriched
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 a crisis situation, it is necessary that one takes shortcuts (1), spending very little time in preparation in order to move quickly to action with a view to resolving (2) the immediate crisis. Because preparation is neglected, addressing the after-effects of the crisis will later require careful work so that the changes that took place are well integrated into the organization (3).

1. that one takes shortcuts
2. with a view to resolving
3. into the organization
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."

No single test will provide a clear and accurate picture of a candidate's abilities and knowledge; hence, the ideal is to select (1) and combine appropriate tests and other information, such as appraisals, reference checks and job history reviews, so that an accurate profile of the candidate will emerge. Rarely this is a simple task (2) for the busy manager or the generalist. It is here that the expert advice and assistance of specialists can be of invaluable assistance (3).

1. hence, the ideal is to select
2. this is a simple task
3. can be of invaluable assistance
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."

As currently practised, compensation may mean creating (1) a new fish habitat, turning other existing habitats into more productive areas or constructing hatcheries and spawning channels. In certain instants (2), an activity that could have a totally unacceptable impact on the fisheries resource would be entirely prohibited since one of the specified goals of the Department is to maintain and develop the nation's fisheries resources (3) through natural production.

1. compensation may mean creating
2. In certain instants
3. the nation's fisheries resources
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.”

On December 12 the Government of Canada announced new guidelines related to travel and hospitality expenses for selected government officials. The purpose of these politics and guidelines (1) is to provide for the reimbursement (2) of reasonable expenses necessarily incurred during business travel and to ensure that hospitality is extended (3) in an economical and affordable way when it facilitates departmental business or is considered desirable as a matter of courtesy and protocol.

1. these politics and guidelines
2. to provide for the reimbursement
3. or is considered desirable
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."

In response to recent queries (1) regarding the procedure for distributing Records of Decision (RDs) to assistant deputy ministers (ADMs), we **wish to inform you of (2)** all RDs relating to this department are transcribed verbatim and circulated to appropriate ADMs. Mr. R. Bigelow, as Senior Assistant Deputy Minister, receives all transcriptions **circulated in (3)** this department.

1. In response to recent queries
2. wish to inform you of
3. circulated in
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."

We have completed an inventory of e-mail systems in use at present (1), and confirmed the future requirements of our partner departments. The formal procurement process was established using innovative (2), collaborative approaches, and by this time next year, an e-mail solution will be identified (3).

1. in use at present
2. was established using innovative
3. will be identified
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 practice to grant extensions (1) for program input time will be eliminated. Instead, the 5-day deadline for program input time will be extended to 10 working days (2) from the date of receipt of incoming documents. This change is intended to reflect the Department's present response rate and to eliminate the heavy workload involved in administering (3) the extension procedure.

1. to grant extensions
2. to 10 working days
3. workload involved in administering
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."

There exists a human tendency (1) to take care of what is easy and less troublesome and postpone or even avoid **that which is difficult or painful (2)**. As students we are told, when we go for an examination, to attempt the easy questions first. **This is all right if it is purely from (3)** the standpoint of time management, but if it becomes a habit for an individual, that person is in trouble.

1. There exists a human tendency
2. that which is difficult or painful
3. This is all right if it is purely from
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."

I would like you to know how much I appreciate your help in carrying (1) this year's United Way Campaign. Your work as canvassers has required (2) the dedication of time and energy over the regular duties of your positions. While your individual efforts may never be recognized by (3) those who receive assistance through the United Way, you can derive considerable personal pride from the knowledge that you helped make that assistance possible.

1. your help in carrying
2. canvassers has required
3. may never be recognized by
4. none of the above

ANSWER SHEET

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

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

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

ANSWER KEY

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

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

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

EXPLANATIONS

Question 1 (Answer: 1)

- The simple present tense (keep) is used for present routines, habits and general truths.
- The present progressive (am keeping) is used for present ongoing actions that are in progress right now.
- The simple past (kept) is used for actions and events that started and ended during a past period. There's no reference to the past in the text.
- The past progressive tense (was keeping) is used for past actions that were in progress for a limited duration. There is no reference to the past in this sentence.

Question 2 (Answer: 2)

- **This** is a determiner which is used before singular nouns. **Study** is a singular countable noun.
- **These** and **those** are plural determiners used with plural nouns.
- **It's** is a contraction of **it** and **is** (it is) or **has** (it has).

Question 3 (Answer: 4)

- A tag question consists of an auxiliary verb with the same tense as the main verb and a pronoun. The tag question is negative when the main clause is affirmative.
- The auxiliary verb comes before the subject.

Question 4 (Answer: 3)

Laisser has several translations in English. Don't confuse them. **Let** means "allow" whereas **leave** means "drop off" or "leave behind." **Quit** means "stop doing something."

Question 5 (Answer: 3)

The verb **turn** is followed directly by the words **right** or **left**.

Question 6 (Answer: 4)

- When comparing two things or persons, add **-er** to adjectives with one syllable.
- We can use the intensifier **much** before a comparative form for emphasis.

Question 7 (Answer: 4)

- The verb **wave** can be used with the prepositions **to** or **at** with only a slight difference in nuance.
- The possessive adjective **her** is required before the noun **supporters**.

Question 8 (Answer: 2)

- The correct verb + preposition combination in this context is **arrive at**. **At** is used to refer to a specific place/event. We **travel to**, but **arrive at** a specific destination.
- **In** is used with **arrive** when referring to “inside spaces or boundaries” such as cities, provinces/states, countries, continents, e.g. arrive in Vancouver, arrive in the United States, arrive in Europe.

Question 9 (Answer: 4)

- The verb **like** can be followed by a gerund (verb-**ing**), e.g. I like working, or an infinitive (**to** + verb), e.g. I like to work. There is no difference in meaning.
- **Do** and **does** are added as auxiliary verbs to form questions in the simple present tense.

Question 10 (Answer: 1)

- The French verb *faire* has two translations in English: **make** and **do**. The use of these verbs is idiomatic. Some expressions require **make**, e.g. make a copy, and some expressions require **do**, e.g. do homework.
- The simple present tense is used in future time clauses beginning with “as soon as.”
- **Finish** is followed by a gerund (verb-**ing**).

Question 11 (Answer: 1)

- Change “nothing” to “anything.” The negative verb **didn’t need** cannot be used with the quantifier **nothing** as this creates a “double negative.”
- When an indirect object (to her) comes directly after the verb, no preposition is used, e.g. I gave the file **to her** = I gave **her** the file.

Question 12 (Answer: 1)

- Change “was knowing” to “knew.” The progressive form of the verb is **not** used with verbs such as **know** and **believe**.
- When a pronoun comes directly after the verb, no preposition is used (ask **me** something).

