

Name

Class

Date

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Indicate the answer choice that best completes the statement or answers the question.

1. What questions do adjectives answer?

- a. Who? and Why?
- b. What kind?, How many?, and Which one?
- c. When?, How?, Where?, and To what extent?

2. Words expressing strong feelings, but usually unconnected grammatically to the sentence, are ____.

- a. interjections
- b. adjectives
- c. verbs
- d. prepositions

3. Words that connect other words or groups of words are ____.

- a. pronouns
- b. nouns
- c. conjunctions
- d. interjections

4. Common ____ verbs include *am, is, are, was, were, be, being, and been*.

- a. helping
- b. action
- c. linking
- d. transitive

5. We must move ____ with our decision to hire a new director of human resources.

- a. foreword
- b. forward
- c. foreward
- d. forword

6. ____ join nouns and pronouns to other words in a sentence.

- a. Interjections
- b. Adjectives
- c. Pronouns
- d. Prepositions

7. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, the word *message* is a ____.

- a. noun
- b. pronoun
- c. conjunction
- d. verb

8. Which sentence uses a conjunction?

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- a. You should rehearse success stories to potential interview questions.
- b. Many companies now search social media sites as part of the employment process.
- c. Holly and Brandon will organize this year's employee recognition party.

9. *A, an, and the* are called articles. What part of speech do they represent?

- a. Prepositions
- b. Pronouns
- c. Conjunctions
- d. Adjectives

10. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, the word *proofread* is a(n) _____.

- a. noun
- b. interjection
- c. verb
- d. adverb

11. _____ modify verbs, adjectives, or adverbs.

- a. Adverbs
- b. Adjectives
- c. Conjunctions
- d. Prepositions

12. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, the word *carefully* is a(n) _____.

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

13. In the sentence *Beth and the sales representative reviewed the product descriptions on the website*, the word *reviewed* is a(n) _____.

- a. adverb
- b. conjunction
- c. noun
- d. verb

14. The words *and, or, nor, and but* are examples of _____.

- a. interjections
- b. adverbs
- c. conjunctions
- d. verbs

15. Sentences revolve around _____ because these words can function as subjects of verbs and objects of verbs.

- a. nouns
- b. verbs

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- c. adjectives
- d. prepositions

16. In the sentence *Beth and the sales representative reviewed the product descriptions on the website*, the word *and* is a(n) _____.

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

17. Which sentence contains a preposition?

- a. DataCorp's research and development proposal was unanimously accepted.
- b. Interviewers want candidates who are personable, organized, and excellent communicators.
- c. Juan updated the employee handbook and asked for our feedback.

18. Which sentence uses *volunteer* as an action verb?

- a. Henrik will be a volunteer for the Special Olympics this Saturday in Carson Park.
- b. Please volunteer for the event sponsored by the Special Olympics this Saturday in Carson Park.
- c. The Special Olympics needs many volunteer workers for this Saturday's event in Carson Park.

19. In the sentence *Beth and the sales representative reviewed the product descriptions on the website*, the word *descriptions* is a(n) _____.

- a. adverb
- b. noun
- c. interjection
- d. verb

20. Names for persons, places, things, qualities, feelings, concepts, activities, and measures are _____.

- a. pronouns
- b. adjectives
- c. nouns
- d. adverbs

21. Which of the following is the most preferred spelling?

- a. voicemail
- b. voice-mail
- c. voice mail

22. Which sentence contains an adverb?

- a. Brett will meet with his supervisor on Wednesday for his annual performance review.
- b. One of the most important steps for a successful interview is thoroughly researching the company.
- c. Please examine the proposals for the new addition before our next meeting.

23. Which sentence uses *firm* used as an adjective?

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- a. After graduating from college, Yolanda worked for a brokerage firm in New York City.
 - b. Please let me know your decision after you firm up your plans.
 - c. The intern demonstrated a firm understanding of the project's requirements.
24. Which sentence uses *control* as a verb?
- a. Wade adjusted the control on the printing machine.
 - b. Ben analyzed the results of the data from the control group.
 - c. Businesses often control their health care costs by offering wellness incentives.
25. 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
26. All complete sentences must contain at least one ____.
- a. adverb
 - b. adjective
 - c. conjunction
 - d. verb
27. In the sentence *Beth and the sales representative reviewed the product descriptions on the website*, the word *sales* is a(n) ____.
- a. adverb
 - b. noun
 - c. conjunction
 - d. adjective
28. In the sentence *They discussed four important issues at the meeting*, the word *at* is a(n) ____.
- a. adverb
 - b. adjective
 - c. conjunction
 - d. preposition
29. Which of following sentences uses *knowledge* as the object of a preposition?
- a. The pursuit of knowledge should be a goal for everyone.
 - b. Francis Bacon, an English author and philosopher, said, "Knowledge is power."
 - c. The biochemistry exam included many knowledge questions.
30. 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. Identifying the parts of speech will help you punctuate sentences correctly and choose precise words for clearer writing.
 - c. Being able to identify the eight parts of speech will ensure that you get promoted.

