Canadian Business English Canadian 6th Edition Guffey Test Bank

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Chapter 1 Parts of Speech

TRUE/FALSE

1.	Pronouns are used	as substitutes for adjectives.
	ANS: F	PTS: 1
2.	Because English is	a rigid language, words may not function as more than one part of speech.
	ANS: F	PTS: 1
3.	Names for persons,	places, things, qualities, concepts, and activities are nouns.
	ANS: T	PTS: 1
4.	Interjections are use	ed frequently in professional and business writing.
	ANS: F	PTS: 1
5.	Words that describe	e nouns or pronouns are adjectives.
	ANS: T	PTS: 1
6.	The words at, to, for	r, and with are examples of prepositions.
	ANS: T	PTS: 1
7.	Am, is, are, was, we	ere, feels, and looks are examples of linking verbs.
	ANS: T	PTS: 1
8.	Words that describe	e verbs, adjectives, and adverbs are adverbs.
	ANS: T	PTS: 1
9.	The words by, to, fr	om, and over are examples of conjunctions.
	ANS: F	PTS: 1
10.	Many words ending	g in -ly are adjectives.
	ANS: F	PTS: 1
11.	I, he, she, we, and t	hey are examples of nouns.
	ANS: F	PTS: 1

12.	Adverbs show the action of the sentence or join to the sentence words that describe the subject.					
	ANS: F	PTS:	1			
13.	The words angrily,	calmly	, and <i>patientl</i>	y are e	xamples of adjectives.	
	ANS: F	PTS:	1			
14.	Adverbs often ansv	ver the	questions who	en? ho	w? where? and to what extent?	
	ANS: T	PTS:	1			
15.	It is an acceptable j	practice	e to use an em	oticon	in a business message.	
	ANS: F	PTS:	1	REF:	FAQs	
16.	The words toward	and tov	wards may be	used ir	nterchangeably.	
	ANS: T	PTS:	1	REF:	FAQs	
17.	When writing to an that individual as <i>M</i>		dual whose ge	ender (sex) is unknown, it is usually safe to address	
	ANS: F	PTS:	1	REF:	FAQs	
18.	SAD, which stands	for sec	isonal affectiv	e disor	rder, is an example of an abbreviation.	
	ANS: T	PTS:	1	REF:	FAQs	
19.	The word <i>disburse</i> employees."	is used	l correctly in t	his sen	tence: "Applications will be disbursed to all	
	ANS: F	PTS:	1	REF:	FAQs	

MULTIPLE CHOICE

1.	In th	In the sentence <i>Jon and I worked steadily</i> , the word <i>Jon</i> is a(n)							
	a.	noun							
	b.	pronoun							
	c.	conjunction							
	d.	adverb							
	ANS	: A PTS: 1							
2.	In th	e sentence Jon and I worked steadily, the word and is a(n)							
	a.	noun							
	b.	pronoun							
	c.	conjunction							
	d.	adverb							
	ANS	: C PTS: 1							
3.	In th	e sentence <i>Jon and I worked steadily</i> , the word <i>I</i> is a(n)							
	a.	noun							
	b.	pronoun							
	c.	conjunction							
	d.	adverb							
	ANS	: B PTS: 1							
4.	In th	e sentence Jon and I worked steadily, the word worked is a(n)							
	a.	verb							
	b.	pronoun							
	c.	conjunction							
	d.	adverb							
	ANS	: A PTS: 1							
5.	In th	e sentence <i>Jon and I worked steadily</i> , the word <i>steadily</i> is a(n)							
	a.	verb							
	b.	pronoun							
	c.	conjunction							
	d.	adverb							
	ANS	: D PTS: 1							
6.	In th	e sentence We bought seven new books for Sarah, the word seven is a(n)							
	a.	adverb							
	b.	adjective							
	c.	conjunction							
	d.	preposition							
	ANS	: B PTS: 1							
7.	In th	e sentence We bought seven new books for Sarah, the word new is a(n)							

