

TRUE/FALSE

1. Being able to identify parts of speech can help you punctuate sentences correctly.

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2. Some words in the English language can function as more than one part of speech, depending on how they are used in sentences.

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3. Names for persons, places, things, qualities, feelings, concepts, activities, and measures are pronouns.

ANS: F PTS: 1 REF: p. 20

4. Nouns and pronouns can serve as both subjects and objects of verbs.

ANS: T PTS: 1 REF: p. 21

5. Words that describe nouns or pronouns are adjectives.

ANS: T PTS: 1 REF: p. 22

6. The words *and*, *or*, *nor*, and *but* are examples of conjunctions.

ANS: T PTS: 1 REF: p. 23

7. To sound more professional, avoid using interjections in professional business writing.

ANS: T PTS: 1 REF: p. 23

8. Words that describe verbs, adjectives, and adverbs are adjectives.

ANS: F PTS: 1 REF: p. 22

9. The words of, to, in, and from are examples of conjunctions.

ANS: F PTS: 1 REF: p. 23

10. Am, is, are, was, were, feels, and seems are examples of linking verbs.

ANS: T PTS: 1 REF: p. 21

- 11. *I, he, she, them,* and *it* are examples of pronouns.
 - ANS: T PTS: 1 REF: p. 21
- 12. Verbs express an action, an occurrence, or a state of being.
 - ANS: T PTS: 1 REF: p. 21

13. The words *happily, smoothly,* and *efficiently* are examples of adjectives.

ANS: F PTS: 1 REF: p. 19

14. Adjectives often answer the questions What kind? How many? and Which one?

ANS: T PTS: 1 REF: p. 22

15. When the word everyday is written as one word, it means "ordinary."

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16. Abbrevations such as *LOL* and *IMHO* should be used frequently in business messages to make your writing more concise.

ANS: F PTS: 1 DIF: FAQs About Business English REF: p. 27

17. An abbreviation is a word formed from the initial letters of an expression, such as *scuba* from *self*-contained underwater breathing apparatus.

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18. CIA, which stands for Central Intelligence Agency, is an example of an acronym.

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19. The words forward and foreward can be used interchangeably.

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MULTIPLE CHOICE

20. In the sentence *They discussed four important issues at the meeting*, the word *four* is a(n) _____.

- a. adverb
- b. adjective
- c. conjunction
- d. preposition

ANS: B PTS: 1 REF: p. 22

- 21. In the sentence *They discussed four important issues at the meeting*, the word *important* is a(n) _____.
 - a. adverb
 - b. adjective
 - c. conjunction
 - d. preposition

ANS: B PTS: 1 REF: p. 22

22.	In the sentence <i>They</i> a. noun b. adjective c. conjunction d. pronoun	v discussed fo	<i>ur important issues at the meeting,</i> the word <i>They</i> is a(n)
	ANS: D	PTS: 1	REF: p. 21
23.	In the sentence <i>They</i> a. adverb b. adjective c. conjunction d. preposition	v discussed fo	<i>ur important issues at the meeting,</i> the word <i>at</i> is a(n)
	ANS: D	PTS: 1	REF: p. 23
24.	In the sentence <i>They</i> a. noun b. pronoun c. verb d. adjective	v discussed fo	<i>ur important issues at the meeting</i> , the word <i>issues</i> is a(n)
	ANS: A	PTS: 1	REF: p. 21
25.	In the sentence <i>The</i> a. adverb b. noun c. pronoun d. adjective	legal assistan	at and the paralegal worked on the case, the word legal is a(n)
	ANS: D	PTS: 1	REF: p. 22
26.	In the sentence <i>The</i> <u>.</u> a. adverb b. noun c. pronoun d. adjective	legal assistar	at and the paralegal worked on the case, the word assistant is a(n)
	ANS: B	PTS: 1	REF: p. 21
27.	In the sentence <i>The</i> a. adverb b. conjunction c. preposition d. adjective	legal assistan	at and the paralegal worked on the case, the word and is a(n)
	ANS: B	PTS: 1	REF: p. 23
28.	In the sentence <i>The</i>	legal assistan	at and the paralegal worked on the case, the word worked is a(n)

