# *Introduction to Business Communication – Middle Level*

***(Formerly Proofreading and Editing)***

***The written objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.***

|  |  |  |
| --- | --- | --- |
| 1. b | 1. | Having studied your cost estimates, a few questions occur to me.  a. Sentence is correct  b. Sentence has an error |
|  |  |  |
| 2. a | 2. | The new secretary may be she.  a. Sentence is correct  b. Sentence has an error |
|  |  |  |
| 3. b | 3. | The President, Whitt Voiers, will address the faculty tomorrow afternoon.  a. Sentence is correct  b. Sentence contain(s) error(s) |
|  |  |  |
| 4. b | 4. | The chairperson called the meeting to order the committee members took their places, and the hearing began.  a. Sentence is correct  b. Sentence contain(s) error(s) |
|  |  |  |
| 5. b | 5. | Hollywood California and Hollywood, Florida are two well-known cities.  a. Sentence is correct  b. Sentence contain(s) error(s) |
|  |  |  |
| 6. b | 6. | Our meeting starts on July 21st in the school cafeteria.  a. Sentence is correct  b. Sentence contain(s) error(s) |
|  |  |  |
| 7. a | 7. | What does VICINITY mean?  a. a region near or about a place  b. a long period of time  c. a passageway with an arched roof  d. a decision in a dispute |
|  |  |  |
| 8. b | 8. | What does PERTINENT mean?  a. unable to be proven  b. relating to the matter at hand  c. vague  d. twisted |
|  |  |  |
| 9. c | 9. | What does RESTRAIN mean?  a. to revise  b. to remember  c. to hold back; to keep within limits  d. to repeat an action |
|  |  |  |
| 10. d | 10. | What does AMBIGUITY mean?  a. a daydream  b. despair  c. a separate item  d. uncertainty |
|  |  |  |
| 11. d | 11. | What type of punctuation should be inserted in the underlined part of the sentence below?  The secretary was ready when the meeting started\_ and he took excellent notes.  a. colon  b. apostrophe  c. semi-colon  d. comma |
|  |  |  |
| 12. c | 12. | What type of punctuation should be inserted in the underlined part of the sentence below?  She smiled\_she knew she was right.  a. colon  b. apostrophe  c. semi-colon  d. comma |
|  |  |  |
| 13. a | 13. | Bette keyboards faster and more accurately than I.  a. The grammar is correct  b. The grammar is NOT correct |
|  |  |  |
| 14. b | 14. | There are neither books or papers on the desk.  a. The grammar is correct  b. The grammar is NOT correct |
|  |  |  |
| 15. b | 15. | We are traveling both to Jacksonville and Miami to be speakers.  a. The grammar is correct  b. The grammar is NOT correct |
|  |  |  |
| 16. a | 16. | What does ADMONISH mean?  a. reproach  b. approve  c. forgive |
|  |  |  |
| 17. a | 17. | What does CENSURE mean?  a. approve  b. denounce  c. understand |
|  |  |  |
| 18. b | 18. | What does STIPEND mean?  a. deliberate  b. payment  c. drain |
|  |  |  |
|  |  |  |
| 19. c | 19. | What does PITHY mean?  a. explain  b. blur  c. precise |
|  |  |  |
| 20. c | 20. | What does DUPLICITY mean?  a. honesty  b. imitate  c. deceitfulness |
|  |  |  |
| 21. b | 21. | What does IMPEDE mean?  a. help  b. obstruct  c. progress |
|  |  |  |
| 22. a | 22. | What does EMPHASIZE mean?  a. stress  b. ignore  c. minimize |
|  |  |  |
| 23. c | 23. | What does ABSURD mean?  a. sensible  b. weird  c. ludicrous |
|  |  |  |
| 24. a | 24 | What does SHREWD mean?  a. perceptive  b. deceiving  c. ambiguous |
|  |  |  |
| 25. a | 25. | What does ALLEVIATE mean?  a. lighten  b. raise  c. assert |
|  |  |  |
| 26. a | 26. | How many capitalization errors in the following sentence?  Logan took Flight 1776 on his recent business trip to Madison.  a. no errors  b. 1 error  c. 2 errors  d. 3 errors |
|  |  |  |
| 27. a | 27. | I sent you an order of staples, tape, and pencils; letterhead and pen were sent to me.  a. This sentence has correction punctuation.  b. This sentence does not have correct punctuation. |
|  |  |  |
| 28. b | 28. | According to Ben Franklin,” a penny saved is a penny earned”.  a. This sentence has correction punctuation.  b. This sentence does not have correct punctuation. |
|  |  |  |
| 29. b | 29. | On Friday, October 23 the office will be closed.  a. This sentence has correction punctuation.  b. This sentence does not have correct punctuation. |
|  |  |  |
| 30. d | 30. | Which word(s) are/is misspelled?  a. embarras  b. entale  c. ceramony  d. All are misspelled |
|  |  |  |
| 31. a | 31. | Lt. Colling, together with his wife and son, is going to Gulf Shores.  a. This sentence has correct grammar.  b. This sentence does not have correct grammar. |
|  |  |  |
| 32. c | 32. | Which word(s) are/is misspelled?  a. tenant  b. nominate  c. embezling  d. All are misspelled |
|  |  |  |
