# *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.***

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| 1. b | 1. | Having studied your cost estimates, a few questions occur to me.a. Sentence is correctb. Sentence has an error |
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| 2. a | 2. | The new secretary may be she.a. Sentence is correctb. Sentence has an error |
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| 3. b | 3. | The President, Whitt Voiers, will address the faculty tomorrow afternoon.a. Sentence is correctb. Sentence contain(s) error(s) |
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| 4. b | 4. | The chairperson called the meeting to order the committee members took their places, and the hearing began.a. Sentence is correctb. Sentence contain(s) error(s) |
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| 5. b | 5. | Hollywood California and Hollywood, Florida are two well-known cities.a. Sentence is correctb. Sentence contain(s) error(s) |
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| 6. b | 6. | Our meeting starts on July 21st in the school cafeteria.a. Sentence is correctb. Sentence contain(s) error(s) |
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| 7. a | 7. | What does VICINITY mean?a. a region near or about a placeb. a long period of timec. a passageway with an arched roofd. a decision in a dispute |
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| 8. b | 8. | What does PERTINENT mean?a. unable to be provenb. relating to the matter at handc. vagued. twisted |
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| 9. c | 9. | What does RESTRAIN mean?a. to reviseb. to rememberc. to hold back; to keep within limitsd. to repeat an action |
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| 10. d | 10. | What does AMBIGUITY mean?a. a daydreamb. despairc. a separate itemd. uncertainty |
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| 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. colonb. apostrophec. semi-colond. comma |
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| 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. colonb. apostrophec. semi-colond. comma |
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| 13. a | 13. | Bette keyboards faster and more accurately than I.a. The grammar is correctb. The grammar is NOT correct |
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| 14. b | 14. | There are neither books or papers on the desk.a. The grammar is correctb. The grammar is NOT correct |
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| 15. b | 15. | We are traveling both to Jacksonville and Miami to be speakers.a. The grammar is correctb. The grammar is NOT correct |
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| 16. a | 16. | What does ADMONISH mean?a. reproachb. approvec. forgive |
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| 17. a | 17. | What does CENSURE mean?a. approveb. denouncec. understand |
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| 18. b | 18. | What does STIPEND mean?a. deliberateb. paymentc. drain |
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| 19. c | 19. | What does PITHY mean?a. explainb. blurc. precise |
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| 20. c | 20. | What does DUPLICITY mean?a. honestyb. imitatec. deceitfulness |
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| 21. b | 21. | What does IMPEDE mean?a. helpb. obstructc. progress |
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| 22. a | 22. | What does EMPHASIZE mean?a. stressb. ignorec. minimize |
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| 23. c | 23. | What does ABSURD mean?a. sensibleb. weirdc. ludicrous |
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| 24. a | 24 | What does SHREWD mean?a. perceptiveb. deceivingc. ambiguous  |
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| 25. a | 25. | What does ALLEVIATE mean?a. lightenb. raisec. assert |
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| 26. a | 26. | How many capitalization errors in the following sentence?Logan took Flight 1776 on his recent business trip to Madison.a. no errorsb. 1 errorc. 2 errorsd. 3 errors |
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| 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. |
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| 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. |
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| 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. |
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| 30. d | 30. | Which word(s) are/is misspelled?a. embarrasb. entalec. ceramonyd. All are misspelled |
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| 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. |
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| 32. c | 32. | Which word(s) are/is misspelled?a. tenantb. nominatec. embezlingd. All are misspelled |
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| 33. b | 33. | Which word(s) are/is misspelled?a. believeb. eigthc. secretaryd. All are misspelled |
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| 34. c | 34. | Which word(s) are/is misspelled?a. elasticb. assumec. yeildd. All are misspelled |
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| 35. a | 35. | Which word(s) are/is misspelled?a. beginingb. skillfulnessc. skepticald. All are misspelled |
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| 36. c | 36. | Which word(s) are/is misspelled?a. ribbonb. opportunityc. natureld. All are misspelled |
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| 37. a | 37. | The valuable property was divided evenly between Mary Ann and \_\_\_.a. meb. I |
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| 38. a | 38. | To \_\_\_ was the invitation sent?a. whomb. who |
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| 39. a | 39. | The chairperson \_\_\_ praised the secretary’s handling of the problem.a. hasb. have |
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| 40. b | 40. | The \_\_\_ of the three shipments will contain the diesel engine.a. largerb. largest |
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| 41. a | 41. | The cost of labor and materials \_\_\_ increased sharply.a. hasb. have  |
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| 42. b | 42. | Which word(s) are/is misspelled?a. suddenlyb. wrapedc. graduallyd. All are misspelled |
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| 43. b | 43. | Which word(s) are/is misspelled?a. impressiveb. alumiumc. relievedd. All are misspelled |
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| 44. c | 44. | Which word(s) are/is misspelled?a. correspondenceb. telepathyc. opulanced. All are misspelled |
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| 45. b | 45. | Which word(s) are/is misspelled?a. intermittentb. alotc. fragilityd. All are misspelled |
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| 46. a | 46. | There will be three \_\_\_ working on the case.a. attorneysb. attornies |
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| 47. b | 47. | This car is \_\_\_ than my old one.a. powerfullerb. more powerful |
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| 48. a | 48. | The \_\_\_ suitcases were in their cars.a. ladies’b. lady’s |
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| 49. a | 49. | Jim will rearrange the books on the top two \_\_\_.a. shelvesb. shelfs |
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| 50. a | 50. | Mardy South spend \_\_\_ of time arranging the furniture in her office.a. a lotb. alot |
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| 51. a | 51. | Either Judy or Terri is likely to have \_\_\_ hair cut this Friday.a. herb. their |
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| 52. c | 52. | Which word(s) are/is misspelled?a. promenadeb. variationsc. fourtyd. All are misspelled |
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| 53. a | 53. | Which word(s) are/is misspelled?a. seconderyb. moltenc. argumentd. All are misspelled |
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| 54. b | 54. | Which word(s) are/is misspelled?a. auxiliaryb. ordnaryc. territoryd. All are misspelled |
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| 55. a | 55. | Which word(s) are/is misspelled?a. grammerb. correspondencec. interpretd. All are misspelled |
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| 56. b | 56. | Which word(s) are/is misspelled?a. prominenceb. irelevantc. existenced. All are misspelled |
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| 57. c | 57. | Which word(s) are/is misspelled?a. embarrassb. maintenancec. questionaired. NONE are misspelled |
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| 58. b | 58. | Which word(s) are/is misspelled?a. quantityb. seperatec. itineraryd. NONE are misspelled |
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| 59. b | 59. | Which word(s) are/is misspelled?a. miscellaneousb. mischieviousc. voluntaryd. NONE are misspelled |
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| 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. |
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| 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. |
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| 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. |
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| 63. d | 63. | From the words below, how many are misspelled?Absence, aquainted, consensis, dilemaa. 0b. 1c. 2d. 3  |
| 64. c | 64. | From the words below, how many are misspelled?Secondery, goverment, morgage, equippeda. 0b. 1c. 2d. 3  |
| 65. d | 65. | From the words below, how many are misspelled?Absence, aquainted, consensis, dilemaa. 0b. 1c. 2d. 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. tob. twoc. too |
| 68. c | 68.  | The seniors in \_\_\_ school lobbied for extra privileges.a. areb. hourc. our |
| 69. b | 69. | I am smarter \_\_\_ my brother.a. thenb. than |
| 70. c | 70. | From the words below, how many are misspelled?Predjudice, similar, reference, concicea. 0b. 1c. 2d. 3  |