Canadian Business English (Canadian) 7th edition Guffey Solutions Manual

SKU: 9780176582968-SOLUTIONS

NAME _____

CHAPTER 2 Reinforcement Exercises

A. (**Self-check**) Indicate whether the following statements are true (T) or false (F).

1. In an inverted sentence, the subject comes before the verb. T
2. A group of words with a subject and a verb is automatically a complete sentence. F
3. The subject of a command or imperative sentence is always *you*. T
4. Two complete sentences incorrectly joined by a comma create a *comma splice*. T
5. The complete subject of a sentence includes a noun or pronoun and all its modifiers. T
6. A comma splice can be corrected by changing the comma to a semicolon. T
7. A run-on sentence can be corrected by inserting a comma. F
8. The verb phrase *must have been* is considered to be a linking verb. T
9. A complement may be a noun, a pronoun, or an adjective. T
10. Objects may follow either action verbs or linking verbs. F

B. Study the examples shown below. Then fill in the words necessary to complete the three sentence patterns.

Pattern No. 1: Subject–Verb

EXAMPLE: The boss called.

1. The supervisor frowned.
2. Our department has closed.
3. Students study.
4. My desk collapsed.
5. The computer rebooted.
6. The email server crashed.

Pattern No. 2: Subject–Action Verb–Object

EXAMPLE: Administrative assistants use software.

7. Indira answered the telephone.
8. The report outlines recommendations.
9. Salespeople requested support.
10. The intern has asked questions.
11. Students know their strengths.
12. Lawyers represent clients.

Pattern No. 3: Subject–Linking Verb–Complement

Fill in noun or pronoun complements.

EXAMPLE: The manager is John.

13. The applicant was Ben, he.
14. Ms. Beesla may be the one.
15. The caller could have been Ines, she.
16. The president is a lawyer.

Fill in adjective complements.

EXAMPLE: The salary is fair.

17. Her intentions were good.
18. Quebec City is beautiful.
19. The sales staff was helpful.
20. The report should have been comprehensive.

Canadian Business English (Canadian) 7th edition Guffey Solutions Manual

C. Underline the simple subject (noun or pronoun) once and the simple predicate (verb) twice.

EXAMPLE: She is resigning for personal reasons.

1. The results will be delivered by April 2.
2. Prince George is home to the University of Northern British Columbia.
3. Sales are declining.
4. On October 26 this special offer will end.
5. The company has found a replacement for Nica.
6. Beck's Parts may become our new supplier.
7. Andy preferred a handshake to a written contract.
8. Sigrid's Sandwiches will be catering the event.
9. Excellent communication skills can help you get a job.
10. All interns in our company receive extensive training.

D. The following sentences have inverted word order. To help in locating subjects, revise these sentences so that the subject comes first. Then underline the simple subject once and the verb twice.

EXAMPLE: Here are some of the necessary materials.

Some of the necessary materials are here.

1. There is no website listed for that organization. No website is listed for that organization.
2. In Hailun's inbox were nearly 200 emails. Nearly 200 emails were in Hailun's inbox.
3. What is the marketing team working on? The marketing team is working on what?
4. Here are the minutes of Tuesday's board meeting. The minutes of Tuesday's board meeting are here.
5. Has your support team read the report? Your support team has read the report?

E. Expand the following sentence fragments into complete sentences.

EXAMPLE: If I had seen the red light at the intersection, I could have stopped in time.

1. If I had just won a lottery prize of $50 million , I would start a business.

Canadian Business English (Canadian) 7th edition Guffey Solutions Manual

2. Although I promised to make up the work I'd missed , I couldn't get caught up.

3. The airline cancelled

all the flights, including those to Halifax.

4. When a job opens , Penny plans to apply for it.

5. Because I have studied hotel management , I got the job.

6. If the contract terms have been agreed upon , why hasn't he signed the contract?

7. We study grammar and writing

so that we will be able to write more effectively in the workplace.

8. Chandra returned from lunch at 1:00

and left the office at 2:00 to meet a client.

