Section 02: Pronouns

1. The most important message	of the memo is sta	ted in the last line.	
	a.	True	
	b.	False	
ANSWER:			False
2. "Get back to me about this me	atter" is a good clo	osing for a memo.	
	a.	True	
	b.	False	
ANSWER:			False
3. "Re:" on a memo refers to the	e topic of the mem	0.	
	a.	True	
	b.	False	
ANSWER:			True
4. Email can be transmitted any	where in the world	l.	
	a.	True	
	b.	False	
ANSWER:			True
5. Email is more expensive than	a phone call.		
-	a.	True	
	b.	False	
ANSWER:			False
6. Email is a good way to comm	nunicate highly cor	nfidential messages.	
	a.	True	
	b.	False	
ANSWER:			False
7. Email should not be used to c	ommunicate a long	g and complicated message.	
	a.	True	
	b.	False	
ANSWER:			True
8. All caps and bold letters shou	ld not be used in e	mail messages.	
	a.	True	
	b.	False	
ANSWER:			True
9. The writing style of a memo of	or email is direct, or	concise, and clear.	
-	a.	True	

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		b.	False				
ANSWER:					True		
10. There is no n	need to care:	fully check emails fo	or accuracy	before sending them.			
		a.	True				
		b.	False				
ANSWER:					False		
Identify the italic	cized prono	uns in the following	sentences.				
11. Who was resp	ponsible for	r the travel itinerary?	•				
	a.	demonstrative					
	b.	interrogative					
	c.	personal					
	d.	reflexive					
ANSWER:							b
12. Whom do yo	ou know is p	providing that covera	ige?				
	a.	demonstrative					
	b.	interrogative					
	c.	personal					
	d.	reflexive					
ANSWER:							а
13. The doctor w	ho is on cal	ll answered immedia	tely.				
	a.	demonstrative					
	b.	relative					
	c.	personal					
	d.	reflexive					
ANSWER:							b
14. What is the p	roper hand	washing technique?					
	a.	demonstrative					
	b.	interrogative					
	c.	personal					
	d.	reflexive					
ANSWER:							b
15. Several peop	le attended	the lecture.					
- *	a.	demonstrative					
	b.	interrogative					
	c.	indefinite					

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	d.	reflexive			
ANSWER:	u.	Tellexive		С	
16 <i>These</i> are the c	ones neede	ed at Grand Rounds Hospital.			
10. These are the c	a.	demonstrative			
	b.	interrogative			
	c.	indefinite			
	d.	reflexive			
ANSWER:				а	
17. The text, which	<i>h</i> is small.	, contains valuable medical inf	ormation.		
,	a.	demonstrative			
	b.	relative			
	c.	personal			
	d.	reflexive			
ANSWER:				b	
18. <i>None</i> is in place	e.				
•	a.	demonstrative			
	b.	interrogative			
	c.	indefinite			
	d.	reflexive			
ANSWER:				С	
19. The doctor gav	e himself	credit for the successful opera	tion.		
	a.	demonstrative			
	b.	interrogative			
	c.	indefinite			
	d.	reflexive			
ANSWER:				d	
20. <i>They</i> were the	first peop	le to apply for the position.			
	a.	demonstrative			
	b.	relative			
	c.	personal			
	d.	reflexive			
ANSWER:				С	
21. Select the word	d that is s	pelled correctly.			
	a.	brankoscopy			
	b.	branchoscopy			
	c.	bronchoscopy			
	d.	bronchocopy			

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ANSWER:			С	
22. Select the wo	rd that is spelled	correctly.		
	a.	catheter		
	b.	cateter		
	c.	cathater		
	d.	cathetor		
ANSWER:			а	
23. Select the wo	rd that is spelled	correctly.		
	a.	paltation		
	b.	palitation		
	c.	palpitation		
	d.	palpetation		
ANSWER:			С	
24. Select the wo	rd that is spelled	correctly.		
	a.	antisiptic		
	b.	anticaptic		
	c.	anteseptic		
	d.	antiseptic		
ANSWER:			d	
25. Select the wo	rd that is spelled	correctly.		
	a.	gallblader		
	b.	galbladder		
	c.	gallbladdar		
	d.	gallbladder		
ANSWER:			d	
26. Select the wo	rd that is spelled	correctly.		
	a.	chirrhoses		
	b.	chirrhosis		
	c.	cirrhosis		
	d.	cirrhasis		
ANSWER:			С	
27. Select the wo	rd that is spelled	correctly.		
	a.	urinalysis		
	b.	urrinalysis		
	c.	urinalisis		
	d.	urinalasis		
ANSWER:			а	