	a.	adverb
	b.	adjective
	c.	conjunction
	d.	preposition
	ANS	S: B PTS: 1
8.	In tl	ne sentence We bought seven new books for Sarah, the word we is a(n)
0.	a.	adverb
	b.	adjective
	c.	conjunction
	d.	pronoun
	u.	pronoun
	ANS	S: D PTS: 1
9.	In tl	ne sentence We bought seven new books for Sarah, the word for is a(n)
	a.	adverb
	b.	adjective
	c.	conjunction
	d.	preposition
	ANS	S: D PTS: 1
10.	In tl	ne sentence We bought seven new books for Sarah, the word bought is a(n)
	a.	verb
	b.	pronoun
	c.	adverb
	d.	adjective
	ANS	S: A PTS: 1
11	In t	ne sentence <i>RIM tried but failed to get the big smartphone contract</i> , the word <i>RIM</i> is a(n)
11.	111 (1	ie senience Kim tried but jutted to get the big smartphone contract, the word Kim is a(n)
	a.	noun
	b.	pronoun
	c.	conjunction
	d.	preposition
		S: A PTS: 1
12.	In tl	ne sentence RIM tried but failed to get the big smartphone contract, the word tried is a(n)
	a.	noun
	b.	verb
	c.	adverb
	d.	
	u.	preposition
	ANS	S: B PTS: 1

13. In the sentence RIM tried but failed to get the big smartphone contract, the word but is a(n)

	a.	preposition
	b.	verb
	c.	adverb
	d.	conjunction
	AN	S: D PTS: 1
14.	In t	he sentence RIM tried but failed to get the big smartphone contract, the word big is a(n)
	a.	preposition
	b.	adverb
	c.	adjective
	d.	conjunction
	AN	S: C PTS: 1
15.		he sentence <i>RIM tried but failed to get the big smartphone contract</i> , the word <i>smartphone</i> (n)
	a.	noun
	b.	pronoun
	c.	adjective
	d.	conjunction
1	AN	S: C PTS: 1
16.		he sentence <i>She carefully followed all five steps, but her recipe did not work,</i> the word <i>She</i> (n)
	a.	adjective
	b.	pronoun
	c.	noun
	d.	preposition
		S: B PTS: 1
17.		he sentence She carefully followed all five steps, but her recipe did not work, the word
		efully is a(n)
	a.	preposition
	b.	adjective
	c.	adverb
	d.	conjunction
	AN	S: C PTS: 1

a.	verb		
b.	pronoun		
c.	adverb		
d.	adjective		
AN	S: A	PTS:	1
		e careful	lly followed all five steps, but her recipe did not work, the wo
a.	preposition		
b.	adjective		
c.	adverb		
d.	conjunction		
	S: B	PTS:	1
AIN	3. Б	F13.	1
In	the sentence Sho	e careful	lly followed all five steps, but her recipe did not work, the wo
	ı(n)	v	
a.	preposition		
b.	adjective		
c.	adverb		
d.	conjunction		
AN	S: D	PTS:	1
		e careful	lly followed all five steps, but her recipe did not work, the wo
ste	<i>ps</i> is a(n)		
a.	noun		
b.	pronoun		
c.	adverb		
d.	adjective		
AN	S: A	PTS:	1
In	the sentence Th	e sales n	nanager and her assistant walked to the counter, the word sa
a(n)		
a.	adverb		
b.	noun		
_	pronoun		
c.	adjective		
d.			

23.	In t	he sentence The	sales n	nanager and her assistant walked to the counter, the word manager
	is a	(n)		
	a.	adverb		
	b.	noun		
	c.	pronoun		
	d.	adjective		
	AN	S: B	PTS:	1
24.			sales n	nanager and her assistant walked to the counter, the word and is
) adverb		
	a.			
	b.	conjunction		
	C.	preposition		
	d.	adjective		
	AN	S: B	PTS:	1
25.	In the a(n)		sales n	nanager and her assistant walked to the counter, the word walked is
	a.	adverb		
	b.	conjunction		
	c.	preposition		
	d.	verb		
	AN	S: D	PTS:	1
26.	In t	he sentence <i>The</i>	sales n	nanager and her assistant walked to the counter, the word to is a(n)
	a.	adverb		
	b.	conjunction		
	c.	preposition		
	d.	verb		
	AN	S: C	PTS:	1
27.			sales n	nanager and her assistant walked to the counter, the word assistant
	is a	The state of the s		
	a.	adjective		
	b.	conjunction		
	c.	preposition		
	d.	noun		
	AN	S: D	PTS:	1

