

**TEST QUESTIONS**  
**FOR**  
**GRAMMAR FOR SHORTHAND REPORTERS**  
**PART II**  
**By**  
**Irwin Weiss**

Test on chapters 10 through 25 of Grammar for Court Reporters, published by the National Court Reporters Association.

100 short-answer questions, 1 point per answer. A passing mark is 70% correct.

All questions ask for formal usage, unless informal usage is specified.

### I. Verbals and appositives: matching definitions, etc.

In the proper space on the answer sheet, write the letter of the item on the *left* that *best* corresponds to the item on the right. (*One or more letters will be used more than once.*)

*Example: may be used like an adverb*

*Answer: D*

- |                       |   |
|-----------------------|---|
| A. gerund             | 1. is usually formed by adding <i>-ed</i> to a verb   |
| B. present participle | 2. is formed by adding <i>-ing</i> to a verb and is used as an adjective  |
| C. past participle    | 3. is formed by adding <i>-ing</i> to a verb and is used as a noun  |
| D. infinitive         | 4. a noun ( <i>or noun substitute, such as a pronoun</i> ) that follows immediately after a preceding noun ( <i>or noun substitute</i> ) to identify or to explain it |
| E. appositive         | 5. consists of <i>to</i> plus the "basic" form of the verb  |
|                       | 6. { is a verbal; that is, <i>at the same time</i>  |
|                       | 7. { it can act as a verb and as  |
|                       | 8. { another part of speech   |

### II. Verbals and appositives: identifying in sentences

In the proper place on the answer sheet, write the *letter* of the item on the *left* that *best* identifies the expression set in bold type in each sentence.

*Example: He saw the suspect **running** away.*

*Answer: B*

- |                       |  |
|-----------------------|--|
| A. gerund             | 9. The defendant <b>Mr. Jones</b> will not testify in his own behalf.          |
| B. present participle | 10. Diogenes wanted <b>to find</b> an honest man.                              |
| C. past participle    | 11. <b>Jogging</b> can be harmful if not carefully done.                       |
| D. infinitive         | 12. <b>Jogging</b> in all kinds of weather, they developed strong leg muscles. |
| E. Appositive         | 13. <b>Annoyed</b> by the attorney's shouting, the judge warned him sternly.   |

### III. The case of pronouns

For each sentence, choose the correct answer from within the parentheses. Write the correct answer in the proper space on the answer sheet.

*Example: It seems to be (they, them) (informal English)                      Answer: them*

14. The witness sat between his lawyer and (she, her).
15. It is up to (we, us) reporters to accept the challenge.
16. After the recess the two witnesses -- Mr. James and (she, her) -- will be called.
17. The victims (who, whom) this defendant has robbed will be here to identify him.
18. He saw (whoever, whomever) we wanted to see.
19. (Who, whom) do you think conducted the trial?
20. The new reporter is more experienced than (he, him).
21. It was (she, her). (formal English)

### IV. Reference of pronouns

In the proper space *on the answer sheet*, write **A** if the reference of the pronoun set in bold type in the sentence is *ambiguous*; write **B** if the reference of the pronoun set in bold type is *weak*.

*Example: Sociability is important; without **them** we feel alone.                      Answer: B*

- |                        |   |
|------------------------|---|
| A. ambiguous reference | 22. At the tire store, the salesman said he didn't have <b>any</b> left.  |
| B. weak reference      | 23. Jim told John that <b>he</b> had misunderstood the question.          |
|                        | 24. He loved automobiles and believed <b>it</b> to be an enjoyable hobby. |

### V. Agreement between subject and verb, and between pronoun and antecedent

For each sentence, choose the correct answer from within the parentheses. Write the correct answer in the proper space on the answer sheet.

*Example: The reasons for his behavior (is, are) not clear.                      Answer: are*

25. The noises of the night (frightens, frighten) them.
26. Each of them (was, were) able to do the job alone.
27. Where (is, are) Mary and Jane?
28. *War and Remembrance* (has been, have been) a best-selling novel by Herman Wouk.
29. A number of reporters (has, have) qualified in the speed contest.
30. The number of reporters in local courts (is, are) increasing.
31. Neither the judge nor the lawyers (was, were) able to hear the witness.
32. Neither the lawyers nor the judge (was, were) able to hear the witness.
33. When anyone is absent without cause, (he, they) must lose a day's pay.
34. When you really build up your speed, (you, one) will find the day's work much easier.

