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| 1. ​Being able to identify the eight parts of speech will help you do all of the following *except \_\_\_\_\_.*   |  |  |  | | --- | --- | --- | |  | a. | ​punctuate sentences correctly | |  | b. | ​understand how words function in a sentence | |  | c. | ​secure a job interview | |  | d. | ​select precise words for effective writing |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | If you learn the eight parts of speech, you can develop a working vocabulary necessary to discuss and study our language, understand how words function in a sentence, punctuate ideas correctly, choose precise words for effective writing, and learn another language. | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-1 - 1-1 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | Why Study Business English? | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 2. ​Sentences revolve around \_\_\_\_\_ because these words function both as sentence subjects and as objects of verbs.   |  |  |  | | --- | --- | --- | |  | a. | ​nouns | |  | b. | ​adverbs | |  | c. | ​adjectives | |  | d. | ​conjunctions |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | ​Sentences revolve around nouns because they function both as sentence subjects and as objects of verbs. To determine whether a word is really a noun, try using it with the verbs *is* or *are*. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | Knowledge | |

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| 3. Names for persons, places, things, qualities, feelings, concepts, activities, and measures are \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | verbs | |  | b. | nouns | |  | c. | pronouns | |  | d. | adjectives |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | A noun refers to a person, place, or thing. In addition, nouns name qualities, feelings, concepts, activities, and measures. Nouns can be proper or common. Proper nouns are capitalized, but common nouns are not. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 4. ​Which of the following expresses proper and common nouns correctly?   |  |  |  | | --- | --- | --- | |  | a. | Tyler uses his new Samsung smartphone to search the Internet for job opportunities. | |  | b. | ​The Conference in Chicago focused on Workplace Diversity. | |  | c. | ​After graduating from College as an Engineering major, Corbin sent applications to many Companies on the East Coast. |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | ​Nouns can be proper or common. Proper nouns name specific people, places, and things (*Tyler, Samsung, Internet, Chicago,* *Corbin*, and *East Coast*). As a result, they are capitalized. Common nouns (*smartphone, conference, workplace, diversity, college, engineering,* and *companies*), however, identify general terms and are not capitalized. | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 5. ​Pronouns are used to \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | ​describe or limit nouns | |  | b. | ​express strong feelings or emotions | |  | c. | ​replace nouns | |  | d. | ​connect other words or groups of words |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | ​Pronouns are words used in place of nouns. As noun substitutes, pronouns provide variety and efficiency to your writing. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 6. ​Which of the following expresses the ideas most efficiently?   |  |  |  | | --- | --- | --- | |  | a. | ​Tanya discussed the proposal with Jason so that Jason could understand the proposal before the meeting. | |  | b. | Tanya discussed the proposal with Jason so that he could understand it before the meeting. | |  | c. | ​Tanya discussed the proposal with Jason so that he could understand the proposal before the meeting. |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | ​*Tanya discussed the proposal with Jason so that he could understand it before the meeting* is the best expressed sentence because it uses two key pronouns: *he* and *it*. Pronouns are words used in place of nouns. As a result, they provide variety and efficiency to your writing. | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 7. Which of the following contains a helping verb?   |  |  |  | | --- | --- | --- | |  | a. | Jacqueline will be attending Arizona State University in the fall. | |  | b. | Briana tweeted her friends about her upcoming vacation to the Caribbean. | |  | c. | The new employee in the IT department is Jon Schultz. |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | *Jacqueline will be attending Arizona State University in the fall* contains two helping verbs (*will* and *be*).  Helping verbs are added to main verbs (*attending*) to form verb phrases (*will be attending*). The other answer choices contain either an action verb (*tweeted*) or a linking verb (*is*). | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 8. Adjectives \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | modify verbs, adjectives, or other adverbs | |  | b. | join nouns and pronouns to other words in a sentence | |  | c. | act as substitutes for nouns | |  | d. | describe nouns or pronouns |  |  |  | | --- | --- | | *ANSWER:* | d | | *RATIONALE:* | Words that describe nouns or pronouns are adjectives. Adjectives usually precede the nouns they describe.  They may, however, follow the words they describe, especially when used with linking verbs. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 9. ​What questions do adverbs answer?   |  |  |  | | --- | --- | --- | |  | a. | ​Who? and Why? | |  | b. | ​What kind?, How many?, and Which one? | |  | c. | ​When?, How?, Where?, and To what extent? |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | ​Adverbs describe or limit the meaning of verbs, adjectives, and other adverbs. They often answer the questions *When?, How?, Where?,* and *To what extent?* | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 10. Many adverbs end with \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | ed | |  | b. | ing | |  | c. | ier | |  | d. | ly |  |  |  | | --- | --- | | *ANSWER:* | d | | *RATIONALE:* | Many, but not all, words ending in *ly* are adverbs. Some examples include *closely, carefully,* and *really.* Examples of adverbs that do not end in *ly* include *yesterday, too,* and *very.* | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 11. Which of the following contains a conjunction?   |  |  |  | | --- | --- | --- | |  | a. | The department meeting will be held in Room 224 on Thursday. | |  | b. | The CEO's remarks about the potential cuts in our workforce surprised us. | |  | c. | Chris sent his résumé and cover letter to a mechanical engineering company in Chicago. |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | Words that connect other words or groups of words are conjunctions. The only sentence using a conjunction is *Chris sent his résumé and cover letter to a mechanical engineering company in Chicago.* In this sentence the conjunction *and* connects the two objects of the verb (*résumé* and *cover letter*).  ​ | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 12. Prepositions \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | show strong emotions or feelings | |  | b. | join nouns and pronouns to other words in a sentence | |  | c. | serve as substitutes for nouns | |  | d. | modify or describe nouns and pronouns |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | Prepositions join nouns and pronouns to other words in a sentence and show a relationship between the object of the preposition and another word in the sentence. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-2 - 1-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 13. In the sentence *My supervisor and I recently interviewed four outstanding candidates for the accounting position*, the word *supervisor* functions as a(n)\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | noun | |  | b. | pronoun | |  | c. | adverb | |  | d. | adjective |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | The word *supervisor* is a noun because it names a person. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-3 - 1-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 14. In the sentence *My supervisor and I recently interviewed four outstanding candidates for the accounting position*, the word *I* functions as a(n)\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | noun | |  | b. | pronoun | |  | c. | adjective | |  | d. | interjection |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | *I* is a pronoun. Pronouns serve as substitutes for nouns. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-3 - 1-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 15. In the sentence *My supervisor and I recently interviewed four outstanding candidates for the accounting position*, the word *interviewed* functions as a(n)\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | noun | |  | b. | pronoun | |  | c. | adverb | |  | d. | verb |  |  |  | | --- | --- | | *ANSWER:* | d | | *RATIONALE:* | *Interviewed* is an action verb. This verb shows the physical or mental action performed by the subjects (*supervisor* and *I*) of the sentence. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-3 - 1-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 16. In the sentence *My supervisor and I recently interviewed four outstanding candidates for the accounting position*, the word *the* functions as a(n)\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | adjective | |  | b. | conjunction | |  | c. | adverb | |  | d. | preposition |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | *The*, along with *a* and *an*, form a special group of adjectives called articles. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-3 - 1-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 17. In the sentence *My supervisor and I recently interviewed four outstanding candidates for the accounting position*, the word *recently* functions as a(n)\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | conjunction | |  | b. | adjective | |  | c. | adverb | |  | d. | preposition |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | *Recently* is an adverb because it answers the question *When?* and modifies the verb *interviewed*. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-3 - 1-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 18. In the sentence *My supervisor and I recently interviewed four outstanding candidates for the accounting position*, the word *for* functions as a(n)\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | adjective | |  | b. | pronoun | |  | c. | conjunction | |  | d. | preposition |  |  |  | | --- | --- | | *ANSWER:* | d | | *RATIONALE:* | *For* is a preposition. Prepositions join nouns (*position*) and pronouns to other words in a sentence. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-3 - 1-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | The Eight Parts of Speech | | *KEYWORDS:* | BLOOM'S: Application | |

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| 19. ​Which of the following sentences uses *account* as an adjective?   |  |  |  | | --- | --- | --- | |  | a. | ​To avoid cost overruns, we must account for every dollar we spend on this project. | |  | b. | ​Devon is the new account executive for PC Graphics, a firm specializing in website design. | |  | c. | Briana puts part of her paycheck into a separate account each month. |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | ​Only *Devon is the new account executive for PC Graphics, a firm specializing in website design* uses *account* as an adjective.  In this sentence *account* modifies the noun *executive* and answers the question *What kind?* | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-4 - 1-4 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Summary | | *KEYWORDS:* | BLOOM'S: Application | |