In	the sentence He	and I sat in our seats quietly, the word He is a
a.	pronoun	
b.	noun	
c.	preposition	
d.	conjunction	
Aì	NS: A	PTS: 1
		and I sat in our seats quietly, the word and is a
a.	pronoun	
b.	noun	
c.	preposition	
d.	conjunction	
Aì	NS: D	PTS: 1
		and I sat in our seats quietly, the word in is a
a.	pronoun	
b.	noun	
c.	preposition	
d.	conjunction	
Aì	NS: C	PTS: 1
In		and I sat in our seats quietly, the word quietly is a(n)
a.	adverb	
b.	verb	
c.	preposition	
d.	conjunction	
Al	NS: A	PTS: 1
In	the sentence The	ey hurriedly caught the enormous yellow bus, the word They is a
a.	noun	
b.	pronoun	
c.	preposition	
d.	conjunction	
Αì	NS: B	PTS: 1
In	the sentence The	ey hurriedly caught the enormous yellow bus, the word hurriedly is
a.	adjective	
	preposition	
b.	verb	
b.	VCIU	
	adverb	

١.	adjective
b.	preposition
c.	verb
d.	adverb
AN	S: C PTS: 1
In t	he sentence <i>They hurriedly caught the enormous yellow bus</i> , the word <i>yellow</i> is a(n)
a.	adjective
b.	preposition
c.	verb
d.	adverb
AN	S: A PTS: 1
In t	he sentence <i>They hurriedly caught the enormous yellow bus</i> , the word <i>bus</i> is a
a.	noun
b.	pronoun
c.	preposition
d.	
AN	conjunction S: A PTS: 1 the sentence They hurriedly caught the enormous yellow bus, the word enormous is a production.
AN In t	S: A PTS: 1
AN In t	S: A PTS: 1 he sentence <i>They hurriedly caught the enormous yellow bus</i> , the word <i>enormous</i> is a adverb adjective
AN In t a. b.	S: A PTS: 1 he sentence They hurriedly caught the enormous yellow bus, the word enormous is a adverb adjective preposition
AN	S: A PTS: 1 he sentence <i>They hurriedly caught the enormous yellow bus</i> , the word <i>enormous</i> is a adverb adjective
AN In t a. b. c. d.	S: A PTS: 1 he sentence They hurriedly caught the enormous yellow bus, the word enormous is a adverb adjective preposition
AN In t a. b. c. d.	S: A PTS: 1 he sentence They hurriedly caught the enormous yellow bus, the word enormous is a adverb adjective preposition conjunction
AN In t a. b. c. d. AN	S: A PTS: 1 he sentence They hurriedly caught the enormous yellow bus, the word enormous is a adverb adjective preposition conjunction S: B PTS: 1
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a. noun b. pronoun c. preposition d. conjunction ANS: A PTS: 1 In the sentence Motorcycles compete with cars and trucks on the highway, the word and is a pronoun b. pronoun c. preposition d. conjunction ANS: D PTS: 1).	In t	he sentence Motorcycles compete with cars and trucks on the highway, the word with is
b. pronoun c. preposition d. conjunction ANS: C PTS: 1 In the sentence Motorcycles compete with cars and trucks on the highway, the word cars is		a	noun
c. preposition d. conjunction ANS: C PTS: 1 In the sentence Motorcycles compete with cars and trucks on the highway, the word cars is	ŀ		
d. conjunction ANS: C PTS: 1 In the sentence Motorcycles compete with cars and trucks on the highway, the word cars is a. noun b. pronoun c. preposition d. conjunction ANS: A PTS: 1 In the sentence Motorcycles compete with cars and trucks on the highway, the word and is a noun b. pronoun c. preposition d. conjunction ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word completed is a(n) a. noun b. verb c. adverb d. adjective ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word lies is a(n) a. noun b. verb c. adverb d. adjective ANS: D PTS: 1	ŀ		•
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d. conjunction ANS: A PTS: 1 2. In the sentence Motorcycles compete with cars and trucks on the highway, the word and is a		c.	
