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| 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 | |

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| 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 | |

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| 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 | |

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| 4. Names for persons, places, things, qualities, feelings, concepts, activities, and measures are \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | pronouns | |  | b. | adjectives | |  | c. | nouns | |  | d. | adverbs |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| 5. Sentences revolve around \_\_\_\_\_ because these words can function as subjects of verbs and objects of verbs.   |  |  |  | | --- | --- | --- | |  | a. | nouns | |  | b. | verbs | |  | c. | adjectives | |  | d. | prepositions |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 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 attended College in Arizona and studied English. | |  | c. | The President of the Company will attend the Conference in Reno on Thursday. |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 7. Pronouns are used to \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | replace nouns | |  | b. | add length to written messages | |  | c. | describe nouns | |  | d. | connect words or groups of words |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 8. *They*, *which*, *ours*, and *us* are examples of \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | nouns | |  | b. | adjectives | |  | c. | adverbs | |  | d. | pronouns |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 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 | |

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| 10. A(n) \_\_\_\_ expresses an action, an occurrence, or a state of being.   |  |  |  | | --- | --- | --- | |  | a. | adverb | |  | b. | verb | |  | c. | conjunction | |  | d. | preposition |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 11. 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 |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 12. Common \_\_\_\_ verbs include *am*, *is*, *are*, *was*, *were*, *be*, *being*, and *been*.   |  |  |  | | --- | --- | --- | |  | a. | helping | |  | b. | action | |  | c. | linking | |  | d. | transitive |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| 13. Which sentence contains a linking verb?   |  |  |  | | --- | --- | --- | |  | a. | The new vice president of marketing is Bee Xiong. | |  | 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 | |

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| 14. All complete sentences must contain at least one \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | adverb | |  | b. | adjective | |  | c. | conjunction | |  | d. | verb |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 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 | |

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| 16. *A*, *an*, and *the* are called articles. What part of speech do they represent?   |  |  |  | | --- | --- | --- | |  | a. | Prepositions | |  | b. | Pronouns | |  | c. | Conjunctions | |  | d. | Adjectives |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 17. \_\_\_\_ modify verbs, adjectives, or adverbs.   |  |  |  | | --- | --- | --- | |  | a. | Adverbs | |  | b. | Adjectives | |  | c. | Conjunctions | |  | d. | Prepositions |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 18. \_\_\_\_ often answer the questions *When?*, *How?*, *Where?*, and *To what extent?*   |  |  |  | | --- | --- | --- | |  | a. | Prepositions | |  | b. | Adjectives | |  | c. | Pronouns | |  | d. | Adverbs |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 19. 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. |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 20. \_\_\_\_ join nouns and pronouns to other words in a sentence.   |  |  |  | | --- | --- | --- | |  | a. | Interjections | |  | b. | Adjectives | |  | c. | Pronouns | |  | d. | Prepositions |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 21. Some of the most frequently used \_\_\_\_ are *at*, *by*, *far*, *from*, *in*, *of*, *to*, and *with*.   |  |  |  | | --- | --- | --- | |  | a. | adverbs | |  | b. | prepositions | |  | c. | pronouns | |  | d. | nouns |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 22. Words that connect other words or groups of words are \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | pronouns | |  | b. | nouns | |  | c. | conjunctions | |  | d. | interjections |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| 23. 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 | |

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| 24. The words *and*, *or*, *nor*, and *but* are examples of \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | interjections | |  | b. | adverbs | |  | c. | conjunctions | |  | d. | verbs |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| 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. | Holly and Brandon will organize this year's employee recognition party. |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| 26. Words expressing strong feelings, but usually unconnected grammatically to the sentence, are \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | interjections | |  | b. | adjectives | |  | c. | verbs | |  | d. | prepositions |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 27. To sound professional, credible, and objective, most business writers avoid \_\_\_\_ in business and professional messages.   |  |  |  | | --- | --- | --- | |  | a. | verbs | |  | b. | adjectives | |  | c. | interjections | |  | d. | prepositions |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| 28. 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 |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 29. 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 |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 30. 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 |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 31. 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 |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 32. 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 |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 33. 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 |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 34. 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 |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 35. 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 |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 36. 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 |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 37. 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 |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 38. 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 |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| 39. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, the word *lengthy* is a(n) \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | adjective | |  | b. | preposition | |  | c. | noun | |  | d. | verb |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 40. 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 |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 41. Which sentence uses *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 Teri said, "I will second the motion." | |  | c. | You should rehearse your answers to possible interview questions until they become second nature. |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 42. 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. |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| 43. 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. |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 44. 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. |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| 45. Which sentence uses *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 | |

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| 46. Please \_\_\_\_ me a copy of your expense report.   |  |  |  | | --- | --- | --- | |  | a. | E-mail | |  | b. | email | |  | c. | e-mail |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| 47. Which of the following is an acronym?   |  |  |  | | --- | --- | --- | |  | a. | IRS | |  | b. | OSHA | |  | c. | EPA | |  | d. | FBI |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 48. 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. Your interesting comments have \_\_\_\_ my interest.   |  |  |  | | --- | --- | --- | |  | a. | piqued | |  | b. | peeked | |  | c. | peaked |  |  |  | | --- | --- | | *ANSWER:* | a | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 50. Our company offers discounted prices \_\_\_\_ of the year.   |  |  |  | | --- | --- | --- | |  | a. | everyday | |  | 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 | |