

GED

Exam GED-Writing


GED Essay Writing Exam

Version: 6.0

[Total Questions: 300]

Question No : 1

-- Exhibit--



**Sunshine
Medical
Group**
656 Drury Lane, Arnsdale, MO 15219
(816) 555-4500

August 8, 2005
John Davis, Billing Department
Carew Medical Labs
23 East Main St.
Greenfield, MO 63034

Dear Mr. Davis:

(A)

(1) Last week, a bill dated January 15, for the amount of \$634.00, was received here from your office. (2) While the bill itemizes a series of blood tests for which you are charging us, there is no explanation of which physician authorized these tests, nor for which patient they were performed. (3) We need your cooperation in this matter if we are to continue using your services. (4) Susan Rable our director of medical services, informs me that tests such as these are normally performed on patients who are experiencing various types of thyroid disorders. (5) However, none of our patients in the past six months has been screened or treated for any such conditions. (6) We have searched for the corresponding reports for these tests, but there are none in the files. (7) This leads us to wonder if the bill might have mistakenly been charged to the wrong account. (8) We are aware that several physicians groups in the area have similar names, causing confusion in the past.

(B)

(9) Normally we try to pay invoices within twenty days of receiving them, in this case, we will not pay any of the charges until you have provided us with a clear explanation of the bill.

(C)

(10) I have tried to contact your office on the phone numerous times over the last few days, but I get a busy signal. (11) When I tried contacting your branch office in Tucson, we got a message telling me that the number was out of service. (12) I have concluded that the only way to reach you by certified mail. (13) Please contact me as soon as possible, we can discuss the problem and get it out of the way. (14) We wood like to maintain a positive working relationship with Carew Labs.

Yours truly,
Caroline Pinauld
Caroline Pinauld
Accounts Manager

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Which change should be made to sentence 12?

A. insert a comma after concluded

- B. remove that
- C. change to reach to reaching
- D. insert is after you
- E. replace by with through

Answer: D

Question No : 2

-- Exhibit--

Ms. Michelle Martin, Director
Corporate College Relations
Malcolm and Smith, Inc.
501 George Street
Los Angeles, CA 90034

Dear Ms. Martin:

(A)

(1) I am interested in exploring entry-level opportunities, in the quality control program at Malcolm and Smith, Inc. (2) I will graduate this May from Central Community College. (3) I will graduate with an Associate of Arts degree in Business Management. (4) Based on my interest in production and plant management, the Career Services Office on campus suggested I contact you.

(B)

(5) As my resume indicates, my production internship with the Inland Steel Corporation last summer included practical experience in quality control. (6) In addition, I have taken a number of manufacturing-related courses, including collective bargaining, labor problems, and research methods. (7) My high energy level and enthusiastic interest in the production phase of manufacturing would make me a good candidate for Malcolm and Smith's training program.

(C)

(8) I plan to visit Los Angeles in mid-December, I would hope to arrange an interview with you during that time. (9) I would appreciate hearing from you at your earliest convenience. (10) If you are having any questions or need additional information, please contact me. (11) I can be reached at home (213) 239-8206 after 5:00 P.M., or you may leave a message on my answering machine or e-mail.

(D)

(12) Thank you for your consideration, and I look forward to meeting you.

Sincerely,
Stephen Badger
Stephen Badger

-- Exhibit --

Sentences 2 and I will graduate this May from Central Community College. I will graduate with an Associate of Arts degree in Business Management.

Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option A.

- A. College. I will graduate with
- B. College, I will graduate with
- C. College and with
- D. College, but with
- E. College with

Answer: E

Question No : 3

-- Exhibit--

The Youth at Risk Association
444 Riverside Drive
Rochester, NY 14618

Dear Sir or Madam:

(A)

(1) Recently, just as I was putting supper on the table, the telephone rung.
(2) It was yet another "pitch" for a donation. (3) I responded that I do not deal with such appeals by phone abruptly, but only by mail—and hung up.

