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C256

Preparation for the English as a Second Language Evaluation

WRITTEN EXPRESSION 7 AND 8

July 2016

Canada

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

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.

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
Choose the best word (or group of words) to insert into the blank.   Here is the new report. Please make two copies and _____ the original to me.   1. returns   2. returning   3. returned   4. 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

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

For your information (1), there will be construction outside the main entrance **to the parking garage (2)** beginning Monday and lasting for two days. Please use the entrance on Main Street until the **construction is completed (3)**.

1. For your information

2. to the parking garage

3. construction is completed

4. 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

Choose the best word to insert into the blank.

Here is the new report. Please make two copies and _____ the original to me.

1. returns

2. returning

3. returned

4. 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 :

Question 2

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

For your information (1), there will be construction outside the main entrance **to the parking garage (2)** beginning Monday and lasting for two days. Please use the entrance on Main Street until the **construction is completed (3)**.

1. For your information

2. to the parking garage

3. construction is completed

4. none of the above

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 7

Question 1

Choose the best word to insert into the blank.

When are you going to _____ some more supplies?

1. command

2. order

3. ask

4. demand

Question 2

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

Fran is a Canadian citizen even though she _____ in England.

1. is born

2. borned

3. was born

4. is borned

Question 3

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

Fatima _____ several times last year for her department.

1. used to travel

2. was travelling

3. is travelling

4. travelled

Question 4

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

_____ is the interview going to take place?

1. What time

2. At what hour

3. Which time

4. At which hour

Question 5

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

The new passport office is located _____ Health Canada.

1. in the face of

2. in the front of

3. across from

4. besides

Question 6

Choose the best word to insert into the blank.

I'd like to make an appointment with Ms. Curtis _____ three o'clock.

1. to

2. in

3. during

4. for

Question 7

Choose the best word to insert into the blank.

We encourage regional offices to organize _____ own events for the Take Our Kids to Work Day.

1. their

2. our

3. its

4. theirs

Question 8

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

The office at the end of the hall _____.

1. it's Sue's

2. is Sue

3. it's Sue

4. is Sue's

Question 9

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

Of (1) the two designs, **what (2)** one are they **considering (3)**?

1. Of

2. what

3. considering

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."

Could you please describe **me (1)** what the stranger **looked (2) like (3)**?

1. me

2. looked

3. like

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."

Do you happen **to know (1)** **whose (2)** office is **his (3)**?

1. to know

2. whose

3. his

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."

For resetting (1) your password, stay **on the line (2)** and someone will be with you **shortly (3)**.

1. for resetting

2. on the line

3. shortly

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 "none of the above."

I **usually have (1)** several documents **to tape (2)** for my director general **daily (3)**.

1. usually have

2. to tape

3. daily

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 "none of the above."

Say me (1) what **you like (2)** most **about (3)** your new team?

1. Say me

2. you like

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."

Our support team **has always (1) time (2)** to help if you have **any (3)** questions.

1. has always

2. time

3. any

4. none of the above

Question 16

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

If you want different results, you _____ the same thing again and again.

1. must stop doing

2. must not to do

3. must stop to do

4. must to stop doing

Question 17

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

In recent months, managers/supervisors and employees _____ together to establish performance agreements and learning plans in the new Public Service Performance Management Application.

1. are working

2. were working

3. work

4. have worked

Question 18

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

Please present yourself to the receptionist 15 minutes before the appointed time and have two _____.

1. pieces of identifications

2. piece of indentifications

3. pieces of identification

4. identification pieces

Question 19

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

I was just putting down my pencil when the test administrator told us that our
_____.

1. time was over

2. time was out

3. time was enough

4. time was up

Question 20

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

I'd accommodate your request to take next week off if I could, but we're just too
_____ at present.

1. short of hand

2. short on staff

3. short-handed

4. short-staff

Question 21

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

Over the next five years, Passport Canada _____ on developing a comprehensive plan that will enable the vision that has been set forth to be achieved, and for improvements in service delivery to be implemented.

1. is working

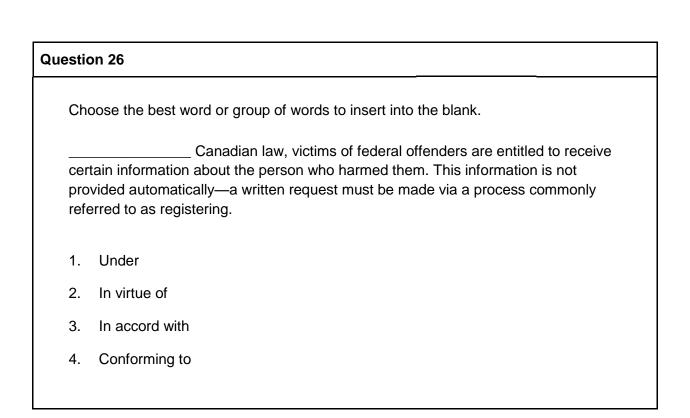2. will be working

3. works

4. will have worked

Question 22

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

While the flight crew was preparing for the landing in Halifax, they were unaware that a fire _____ above the ceiling in the front area of the aircraft.

1. was spreading

2. spread

3. has spread

4. was spread

Question 23

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

The Department of Canadian Heritage is responsible for formulating and implementing cultural policies related to, _____ other aspects, copyright, policies related to arts, heritage, official languages, sports, and other Canadian symbols.
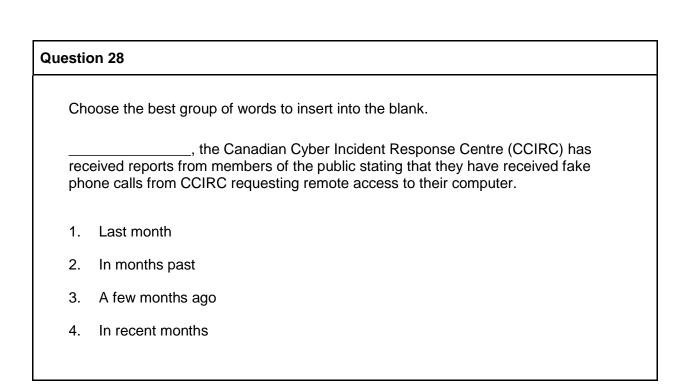
1. between

2. amongst

3. within

4. amid

Question 24

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

I'd like to take this occasion to congratulate Dr. Thames on the excellent progress he, along with his team, _____ in the field of nanotechnology.

1. have been doing

2. has been making

3. has been doing

4. have been making

Question 25

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

The new hire just didn't work out _____ everything was done correctly during the hiring process.

1. even though

2. despite

3. however

4. even if

Question 26

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

_____ Canadian law, victims of federal offenders are entitled to receive certain information about the person who harmed them. This information is not provided automatically—a written request must be made via a process commonly referred to as registering.

1. Under

2. In virtue of

3. In accord with

4. Conforming to

Question 27

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

Fisheries and Oceans Canada has _____ of marine protected areas designated under the Oceans Act and areas of interest at various stages of progress towards designation. These areas are ecologically significant, with species and/or properties that require special consideration.

1. a quantity

2. an amount

3. a total

4. a number

Question 28

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

_____, the Canadian Cyber Incident Response Centre (CCIRC) has received reports from members of the public stating that they have received fake phone calls from CCIRC requesting remote access to their computer.

1. Last month

2. In months past

3. A few months ago

4. In recent months

Question 29

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

Risk management helps ensure that when future change _____, we remain a relevant and competitive institution.

1. will happen

2. happens

3. happen

4. happening

Question 30

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

If you need to register for a new Blackberry, you will need to obtain the approval of your director _____ an additional monthly charge will be billed to your branch.

1. since

2. given

3. due to

4. because of

Question 31

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

What is (1) your **current bureau (2)** like compared to your **previous one (3)**?

1. What is

2. current bureau

3. previous one

4. none of the above

Question 32

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

If you're **gonna (1)** do a project in or around water, there are three steps to consider **following (2) to avoid (3)** impacts to fish and fish habitat.

1. gonna

2. following

3. to avoid

4. none of the above

Question 33

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

Could you tell me what **kinds of (1)** projects **do you enjoy (2) working on (3)**?

1. kinds of

2. do you enjoy

3. working on

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."