### VI. Misused modifiers

Each of the following sentences has a misused modifier: it is misplaced, squinting, or dangling. For each sentence, decide which kind of misused modifier it contains, and write the corresponding letter in the proper space on the answer sheet.

*Example: The child awoke after sleeping all night with a smile on his face. Answer: A*

- |                       |   |
|-----------------------|---|
| A. misplaced modifier | 35. While watching the ball game, the soup boiled over.                                   |
| B. squinting modifier | 36. The police found when they arrived at the scene the suspect had run away.             |
| C. dangling modifier  | 37. The defendant tried to wear a kerchief around her head which was obviously too small. |
|                       | 38. She retyped the page when she noticed the error with great care.                      |

### VII. Point of view: unnecessary shifts

Each sentence at the right has an error in point of view: in person, in number, in tense, or in voice. Write A, B, C, or D, respectively, to identify which type of point-of-view error is involved in each sentence.

- |           |   |
|-----------|---|
| A. person | 39. He tells me all his troubles and never waited to hear mine.                             |
| B. number | 40. Every person needs some reminder that sometimes even they can make a mistake.           |
| C. tense  | 41. The lawyer tried to badger the witness, and his questions were asked very aggressively. |
| D. voice  | 42. At first I was annoyed, but you become very accustomed to the heat after a while.       |
|           | 43. The suspect was taken to the police station, and then went into his cell.               |

### VIII. Fragment, standard sentence, or run-on

Decide whether each sentence is a fragment (*incomplete*), a standard sentence, or a run-on (*containing more than one complete thought, improperly connected*). In the proper space on the answer sheet, write F for a fragment, S for a standard sentence, and R for a run-on.

44. The new reporters in the court who had been recently assigned and were reporting today for the first time.
45. It was Terry.
46. People are funny, they are always doing the unexpected.
47. It rained at the picnic, however, no one was annoyed.
48. Which was a great relief to all the people who had planned the picnic.
49. Realizing the need for accuracy, she made every effort to make correct outlines.
50. First the defense counsel summarizes, this takes a long time.
51. No one knew what to do, then one of the older people took charge.
52. Everyone gets a vacation of two weeks, in addition everyone gets a few days of sick leave.
53. That's true.

### IX. Commas: usage

In the appropriate space *on the answer sheet*, write the *letter* or *letters* that indicate where a comma or

commas belong in each sentence. If *no* commas belong in a sentence, write NONE.

*Example: Jim (A) let's go (B) home. Answer: A*

*Example: I hope (A) everyone gets there (B) on time. Answer: NONE*

54. You can lead a horse (A) to water(B) but you can't make him drink.
55. After many hours (A) in a tense courtroom (B) some people find it difficult (C) to unwind.
56. Because she had a severe case of hypoglycemia (A) she had to eat (B) before work (C) twice during work and twice after work every day.
57. It was a hot (A) humid (B) uncomfortable (C) time of the year (D) so they turned on the fans.
58. The child shouted (A) "Try and catch me (B)" to his playmates.
59. Tell me (A) Doctor (B) when you first treated (C) this man.
60. The atmosphere of the earth (A) which is composed of many gases (B) looks blue from the moon.
61. A person (A) who has lived a blameless life (B) is suddenly accused of a crime.
62. A parent (A) living outside the neighborhood (B) tried to enroll her child in the school.
63. The presiding judge (A) Ralph Dawson (B) declared a mistrial.
64. The trial began (A) on Tuesday (B) September (C) 3 (D) 1974 (E) at 7 pm.
65. The judge suggested (A) in order to have matters proceed expeditiously (B) that opposing counsel confer briefly.

## X. Commas: theory

The twelve main reasons for using a comma are listed below, with identifying *letters*. Each number sentence below contains one or two commas illustrating one of the twelve main uses. Decide which of the twelve main uses of the comma is *best* illustrated by each numbered sentence, and write the identifying letter in the appropriate space on the answer sheet.

*Example: The company supplies light, heat, and power. Answer: C*

Commas are used to *separate*:

- A. the main parts of a compound sentence
- B. introductory expressions from the rest of the sentence
- C. the elements in a series
- D. coordinate adjectives
- E. certain quotations from the rest of the sentence
- F. any words that would otherwise confuse the reader.