(B)

(4) An "Invoice and Statement" was received telling me that I owe an operation called Allstar Football Benefit \$29.65 in the mail last week.
(5) Although not specifically stated, apparently this "Invoice and Statement" also seems to be a ticket to a football game. (6) Let me make it clear that I made no commitment to purchase anything, nor did I offer to send a donation to anyone. (7) This unusual organization will be notified, along with my opinion of its tactics, when I return unpaid the invoice back. (8) Another important issue relates to the use of the contributions. (9) A flyer enclosed with the invoice states that your association will have received "a portion of the proceeds." (10) If I were to send you money, I would want some assurance that my entire contribution is being received by the organization it supports. (11) Once the telemarketing firm obtains its percentage, the stadium rental is paid, and the visiting team receives its honorarium, I expect your portion will be small indeed.

(C)

(12) I suggest that your organization sever all connections with such a scheme and make your financial appeals directly by mail. (13) This direct approach would exceed the "portion" obtained through an arm-twisting operation that essentially camouflages your work.

Yours truly,
Lawrence Rolland
Lawrence Rolland

-- Exhibit --

Sentence 8: Another important issue relates to the use of the contributions.

Which revision should be made to sentence 8?

- A. move sentence 8 to follow sentence 1
- B. move sentence 8 to follow sentence 2
- C. move sentence 8 to the end of paragraph C
- D. begin a new paragraph with sentence 8
- E. remove sentence 8

Answer: D

Question No : 4

-- Exhibit--

How to Paint a Room

(A)

(1) Painting a room can be either a pleasure or a nightmare, depending on how careful you're planning is. (2) Deciding on the proper color for the room requires considering both the furnishings and what the purpose of the room is. (3) Vibrant hues might lend themselves to family rooms, and earth colors of autumn may suit a bedroom. (4) After selecting a color, you should measure the room so that you buy the correct amount of paint, and then you are ready to begin. (5) Remove as much furniture as possible from the room and then move the remaining pieces away from the walls. (6) Using a tarpaulin or similar protective material, cover these pieces to protect them from the paint. (7) This preparation will make the painting process going much more smoothly.

(B)

(8) The next step is to prepare the walls, any nail holes should be filled with spackle. (9) After they are dry, you should sand the spots to make them as flat as possible. (10) This will ensure a professional look. (11) The look will be smooth.

(C)

(12) Applying the coats of paint, of course, are the main task. (13) Oddly shaped or small spaces needs to be painted with a brush, a task demanding patience and care. (14) You should use a pointed brush for edging at the ceiling, or a special edging tool. (15) Once this is done, you can quickly cover the wall with paint using a roller.

(D)

(16) After your paint job has dried, you can uncover and rearrange the furniture. (17) You can then enjoy the new atmosphere your paint job to your room and to your home and to your comfort contributes.

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Sentence 1 Oddly shaped or small spaces needs to be painted with a brush, a task demanding patience and care.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option A.

- A. needs to be painted
- B. would needs to be painted

- C. needs painting
- D. need painted
- E. need to be painted

Answer: E

Question No : 5

-- Exhibit--

**Bertoni, Williams, & Steinberg
Law Offices**

MEMORANDUM

To: Agnes Bertoni, President
From: Karl Seavers, Research Assistant
Date: January 17, 2003
Re: Concerns about File
Maintenance and Reference
Library

(A)

(1) I have two concerns about our office administration: the maintenance of our files and of the reference library. (2) Both of these concerns cause confusion and waste employee time. (3) To us, the problem of discovering materials missing or misfiled is a constant problem when seeking information for reports. (4) I do not wish to accuse anyone and am only concerned with improving conditions so we works as a team to meet deadlines.

(B)

(5) The legal files in the first floor storage area are usually not in order, they contain obsolete material that can lead us to produce inaccurate reports. (6) Errors based on misinformation also may result in financial penalties, both for we and our clients. (7) Thus, two needs are quiet apparent—the need to update these files on a constant basis and to file reports promptly.