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28. Select the wor	d that is spelle	ed correctly.		
	a.	stethascope		
	b.	stethescope		
	c.	sthethoscope		
	d.	stethoscope		
ANSWER:				d
29. Select the wor	d that is spelle	ed correctly.		
	a.	pancreatis		
	b.	pancretitis		
	c.	pancreatitis		
	d.	pancreititis		
ANSWER:				С
Choose the correct	t pronoun to c	complete the follo	owing sentences.	
30 arrived a	s the patient r	eturned from the	recovery room.	
		a.	Them	
		b.	Us	
		c.	They	
		d.	Him	
ANSWER:				С
31. The student is	·			
		a.	she	
		b.	him	
		c.	her	
		d.	they	
ANSWER:				а
32. The medical p	ersonnel on th	ne case were	<u>.</u>	
		a.	us	
		b.	we	
		c.	them	
44/014/55		d.	you	
ANSWER:				b
33. The dental hy	gienists are	·		
		a.	them	
		b.	us	
		c.	they	
		d.	him	

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ANSWER:			С
34. This is with th	e antiseptic solution		
	a.	she	
	b.	her	
	c.	them	
	d.	him	
ANSWER:			а
35. The medical assistan	nt helped with	the medical record.	
	a.	me	
	b.	I	
	c.	we	
	d.	she	
ANSWER:			a
36. Luke and are p	ohysician-employer		
	a.	me	
	b.	I	
	c.	him	
44/014/55	d.	her	
ANSWER:			b
37. The nurse showed _	the x-ray.		
_	, a.	he	
	b.	she	
	c.	we	
	d.	him	
ANSWER:			d
20. The electrocondinary	amb vvo vaad v	vootondov, jo mot vyoulein o	
36. The electrocardiogra	арп, we used : a.	yesterday, is not working. who	
	b.	whose	
	c.	which	
	d.	whom	
ANSWER:			С
20 77	d 1: 4 1 1		
39. The nurse took		ysical is working in the clinic. which	
	a. b.	whose	
	о. с.	whom	
	d.	who	
ANSWER:	u.	WHO	d
			∽

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40. This is the centrifug	ge Chris pref	ers to use.		
	a.	who		
	b.	that		
	c.	whose		
	d.	whom		
ANSWER:				b
41. Neither Joan nor Pa	atricia reached	goal.		
	a.	his		
	b.	thier		
	c.	her		
	d.	hers		
ANSWER:				С
42. has an abnorm	nally high concent	ration of sugar in the blood, indicating	g hyperglycemia.	
	a.	Her		
	b.	They		
	c.	She		
	d.	Its		
ANSWER:				С
43. Cathy and Chris ca	librated instr	uments		
15. Catify and Chiris ca	a.	his		
	b.	their		
	c.	they're		
	d.	there		
ANSWER:				b
Choose the appropriate	form of its/it's to	correctly complete the following sent	tences.	
44. The bed alarm sour	nded warn	ng.		
ANSWER:			its	
45 okay to give ANSWER:	the patient a cup of	f water.	It's	
46. When you are finis ANSWER:	hed with the chart,	please return it to appropriat	e department.	
47. After breakfast, ANSWER:	time for phys	ical therapy.	it's	
48. Upon receiving the Copyright Cengage Learnin		e alerted the physician of cri	tical value.	Page 7

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ANSWER:		its
Choose the correct predicate pronoun	to complete the following sentences.	
49. It was (me, I) who took the ANSWER:	patient's vital signs.	I
50. The resident who ordered x-rays fo	or the patient was (he, him).	he
51. Is it (she, her) who has lo ANSWER:	wer extremity edema?	she
52. The mastectomy patient is	(her, she).	she
53. Having had adverse reactions in th ANSWER:	e past, (them, they) felt fearful of t	rying any new medications. they