Question 13 (Answer: 2)

- Change “built” to “build.” **Built** is the simple past form of **build**. An infinitive form is required after the combination: **be** + adjective, e.g. they are hard **to do**, it’s nice **to see**.
- **Pretty** can be as an adverb meaning **very** modifying an adjective.

Question 14 (Answer: 3)

Assist is a faux-ami. The French verb *assister à* is actually **attend** in English, and it is not followed by a preposition.

Question 15 (Answer: 2)

Change “in” to “to.” **To** is used when there is movement in the direction of a place, person or thing or a transfer of something to another location.

Question 16 (Answer: 3)

Both **discussion** and **workshop** are countable and must be in the plural form because the expression **a variety of** is always followed by a plural noun.

Question 17 (Answer: 3)

- The expression **take place** is a synonym of **be held** and means *avoir lieu*.
- Do not translate literally from *avoir lieu*; **have place** is not an English expression.

Question 18 (Answer: 1)

- The phrasal verb **look forward to** is followed by a noun or a gerund (verb-**ing**).
- The present progressive tense is used for present ongoing activities of limited duration.

Question 19 (Answer: 1)

- The present perfect tense (have compiled) is used to talk about actions that occurred at an unspecified time in the past that have a present consequence. The time expression **since** (*depuis*) is an indicator that a perfect tense must be used.
- The simple present tense (compile) is used for present habits, routines and general truths. It does not include events in the past.
- The simple past tense (compiled) is used to talk about actions or events that occurred at a specified point of time in the past. A past time expression is usually used in the sentence to indicate the time period.
- The present progressive tense (am compiling) is used to express actions in progress right now or in this time period. It does not include events that started in the past.

Question 20 (Answer: 4)

- **So** is used in shortened clauses and responses when stating agreement with a positive statement. **So** is followed by an auxiliary verb or a form of **do** and then the subject. **So do I** can be replaced by **I do too**.
- **Me too** is an expression meaning **I do too**. It is used in informal speech in short responses only, e.g. Tom: I enjoy golfing.
Karen: Me too.

Question 21 (Answer: 4)

- **Yet** means “before now” and is used in questions and negative contexts.
- **Already**, meaning déjà, is placed in the wrong position in the sentence. Adverbs like **already**, **recently**, **just** and **finally** go between the auxiliary and main verb, e.g. I have already met with him.

Question 22 (Answer: 3)

- The correct expression is **in the meantime**, which means “between now and then.”
- **Between times** does not exist in English, and the other expressions are not quite right; they should be **during this time** and **in the interval**. Common synonyms include **meanwhile** and **in the interim**.

Question 23 (Answer: 1)

Participate is followed by a specific preposition (in) and **contribute** by another (to); therefore, both prepositions must be included.

Question 24 (Answer: 4)

- **Thank you** is followed by the preposition **for** and then a noun or gerund (verb-**ing**). Nouns and gerunds are modified by possessive adjectives (my, your, his, her, our, their), e.g. Thank you for **your** help. Thank you for **your** understanding.
- Even though *compréhension* in French translates to both **comprehension** and **understanding**, there is a nuance between these English words. **Your understanding** means "your agreement with or tolerance of" whereas **your comprehension** would mean "your ability to grasp the nature or meaning of something."

Question 25 (Answer: 1)

- **Express a wish** is followed by an infinitive (**to** + verb).
- The English translation of *suivre une formation* would be **take training**. We do not “follow training.”

Question 26 (Answer: 2)

- **Might** indicates a possibility and is followed by the base form of the verb.
- **Be supposed to** would work in this text. As is, however, the verb **be** is missing.
- **Would** is used in unreal hypotheticals that require an *if*-clause, e.g. They would go **if** they had the time.
- **Had to** is conjugated in the past tense, but the text is referring to the future (tomorrow).

Question 27 (Answer: 4)

- The expression **find it hard** is followed by an infinitive.
- In English, the adjective **concentrated** is used to describe things, e.g. concentrated orange juice. A person cannot **be** concentrated.

Question 28 (Answer: 2)

The modal verb **have to** is unlike other modals in that it must be conjugated with an auxiliary verb when used in interrogative or negative forms. In the simple present tense, the auxiliary verb **does** is used for 3rd person singular (she, he, it), and the main verb is in the base form (verb without **to**).

Question 29 (Answer: 3)

Don't confuse the following expressions:

- **Used to** (*avoir l'habitude de*) + **verb base** expresses past habits or activities, or past conditions that no longer apply. In negative or question forms, it is the auxiliary verb **do** that is conjugated, e.g. I **used** to walk to work; I didn't **use** to walk to work.
- **Be used to** (*être habitué à, être habitué de*) + **noun/gerund** expresses something that you are/were/will be accustomed to or familiar with, and accept as normal, e.g. As a Canadian, I'm used to shovelling snow in the winter.

Question 30 (Answer: 1)

- The past tense of the verb is always used in the **if**-clause of a present unreal conditional, e.g. If I were you, I would ask.
- All verbs, except the verb **be**, have only one simple past tense form. The verb **be** has two: **was** and **were**. In hypotheticals, use **were** for all persons (plural or singular) when writing. Using **was** with **I, he, she** or **it** is sometimes heard in informal speech in the present unreal.

Question 31 (Answer: 3)

- The auxiliary verb **do** is used to conjugate negative and interrogative forms in the simple present tense. The tag question is negative when the main clause is affirmative.
- **Have to** cannot be used in a tag question because unlike other modal verbs, **have to** must be used with an auxiliary verb in the negative form, and it is the auxiliary verb that is used in the tag.

Question 32 (Answer: 4)

- **Plan** is followed by an infinitive or **on** + gerund (verb-**ing**), e.g. plan to do something, plan on doing something.
- The prepositions in “participating at,” “participate to” and “take part at” are all incorrect; instead, the expressions should be **participate in** and **take part in**, e.g. plan on participating **in**/taking part **in** the meeting, plan to participate **in**/take part **in** the meeting.

Question 33 (Answer: 4)

- **Should** is a synonym of **if** in this context.
- Don't confuse **accept** (*accepter*) with **except** (*sauf*).

Question 34 (Answer: 2)

Change “feel to start” to “feel like starting.” The phrasal verb **feel like** is followed by a noun or gerund (verb-**ing**).

Question 35 (Answer: 1)

Change “crowdy” to “crowded.” **Crowded** is an adjective describing a situation where there are many people standing or sitting close together with little or no extra room. **Crowdy** is not a word.

