

Standardized Tests: Editing and Revising Paragraphs

Level: High School

Standardized tests evaluate your editing skills by asking you to find errors in the draft of a story, letter, or article. To tackle this task, start by reading the questions to get an idea of what to look for. Then, read the text, keeping in mind the questions you will have to answer. Be sure to read all possible answer choices before selecting one.

The article below is a first draft which contains errors. Read the article to answer the following questions.

Bank Accounts

(1) Many teenagers in America depend upon “the bank of Mom and Dad” rather than having their own bank account. (2) An important life skill is to open and maintain a bank account. (3) With their own money, teenagers could learn skills that they will need when they are on their own. (4) They would also have a chance to control their own money.

(5) There are several steps to opening a bank account. (6) First, find a bank that is convenient to your home or school so that you will be able to add and take out money when you need to. (7) Second, check out the terms of the account. (8) Is there a monthly charge? (9) Will you get an ATM card? (10) How much interest will you earn? (11) And C, gather your Social Security number, a photo ID and a check or cash for deposit.

(12) If you are under 18, you will need to have one of your parents with you to help open the account. (13) Teenagers must also be 18 to register to vote. (14) When you arrive at the bank, let them know that you want to open a new account. (15) You will sit with an account officer to fill out the paperwork. (16) When the papers are filled out and signed and the money deposited, you will be the proud owner of a new account. (17) Before you leave the bank, make sure you know how to deposit and withdraw money.

Standardized Tests: Editing and Revising Paragraphs (continued)

1. **Which sentence contains a detail that is unimportant to the subject of the text?**
 - a. sentence 1
 - b. sentence 3
 - c. sentence 8
 - d. sentence 13

2. **Consider replacing sentence (4). Choose the best sentence.**
 - a. They would also have a chance to control their own money.
 - b. They would build good spending and saving habits.
 - c. They could go out to eat more.
 - d. Students could save money or spend too much while doing so was safe and they still had somewhere to live and parents to feed them.

3. **Sentences 7-10 are choppy. Choose the most effective way to rewrite them.**
 - a. Second, check out the terms of the account. Is there a monthly charge? Will you get an ATM card? How much interest will you earn?
 - b. Check out the terms of the account. Look at monthly charges, ATM cards, Interest.
 - c. Second, check out the terms of the account: monthly charges, ATM cards, and interest rates.
 - d. Second check out the terms like charges, perks and interest.

4. **Sentence (11) contains an error that relates to the rest of the paragraph. Choose the sentence that best corrects the error.**
 - a. And C, gather your Social Security number, a photo ID, and a check or cash for deposit.
 - b. And third, gather your Social Security number, a photo ID, and a check or cash for deposit.
 - c. And C, gather your Social Security Number, a photo ID, and a check or cash for deposit.
 - d. And C, gather your social security number, a photo I.D. and a check or cash for depositing.

5. **In sentence (14) the pronoun "them" is not very specific. Which word(s) could best be used?**
 - a. someone
 - b. the staff
 - c. the manager
 - d. them

6. **Sentence (7) uses informal language. Which choice has a more concise and formal tone?**
- Second, examine the terms of the account.
 - Second, research the account terms before making a choice.
 - Second, read the fine print.
 - Secondly, investigate the intentions of the account regulations.
7. **Sentence (3) has faulty:**
- pronoun usage
 - punctuation
 - subject-verb agreement
 - parallel structure
8. **In sentence (6), which phrase most effectively explains how money will be handled?**
- add and take out
 - add and withdraw
 - put in and take out
 - deposit and withdraw
9. **What important information should be included in the next draft of this essay?**
- how to get a Social Security number
 - the best banks to use
 - information on maintaining a bank account
 - suggestions for how to spend money



Standardized Tests: Editing and Revising Paragraphs Answer Sheet

1. d
2. b
3. c
4. b
5. b
6. a
7. c
8. d
9. c