It's important that clients **not be kept (1) to wait (2) any longer (3)** than necessary.

1. not be kept

2. to wait

3. any longer

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."

I would like to take this opportunity **for thanking you all (1)** for five amazing years at the department. It has been a wonderful experience, and I **have thoroughly enjoyed (2)** my time here. I am incredibly proud of what we have accomplished— **we've charted (3)** a new course for the department.

1. for thanking you all

2. have thoroughly enjoyed

3. we've charted

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."

If you have **any difficulty (1)** **to download (2)** the following document, click here **to refresh (3)** the page.

1. any difficulty

2. to download

3. to refresh

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 will be asking for both **Mark and Christine's (1)** **assessments (2)** of our progress to date **before moving (3)** forward.

1. Mark and Christine's

2. assessments

3. before moving

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."

To help **us decide (1)** if you qualify for certain health care **advantages (2)**, we may need to ask you some questions **regarding (3)** your family income.

1. us decide

2. advantages

3. regarding

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."

The RCMP **recommend keeping (1)** a flashlight, flares and first aid kit in a place that can **easily be reached (2)** in case of **an urgency (3)**.

1. recommend keeping

2. easily be reached

3. an urgency

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."

What we do in our work **counts (1)**. Performance management recognizes that **everyone's contribution (2)** matters. It is a powerful tool that can help us all hone our skills, do our best work and contribute to a **performant (3)** public service.

1.   counts

2.   everyone's contribution

3.   performant

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."

One of the concerns that **came to light (1)** when examining last year's budget was **the way in which (2)** resources **were allocated (3)**.

1. came to light

2. the way in which

3. were allocated

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."

The re-organization of the Innovation, Information and Technology Directorate **better reflects (1)** our functional model, and is the optimal structure to **deliver on (2)** priorities. While the titles have changed, the individuals' functions **remains largely the same (3)**.

1.   better reflects

2.   deliver on

3.   remains largely the same

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."

I'm **writing to signal (1)** that the lights in the hallway just outside my office **keep flickering (2)** on and off. Would it **be at all possible (3)** to send someone to investigate?

1. writing to signal

2. keep flickering

3. be at all possible

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."

Still (1), society has failed to adopt an approach favouring the health of young children, despite the logic **of doing so (2)** and despite **the evidence available (3)** that such an investment would be beneficial.

1. Still

2. of doing so

3. the evidence available

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."

Have you ever gone to a website to **search specific information (1)** only to find complicated answers? Then you already know the importance of plain language! But did you know that plain language isn't just **about being able (2)** to understand **what you're reading (3)**—it's also a way of writing and presenting information so that it's clear, relevant and easy to use.

1.   search specific information

2.   about being able

3.   what you're reading

4.   none of the above

Question 46

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

We know that Canadians want it to be quick and easy to find the information they _____ we have started to bring all of these official social media accounts together in Canada.ca's Social Media Gallery.

1. need, therefore

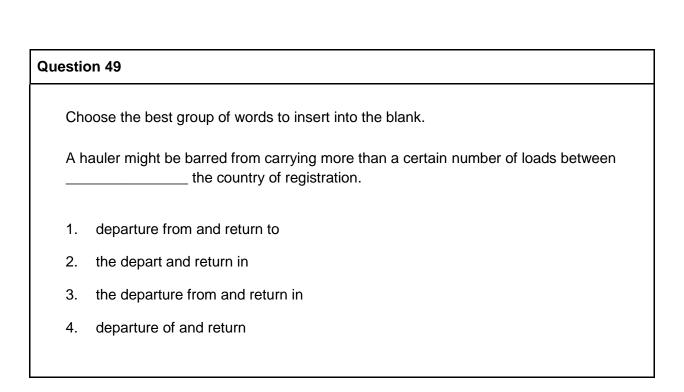2. need; hence,

3. need; consequently

4. need, so,

Question 47
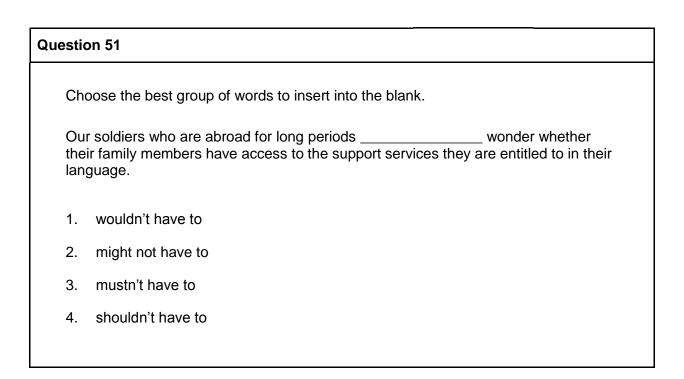
Choose the best group of words to insert into the blank.

It would've been better if she _____ the idea before dismissing it outright.

1. at least had entertained

2. entertained at least

3. at least entertained

4. had at least entertained

Question 48

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

In our first year of operation, we recognized that if we _____ service excellence, we would have to invest in our people.

1. succeeded in the delivery of

2. were to succeed in delivering

3. are to succeed to deliver

4. had succeeded in delivering

Question 49

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

A hauler might be barred from carrying more than a certain number of loads between _____ the country of registration.

1. departure from and return to

2. the depart and return in

3. the departure from and return in

4. departure of and return

Question 50

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

_____ make people like each other, we can promote tolerance and mutual respect.

1. Even we cannot

2. Despite not being able to

3. However, we cannot

4. Whereas we are not able to

Question 51

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

Our soldiers who are abroad for long periods _____ wonder whether their family members have access to the support services they are entitled to in their language.

1. wouldn't have to

2. might not have to

3. mustn't have to

4. shouldn't have to

Question 52

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

The funding for the new registry is allocated through the Participant Funding Program administered by the Agency and is intended to support public participation in the review of the Environmental Impact Statement submitted by the project proponent, and to support the _____ public hearings.

1. preparation and participation at

2. preparation and participation in

3. preparation of and participation to

4. preparation of and participation in

Question 53

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

Under Section 101 of the Canada Transportation Act, railway companies, road authorities, utility companies and landowners may negotiate agreements for any aspect of a crossing. Where agreements cannot be reached by the parties, the Agency, _____ an application, may resolve issues relating to the construction, maintenance and apportionment of costs of road and utility crossings.

1. while receiving

2. when receiving

3. upon receiving

4. upon reception of

Question 54

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

The consolidated National Help Desk has made a few changes to how we contact our IT staff. Where previously employees _____ the Help Desk directly, should they have had a problem, they must now call the National Help Desk instead.

1. would have called

2. has been calling

3. were calling

4. would call

Question 55

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

As the Departmental Security Officer, I am pleased _____ the opportunity to have a direct link to all employees by means of my newly created e-mail account.

1. to be given

2. to give

3. to be giving

4. to have given

Question 56

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

Created last September with funding from the Department of Foreign Affairs and International Trade, the Rights & Democracy Network encourages the creation of spaces for students **to meet together (1)**, and the Canadian and international **community at large (2)**, to learn more about human rights, democratic development and globalization, to share ideas, and **to carry out (3)** activities that promote human rights.

1. to meet together

2. community at large

3. to carry out

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."

Proponents of the development of this sector see it as a place **in which (1)** the excluded can be **brought back into (2)** society by providing them with **the wherewithal (3)** to engage not only in the market economy but also in politics.

1.   in which

2.   brought back into

3.   the wherewithal

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."

The Canadian Cyber Incident Response Centre **wants to advise you (1)** that fraudulent calls are being made in its name. These fraudulent calls are similar to other technical support phone scams, where malicious actors claim to work for security companies. In these cases, malicious actors have tricked users **in the installation of (2)** malicious software, **taking control of (3)** their computers, requesting credit card information, and directing users to fraudulent websites.

1.   wants to advise you

2.   in the installation of

3.   taking control of

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."

Even though the person **in the group designated (1)** as the operator had rented a boat from the same company on two previous occasions, he was not an experienced boat handler. Neither he nor any of the other occupants had received any marine training or certification, **nor were they (2) required to do so (3)**.

1.   in the group designated

2.   nor were they

3.   required to do so

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."