Question 36 (Answer: 1)

- Change "appreciate it" to "would appreciate it." The expression **would appreciate it if** is used in hypotheticals, e.g. I'd appreciate it if you could stay late tonight.
- The verb **appreciate**, by itself, is not followed by **if**, e.g. I appreciate your honesty.

Question 37 (Answer: 1)

Change "that we pass" to "that we spend." When referring to time, there are two expressions in English that are translated with the verb *passer* in French.

Compare: **spend time** = *passer du temps*

pass the time = *passer le temps*

Question 38 (Answer: 1)

Change "implicated" to "involved." *Impliqué* translates to both **implicated** and **involved**. However, **implicated** has a negative sense in English, so **involved** is the correct word to use in this context.

Question 39 (Answer: 3)

- **Equipment** is an uncountable noun and doesn't have a plural form.
- **In the midst of** means "in the middle of" or "in the process of." It is followed by a noun or gerund (verb-**ing**)

Question 40 (Answer: 2)

Change "neither won't" to "neither will." The verb **won't** (will not) is negative and cannot be used in conjunction with **neither**, which is also negative.

Question 41 (Answer: 3)

Change "**has** been transferred" to "**have** been transferred." The auxiliary verb must agree in number with the subject **the resources and the delivery**, which is plural.

Question 42 (Answer: 2)

Change "April 5 to April 21" to "April 5 and April 21." When **between** is used before the first of two items, **and** must be used before the second item.

Question 43 (Answer: 2)

- Change "to check over" to "check over." Certain verbs like **have**, **get** and **make** can be used in causative structures to show that one person or thing causes another person or thing to do something. The form of the verb varies depending on the verb, and the verb **have** is followed by the base form of the verb (verb without **to**).
- **Check over** means "review."

Question 44 (Answer: 2)

- Change "complains" to "complaining" or "complaints." **Complains** is the 3rd person singular form of the verb **complain**. **Complaint** is the noun.
- The expression **do without** means "to manage while not having something." It is followed by a noun or a gerund (verb-**ing**).
- **Get down to work** means "start working seriously on something."

Question 45 (Answer: 3)

Change "didn't have" to "haven't had." The present perfect tense (haven't had) is required because of the time expression **since** which indicates that the action began sometime in the past and is still ongoing.

Question 46 (Answer: 2)

Change "from arriving" to "from happening." In this context, **arrive** is a faux-ami. The verbs **happen** or **occur** should be used instead.

Question 47 (Answer: 4)

- **Whereas** (*alors que, tandis que*) is used to show a contrast.
- **Furthermore** is a conjunctive adverb that means "in addition." It must be preceded by a period or semi-colon and followed by a comma.
- **Otherwise** is a conjunctive adverb that means "under other circumstances." It must be preceded by a period or semi-colon and followed by a comma.
- Don't confuse **even if** (*même si*) with **even though** (*bien que*). **Even if** is used in unreal conditionals, and as such, does not work in this text. **Even though**, on the other hand, would have worked.

Question 48 (Answer: 4)

- **Point out** is to draw attention to something.
- **Point up** is to indicate a higher place or position.
- **Point at** is to aim at or to point a finger at someone or something.
- **Point to** is to indicate the location of something or to suggest something as a possible conclusion.

Question 49 (Answer: 3)

- **Dispose of** (*se débarrasser de*) is a verb + preposition combination that means "eliminate" or "get rid of."
- **Throw away** (*jeter*) means "discard."
- **Put away** (*ranger*) means "to move something into or place something in a specific location or position."

Question 50 (Answer: 4)

- **Thus far** is a synonym of **so far**, **up to now** and **to date** and means "up to this point in time."
- **To this date** is not correct. The expression should be **to date**.
- **For now** means "temporarily," and does not fit this context. The correct expression in this text would be **up to now** or **until now**.
- The adverb **yet** expresses the right idea, but doesn't work grammatically in this text as it would need to be placed at the end of the sentence. Instead, use the expression **as (of) yet**, it has the same meaning.

Compare: I haven't heard from him **yet**.

As (of) yet, I haven't heard from him.

Question 51 (Answer: 2)

- In this context, **as** is a conjunction which means "whenever" (*quand*).
- The fixed expression **according to** (*selon*) must be followed by an object. In the text, the noun **conditions** is the subject of the verbs **warrant** and **permit**. Therefore, **according to** doesn't work grammatically.
- **Such as** is used to introduce an example.
- The preposition **under** can be used as a synonym of **depending on**, but must be followed by an object. In the text, the noun **conditions** is the subject of the verbs **warrant** and **permit**. Therefore, **under** doesn't work grammatically.

Question 52 (Answer: 3)

- **As regards** means "concerning" and is a good fit in this context. Some other synonyms include **with respect to**, **considering**, **regarding** and **with regard to**.
- The other expressions do not fit in this context:

Compare: **According to** (*selon*) means "on the authority of" or "consistent with."

Related to (*relatif à*) means "connected to" or "associated with."

Pertaining to (*se rapportant à*) means "relevant to."

Question 53 (Answer: 3)

- **Furthermore** means "in addition." When **furthermore** is used in the middle of a clause rather than at the beginning, it is set off by commas.
- "On another hand" is not an English expression. The correct expression would be **on the other hand**.
- **Whether or not** (*si oui ou non*) must be followed by a clause, i.e. a subject and verb.
- **Otherwise** (*autrement*) means "in different circumstances," and must be followed by a clause, i.e. a subject and verb.

Question 54 (Answer: 2)

Unawares is the adverbial form of "not aware." It means "unexpectedly" or "by surprise."

Question 55 (Answer: 3)

- **By virtue of** means “because of” or “as a result of.”
- The other expressions do not exist.

Question 56 (Answer: 2)

- Change "be invited to" to "have been invited to." The verb **would like** is followed by an infinitive, but when the past form (would have liked) of the verb is used, it must be followed by a perfect infinitive, i.e. **to have + past participle**.
- Note though that the verb in this context is also passive, so we end up with this structure: **to have + been + past participle**.

Question 57 (Answer: 1)

- Change “that one takes shortcuts” to “that one **take** shortcuts.” The expression **it is necessary that** is followed by the subjunctive form of the verb. The subjunctive is formed by using the base form of the verb for all persons.
- Another option would be to use an infinitive (**to** + verb) after the expression **it is necessary**, e.g. It is necessary (for one) to take shortcuts.

Question 58 (Answer: 2)

Change “this is a simple task” to “is this a simple task.” After semi-negatives, such as **rarely**, **seldom** or **never**, the subject and verb are inverted.

