

PROOFREADING AND EDITING PRECISION PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which statement accurately describes capitalization rules for sentences and colons?**
 - A. Capitalize the first word of every sentence and the first word after a colon if that word begins a complete sentence.
 - B. Capitalize the first word of every sentence.
 - C. Capitalize all words in a sentence.
 - D. Capitalize the first letter of every word.

- 2. Which of the following is NOT one of the six C's of communication?**
 - A. Courtesy
 - B. Clarity
 - C. Brevity
 - D. Coherence

- 3. The sentence 'The fans enjoyed the opportunity to meet with its basketball team before the game started' is grammatically correct.**
 - A. True
 - B. False
 - C. Sometimes
 - D. Not sure

- 4. Which sentence mentions Jobie?**
 - A. Jobie_____ some lunch for us.
 - B. Erick stated, "We would like to meet with you sometime next week, and discuss our timeline for completion."
 - C. Jaxter drove the new van from New York City to San Francisco.
 - D. We plan to go out for dinner on Fri.

- 5. Which statement accurately describes final exam week?**
 - A. The exams are held in the library.
 - B. The exams are canceled.
 - C. The exams are held online only.
 - D. The exams are held in the gym.

- 6. Which statement describes the main purpose of a closing in a letter?**
- A. To restate the topic
 - B. To express goodwill and end the letter
 - C. To cite sources
 - D. To list contact information
- 7. If references have been used in writing a report, they are listed at the end.**
- A. Not mentioned
 - B. Only in some formats
 - C. True
 - D. False
- 8. Which sentence is grammatically correct regarding proofreading email messages?**
- A. Proofread and edit your e-mail messages as you would any other written communication.
 - B. Proofread and edit you e-mail messages as you would any other written communication.
 - C. Ignore e-mail messages during proofreading.
 - D. Only correct spelling, not grammar.
- 9. Which sentence demonstrates proper subject-verb agreement?**
- A. The list of items are on the desk.
 - B. The list of items is on the desk.
 - C. The lists of item is on the desk.
 - D. The list of item are on the desk.
- 10. How will Mr. Arness's assessment be delivered?**
- A. Electronically by week's end
 - B. In person
 - C. By mail
 - D. By fax

Answers

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1. B
2. C
3. B
4. A
5. A
6. B
7. C
8. A
9. B
10. A

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Explanations

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1. Which statement accurately describes capitalization rules for sentences and colons?

- A. Capitalize the first word of every sentence and the first word after a colon if that word begins a complete sentence.
- B. Capitalize the first word of every sentence.**
- C. Capitalize all words in a sentence.
- D. Capitalize the first letter of every word.

Capitalize the first word of every sentence. This simple rule marks the start of a new thought and helps readers see where one sentence ends and the next begins, which is the foundation of clear writing. After a period, question mark, or exclamation point, you typically begin the next sentence with a capital letter. When a colon introduces material, capitalization after the colon depends on whether what follows is a complete sentence; if it's a full sentence, some styles may capitalize, but if it's a list or fragment, you don't. Because the question asks for a straightforward rule about sentences and colons, the general guideline to capitalize the first word of every sentence is the most reliable and widely taught rule for everyday writing. The other options go beyond or misstate this guidance: capitalizing every word or every first letter of every word isn't correct for standard sentence case, and treating all words after a colon as capitalized ignores the common distinction between complete sentences and lists or fragments.

2. Which of the following is NOT one of the six C's of communication?

- A. Courtesy
- B. Clarity
- C. Brevity**
- D. Coherence

The idea behind the six Cs of communication is to identify the key qualities that make messages effective: Courtesy, Clarity, Coherence, Completeness, Correctness, and Conciseness. Each one targets a different aspect—being polite, easy to understand, well organized, full of necessary information, accurate, and brief yet meaningful. Among the options, Courtesy, Clarity, and Coherence clearly map to those traits. Brevity sits in the same general space as conciseness, but in this framing the six Cs are named with the term Conciseness rather than Brevity. So Brevity isn't listed as one of the six in this version, which is why it's the choice that doesn't fit the named set. The key takeaway is that check the exact terms used in the six Cs in your material, since synonyms like Brevity and Conciseness are often treated as the same idea but may be named differently in different lists.

3. The sentence 'The fans enjoyed the opportunity to meet with its basketball team before the game started' is grammatically correct.

