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 used frequently in professional and business writing.

ANS: F PTS: 1

5. Words that describe nouns or pronouns are adjectives.

ANS: T PTS: 1

6. The words *at*, *to*, *for*, and *with* are examples of prepositions.

ANS: T PTS: 1

7. Am, is, are, was, were, feels, and looks are examples of linking verbs.

ANS: T PTS: 1

8. Words that describe verbs, adjectives, and adverbs are adverbs.

ANS: T PTS: 1

9. The words by, to, from, and over are examples of conjunctions.

ANS: F PTS: 1

10. Many words ending in *-ly* are adjectives.

ANS: F PTS: 1

11. *I, he, she, we,* and *they* 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 *patiently* are examples of adjectives.

ANS: F PTS: 1

14. Adverbs often answer the questions *when? how? where?* and *to what extent?*

ANS: T PTS: 1

15. It is an acceptable practice to use an emoticon in a business message.

ANS: F PTS: 1 REF: FAQs

16. The words *toward* and *towards* may be used interchangeably.

ANS: T PTS: 1 REF: FAQs

17. When writing to an individual whose gender (sex) is unknown, it is usually safe to address that individual as Mr.

ANS: F PTS: 1 REF: FAQs

18. SAD, which stands for seasonal affective disorder, is an example of an abbreviation.

ANS: T PTS: 1 REF: FAQs

19. The word *disburse* is used correctly in this sentence: "Applications will be *disbursed* to all employees."

ANS: F PTS: 1 REF: FAQs

MULTIPLE CHOICE

1. In the sentence *Jon and I worked steadily*, the word *Jon* is a(n) _____.

a.	noun
b.	pronoun
c.	conjunction
d.	adverb

ANS: A PTS: 1

2. In the sentence *Jon and I worked steadily*, the word *and* is a(n) _____.

a.	noun
b.	pronoun
с.	conjunction
d.	adverb

ANS: C PTS: 1

3. In the sentence *Jon and I worked steadily*, the word *I* is a(n) _____.

a.	noun
b.	pronoun
c.	conjunction
d.	adverb

ANS: B PTS: 1

4. In the sentence *Jon and I worked steadily*, the word *worked* is a(n) _____.

 a. verb b. pronoun c. conjunction d. adverb 		
c. conjunction	a.	verb
	b.	pronoun
d. adverb	c.	conjunction
	d.	adverb

ANS: A PTS: 1

5. In the sentence *Jon and I worked steadily*, the word *steadily* is a(n) _____.

a.	verb
b.	pronoun
с.	conjunction
d.	adverb

ANS: D PTS: 1

6. In the sentence *We bought seven new books for Sarah*, the word *seven* is a(n) _____.

a.	adverb
b.	adjective
с.	conjunction
d.	preposition

ANS: B PTS: 1

7. In the sentence *We bought seven new books for Sarah*, the word *new* is a(n) _____.

a.	adverb
b.	adjective
с.	conjunction
d.	preposition

ANS: B PTS: 1

8. In the sentence *We bought seven new books for Sarah*, the word *we* is a(n) _____.

a.	adverb
b.	adjective
c.	conjunction
d.	pronoun

ANS: D PTS: 1

9. In the sentence *We bought seven new books for Sarah*, the word *for* is a(n) _____.

a.	adverb
b.	adjective
с.	conjunction
d.	preposition

ANS: D PTS: 1

10. In the sentence We bought seven new books for Sarah, the word bought is a(n) _____.

 b. pronoun c. adverb d. adjusting 	a.	verb
	b.	pronoun
	с.	adverb
d. adjective	d.	adjective

ANS: A PTS: 1

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

a.	noun
b.	pronoun
c.	conjunction
d.	preposition

ANS: A PTS: 1

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

a.	noun	
b.	verb	
c.	adverb	
d.	preposition	
ANS: 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
с.	adverb
d.	conjunction

ANS: D PTS: 1

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14. In the 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	
ANS	ANS: C PTS: 1	

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

a.	noun
b.	pronoun
с.	adjective
d.	conjunction

ANS: C PTS: 1

16. In the sentence *She carefully followed all five steps, but her recipe did not work,* the word *She* is a(n) _____.

a.	adjective
b.	pronoun
c.	noun
d.	preposition

ANS: B PTS: 1

17. In the sentence *She carefully followed all five steps, but her recipe did not work,* the word *carefully* is a(n) _____.

 b. adjective c. adverb d. conjunction 	a.	preposition
	b.	adjective
d conjunction	с.	adverb
u. conjunction	d.	conjunction

ANS: C PTS: 1

18. In the sentence *She carefully followed all five steps, but her recipe did not work,* the word *followed* is a(n) _____.

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a.	verb	
b.	pronoun	
с.	adverb	
d.	adjective	

ANS: A PTS: 1

19. In the sentence *She carefully followed all five steps, but her recipe did not work,* the word *all* is a(n) _____.

a.	preposition		
b.	adjective		
c.	adverb		
d.	conjunction		
ANS	ANS: B PTS: 1		

20. In the sentence *She carefully followed all five steps, but her recipe did not work,* the word *but* is a(n) _____.

a.	preposition
b.	adjective
c.	adverb
d.	conjunction

ANS: D PTS: 1

21. In the sentence *She carefully followed all five steps, but her recipe did not work,* the word *steps* is a(n) _____.