Question 59 (Answer: 2)

Change “In certain instants” to “In certain instances.” **In certain instances** (*dans certains cas, parfois*) means “in certain cases or situations.”

Question 60 (Answer: 1)

Change “these politics and guidelines” to “these policies and guidelines.” **Politics** is a faux-ami that means *la politique* in French and refers to rules established by politicians and governing officials. **Policies** means *les politiques* and refers to the activities of politicians.

Question 61 (Answer: 2)

Change “wish to inform you **of**” to “wish to inform you **that**.” The conjunction **that** is used with the verb **inform** to introduce a subordinate clause whereas the preposition **of** would be used to introduce a direct object.

Question 62 (Answer: 3)

Change “will be identified” to “will have been identified.” The future perfect tense is required when talking about future actions that will occur before another action or event or specific point in the future (by this time next year).

Question 63 (Answer: 1)

Change "to grant extensions" to "of granting extensions." The preposition **of** is required after the noun **practice** to complete the expression. **The practice of** is then followed by a gerund (verb-**ing**).

Question 64 (Answer: 4)

- There are no errors in this text.
- Even though we are more likely in speech to use **there is** instead of **there exists**, this expression is possible. However, it is more commonly used in formal writing when referring to abstract concepts rather than concrete things.

Question 65 (Answer: 1)

Change "your help in carrying" to "your help in carrying **out**." The verb **carry** by itself means "hold or support while moving" whereas adding the preposition **out** changes the meaning to "put into operation or execute."

WRITTEN EXPRESSION 6

Question 1

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

I am _____ checking my phone messages.

1. actually
2. currently
3. right now
4. momentarily

Question 2

Choose the best word to insert into the blank.

I'm not able to meet you _____ Monday.

1. the
2. on
3. in
4. --

Question 3

Choose the best word to insert into the blank.

I don't have _____ questions at present.

1. some
2. no
3. few
4. any

Question 4

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

One or two times a week my colleague _____ her identification even though she knows she needs to wear it every day.

1. forgets
2. forgot
3. is forgetting
4. forget

Question 5

Choose the best word to insert into the blank.

Our section_____ an award every year for working productively as a team.

1. has
2. gains
3. gets
4. obtains

Question 6

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

This new software keeps crashing my computer because it has _____ bugs in it.

1. so much
2. so little
3. so few
4. so many

Question 7

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

I _____ a new course every day last week.

1. was observing
2. am observing
3. observed
4. observe

Question 8

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

You _____ always know where the emergency exits are in your building.

1. might
2. could
3. have to
4. should

Question 9

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

Before beginning (1), we wish to thank you to take (2) a moment of your time to tell us how you feel about (3) our new program.

1. beginning
2. to take
3. feel about
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."

What is the good (1) spelling (2) of (3) his name?

1. good
2. spelling
3. of
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."

The Director of Human Resources he's (1) waiting for you (2) in the boardroom at (3) the end of the hall.

1. he's
2. for you
3. at
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."

I am suppose (1) to plan (2) the meeting agenda for today's meeting (3).

1. am suppose
2. plan
3. today's meeting
4. none of the above

Question 13

Which underlined word or section contains one or more errors? If none of the underlined sections contains an error, select number 4 "none of the above."

We will not hire (1) her for the project; she's asking (2) too much for her (3) services.

1. hire
2. she's asking
3. her
4. none of the above

Question 14

Which underlined word or section contains one or more errors? If none of the underlined sections contains an error, select number 4 "none of the above."

Are you agree (1) that we should talk (2) to management before moving (3) forward?

1. Are you agree
2. should talk
3. moving
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."

Because we serve (1) the public, we have to (2) do our best to respect our delays (3).

1. serve
2. have to
3. our delays
4. none of the above

Question 16

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

The report _____ the results of our progress to date.

1. resumes
2. elaborates
3. sums up
4. precises

Question 17

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

I'm afraid I _____ that type of behaviour in the workplace.

1. can't support
2. could not allow
3. am not able to resist
4. won't put up with

Question 18

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

Why _____ track of clients' comments since the beginning?

1. they haven't kept
2. aren't they keeping
3. didn't they keep
4. haven't they been keeping

Question 19

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

I haven't _____ delivering the mail yet.

1. arrived to
2. gotten around to
3. had occasion to
4. succeeded to

Question 20

Choose the best word to insert into the blank.

Please _____ that your personal information is included along with a copy of two pieces of government ID when submitting your request.

1. validate
2. verify
3. assure
4. ensure

Question 21

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

As of noon today, we started to experience a number of cyber-attacks resulting in government-wide websites and networks being down. We are currently working on the situation, and services _____ be restored around 3:00 p.m. this afternoon.

1. must
2. had to
3. ought to
4. would

Question 22

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

I'm tired _____ the same tasks day in and day out.

1. to do
2. of doing
3. from doing
4. doing

Question 23

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

The Labour Program is responsible for claims that _____ federal government employees—both inside and outside of the country— who are injured on the job, become sick from an occupational disease or are slain while on duty.

1. implicate
2. comprise of
3. consist in
4. involve

Question 24

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

I suggested that it would be best if he _____ his text messages every two minutes during the meeting.

1. weren't checking
2. doesn't check
3. wouldn't check
4. didn't check

Question 25

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

Could you please _____ my application for me to see if I've left anything out?

1. revise
2. look over
3. update
4. verify

Question 26

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

This assignment is the biggest challenge I _____ in my career.

1. ever lived
2. have never lived
3. have ever experienced
4. have never known

Question 27

Choose the best word to insert into the blank.

I was completely _____ when I got screened out of the selection process.

1. deceived
2. disheartened
3. deceptive
4. disappointing

Question 28

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

He always _____ the conversation during meetings.

1. takes over
2. takes too much place in
3. takes up space in
4. takes the control of

Question 29

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

If you're tweeting about your job, you _____ share confidential information, or you will be disciplined.

1. won't
2. don't have to
3. had better not
4. aren't supposed to

Question 30

Choose the best word to insert into the blank.

Harassment in the workplace is a very _____ topic which we will need to revisit in further meetings.

1. subtle
2. sensible
3. susceptible
4. sensitive

Question 31

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

Once certified, the union acquires the right to bargain with the employer _____ the employees in the bargaining unit and to enter into a collective agreement setting out the terms and conditions of the employment for those employees.

1. to the name of
2. from the part of
3. on behalf of
4. in the place of

Question 32

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

Unless there are unforeseen events or complications, our team will remain _____ substantially improved results this time round.

