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Name:_____ Class:_____ Date:_____

Chapter 1 - Parts of Speech

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

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

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

4. What is the term for names of persons, places, things, qualities, feelings, concepts, activities, and measures?
   a. Pronouns
   b. Adjectives
   c. Nouns
   d. Adverbs

ANSWER: c

5. Sentences revolve around which of the following type of words because they can function as subjects of verbs and objects of verbs?
   a. Nouns
   b. Verbs
   c. Adjectives
   d. Prepositions

ANSWER: a

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 she attended College in Arizona and studied English.
   c. The President of the Company will attend the Conference in Reno on Thursday.

ANSWER: a

7. What is the purpose of pronouns?

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

ANSWER: a

8. *They, which, ours,* and *us* are examples of which part of speech?
a. Nouns
b. Adjectives
c. Adverbs
d. Pronouns

ANSWER: d

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

10. Which part of speech expresses an action, an occurrence, or a state of being?
a. Adverb
b. Verb
c. Conjunction
d. Preposition

ANSWER: b

11. In the sentence *Facebook connects users with families and friends all over the world,* the word *connects* serves as which type of verb?
a. Linking
b. Action
c. Helping

ANSWER: b

12. Which common type of verb includes words like *am*, *is*, *are*, *was*, *were*, *be*, *being*, and *been*?
a. Helping
b. Action
c. Linking
d. Transitive

ANSWER: c

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.

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ANSWER: a

14. All complete sentences must contain at least one instance of which part of speech?
    a. Adverb
    b. Adjective
    c. Conjunction
    d. Verb

ANSWER: d

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

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

ANSWER: d

17. Which part of speech modifies verbs, adjectives, or adverbs?
    a. Adverbs
    b. Adjectives
    c. Conjunctions
    d. Prepositions

ANSWER: a

18. Which part of speech often answers the questions *When?*, *How?*, *Where?*, and *To what extent?*
    a. Prepositions
    b. Adjectives
    c. Pronouns
    d. Adverbs

ANSWER: d

19. Which sentence contains an adverb?
    a. Briana will meet with her supervisor on Wednesday for her 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

20. Which part of speech joins nouns and pronouns to other words in a sentence?
    a. Interjections

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b. Adjectives
c. Pronouns
d. Prepositions

ANSWER: d

21. Some of the most frequently used examples of which part of speech are *at*, *by*, *far*, *from*, *in*, *of*, *to*, and *with*?
a. Adverbs
b. Prepositions
c. Pronouns
d. Nouns

ANSWER: b

22. 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

23. What is the term for words that connect other words or groups of words?
a. Pronouns
b. Nouns
c. Conjunctions
d. Interjections

ANSWER: c

24. Which part of speech includes the words *and*, *or*, *nor*, and *but*?
a. Interjections
b. Adverbs
c. Conjunctions
d. Verbs

ANSWER: c

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. Imani and Brandon will organize this year's employee recognition party.

ANSWER: c

26. What is the term for words that express strong feelings but are usually unconnected grammatically to the sentence?
a. Interjections
b. Adjectives
c. Verbs
d. Prepositions

ANSWER: a

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27. In order to sound professional, credible, and objective in business and professional messages, what do most business writers avoid?
    a. Verbs
    b. Adjectives
    c. Interjections
    d. Prepositions

ANSWER: c

28. In the sentence *They discussed four important issues at the meeting,* which part of speech is the word *four?*
    a. Adverb
    b. Adjective
    c. Conjunction
    d. Preposition

ANSWER: b

29. In the sentence *They discussed four important issues at the meeting*, which part of speech is the word *They?*
    a. Interjection
    b. Adjective
    c. Conjunction
    d. Pronoun

ANSWER: d

30. In the sentence *They discussed four important issues at the meeting*, which part of speech is the word *at?*
    a. Adverb
    b. Adjective
    c. Conjunction
    d. Preposition

ANSWER: d

31. In the sentence *They discussed four important issues at the meeting*, which part of speech is the word *issues?*
    a. Noun
    b. Pronoun
    c. Verb
    d. Adjective

ANSWER: a

32. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website*, which part of speech is the word *sales?*
    a. Adverb
    b. Noun
    c. Conjunction
    d. Adjective

