



# GED-SECTION-2<sup>Q&As</sup>

Section Two Language Arts - Writing

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## QUESTION 1

### MEMORANDUM

To: All Jubilee Products Employees

From: Blair Borowski, Facilities Manager

Date: March 1, 2005

Re: New Carpet **\*\*ATTENTION\*\***

A

(1) This Saturday and Sunday, March 5 and 6, under your feet carpet company will be installing new carpets throughout the building.

(2) All office areas being currently carpeted will get new carpeting.

(3) All office areas that are not currently carpeted will also be carpeted.

B

(4) To prepare for the carpet installation, Under Your Feet have requested the following:

(5) Remove ALL nonfurniture items from the carpet or floor in your work area.

(6) ALL items except computers and telephones from the top of your furniture should be removed. (7) If for your office items you need boxes or storage space, please contact me at extension 425.

(8) The new carpet will be dark blue.

C

(9) Your compliance is very important, I will circulate a reminder on Thursday and again on Friday morning.

D

(10) Thank you in advance for your cooperation.

(11) If you have any questions, please don't hesitate to contacting me.

Sentences 1: This Saturday and Sunday, March 5 and 6, under your feet carpet company will be installing new carpets throughout the building. Which correction should be made to sentence 1?

A. Delete the commas after Sunday and 6.

B. Change under your feet carpet company to Under Your Feet Carpet Company.

C. Replace your with you??re.

D. Change new carpets to new-carpets.

E. No correction is necessary.



Correct Answer: B

Under Your Feet Carpet Company is a proper noun (a specific company) and should be capitalized. Choice a is incorrect because there should be commas around the month and dates of the month. Choice c is incorrect because you're is a contraction of you are; the sentence needs the possessive your. Choice d is incorrect because new modifies carpets, so there should not be a hyphen between them. Choice e is incorrect because the commas need to be added around the date.

## QUESTION 2

Yoga

A

(1)

One of today's hottest fads is also one of the world's oldest practices: the ancient art of yoga.

(2)

Yoga is different from other fitness activities because it is not only physical.

(3)

In the correct form, yoga is a practice of unification: an emotional, spiritual, and physical exercise.

B

(4)

A simple sitting pose such as staff pose, for example, requires that you tighten and lengthen stomach, back, and arm muscles as you stretch your legs out in front of you and place your hands by your side.

(5)

More difficult poses, such as brave warrior, require you to balance on one leg and hold a pose that strengthens leg, back, and stomach muscles.

(6)

Though they may seem easy to those who have never practiced, yoga poses require great concentration, and they are surprisingly effective in stretching and strengthening muscles.

C

(7)

While yoga tones and strengthens the body, it also tones and strengthens the mind.

(8)

Many poses can be held only if you are completely focused on the task, and full benefit of the poses is coming only through proper breathing.

(9)



Concentrated, deep breathing during yoga helps you extend more fully into the poses.

(10)

Thereby gaining greater benefit from the stretch.

(11)

And the steady circulation of breath through your body both calms and energizes.

D

(12)

I am still relatively new to the practice of yoga.

(13)

I have been practicing yoga for only one year.

(14)

I am addicted to yoga unlike any other physical activity because it is also a spiritual practice.

(15)

Through yoga, I am able to release tensions that lodge in various parts of my body: the tight shoulders, the cramped legs, the belly that is in knots.

(16)

The physical release is also a spiritual release.

(17)

I feel calm after doing yoga, reconnected to my body, and reconnected to my inner self.

Sentences 11: The steady circulation of breath through your body both calms and energizes. Which correction should be made to sentence 11?

A. Delete both.

B. Change you're to your.

C. Insert a comma after breath and body.

D. Move of breath to follow body.

E. No correction is necessary.

Correct Answer: B

Your is a contraction of you are; the sentence requires the possessive your. Both could be deleted, but keeping it in the sentence is not an error, so choice a is incorrect. Choice c is incorrect because through your body is a prepositional phrase necessary for the meaning of the sentence, so it should not be set off by commas. Choice d creates an awkward word order by moving breath farther away from circulation, so it is incorrect. Choice e is incorrect because you're must be corrected.



### QUESTION 3

The Gateway Arch

A

(1)The skyline of St. Louis, Missouri, is fairly unremarkable, with one huge exception: the Gateway Arch that stands on the banks of the Mississippi.

(2)Part of the Jefferson National Expansion Memorial, the Arch is a remarkable monument builded to honor St. Louiss role as the gateway to the West.

B

(3)Construction on the 630-foot-high structure began in 1961.

(4)The construction was completed four years later in 1965.

(5)The monument includes an underground visitor center that explores westward expansion threwh galleries and a theater.

(6)Two passenger trams take visitors to the Observation Room and the Museum of Westward Expansion at the top.

C

(7)In 1947, a group of interested citizens held a nationwide competition to select a design for a new monument that will celebrate the growth of the United States.