- A. True
- B. False**
- C. Sometimes
- D. Not sure

This question centers on pronoun-antecedent agreement. The fans are a plural group, so any possessive pronoun referring to them should be plural as well. "Its" is singular, which creates a mismatch and makes the sentence feel illogical—suggesting the fans own a basketball team, which isn't fitting. The natural, correct phrasing uses the plural possessive: "their basketball team." The rest of the sentence—that the fans enjoyed the opportunity to meet with their basketball team before the game started—is fine. If a singular antecedent were in play, such as "The club announced its basketball team," then "its" would be appropriate, but with the plural subject "fans," the proper pronoun is "their."

4. Which sentence mentions Jobie?

- A. Jobie _____ some lunch for us.
- B. Erick stated, "We would like to meet with you sometime next week, and discuss our timeline for completion."
- C. Jaxter drove the new van from New York City to San Francisco.
- D. We plan to go out for dinner on Fri.

Spotting when a specific person is named in a sentence is the key idea. The sentence that mentions Jobie does so by starting with the proper noun Jobie, explicitly naming the person. The other sentences refer to Erick or Jaxter, or use "We" without naming Jobie. Because the task is to identify the sentence that includes Jobie by name, that one fits best.

5. Which statement accurately describes final exam week?

- A. The exams are held in the library.
- B. The exams are canceled.
- C. The exams are held online only.
- D. The exams are held in the gym.

During final exam week, where exams take place is a key part of the plan. A library-based schedule is a sensible, common choice because it provides quiet rooms, supervision, and predictable access for all students. The other options conflict with those exam logistics: cancellation implies no exams at all; online-only describes format rather than location; and a gym is typically noisy and crowded for standardized testing.

6. Which statement describes the main purpose of a closing in a letter?

- A. To restate the topic
- B. To express goodwill and end the letter
- C. To cite sources
- D. To list contact information

The main function of a closing is to express goodwill and signal the end of the letter. It provides a polite, final tone—like a courteous sign-off—that leaves the reader with a positive impression as the message concludes. Closings are short phrases such as "Sincerely" or "Best regards," followed by your name, and sometimes your title. They come after the body of the letter and don't introduce new information. Restating the topic belongs in the body, not the closing, and citing sources or listing contact information typically appears in other parts of the letter (references or signature block, respectively). So the closing wraps things up gracefully and professionally.

7. If references have been used in writing a report, they are listed at the end.

- A. Not mentioned
- B. Only in some formats
- C. True**
- D. False

In academic writing, sources you used are documented in a references section at the end of the report. This placement ensures you give proper credit to original authors and provides readers with full details to locate and verify the sources you relied on. A complete references list includes information like author, title, publication details, and year, formatted according to a style guide (APA, MLA, Chicago, etc.). Some formats use footnotes or endnotes for in-text citations, but they still culminate in a final list of references at the end. That alignment with standard practice makes the statement true.

8. Which sentence is grammatically correct regarding proofreading email messages?

- A. Proofread and edit your e-mail messages as you would any other written communication.**
- B. Proofread and edit you e-mail messages as you would any other written communication.
- C. Ignore e-mail messages during proofreading.
- D. Only correct spelling, not grammar.

Imperative sentences like this carry an implied subject you, so the object should clearly indicate what belongs to you. Using the possessive determiner your before e-mail messages correctly shows ownership and keeps the noun phrase grammatical. Saying you e-mail messages would force you to function where a determiner is required, which isn't correct in this construction. The other options stray from the intended instruction—ignoring messages or treating proofreading as only about spelling—so they don't fit what a complete, proper instruction should convey.

9. Which sentence demonstrates proper subject-verb agreement?

- A. The list of items are on the desk.
- B. The list of items is on the desk.**
- C. The lists of item is on the desk.
- D. The list of item are on the desk.

Subject-verb agreement depends on the number of the main noun, not the nouns inside a modifying phrase. Here, the main noun is list, which is singular. The phrase of items is a prepositional phrase that doesn't change the subject's number. So the verb should be singular: is. That makes the sentence The list of items is on the desk correct. The other sentences mix singular and plural forms in ways that create mismatches: for example, using are with a singular subject, or using is with a plural subject.

10. How will Mr. Arness's assessment be delivered?

A. Electronically by week's end

B. In person

C. By mail

D. By fax

Delivery method and timing are being tested here. The best choice shows that the assessment will be distributed electronically and will be available by the end of the week. Electronic delivery supports quick, universal access from any device and makes tracking and submission straightforward. A clear deadline—by the week's end—gives everyone a uniform window to prepare and ensures timely administration. In-person delivery would require gathering everyone together, which isn't as flexible; mail can be slow and unpredictable; and fax is largely outdated and prone to hiccups. The electronic option with a by-week's-end deadline fits modern workflows, providing fast, reliable access and a definite cutoff.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://proofreadingeditingprecision.examzify.com>

We wish you the very best on your exam journey. You've got this!

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