| 33. b | 33. | Which word(s) are/is misspelled?  a. believe  b. eigth  c. secretary  d. All are misspelled |
|  |  |  |
| 34. c | 34. | Which word(s) are/is misspelled?  a. elastic  b. assume  c. yeild  d. All are misspelled |
|  |  |  |
| 35. a | 35. | Which word(s) are/is misspelled?  a. begining  b. skillfulness  c. skeptical  d. All are misspelled |
|  |  |  |
| 36. c | 36. | Which word(s) are/is misspelled?  a. ribbon  b. opportunity  c. naturel  d. All are misspelled |
|  |  |  |
| 37. a | 37. | The valuable property was divided evenly between Mary Ann and \_\_\_.  a. me  b. I |
|  |  |  |
| 38. a | 38. | To \_\_\_ was the invitation sent?  a. whom  b. who |
|  |  |  |
| 39. a | 39. | The chairperson \_\_\_ praised the secretary’s handling of the problem.  a. has  b. have |
|  |  |  |
| 40. b | 40. | The \_\_\_ of the three shipments will contain the diesel engine.  a. larger  b. largest |
|  |  |  |
| 41. a | 41. | The cost of labor and materials \_\_\_ increased sharply.  a. has  b. have |
|  |  |  |
| 42. b | 42. | Which word(s) are/is misspelled?  a. suddenly  b. wraped  c. gradually  d. All are misspelled |
|  |  |  |
| 43. b | 43. | Which word(s) are/is misspelled?  a. impressive  b. alumium  c. relieved  d. All are misspelled |
|  |  |  |
| 44. c | 44. | Which word(s) are/is misspelled?  a. correspondence  b. telepathy  c. opulance  d. All are misspelled |
|  |  |  |
| 45. b | 45. | Which word(s) are/is misspelled?  a. intermittent  b. alot  c. fragility  d. All are misspelled |
|  |  |  |
| 46. a | 46. | There will be three \_\_\_ working on the case.  a. attorneys  b. attornies |
|  |  |  |
| 47. b | 47. | This car is \_\_\_ than my old one.  a. powerfuller  b. more powerful |
|  |  |  |
| 48. a | 48. | The \_\_\_ suitcases were in their cars.  a. ladies’  b. lady’s |
|  |  |  |
| 49. a | 49. | Jim will rearrange the books on the top two \_\_\_.  a. shelves  b. shelfs |
|  |  |  |
| 50. a | 50. | Mardy South spend \_\_\_ of time arranging the furniture in her office.  a. a lot  b. alot |
|  |  |  |
| 51. a | 51. | Either Judy or Terri is likely to have \_\_\_ hair cut this Friday.  a. her  b. their |
|  |  |  |
| 52. c | 52. | Which word(s) are/is misspelled?  a. promenade  b. variations  c. fourty  d. All are misspelled |
|  |  |  |
| 53. a | 53. | Which word(s) are/is misspelled?  a. secondery  b. molten  c. argument  d. All are misspelled |
|  |  |  |
| 54. b | 54. | Which word(s) are/is misspelled?  a. auxiliary  b. ordnary  c. territory  d. All are misspelled |
|  |  |  |
| 55. a | 55. | Which word(s) are/is misspelled?  a. grammer  b. correspondence  c. interpret  d. All are misspelled |
|  |  |  |
| 56. b | 56. | Which word(s) are/is misspelled?  a. prominence  b. irelevant  c. existence  d. All are misspelled |
|  |  |  |
| 57. c | 57. | Which word(s) are/is misspelled?  a. embarrass  b. maintenance  c. questionaire  d. NONE are misspelled |
|  |  |  |
| 58. b | 58. | Which word(s) are/is misspelled?  a. quantity  b. seperate  c. itinerary  d. NONE are misspelled |
|  |  |  |
| 59. b | 59. | Which word(s) are/is misspelled?  a. miscellaneous  b. mischievious  c. voluntary  d. NONE are misspelled |
|  |  |  |
| 60. a | 60. | I very much enjoy both English and math.  a. Capitalization is correct in this sentence.  b. Capitalization IS NOT correct in this sentence. |
|  |  |  |
| 61. a | 61. | My father buys a new automobile quite frequently; for example, this year he bought a Cadillac after buying a Corvette just 15 months ago.  a. Punctuation is correct in this sentence.  b. Punctuation IS NOT correct in this sentence. |
|  |  |  |
| 62. a | 62. | Will you please submit 12 copies of the report for the board meeting.  a. Punctuation is correct in this sentence.  b. Punctuation IS NOT correct in this sentence. |
|  |  |  |
| 63. d | 63. | From the words below, how many are misspelled?  Absence, aquainted, consensis, dilema  a. 0  b. 1  c. 2  d. 3 |
| 64. c | 64. | From the words below, how many are misspelled?  Secondery, goverment, morgage, equipped  a. 0  b. 1  c. 2  d. 3 |
| 65. d | 65. | From the words below, how many are misspelled?  Absence, aquainted, consensis, dilema  a. 0  b. 1  c. 2  d. 3 |
| 66. b | 66. | She had earned a \_\_\_ as well as a law degree.  a. Ph.d.  b. Ph.D. |
| 67. c | 67. | You can never prepare \_\_\_ much for a presentation.  a. to  b. two  c. too |
| 68. c | 68. | The seniors in \_\_\_ school lobbied for extra privileges.  a. are  b. hour  c. our |
| 69. b | 69. | I am smarter \_\_\_ my brother.  a. then  b. than |
| 70. c | 70. | From the words below, how many are misspelled?  Predjudice, similar, reference, concice  a. 0  b. 1  c. 2  d. 3 |