

# General Clerical Grammar

## Assessment Fact Sheet

### Overview

The General Clerical Grammar test is designed to measure the ability to use various parts of speech in written communication. This test covers areas including subject-verb agreement, sentence structure, and punctuation.

### Details

Allowed Time (minutes)	20 minutes
Number of Questions	30 questions
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Questions per Skills Level	10 Beginning, 10 Intermediate, 10 Advanced
Question Format	Multiple Choice
Product Category	Administrative-Clerical

### Knowledge, Skills, Abilities and Competencies Measured

Measures the ability to correctly use the various parts of speech in written communication.

## Example Questions

Mrs. Smith certainly had an interesting point.

The underlined word is a(n):

a) ☐ adverb.  
b) ☐ interjection.  
c) ☐ preposition.  
d) ☐ conjunction.

Select the missing word or word group.

\_\_\_\_\_ the age of 18, Max was finally able to vote in the country's election.

a) ☐ Reached  
b) ☐ As reaching  
c) ☐ When reached  
d) ☐ Upon reaching

## Example Report

<b>Score Summary: 40.0 -- Percentile: 25</b>				
Total Number of Questions:		30		
Number Correct:		12		
Number Incorrect:		18		
Number left Blank:		0		
<b>Analysis By Skill Level:</b>				
Basic		7 of 10 Correct (70%)		
Intermediate		2 of 10 Correct (20%)		
Advanced		3 of 10 Correct (30%)		
Overall Score		12 of 30 Correct (40%)		
<b>Score Comparison:</b>				
Company Wide Comparison:		0 Scores.		
		Average	High	Low
Score		0.0	0.0	0.0
Time (mm:ss)		00:00	00:00	00:00
System Wide Comparison:		0 Scores.		
		Average	High	Low
Score		0.0	0.0	0.0
Time (mm:ss)		00:00	00:00	00:00
<b>Time Summary:</b>				
Time Taken (mm:ss):		02:47		
Started on:		2/28/05 2:00 PM		
Completed on:		2/28/05 2:03 PM		
<b>Analysis By Job Skill:</b>				
Punctuation		0 of 5 Correct (0%)		
Parts of Speech		2 of 4 Correct (50%)		
Pronoun Usage		2 of 6 Correct (33%)		
Subject-Verb Agreement		0 of 2 Correct (0%)		
Adverb Clauses		1 of 1 Correct (100%)		
Auxiliary Verbs		2 of 2 Correct (100%)		
Who, Whom, Whoever, and Whomever		1 of 1 Correct (100%)		
Verb Tenses		2 of 3 Correct (66%)		
Sentence Fragments / Run-on		0 of 1 Correct (0%)		
Misplaced and Dangling Modifiers		0 of 1 Correct (0%)		
Conditionals		0 of 1 Correct (0%)		
Basic Sentence Elements		2 of 3 Correct (66%)		