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

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| 1. 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? | |

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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*.   |  |  |  | | --- | --- | --- | |  | 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.   |  |  |  | | --- | --- | --- | |  | 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?   |  |  |  | | --- | --- | --- | |  | 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 | |

**Answer Key**

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| 1. b |

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| 2. a |

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| 7. a |

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| 50. a |

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| 51. a |