1. engaged to attain
2. committed to achieving
3. dedicated at attaining
4. devoted to achieve

Question 33

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

_____ everyone's best efforts, accidents can happen in any workplace. Workers' Compensation programs protect employees from the financial hardships associated with work-related injuries and occupational diseases.

1. In spite
2. Apart from
3. Despite of
4. Regardless of

Question 34

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

Demographic changes such as declining fertility rates and longer life expectancies are contributing to population aging in Canada, and are expected to (1) have an important impact (2) on employers, the labour market, and economic growth as a whole (3).

1. are expected to
2. an important impact
3. as a whole
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."

Doesn't it (1) seem that politicians never **directly (2)** **answer to (3)** your questions?

1. Doesn't it
2. directly
3. answer to
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.”

Not only is THE EXCHANGE an opportunity for you to take stock in (1) where we are in implementing (2) Strategic Directions, but it is also an occasion to share (3) opinions, questions and challenges in an informal virtual meeting with senior management.

1. take stock in
2. in implementing
3. also an occasion to share
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."

It takes (1) him (2) one hour and a half (3) to commute to work one way.

1. It takes
2. him
3. one hour and a half
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."

You followed (1) a variety of courses (2) last year, didn't (3) you?

1. followed
2. of courses
3. didn't
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."

Would you mind to drop (1) this off (2) for me at the reception desk on your way out (3)?

1. to drop
2. this off
3. on your way out
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.”

Taking time (1) to proofread your reports before **handing them in (3)** is never **a lost of time (3)**.

1. Taking time
2. handing them in
3. a lost of time
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.”

In December 2002 the **Food and Drug Regulations have been (1)** amended to make nutrition labelling mandatory on most food labels. Nutrition labelling **became compulsory for (2)** most prepackaged foods in December 2005, with smaller businesses having until December 2007 **to comply with (3)** the new regulations.

1. Food and Drug Regulations have been
2. became compulsory for
3. to comply with
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."

Client satisfaction is very important to us and we regularly conduct surveys and evaluations. To help us continually improve (1) our services, we encourage you to furnish (2) your feedback (3) by phone or by mail.

1. continually improve
2. to furnish
3. your feedback
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."

As part of the Treasury Board's policy suit (1) renewal project, a review of the government's official languages policies was undertaken (2). Through the review, 12 official languages policy instruments were streamlined within (3) one policy: Policy on Official Languages.

1. Treasury Board's policy suit
2. was undertaken
3. streamlined within
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.”

So as to (1) meet the requirements of the Standard for Fire Safety Planning and Fire Emergency Organization, we would like to remind you that **every employee requiring (2)** assistance during an evacuation is encouraged to self-identify with the Department’s Security Team by providing **us his or her name (3)** and office location.

1. So as to
2. every employee requiring
3. us his or her name
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.”

In 2005 the Association for Conflict Resolution decided to make the public more aware of alternative conflict resolution methods. For achieving its (1) goal, the Association declared the third Thursday in October as International Conflict Resolution Day. Since then, organizations throughout the world have continued to draw (2) attention to these methods through annual activities focused on (3) conflict resolution.

1. For achieving its
2. have continued to draw
3. focused on
4. none of the above

Question 46

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

It _____ better if you had established some deadlines beforehand rather than waiting until halfway through the project.

1. has been
2. might have been
3. had been
4. should have been

Question 47

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

By the time another federal election is called, numerous new bills _____.

1. will table
2. will be tabled
3. will have tabled
4. will have been tabled

Question 48

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

_____ present when evidence was presented before the investigating judge.

1. Neither their lawyer nor them were
2. Neither they nor their lawyer was
3. Neither them nor their lawyer was
4. Neither they nor their lawyer were

Question 49

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

“Maritime perils” means the perils _____ navigation, including perils of the seas, fire, war perils, acts of pirates or thieves, captures, seizures, restraints, detentions of dignitaries and peoples, jettisons, negligence and all other perils of a like kind and, in respect to a marine policy, any peril designated by the policy.

1. consequent to or incidental of
2. consequent or incidental to
3. consequent on or incidental to
4. consequential of or incidental to

Question 50

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

A participant has just cancelled her registration for tomorrow’s workshop which _____ us short except for the fact that we had overbooked.

1. might leave
2. must have left
3. would leave
4. should have left

Question 51

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

_____ the new software, users had to read all of the related procedures and policies.

1. Prior to have installed
2. Prior to installing
3. Prior to install
4. Prior of having installed

Question 52

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

As the world looks to recovery, a rare opportunity now lies before us as Canadians. It is the opportunity to lead the world in security and prosperity—not _____—but so that Canadian families who work hard, pay their taxes and play by the rules can get ahead.

1. for the love to do so
2. for the interest of doing so
3. for the sake of doing so
4. for the pleasure to do so

Question 53

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

We might have been willing to believe that it was a mere oversight, except that there _____ to the contrary.

1. was a lots of proof
2. were a lot of evidence
3. were many proofs
4. was much evidence

Question 54

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

A food guide needs to be simple. It needs to be something people can remember and not just relegate to something they _____. It needs to have 10 to 15 distinct, unambiguous messages that will help protect their health and minimize the risk of chronic disease.

1. have remembered seeing
2. have remembered to see
3. remember to have seen
4. remembered to see

Question 55

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

An organization that constantly puts demands on its employees to work overtime can add to both _____ and lead to burnout.

1. employee's and manager's stress level
2. employees and managers stress levels
3. employees' and managers' stress level
4. employees' and managers' stress levels

Question 56

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

Transport Canada is now moving forward to conduct **a comprehensive review (1)** of the liability and compensation regime for rail incidents, **with a view to ensuring (2)** that sufficient funds are available **to adequately compensate (3)** potential victims, pay for any clean-up costs and protect taxpayers in the event of an incident.

1. a comprehensive review
2. with a view to ensuring
3. to adequately compensate
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."

Owing to the diversity (1) of participants required, all **potential participants requests (2)** will be reviewed, and candidates will receive a message informing them whether they will be able to **partake in (3)** the evaluation process.

1. Owing to the diversity
2. potential participants requests
3. partake in
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.”

Industry Canada officials have reviewed your application for a transfer and, barring any unforeseen (1) circumstances, will approve your licence transfer pursuant to (2) Section 4.5.2 of the policy, upon the reception and approval (3) of the executed documents required relating to Canadian ownership and control.

1. barring any unforeseen
2. transfer pursuant to
3. upon the reception and approval
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."

It would have been advantageous for us to know (1) that changes would be forthcoming (2) so that we could have planned accordingly. As it was, we were overwhelmed (3) by the reorganization.

1. for us to know
2. would be forthcoming
3. we were overwhelmed
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.”