Managing of your career (1) is your responsibility. Taking charge of your career means developing your skills and knowledge on an ongoing basis. Search for opportunities **within the public service that will utilize (2)** your skills and that are in line with your career objectives. Ask your manager for comments and suggestions. **Opportunities will present themselves (3)** in many forms. You can gain valuable experience at your level through a variety of means such as an assignment, a secondment, a deployment or an acting appointment.

1. Managing of your career

2. within the public service that will utilize

3. Opportunities will present themselves

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."

Employees are **responsible for ensuring (1)** that visitors adhere to the procedures that are in place within their facilities:

- Visitors must register at the main entrance (guard post or reception desk) and exchange a piece of current photo ID (where applicable) for a visitor badge that is visible and worn at all times while on-site;
- They **must be accompanied (2)** at all times while in the facility; and
- They must be signed out at the main entrance (guard post or reception desk) upon termination of their visit and **return the badge (3)**.

1. responsible for ensuring

2. must be accompanied

3. return the badge

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."

All citizens directly affected by the project **will be kept informed (1)** and will be consulted as the project evolves **in order for (2)** their concerns be taken into consideration as much as possible, **in keeping with (3)** project objectives.

1.   will be kept informed

2.   in order for

3.   in keeping with

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."

In any rate (1), **there remains (2)** an inherent difficulty in the prior approval process in the sense that an advertisement's **legality depends on (3)** several factors: the location where it is placed, how it is disseminated, the size of the population of young people in the area where it is displayed, etc.

1. In any rate

2. there remains

3. legality depends on

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."

Succession planning and **employees' retention (1)** are at the heart of the action plan, as more than 40% of CIRB employees have indicated that they **would be leaving (2)** the public service in the next five years, most **on account of retirement (3)**.

1. employees' retention

2. would be leaving

3. on account of retirement

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."

To the profane (1), nanotechnology may sound like the stuff of science fiction. But public servants are **hard at work (2) turning nanoscience theory into (3)** leading edge, sustainable solutions with a real impact on the lives of Canadians.

1.   To the profane

2.   hard at work

3.   turning nanoscience theory into

4.   none of the above

ANSWER SHEET

Questions	Answers	Questions	Answers	Questions	Answers
1.		23.		45.	
2.		24.		46.	
3.		25.		47.	
4.		26.		48.	
5.		27.		49.	
6.		28.		50.	
7.		29.		51.	
8.		30.		52.	
9.		31.		53.	
10.		32.		54.	
11.		33.		55.	
12.		34.		56.	
13.		35.		57.	
14.		36.		58.	
15.		37.		59.	
16.		38.		60.	
17.		39.		61.	
18.		40.		62.	
19.		41.		63.	
20.		42.		64.	
21.		43.		65.	
22.		44.			

ANSWER KEY

Questions	Answers	Questions	Answers	Questions	Answers
1.	2	23.	2	45.	1
2.	3	24.	2	46.	2
3.	4	25.	1	47.	4
4.	1	26.	1	48.	2
5.	3	27.	4	49.	1
6.	4	28.	4	50.	2
7.	1	29.	2	51.	4
8.	4	30.	1	52.	4
9.	2	31.	2	53.	3
10.	1	32.	1	54.	4
11.	2	33.	2	55.	1
12.	1	34.	2	56.	1
13.	2	35.	1	57.	4
14.	1	36.	2	58.	2
15.	1	37.	1	59.	2
16.	1	38.	2	60.	1
17.	4	39.	3	61.	3
18.	3	40.	3	62.	2
19.	4	41.	3	63.	1
20.	3	42.	3	64.	1
21.	2	43.	1	65.	1
22.	1	44.	4		

EXPLANATIONS

Question 1 (Answer: **2**)

- *Order* is the correct translation of *commander* in French.
- *Command* is a faux-ami. It means *ordonner/donner l'ordre* in French.
- *Ask* requires the preposition *for* when used before an object, e.g. ask **for** something.
- *Demand* is too strong in this case; it means to request something forcefully.

Question 2 (Answer: **3**)

The past tense of the verb *be* is used with the past participle *born* to talk about a person's birth. *Elle est née* = She was born.

Question 3 (Answer: **4**)

- The simple past tense (travelled) is used to talk about habits or repeated events or actions in past time.
- The expression *used to* is also used to talk about habits in past time, but it is not used with an expression of frequency (several times).
- The present and past progressive tenses (is travelling, was travelling) are not used to talk about habits; rather, we use them to talk about actions in progress.

Question 4 (Answer: **1**)

- We can use *What time*, *At what time* (more formal), or *When* to ask about the time (*À quelle heure*).
- *Which* is used when choosing one of two or more options.
- We use the word *hour* when talking about a number of *hours*.

Question 5 (Answer: **3**)

- Don`t translate literally. *En face de* translates to *across from* in English.
- The expression *in the face of* is not used for locations.
- *In the front of* is incorrect in this context, but *in front of* would work.
- *Besides* means "in addition." It does not work in this context.

Question 6 (Answer: **4**)

- We can make an appointment *at* or *for* a specific time.
- The prepositions *in* and *during* are not used with a specific time, e.g. in 5 minutes, during the meeting.

Question 7 (Answer: **1**)

The possessive adjective *their* modifies the noun *events*. *Their* agrees in person and number with *regional offices*, e.g. We ask **them** to organize **their** *own* events.

Question 8 (Answer: **4**)

• We use the possessive form of the noun (Sue's) to express that the office belongs to her.

• Be careful not to use a double subject; the pronoun *it* is redundant after the noun *office*.

Question 9 (Answer: **2**)

Change "what" to "which." *Which* is used when there is a small choice of options; in this case, there are two designs to choose from.

Question 10 (Answer: **1**)

Either remove *me* completely or change "me" to "for me."

All correct: Please describe what he looked like.

Please describe *for me* what he looked like.

Please describe him *for me*.

Question 11 (Answer: **2**)

Change "whose" to "which." The interrogative adjective *which* (*quel*) is used when there is a small choice of options.

The possessive pronoun *whose* (*à qui*) doesn't work because there is already a possessive pronoun in the sentence (his).

Question 12 (Answer: **1**)

• Change "For resetting" to "To reset."

 In French, *pour + l'infinitif* is used to express purpose, but in English, only the infinitive (*to* + verb) is used.

• *On the line* is a common expression that means "on the phone."

• *Shortly* means "soon."

Question 13 (Answer: **2**)

• Change "to tape" to "to type."

• *Tape* means to record as an audio or video recording.

• *Type* means to use a keyboard to print letters on a piece of paper or enter in a document on a computer.

• *Daily* means "every day."

Question 14 (Answer: **1**)

Change "Say me" to "Tell me."

Say is not followed directly by an indirect object, e.g. say something **to someone**.

Tell can be followed directly by an indirect object, e.g. tell **someone** something.

Question 15 (Answer: **1**)

- Change "has always" to "always has." Frequency adverbs like **always** come before the main verb.
- **Time** is an uncountable noun in this context.
- **Any** means one or more. It is used when an unknown or negative response is expected.

Question 16 (Answer:)

There is a difference in meaning between **stop doing** and **stop to do**.
"Stop doing" is used when you stop a current activity in progress.
"Stop to do" is used when you stop whatever you are doing in order to do something else.
Compare: I stopped playing hockey. (quit/stopped the activity)
        I stopped to play hockey. (stopped what I was doing in order to play hockey).

Question 17 (Answer: **4**)

Have worked is in the present perfect tense that specifies actions, activities and events that occur before the present moment and have an effect or consequence on the present.

Question 18 (Answer: **3**)

Identification is an uncountable noun and is therefore always singular in form. To quantify an uncountable noun, the expression **piece(s) of** can be used. In this case **pieces of** is required because there are <u>two</u> pieces of identification.

Question 19 (Answer: **4**)

- The expression **time was up** means that a given period of time to accomplish something had ended.
- The expression **time was over** means that the opportune time had ended.

Question 20 (Answer: **3**)

Short-handed means "not having the normal number of workers. Synonyms to express this concept include **short-staffed** and **understaffed**.

Question 21 (Answer: **2**)

The future progressive tense (will be working) is used for an action that will be in progress for a period of time in the future.