a.	noun
b.	pronoun
c.	adverb
d.	adjective

ANS: A PTS: 1

22. In the sentence *The sales manager and her assistant walked to the counter*, the word *sales* is a(n) _____.

a.	adverb
b.	noun
c.	pronoun
d.	adjective

ANS: D PTS: 1

23. In the sentence *The sales manager and her assistant walked to the counter*, the word *manager* is a(n) _____.

10 4	15 u(1)	
a.	adverb	
b.	noun	
с.	pronoun	
d.	adjective	

ANS: B PTS: 1

24. In the sentence *The sales manager and her assistant walked to the counter*, the word *and* is a(n) _____.

a.	adverb
b.	conjunction
с.	preposition
d.	adjective
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ANS: B PTS: 1

25. In the sentence *The sales manager and her assistant walked to the counter*, the word *walked* is a(n) _____.

a.	adverb
b.	conjunction
c.	preposition
d.	verb

ANS: D PTS: 1

26. In the sentence The sales manager and her assistant walked to the counter, the word to is a(n)

	_•
a.	adverb
b.	conjunction
c.	preposition
d.	verb

ANS: C PTS: 1

27. In the sentence *The sales manager and her assistant walked to the counter*, the word *assistant* is a(n) _____.

 b. conjunction c. preposition d. noun 	a.	adjective
	b.	conjunction
d. noun	c.	preposition
	d.	noun

ANS: D PTS: 1

28. In the sentence *He and I sat in our seats quietly*, the word *He* is a _____.

a.	pronoun
b.	noun
c.	preposition
d.	conjunction

ANS: A PTS: 1

29. In the sentence *He and I sat in our seats quietly*, the word *and* is a _____.

a.	pronoun
b.	noun
c.	preposition
d.	conjunction

ANS: D PTS: 1

30. In the sentence *He and I sat in our seats quietly*, the word *in* is a _____.

a.	pronoun
b.	noun
c.	preposition
d.	conjunction

ANS: C PTS: 1

31. In the sentence *He and I sat in our seats quietly*, the word *quietly* is a(n) _____.

a.	adverb
b.	verb
c.	preposition
d.	conjunction

ANS: A PTS: 1

32. In the sentence *They hurriedly caught the enormous yellow bus*, the word *They* is a _____.

 b. pronoun c. preposition d. conjunction 	a.	noun
	b.	pronoun
d. conjunction	c.	preposition
5	d.	conjunction

ANS: B PTS: 1

33. In the sentence *They hurriedly caught the enormous yellow bus*, the word *hurriedly* is a(n)

a.	adjective
b.	preposition
c.	verb
d.	adverb

ANS: D PTS: 1

34. In the sentence *They hurriedly caught the enormous yellow bus*, the word *caught* is a(n) _____.

 b. preposition c. verb d. adverb 	a.	adjective
	b.	preposition
d. adverb	c.	verb
	d.	adverb

ANS: C PTS: 1

35. In the sentence *They hurriedly caught the enormous yellow bus*, the word *yellow* is a(n) _____.

a.	adjective	
b.	preposition	
c.	verb	
d.	adverb	

ANS: A PTS: 1

36. In the sentence *They hurriedly caught the enormous yellow bus*, the word *bus* is a _____.

a.	noun
b.	pronoun
c.	preposition
d.	conjunction

ANS: A PTS: 1

37. In the sentence They hurriedly caught the enormous yellow bus, the word enormous is a(n)

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a.	adverb
b.	adjective
с.	preposition
d.	conjunction

ANS: B PTS: 1

38. In the sentence *Motorcycles compete with cars and trucks on the highway*, the word *Motorcycles* is a _____.

a.	noun
b.	pronoun
c.	preposition
d.	conjunction

ANS: A PTS: 1

39. In the sentence *Motorcycles compete with cars and trucks on the highway*, the word *compete* is a _____.

a.	noun
b.	verb
с.	preposition
d.	conjunction

ANS: B PTS: 1

40. In the sentence Motorcycles compete with cars and trucks on the highway, the word with is a

a.	noun
b.	pronoun
c.	preposition
d.	conjunction

ANS: C PTS: 1

41. In the sentence Motorcycles compete with cars and trucks on the highway, the word cars is a

a.	noun
b.	pronoun
c.	preposition
d.	conjunction

ANS: A PTS: 1

42. In the sentence Motorcycles compete with cars and trucks on the highway, the word and is a

a.	noun
b.	pronoun
с.	preposition
d.	conjunction

ANS: D PTS: 1

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43. 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 		
c. adverb	a.	noun
	b.	verb
d. adjective	с.	adverb
	d.	adjective

ANS: D PTS: 1

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

a.	noun
b.	verb
с.	adverb
d.	adjective

ANS: B PTS: 1

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

a.	noun
b.	verb
c.	adverb
d.	adjective

ANS: A PTS: 1

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

a.	pronoun
b.	adverb
с.	noun
d.	adjective
AN	S: A PTS: 1

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

a.	adverb
b.	adjective
c.	noun
d.	verb

ANS: B PTS: 1

48. In the sentence *Wow! That spaghetti sauce is spicy*, the word *Wow!* is a(n) _____.

a.	preposition
b.	conjunction
c.	interjection
d.	adjective

ANS: C PTS: 1

49. Please _____ me a copy of your expense report.

a.	FAX
b.	F.A.X.
c.	fax

ANS: C PTS: 1 REF: FAQs

50. Our treasurer _____ funds only by cheque.

Our treasurer runds only by cheque.						
a.	disperses					
b.	disburses					
ANS: B		PTS: 1	REF: FAQs			

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51.	Showing one's identification card is an occurrence in many schools.							
	a.	everyday						
	b.	every day						
	AN	S: A	PTS:	1	REF:	FAQs		
52.	Rus	Russia is slowly moving capitalism.						
	a.	toward						
	b.	towards						
	AN	S: A	PTS:	1	REF:	FAQs		
53.	Buses take passengers downtown of the year.							
	a.	everyday						
	b.	every day						
	AN	S: B	PTS:	1	REF:	FAQs		