(8)Other U.S. monuments are spires, statues, or imposing buildings.

(9)The winner of this contest was a plan for a completely unique structure.

(10)The man who submitted the winning design Eero Saarinen later became a famous architect.

(11)In designing the Arch, Saarinen wanted to "create a monument which would have lasting significance and would be a landmark of our time."

D

(12)The Gateway Arch is a masterpiece of engineering.

(13)A monument even taller than the Great Pyramid in Egypt, and in its own way, at least as majestic.

(14)The Gateway is an inverted catenary curve, the same shape that a heavy chain will form if suspended between two points.

(15)Covered with a sleek skin of stainless steel, dazzling bursts of sunlight are often reflected by the Arch.

(16)In a beautiful display of symmetry, the height of the arch is the same as the distance between the legs at ground level.

Sentence 2: Part of the Jefferson National Expansion Memorial, the Arch is a remarkable monument builded to honor St. Louiss role as the gateway to the West. Which correction should be made to sentence 2?

A. Change role to roll.



- B. Replace builded with built.
- C. Delete the comma after Memorial.
- D. Change monument to Monument.
- E. No correction is necessary.

Correct Answer: B

The past tense of build is irregular and should be built. Choice a is incorrect because roll has a different meaning. Choice c is incorrect because the comma is necessary after the introductory phrase. Choice d is incorrect because monument is not a specific noun in this context. Choice e is incorrect because the verb needs to be corrected.

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#### QUESTION 4

##### MEMORANDUM

To: All Jubilee Products Employees From: Blair Borowski, Facilities Manager

Date: March 1, 2005

Re: New Carpet **\*\*ATTENTION\*\***

A

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- (2) All office areas being currently carpeted will get new carpeting.
- (3) All office areas that are not currently carpeted will also be carpeted.

B

(4) To prepare for the carpet installation, Under Your Feet have requested the following:

1.

(5) Remove ALL nonfurniture items from the carpet or floor in your work area.

2.

(6) ALL items except computers and telephones from the top of your furniture should be removed. (7) If for your office items you need boxes or storage space, please contact me at extension 425.

(8) The new carpet will be dark blue.

C

(9) Your compliance is very important, I will circulate a reminder on Thursday and again on Friday morning.

D

(10) Thank you in advance for your cooperation.



(11) If you have any questions, please don't hesitate to contacting me.

Sentences 2: All office areas being currently carpeted will get new carpeting. Which correction should be made to sentence 2?

- A. Change being to that are.
- B. Replace office with Office.
- C. Change will get to is getting.
- D. Move all to follow areas.
- E. No correction is necessary.

Correct Answer: A

The clause that are currently carpeted is the correct clause to modify all office areas. Choice b is incorrect because office is not a proper noun and should not be capitalized. Choice c is incorrect because the helping verb will is necessary to indicate the future tense. Choice d creates an awkward word order and does not correct the problem with being currently carpeted, which is the present perfect tense and incorrect. Choice e is incorrect because being currently carpeted must be corrected.

## QUESTION 5

How to Be an Active Listener

A

- (1) Effective face to face communication depends upon the ability to listen well.
- (2) Many of us hear what others say without really listening to the message they are sending.
- (3) We must listen actively to correctly understand what is being said.

B

- (4) The first step to active listening is to pay attention.
- (5) Don't fidget, doodle, or look off at something else.
- (6) Daydreaming is something that you shouldn't do, or look at your watch, or worry about what you're going to make for dinner.

C

- (7) You should actively respond to what you hear.
- (8) Use nonverbal responses, nod or shake your head, laugh or smile, and make other appropriate gestures. (9) Lean forward and look the speaker in the eye to be shown that you are paying attention.

D

- (10) As you listen, respond verbally as well.



(11) Offer affirmations such as "yes" "uh-huh" and "I understand."

(12) Ask questions to get details or examples or to clarify matters.

(13) Paraphrasing what you hear to be sure you are understanding things correctly.

E

(14) The third step is that distractions should be avoided.

(15) If you are going to listen to someone; turn off the television or radio.

(16) Don't look at your computer screen or pick up the phone.

(17) Close the door if possible to avoid interruptions or outside distractions, and you will be a more effective listener.

Sentences 7: You should actively respond to what you hear. The most effective revision to sentence 7 would involve

A. moving sentence 7 to the end of paragraph C.

B. changing You should to The second step is to.

C. inserting the number 2 at the beginning of the paragraph.

D. changing the yours in the sentence to we.

E. deleting sentence 7

Correct Answer: B

This revision creates a smooth transition between paragraphs B and C by clearly introducing the second step. Choice a is incorrect because sentence 7 is the topic sentence of paragraph C and should be placed before the specific examples of active listening. Choice c is incorrect because none of the other paragraphs uses numbers for the steps. Choice d is incorrect because changing you to we would make the point of view inconsistent throughout the passage. Choice e is also incorrect because the topic sentence is necessary and should not be deleted.

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