

## Writing Skills: Self-Tests

Read the home page and three lessons (passive voice, punctuation, and wordiness) appearing on the *M.Tx. Writing Web Site* ([www2.gsu.edu/~accerl](http://www2.gsu.edu/~accerl)). Print and retain these four documents for reference. Next, take the 5 passive voice, 5 punctuation, 10 wordiness, and 10 comprehensive self-tests. After each first attempt, print the self-test for submission, making sure the score shows. Also, record your “first attempt” scores in the table below. After scoring each self-test, try again to complete the items you missed. If you still miss some items, click and review the “Solution and Guidelines” for that self-test. Then, proceed to the next self-test. Do not click “Give Me a Letter” until after scoring each self-test the first time. Students generally complete this assignment in 7 to 10 hours.

Please give each self-test your best effort. Empirical evidence shows that the careful completion of this assignment increases one’s ability to communicate in writing and, thus, enhances one’s overall ability at tax research. Do not be overly concerned about low scores. Many of the self-tests are difficult, and many students and professionals find these exercises challenging. Scores below 50% are common.

<i>Passive Voice Self-Tests</i>	1	2	3	4	5					
<i>Scores on First Attempts</i>										
<i>Punctuation Self-Tests</i>	1	2	3	4	5					
<i>Scores on First Attempts</i>										
<i>Wordiness Self-Tests</i>	1	2	3	4	5	6	7	8	9	10
<i>Scores on First Attempts</i>										
<i>Comprehensive Self-Tests</i>	1	2	3	4	5	6	7	8	9	10
<i>Scores on First Attempts</i>										

Compute and record the average of your 30 self-tests here \_\_\_\_\_

Staple all 30 self-tests to the back of this cover sheet, and submit them on time. Thank you for your conscientious completion of this assignment. After completing all self-tests, check the appropriate boxes below:

	Never 1	Hardly Ever 2	Some of the Time 3	Half the Time 4	Most of the Time 5	Nearly Always 6	Always 7
In each self-test, I completed every item to the best of my ability.							
After scoring and as instructed, I checked the solution to see what I missed.							
These self-tests were worth my time.							

If you have not already done so, please complete the short exit questionnaire appearing on the *M.Tx. Writing Web Site*. It only takes about a minute, and your feedback would be appreciated. Approximately how much time did you spend on this assignment:

Reading the home page and three lessons? \_\_\_\_\_ hours and \_\_\_\_\_ minutes

Taking and reviewing the 30 self-tests?

\_\_\_\_\_ hours and \_\_\_\_\_ minutes

Name \_\_\_\_\_