**Premium Business Services**

**Prospective Transcriptionists**

**Application Tests**

Complete the following three tests. Simply make corrections in this document and name it this way:

PremiumBusinessServices\_YourName\_ApplicationTests

**Test 1 - Correcting Errors**

Correct errors in the following sentences.

1. I would like to complement you on your great ideas.
2. If we lived in King Arthur’s time, I would challenge you to a dual.
3. Yesterday, we lead the choir in a song about spring.
4. Don’t except anymore donations today because the shelves are full.
5. The new car has a fancy counsel with a large display panel.
6. Always hire people who are discrete and trustworthy.
7. She tried to illicit sympathy for her new ideas.
8. The young child finally learned how to petal the tricycle.
9. The building sight was covered with stationery chunks of cement.
10. My apartment is right over their, but your not seeing it because of the fog.
11. Its Wednesday, so the principle will talk to the students in an assembly.
12. We will disperse the money to the contractor upon completion.
13. Their was a cue outside the theater because the new film is fantastic.
14. How will this effect the results of the election?
15. Luckily, everything was alright after the tornado.
16. During her speech, she eluded to her new book.
17. The animal licked it’s paws nervously because they’re was a storm.
18. I like all the stories accept the last one about the mouse.
19. My family members are altogether celebrating the holiday.
20. Last week, she choose to come to you’re house for dinner.

**Test 2 – Punctuation**

Correct punctuation errors below. **Do not** use quotation marks, semicolons, or dashes in your corrections. **Do** use apostrophes where needed.

1. Bigfoot lives in the hills and searches for food every day.
2. Joy please use whatever you need to finish you’re painting.
3. Were counting on Mollys good luck in this race.
4. Follow your heart and never lose faith.
5. Before its over go on and give it a try.
6. When you want strawberries do you pick them from your garden.
7. So because of the snow the roads were hazardous.
8. The table was covered with salads side dishes and casseroles.
9. Oh wow I never saw that coming.
10. Because the tree was falling I yelled watch out James.
11. Well you know its never what you expect it to be.
12. I get up in the morning and I do my exercises.
13. You get up in the morning and do you’re exercises.
14. Summer is the season for heat of course but thats okay.
15. You see Tom its only the beginning and it will be great.
16. Under the willow tree the dog slept peacefully.
17. Before you know it the tomatoes will turn red and taste delicious.
18. But the carrots will take longer and they should not be pulled too soon.
19. Thankfully the seasons change and we can enjoy the variety.
20. For now the weather remains pleasant and well enjoy the cool breeze.

**Test 3 – Paragraph**

Add punctuation to these paragraphs so that they make sense. **Do not** use quotation marks, but rather just use a comma before direct quotes. Only use commas, periods, and question marks where needed. **Do** use apostrophes to indicate possession and/or contractions.

heat from earths interior generates surface phenomena such as lava flows geysers fumaroles hot springs and mud pots the heat is produced mainly by radioactive decay of potassium thorium and uranium in earths crust and mantle and also by friction generated along the margins of continental plates the subsequent annual low grade heat flow to the surface averages between 50 and 70 milliwatts (mW) per square meter worldwide

go ahead he said he wiped his brow with the back of his sleeve and Jane saw how old Miller had become she remembered him without so much white in his hair without the wrinkles and splotchy skin she remembered him with his shadow how had he changed so much in such a short time