Question 22 (Answer: **1**)

The past progressive tense (was spreading) is used for an activity that occurred for a continuous period of time in the past. It is often used with the time expression **while** and another past progressive verb to express simultaneous past actions.

Question 23 (Answer: **2**)

• The preposition *amongst* (or *among*) is used when referring to more than two things. It translates to *parmi.* Don't confuse it with *between* (*entre*), which is only used when talking about two things.

• The preposition *within* is *à l'intérieur* de in French.

• The preposition *amid* (or *amidst*) is *au milieu de / au centre de* in French.

Question 24 (Answer: **2**)

• The auxiliary verb *has* agrees in number with the subject *Dr. Thames*, which is 3rd person singular. The expression "along with his team" is not part of the subject.

• *Make* and *do* are idiomatic; the correct expression in English is *make progress*.

Question 25 (Answer: **1**)

Don't confuse *even though* with *even if*. *Even though* is used when talking about "real" situations and *even if* is used in "unreal" or hypothetical situations.

Compare: Even though I missed my bus, I **got** to work on time. (I missed my bus)
Even if I missed my bus, I **would get** to work on time. (I didn't miss my bus)

Question 26 (Answer: **1**)

The preposition *under* in this case means "as part of" or "in accordance with." The other expressions do not fit the context.

Question 27 (Answer: **4**)

A number (of) is used with countable nouns and is the best choice in this context.

Question 28 (Answer: **4**)

The time expression *in recent months* refers to a period of time that extends from sometime in the past to the present moment. It can be used with the present perfect or present perfect progressive tenses (has received/has been receiving).

Question 29 (Answer: **2**)

In future time clauses beginning with *when*, *before*, *until*, *etc.*, the present tense is used.

Question 30 (Answer: **1**)

• *Since* can be used in place of *because* when giving a reason.

• *Given* doesn't work grammatically in this context. *Given that* would work.

Question 31 (Answer: **2**)

Change "current bureau" to "current office." ***Bureau*** is a faux-ami.

A ***bureau*** in English is "a type of dresser" or "an agency."

Question 32 (Answer: **1**)

Change "gonna" to "going to." ***Gonna*** is the reduced sound of ***going to*** in casual, everyday speech. It should not be used in writing.

Question 33 (Answer: **2**)

Change "do you enjoy" to "you enjoy." It is the introductory phrase "Could you tell me . . . ?" that is actually the question. The introductory phrase is then followed by a subject + verb.

Question 34 (Answer: **2**)

Change "to wait" to "waiting." The verb ***keep*** is followed by a gerund (verb-***ing***), not an infinitive.

Question 35 (Answer: **1**)

Change "for thanking you all" to "to thank you all." The expression ***take this opportunity*** is followed by an infinitive (***to*** + verb).

Question 36 (Answer: **2**)

Change "to download" to "downloading." The commonly used expression ***have difficulty*** is followed by a gerund (verb-***ing***).

Question 37 (Answer: **1**)

Change "Mark and Christine's" to "Mark's and Christine's." When two people each possess things individually, both names take the possessive form in a compound.

Question 38 (Answer: **2**)

Change "advantages" to "benefits." ***Advantages*** (*avantages*) is a faux-ami.

Question 39 (Answer: **3**)

Change "urgency" to "emergency." An ***urgency*** is a situation where speedy action is required. An ***emergency*** is a serious, unexpected, and often dangerous situation requiring immediate action often to save or protect lives.

Compare: New Orleans was left in a state of emergency after Hurricane Katrina.
　　　　　The city's evacuation plans were announced with urgency.

Question 40 (Answer: **3**)

Change "performant" to "high-performing." ***Performant*** does not exist in English.

Question 41 (Answer: **3**)

Change "were allocated" to "had been allocated."
The past perfect tense is required when an action in the past occurs before another past action. In this text, the resources had been allocated **before** they came to light.

Question 42 (Answer: **3**)

Change "remains largely the same" to "remain largely the same." The verb *remains* doesn't agree in number with the subject *functions*.

Question 43 (Answer: **1**)

Change "writing to signal" to "writing to report." *Signal* (*signaler*) is a faux-ami.

Question 44 (Answer: **4**)

- There are no errors in this text.
- *Still* has the meaning of "nevertheless" or "even so" in this context.
- The adverb *so* is a substitution word that is used to reduce wordiness or redundant text.
  In this text, *so* replaces "adopting an approach favouring the health of young children."
- *Available* can come before or after the noun that it modifies.

Question 45 (Answer: **1**)

Change "search specific information" to "search **for** specific information."
The verb *search* requires the preposition *for*.

Question 46 (Answer: **2**)

- *Therefore*, *hence*, *consequently* and *so* are all synonyms; however, the punctuation varies depending on the conjunction or adverb that is used. *Hence* is preceded by a period or semicolon and followed by a comma.
- *Therefore* and *consequently* are also preceded by a period or semicolon and followed by a comma.
- *So* is preceded by a comma, but is not followed by a comma.

Question 47 (Answer: **4**)

The correct placement of the adverbial phrase *at least* is between the auxiliary verb and the main verb.

Question 48 (Answer: **2**)

- The past tense is required in the subordinate *if*-clause because the present unreal conditional (would have) is used in the main clause.
  If we were to succeed is another way of saying "if we were going to succeed."
- *Succeed in* is followed by a gerund (verb-*ing*) in this context.

Question 49 (Answer: **1**)

Because the noun ***departure*** and the verb ***return*** are followed by different prepositions, both prepositions must be used in a compound structure.

Question 50 (Answer: **2**)

- ***Despite*** is used when stating something that is contrary to the main clause. It is followed by a noun or gerund (verb-***ing***).
- ***Even if*** or ***even though*** would work in this context, but ***even*** on its own does not.
- ***However*** is *cependant* in French.
- ***Whereas*** is *tandis que* in French.

Question 51 (Answer: **4**)

- ***Shouldn't*** is used for recommendations or advice.
- ***Wouldn't*** would be used in a hypothetical situation.
- ***Might not*** is used to express a lack of possibility.
- ***Mustn't*** is used to express prohibition.

Question 52 (Answer: **4**)

The nouns ***preparation*** and ***participation*** are followed by different prepositions. When these noun + preposition combinations are used together in a compound structure, both prepositions are required.

Question 53 (Answer: **3**)

Upon means "immediately after." It is followed by a noun or gerund, e.g. **upon receipt of** or **upon receiving**.

Question 54 (Answer: **4**)

Would call is used to express past habits. In addition to using ***would call*** for past habits, it is also possible to use ***used to call*** or simply ***called***.

Question 55 (Answer: **1**)

The expression ***be pleased*** is followed by an infinitive (***to*** + verb). In this case the passive voice is required since the subject ***I*** is the receiver, **not** the "doer" of the action.

Question 56 (Answer: **1**)

Change "to meet together" to "to meet."

Even though we do say ***get together***, we do not say "meet together." The word ***together*** is considered redundant in this expression. We can, however, say ***meet with each other*** and ***meet with one another***.

Question 57 (Answer: **4**)

- Congratulations! There are no errors in this text.
- *In which* is the same as *where* (où) in this context.
- *Brought back into* means "returned to" or "reintegrated into."
- *The wherewithal* means "the means/resources needed to make something happen."

Question 58 (Answer: **2**)

Change "**in** the installation of" to "**into** installing."

The verb *trick* is used with the preposition *into* and then followed by a noun or gerund (verb-*ing*), i.e. trick someone into doing something.

Question 59 (Answer: **2**)

Change "nor were they" to "nor had they been."

The past perfect tense (had + past participle) is needed because the event/time being referred to occurred before another event/time in the past.

The verb is also in the passive voice because the subject *they* is the receiver of the action, **not** the "doer."

Question 60 (Answer: **1**)

Change "Managing of your career" to "Managing your career."

Manage is a transitive verb that is followed directly by a direct object.

The management of your career would also be correct.

Question 61 (Answer: **3**)

Change "return the badge" to "the visitor badge must be returned."

The structure before and after a co-ordinating conjunction such as *and* must be parallel (the same). The passive voice is used in the first clause (They must be signed out), so the passive is also used in the second clause.

Question 62 (Answer: **2**)

Change "in order for" to "in order that."