a. adverb

b. conjunction

c. preposition

d. verb

ANS: D PTS: 1 REF: p. 21

29. In the sentence *The legal assistant and the paralegal worked on the case*, the word *on* is a(n) _____. a. adverb b. conjunction c. preposition d. verb ANS: C PTS: 1 REF: p. 23 30. In the sentence *The legal assistant and the paralegal worked on the case*, the word *paralegal* is a(n) adjective a. b. conjunction c. preposition d. noun PTS: 1 ANS: D REF: p. 21 31. In the sentence *She and I prepared the document carefully*, the word *She* is a _____. a. pronoun b. noun c. preposition d. conjunction REF: p. 21 ANS: A PTS: 1 32. In the sentence *She and I prepared the document carefully*, the word *and* is a _____. pronoun a. b. noun c. preposition d. conjunction PTS: 1 ANS: D REF: p. 23 33. In the sentence *She and I prepared the document carefully*, the word *prepared* is a(n) _____. a. adverb b. noun c. verb d. conjunction ANS: C PTS: 1 REF: p. 21 34. In the sentence *She and I prepared the document carefully*, the word *carefully* is a(n) _____. adverb a. b. adjective c. preposition d. conjunction ANS: A PTS: 1 REF: p. 22 35. In the sentence *He repeatedly asked the same question*, the word *repeatedly* is a(n) _____. a. adjective b. preposition

- c. verb
- d. adverb

	ANS: D	PTS: 1	REF: p. 22
36.	In the sentence <i>He r</i> a. adjective b. preposition c. verb d. adverb	repeatedly asked the so	ame question, the word asked is a(n)
	ANS: C	PTS: 1	REF: p. 21
37.	In the sentence <i>He</i> r a. adjective b. preposition c. noun d. adverb	repeatedly asked the so	ame question, the word same is a(n)
	ANS: A	PTS: 1	REF: p. 22
38.	a. nounb. pronounc. prepositiond. verb		ame question, the word question is a
	ANS: A	PTS: 1	REF: p. 21
39.	In the sentence <i>Job</i> <i>candidates</i> is a a. noun b. pronoun c. preposition d. conjunction	_	ith other qualified applicants for positions, the word
	ANS: A	PTS: 1	REF: p. 21
40.	In the sentence <i>Job</i> is a a. noun b. verb c. preposition d. conjunction	candidates compete w	ith other qualified applicants for positions, the word compete
	ANS: B	PTS: 1	REF: p. 21
41.	In the sentence <i>Job</i> a. noun b. pronoun c. preposition	candidates compete w	ith other qualified applicants for positions, the word with is a

d. conjunction

ANS: C PTS: 1 REF: p. 23

42. In the sentence *Job candidates compete with other qualified applicants for positions*, the word *positions* is a _____.

	a. nounb. pronounc. prepositiond. conjunction				
	ANS: A	PTS:	1	REF:	p. 21
43.	In the sentence <i>These</i> a. noun b. verb c. adverb d. adjective	e are ve	ry good sugges	<i>tions</i> , tl	he word <i>very</i> is a(n)
	ANS: C	PTS:	1	REF:	p. 23
44.	In the sentence <i>These</i> a. noun b. verb c. adverb d. adjective	e are ve	ry good sugges	<i>tions,</i> tl	he word <i>are</i> is a(n)
	ANS: B	PTS:	1	REF:	p. 21
45.	In the sentence <i>These</i> a. noun b. verb c. adverb d. adjective	e are ve	ry good sugges	<i>tions,</i> tl	he word <i>suggestions</i> is a(n)
	ANS: A	PTS:	1	REF:	p. 21
46.	Please me a cop a. E-mail b. email c. e-mail	by of yo	our expense rep	ort.	
	ANS: C REF: p. 26	PTS:	1	DIF:	FAQs About Business English
47.	Please complete our a. on-line b. online c. on line	su	rvey.		
	ANS: B REF: p. 26	PTS:	1	DIF:	FAQs About Business English
48.	Walter Chronkite wro a. foreword b. forward	ote the _	to the 198	34 editio	on of George Orwell's book 1984.
	ANS: A REF: p. 27	PTS:	1	DIF:	FAQs About Business English
49.	Our company offers of a. everyday	discoun	ted prices	_ of the	year.

b. every day

ANS: BPTS: 1DIF: FAQs About Business EnglishREF: p. 26

- 50. Your interesting comments have _____ my interest.
 - a. piqued
 - b. peeked
 - c. peaked

ANS: APTS: 1DIF: FAQs About Business EnglishREF: p. 27