



GED-SECTION-2^{Q&As}

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:

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 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.

(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.

C

Sentences 12 and 13: Sentences 12 and 13: I am still relatively new to the practice of yoga. I have been practicing yoga for only one year. Which is the most effective combination of sentences 12 and 13?

A. I am still relatively new to yoga, the practice of which I have been doing for only one year.

B. I am still relatively new to the practice of yoga, of which I have only been practicing for one year.

C. I am still relatively new to yoga, which I have been practicing for only one year.

D. I have only been practicing yoga for one year, which means I am still relatively new to the practice.

E. Because I am still relatively new to yoga, I have only been practicing for one year.

Correct Answer: C

This is the most concise and correct choice. Choice a contains an awkward and wordy phrase, the practice of which I have been doing. Choice b is also awkward and wordy, repeating practice and using an unnecessary of before which. Choice d is grammatically correct but reverses the order of ideas, and is also wordy with the repetition of practice. Choice e is incorrect because it is a run-on sentence; because makes the first clause dependent.



QUESTION 3

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.

Sentence 15: For example, don't go to an upscale department store if your budget is only \$25. Which correction should be made to sentence 15?

- A. Change go to going.
- B. Replace your with you're.
- C. Change is to were.
- D. Move for example to the end of the sentence.



E. No correction is necessary.

Correct Answer: E

This sentence is correct. Choice a is incorrect because the verb base form, not the ing form, should follow dont. Choice b is incorrect because the possessive your is correct in the sentence. Choice c is incorrect because the sentence should be in the present tense. Choice d is incorrect because for example does not need to be moved. It could go to the end of the sentence, but the change is not necessary, and the phrase is better as an introduction.

QUESTION 4

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)Dont 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 14: The third step is that distractions should be avoided. Which is the most effective way to write sentence 14?

- A. The third step is that distractions should be avoided.
- B. The third step being to avoid distractions.
- C. Distractions should be avoided as the third step.
- D. Avoid distractions.
- E. The third step is to avoid distractions.

Correct Answer: E

This choice is concise and fits the grammatical pattern of the other two sentences that state the steps, creating parallel structure. Choice a is wordy and does not continue the parallel structure of steps one and two. Choice b is a sentence fragment. Choice c is wordy and uses the passive voice; it also does not continue the parallel structure. Choice d is the most concise, but it does not use the transitional phrase the third step.

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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