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| 20. ​Which of the following uses *dial* as an action verb?   |  |  |  | | --- | --- | --- | |  | a. | ​To open the office safe, you must dial the numerical code exactly. | |  | b. | ​Unfortunately, the numbers on the dial are blurred by use. | |  | c. | Unless the dial face can be read, the operator will be unable to enter the code correctly. |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | ​You will recall that a verb will show action, existence, or occurrence. Only in the sentence *To open the office safe, you must dial the numerical code exactly* is the word *dial* used as an action verb. | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-4 - 1-4 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Summary | | *KEYWORDS:* | BLOOM'S: Application | |

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| 21. ​Which of the following uses *research* as a noun?   |  |  |  | | --- | --- | --- | |  | a. | The ​research report investigated the feasibility of an on-site exercise facility. | |  | b. | ​You must research your topic thoroughly to locate reputable sources. | |  | c. | ​My professor required that primary research be incorporated in the report. |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | *​My professor required that primary research be incorporated in the report* uses *research* as a noun. The other answer choices use this word as a verb (*must research*) or as an adjective (*research report*). | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.1-4 - 1-4 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Summary | | *KEYWORDS:* | BLOOM'S: Application | |

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| 22. Jessica must monitor customers' comments on our website \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | every day | |  | b. | everyday | |  | c. | every-day |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | Although this expression is never hyphenated, it is written as one word when it means "ordinary." However, if you can insert the word *single* between *every* and *day* without altering the meaning, it should be expressed as two words, as in this sentence. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.N/A - N/A | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | FAQs About Business English | | *KEYWORDS:* | BLOOM'S: Application | |

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| 23. ​Our updated \_\_\_\_\_ is not only attractive but also user friendly.   |  |  |  | | --- | --- | --- | |  | a. | ​Web site | |  | b. | ​web-site | |  | c. | ​Website | |  | d. | ​website |  |  |  | | --- | --- | | *ANSWER:* | d | | *RATIONALE:* | Use the lowercase one-word form (*website*). Use this same format for other related compound words (*webmaster*, *webcast*, *webcam*), but capitalize *Web* when it is used on its own to refer to the World Wide Web. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.N/A - N/A | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | FAQs About Business English | | *KEYWORDS:* | BLOOM'S: Application | |

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| 24. Please \_\_\_\_ this month's sales projections to me when you get a chance.   |  |  |  | | --- | --- | --- | |  | a. | foreword | |  | b. | forward | |  | c. | ​foreward | |  | d. | ​forword |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | The word *forward* has many uses. As an adverb, it means "toward or at a place, point, or time in advance." As an adjective, it means "presumptuous or bold." As a verb, it means "to transmit," which is its meaning in this sentence. The word "*foreword*," on the other hand, can be used only as a noun, meaning "the preface or introduction of a book." | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.N/A - N/A | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | FAQs About Business English | | *KEYWORDS:* | BLOOM'S: Application | |

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| 25. ​Which of the following is an example of an acronym?   |  |  |  | | --- | --- | --- | |  | a. | ​AFL-CIO | |  | b. | ​CBS | |  | c. | ​NATO | |  | d. | ​NFL |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | ​NATO, which stands for North Atlantic Treaty Organization, is an acronym. An acronym is a word formed from the initial letters of an expression. Acronyms are pronounced as single words, unlike abbreviations (*AFL-CIO, CBS, NFL*) that are pronounced letter by letter. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.N/A - N/A | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | FAQs About Business English | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 26. ​All sentences must contain a subject and a predicate and \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | ​at least one dependent clause | |  | b. | ​express a complete thought | |  | c. | ​a comma | |  | d. | ​a phrase |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | ​To be complete, sentences must have subjects and predicates, and they must contain a group of words that are complete and make sense. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-1 - 2-1 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | Sentence Elements | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 27. In the sentence *Paul, our new safety and security manager, is from Baltimore*, the simple subject is \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Paul | |  | b. | our new safety and security manager | |  | c. | manager | |  | d. | Paul, our new safety and security manager |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | The simple subject is the proper noun *Paul*. This proper noun tells who or what the sentence is about. The complete subject is *Paul, our new safety and security manager.* | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-1 - 2-1 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Elements | | *KEYWORDS:* | BLOOM'S: Application | |