In order for would be followed by an infinitive whereas *in order that* is followed by the subjunctive, i.e. verb base (infinitive without *to*).

Compare: In order for you **to be** taken seriously, make sure you know your topic.
            In order that you **be** taken seriously, make sure you know your topic.

Question 63 (Answer: **1**)

Change "In any rate" to "At any rate."

This is a commonly used expression that means "in any case."

Question 64 (Answer: **1**)

Change "employees' retention" to "employee retention."

Retention does not "belong to" the employees; therefore, a possessive form should not be used.

Employee, in this case, is a noun modifier acting as an adjective to specify the type of retention. It should be in the singular form as most adjectives are in English.

Question 65 (Answer: **1**)

Change "To the profane" to "To the layperson."

Don't translate literally. In English, **profane** means "secular, non-religious" and is an adjective, not a noun.

A layperson is someone who lacks specialized or professional knowledge in a particular subject.
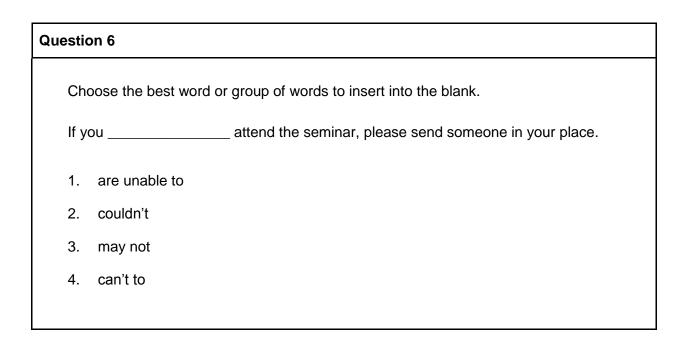
WRITTEN EXPRESSION 8

Question 1

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

Do you know if _____ any updated news about the reorganization?

1. there are

2. there is

3. they are

4. they has

Question 2

Choose the best word to insert into the blank.

As _____ RCMP officer, his duties included general duties on detachment, highway patrol and general investigations.

1. a

2. --

3. an

4. the

Question 3

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

I _____ Barbara with her computer when an error page came up on the screen.

1. was helping

2. helped

3. am helping

4. help

Question 4

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

Could you please fix the heater in my office as it _____ too much noise.

1. does make

2. is doing

3. does

4. is making

Question 5

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

By default, all e-mail messages will be in plain text _____ the writer chooses another format.

1. if

2. as soon as

3. unless

4. except

Question 6

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

If you _____ attend the seminar, please send someone in your place.

1. are unable to

2. couldn't

3. may not

4. can't to

Question 7

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

Sending back the order is _____ trying to figure it out.

1. a lot simpler than

2. simpler that

3. more simple than

4. much simpler that

Question 8

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

We usually hold our staff meetings _____.

1. on the Wednesdays

2. the Wednesday

3. every Wednesdays

4. on Wednesdays

Question 9

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

My new office isn't as roomy **that (1)** my previous **one (2)**, but **at least (3)** I now have a window.

1. that

2. one

3. at least

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."

Debbie **was proofreading (1)** the last page of the document when I **last (2) checked (3)**.

1. was proofreading

2. last

3. checked

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."

Would you please **to have (1)** Mr. Ferris **call (2)** me when he **gets in (3)**?

1.　to have

2.　call

3.　gets in

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."

There **remains (1) plenty of (2)** money left over in the budget for **training (3)**.

1.　remains

2.　plenty of

3.　training

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 "none of the above."

It was clear that not everyone **on (1)** the team **were (2) happy about (3)** the situation.

1.   on

2.   were

3.   happy about

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 "none of the above."

What **kinds (1)** of projects **you (2)** enjoy **working (3)** on?

1.   kinds

2.   you

3.   working

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 deputy minister would like to hear **from you (1)**. Please send **to her (2)** your **comments (3)** as soon as possible.

1. from you

2. to her
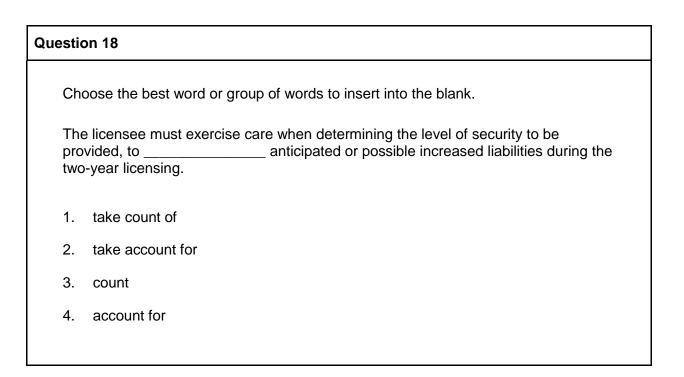
3. comments

4. none of the above

Question 16

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

Temporary help firms _____ personnel when it needs to replace employees or increase capacity for a limited period of time.

1. supply to the government

2. supply the government

3. supply the government with

4. supply to the government with

Question 17

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

Beginning July 5, Brian Smith will be taking on the role of senior advisor. Brian _____ with the department since 1985 and has significant regional experience as well as experience in field operations.

1. is being

2. has been

3. is

4. was

Question 18

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

The licensee must exercise care when determining the level of security to be provided, to _____ anticipated or possible increased liabilities during the two-year licensing.

1. take count of

2. take account for

3. count

4. account for

Question 19

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

The Minister's speech will be webcast live across the country, with simultaneous translation available. The speech will be followed by a live question-and-answer session. If you _____ to participate by webcast, you will be invited to send questions from your workstation, which may be presented to the Minister during the webcast.

1. will intend

2. will be intending

3. would intend

4. are intending

Question 20

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

As part of the mandatory government-wide MS Office upgrade project, we
_____ all of our current departmental Microsoft Office 2007 packages
to MS Office 2013. The move to MS Office 2013 will update Outlook, Word, Excel,
PowerPoint, One Note and Publisher on your computer or laptop.

1. have upgrading

2. upgrade

3. will be upgrading
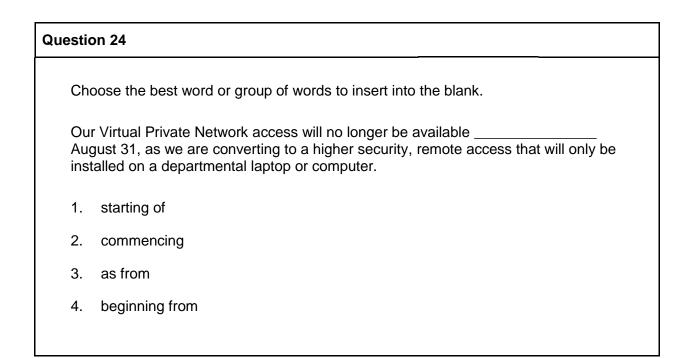
4. will have been upgrading

Question 21

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

This study examines the extent to which seniors aged 65 and over are using the Internet as a source of cultural content, with _____ music listening, and video or film viewing. Data on other areas of culture on the Internet, such as e-publishing, are not covered by existing data sources.

1. the accent on

2. an emphasize on

3. a stress on

4. a focus on

Question 22

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. To the contrary, we expect to be hiring more people in all fields in the upcoming months.

1. As it concerns

2. Regarding
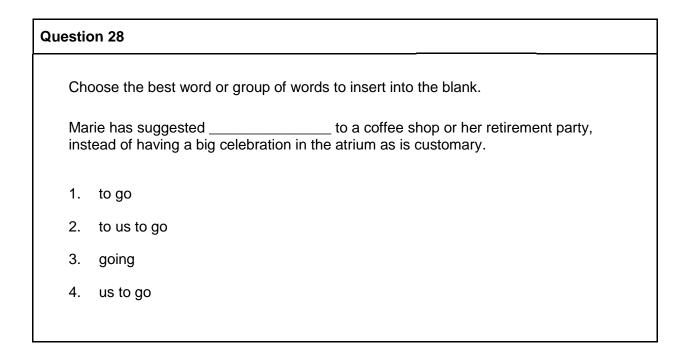
3. As regard

4. To the subject of

Question 23

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

During an election qualified electors must have _____ to cast their vote on election day. If your scheduled hours of work do not allow for this before the closure of your polling station, you may be granted paid leave or paid time off work to exercise your right to vote.

