

Here is the first paragraph from a student essay about companies who monitor employees' internet use—read it carefully. For most of the test, you will be working with sentences from this essay.

As the Internet has become an essential tool of businesses, company policies on Internet usage have become as common as policies for vacation days or sexual harassment. A 2005 study by the American Management Association found that 76% of companies monitor employees' use of the Web, and the number of companies that block employees' access to certain Web sites has increased 27% since 2001. Unlike other company rules, however, Internet usage policies often include language authorizing companies to secretly monitor their employees, a practice that raises questions about rights in the workplace. Although companies often have legitimate concerns that lead them to monitor employees' Internet usage—from expensive security breaches to reduced productivity—the benefits of electronic surveillance are outweighed by its costs to employees' privacy and autonomy.

Here are the same four sentences but numbered on different lines. I have listed the number of clauses that are in each sentence.

1. As the Internet has become an essential tool of businesses, company policies on Internet usage have become as common as policies for vacation days or sexual harassment. (2 clauses)
2. A 2005 study by the American Management Association found that 76% of companies monitor employees' use of the Web, and the number of companies that block employees' access to certain Web sites has increased 27% since 2001. (2 clauses)
3. Unlike other company rules, however, Internet usage policies often include language authorizing companies to secretly monitor their employees, a practice that raises questions about rights in the workplace. (2 clauses)
4. Although companies often have legitimate concerns that lead them to monitor employees' Internet usage—from expensive security breaches to reduced productivity—the benefits of electronic surveillance are outweighed by its costs to employees' privacy and autonomy. (3 clauses)

Part 1. In the four sentences, identify the following structures and write them on the lines below. Be sure to copy exactly and include only the structure that is indicated.

1. There are 2 adverbial clauses in the four sentences: write both.

2. There are 18 prepositional phrases: write 2 of them.

3. There are 9 different prepositions used: list 6 of them.

4. Sentence #3 has 3 single-word adverbs: list all 3 of them.

5. Write the noun phrase that is the subject of the second clause in sentence #1.

6. The first clause in sentence #2 has a nominal clause as the direct object: write it.

7. Write the mark of punctuation and the conjunction that join the two clauses in sentence #2.

8. The second clause in sentence #2 has a relative clause following a noun: write the noun and its relative clause.

9. Sentence #3 begins with an adverbial: write it.

10. Sentence #3 contains an ing-verb phrase that is a post-noun modifier: write the noun and the entire ing-verb phrase.

11. Sentence #3 contains an appositive noun phrase that modifies the noun before it: write it (note, this is a long noun phrase because it contains a relative clause that modifies its noun).

Part 2. Combine each of the following pairs of sentences into one sentence by turning the information in one sentence into the form of adverbial given in parentheses. You do not need to rewrite the sentence, but make sure that your revisions are clearly marked and include all necessary changes.

12. Surveillance of employees is not a new phenomenon. Electronic surveillance allows employers to monitor workers with extreme efficiency.
(change first sentence into an adverbial clause ~~while~~).

13. Frederick Lane's book is *The Naked Employee*. He describes offline ways in which employers have been permitted to intrude on employees' privacy for decades. These ways include drug testing, background checks, psychological exams, lie detector tests, and in-store video surveillance.
(change the first sentence into a prepositional phrase—you will need to add a preposition.
change the last sentence into an ing-phrase—you will need to add -ing to the verb)

14. There is another key difference between traditional surveillance and electronic surveillance. Employers can monitor workers' computer use secretly.
(join the two sentences with the verb "is" and make any other necessary changes)

15. One popular monitoring method is keystroke logging. This is done by means of an undetectable program on employees' computers.
(change the second sentence into a relative clause)

16. The Web site of a vendor for Spector Pro explains that the software can be installed to operate in "Stealth" mode. Spector Pro is a popular keystroke logging program.
(change the second sentence into an appositive noun phrase, and draw an arrow to show where it would be inserted in the first sentence.)

Part 3. Combine the following short sentences into one sentence each and write it on the lines below. I have provided some hints for the most effective combinations. (2 points each)

17. *(use an appositive noun phrase after a name, use a relative clause)*

Daniel Tynan is a PC World writer.
Daniel Tynan reported something.
Some companies don't monitor network traffic.
These companies can be penalized for their ignorance.

19. *(use a relative clause followed by a semicolon and a list)*

Employers can collect data.
The can do this whenever employees use their computers.
Here are some examples.
When they send e-mail.
When they surf the Web.
Or even when they arrive at or depart from their workstations.

21. *(use relative clauses, an -ed phrase after a noun, and a semicolon)*

Lane explains something.
These programs record every key.
These keys are entered into the computer.
They stay in hidden directories.
The directories can later be accessed or uploaded by supervisors.
The programs can even scan for keywords.
The keywords are tailored to individual companies.

Part 4. Add the correct punctuation as listed to the following sentences.

23. *Add two commas to the following sentence to show where the appositive noun phrase is.*

The ePolicy Institute an organization that advises companies about reducing risks from technology reported that breaches in computer security cost institutions \$100 million in 1999 alone.

24. *Add two commas to the following sentence to show a list of phrases.*

Legal scholar Jay Kesan points out that the law holds employers liable for employees' actions such as violations of copyright laws the distribution of offensive or graphic sexual material and illegal disclosure of confidential information.

25. *Add a comma after the adverbial that begins the sentence and add a semicolon to connect the final independent clause.*

As a 2005 study by Salary.com and America Online indicates the Internet ranked as the top choice among employees for ways of wasting time on the job it beat talking with co-workers by a margin of nearly two to one.