

Writing and Language Test

35 MINUTES, 44 QUESTIONS

Turn to Section 2 of your answer sheet to answer the questions in this section.

DIRECTIONS

Each passage below is accompanied by a number of questions. For some questions, you will consider how the passage might be revised to improve the expression of ideas. For other questions, you will consider how the passage might be edited to correct errors in sentence structure, usage, or punctuation. A passage or a question may be accompanied by one or more graphics (such as a table or graph) that you will consider as you make revising and editing decisions.

Some questions will direct you to an underlined portion of a passage. Other questions will direct you to a location in a passage or ask you to think about the passage as a whole.

After reading each passage, choose the answer to each question that most effectively improves the quality of writing in the passage or that makes the passage conform to the conventions of standard written English. Many questions include a "NO CHANGE" option. Choose that option if you think the best choice is to leave the relevant portion of the passage as it is.

Questions 1–11 are based on the following passage and supplementary material.

Surfing at Work

Many things interfere with effective use of time in the workplace, but one of the biggest time-wasters is Internet use, according to *Forbes* magazine. Because the Internet is so important to so much business work, millions of employees have Internet access at work. **1** However, there is typically a clear line between work-related Internet use and **2** just fooling around online.

[1] Examples of Internet use not related to work are easy to find. [2] Using social media, for example, **3** would be generally unrelated to work activities, and certainly online shopping is typically not part of the job. [3] Employees cite a variety of reasons for using the Internet that are unrelated to work. [4] For some, the convenience of online shopping compared to the difficulty of finding stores after work hours is

1

- A) NO CHANGE
- B) In other words,
- C) For instance,
- D) Therefore,

2

- A) NO CHANGE
- B) totally wasting time with the Internet.
- C) using the Internet for other things.
- D) use that is unrelated to work.

3

- A) NO CHANGE
- B) is
- C) are
- D) was

the reason. [5] Other reasons include job dissatisfaction,

4 boredom with work, and a lack of breaks. 5

Many employers believe that they are losing money because of time wasted online. If they pay workers by the hour and those hours are being spent watching online videos of 6 cats, and they are not getting what they pay for. As a result, some employers have installed programs on employees' computers to monitor Internet use. Employers, though, should be careful about the conclusions they draw. 7

Time spent chatting with friends online, shopping for a DVD, or even watching a silly video may not actually be time

4

- A) NO CHANGE
- B) they are bored
- C) being bored
- D) if they are bored

5

To make this sentence most logical, sentence 3 should be placed

- A) where it is now.
- B) before sentence 1.
- C) after sentence 1.
- D) after sentence 4.

6

- A) NO CHANGE
- B) cats, then they
- C) cats and they
- D) cats and they,

7

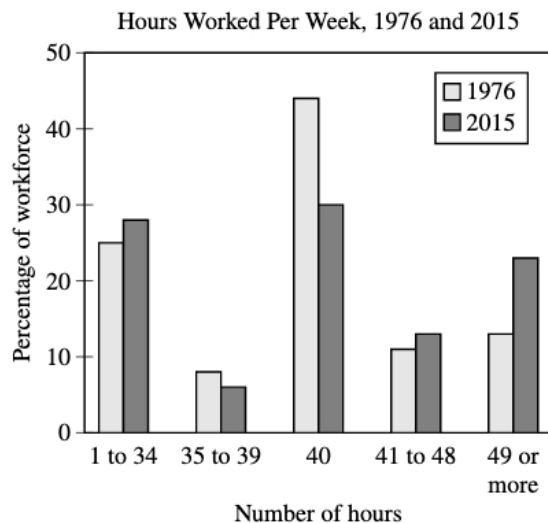
At this point, the writer is considering adding the following sentence.

Shopping online can help save money since it is easier to compare prices online than in traditional stores.

Should the writer make this addition here?

- A) Yes, because it emphasizes one factor that employers need to consider when deciding whether Internet use by employees wastes time.
- B) Yes, because it demonstrates the importance of the Internet to daily life.
- C) No, because it does not relate online shopping to either Internet use at work or employers' conclusions.
- D) No, because it contradicts information presented in the next paragraph.

wasted. **8** Although the average number of hours worked per worker per week declined in the US between 1976 and 2015, the proportion of workers working more than 40 hours per week increased during that same period. Some studies have suggested that allowing workers with long work weeks to take short naps can actually increase productivity. Similarly, allowing workers to take short breaks to rest their minds can leave those workers feeling rejuvenated when they return to work. But many employers offer no breaks at all, even when state laws require them to. So **9** employee's moment's on the Internet may actually be a form of claiming what they need to stay sane. In other words, watching a video of a cat playing the piano just might make someone a better employee.



Average workweek: 1976 = 41.0 hours; 2015 = 34.6 hours

Of course, the fact that some personal use of the Internet might be useful does not mean that all Internet browsing is productive. Many employees, especially younger workers, waste numerous hours online and thereby **10** decreases their productivity at work. The fault may lie in these workers, but employers might want to look at their policies and see whether

8

Which choice offers an accurate interpretation of the data in the chart?

- A) NO CHANGE
- B) Studies show that the average number of hours worked per worker per week in the US declined for all workers between 1976 and 2015, but workers were typically working longer hours in a single day.
- C) Between 1976 and 2015, most US workers saw a decrease in hours, but the length of the average work week increased dramatically for workers who were paid salaries rather than wages.
- D) Between 1976 and 2015, the average number of hours that workers in the US worked each week declined steadily.

9

- A) NO CHANGE
- B) employee's moments
- C) employees' moments
- D) employees' moment's

10

- A) NO CHANGE
- B) decrease
- C) decreased
- D) decreasing

improvements, such as allowing more breaks or creating more challenging jobs, would help reduce the problem. Wasting time online, in other words, might be more a symptom of a worker's dissatisfaction **11** instead of a manifestation of misbehavior.

11

- A) NO CHANGE
- B) not
- C) but
- D) than