F. Write the correct letter(s) after each of the following groups of words to indicate whether it represents a correctly punctuated sentence, a fragment, a comma splice, or a run-on sentence.

c = correctly punctuated sentence
f = fragment
cs = comma splice
ro = run-on sentence

EXAMPLE: Because the world seems to be getting smaller. f

1. Anyone doing business in another country should learn what kinds of gifts are expected and under what circumstances to give them. c
2. The district manager has seven offices to visit in five days, therefore, she will be here for only half a day. cs
3. Although we have a powerful printer capable of producing high-quality graphics. f
4. Amina wanted a practical spreadsheet program she just didn't know what to purchase. ro
5. In North America, making eye contact is a sign of confidence and sincerity. c
6. A company newsletter may help keep employees informed, but we may have difficulty getting everyone to read it. c
7. Some companies may require in-depth personal investigations. c
8. Particularly companies that have exceptional security concerns. f
9. We have tried to collect this account in a friendly manner, our efforts, however, have failed to secure your co-operation. cs
10. Being on time is important in North America in some other countries time is less important. ro
11. Research suggests that stress is associated with ulcers and heart disease. c
12. Next Monday is Victoria Day, hence all branch offices will be closed. cs

Canadian Business English (Canadian) 7th edition Guffey Solutions Manual

13. Mornings seem to be better than afternoons for catching business executives in their offices. c

14. Because Singapore flourishes as a centre of banking, shipbuilding, offshore-oil technology, refining, aircraft maintenance, electronics manufacturing, and international trade. f

15. The timing is right for expanding into other markets if we have a product that can make an impact. c

16. The executive teams are finalizing a plan for integration the two companies may both see some layoffs. ro

17. Thank you for your support, the entire neighbourhood benefits from a strong business association. cs

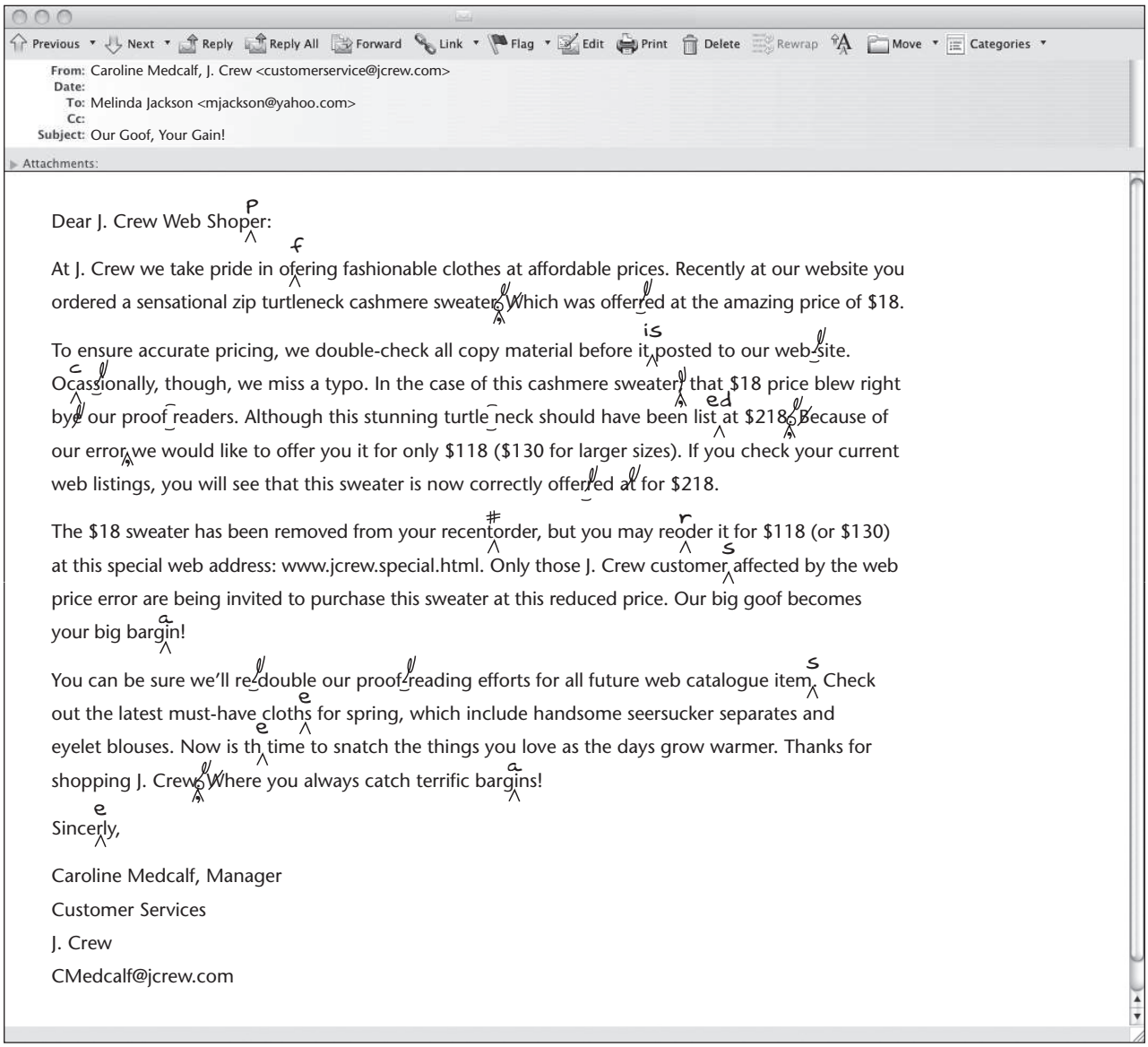
18. When the human resources department makes its decision. f

