AGI 011 (Writing Skills I) and AGI 012 (Writing Skills II) are the two writing courses required for those of you in the Agricultural Institute. If you are enrolled for the first time in either of these courses, you have the opportunity to take placement tests; if you pass, you will be exempt from taking the course(s) and may receive as many as six credit hours (three hours for each course) toward graduation.

If you pass the placement test for AGI 011, you will not be required to take the course and will be awarded three semester hours of credit. In the same semester you pass the AGI 011 placement test, you will have the opportunity to register for AGI 012 and to take the placement test for that course, earning credit for AGI 012, also, if you pass the test.

These placement tests are administered on a designated day during New Student Orientation.

The Agricultural Institute’s Writing Skills placement tests are designed simply to identify those of you who already have the skills covered in AGI 011 and 012. If you do not place out of one or both of these courses, do not be concerned that you will have difficulty passing the courses. In fact, each course is designed to strengthen and polish your writing and communication skills, not to present insurmountable challenges to those of you who feel that you are deficient in your knowledge of these areas.

On the following pages are more details and clarification of eligibility to take the placement tests, along with descriptions and samples of the types of grammar and writing skills that will be covered on the tests.
The placement test for Writing Skills I is designed to evaluate your understanding of basic grammar. If you would like to review before taking the test, use any basic grammar text.

The test will cover the following areas:
1. Identification of subjects and verbs in a sentence
2. Subject-verb agreement
3. Pronoun-antecedent agreement
4. Pronoun case
5. Irregular verb forms
6. Proper use of adjectives and adverbs
7. Recognition of prepositional phrases
8. Recognition of dependent and independent clauses
9. Punctuation
   A. Internal
   B. Between main clauses
   C. Recognition of comma splices, run-ons, fragments

Eligibility to take AGI 011 placement test:
1. Must not have previously taken a placement test for AGI 011
2. Must not have received a grade, passing or failing, in AGI 011

Sample questions * [Answers on page 4]
*The actual form of the questions may differ on the placement test, but the following types of knowledge and skills will be assessed.

1. The bunch of flowers made the room look cheerful.
   A                             B                             C                             D
The subject of the sentence above is
1. A
2. B
3. C
4. D
2. The garbage dump's odor causes the people to close their windows.
   A B C D

The verb in the sentence above is
1. A
2. B
3. C
4. D

3. My garden grows tomatoes, cucumbers, and delicious squash.
   A B C D

The subject in the sentence above is
1. A
2. B
3. C
4. D

4. Watching carefully, the cat planned his attack on the bird.
   A B C D

The verb in the sentence above is
1. A
2. B
3. C
4. D

In the blank to the left of each sentence, write the correct word from the choices given in parentheses:

5. He (lay, laid, lied) on the bed last night.
6. I did (good, well) on the test.
7. Everybody likes to do (his, their) own work.
8. In my field (was, were) two cows.
9. The cat was (runned, ran, run) over by the truck.
10. Give the prize to Bob and (me, I, myself).
11. Kyle had a (real, really) good time.
12. The mare (drunk, drank, drinked) the water from the stream.
In the blank to the left of each sentence, identify the underlined part according to its role in the sentence: **IC** [Independent Clause], **DC** [Dependent Clause], **PH** [Phrase]

13. The house where the money was found was in my neighborhood.
14. Since he became president, he has made a lot of money.
15. Everybody at my house goes to bed early.
16. He ate his meal; then he went to sleep.

Circle the letter of the correctly punctuated sentence in each group:

17. A. I did my job, however, I was not paid.
    B. I did my job; however, I was not paid.
    C. I did my job however, I was not paid.

18. D. When he woke up; Joe was confused.
    E. When he woke up Joe was confused.
    F. When he woke up, Joe was confused.

19. G. Betty was thinking of Bill she hoped he was not lost.
    H. Betty was thinking about Bill; she hoped he was not lost.
    I. Betty was thinking about Bill, she hoped he was not lost.

20. J. Bob slept in class something he rarely did.
    K. Bob slept in class, something he rarely did.
    L. Bob slept in class; something he rarely did.

**Answers to Sample Questions**

1. A
2. C
3. A
4. C
5. lay
6. well
7. his
8. were
9. run
10. me
11. really
12. drank
13. **DC**
14. **DC**
15. **PH**
16. **IC**
17. B
18. F
19. H
20. K
WRITING SKILLS II/AGI 012
PLACEMENT TEST INFORMATION

The placement test for Writing Skills II is designed to evaluate your ability to incorporate correct grammar and punctuation in the writing process, specifically in business writing. If you would like to review before taking the test, use any basic grammar and technical writing skills text.

This test will also be given on a designated day before classes for the semester begin. If you place out of AGI 011 as a result of the 011 placement test, you will have a chance to place out of AGI 012 once you enroll in a section of AGI 012.

The test will include the following:
I. Objective questions regarding the rules of business writing
II. Business letters, memorandums, and other business correspondence
   • Topics and type of writing to be assigned at time of the test
   • At least one specific type of business correspondence required
   • Focus on correct format, grammar and mechanics, and clear and logical organization of ideas
III. Paragraph
   • Topics to be assigned at time of the test
   • One paragraph required
   • Focus on structure and development/demonstration of ability to write a well-organized, well-developed, coherent, grammatically correct piece

(Since AGI 012 is primarily a writing course, the writing sections of the test count a higher percentage in the overall evaluation than does the objective section.)

ELIGIBILITY TO TAKE THE AGI 012 PLACEMENT TEST:

1. Must have credit for AGI 011 in one of the following ways:
   a. A grade of “C-” or better in AGI 011
   b. Transfer credit
   c. Credit by examination/Placement Test

2. Must not have previously taken a placement test for AGI 012

3. Must not have received a grade, passing or failing, in AGI 012