ANSWER: d

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33. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website,* which part of speech is the word *descriptions?*

a. Adverb
b. Noun
c. Interjection
d. Verb

ANSWER: b

34. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website*, which part of speech is the word *and?*

a. Interjection
b. Conjunction
c. Preposition
d. Adjective

ANSWER: b

35. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website*, which part of speech is the word *reviewed?*

a. Adverb
b. Conjunction
c. Noun
d. Verb

ANSWER: d

36. In the sentence *Trinity and the sales representative reviewed the product descriptions on the website*, which part of speech is the word *the?*

a. Adjective
b. Verb
c. Adverb
d. Noun

ANSWER: a

37. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, which part of speech is the word *carefully?*

a. Adjective
b. Preposition
c. Verb
d. Adverb

ANSWER: d

38. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, which part of speech is the word *proofread?*

a. Noun
b. Interjection

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c. Verb
d. Adverb

ANSWER: c

39. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, which part of speech is the word *lengthy?*
a. Adjective
b. Preposition
c. Noun
d. Verb

ANSWER: a

40. In the sentence *Tanika carefully proofread her lengthy message before she sent it*, which part of speech is the word *message?*
a. Noun
b. Pronoun
c. Conjunction
d. Verb

ANSWER: a

41. Which sentence uses the word *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 Taylor said, "I will second the motion."
c. You should rehearse your answers to possible interview questions until they become second nature.

ANSWER: a

42. Which sentence uses the word *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

43. Which sentence uses the word *volunteer* as an action verb?
a. Ahmet will be a volunteer for the Special Olympics this Saturday in Douglass Park.
b. Please volunteer for the event sponsored by the Special Olympics this Saturday in Douglass Park.
c. The Special Olympics needs many volunteer workers for this Saturday's event in Douglass Park.

ANSWER: b

44. Which sentence uses the word *control* as a verb?
a. Ethan adjusted the control on the printing machine.
b. Alivia 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 the word *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

46. Identify the correct way to complete the following sentence: *Please _____ me a copy of your expense report*.
    a. E-mail
    b. email
    c. e-mail

ANSWER: b

47. Which of the following is an acronym?
    a. IRS
    b. OSHA
    c. EPA
    d. FBI

ANSWER: b

48. Identify the correct way to complete the following sentence: *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. Identify the correct way to complete the following sentence: *Your interesting comments have _____ my interest*.
    a. piqued
    b. peeked
    c. peaked

ANSWER: a

50. Identify the correct way to complete the following sentence: *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

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Instructor Manual

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Purpose and Perspective of the Chapter

This chapter provides a brief overview of the parts of speech. In future chapters students will learn about each part of speech in greater detail. Learning the eight parts of speech helps students develop the working vocabulary necessary to discuss and study the language. They especially need to recognize the parts of speech in the context of sentences. This recognition is important because many words function in more than one role. Being able to do identify the parts of speech in a document will help students punctuate correctly and choose precise words for clear, powerful writing. Using the parts of speech correctly will also help them sound more professional and intelligent on the job. In addition, understanding the roles different parts of speech play in written and oral communication are helpful in learning another language.

Chapter Objectives

The following objectives are addressed in this chapter:

1-1 Understand the relevance, value, and importance of business English to you and your career.

1-2 Define the eight parts of speech and recognize how they function in sentences.

Complete List of Chapter Activities and Assessments

The following activities are found in the PPT associated with this chapter:

Chapter Objective	PPT slide	Activity/Assessment	Duration
N/A	3	Icebreaker	< 15 min
1-2	19	Knowledge Check	< 5 min
1-2	21	Knowledge Check	< 5 min

The following activities are located in this chapter:

- Pretest
- Spot the Blooper
- Reinforcement Exercises
- Chat About It
- Real-World Editing

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- Posttest

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CHAPTER OUTLINE

I. Why Study Business English?
   a. Increasing Emphasis on Workplace Communication
   b. What Does This Mean for You?

II. The Eight Parts of Speech
   a. Nouns
   b. Pronouns
   c. Verbs
   d. Adjectives
   e. Adverbs
   f. Prepositions
   g. Conjunctions
   h. Interjections

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ADDITIONAL RESOURCES

In addition to this manual, the following instructor materials are available for this textbook:

TEACHING RESOURCES

- About Business English
- PowerPoint Slides
- Educator's Guide
- Teaching Online Guide
- MindTap Planning Guide

ASSESSMENT RESOURCES AND PRACTICE OPPORTUNITIES

- Spot the Blooper (Additional activities)
- Quizzes
- Solutions Manual
- Test Bank

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SUPPLEMENTS

- Grammar and Mechanics Handouts

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