If the facts pertaining to (1) the submission had been substantiated (2) at the outset, it is quite possible that the decisions we’ve been making would have been (3) otherwise.

1. facts pertaining to
2. had been substantiated
3. would have been
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."

However, implementation of a systematic evaluation approach has complicated (1) the absence of any clearly articulated project logic, expected results and indicators, by the limited performance information and project documentation available (2), particularly as these pertain to financial tracking (3), and by the loss of some of the project's corporate memory due to manager turnover and organizational transformations at Environment Canada.

1. has complicated
2. project documentation available
3. as these pertain to financial tracking
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."

Marina operations have been disturbing (1) wildlife species when boating activity is intensive and localized. Moreover, the concentration of a high number of pleasure craft and support services (e.g. restaurants, maintenance) can generate solid and liquid pollutants which can affect (2) the quality of the water and sediments near or within harbour areas, inasmuch as (3) septic tanks are not emptied as per regulations.

1. have been disturbing
2. which can affect
3. inasmuch as
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.”

As part of our enterprise-wide commitment to learning (1), articulated in Blueprint 2020, we have launched a new learning application this year with plans for ongoing improvements through to the final delivery date (2) of April 30, which includes an enhanced online learning experience.

Please confirm your participation no later than Friday, June 19th, by filling the Learning Usability Evaluation (3).

1. enterprise-wide commitment to learning
2. through the final delivery date
3. by filling the Learning Usability Evaluation
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.”

The launch of the Destination 2020 report introduced a series of public service-wide initiatives (1) to support public service employees in achieving the vision of Blueprint 2020. One of those initiatives announced an enterprise-wide commitment to learning, with the Canada School playing a central role in the design and delivery of a common curriculum for all public servants. In so doing (2), the Canada School indicated that it will shift from a partial cost-recovery model to one based on reallocations from other departments, insuring that (3) all public service employees will have increased access to common training at no individual cost.

1. a series of public service-wide initiatives
2. In so doing
3. from other departments, insuring that
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 former Citizenship Act barred applicants from citizenship when they had been **charged with or convicted of (1)** any indictable offence in Canada, or if they **were serving a sentence (2)** in Canada.

The new law gives the government the power to revoke the citizenship of individuals **while subject to (3)** a foreign criminal proceeding or for a conviction and sentence outside Canada.

1. charged with or convicted of
2. were serving a sentence
3. while subject to
4. none of the above

ANSWER SHEET

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

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

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

ANSWER KEY

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

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

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

EXPLANATIONS

Question 1 (Answer: 2)

- **Actually** is a faux-ami that means *en fait* in French. **Currently** means *actuellement* in French. A synonym for **currently** is **presently** (*présentement*).
- **Right now** is another synonym of **currently**, but this time expression cannot be inserted between the two parts of the verb. It would work in this context if it were placed at the beginning or at the end of the sentence, e.g. I am checking my messages **right now**.
- To use the adverb **momentarily** in this text, a future tense would be required and the adverb would come at the end of the sentence, e.g. I'm going to check my messages **momentarily**.

Question 2 (Answer: 2)

The preposition **on** is used with days of the week, e.g. on Thursday, whereas the preposition **in** is used with a month or a year, e.g. in July, in 2014.

Note that in informal and casual communication, many native speakers drop the preposition before days of the week, but in formal writing, it should be included.

Question 3 (Answer: 4)

- **Any** is used in negative and interrogative sentences.
- **Some** is used in affirmative sentences.
- When **no** is combined with **don't have**, it becomes a double-negative, which is not grammatically correct.
- **Few** means "not many." When combined with **don't have**, it is nonsensical.

Question 4 (Answer: 1)

- The other verbs in the text (knows, needs) indicate that a present verb tense is required to complete the sentence.
- The expression **one or two times a week** tells us that the action is repeated. The simple present tense (forgets) is used to talk about habits, repetition or routines in present time.
- **Colleague** is 3rd person singular; therefore the verb requires a final **-s**.

Question 5 (Answer: 3)

- **Gets** means "receives" and is correct in this context.
- The verb **has** means "possesses." To "possess" something, you first have to "get it."
- The verb **gains** doesn't work in this context. It is usually used with such nouns as **weight**, **experience** or **knowledge**.
- **Obtains** means "gets hold of something after some effort," e.g. obtain information, a loan, etc.

Question 6 (Answer: 4)

- **Many** is used with countable nouns.
- **Much** and **little** are used with uncountable nouns.
- **Few**, which means “not many,” does not fit in this context.

Question 7 (Answer: 3)

- A past tense is required because of the time expression **last** week. The simple past tense (observed) is used to talk about past habits or repetition (every day).
- The past progressive tense (was observing) is not used to talk about habits; instead, it is used to talk about an action that was in progress at a certain point in the past.

Question 8 (Answer: 4)

- **Should** is used when giving advice or suggestions.
- **Might**, used for probabilities, and **could**, used for possibilities, are not strong enough in this context.
- Adverbs of frequency like **always** must precede the modal **have to**, e.g. You always have to know.

Question 9 (Answer: 2)

Change “to take” to “for taking.” **Thank you** is followed by **for** + a noun or gerund.

Question 10 (Answer: 1)

Change “good” to “right” or “correct.” Do not translate literally from French (*bonne orthographe*). **Good** has many meanings in English (moral, well-behaved, effective, high-quality, enjoyable), but does not work in this context.

Question 11 (Answer: 1)

Change “he’s” to “is.” There is already a subject noun (Director); therefore the subject pronoun **he** is redundant.

Question 12 (Answer: 1)

Change “am suppose” to “am supposed.” The adjective in the expression **be supposed to** is always written as a past participle, e.g. We are supposed to leave tomorrow. They were supposed to arrive by now.

Question 13 (Answer: 4)

- There are no errors in this text.
- In English, the possessive adjective must agree in person and in number with the subject noun/pronoun it is referring to, not the direct object that comes after it, i.e. **her** agrees with **she**.

Question 14 (Answer: 1)

Change “Are you agree” to “Do you agree.” Do not translate literally from French; all verbs, except the verb **be**, are used with a form of **do** to create questions and negative statements in the simple present and past tense.

Question 15 (Answer: 3)

Change “our delays” to “our deadlines.” **Delay** is a faux-ami. When the French word *délai* has the sense of “time limit,” the translation is actually **deadline**. The English noun **delay** refers to something that is running behind schedule (*retard* in French).

Question 16 (Answer: 3)

- Don’t translate literally from French (*résumer*). **Resume** means “begin again at a previous point.”
- **Elaborate** means “add details and clarification to a position or plan,” but it must be used with the preposition **on**.
- **Sum up** means “state the main points of a position, proposal, presentation or plan.”
- In English, **precise** is an adjective, not a verb.

