

1. To be complete, sentences must make sense and contain a subject and a \_\_\_\_.
- comma
  - dependent clause
  - helping verb
  - predicate

ANSWER: d

RATIONALE: To be complete, sentences must have subjects and predicates, and they must make sense.

POINTS: 1

DIFFICULTY: Easy

LEARNING OBJECTIVES: BENG.GUFF.17.2-1 - 2-1

NATIONAL STANDARDS: United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4

TOPICS: Sentence Elements

KEYWORDS: BLOOM'S: Knowledge

2. Which of the following is an *incomplete* sentence?
- Social media sites such as Facebook and Twitter have become popular marketing tools for businesses.
  - Because technology has enabled businesses to reach new customers.
  - Many businesses are still reluctant to use social media sites to market their products or services.

ANSWER: b

RATIONALE: All sentences must contain a subject and a predicate. Additionally, they must make sense. Although *Because technology has enabled businesses to reach new customers* contains a subject (*technology*) and a predicate (*has enabled*), it is incomplete because readers are left wondering what has resulted because of the technology use.

POINTS: 1

DIFFICULTY: Moderate

LEARNING OBJECTIVES: BENG.GUFF.17.2-1 - 2-1

NATIONAL STANDARDS: United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

TOPICS: Sentence Elements

KEYWORDS: BLOOM'S: Application

3. A noun or pronoun that tells who or what the sentence is about is called a \_\_\_\_.
- predicate
  - simple subject
  - clause
  - phrase

ANSWER: b

RATIONALE: A simple subject is a noun or pronoun that tells who or what the sentence is about. You can locate the subject in a sentence by asking, *Who or what is being discussed?*

POINTS: 1

DIFFICULTY: Easy

LEARNING OBJECTIVES: BENG.GUFF.17.2-1 - 2-1

NATIONAL STANDARDS: United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5

**TOPICS:** Sentence Elements  
**KEYWORDS:** BLOOM'S: Knowledge

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,

**ANSWER:** a

**RATIONALE:** The simple subject is *Vaughn*, and it identifies who is being discussed. The complete subject is *Vaughn, who is the account representative for PMA Industries.*

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-1 - 2-1

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Elements

**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** c

**RATIONALE:** The complete subject of a sentence includes the simple subject (*Businesses*) and all of its modifiers (*in many states*).

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-1 - 2-1

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Elements

**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** a

**RATIONALE:** A verb or verb phrase that tells what the subject is doing or what is being done to the subject

is the simple predicate. The complete predicate includes the verb or verb phrase and its modifiers, objects, and complements.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-1 - 2-1  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4  
**TOPICS:** Sentence Elements  
**KEYWORDS:** BLOOM'S: Knowledge

7. In the sentence *Logan must update his portfolio before his interview on Friday*, the complete predicate is \_\_\_\_.
- update
  - must update
  - must update his portfolio before his interview on Friday
  - update his portfolio

**ANSWER:** c  
**RATIONALE:** The complete predicate includes the verb or verb phrase and its modifiers, objects, and complements. In this sentence the complete predicate is *must update his portfolio before his interview on Friday*.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-1 - 2-1  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Sentence Elements  
**KEYWORDS:** BLOOM'S: Application

8. 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

**ANSWER:** a  
**RATIONALE:** *Should have been* represents a verb phrase. This verb phrase is considered to be linking because the final verb in the phrase (*been*) links the adjective *confident* to the subject *Camille*.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-1 - 2-1  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Sentence Elements  
**KEYWORDS:** BLOOM'S: Application

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 \_\_\_\_.
- Cengage Learning Testing, Powered by Cognero

- a. will
- b. be
- c. applying
- d. grant

**ANSWER:** c

**RATIONALE:** In a verb phrase such as *will be applying*, the principal verb is the final verb (*applying*).

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-1 - 2-1

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Elements

**KEYWORDS:** BLOOM'S: Application

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.

**ANSWER:** c

**RATIONALE:** A group of related words without a subject and a verb is called a phrase. There are many kinds of phrases such as verb, prepositional, infinitive, gerund, and participial. A clause, on the other hand, is a group of related words that contains a subject and a verb. Clauses may be independent or dependent. Every sentence must contain at least one independent clause, but every sentence will not always include a phrase.

**POINTS:** 1

**DIFFICULTY:** Moderate

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-2 - 2-2

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4

**TOPICS:** Sentence Elements

**KEYWORDS:** BLOOM'S: Comprehension

11. Words such as *if*, *when*, *because*, and *as* often introduce \_\_\_\_\_.

- a. dependent clauses
- b. independent clauses
- c. phrases

**ANSWER:** a

**RATIONALE:** Dependent clauses rely on independent clauses for the completion of their meaning and are introduced by words such as *if*, *when*, *because*, and *as*. You will learn more about these words, which are called subordinating conjunctions, later in your text.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-2 - 2-2

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
 United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4

**TOPICS:** Sentence Elements

**KEYWORDS:** BLOOM'S: Knowledge

12. The words *in the product description on your website* are a(n) \_\_\_\_.
- a. dependent clause
  - b. independent clause
  - c. phrase

**ANSWER:** c

**RATIONALE:** This group of words (actually two prepositional phrases) does not contain a subject or a verb. Therefore, it would be classified as a phrase.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-2 - 2-2

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Elements

**KEYWORDS:** BLOOM'S: Application

13. The words *if you register for the seminar by midnight tonight* are a(n) \_\_\_\_.
- a. dependent clause
  - b. independent clause
  - c. phrase

**ANSWER:** a

**RATIONALE:** This word group contains a subject (*you*) and a verb (*register*). However, it does not make sense on its own. It relies on an independent clause to complete its meaning. Therefore, it is a dependent clause.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-2 - 2-2

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Elements

**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** b

**RATIONALE:** These words represent an independent clause. Independent clauses contain a subject (*stockholders*) and a verb (*approved*) and are grammatically complete.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-2 - 2-2

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6

United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Elements

**KEYWORDS:** BLOOM'S: Application

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.