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| 28. In the sentence *Brice practices medicine at the Mayo Clinic in Rochester, Minnesota*, the simple predicate is \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | practices medicine | |  | b. | practices medicine at the Mayo Clinic | |  | c. | practices | |  | d. | practices medicine at the Mayo Clinic in Rochester, Minnesota |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | A simple predicate is a verb or verb phrase that tells what the subject (*Brice*) is doing or what is being done to the subject. In this sentence *practices* is the simple predicate. The complete predicate includes the verb or verb phrase and its modifiers, objects, and complements (*practices medicine at the Mayo Clinic in Rochester, Minnesota*). | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-1 - 2-1 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Elements | | *KEYWORDS:* | BLOOM'S: Application | |

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| 29. In the sentence *Our company will be hiring 50 new employees*, the words *will be hiring* are a(n) \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | independent clause | |  | b. | dependent clause | |  | c. | verb phrase | |  | d. | complete predicate |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | Verbs in the predicate may consist of one word or several words (verb phrase). In a verb phrase such as *will be hiring*, the principal verb is the final one (*hiring*). | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-1 - 2-1 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Elements | | *KEYWORDS:* | BLOOM'S: Application | |

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| 30. In the sentence *Dr. Schlosser uses the Web to communicate with patients*, the words *with patients* are a(n) \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | dependent clause | |  | b. | independent clause | |  | c. | phrase |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | The words *with patients* represent a phrase. Phrases are a group of related words without a subject and a verb. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-2 - 2-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Elements | | *KEYWORDS:* | BLOOM'S: Application | |

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| 31. ​Which of the following contains a dependent clause?   |  |  |  | | --- | --- | --- | |  | a. | ​The employees agreed with management's plan for redesigning the company's website. | |  | b. | ​Many college students work part-time because they are not eligible for financial aid. | |  | c. | ​Our interview committee is looking for a candidate to replace our current CPA. |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | ​Only *Many college students work part-time because they are not eligible for financial aid* contains a dependent clause (*because they are not eligible for financial aid*).  Dependent clauses are often introduced by words such as *if, when, because,* and *as*, and these types of clauses depend for their meaning on independent clauses (*Many college students work part-time while attending school*). | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-2 - 2-2 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Elements | | *KEYWORDS:* | BLOOM'S: Application | |

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| 32. A \_\_\_\_ sentence contains an independent clause and a dependent clause.   |  |  |  | | --- | --- | --- | |  | a. | simple | |  | b. | compound | |  | c. | complex | |  | d. | compound-complex |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | A complex sentence contains an independent clause and a dependent clause. When dependent clauses precede independent clauses, the dependent clause is always followed by a comma. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-3 - 2-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | Sentence Varieties | | *KEYWORDS:* | BLOOM'S: Knowledge | |

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| 33. The sentence *The banquet menu will include chicken, beef, seafood, and vegetarian dishes* is a \_\_\_\_ sentence.   |  |  |  | | --- | --- | --- | |  | a. | simple | |  | b. | compound | |  | c. | complex | |  | d. | compound-complex |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | This is a simple sentence. A simple sentence contains one independent clause with a subject (*menu*) and predicate (*will include*). | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-3 - 2-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Varieties | | *KEYWORDS:* | BLOOM'S: Application | |

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| 34. ​All of the following are compound sentences *except*   |  |  |  | | --- | --- | --- | |  | a. | ​The national conference was held in Atlanta, but inclement weather delayed many attendees. | |  | b. | Megan processed the customer's merchandise return and issued an in-store credit. | |  | c. | ​Complete the enclosed health information survey, and return it in the prepaid, self-addressed envelope. |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | ​Although *Megan processed the customer's merchandise return and issued an in-store credit* contains a coordinating conjunction (*and*), it does not contain two complete thoughts. It contains only one thought using two verbs (*processed* and *issued*). Therefore, it is a simple sentence. | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-3 - 2-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Varieties | | *KEYWORDS:* | BLOOM'S: Application | |

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| 35. The sentence *When you have an answer, please let us know* is a \_\_\_\_ sentence.   |  |  |  | | --- | --- | --- | |  | a. | simple | |  | b. | compound | |  | c. | complex | |  | d. | compound-complex |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | This is a complex sentence. A complex sentence contains an independent clause (*please let us know*) and a dependent clause (*When you have an answer*). | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-3 - 2-3 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Varieties | | *KEYWORDS:* | BLOOM'S: Application | |

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| 36. In the sentence *Gavin is the new president of operations*, the sentence pattern is \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | subject⎯verb | |  | b. | subject⎯action verb⎯object | |  | c. | subject⎯linking verb⎯complement | |  | d. | inverted |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | This sentence represents the subject⎯linking verb⎯complement pattern. The subject is *Gavin*, the linking verb is *is*, and the complement is *president*. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-4 - 2-4 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Patterns | | *KEYWORDS:* | BLOOM'S: Application | |