(C)

(8) If staff assistants file reports sent from the legal department as soon as possible, then I am certain we will see immediate improvement over the present system. (9) I would also encourage staff to make every effort to file the reports correct and return them to the files after using them.

(D)

(10) Often, you can find a missing book only by searching the various desks, exploring someone's bookcase, or examining the tables in the lounge. (11) In addition, books are frequently placed on the wrong shelf or in the wrong order, which makes finding a particular volume later both frustrating and time-consuming.

(E)

(12) Wishing to thank you for the opportunity to discuss our common problems.

-- Exhibit --

Sentence To us, the problem of discovering materials missing or misfiled is a constant problem when seeking information for reports.

- A. and discovering reports with problems
- B. to us and the problem
- C. misfiled, missing, and us
- D. we misfiled a constant problem
- E. we constantly discover missing or misfiled

Answer: E

Question No : 6

-- Exhibit--



JOB SEARCH SEMINAR

(A)

(1) Give yourself a gift that will last a lifetime! (2) By investing in just one weekend you will have the background knowledge that will give you lifelong skills.

(B)

(3) The Fall weekend seminar sessions begin on Saturday, October 13. (4) In this session, you will be given important information that is yours to keep. (5) These books and brochures contain valuable tips take you through the steps of successful job searching. (6) We begin the session and gave you guidance that will help you decide what kinds of jobs are suitable, given your current skills. (7) You'll learn successful techniques that will polish your communications skills with your future employer. (8) Learn to be creative with words. (9) Learn how to make your resume the one that is put on the top of the pile.

(C)

(10) Sundays session topic is job interviews. (11) What you learned on Saturday will be the focus of the simulated interview sessions that will take place on Sunday. (12) All participants will be critiqued on there appearance and interview. (13) Public relations specialist Bill Brock and his associate Mary Summers provide critiques of the taped interviews. (14) The video is yours to keep!

(D)

(15) Facilitators at our two sessions are human resources experts they have logged many hours with Fortune 500 firms. (16) Give us one weekend, and we'll give you a lifetime of information. (17) Sign up today before the sessions fill up. (18) Receive a coupon worth \$50 toward the purchase of any materials at our seminar book sale. (19) We look forward to see you!

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Sentence The Fall weekend seminar sessions begin on Saturday, October 13.

Which correction should be made to sentence 3?


- A. replace The with This
- B. change Fall to fall
- C. change begin to beginning
- D. remove the comma after Saturday
- E. insert a comma after October

Answer: B**Question No : 7**

-- Exhibit--

October 14, 2003

Paul Albert, Manager
Corporate Public Relations
Eastman Finance Company
343 State Street
Montgomery, AL 35806



Dear Mr. Albert:

(A)

(1) I am writing to you on behalf of the Galena Arts Academy. (2) As you know, Montgomery is home to many artists and who volunteer their time to work at the Galena Arts Academy with the children as a part of the city-wide Volunteer Artists' Program. (3) You may be interested in knowing that the Galena Arts Academy is thinking of buying a building in downtown Montgomery. (4) Also, we would make the space available for community events. (5) Besides using the space for artists' studios, we would like to have adequate space for a teaching center.

(B)

(6) Over the past ten years, our volunteers had been traveling to the elementary schools and high schools in Montgomery. (7) As a means to expand the program to more students and to allow our artist volunteers more time to spend with the students, we would like to buy a building. (8) This building's purpose is to allow students, and faculty to come to one site to work on their art projects. (9) Also, many members of this community feel that an arts building in the central downtown area would be a safe place for children to gather after school. (10) There are many artists currently working in the downtown area willing to participate the Galena Arts Academy were relocated.

(C)

(11) We hope to find corporate donors willing to help us with a down payment for a suitable site. (12) The Galena Arts Academy will be holding its fall board meeting on Thursday, November 20. (13) We are asking all concerned community members, companies to join us to discuss the issue of raising funds for our new site. (14) We would be honored by you're presence.

Sincerely,

Doris Clements
Doris Clements, Chairperson
Board of Directors

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