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| 1. Why is it important to learn to identify the eight parts of speech?   |  |  |  | | --- | --- | --- | |  | a. | Being able to identify the parts of speech will help you organize paragraphs effectively. | |  | b. | Recognizing the parts of speech will help you impress a potential employer in a job interview. | |  | c. | Being able to identify the eight parts of speech will ensure that you get promoted. | |  | d. | Identifying the parts of speech will help you punctuate sentences correctly and choose precise words for clearer writing. |  |  |  | | --- | --- | | *ANSWER:* | d | | *RATIONALE:* | Learning the parts of speech will help you punctuate sentences correctly and choose words for clear, powerful writing because many words can function in more than one role. | | *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: Comprehension | |

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| 2. Sentences revolve around \_\_\_\_\_ because these words function both as sentence subjects and as objects of verbs.   |  |  |  | | --- | --- | --- | |  | a. | nouns | |  | b. | pronouns | |  | c. | adverbs | |  | d. | adjectives |  |  |  | | --- | --- | | *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 verb *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:* | BLOOM'S: Knowledge | |

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| 3. Words that describe nouns and pronouns are \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | adjectives | |  | b. | conjunctions | |  | c. | verbs | |  | d. | adverbs |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | Words that describe nouns or pronouns are adjectives. They often answer the questions *What kind?*, *How many?*, or *Which one?* | | *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. In the sentence *Paul and she thoroughly proofread the proposal before sending it to the customer*, the word *thoroughly* functions as a(n)\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | conjunction | |  | b. | adjective | |  | c. | adverb | |  | d. | preposition |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | *Thoroughly* is an adverb because it answers the question *How?* and modifies the verb *proofread*. | | *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.17.1.6 - 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:* | Summary | | *KEYWORDS:* | BLOOM'S: Application | |

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| 5. Which of the following sentences uses *work* as an adjective?   |  |  |  | | --- | --- | --- | |  | a. | Jeff's work includes a lot of traveling to various manufacturing sites. | |  | b. | Bob and Yolanda must work overtime to finish the proposal by the deadline. | |  | c. | Each Monday a new work schedule is posted online for employees to view. |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | Only *Each Monday a new work schedule is posted online for employees to view* uses *work* as an adjective.  In this sentence *work* modifies the noun *schedule* 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.17.1.6 - 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:* | Summary | | *KEYWORDS:* | BLOOM'S: Application | |

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| 6. Identify the simple subject in the following sentence: *Tori, our human resources specialist, will be happy to answer any questions about your benefits package.*   |  |  |  | | --- | --- | --- | |  | a. | Tori | |  | b. | specialist | |  | c. | human resources | |  | d. | Tori, our human resources specialist, |  |  |  | | --- | --- | | *ANSWER:* | a | | *RATIONALE:* | The simple subject is *Tori* and identifies who is being discussed. The complete subject is *Tori, our human resources specialist.* | | *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.17.1.6 - 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:* | Sentence Elements | | *KEYWORDS:* | BLOOM'S: Application | |

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| 7. Which of the following statements about clauses and phrases is *most accurate*?   |  |  |  | | --- | --- | --- | |  | a. | Phrases contain subjects and verbs; clauses do not. | |  | b. | Every sentence will include at least one clause and one phrase. | |  | c. | Clauses have subjects and verbs; phrases do not. |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | A group of related words without a subject and a verb is called a phrase. A clause, on the other hand, is a group of related words that contains a subject and a verb. Clauses may be independent or dependent.  Every sentence must contain at least one independent clause, but every sentence will not always include a phrase. | | *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.17.6.4 - DISC.BENG.GUFF.17.6.4 | | *TOPICS:* | Recognizing Phrases and Clauses | | *KEYWORDS:* | BLOOM'S: Comprehension | |

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| 8. Which sentence is a complex sentence?   |  |  |  | | --- | --- | --- | |  | a. | The committee interviewed four applicants for the position and made its recommendation to the personnel department. | |  | b. | Many individuals use Facebook to stay connected with friends and family, but some prefer texting or tweeting. | |  | c. | Although many people reconcile their bank statements online, some individuals still prefer to use hard copies. |  |  |  | | --- | --- | | *ANSWER:* | c | | *RATIONALE:* | A complex sentence consists of one dependent clause (*Although many people reconcile their bank statements online*) and one independent clause (*some individuals still prefer to use hard copies*). | | *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.17.1.6 - 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:* | Sentence Varieties | | *KEYWORDS:* | BLOOM'S: Application | |