1.   three hours consecutive

2.   consecutive hours three

3.   hours three consecutive

4.   three consecutive hours

Question 24

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

Our Virtual Private Network access will no longer be available _____ August 31, as we are converting to a higher security, remote access that will only be installed on a departmental laptop or computer.

1.   starting of

2.   commencing

3.   as from

4.   beginning from

Question 25

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

The government of Canada is committed _____ Canadians make healthy choices. From funding community programs and research, to providing guidelines and resources, and sharing best practices in health promotion and disease prevention, we work to promote healthier lifestyles for Canadians.

1. to helping

2. helping

3. to help

4. help

Question 26

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

I would like to make a last-minute suggestion for the bulletin. It would be timely to include _____ on managing stress and how to have a healthy work-life balance as the National Mental Health Awareness Week will be held the first week of February and many staff may find the write-up helpful.

1. an advice

2. a counsel

3. advice

4. counsel

Question 27

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

_____ an emergency situation, we ask that you memorize the following information, to be used to give instructions to emergency personnel.

1. In the case where

2. In the event of

3. In the case of

4. In the event that

Question 28

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

Marie has suggested _____ to a coffee shop or her retirement party, instead of having a big celebration in the atrium as is customary.

1. to go

2. to us to go

3. going

4. us to go

Question 29

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

Providing a safe and healthy work environment for all our employees is the top priority of the Executive Committee. For this reason, we _____ to identify and resolve health and safety concerns in line with the Canada Labour Code and with the Canada Occupational Health & Safety Regulations for the past few months.

1. actively have been working

2. have been actively working

3. have been working actively

4. have actively been working

Question 30

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

They _____ unsolicited phone calls that ask us to provide personal information or grant remote access to our computer.

1. recommend us to report

2. propose us to report

3. encourage us to report

4. suggest us to report

Question 31

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

To equip leaders to face the unique challenges of today's public service, the Canada School of Public Service offers a(n) _____ innovative and cutting-edge leadership development programs.

1. extended choice of

2. extensive range of

3. wide variety

4. comprehensive selection

Question 32

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

Superior leadership and management skills are the foundation of any successful organization. At this series of learning events, decision-makers discuss current challenges and issues facing managers and senior leaders _____ the public service and provide their insights, experience and lessons learned.

1. within

2. through

3. in the interior of

4. indoors

Question 33

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

The Learning and Development Division is pleased to invite all employees in the NCR to a _____ orientation session that will take place on August 11 and 12. Register now for your chance to network with other employees!

1. two-days bilingual

2. bilingual two days

3. bilingual, two-day

4. two day, bilingual

Question 34

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

In order to maintain (1) a high standard of client services, effective July 27, the Client Contact Centre (CCC) **will be reporting (2)** to the new Service Management Excellence Directorate. This change will allow for the CCC team **to work at the side of (3)** other client service-oriented teams.

1.   In order to maintain

2.   will be reporting

3.   to work at the side of

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."

The Government of Canada currently has over 100 separate e-mail systems. **Maintaining (1)** these individually, **giving the varying (2)** types and numbers of systems, is neither cost-effective nor conducive **to collaboration across (3)** departments and agencies.

1. Maintaining

2. giving the varying

3. to collaboration across

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."

A farewell card is currently being circulated **for the depart of (1)** Freda Robertson, **whose last day with us (2)** is tomorrow. For those of you who are located in different buildings, you may send me a little message for her that I will include in the card **to be given to her (3)** tomorrow.

1.   for the depart of

2.   whose last day with us

3.   to be given to her

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."

Before to decide (1) to take corrective action or revoke an appointment, an investigation **must be conducted (2)** and the Deputy Minister/President must be satisfied that there has been an error, omission or improper conduct that affected the selection of **the person appointed (3)** or proposed for appointment.

1. Before to decide

2. must be conducted

3. the person appointed

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."

As the federal election approaches and **as media coverage heightens (1)**, some employees **may think to engage in (2)** outside activities through the use of social media and other electronic media. As users of social media at work and in our personal lives, it is important to understand your obligations under the *Values and Ethics Code* **as they relate to your duty (3)** of loyalty and participation in outside activities, including the use of social media.

1.   as media coverage heightens

2.   may think to engage in

3.   as they relate to your duty

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."

The electrical outage **has resolved (1)** and business will **resume as usual (2)** on Tuesday, April 14. Any employees in St. Andrew's Tower who experience issues with their office equipment **are asked to please contact (3)** the Help Centre.

1. has resolved

2. resume as usual

3. are asked to please contact

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."

Please note that our IT team will be upgrading some of **the Department's softwares (1)** over the next few days. We ask **that you please be (2)** patient during this upgrade period and refrain from contacting the Help Desk unless it is urgent. **Be assured that (3)** our team will be working around the clock to ensure the smoothest transition possible

1.   the department's softwares

2.   that you please be

3.   Be assured that

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."

Management has (1) recently established an escalation process to **deal such delays (2)**, but this new process has not been implemented for **a long enough period (3)** of time to assess its effectiveness.

1. Management has

2. deal such delays

3. a long enough period

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."

A Canadian passport is a valuable document that **should be kept (1)** in a safe place at all times. **At any time a passport has (2)** been reported lost or stolen, it is **no longer valid (3)** and cannot be used for travel. This is to ensure that it is not used for fraudulent purposes.

1.   should be kept

2.   At any time a passport has

3.   no longer valid

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."

Prior of (1) any travel that includes a child, you **are encouraged (2**) to contact the embassy or consulate of all countries the child **will be visiting (3)** to inquire about entry requirements.

1. Prior of

2. are encouraged

3. will be visiting

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."

Alternative **explications have been considered (1)**; **however, it has been concluded (2)** that each society shares equal rates of aggravated assault **and, therefore, has (3)** similar propensities for violence.
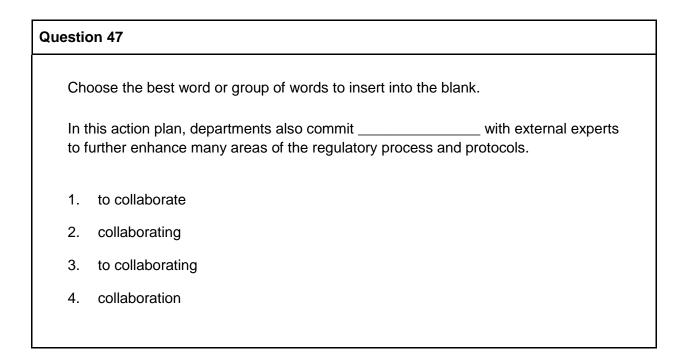
1. explications have been considered

2. however, it has been concluded

3. and, therefore, has

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."

It is important to note that it is more manageable for us to manipulate and produce one calendar **year's worth of (1)** data at a time, **rather than preparing (2)** the entire release at once, because of the extensive **computer programmation involved (3)**.

1. year' s worth of

2. rather than preparing

3. computer programmation involved

4. none of the above

Question 46

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

This is just a reminder that the advertised process for PE-04, Learning Advisor, _____ internally, closes today.

1. was launched

2. has been launched

3. is launched

4. launched

Question 47

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

In this action plan, departments also commit _____ with external experts to further enhance many areas of the regulatory process and protocols.

1. to collaborate

2. collaborating

3. to collaborating

4. collaboration

Question 48

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

Victims believe that this support enabled them to _____ the initial shock of the crime and to cope with the subsequent fear and trauma.

1. pass through

2. get through

3. get across

4. go through

Question 49

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

All nuclear power reactors licensed for construction in Canada after January 1, 1977 shall incorporate two independent shutdown systems _____ by the Atomic Energy Control Board.

1. excepting approval

2. except if approved

3. if otherwise approved

4. unless otherwise approved

Question 50

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

I appreciate _____ your concerns on this important issue brought to my attention.

1. having had

2. to have

3. to have had

4. that I have

Question 51

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

In any event, this is the factor that _____ taken into account in the sensitivity analysis, but was overlooked.

