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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. What questions do adjectives answer?

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

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| 2. Words expressing strong feelings, but usually unconnected grammatically to the sentence, are \_\_\_\_.

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

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| 3. Words that connect other words or groups of words are \_\_\_\_.

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

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

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

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

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

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| 6. \_\_\_\_ join nouns and pronouns to other words in a sentence.

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

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| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8. 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. |

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

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

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| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11. \_\_\_\_ modify verbs, adjectives, or adverbs.

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

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| 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 |

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| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14. The words *and*, *or*, *nor*, and *but* are examples of \_\_\_\_.

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

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

|  |  |  |
| --- | --- | --- |
|   | a.  | nouns |
|   | b.  | verbs |
|   | c.  | adjectives |
|   | d.  | prepositions |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

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| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 20. Names for persons, places, things, qualities, feelings, concepts, activities, and measures are \_\_\_\_.

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

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

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

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| 23. 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. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

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| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 26. All complete sentences must contain at least one \_\_\_\_.

|  |  |  |
| --- | --- | --- |
|   | a.  | adverb |
|   | b.  | adjective |
|   | c.  | conjunction |
|   | d.  | verb |

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| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

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

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| 31. To sound professional, credible, and objective, most business writers avoid \_\_\_\_ in business and professional messages.

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 32. Pronouns are used to \_\_\_\_.

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 33. Please \_\_\_\_ me a copy of your expense report.

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

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

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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?

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| --- | --- | --- |
|   | 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. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 39. Some of the most frequently used \_\_\_\_ are *at*, *by*, *far*, *from*, *in*, *of*, *to*, and *with*.

|  |  |  |
| --- | --- | --- |
|   | a.  | adverbs |
|   | b.  | prepositions |
|   | c.  | pronouns |
|   | d.  | nouns |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 40. 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 |

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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. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 42. *They*, *which*, *ours*, and *us* are examples of \_\_\_\_.

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 43. 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. |

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 44. Our company offers discounted prices \_\_\_\_ of the year.

|  |  |  |
| --- | --- | --- |
|   | a.  | everyday |
|   | b.  | every day |

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|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 45. A(n) \_\_\_\_ expresses an action, an occurrence, or a state of being.

|  |  |  |
| --- | --- | --- |
|   | a.  | adverb |
|   | b.  | verb |
|   | c.  | conjunction |
|   | d.  | preposition |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 46. Your interesting comments have \_\_\_\_ my interest.

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

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|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

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|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

|  |
| --- |
| 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 |

|  |
| --- |
| 50. a |

|  |
| --- |
| 51. a |