

Business English 13th edition Guffey Test Bank

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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