1. must have been

2. should be

3. ought to have been

4. had to have been

Question 52

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

As announced previously, today is Mary Clarke's last day as the Assistant Deputy Minister of the Strategic Directions Branch. Ms. Clarke _____ at the Institute of Public Administration on October 26.

1. takes on her new role

2. will enter in her new function

3. starts her new post

4. will commence to her new job

Question 53

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

In the week following the federal budget, the provinces announced in their own budgets that they _____ the money and using it as it was intended.

1. will be taking

2. are taking

3. would be taking

4. have been taking

Question 54

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

Due to the high level of security that is in place at the Sir Robert Borden Complex, management has asked _____ responsible for checking each floor at the end of the working day; making sure that cabinets are locked and all confidential information has been put away.

1. that one person is

2. one person be

3. that one person be

4. one person being

Question 55

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

The Youth Justice Fund was established in the 1990s as part of the Youth Justice Renewal Initiative and provides grants and contributions funding for projects across Canada. If these funds _____ unavailable, high-risk youth with untreated mental illnesses would end up in jail.

1. were to be

2. would be

3. are

4. will be

Question 56

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

I'd like to take a moment to commend those who worked **so diligently (1)** to bring our project to a close. The success we **have achieved (2)** would not **be made possible (3)** without all the support we received from you.

1. so diligently

2. have achieved

3. be made possible

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."

Steps have been taken to ensure that the on-line services offered by Sun Life Financial and Great-West Life Assurance companies **are compliant to (1)** privacy legislation and that the confidentiality of on-line transactions is protected **through the use of (2)** strong security technology. The websites provide complete information **on the measures taken (3)** by both Sun Life Financial and Great-West Life Assurance Company to protect privacy.

1.   are compliant to

2.   through the use of

3.   on the measures taken

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."

The work we do at **Canada Border Services matters (1)**. We deliver programs and services to Canadians effectively and efficiently. Last year alone, public servants helped more than eight million clients face-to-face, and **issued nearly five million (2)** passports. They facilitated the movement of **a million dollar's worth (3)** of goods across our borders every minute. They also worked diligently to protect the safety, security and health of Canadians, and to strengthen our infrastructure and quality of life.

1.   Canada Border Services matters

2.   issued nearly five million

3.   a million dollar' s worth

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."

A Life Safety Audit **will be conducted for (1)** the Constitution Building next Sunday. A Life Safety Audit **is simply a matter of putting (2)** a building through a worst case scenario to ensure that the various life safety systems all work together as intended. Ideally, **it is scheduled coinciding with (3)** high voltage maintenance, since both require switching off hydro to the building and both are required at three-year intervals.

1. will be conducted for

2. is simply a matter of putting

3. it is scheduled coinciding with

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."

During this series (1) of learning events, decision-makers will discuss current challenges and issues **which are facing managers (2)** and senior leaders within the public service, and **provide their insights (3)**, experience and lessons learned.

1.   During this series

2.   which are facing managers

3.   provide their insights

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."

Monica is recognized for her effective communication based on clear thinking and coherent articulation of ideas. Her strategic thinking **will be key in advancing the implementation (1)** of the Department's strategic directions. Monica **gained important experience in (2)** policy coordination while at the Privy Council, and more recently at Immigration, Refugees and Citizenship Canada **where she occupied the position (3)** of Senior Advisor to the Associate Deputy Minister.

1. will be key in advancing the implementation

2. gained important experience in

3. where she occupied the position

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."

Employers must ensure that **everyone is treated equally (1)**, which might mean changing the work environment or work duties to accommodate employees' needs. **For instance, requiring (2)** all applicants for a job to take a written test may not be fair to an individual with a visual disability or having a blanket policy on days of work **may discriminate an employee (3)** who practices a certain religion.

1. everyone is treated equally

2. for instance, requiring

3. may discriminate an employee

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."

Over the past ten years, federal employees and **retirees have donated (1)** over $362M to make Canada a better place for all Canadians in all communities. **To witness your generosity (2)** year after year is inspirational. We know you don't do any of this in order to be thanked, but we cannot thank you enough. We look forward **to working with you (3)** during the coming campaign.

1.   retirees have donated

2.   To witness your generosity

3.   to working with you

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."

However, in the cases we saw this year, some conclusions **were inferred from (1)** insufficient evidence and **what could have been (2)** perfectly innocent activities were sometimes viewed **in the worse possible light (3)** without adequate reason.

1. were inferred from

2. what could have been

3. in the worse possible light

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."

All amounts **collected as or on account of (1)** tax by a person, whether or not the amounts were in fact collectible, **are deemed to be held in trust (2)** by the person until they are remitted or withdrawn from the trust **in accordance with the *Act* (3)**.

1.   collected as as or on account of

2.   are deemed to be held in trust

3.   in accordance with the *Act*

4.   none of the above

ANSWER SHEET

Questions	Answers	Questions	Answers	Questions	Answers
1.		23.		45.	
2.		24.		46.	
3.		25.		47.	
4.		26.		48.	
5.		27.		49.	
6.		28.		50.	
7.		29.		51.	
8.		30.		52.	
9.		31.		53.	
10.		32.		54.	
11.		33.		55.	
12.		34.		56.	
13.		35.		57.	
14.		36.		58.	
15.		37.		59.	
16.		38.		60.	
17.		39.		61.	
18.		40.		62.	
19.		41.		63.	
20.		42.		64.	
21.		43.		65.	
22.		44.			

ANSWER KEY

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

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

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

EXPLANATIONS

Question 1 (Answer: **2**)

There is/are (*il y a*) is used to point out the existence of something.
The verb must agree in number with the subject **news**, which is a singular uncountable noun.

Question 2 (Answer: **3**)

The article **an** is used before a word beginning with vowel sound. The letter "R" in RCMP is pronounced "are," which is a vowel sound.

Question 3 (Answer: **1**)

The past progressive tense (was helping) is used to talk about an action that was in progress when something else happened.

Question 4 (Answer: **4**)

Make and **do** *(*both *faire* in French) are idiomatic. In this case, the verb **make** is required, i.e. make noise.
The present progressive tense (is making) is used for activities in progress at the present moment.

Question 5 (Answer: **3**)

Unless *(à moins que)* means "except when."
The context of this message requires a word that introduces an exceptional condition.

Question 6 (Answer: **1**)

- **Are unable to** can be used instead of **can't** when referring to a lack of possibility or ability.
- **Couldn't** is used to talk about a lack of possibility or ability in past time.
- **May not** is used for permission or possibility.
- **Can't** must be followed directly by a verb base, e.g. can't **attend**.

Question 7 (Answer: **1**)

A lot is an intensifier that modifies an adjective.
The comparative form of **simple** is **simpler than**.

Question 8 (Answer: **4**)

The preposition **on** is used with days of the week.
On Wednesdays = **Every Wednesday**

Question 9 (Answer: **1**)

Change "that" to "as."
As + adjective/adverb + **as** is used in comparisons to state that two things are equal in one way or another.

Question 10 (Answer: **4**)

There are no errors in this text.

Question 11 (Answer: **1**)

Change "to have" to "**have**."

Modal verbs such as *would* are followed by a verb base (infinitive without *to*), not an infinitive (*to* + verb).

Question 12 (Answer: **1**)

Change "remains" to "is."

Remains is a synonym of *left over*. Therefore, using both terms in the same sentence is redundant.

The verb agrees in number with the subject *money*, which is an uncountable noun and thus singular.

Question 13 (Answer: **2**)

Change "were" to "was."

The verb must agree in number with the subject *everyone*, which is singular.

Question 14 (Answer: **2**)

Change "you" to "do you."

The auxiliary verb *do* is required when forming questions in the simple present tense with all verbs except *be*.

Question 15 (Answer: **2**)

Change "to her" to "her."

When the indirect object (her) is placed before the direct object (your comments), the preposition *to* is dropped, e.g. send something **to someone**, but send **someone** something.

Question 16 (Answer: **3**)

Supply is a transitive verb that is followed by a direct object, e.g. supply **something** OR supply **someone** with **something**.

Question 17 (Answer: **2**)

The present perfect tense (has been) is used with the time expression *since* to talk about situations/actions that began in the past and extend to the present moment.

Question 18 (Answer: **4**)

Account for means "explain" or "justify" in this context.