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| 37. In the sentence *The new software is now installed on my computer*, the sentence pattern is \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | subject⎯verb | |  | b. | subject⎯action verb⎯object | |  | c. | subject⎯linking verb⎯complement | |  | d. | inverted |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | The sentence follows the subject⎯verb order, the most basic sentence pattern. The subject is *software* and the verbs are *is installed*. The sentence needs no additional words to make sense and be complete. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-4 - 2-4 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Patterns | | *KEYWORDS:* | BLOOM'S: Application | |

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| 38. In the sentence *Our new supervisor will be Barb Robisch*, the sentence pattern is \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | subject⎯verb | |  | b. | subject⎯action verb⎯object | |  | c. | subject⎯linking verb⎯complement | |  | d. | inverted |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | This sentence demonstrates the subject⎯linking verb⎯complement pattern. The subject is *supervisor*, and the linking verbs are *will be*. The name *Barb Robisch* is a complement because these words rename the subject of the sentence. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-4 - 2-4 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Patterns | | *KEYWORDS:* | BLOOM'S: Application | |

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| 39. ​Which sentence demonstrates the subject--action verb--object pattern?   |  |  |  | | --- | --- | --- | |  | a. | ​Jamie was surprised about her annual performance review on Friday. | |  | b. | ​This year's outstanding sales representative for Apex Industries is Derek Bergle. | |  | c. | ​Our company recently issued employee IDs to all full-time and temporary workers. |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | ​*Our company recently issued employee IDs to all full-time and temporary workers* demonstrates the subject (*company*)--action verb (*issued*)--object (*IDs*) pattern.  The other answer choices demonstrate the subject--verb or subject--linking verb--complement patterns. | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-4 - 2-4 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Patterns | | *KEYWORDS:* | BLOOM'S: Application | |

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| 40. Identify the following group of words: *Will employees be paying more for health insurance this year*   |  |  |  | | --- | --- | --- | |  | a. | command | |  | b. | question | |  | c. | statement | |  | d. | exclamation |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | This word group is a question because it requires an answer. Questions should be followed by a question mark. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-5 - 2-5 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Punctuating Four Sentence Types | | *KEYWORDS:* | BLOOM'S: Application | |

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| 41. Identify the following group of words: *Read the directions carefully before completing the job application form*   |  |  |  | | --- | --- | --- | |  | a. | command | |  | b. | question | |  | c. | statement | |  | d. | exclamation |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | The correct answer choice is a command. A command gives an order or makes a direct request. Commands end with periods or, occasionally, with exclamation points. Note that the subject in all commands is understood to be *you*, which is not normally stated. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-5 - 2-5 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Punctuating Four Sentence Types | | *KEYWORDS:* | BLOOM'S: Application | |

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| 42. Identify the following group of words: *Our company issued smartphones to all sales representatives, but management is encouraging personnel to use them for business purposes only.*   |  |  |  | | --- | --- | --- | |  | a. | correctly punctuated sentence | |  | b. | fragment | |  | c. | comma splice | |  | d. | run-on sentence |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | Although this sentence contains two independent clauses, these clauses are joined correctly with a comma preceding the coordinating conjunction *but*. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-6 - 2-6 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Faults | | *KEYWORDS:* | BLOOM'S: Application | |

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| 43. Which of the following is a sentence fragment?   |  |  |  | | --- | --- | --- | |  | a. | When you submit your timesheet, remember to sign it. | |  | b. | Because the value of the dollar has fallen in recent years. | |  | c. | We believe that the new marketing campaign caused an increase in sales. |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | *Because the value of the dollar has fallen in recent years* is a sentence fragment, which is an incomplete sentence because it has been broken off from a preceding or succeeding sentence. Avoid fragments by making certain that each sentence contains a subject and a verb and makes sense by itself. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-6 - 2-6 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Faults | | *KEYWORDS:* | BLOOM'S: Application | |

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| 44. Identify the following group of words: *Some Facebook users are reconnecting with old friends, others are making new friends*.   |  |  |  | | --- | --- | --- | |  | a. | correctly punctuated sentence | |  | b. | fragment | |  | c. | comma splice | |  | d. | run-on sentence |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | This word group contains a comma splice. A comma splice results when two sentences are incorrectly joined or spliced together with a comma. Comma splices can usually be repaired by (a) adding a conjunction, (b) separating the thoughts into two sentences, or (c) changing the comma to a semicolon. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-6 - 2-6 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Faults | | *KEYWORDS:* | BLOOM'S: Application | |