For class discussion: In the preceding exercise, how could each of the incorrectly punctuated groups of words be made acceptable?

Canadian Business English (Canadian) 7th edition Guffey Solutions Manual

EDITOR'S CHALLENGE

The following email message contains errors in sentence structure and spelling, as well as other common errors. Make corrections. Your instructor may ask you to read about proofreading marks on p. 30 and to use those marks in noting your corrections.



Previous Next Reply Reply All Forward Link Flag Edit Print Delete Rewrap Move Categories

From: Caroline Medcalf, J. Crew <customerservice@jcrew.com>
Date:
To: Melinda Jackson <mjackson@yahoo.com>
Cc:
Subject: Our Goof, Your Gain!

Attachments:

Dear J. Crew Web Shoper:

At J. Crew we take pride in ofering fashionable clothes at affordable prices. Recently at our website you ordered a sensational zip turtleneck cashmere sweater, which was offerred at the amazing price of $18.

To ensure accurate pricing, we double-check all copy material before it posted to our web site. Ocassionally, though, we miss a typo. In the case of this cashmere sweater that $18 price blew right by our proof readers. Although this stunning turtle neck should have been list at $218, because of our error we would like to offer you it for only $118 ($130 for larger sizes). If you check your current web listings, you will see that this sweater is now correctly offerred at for $218.

