

Name:

Date:

**DIRECTIONS:** The purpose of this unit is to refresh your written English skills so you may avoid wordiness, clichés, euphemisms, jargon, slang and colloquialisms. You will also refresh your skills with writing complete, grammatically correct sentences, without comma splices, fused sentences, run-ons, incorrect pronoun references, or misplaced or dangling modifiers.

1. On a separate piece of paper, answer the first twenty questions of the Economy Diagnostic from p.71 in *Process & Practice*. You can mark your work with the answer key at the back of the book on p. 246. If you get 80% or higher, go on to the next step. If you got less than 80% correct, you must read pp.65–70, then complete the Economy Level 1, 2, and 3 Worksheets starting on p.73.
2. On a separate piece of paper, answer the first ten questions of the Clichés Worksheet on p.81 in *Process & Practice*. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.79–80 on editing out language abuse, then complete the Worksheet on p.81.
3. On a separate piece of paper, answer the first ten questions of the Euphemisms Worksheet on p.87 in *Process & Practice*. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.85–86 on editing out language abuse, then complete the Worksheets starting on p.87.
4. On a separate piece of paper, answer the first ten questions of the Jargon Worksheet on p.93 in *Process & Practice*. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.91–92 on editing out language abuse, then complete the Worksheet on p.93.
5. On a separate piece of paper, answer the first ten questions of the Slang and Colloquialisms Worksheet on p.98 in *Process & Practice*. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.95–97 on editing out language abuse, then complete the Worksheet on p.98.
6. On a separate piece of paper, answer the first twenty questions of the Complete Sentences Diagnostic on p.110 in *Process & Practice*, as well as the first five questions from the Complete Sentences Worksheet, Level 2 on p. 115, and the first five questions Complete Sentences Worksheet, Level 3 on p. 117. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.101–109 on creating Complete Sentences, then finish the Complete Sentences Worksheets Level 1, 2, and 3 starting on p.110.

7. On a separate piece of paper, answer the first ten questions of the Comma Splice and Fused Sentence Diagnostic on p.122 in *Process & Practice*, as well as the first ten questions of the Comma Splice and Fused Sentence Worksheet, Level 2 on p. 127. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.110–121 on Comma Splice and Fused Sentence errors, then complete the Comma Splice and Fused Sentence Worksheets Level 1 and 2 starting on p.122.
8. On a separate piece of paper, answer the first ten questions of the Run-On Sentences Diagnostic on p.141 in *Process & Practice*, as well as the first five questions of the Run-on Sentence Worksheet Level 2 on p. 146. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.139–140 on editing to avoid Run-On Sentences, then complete the Run-On Sentences Worksheets Level 1 and 2 starting on p.141.
9. On a separate piece of paper, answer the first ten questions of the Pronoun Reference Diagnostic on p.151 in *Process & Practice*, as well as the first ten questions of the Pronoun Reference Level 2 on p. 155. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.149–150 on editing for Pronoun Reference, then complete the Pronoun Reference Worksheets Level 1 and 2 starting on p.151.
10. On a separate piece of paper, answer the first ten questions of the Pronoun Agreement Diagnostic on p.162 in *Process & Practice*, as well as the first ten questions of Agreement Level 2 on p. 155, and the first five questions of Agreement Level 3 on p. 169.. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.159–161 on editing out language abuse, then complete the Agreement Worksheets Level 1, 2, and 3 starting on p.162.
11. On a separate piece of paper, answer the first ten questions of the Misplaced and Dangling Modifiers Diagnostic on p.178 in *Process & Practice*, as well as the first ten questions of Misplaced and Dangling Modifiers Level 2 on p. 182. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, go on to the next step. If you get less than 80% correct, you must read pp.176–177 on editing out misplaced or dangling modifiers, then complete the Misplaced and Dangling Modifiers Worksheets Level 1 and 2 starting on p.180.
12. On a separate piece of paper, answer the first ten questions of the Parallel Form, Level 1 Worksheet on p.187 in *Process & Practice*, as well as the first ten questions of the Parallel Form Level 2 Worksheet on p. 189. You can mark your work with the answer key at the back of the book, or if the answers are open-ended, ask your teacher to mark your work. If you get 80% or higher, congratulations, you are done! If you get less than 80% correct, you must read pp.185–186 on editing for parallel form, then complete the Parallel Form Worksheet Levels 1 and 2 starting on p.185.