Question 19 (Answer: **4**)

The present progressive tense (are intending) can be used for planned activities in the future.

Question 20 (Answer: **3**)

The future progressive tense (will be upgrading) is used to talk about an action that will be in progress for a limited period of time in the future.

Question 21 (Answer: **4**)

We generally use the expressions *have/put the accent on* or *have/put the stress on* when referring to languages and pronunciation.

When we want to highlight something, we use the verbs *focus on*, *emphasize* and *stress*, e.g. to stress an opinion, and the noun phrases *a focus on* and *an emphasis on*, e.g. an emphasis on structure.

Question 22 (Answer: **2**)

Regarding (*en ce qui concerne*) is a synonym of *concerning* and is the best fit in this context.

Question 23 (Answer: **4**)

Modifiers like *three* and *consecutive* normally come before the noun they modify. Modifiers of quantity always precede other modifiers, e.g. **two** tall buildings, **several** plastic containers, my **three** best friends.

Question 24 (Answer: **2**)

Commencing is not a faux-ami; it is a synonym of *starting* and *beginning*, which all translate to *à partir de, à compter de.*

Question 25 (Answer: **1**)

The verb *commit* is used with the preposition *to*, and is then followed by a noun or gerund (verb-*ing*).

Question 26 (Answer: **3**)

Advice is an uncountable noun.

The articles *a* and *an* are not used with uncountable nouns.

Question 27 (Answer: **2**)

In the event of is a commonly used prepositional phrase which is used with a noun or noun phrase.

Question 28 (Answer: **3**)

The verb *suggest* is followed by a noun or gerund (verb-*ing*), not an infinitive.

Question 29 (Answer: **2**)

The adverb *actively* should be placed as close as possible to the verb that it modifies (working).

Question 30 (Answer: **3**)

The verb *encourage* is followed directly by an object, and then an infinitive (*to* + verb).

Question 31 (Answer: **2**)

An *extensive range of* (*une vaste gamme de)* means "a large variety of."

Question 32 (Answer: **1**)

Within is the equivalent of *au sein de.*

Question 33 (Answer: **3**)

Two-day is joined by a hyphen since the two words are working together as an adjective to modify *orientation session*. Adjectives are usually singular in English. Note that a comma is also required between the modifiers.

Question 34 (Answer: **3**)

Change "to work at the side of" to "to work alongside." *To work at the side of* would refer to an actual physical location. *To work alongside*, on the other hand, means "to work in co-operation with."

Question 35 (Answer: **2**)

Change "giving the varying" to "given the varying."
Given = *étant donné.*

Question 36 (Answer: **1**)

Change "depart" to "departure."
Depart is a verb. *Departure* is a noun.

Question 37 (Answer: **1**)

Change "Before to decide" to "Before deciding."
The preposition *before* is followed by either a subject and verb or a gerund (verb-*ing*), e.g. before we decide = before deciding.

Question 38 (Answer: **2**)

Change "may think to engage in" to "may think about engaging in."
The verb *think* is used with the preposition *about* when followed by an object.
Prepositions such as *about* are followed by a noun or gerund (verb-*ing*).

Question 39 (Answer: **1**)

Change "has resolved" to "has been resolved."

Has resolved is in the active voice; however, the passive voice (be + past participle) is required since the subject **outage** is the receiver of the action, **not** the "doer."

Question 40 (Answer: **1**)

Change "the department's softwares" to "the department's **software**."

Software is an uncountable noun and is therefore always singular in form.

Question 41 (Answer: **2**)

Change "deal such delays" to "deal **with** such delays."

Deal with (*traiter de*) is a commonly used verb + preposition combination.

Question 42 (Answer: **2**)

Change "At any time a passport has" to "Whenever a passport has."

At any time refers to one occurrence of an event at an undefined time whereas **whenever** refers to all occurrences of an event in time. A synonym would be **every time**.

Question 43 (Answer: **1**)

Change "Prior of" to "Prior to."

Prior to is a commonly used expression.

Question 44 (Answer: **1**)

Change "explications" to "explanations."

Explanations is the English equivalent of *explications* in French.

Question 45 (Answer: **3**)

Change "computer programmation involved" to "computer programing involved."

Programmation is a French word; the English equivalent is **programming**. A gerund (verb-**ing**) can be used as a noun.

Question 46 (Answer: **4**)

The past participle **launched** is a reduced form of the relative clause **that was launched**.

Question 47 (Answer: **3**)

Commit to is a verb + preposition combination that is followed by a noun or gerund (verb-**ing**).

Question 48 (Answer: **2**)

The expression **get through** means "overcome." The French equivalent is *surmonter*.

Question 49 (Answer: **4**)

Unless otherwise approved means "except if another option is approved."

Question 50 (Answer: **1**)

Appreciate is followed by a noun or gerund (verb-***ing***).
The perfect form of the verb (having had) is used to express past time.

Question 51 (Answer: **3**)

Ought to have been or ***should have been*** are used for expressions of past hypothetical advice or recommendation.

Question 52 (Answer: **1**)

Take on a new role means "accept or assume a job or responsibility."

Question 53 (Answer: **3**)

Would be taking is used instead of ***will be taking*** because the announcements were made in the past (reported speech). The progressive form of the modal is used to express planned actions in the future. Would be taking = were going to be taking.

Question 54 (Answer: **3**)

Ask that is followed by the subjunctive, i.e. subject + verb base (verb without ***to***), e.g. ask that he/she **do** something.
The verb ***ask*** on its own is followed by an infinitive (***to*** + verb), e.g. ask (him/her) to do something.

Question 55 (Answer: **1**)

The past subjunctive form of the verb ***be*** (were) is used for all persons in conditional clauses. ***Were to be*** refers to a hypothetical future time.

Question 56 (Answer: **3**)

Change "be made possible" to "have been made possible."
The past conditional tense (would have been) is used to talk about hypothetical possibilities in the past.
The passive (be + past participle) form of the conditional is required because the subject ***success*** is the receiver of the action, **not** the "doer."

Question 57 (Answer: **1**)

Change "are compliant to" to "are compliant with."
Be compliant is used with the preposition ***with***. It means "conform to."

Question 58 (Answer: **3**)

Change "a million dollar**'s** worth" to "a million dollar**s'** worth." The possessive form can be used for certain expressions of time and measurement. The **'s** is used for singular nouns. In this case, the apostrophe needs to come after the **s** (**s'**)because the noun **dollars** is plural.

Question 59 (Answer: **3**)

Change "it is scheduled coinciding with" to "it is scheduled to coincide with."
The infinitive (**to** + verb) is used after passive voice structures (**be** + past participle).

Question 60 (Answer: **4**)

There are no errors in this text.

● **Series** is the correct spelling for both the singular and plural forms of the noun, e.g. one series, several series.

● The present progressive tense (are facing) is appropriate since it refers to an ongoing present activity of limited duration.

● It is not necessary to repeat the auxiliary verb **will** if the subject is the same for both verbs, e.g. Decision-makers **will discuss** . . . and **provide** their insights.

Question 61 (Answer: **2**)

Change "gained important experience in" to "gained significant experience in." Don't translate literally from French; in this context, the English equivalent of *important(e)* is **significant**, **extensive** or **vast**.

Question 62 (Answer: **3**)

Change "may discriminate an employee" to "may discriminate against an employee."
The verb **discriminate** is always followed by the preposition **against** when it is followed by a noun, e.g. discriminate against someone.

Question 63 (Answer: **2**)

Change "To witness your generosity" to "Witnessing your generosity."
In this text, the use of an infinitive or gerund would change the nuance of the meaning. For example, the gerund (witnessing) is used to indicate that the action is real or has already been completed. That's the case here.
On the other hand, the infinitive (to witness) would be used for an action that is unreal or abstract, or that will occur in the future.

Question 64 (Answer: **3**)

Change "in the **worse** possible light" to "in the **worst** possible light."
Worse is used in the comparative degree to compare two things or people.
Worst is used in the superlative degree to compare more than two things or people.

Question 65 (Answer: **4**)

There are no errors in this text!

- **On account of** = *à titre de.*
- **Are deemed to be** means "are judged or considered to be."
- **In trust** = *en fiducie.*
- **In accordance with** = *conformément à.*