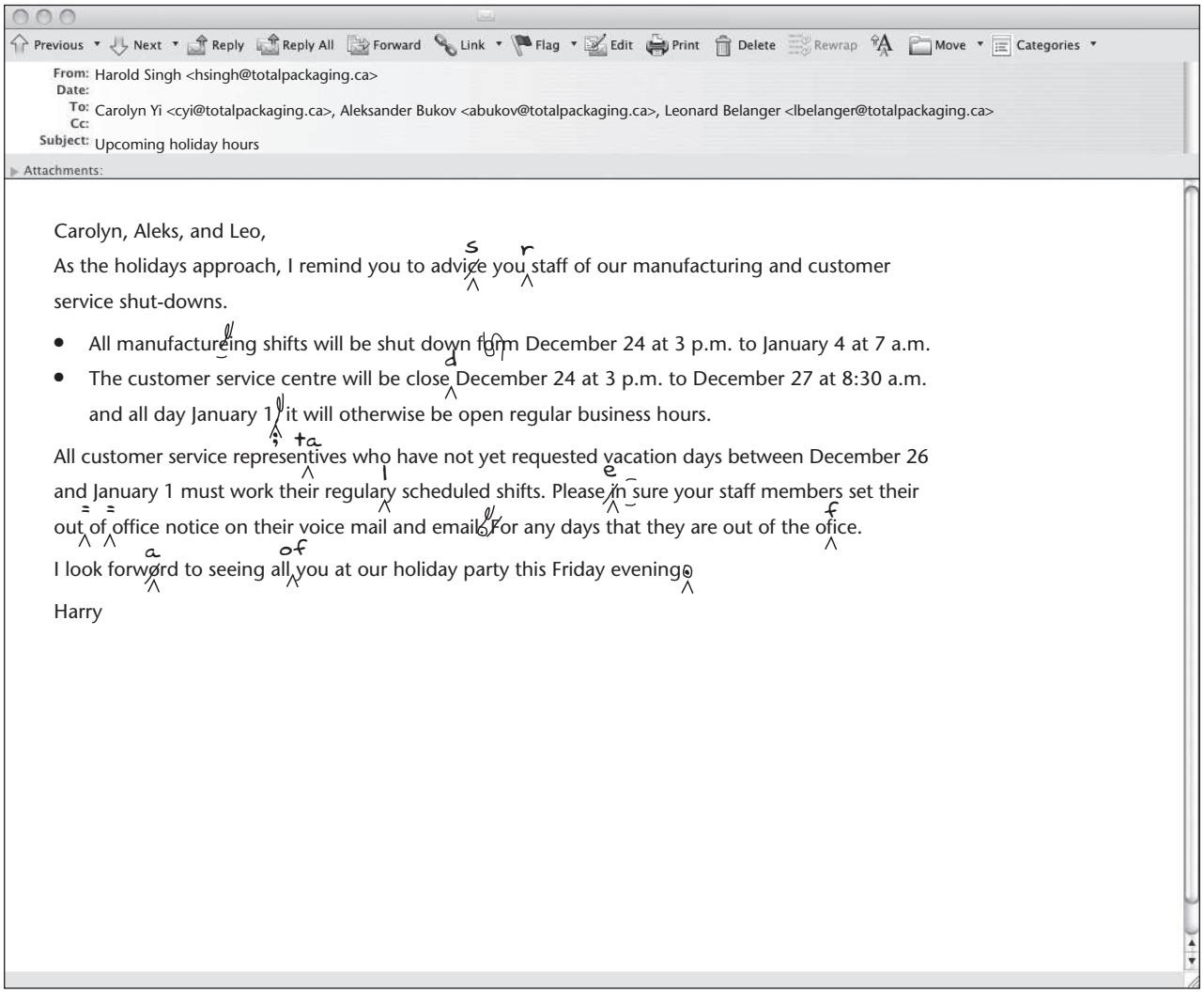
The $18 sweater has been removed from your recentorder, but you may reoder it for $118 (or $130) at this special web address: www.jcrew.special.html. Only those J. Crew customer affected by the web price error are being invited to purchase this sweater at this reduced price. Our big goof becomes your big bargin!

You can be sure we'll re-double our proof-reading efforts for all future web catalogue item. Check out the latest must-have cloths for spring, which include handsome seersucker separates and eyelet blouses. Now is th time to snatch the things you love as the days grow warmer. Thanks for shopping J. Crew, where you always catch terrific bargins!

Sincerly,

Caroline Medcalf, Manager
Customer Services
J. Crew
CMedcalf@jcrew.com

Canadian Business English (Canadian) 7th edition Guffey Solutions Manual



Canadian Business English (Canadian) 7th edition Guffey Solutions Manual

NAME _____

UNIT 1 REVIEW ▮ Chapters 1 and 2 (Self-Check)

Begin your review by rereading Chapters 1 and 2. Then check your comprehension of those chapters by filling in the blanks in the exercises that follow. Compare your responses with those provided at the end of the book, p. 535.

Read the following sentence carefully. Identify the parts of speech for the words as they are used in this sentence.

He glanced at the numbers and then announced his relief.

1. *He*	(a) noun	(b) pronoun	(c) adj	(d) adverb	b
2. *glanced*	(a) conj	(b) prep	(c) verb	(d) adverb	c
3. *at*	(a) conj	(b) prep	(c) adj	(d) adverb	b
4. *the*	(a) noun	(b) pronoun	(c) adj	(d) adverb	c
5. *numbers*	(a) noun	(b) pronoun	(c) adj	(d) adverb	a
6. *and*	(a) noun	(b) pronoun	(c) conj	(d) prep	c
7. *then*	(a) noun	(b) adverb	(c) conj	(d) prep	b
8. *announced*	(a) verb	(b) adj	(c) adverb	(d) prep	a
9. *his*	(a) noun	(b) pronoun	(c) adj	(d) prep	c
10. *relief*	(a) noun	(b) pronoun	(c) adj	(d) prep	a

For each of the following statements, determine the word or phrase that correctly completes that statement and write its letter in the space provided.