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d. Recognizing the parts of speech will help you impress a potential employer in a job interview.

31. To sound professional, credible, and objective, most business writers avoid _____ in business and professional messages.

- a. verbs
- b. adjectives
- c. interjections
- d. prepositions

32. Pronouns are used to _____.

- a. replace nouns
- b. add length to written messages
- c. describe nouns
- d. connect words or groups of words

33. Please _____ me a copy of your expense report.

- a. E-mail
- b. email
- c. e-mail

34. Which statement about today's workplace is *most accurate*?

- a. The emphasis on writing has decreased as a result of new communication devices.
- b. Written messages are seen by fewer audiences today than before.
- c. Today's workers can expect to do less communicating than in the past.
- d. Because of technological advances, messages are traveling farther than ever before.

35. _____ often answer the questions *When?*, *How?*, *Where?*, and *To what extent?*

- a. Prepositions
- b. Adjectives
- c. Pronouns
- d. Adverbs

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

- a. interjection
- b. adjective
- c. conjunction
- d. pronoun

37. Which of the following is an acronym?

- a. IRS
- b. OSHA
- c. EPA
- d. FBI

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38. Which sentence expresses nouns correctly?
- Our supervisor ordered new Dell computers for all sales representatives.
 - Melinda graduated from High School in Chicago, but attended College in Arizona and studied English.
 - The President of the Company will attend the Conference in Reno on Thursday.
39. Some of the most frequently used _____ are *at, by, far, from, in, of, to, and with*.
- adverbs
 - prepositions
 - pronouns
 - nouns
40. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, the word *lengthy* is a(n) _____.
- adjective
 - preposition
 - noun
 - verb
41. Which sentence uses *second* as a noun?
- It will take you only a second to answer my questions about the job requirements.
 - In Tuesday's meeting Teri said, "I will second the motion."
 - You should rehearse your answers to possible interview questions until they become second nature.
42. *They, which, ours, and us* are examples of _____.
- nouns
 - adjectives
 - adverbs
 - pronouns
43. Which sentence contains a linking verb?
- The new vice president of marketing is Bee Xiong.
 - Security Health Plan submitted the lowest bid for our new insurance package.
 - Our intranet is running smoothly after a recent upgrade.
44. Our company offers discounted prices _____ of the year.
- everyday
 - every day
45. A(n) _____ expresses an action, an occurrence, or a state of being.
- adverb
 - verb
 - conjunction
 - preposition
46. Your interesting comments have _____ my interest.

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- a. piqued
- b. peeked
- c. peaked

47. Which of the following statements is *most accurate*?

- a. Good communication skills can help you in the classroom, on the job, and in your personal life.
- b. Communicating effectively is not related to job success.
- c. Learning to communicate effectively cannot be taught because communication skills are inborn.
- d. Effective communication skills are not as important as technical skills.

48. In the sentence *Facebook connects users with families and friends all over the world*, the word *connects* serves as a(n) _____ verb.

- a. linking
- b. action
- c. helping

49. Which sentence uses a pronoun as an object of a verb?

- a. The winning sales proposal for APEX Industries was awarded to them.
- b. We spent ten hours creating and editing the sales proposal for APEX Industries.
- c. After the meeting ended Gwen gave me an update on the status of the sales proposal for APEX Industries.

50. In the sentence *Beth and the sales representative reviewed the product descriptions on the website*, the word *the* is a(n) _____.

- a. adjective
- b. verb
- c. adverb
- d. noun

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

- a. noun
- b. pronoun
- c. verb
- d. adjective

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Answer Key

1. b
2. a
3. c
4. c
5. b
6. d
7. a
8. c
9. d
10. c
11. a
12. d
13. d
14. c
15. a
16. b
17. c
18. b
19. b
20. c
21. a
22. b
23. c
24. c

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25. b

26. d

27. d

28. d

29. a

30. b

31. c

32. a

33. c

34. d

35. d

36. d

37. b

38. a

39. b

40. a

41. a

42. d

43. a

44. b

45. b

46. a

47. a

48. b

49. c

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50. a

51. a