

chapter 2

Indicate the answer choice that best completes the statement or answers the question.

1. 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
2. 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
3. Words such as *if, when, because, and as* often introduce _____.
 - a. dependent clauses
 - b. independent clauses
 - c. phrases
4. 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
5. ____ sentences contain at least two independent clauses and one dependent clause.
 - a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-complex
6. 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
7. 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

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8. In the sentence *Lying on my desk is the budget for the marketing department*, the sentence pattern is ____.
- subject–verb
 - subject–action verb–object
 - subject–linking verb–complement
 - inverted order
9. All of the following are acceptable ways to join the two independent clauses in a compound sentence *except* by using a ____.
- comma
 - semicolon
 - semicolon followed by a conjunctive adverb such as *however*, *consequently*, or *therefore* and a comma
 - comma and a coordinating conjunction such as *and*, *but*, or *or*
10. *The Senate recently passed antispam legislation, but many consumers have little faith in its ability to reduce spam* is an example of a ____ sentence.
- simple
 - compound
 - complex
 - compound-complex
11. Which of the following statements about clauses and phrases is *most accurate*?
- Phrases contain subjects and verbs; clauses do not.
 - Every sentence will include at least one clause and one phrase.
 - Clauses have subjects and verbs; phrases do not.
12. Identify the following group of words: *What an outstanding proposal Landon created*
- command
 - statement
 - question
 - exclamation
13. In the sentence *Camille should have been more confident during her interview*, the words *should have been* are a ____.
- verb phrase
 - complete predicate
 - complete subject
 - simple subject
14. Abby was not hired as the outreach coordinator because she seemed ____ in the mission of our company.
- disinterested
 - uninterested
 - noninterested
15. Identify the following group of words: *If you approve my proposal to telecommute two days per week*.

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- a. correctly punctuated sentence
 - b. fragment
 - c. comma splice
 - d. run-on sentence
16. 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.
17. _____ sentences contain one independent clause.
- a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-complex
18. _____ sentences contain an independent clause and a dependent clause.
- a. Simple
 - b. Compound
 - c. Complex
 - d. Compound-complex
19. 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?
20. The words *if you register for the seminar by midnight tonight* are a(n) _____.
- a. dependent clause
 - b. independent clause
 - c. phrase
21. You should send an individual _____ message to all members of your hiring committee.
- a. thank-you
 - b. thankyou
 - c. thank you
22. 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
23. Identify the following group of words: *Consider switching your wireless service to one of our customizable plans*

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- a. command
 - b. statement
 - c. question
 - d. exclamation
24. 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.
25. 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.
26. If my proposal is ____ with you, I will fax it to our client immediately.
- a. all right
 - b. alright
 - c. allright
27. 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.
28. 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
29. 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
30. 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

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31. Which of the following sentences contains a dependent clause?
- The team submitted its request for additional personnel, but budget constraints limited the hiring of any new employees.
 - The manager presented the proposal and explained each component in a multimedia presentation.
 - When preparing your résumé, list your name, mailing address, phone number, and e-mail address first.
32. Which of the following demonstrates the subject--linking verb--complement pattern?
- Sarah sent a short e-mail message to her staff on Friday.
 - Here are the keys to your new four-door Ford Focus.
 - The CEO of Apple is Tim Cook, a Duke University graduate.
33. Which of the following is a run-on sentence?
- We are looking for an applicant who has five years of experience in the information technology field and who can work well with others.
 - Many celebrities post comments on Twitter this allows them to share their thoughts with millions of people instantaneously.
 - Cathy assigned many office-related tasks to Sarah, an intern from the university's business department.
34. 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.
- simple predicate
 - complete predicate
 - simple subject
 - complete subject
35. Which of the following should be punctuated with a question mark?
- I wonder if my boss has read my proposal for reducing employee fatigue
 - Anna asked if she was scheduled to work on Sunday
 - Will my account be credited by the end of the week
36. Identify the following group of words: *Have you thought about creating a LinkedIn account*
- command
 - statement
 - question
 - exclamation
37. What is the subject in the following word group: *Create a LinkedIn account and identify your skills, education, and job titles.*
- Create
 - You
 - LinkedIn
38. Identify the simple subject in the following sentence: *Vaughn, who is the account representative for PMA Industries, will retire on Monday.*
- Vaughn

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- b. representative
 - c. account
 - d. Vaughn, who is the account representative for PMA Industries,
39. 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.
40. It appears that ____ of applicants do not meet the minimum qualifications.
- a. alot
 - b. allot
 - c. a lot
41. 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
42. 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.
43. *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
44. 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.
45. A ____ sentence contains two complete but related thoughts.
- a. simple
 - b. compound
 - c. complex
 - d. compound-complex
46. In the sentence *Duasong attended the required all-staff meeting on Monday*, the sentence pattern is ____.

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- a. subject–verb
 - b. subject–action verb–object
 - c. subject–linking verb–complement
 - d. inverted order
47. 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.
48. When writing a report, always ____ your sources to avoid charges of plagiarism.
- a. site
 - b. cite
 - c. sight
49. The words *stockholders approved the merger by a narrow margin* could be classified as a(n)_____.
- a. dependent clause
 - b. independent clause
 - c. phrase
50. The words *in the product description on your website* are a(n) ____.
- a. dependent clause
 - b. independent clause
 - c. phrase
51. To be complete, sentences must make sense and contain a subject and a ____.
- a. comma
 - b. dependent clause
 - c. helping verb
 - d. predicate

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Answer Key

1. c

2. a

3. a

4. c

5. d

6. c

7. b

8. d

9. a

10. b

11. c

12. d

13. a

14. b

15. b

16. c

17. a

18. c

19. b

20. a

21. a

22. a

23. a

24. b

25. b

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26. a

27. c

28. b

29. c

30. d

31. c

32. c

33. b

34. a

35. c

36. c

37. b

38. a

39. a

40. c

41. d

42. c

43. c

44. c

45. b

46. b

47. b

48. b

49. b

50. c

51. d

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