

Chapter and Unit Exercise Solutions

NAME _____

CHAPTER 1 ■ Reinforcement Exercises

A. (Self-check) Complete these statements.

1. Names for persons, places, things, qualities, feelings, concepts, measures, and activities are
 (a) verbs (b) adjectives (c) nouns (d) pronouns c
2. Words that substitute for nouns are
 (a) interjections (b) pronouns (c) adjectives (d) conjunctions b
3. The part of speech that answers the question *What kind?* is a/an
 (a) adverb (b) adjective (c) interjection (d) conjunction b
4. Words such as *slowly* and *tomorrow* that answer the questions *How?* and *When?* are
 (a) adverbs (b) adjectives (c) pronouns (d) conjunctions a
5. *I, us, you, they, hers,* and *he* are examples of
 (a) nouns (b) pronouns (c) verbs (d) adverbs b
6. Words that express an action, an occurrence, or a state of being are
 (a) nouns (b) pronouns (c) adjectives (d) verbs d
7. *The, a,* and *an* are a special group of adjectives called
 (a) joiners (b) limiters (c) descriptors (d) articles d
8. *Wow, well,* and *oh* are examples of
 (a) conjunctions (b) adverbs (c) pronouns (d) interjections d
9. *And, or, nor,* and *but* are
 (a) conjunctions (b) verbs (c) interjections (d) adverbs a
10. Words such as *by, in,* and *of* that join noun or pronoun objects to other words in sentences are
 (a) adverbs (b) prepositions (c) interjections (d) adjectives b

B. In each of the following groups of sentences, one word is used as an adjective, as a noun, and as a verb. For each sentence indicate the part of speech for the italicized word.

- EXAMPLE:** Much *work* must be done. noun
- Can you *work* overtime? verb
- We need two *work* orders. adjective
1. Factory workers must punch a *time* clock. adjective
 2. We have little *time* in which to make a decision. noun
 3. The coach will *time* the runners. verb

1. c 2. b 3. b 4. a 5. b 6. d 7. d 8. d 9. a 10. b

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| 4. Put that desk in the <i>corner</i> . | <u>noun</u> |
| 5. The new truck certainly does <i>corner</i> well. | <u>verb</u> |
| 6. CEOs seem to prefer <i>corner</i> offices. | <u>adjective</u> |
| 7. Advertisements promised instruction from a <i>master</i> teacher. | <u>adjective</u> |
| 8. Few students can <i>master</i> web design in a short course. | <u>verb</u> |
| 9. Warren Buffet is a <i>master</i> in the field of investing. | <u>noun</u> |

Write complete sentences using the word *jet* as the part of speech indicated.

10. (noun) The jet took off with a roar.
11. (adjective) She's a member of the international jet set.
12. (verb) She and her friends jet frequently from one country to another.

Write complete sentences using the word *set* as the part of speech indicated.

13. (noun) She has a complete set of dishes.
14. (adjective) The president had a set agenda for the meeting.
15. (verb) She set the plate of cookies on the table.

- C.** Read the following sentences. Taking into account the function of each word within each sentence, identify the part of speech of each word shown. Use a dictionary if necessary.

She hurriedly scanned several email messages before the meeting.

She	<u>pronoun</u>	email	<u>adjective</u>
hurriedly	<u>adverb</u>	messages	<u>noun</u>
scanned	<u>verb</u>	before	<u>preposition</u>
several	<u>adjective</u>	meeting	<u>noun</u>

One email message contained a virus, but it was very quickly deleted.

One	<u>adjective</u>	a	<u>adjective</u>	was	<u>verb</u>
email	<u>adjective</u>	virus	<u>noun</u>	very	<u>adverb</u>
message	<u>noun</u>	but	<u>conjunction</u>	quickly	<u>adverb</u>
contained	<u>verb</u>	it	<u>pronoun</u>	deleted	<u>verb</u>

- D.** In each of the following sentences, identify the verb. Each sentence contains only one verb. As an added challenge, try to identify whether the verb is an action verb or a linking verb.

1. Many colleges now offer free lectures on YouTube. offer
2. Google Earth provides satellite images of geographic areas around the world. provides

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| 3. The hotel manager selected four trainees from among many applicants. | <u>selected</u> |
| 4. Her outgoing voice mail message sounds professional. | <u>sounds</u> |
| 5. Please deliver the computers and printers before April 4. | <u>deliver</u> |
| 6. The manager and the human resources director studied all job descriptions carefully. | <u>studied</u> |
| 7. Words are the most powerful drug in the world. | <u>are</u> |
| 8. Too much month was left over at the end of Antonia's money. | <u>felt</u> |
| 9. She dreams about a bright future. | <u>dreams</u> |
| 10. I am very pleased about your new job! | <u>am</u> |

EDITOR'S CHALLENGE

To develop your vocabulary skills, supply a single word for each blank in the following memo and letter. The word you supply should represent the part of speech shown.



TO: Allison Hever
FROM: Tran Nguyen
DATE: June 3, 201x
SUBJECT: JOB-SEARCH ADVICE

I'm sorry to learn that you have completed your internship with us and that you will be leaving, Allison. Since you (verb) requested advice in finding a job, I'd like to share with you a few pointers that I've learned.

My experience suggests that serious candidates will devote as much (noun) effort to job hunting as they do (preposition) to working at a full-time job. If possible, hand-deliver your resumé (conjunction) and your cover letter to the (noun) person in charge of hiring.

Be sure that your (adjective) cover letter (verb) addresses the requirements of the position advertised. If you send your resumé by mail, it's a(n) (adjective) good idea to follow up with a telephone call in a few days. A(n) (adverb) surprisingly high number of resúms are never received, are lost, or are thrown out.

You'll find that an interviewer often asks why (pronoun) you want this particular job. In addition to answering (noun) questions, you should be prepared to ask (adjective) some questions of your own. Try to remember that interviews are (adjective) great learning experiences, whether (conjunction) or not you get the job.

I hope this (noun) advice is helpful to you, and I wish you well in your (adjective) job search.

Miss Alice Evans
Retail Credit Department
Union National Bank
P.O. Box 2051
Edmonton, AB T5W 4B3

Dear Miss Evans:

SUBJECT: Charges to Credit Account #4002-3422-8910-3299

Because of the wide acceptance of the Visa (adjective) credit card and because (preposition) of the low interest rate at your bank, my wife and I became cardholders two (noun) years ago. Recently, however, we had a charge to (adjective) our account that we would like to discuss (preposition) with you.

Between August 7 (conjunction) and September 17, we made 12 small purchases. Ten of (pronoun) them received telephone approval. When we (verb) received our October statement, we were surprised to see a \$10 charge for each of these purchases because our account was over the limit. The total charge (verb) was \$120.

We (adverb) certainly should have been more aware of the limit and the number of charges we made, (conjunction) but we assumed that if we received telephone approval, we were still within (adjective) our limit. Upon receiving our October statement, we (adverb) immediately called your (noun) institution and were referred to Mr. Alan Moore. (Pronoun) He said he could do nothing because our purchases had been over the limit of the card.

Please (verb) review our account, Miss Evans, and reconsider this penalty. Since we have never before exceeded our credit limit and did receive approval for most of the charges, we (verb) feel that the \$120 charge should be removed. We look forward (preposition) to a speedy resolution of this problem.