

TEST BANK

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Mary Ellen Guffey's
AWARD-WINNING



BUSINESS ENGLISH

EDITION 9



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Business English, 9e, Test Bank

chapter 2 Parts of Speech

TRUE–FALSE

- T
17
1. Being able to identify parts of speech can help you punctuate sentences correctly.
- T
20
2. Some words in the English language can function as more than one part of speech, depending on how they are used in sentences.
- T
17
3. Names for persons, places, things, qualities, feelings, concepts, activities, and measures are nouns.
- T
17
4. Nouns and pronouns can serve both as subjects and objects of verbs.
- F
19
5. Words that describe nouns or pronouns are adverbs.
- F
19
6. The words *and*, *or*, *nor*, and *but* are examples of prepositions.
- F
20
7. Interjections are used frequently in professional business writing.
- T
19
8. Words that describe verbs, adjectives, and adverbs are adverbs.
- T
19
9. The words *by*, *to*, *from*, and *over* are examples of prepositions.
- T
18
10. *Am*, *is*, *are was*, *were*, *feels*, and *appears* are examples of linking verbs.

- T
17
11. *I, he, she, we, and they* are examples of pronouns.
- T
17
12. Verbs express an action, an occurrence, or a state of being.
- T
19
13. The words *angrily, calmly, and patiently* are examples of adverbs.
- T
18
14. Adjectives often answer the questions *What kind? How many? and Which one?*

TRUE–FALSE—HOTLINE QUERIES

- T
22
15. When the word *everyday* is written as one word, it means “ordinary.”
- F
22
16. Abbreviations such as LOL and TIA should be used frequently in business messages to make your writing more concise.
- T
21
17. An acronym is a word formed from the initial letters of an expression, such as *scuba* from *self-contained underwater breathing apparatus*.
- T
21
18. *CIA*, which stands for *Central Intelligence Agency*, is an example of an abbreviation.
- T
22
19. The words *toward* and *towards* can be used interchangeably.

MULTIPLE CHOICE

- b
18
20. In the sentence *They voted on four important issues at the meeting*, the word *four* is a(n) _____ .
- adverb
 - adjective
 - conjunction
 - preposition
- b
18
21. In the sentence *They voted on four important issues at the meeting*, the word *important* is a(n) _____ .
- adverb
 - adjective
 - conjunction
 - preposition
- d
17
22. In the sentence *They voted on four important issues at the meeting*, the word *They* is a(n) _____ .
- adverb
 - adjective
 - conjunction
 - pronoun
- d
19
23. In the sentence *They voted on four important issues at the meeting*, the word *at* is a(n) _____ .

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

- a
17
24. In the sentence *They voted on four important issues at the meeting*, the word *issues* is a(n) _____ .
- a. noun
 - b. pronoun
 - c. conjunction
 - d. adjective
- d
18
25. In the sentence *The legal assistant and the paralegal worked on the case*, the word *legal* is a(n) _____ .
- a. adverb
 - b. noun
 - c. pronoun
 - d. adjective
- b
17
26. In the sentence *The legal assistant and the paralegal worked on the case*, the word *assistant* is a(n) _____ .
- a. adverb
 - b. noun
 - c. pronoun
 - d. adjective
- b
19
27. In the sentence *The legal assistant and the paralegal worked on the case*, the word *and* is a(n) _____ .
- a. adverb
 - b. conjunction
 - c. preposition
 - d. adjective
- d
18
28. In the sentence *The legal assistant and the paralegal worked on the case*, the word *worked* is a(n) _____ .
- a. adverb
 - b. conjunction
 - c. preposition
 - d. verb
- c
19
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
- d
17
30. In the sentence *The legal assistant and the paralegal worked on the case*, the word *paralegal* is a(n) _____ .
- a. adjective
 - b. conjunction
 - c. preposition
 - d. noun
- a
17
31. In the sentence *He and I discussed the issue privately*, the word *He* is a _____ .
- a. pronoun

- b. noun
c. preposition
d. conjunction
- d
19
32. In the sentence *He and I discussed the issue privately*, the word *and* is a _____ .
a. pronoun
b. noun
c. preposition
d. conjunction
- c
18
33. In the sentence *He and I discussed the issue privately*, the word *discussed* is a(n) _____ .
a. adverb
b. noun
c. verb
d. conjunction
- a
19
34. In the sentence *He and I discussed the issue privately*, the word *privately* is a(n) _____ .
a. adverb
b. verb
c. preposition
d. conjunction
- d
19
35. In the sentence *We repeatedly stressed the main points*, the word *repeatedly* is a(n) _____ .
a. adjective
b. preposition
c. verb
d. adverb
- c
18
36. In the sentence *We repeatedly stressed the main points*, the word *stressed* is a(n) _____ .
a. adjective
b. preposition
c. verb
d. adverb
- a
18
37. In the sentence *We repeatedly stressed the main points*, the word *main* is a(n) _____ .
a. adjective
b. preposition
c. verb
d. adverb
- a
17
38. In the sentence *We repeatedly stressed the main points*, the word *points* is a _____ .
a. noun
b. pronoun
c. preposition
d. conjunction
- a
17
39. In the sentence *Job candidates compete with other qualified applicants for positions*, the word *candidates* is a _____ .
a. noun
b. pronoun
c. preposition

- d. conjunction
- b
18
40. In the sentence *Job candidates compete with other qualified applicants for positions*, the word *compete* is a _____ .
- a. noun
 - b. verb
 - c. preposition
 - d. conjunction
- c
19
41. In the sentence *Job candidates compete with other qualified applicants for positions*, the word *with* is a _____ .
- a. noun
 - b. pronoun
 - c. preposition
 - d. conjunction
- a
17
42. In the sentence *Job candidates compete with other qualified applicants for positions*, the word *positions* is a _____ .
- a. noun
 - b. pronoun
 - c. preposition
 - d. conjunction
- c
19
43. In the sentence *Here are three ideas*, the word *Here* is a(n) _____ .
- a. noun
 - b. verb
 - c. adverb
 - d. adjective
- b
18
44. In the sentence *Here are three ideas*, the word *are* is a(n) _____ .
- a. noun
 - b. verb
 - c. adverb
 - d. adjective
- a
17
45. In the sentence *Here are three ideas*, the word *ideas* is a(n) _____ .
- a. noun
 - b. verb
 - c. adverb
 - d. adjective

MULTIPLE CHOICE—HOTLINE QUERIES

- c
21
46. Please _____ me a copy of your expense report.
- a. E-mail
 - b. email
 - c. e-mail
- b
21
47. Please complete our _____ survey.
- a. on-line
 - b. online
 - c. on line
- a
22
48. She is leaning _____ returning to school to earn her master's degree.
- a. toward

b. towards

b
22

49. Our company offers discounted prices _____ of the year.

- a. everyday
- b. every day

a
22

50. Showing one's identification card is an _____ occurrence in many schools.

- a. everyday
- b. every day