



GED-SECTION-2^{Q&As}

Section Two Language Arts - Writing

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QUESTION 1

How to Buy a Gift

A

- (1) We buy gifts all throughout the year for many different occasions. (2) Including birthdays, weddings, and anniversaries.
- (3) A few simple strategies can help you pick a good gift every time.

B

- (4) First, decide how much money you will spend on the gift.
- (5) This depends upon two things: how much you can afford to spend and how much you want to spend.
- (6) You may be able to afford \$100.
- (7) You may only want to spend \$25.
- (8) A maximum limit should be set so that you do not go over budget.

C

- (9) Second, decide what sort of gift you want to give.
- (10) Do you want your gift to be something practical, or would you rather give something whimsical.
- (11) Do you want a gift that is unique, or would the receiver prefer something ordinary?
- (12) Do you need something that's top of the line, or would the receiver appreciate a bargain brand?
- (13) Even if you don't know exactly what you want to get, having an idea of the kind of gift you want can help you make the most of your time while you are shopping.

D

- (14) Determine where you can purchase the kind of gift you want within your budget.
- (15) For example, don't go to an upscale department store if your budget is only \$25.
- (16) A little research can help you find the right place for your purchase.

(17) That

is making you, your wallet, and your gift recipient happy.

A.

of your time while you are shopping

B.

of your shopping time



C.

of your time that is spent shopping

D.

while you are spending your time shopping

E.

of shopping at the time

Sentence 13: Even if you dont know exactly what you want to get, having an idea of the kind of gift you want can help you make the most of your time while you are shopping. Which is the most effective way to write the underlined portion of sentence 13?

Correct Answer: B

This is the most concise and clear version. Choices a, c, and d are incorrect because they are unnecessarily wordy. Choices d and e are also awkward, and e is illogical.

QUESTION 2

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)Dont fidget, doodle, or look off at something else.

(6)Daydreaming is something that you shouldnt do, or look at your watch, or worry about what youre 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 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. Which is the most effective revision to the underlined portion of sentence 6?

A. Don't daydream,

B. Daydreaming should be avoided, and you should not

C. Never daydream while you

D. If you want to daydream, don't, and don't

E. One thing not to do is daydream, or

Correct Answer: A

This is the most concise choice; it is also the only one that creates parallel structure by using the grammatical pattern established in sentence 5. Choice b is incorrect because it is wordy and does not create parallel structure. Choice c changes the meaning; it does not list daydreaming as a separate item to be avoided but rather something that you might do while looking at your watch. It also does not establish parallel structure. Choices d and e are incorrect for the same reason as choice b.

QUESTION 3

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:

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 9: Your compliance is very important, I will circulate a reminder on Thursday and again on Friday morning. Which correction should be made to sentence 9?

A. Change will to should.

B. Insert a comma after again.

C. Capitalize reminder.

D. Replace mourning with morning.

E. No correction is necessary.

Correct Answer: D

Mourning is the act or state of grieving; it is a homonym of morning. Choice a is incorrect because the helping verb that expresses action that will be taken in the future is will. Choice b is incorrect because no comma is needed after again. Reminder is not a proper noun, so it should not be capitalized; choice c is therefore incorrect. Choice e is incorrect because mourning must be corrected.

QUESTION 4

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. Louis



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 through 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 5: The monument includes an underground visitor center that explores westward expansion through galleries and a theater. Which correction should be made to sentence 5?

A. Change includes to including.

B. Replace explores with explored.

C. Change westward to Westward.

D. Replace threw with through.

E. No correction is necessary.

Correct Answer: D

Threw is the past tense of throw; the sentence requires the preposition through. Choice a is incorrect because the verb



should be the regular third person present tense. Choice b is incorrect because the verbs should be in the present tense. Choice c is incorrect because westward is a general adjective (not referring to a specific region) and should not be capitalized. Choice e is incorrect because threw must be changed.

QUESTION 5

Refer to the following meeting minutes and answer the question.

Employee Advocate Committee Minutes of Meeting Held:

July 21, 2005 In Attendance:

Dakota Mills, Vice President Rebecca Styles, Committee Chairperson Oliver Perez, Committee Secretary

Brenda Oslowski

Michael Wen

Jamal Roberts Absent:

Anthony Wilkins

A

1. Employee Lounge.

(1) Brenda reported an increase in complaints about the employee lounge.

(2) The complaints included:

B

(3) Jamal suggested creating a survey to determine how to best redesign the lounge.

(4) Rebecca suggested putting a suggestion box in the lounge.

(5) The committee agreed that a survey would be more systematic and getting more input from employees.

(6) Michael volunteered to create the survey that he will bring a draft of to the next meeting.

(7) Oliver volunteers to research the cost of a new microwave and refrigerator.

(8) The need for more telephones was another complaint about the lounge that was discussed.

C

2. Employee Appreciation Day.

(9) Rebecca reminded the committee that it was time to plan the annual Employee Appreciation Day, we brainstormed several ideas for Appreciation Day activities, including:

D

(10) Brenda noted that the company could best show its appreciation by moving quickly improving the lounge.



(11)The committee have agreed that the survey should be completed before Employee Appreciation Day.

E

(13)The

committee will reconvene next Thursday July 28 at 10 A.M.

Sentence 9: Rebecca reminded the committee that it was time to plan the annual Employee Appreciation Day, we brainstormed several ideas for Appreciation Day activities, including:

Which correction should be made to sentence 9?

A.

Insert commas after committee and time.

B.

Change the colon after including to a semicolon.

C.

Replace that with which.

D.

Change we to the committee.

E.

No correction is necessary.

Correct Answer: D

The memo refers to the committee in the third person throughout. In sentence 9, the point of view shifts to the first person we. We should be changed to the committee to maintain consistency. Choice a is incorrect because that it was time is not a nonessential phrase that should be set off by commas; it is necessary to the meaning of the sentence. Choice b is incorrect because colons are used to introduce lists. The sentence requires that, not which, since it is not selecting among choices, so choice c is incorrect. Choice e is incorrect because the pronoun shift should be corrected.

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