Question 17 (Answer: 4)

- The expression **won’t put up with** means “will not tolerate.”
- Do not translate literally from French. The expression **can’t support** is not used when talking about behaviour.
- The modal **could**, in this context, would refer to ability and possibility in the past rather than the present and future.
- **Not able to resist** actually means “not able to survive without something.” It is the opposite of **can’t allow/tolerate**, which is the intended meaning of this sentence.

Question 18 (Answer: 4)

The present perfect progressive tense (have been keeping) is used to express actions that began in the past that are still on-going. The time expression **since** (*depuis*), which is used in perfect tenses, indicates that the action is still going on.

Question 19 (Answer: 2)

- The **get**-expression **get around to** means “find time to do something.” It is followed by a noun or gerund (verb-**ing**).
- Don’t translate literally from *arriver*. In English, **arrive** is followed by the preposition **at** and means “reach a destination or point in time.”
- **Have occasion** means “have the opportunity/chance” and must be followed by an infinitive (**to** + verb).
- **Succeed** needs to be followed by the preposition **in**.

Question 20 (Answer: 4)

- **Ensure** means “make sure or make certain.”
- **Validate** means “prove that something is truthful or legitimate,” e.g. validate test results.
- **Verify** is a faux-ami; it does not mean *vérifier*. It means “confirm or substantiate that one set of facts aligns with facts from another source.” *Vérifier* actually means “check.” You can **check** (examine the properties of) something, but to **verify** it, there is an assumption that you are confirming or denying it.
- **Assure** means “relieve the concerns and fears of others by providing positive feedback.”

Question 21 (Answer: 3)

- **Ought to** is used to express expectations or give advice. It is a synonym of **should**.
- **Must** is used to express present and future obligations, deductions or conclusions.
- **Had to** is used when expressing necessity or obligations in the past.
- **Would** is used to express a hypothetical willingness and certainty.

Question 22 (Answer: 2)

The expression is **be tired of**, and it is followed by a noun or a gerund (verb-**ing**).

Question 23 (Answer: 4)

- *Impliquer* has two translations in English: **implicate** and **involve**. **Implicate** expresses a negative idea, so **involve** is the correct verb in this context.
- **Comprise of** and **consist in** are not grammatically correct. The correct expressions would be: **be comprised of** (or **comprise** used as a verb with no preposition) and **consist of**.

Question 24 (Answer: 4)

- In a present unreal hypothetical, a past tense is used in the **if**-clause when **would** is used in the main clause. The simple past tense (didn't check) is required here because of the time expression **every two minutes**, which indicates repetition.
- The past progressive tense (weren't checking) is not used for habits or repetition. Rather, it indicates an ongoing action.
- The simple present tense (doesn't check) is used in an **if**-clause to express a present or future real possibility.
- **Would** is not used in the conditional **if**-clause.

Question 25 (Answer: 2)

- **Look over** or *réviser* in French means “review or examine briefly without making changes.” Synonyms would include **review** or **check (over)**.
- **Revise** is a faux-ami. It means “read and change the wording or structure of a document or plan.”
- **Update** means “revise a document using more current information.”
- **Verify** means “confirm or substantiate that one set of facts aligns with facts from another source.”

Question 26 (Answer: 3)

In English, we “experience” challenges, not “live” or “know” them. The references to “this” and “in my career” indicate that the action being referred to is in a time period extending from the past to the present; therefore, the present perfect tense (have experienced) is required.

Question 27 (Answer: 2)

- **Disheartened** is how someone feels when expectations are not fulfilled. A synonym would be **disappointed**.
- **Deceived** is a faux-ami. It is not the translation of *déçu*. **Deceived** means “misled” or “tricked.”

Question 28 (Answer: 1)

- The phrasal verb **take over** means “monopolize.”
- Don’t translate literally. **Take too much place** is not an expression in English. Place is a countable noun used with “many.”
- **Take control of** without the definite article (the) would be an acceptable way of conveying the idea.

Question 29 (Answer: 3)

- **Had better not** is a synonym of **shouldn’t** and is used to suggest strongly that an action not be taken or there will be negative consequences.
- **Won’t** expresses refusal or unwillingness. It does not work in this context.
- **Don’t have to** expresses a lack of necessity. It does not work in this context.
- **Aren’t supposed to** is used to indicate that something is not expected, e.g. His plane is not supposed to arrive for another hour. However, it can also be used to point out that something is prohibited, e.g. You’re not supposed to smoke in here. When used in this context, the “reasons” or “consequences” are not provided—as they are implied.

Compare: You **aren’t supposed to** share confidential information. (You know why!)

You **shouldn’t share** confidential information as you could get into trouble.

You’d **better not share** confidential information or you will get into trouble.

Question 30 (Answer: 4)

Do not translate literally from French. **Sensible** is a faux-ami that actually means “reasonable and well thought out.” The correct word is **sensitive**.

Question 31 (Answer: 3)

- **On behalf of** means “acting in the interest of.”
- The other expressions do not exist as written.
- Synonyms of **on behalf of** include **in the name of**, **for** and **in place of**.

Question 32 (Answer: 2)

- **Committed to** is followed by a noun or gerund (verb-**ing**).
- The other expressions are not grammatically correct. They should be as follows: **engaged in** / **dedicated to** / **devoted to** + gerund.

Question 33 (Answer: 4)

Regardless of means “contrary to,” “despite” or “in spite of.”

Question 34 (Answer: 2)

Change “an important impact” to “a significant impact.” **Important** is a faux-ami in this context. When *important* means “large” or “substantial,” the correct English translation is **significant**. We can also say **a big** or **huge** impact.

Question 35 (Answer: 3)

Change “answer to” to “answer.” There is no preposition after **answer**; this verb is followed directly by an object. However, its synonym **respond to** does take a preposition.

Question 36 (Answer: 1)

Change “take stock in” to “take stock of.” **Take stock of** is an expression that means “account for.”

Question 37 (Answer: 3)

- Change “one hour and a half” to “one and a half hours.” The whole number (± 1) and the fraction are always said and written together in English, e.g. three and a half minutes, 12 $\frac{1}{2}$ weeks, and six and a half months. However, when using the indefinite article **a/an**, the order is more in line with the French structure, e.g. an hour and a half (*une heure et demie*).
- Note that in English **one and a half** is considered “more than one.” Therefore, the corresponding noun **hours** must be plural.

Question 38 (Answer: 1)

Change “followed” to “took.” Don’t translate literally; we use the verb **take** with **courses** or **training**.