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| 45. Identify the following group of words: *Because Hayden must work overtime this weekend, he will miss the family reunion*.   |  |  |  | | --- | --- | --- | |  | a. | correctly punctuated sentence | |  | b. | fragment | |  | c. | comma splice | |  | d. | run-on sentence |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | This sentence begins with a dependent clause, which is followed by an independent clause. When dependent clauses precede independent clauses, they always are followed by a comma. Therefore, this sentence is correctly punctuated. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-6 - 2-6 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Faults | | *KEYWORDS:* | BLOOM'S: Application | |

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| 46. ​All of the following are correctly punctuated sentences *except*   |  |  |  | | --- | --- | --- | |  | a. | Many students will get jobs in their fields within six months of graduation; some must wait longer. | |  | b. | Many students will get jobs in their fields within six months of graduation some must wait longer. | |  | c. | Many students will get jobs in their fields within six months of graduation, but some must wait longer. | |  | d. | ​Many students will get jobs in their fields within six months of graduation. Some must wait longer. |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | *​Many students will get jobs in their fields within six months of graduation some must wait longer* is a run-on sentence, which results when two independent clauses are joined without proper punctuation. Run-on sentences can usually be repaired by (a) separating the thoughts into two sentences, (b) adding a comma and a coordinating conjunction, or (c) adding a semicolon. | | *POINTS:* | 1 | | *DIFFICULTY:* | Moderate | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.2-6 - 2-6 | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | Sentence Faults | | *KEYWORDS:* | BLOOM'S: Application | |

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| 47. \_\_\_\_ for speaking with me yesterday about the accounting position.   |  |  |  | | --- | --- | --- | |  | a. | Thankyou | |  | b. | Thank-you | |  | c. | Thank you |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | *Thank you* is never written as a single word. However, it may be written with or without a hyphen depending on its use. When used as a verb, do not use a hyphen. In this sentence it is used as a verb; therefore, no hyphen should be used. However, when it serves as an adjective (*thank-you note*) or as a noun (*thank-yous*), use a hyphen. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.N/A - N/A | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | FAQs About Business English | | *KEYWORDS:* | BLOOM'S: Application | |

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| 48. To succeed in an interview, you must prepare \_\_\_\_ of success stories that demonstrate those skills desired by the employer.   |  |  |  | | --- | --- | --- | |  | a. | alot | |  | b. | allot | |  | c. | a lot |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | The word *alot* does not exist. Because the verb *allot* means "to assign as a share or portion" or "to distribute," use *a lot* in this sentence. | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.N/A - N/A | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | FAQs About Business English | | *KEYWORDS:* | BLOOM'S: Application | |

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| 49. My psychology professor required that all sources be \_\_\_\_ using APA format.   |  |  |  | | --- | --- | --- | |  | a. | cited | |  | b. | sited | |  | c. | sighted |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | This sentence requires *cited*, which means "to summon" or "to quote." *Site* means "a location," and *sight* means "a view," "to take aim," or "the ability to see." | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.N/A - N/A | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | FAQs About Business English | | *KEYWORDS:* | BLOOM'S: Application | |

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| 50. ​Because employees received a pay raise, \_\_\_\_ is at an all-time high.   |  |  |  | | --- | --- | --- | |  | a. | ​moral | |  | b. | ​morale | |  | c. | ​morall |  |  |  | | --- | --- | | *ANSWER:* | b | | *RATIONALE:* | ​*Moral* can be used as a noun or as an adjective. As a noun, *moral* refers to "a lesson that is learned from a story or an experience." In its plural form, the noun *morals* refers to the "proper ideas and beliefs about how to behave in a way that is considered right and good by most people." As an adjective, *moral* means "concerning or relating to what is right and wrong in human behavior." However, in this sentence you should use the noun *morale,* which refers to "the feelings of enthusiasm and loyalty that a person or group has about a task or job."  ​ | | *POINTS:* | 1 | | *DIFFICULTY:* | Easy | | *LEARNING OBJECTIVES:* | BENG.GUFF.17.N/A - N/A | | *NATIONAL STANDARDS:* | United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5 United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7 | | *TOPICS:* | FAQs About Business English | | *KEYWORDS:* | BLOOM'S: Application | |