Business English 13th edition Guffey Test Bank

SKU: 9781337910811-TEST-BANK

MULTIPLE CHOICE

1 : To be complete, sentences must make sense and contain a subject and a ____.
A : comma
B : dependent clause
C : helping verb
D : predicate

Correct Answer : D

2 : Which of the following is an incomplete sentence?
A : Social media sites such as Facebook and Twitter have become popular marketing tools for businesses.
B : Because technology has enabled businesses to reach new customers.
C : Many businesses are still reluctant to use social media sites to market their products or services.

Correct Answer : B

3 : A noun or pronoun that tells who or what the sentence is about is called a ____.
A : predicate
B : simple subject
C : clause
D : phrase

Correct Answer : B

4 : Identify the simple subject in the following sentence: Vaughn, who is the account representative for PMA Industries, will retire on Monday.
A : Vaughn
B : representative
C : account
D : Vaughn, who is the account representative for PMA Industries,

Correct Answer : A

5 : In the sentence Businesses in many states are taking advantage of low-interest loans to expand their international sales, the complete subject is ____.
A : Businesses
B : sales
C : Businesses in many states
D : loans

Correct Answer : C

6 : The ____ of a sentence is a verb or verb phrase that tells what the subject is doing or what is being done to the subject.
A : simple predicate
B : complete predicate
C : simple subject
D : complete subject

Correct Answer : A

7 : In the sentence Logan must update his portfolio before his interview on Friday, the complete predicate is ____.
A : update
B : must update
C : must update his portfolio before his interview on Friday
D : update his portfolio

Correct Answer : C

8 : In the sentence Camille should have been more confident during her interview, the words should have been are a ____.
A : verb phrase
B : complete predicate
C : complete subject
D : simple subject

Correct Answer : A

9 : In the sentence Superior Lake College will be applying for a federal grant to expand course offerings for health care occupations, the principal verb is ____.
A : will
B : be
C : applying
D : grant

Correct Answer : C

10 : Which of the following statements about clauses and phrases is most accurate?
A : Phrases contain subjects and verbs; clauses do not.
B : Every sentence will include at least one clause and one phrase.
C : Clauses have subjects and verbs; phrases do not.

Correct Answer : C

11 : Words such as if, when, because, and as often introduce ____.
A : dependent clauses
B : independent clauses
C : phrases

Correct Answer : A

12 : The words in the product description on your website are a(n) ____.
A : dependent clause
B : independent clause
C : phrase

Correct Answer : C

13 : The words if you register for the seminar by midnight tonight are a(n) ____.
A : dependent clause
B : independent clause
C : phrase

Correct Answer : A

14 : The words stockholders approved the merger by a narrow margin could be classified as a(n)_____.
A : dependent clause
B : independent clause
C : phrase

Correct Answer : B

15 : Which of the following sentences contains a dependent clause?
A : The team submitted its request for additional personnel, but budget constraints limited the hiring of any new employees.
B : The manager presented the proposal and explained each component in a multimedia presentation.
C : When preparing your résumé, list your name, mailing address, phone number, and e-mail address first.

Correct Answer : C

16 : _____ sentences contain one independent clause.
A : Simple
B : Compound
C : Complex
D : Compound-complex

Correct Answer : A

17 : A _____ sentence contains two complete but related thoughts.
A : simple
B : compound
C : complex
D : compound-complex

Correct Answer : B

18 : All of the following are acceptable ways to join the two independent clauses in a compound sentence except by using a _____.
A : comma
B : semicolon
C : semicolon followed by a conjunctive adverb such as *however, consequently,* or *therefore* and a comma
D : comma and a coordinating conjunction such as *and*, *but*, or *or*

Correct Answer : A

19 : _____ sentences contain an independent clause and a dependent clause.
A : Simple
B : Compound
C : Complex
D : Compound-complex

Correct Answer : C

20 : _____ sentences contain at least two independent clauses and one dependent clause.
A : Simple

B : Compound
C : Complex
D : Compound-complex

Correct Answer : D

21 : The Senate recently passed antispam legislation, but many consumers have little faith in its ability to reduce spam is an example of a ____ sentence.
A : simple
B : compound
C : complex
D : compound-complex

Correct Answer : B

22 : Although most people use spam filters, some spam messages still get through is an example of a ____ sentence.
A : simple
B : compound
C : complex
D : compound-complex

Correct Answer : C

23 : Which of the following is a simple sentence?
A : Small companies need a well-designed logo, an easy-to-pronounce name, and professional marketing materials.
B : When the grant is approved, we will begin installing a completely fiber optic network.
C : Four individuals applied for the marketing position, but only two of them had the required job experience.

Correct Answer : A

24 : Which of the following is a compound sentence?
A : The manufacturing department must cut costs by 15 percent and layoff three employees.
B : If voters pass the referendum question, site work and construction on the new school will begin in May.
C : Your interview is scheduled for 3 p.m. on Thursday, and you can expect to spend about two hours with the committee.

Correct Answer : C

25 : Which of the following is a complex sentence?
A : Cellular phones have become a significant business tool; therefore, individuals must demonstrate proper cell phone etiquette.
B : Employees can now view company information on Facebook and Twitter.
C : Although the interest rate has decreased, many people are still finding it difficult to purchase a home.