11. In the sentence *Excellent communication skills can help you get a job*, the simple subject is (a) Excellent, (b) communication, (c) skills, (d) you. c

12. In the sentence *Here are the requested files*, the verb is (a) Here, (b) are, (c) requested, (d) files. b

13. In the sentence *The applicant for the position was impressive*, the complement is (a) for, (b) position, (c) was, (d) impressive. d

14. In the sentence *We will hire her for the job*, the verb is (a) will, (b) hire, (c) will hire, (d) job. c

15. In the sentence *She looked unwell,* the word *looked* is considered a (a) linking verb, (b) helping verb, (c) action verb, (d) subject. a

16. The sentence *She visited the head office last week* represents what sentence pattern? (a) subject–verb, (b) subject–action verb–object, (c) subject–linking verb–complement, (d) subject–linking verb–object. b

Canadian Business English (Canadian) 7th edition Guffey Solutions Manual

From the list below, select the letter or letters that describe each of the following groups of words.

c = complete sentence f = fragment cs = comma splice ro = run-on sentence

17. Ryan works part-time during the school year, however, he plans to work full-time over the summer. cs

18. However, the forms must still be filled out. c

19. We turned on our computers when we arrived, and we left them on all day. c

20. Whatever you need us to do. f

21. Many employees have signed up for the in-service training, it is scheduled for February 16. cs

22. Although you will be on vacation when your cheque is issued. f

23. Complete the form and send it with your cheque. c

24. Our corporate headquarters will be moved next year then we expect to be transferred. ro

25. The letter arrived today, the package should be here next week. cs

26. Some employers weigh education and grades heavily, some focus more on experience. cs

27. Sign and return the contract we will be in touch once we receive it. ro

FAQ REVIEW

Select the word or phrase that correctly completes each statement, and write its letter in the corresponding blank.

28. (a) Thankyou, (b) Thank-you, (c) Thank you for submitting the report early. c

29. Jerome comes into the office (a) every day (b) everyday (c) every-day with a positive attitude. a

30. The account manager wants to schedule a product demonstration (a), then (b); then he hopes we will place an order. b

31. The reason I am late is (a) because, (b) that my car stalled. b

32. An email message should (a) always, (b) never, (c) sometimes begin with a salutation. c

Canadian Business English (Canadian) 7th edition Guffey Solutions Manual

Writing Application 1.1

This exercise calls for students to write an introductory letter to you. It should be modelled on the letter shown on page 32 of the textbook. This is a good opportunity for you to learn about your students and to assess their writing skills as well as their proficiency in grammar, usage, and punctuation.

810 North Miller Road
Vancouver, BC V6B 4H3
September 8, 201x

Professor Margaret M. Sullivan
Department of Business Administration
Schoolcraft College
Vancouver, BC V6B 5H6

Dear Professor Sullivan:

I enrolled this class to help me improve the way I use language. I know that communication skills are important, and I'm afraid that my present skills are below average. They're not good enough for me to get the kind of job I want. I also enrolled in this class because it's required in my program of study.

Accounting is my major. I chose this field because I like working with figures. And because I know that many good jobs are available in accounting. Although I thought that accountants worked totaly with figures. My adviser tells me that accountants also need to be able to explain their work to management, to fellow employees, and to clients. My language skills are not terrific, and I want to improve. When I finish my accounting program, I hope to get a job in the entertainment industry as a junior Accountant.

I have a part time job at Pizza Bob's. Where I deliver pizzas to campus dormitories or to apartments an homes. I like my job because I get to meet people and because it helps me pay for my car and it's insurance.

When I'm not studing or working, I like to surf the internet. My favourite places to visit are websites devoted to unusual hobbys and businesses. Right now I'm interested in "CyberSlice," a site showing the menus of participating pizzerias in a neighbourhood. May be I can get Pizza Bob to participate!

Sincerely,

Mark Avila

Mark Avila

Canadian Business English (Canadian) 7th edition Guffey Solutions Manual