Commas are used to *enclose*:

- G. words used in direct address
- H. nonessential adjective clauses
- I. nonessential participial phrases
- J. nonessential appositives
- K. strongly parenthetical expressions
- L. elements in dates and place names that have two or more consecutive elements

66. Franklin D. Roosevelt, who had been crippled by polio, nevertheless served more than three terms as President of the United States.
67. After dinner, by the light of the silvery moon, the gremlins danced.
68. A witness swears to tell the truth, the whole truth, and nothing but the truth.
69. Mr. Jones, the prosecuting attorney, asked for more time to prepare.
70. Mr. Jones, the prosecuting attorney asked for more time to prepare.

71. She gave a vivid, fascinating account of the accident.
72. The earthquake occurred, according to the newspapers, very early in the morning.
73. It is true that no one actually saw him do it, but the circumstantial evidence is very strong.
74. The foreman of the jury, sitting on a comfortable chair in a very warm room, fell asleep with his eyes open.
75. What color was the traffic light, if you know?

## XI. Quotation marks

Only one sentence in each group is correctly punctuated. In the appropriate space *on the answer sheet*, write the *letter* of the sentence that is correctly punctuated in each group.

76.
  - a. The judge declared, "That there would be a recess."
  - b. The judge declared "That there would be a recess."
  - c. The judge declared that there would be a recess.
  - d. The judge declared "that there would be a recess."
77.
  - a. "What time is it?" he asked.
  - b. "What time is it?" he asked.
  - c. "What time is it," he asked?
  - d. "What time is it", he asked.
78.
  - a. The umpire yelled, "You're out!"
  - b. The umpire yelled "You're out!"
  - c. The umpire yelled, "you're out"!
  - d. The umpire yelled "You're out"!
79.
  - a. She wanted to know "whether I would agree."
  - b. She wanted to know, "whether I would agree."
  - c. She wanted to know whether I would agree.
  - d. She wanted to know "Whether I would agree".

## XII. Capital letters

Suppose the following expressions occurred in the middle of a standard English sentence. Which words would you capitalize? In the appropriate space on your answer sheet, write for each sentence only those words that require capitalization. If no capitals are required, write NONE.

**Example:** a spanish town                      Answer: Spanish  
**Example:** a collie and a dachshund        Answer: NONE

80. his spring vacation
81. for christmas dinner
82. a hotel in the east
83. the north side of the street
84. for the acme oil company
85. the affidavit by the plaintiff
86. reading *the call of the wild* (a title)
87. to the nearby university

### XIII. Apostrophes

Either no word, or one word, requires an apostrophe in each sentence. If no apostrophe is required in a given sentence, write NONE *in the appropriate place on the answer sheet*. If a word *does* require an apostrophe, write that word, with the apostrophe correctly placed, on the answer sheet.

**Example:** A wise horse knows its fodder.                      Answer: NONE

**Example:** Its a wise horse that is a mudder.                      Answer: It's

88. The store sells womens shoes.
89. The girls lockers are full during the athletic season.
90. The assignment is yours, not hers.
91. The Kellys are vacationing in France this year.
92. I found Charles book near the house.

### XIV. Parallel structure

In each sentence, certain words are incorrect because they do not follow, as they should, the structure of previous related words in the sentence. For each sentence, write the *incorrect words in the appropriate space on the answer sheet*.

**Example:** He liked fishing and to hunt.                      Answer: to hunt

93. I like people who are friendly, honest, and have tact.
94. The reporter was praised not only for her conscientiousness but also for how cheerfully she worked.
95. Having a good attitude is as important as hard work.

### XV. Hyphens

If any of the expressions below require *no hyphens*, write NONE *in the appropriate space on the answer sheet*. Copy all of the other expressions *in the appropriate space on the answer sheet*, and *carefully* fill in any hyphens that are required.

96. rose colored glasses
97. door to door selling
98. a well planned program
99. a carefully controlled voice
100. both quart and pint sized bottles

**ANSWER SHEET FOR GRAMMAR FOR COURT REPORTERS EXAM -- PART II**

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| 24. | 49. | 74. | 99.  |
| 25. | 50. | 75. | 100. |

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