Question 39 (Answer: 1)

Change “would you mind **to drop**” to “would you mind **dropping**.” The expression **would you mind** is followed by a gerund (verb-**ing**).

Question 40 (Answer: 3)

Change “a lost of time” to “a **loss** of time.” **Loss** is a noun whereas **lost** is an adjective. Even better, change it to “a waste of time,” which is a more commonly used expression.

Question 41 (Answer: 1)

Change “Food and Drug Regulations have been” to “Food and Drug Regulations were.” The amendments took place during a specific period of time in the past (in December 2002) that does not extend to the present moment.

Question 42 (Answer: 2)

Change “to furnish” to “to provide.” **Furnish** is rarely used in English when we mean “provide.”

Question 43 (Answer: 1)

Change “Treasury Board’s policy **suit**” to “Treasury Board’s policy **suite**.” A suit is *un costume*.

Question 44 (Answer: 3)

Change “us his or her name” to “us **with** his or her name.” The verb **provide** is followed by the preposition **with** when the indirect object (us) precedes the direct object, e.g. provide someone **with** something. However, when the direct object comes before the indirect object, the structure is as such: provide something **for** someone.

Question 45 (Answer: 1)

Change “For achieving its” to “To achieve its.” An infinitive is used to specify the purpose of an action; it answers the question, “why,” e.g. I bought a pen to take notes (in order to take notes). **For** + gerund, on the other hand, would specify the purpose of a thing, i.e. what the object is used for. E.g. The pen is for taking notes.

Question 46 (Answer: 2)

When the past perfect tense (had established) is used in the **if**-clause of a past hypothetical, a past conditional is used in the main clause. In this case, the modal **might** is paired with **have been** to express that something could have been achieved, but wasn’t.

Question 47 (Answer: 4)

- The time expression **by the time** used in the subordinate clause indicates the occurrence of an event at some point in time before another event. To express that an event will occur in the future **before** another future event, the future perfect tense (will have tabled) is used.
- However, in this case, the passive voice of the future perfect (will have been tabled) is required because the subject **bills** is not the “doer” of the action.

Question 48 (Answer: 2)

- Constructions like **either/or** and **neither/nor** require parallel structures. Therefore, if a subject noun/pronoun is used with **neither**, a subject noun/pronoun must also be used after **nor**, e.g. neither he nor I.
- In these constructions, the proximity rule also applies. This rule states that the verb should agree in number with the final subject, e.g. neither the players nor he **was**. Even though this sounds awkward, it is correct. Most native speakers, however, would switch the subjects around to end with the plural, as it sounds more natural to do so, e.g. neither he nor the players **were**.

Question 49 (Answer: 3)

These adjective + preposition combinations are always written as such: **consequent on** and **incidental to**. Because the prepositions are different, both must be provided, not just the final one.

Question 50 (Answer: 4)

- **Should have** + past participle (should have left) is used to indicate that something was expected or likely to have happened as a result of past circumstances, in this case, a cancelled registration.
- **Might leave** and **would leave** would be used if the text were referring to present time rather than past, e.g. A participant has just cancelled her registration for tomorrow’s workshop which would/might leave us short except for the fact that there are people on the waiting list .
- **Must have left** would be used to express a conclusion or deduction in the past. It contradicts the next part of the sentence **except for the fact that . . .**

Question 51 (Answer: 2)

The fixed expression **prior to** is followed by a noun or a gerund (verb-**ing**).

Question 52 (Answer: 3)

- **For the sake of doing so** means “for the purpose of doing so.”
- The other expressions are not grammatically correct as they are. They should be as follows: “for the love/pleasure **of doing so**” and “**in** the interest of doing so.”

Question 53 (Answer: 4)

- Both **evidence** and **proof** are uncountable nouns and must be used with a singular verb.
- The quantifier **much** is used with uncountable nouns; the informal quantifier **a lot of** (or **lots of**) can be used with both countable and uncountable nouns, but there is no such expression as “a lots of.”

Question 54 (Answer: 1)

The verb **remember** can be followed by an infinitive (**to** + verb) or a gerund (verb-**ing**), but there is a nuance in meaning. In this case, the use of the gerund is correct.

Compare: **Remember to do something** means “remember to do something before you do it.”
Remember doing something means “recall something you’ve done after you’ve done it.”

Question 55 (Answer: 4)

The text is referring to the stress levels of multiple employees and managers. To show possession with regular plural nouns, an apostrophe (') is placed after the **-s**. Note that the noun **levels** must also be plural because there are several people, and each has his/her own stress level.

Question 56 (Answer: 3)

Change “to adequately compensate” to “to adequately compensate.” Do not translate literally; **compense** does not exist in English.

Question 57 (Answer: 2)

Change “potential participants requests” to “potential participants’ requests.” A possessive form is required; participants is plural, so the apostrophe needs to come after the **-s**.

Question 58 (Answer: 3)

Change “upon the reception and approval” to “upon receipt and approval.” **Reception** refers to a social gathering to receive and welcome people; **receipt** is used when referring to the act of receiving objects or information. Note also that no article is used after the preposition **upon** in cases where it has the meaning of “after” or “following.”

Question 59 (Answer: 1)

Change “for us to know” to “for us to have known.” Expressions that take **for** + indirect object (e.g. for us) are always followed by an infinitive. In this case, the perfect infinitive is required. The perfect infinitive, i.e. **to have** + past participle, is most commonly used in past conditional sentences.

Question 60 (Answer: 3)

Change “would have been” to “would be.” This is a case of a mixed conditional structure wherein a past condition (had been substantiated) has a present hypothetical result (would be). It is the use of the present perfect progressive tense (have been making), indicating an action still in progress, that dictates the need for a present hypothetical.

Question 61 (Answer: 1)

Change “has complicated” to “has been complicated by.” The passive voice is required as the subject **implementation** is not the “doer” of the action.

Question 62 (Answer: 1)

Change “have been disturbing” to “disturb.” The context requires a verb tense with reference to a general, timeless truth, i.e. the simple present tense.

Question 63 (Answer: 3)

Change “by filling the Learning Usability Evaluation” to “by filling **out** the Learning Usability Evaluation.” We **fill out** (complete) a form by **filling in** the responses for each of the items.

Question 64 (Answer: 3)

- Change “from other departments, **insuring** that” to “from other departments, **ensuring** that.”
- **Insure** refers to the purchase of a policy from an insurance company.
- **Ensure** refers to actions that are taken to obtain a desired outcome.

Question 65 (Answer: 4)

That’s right—there are no errors in this text!