

Section 01: Nouns

True / False

1. A direct address (DA) is a word or group of words that immediately follows and further identifies another noun and is usually separated by commas.

a. True

b. False

ANSWER: True

2. Abstract nouns name a quality or idea not perceived by the senses.

a. True

b. False

ANSWER: True

3. A proper noun names a particular person, place, object, or quality.

a. True

b. False

ANSWER: True

4. Forming plurals of medical terms is no different than forming plurals of regular nouns.

a. True

b. False

ANSWER: True

5. The "salutation" is the greeting in professional correspondence.

a. True

b. False

ANSWER: True

6. A full heading is not necessary on medical letterhead paper.

a. True

b. False

ANSWER: True

7. The full block letter does not have indentations.

a. True

b. False

ANSWER: True

8. If a letter runs longer than one page, the heading on the second page should contain the name of the writer, the page number, and the date.

a. True

b. False

ANSWER: True

9. It is unnecessary to check, recheck, and proofread medical correspondence for spelling and grammar errors, as these function are performed by the computer's spell check program.

a. True

b. False

ANSWER: True

10. When typing or keying medical communications, all lines should be flush with the right margin.

a. True

b. False

ANSWER: True

Multiple Choice

Select the correct plural form of "diagnosis."

11. New Question

a. dianoses

b. diagnoseses

c. diagnosises

d. diagnoses

ANSWER: d

Select the correct plural form of "phalanx."

12. New Question

a. phalanges

b. phelanxes

c. phalanxs

d. phlanges

ANSWER: a

Select the correct plural form of "vertebra."

13. New Question

a. vertebrum

b. vertebrae

c. vertebrai

d. vertebri

ANSWER: b

Select the correct plural form of “anomaly.”

14. New Question

- a. anomilies
- b. anomalys
- c. anomalies
- d. anomali

ANSWER: c

Select the correct singular form of “nuclei.”

15. New Question

- a. nuclae
- b. nuculus
- c. nuclum
- d. nucleus

ANSWER: d

Select the correct singular form of “diverticula.”

16. New Question

- a. diverticulae
- b. diverticulum
- c. diverticuli
- d. diverticule

ANSWER: b

Select the word that is spelled correctly.

17. New Question

- a. medicaton
- b. medicatone
- c. medisation
- d. medication

ANSWER: d

Select the word that is spelled correctly.

18. New Question

- a. defishency
- b. deficiency
- c. dificiency
- d. difficiency

ANSWER: b

Select the word that is spelled correctly.

19. New Question

- a. alergy
- b. allirgy
- c. allergy
- d. allergi

ANSWER: c

Select the word that is spelled correctly.

20. New Question

- a. biossy
- b. byopsy
- c. biopsy
- d. biopcy

ANSWER: c

Select the word that is spelled correctly.

21. New Question

- a. cardologist
- b. cardoalogist
- c. cardialogist
- d. cardiologist

ANSWER: d

Select the proper noun in this sentence: Nurses at Mercy Hospital were not in favor of a strike.

22. New Question

- a. Nurses
- b. Mercy Hospital
- c. strike
- d. favor

ANSWER: a, b, c, d

Select the common noun in this sentence: Dr. Sullivan was an old-fashioned doctor in Douglas.

23. New Question

- a. Dr. Sullivan
- b. fashioned
- c. doctor

d. Douglas

ANSWER: a, b, c, d

Select the collective noun in this sentence: The group is awarding certificates for perfect attendance.

24. New Question

a. group

b. certificates

c. perfect

d. attendance

ANSWER: a, b, c, d

Select the abstract noun in this sentence: The committee agreed that honesty is the best policy.

25. New Question

a. committee

b. honesty

c. best

d. policy

ANSWER: a, b, c, d

In each of the following sentences, how is the italicized noun used? Over the years, my brother remembered his experiences in surgery.

26. New Question

a. indirect object

b. subject

c. predicate noun

d. direct object

ANSWER: a, b, c, d

Dermatitis is an allergic condition.

27. New Question

a. direct object

b. appositive

c. predicate noun

d. subject

ANSWER: a, b, c, d

The doctor gave the patient a prescription.

28. New Question

- a. object of a preposition
- b. predicate noun
- c. direct object
- d. indirect object

ANSWER: a, b, c, d

The medical assistant works in a clinical setting.

29. New Question

- a. direct address
- b. direct object
- c. indirect object
- d. object of a preposition

ANSWER: a, b, c, d

The patient is a man from the fourth floor.

30. New Question

- a. subject
- b. predicate noun
- c. appositive
- d. direct address

ANSWER: a, b, c, d

Seth Werner, the supervisor, is on vacation.

31. New Question

- a. direct address
- b. object of a preposition
- c. appositive
- d. predicate noun

ANSWER: a, b, c, d

The patient is a female with a rare disease.

32. New Question

- a. direct object
- b. subject
- c. object of a preposition
- d. predicate noun

ANSWER: a, b, c, d

The oncologist treats cancer patients.

33. New Question

- a. direct object

- b. predicate noun
- c. subject
- d. indirect object

ANSWER: a, b, c, d

The nurse gave the patient a johnny.

34. New Question

- a. subject
- b. predicate noun
- c. direct object
- d. indirect object

ANSWER: a, b, c, d

The medical assistant gave the patient a special delivery letter.

35. New Question

- a. subject
- b. predicate noun
- c. direct object
- d. indirect object

ANSWER: a, b, c, d

The employer paid his employees an extra week's salary.

36. New Question

- a. subject
- b. predicate noun
- c. direct object
- d. indirect object

ANSWER: a, b, c, d

The nurse removed sutures from the incision.

37. New Question

- a. subject
- b. object of a preposition
- c. direct object
- d. indirect object

ANSWER: a, b, c, d

The nurse removed sutures from the incision.

38. New Question

- a. subject
- b. object of a preposition

- c. direct object
 - d. indirect object
- ANSWER:** a, b, c, d

The nurse removed sutures from the incision.

39. New Question
- a. subject
 - b. object of a preposition
 - c. direct object
 - d. indirect object
- ANSWER:** a, b, c, d

Janet, please assist the patient in the wheelchair.

40. New Question
- a. subject
 - b. predicate noun
 - c. appositive
 - d. direct address
- ANSWER:** a, b, c, d

Completion

41. A word that connects words or groups of words is called a _____.
- ANSWER:** conjunction

42. Words that show action, being, or linking are called _____.
- ANSWER:** verbs

43. _____ name a person, place, thing, or idea.
- ANSWER:** Nouns

44. Nouns that receive the action of the verb are called _____.
- ANSWER:** direct objects

45. A word that indicates ownership by its form is a _____.
- ANSWER:** possessive noun

46. The _____ is the person, place, thing, or idea that the sentence is about.
- ANSWER:** subject

47. Most typed or keyed lines in professional correspondence should be flush to the _____ margin.

ANSWER: left

48. The _____ is the greeting of a letter.

ANSWER: salutation

49. The _____ of a letter contains the message.

ANSWER: body

50. The leave-taking of a letter is called the _____.

ANSWER: closing