Correct Answer : C

26 : In the sentence This year our sales increased during the holiday shopping season, the sentence pattern is ____.
A : subject?verb
B : subject?action verb?object
C : subject?linking verb?complement
D : inverted order

Correct Answer : A

27 : In the sentence Duasong attended the required all-staff meeting on Monday, the sentence pattern is _____.
A : subject?verb
B : subject?action verb?object
C : subject?linking verb?complement
D : inverted order

Correct Answer : B

28 : In the sentence Ms. Hernandez is the recipient of this year's Culture of Excellence award, the sentence pattern is _____.
A : subject?verb
B : subject?action verb?object
C : subject?linking verb?complement
D : inverted order

Correct Answer : C

29 : In the sentence Lying on my desk is the budget for the marketing department, the sentence pattern is _____.
A : subject?verb
B : subject?action verb?object
C : subject?linking verb?complement
D : inverted order

Correct Answer : D

30 : Which of the following demonstrates the subject--action verb--object pattern?
A : The new account representative for PC Technologies will be Beth Hines.
B : Sales Manager Rebecca Thomas submitted her travel reimbursement forms on Monday.
C : Where should the information technology team meet on Tuesday?

Correct Answer : B

31 : Which of the following demonstrates the subject--linking verb--complement pattern?
A : Sarah sent a short e-mail message to her staff on Friday.
B : Here are the keys to your new four-door Ford Focus.
C : The CEO of Apple is Tim Cook, a Duke University graduate.

Correct Answer : C

32 : Identify the following group of words: IKEA, a Swedish-based company, designs and sells ready-to-assemble furniture at discounted prices
A : command
B : statement
C : question
D : exclamation

Correct Answer : B

33 : Identify the following group of words: Have you thought about creating a LinkedIn account
A : command
B : statement
C : question
D : exclamation

Correct Answer : C

34 : Identify the following group of words: Consider switching your wireless service to one of our customizable plans
A : command
B : statement
C : question
D : exclamation

Correct Answer : A

35 : Identify the following group of words: What an outstanding proposal Landon created
A : command
B : statement
C : question
D : exclamation

Correct Answer : D

36 : Which of the following should be punctuated with a question mark?
A : I wonder if my boss has read my proposal for reducing employee fatigue
B : Anna asked if she was scheduled to work on Sunday
C : Will my account be credited by the end of the week

Correct Answer : C

37 : What is the subject in the following word group: Create a LinkedIn account and identify your skills, education, and job titles.
A : Create
B : You
C : LinkedIn

Correct Answer : B

38 : Identify the following group of words: If you approve my proposal to telecommute two days per week.
A : correctly punctuated sentence
B : fragment
C : comma splice
D : run-on sentence

Correct Answer : B

39 : Identify the following group of words: Sarah would like to accept the IT position, but she does not want to relocate to Houston.
A : correctly punctuated sentence
B : fragment

C : comma splice
D : run-on sentence

Correct Answer : A

40 : Identify the following group of words: Brenda interviewed for an accounting position with BMI Industries on Friday she declined their job offer.
A : correctly punctuated sentence
B : fragment
C : comma splice
D : run-on sentence

Correct Answer : D

41 : Which of the following is a fragment?
A : Six Sigma has helped many companies manage their processes and eliminate waste.
B : Julie Millerman, the vice president of operations at File Solutions, spoke at the national conference on data storage and security.
C : Because I am interested in an accounting position with a firm specializing in personal income tax returns.

Correct Answer : C

42 : Which of the following is a correctly punctuated sentence?
A : Annette will work for Lisa on Saturday morning, Max will work for Trey on Sunday afternoon.
B : Annette will work for Lisa on Saturday morning, and Max will work for Trey on Sunday afternoon.
C : Annette will work for Lisa on Saturday morning Max will work for Trey on Sunday afternoon.

Correct Answer : B

43 : Which of the following is a comma splice?
A : Abbie created a center for dementia patients, and it is open seven days a week.
B : Because of the popularity of Twitter and other social media sites.
C : Research the company carefully, then decide whether you would like to apply.

Correct Answer : C

44 : Which of the following is a run-on sentence?
A : We are looking for an applicant who has five years of experience in the information technology field and who can work well with others.
B : Many celebrities post comments on Twitter this allows them to share their thoughts with millions of people instantaneously.
C : Cathy assigned many office-related tasks to Sarah, an intern from the universitys business department.

Correct Answer : B

45 : All of the following are acceptable ways to correct a run-on sentence except _____.
A : adding a comma and a coordinating conjunction between the two independent clauses
B : separating the thoughts into two sentences
C : adding a semicolon between the two independent clauses
D : adding a comma between the two independent clauses

Correct Answer : D

46 : You should send an individual ____ message to all members of your hiring committee.
A : thank-you
B : thankyou
C : thank you

Correct Answer : A

47 : If my proposal is ____ with you, I will fax it to our client immediately.
A : all right
B : alright
C : allright

Correct Answer : A

48 : It appears that ____ of applicants do not meet the minimum qualifications.
A : alot
B : allot
C : a lot

Correct Answer : C

49 : When writing a report, always ____ your sources to avoid charges of plagiarism.
A : site
B : cite
C : sight

Correct Answer : B

50 : Abby was not hired as the outreach coordinator because she seemed ____ in the mission of our company.
A : disinterested
B : uninterested
C : noninterested

Correct Answer : B

51 : Which one of the following sentences is the most preferred way to express the idea?
A : There were ten managers at the all-employee meeting today.
B : Ten managers were at the all-employee meeting today.
C : At the all-employee meeting today were ten managers.

Correct Answer : B