

Chapter 1 - Parts of Speech

1. 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.

ANSWER:

a

2. 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.

ANSWER:

d

3. 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.
- d. Recognizing the parts of speech will help you impress a potential employer in a job interview.

ANSWER:

b

4. What is the term for names of persons, places, things, qualities, feelings, concepts, activities, and measures?

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

ANSWER:

c

5. Sentences revolve around which of the following type of words because they can function as subjects of verbs and objects of verbs?

- a. Nouns
- b. Verbs
- c. Adjectives
- d. Prepositions

ANSWER:

a

6. Which sentence expresses nouns correctly?

- a. Our supervisor ordered new Dell computers for all sales representatives.
- b. Melinda graduated from High School in Chicago, but she attended College in Arizona and studied English.
- c. The President of the Company will attend the Conference in Reno on Thursday.

ANSWER:

a

Chapter 1 - Parts of Speech

7. What is the purpose of pronouns?

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

ANSWER: a

8. *They, which, ours,* and *us* are examples of which part of speech?

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

ANSWER: d

9. 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.

ANSWER: c

10. Which part of speech expresses an action, an occurrence, or a state of being?

- a. Adverb
- b. Verb
- c. Conjunction
- d. Preposition

ANSWER: b

11. In the sentence *Facebook connects users with families and friends all over the world*, the word *connects* serves as which type of verb?

- a. Linking
- b. Action
- c. Helping

ANSWER: b

12. Which common type of verb includes words like *am, is, are, was, were, be, being,* and *been*?

- a. Helping
- b. Action
- c. Linking
- d. Transitive

ANSWER: c

13. Which sentence contains a linking verb?

- a. The new vice president of marketing is Bee Xiong.

Chapter 1 - Parts of Speech

- b. Security Health Plan submitted the lowest bid for our new insurance package.
- c. Our intranet is running smoothly after a recent upgrade.

ANSWER:

a

14. All complete sentences must contain at least one instance of which part of speech?

- a. Adverb
- b. Adjective
- c. Conjunction
- d. Verb

ANSWER:

d

15. 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?*

ANSWER:

b

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

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

ANSWER:

d

17. Which part of speech modifies verbs, adjectives, or adverbs?

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

ANSWER:

a

18. Which part of speech often answers the questions *When?*, *How?*, *Where?*, and *To what extent?*

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

ANSWER:

d

19. Which sentence contains an adverb?

- a. Briana will meet with her supervisor on Wednesday for her 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.

ANSWER:

b

Chapter 1 - Parts of Speech

20. Which part of speech joins nouns and pronouns to other words in a sentence?

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

ANSWER: d

21. Some of the most frequently used examples of which part of speech are *at, by, far, from, in, of, to, and with*?

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

ANSWER: b

22. 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.

ANSWER: c

23. What is the term for words that connect other words or groups of words?

- a. Pronouns
- b. Nouns
- c. Conjunctions
- d. Interjections

ANSWER: c

24. Which part of speech includes the words *and, or, nor, and but*?

- a. Interjections
- b. Adverbs
- c. Conjunctions
- d. Verbs

ANSWER: c

25. Which sentence uses a conjunction?

- 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. Imani and Brandon will organize this year's employee recognition party.

ANSWER: c

26. What is the term for words that express strong feelings but are usually unconnected grammatically to the sentence?

- a. Interjections

Chapter 1 - Parts of Speech

- b. Adjectives
- c. Verbs
- d. Prepositions

ANSWER:

a

27. In order to sound professional, credible, and objective in business and professional messages, what do most business writers avoid?

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

ANSWER:

c

28. In the sentence *They discussed four important issues at the meeting*, which part of speech is the word *four*?

- a. Adverb
- b. Adjective
- c. Conjunction
- d. Preposition

ANSWER:

b

29. In the sentence *They discussed four important issues at the meeting*, which part of speech is the word *They*?

- a. Interjection
- b. Adjective
- c. Conjunction
- d. Pronoun

ANSWER:

d

30. In the sentence *They discussed four important issues at the meeting*, which part of speech is the word *at*?

- a. Adverb
- b. Adjective
- c. Conjunction
- d. Preposition

ANSWER:

d

31. In the sentence *They discussed four important issues at the meeting*, which part of speech is the word *issues*?

- a. Noun
- b. Pronoun
- c. Verb
- d. Adjective

ANSWER:

a

32. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website*, which part of speech is the word *sales*?

Chapter 1 - Parts of Speech

- a. Adverb
- b. Noun
- c. Conjunction
- d. Adjective

ANSWER: d

33. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website*, which part of speech is the word *descriptions*?

- a. Adverb
- b. Noun
- c. Interjection
- d. Verb

ANSWER: b

34. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website*, which part of speech is the word *and*?

- a. Interjection
- b. Conjunction
- c. Preposition
- d. Adjective

ANSWER: b

35. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website*, which part of speech is the word *reviewed*?

- a. Adverb
- b. Conjunction
- c. Noun
- d. Verb

ANSWER: d

36. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website*, which part of speech is the word *the*?

- a. Adjective
- b. Verb
- c. Adverb
- d. Noun

ANSWER: a

37. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, which part of speech is the word *carefully*?

- a. Adjective
- b. Preposition
- c. Verb

Chapter 1 - Parts of Speech

- d. Adverb

ANSWER:

d

38. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, which part of speech is the word *proofread*?

- a. Noun
- b. Interjection
- c. Verb
- d. Adverb

ANSWER:

c

39. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, which part of speech is the word *lengthy*?

- a. Adjective
- b. Preposition
- c. Noun
- d. Verb

ANSWER:

a

40. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, which part of speech is the word *message*?

- a. Noun
- b. Pronoun
- c. Conjunction
- d. Verb

ANSWER:

a

41. Which sentence uses the word *second* as a noun?

- a. It will take you only a second to answer my questions about the job requirements.
- b. In Tuesday's meeting Taylor said, "I will second the motion."
- c. You should rehearse your answers to possible interview questions until they become second nature.

ANSWER:

a

42. Which sentence uses the word *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.

ANSWER:

a

43. Which sentence uses the word *volunteer* as an action verb?

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

Chapter 1 - Parts of Speech

ANSWER: b

44. Which sentence uses the word *control* as a verb?

- a. Ethan adjusted the control on the printing machine.
- b. Alivia analyzed the results of the data from the control group.
- c. Businesses often control their health care costs by offering wellness incentives.

ANSWER: c

45. Which sentence uses the word *firm* used as an adjective?

- 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.

ANSWER: c

46. Identify the correct way to complete the following sentence: *Please _____ me a copy of your expense report.*

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

ANSWER: b

47. Which of the following is an acronym?

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

ANSWER: b

48. Identify the correct way to complete the following sentence: *We must move _____ with our decision to hire a new director of human resources.*

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

ANSWER: b

49. Identify the correct way to complete the following sentence: *Your interesting comments have _____ my interest.*

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

ANSWER: a

50. Identify the correct way to complete the following sentence: *Our company offers discounted prices _____ of the year.*

- a. everyday

Name _____ Class _____ Date _____

Chapter 1 - Parts of Speech

- b. every day

ANSWER:

b

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

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

ANSWER:

a