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b. pronoun c. preposition d. conjunction ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word completed is a(n) a. noun b. verb c. adverb d. adjective ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word lies is a(n) a. noun b. verb c. adverb d. noun b. verb c. adverb d. adjective	2.	In t	he sentence <i>Motorcycles compete with cars and trucks on the highway</i> , the word <i>and</i> is a
c. preposition d. conjunction ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word completed is a(n) a. noun b. verb c. adverb d. adjective ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word lies is a(n) a. noun b. verb c. adverb d. noun b. verb c. adverb d. adjective		a.	noun
d. conjunction ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word completed is a(n) a. noun b. verb c. adverb d. adjective ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word lies is a(n) a. noun b. verb c. adverb c. adverb d. adjective		b.	pronoun
d. conjunction ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word completed is a(n) a. noun b. verb c. adverb d. adjective ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word lies is a(n) a. noun b. verb c. adverb c. adverb d. adjective	ľ	c.	preposition
ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word completed is a(n) a.		d.	• •
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b. verb c. adverb d. adjective ANS: D PTS: 1 The sentence The completed document lies on his messy desk, the word lies is a(n) a. noun b. verb c. adverb d. adjective	3.	In t	the sentence <i>The completed document lies on his messy desk</i> , the word <i>completed</i> is a(n)
c. adverb d. adjective ANS: D PTS: 1 In the sentence The completed document lies on his messy desk, the word lies is a(n) a. noun b. verb c. adverb d. adjective	ŀ		
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ANS: D PTS: 1 In the sentence <i>The completed document lies on his messy desk</i> , the word <i>lies</i> is a(n) a. noun b. verb c. adverb d. adjective	ŀ		
a. noun b. verb c. adverb d. adjective	Į.	u.	aujective
a. nounb. verbc. adverbd. adjective		AN	S: D PTS: 1
b. verb c. adverb d. adjective	١. ٍ	In t	the sentence <i>The completed document lies on his messy desk</i> , the word <i>lies</i> is a(n)
c. adverb d. adjective		a.	noun
d. adjective		b.	verb
d. adjective		c.	adverb
	ŀ	d.	
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		_·					
	a.	noun					
	b.	verb					
	c.	adverb					
	d.	adjective					
	ANT	Ω Α	DTC	1			
	AN	S: A	PTS:	1			
46.	In t	he sentence <i>Thø</i>	compl	eted do	cumont	lies o	n his messy desk, the word his
is a(n			compi	cica aoc	unieni	iics o	in its messy west, the word its
15 4(11	a.	pronoun					
	b.	adverb					
	c.	noun					
	d.	adjective					
	u.	adjective					
	AN	S: A	PTS:	1			
			_				
47.	In t	he sentence <i>The</i>	compl	eted doo	cument	lies o	n his messy desk, the word messy is a(n)
		·					
	a.	adverb					
	b.	adjective					
	c.	noun					
	d.	verb					
	AN	S: B	PTS:	1			
	7 11 11	3. D	115.	•			
48.	In t	he sentence <i>Wo</i>	w! Tha	t spaghe	etti sau	ce is s	picy, the word Wow! is a(n)
	a.	preposition					
	b.	conjunction					
	c.	interjection					
	d.	adjective					
	AN	S: C	PTS:	1			
40	Dla			c			4
49.		ase me a	copy o	i your e	xpense	repor	l.
	a.	F.A.X.					
	b. c.	fax					
	C.	lax					
	AN	S: C	PTS:	1		REF:	FAQs
50.	Ou	treasurer	fu	nds onl	y by cl	neque.	
	a.	disperses					
	b.	disburses					
	ΔΝΙ	S: B	PTS:	1		REE.	FAQs
	2 3.1 %)	J. D	1 10.	1		IXLI.	1110

45. In the sentence *The completed document lies on his messy desk*, the word *document* is a(n)

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every day

b.

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