**ANSWER:** c

**RATIONALE:** The dependent clause is *When preparing your résumé* because these words rely on the independent clause (*list your name, mailing address, phone number, and e-mail address first*) for their meaning.

**POINTS:** 1

**DIFFICULTY:** Moderate

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-2 - 2-2

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Elements

**KEYWORDS:** BLOOM'S: Application

16. \_\_\_\_ sentences contain one independent clause.

- a. Simple
- b. Compound
- c. Complex
- d. Compound-complex

**ANSWER:** a

**RATIONALE:** A simple sentence contains one independent clause (complete thought) with a subject and a predicate.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4

**TOPICS:** Sentence Varieties

**KEYWORDS:** BLOOM'S: Knowledge

17. A \_\_\_\_ sentence contains two complete but related thoughts.

- a. simple
- b. compound
- c. complex
- d. compound-complex

**ANSWER:** b

**RATIONALE:** Compound sentences contain two complete but related thoughts.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4

**TOPICS:** Sentence Varieties

**KEYWORDS:** BLOOM'S: Knowledge

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*

**ANSWER:** a

**RATIONALE:** A compound sentence contains two complete but related thoughts. These two independent clauses may be joined by a (a) comma and a coordinating conjunction such as *and*, *but*, or *or*; (b) semicolon; or (c) semicolon followed by a conjunctive adverb such as *however*, *consequently*, and *therefore* and a comma. Using only a comma to separate the two independent clauses creates a comma splice.

**POINTS:** 1

**DIFFICULTY:** Moderate

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4

**TOPICS:** Sentence Varieties

**KEYWORDS:** BLOOM'S: Knowledge

19. \_\_\_\_\_ sentences contain an independent clause and a dependent clause.

- a. Simple
- b. Compound
- c. Complex
- d. Compound-complex

**ANSWER:** c

**RATIONALE:** A complex sentence contains an independent clause and a dependent clause (a thought that cannot stand by itself). Dependent clauses are often introduced by words such as *although*, *since*, *because*, *when*, and *if*. When a dependent clause precedes an independent clause, the dependent clause is always followed by a comma.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4

**TOPICS:** Sentence Varieties

**KEYWORDS:** BLOOM'S: Knowledge

20. \_\_\_\_\_ sentences contain at least two independent clauses and one dependent clause.

- a. Simple
- b. Compound

- c. Complex
- d. Compound-complex

**ANSWER:** d

**RATIONALE:** A compound-complex sentence contains at least two independent clauses and one dependent clause. Because these sentences are usually long, use them sparingly.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4

**TOPICS:** Sentence Varieties

**KEYWORDS:** BLOOM'S: Knowledge

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

**ANSWER:** b

**RATIONALE:** This is a compound sentence. It has two complete but related thoughts (*The Senate recently passed antispam legislation and many consumers have little faith in its ability to reduce spam*).

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Varieties

**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** c

**RATIONALE:** This sentence includes one dependent clause (*Although most people use spam filters*) and one independent clause (*some spam messages still get through*). Therefore, it is a complex sentence.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7



**TOPICS:** Sentence Varieties  
**KEYWORDS:** BLOOM'S: Application

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 optic fiber network.
- c. Four individuals applied for the marketing position, but only two of them had the required job experience.

**ANSWER:** a

**RATIONALE:** Although *Small companies need a well-designed logo, an easy-to-pronounce name, and professional marketing materials* contains a lot of words, it is a simple sentence. Simple sentences contain only one independent clause or complete thought.

**POINTS:** 1

**DIFFICULTY:** Moderate

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Varieties

**KEYWORDS:** BLOOM'S: Application

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.

**ANSWER:** c

**RATIONALE:** The only sentence that is a compound sentence is *Your interview is scheduled for 3 p.m. on Thursday, and you can expect to spend about two hours with the committee*. This sentence has two complete but related thoughts (*Your interview is scheduled for 3 p.m. on Thursday; you can expect to spend about two hours with the committee*). The other answer choices represent a simple (*The manufacturing department...*) or complex sentence (*If voters pass...*).

**POINTS:** 1

**DIFFICULTY:** Moderate

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Varieties

**KEYWORDS:** BLOOM'S: Application

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.

**ANSWER:** c

**RATIONALE:** *Although the interest rate has decreased, many people are still finding it difficult to purchase*

*a home* is a complex sentence. Complex sentences contain one dependent clause (*Although the interest rate has decreased*) and one independent clause (*many people are still finding it difficult to purchase a home*).

**POINTS:** 1  
**DIFFICULTY:** Moderate  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-3 - 2-3  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Sentence Varieties  
**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** a  
**RATIONALE:** This sentence demonstrates the subject-verb pattern, which is the most basic. The subject is the word *sales*, and it is followed by the verb *increased*.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-4 - 2-4  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Sentence Patterns  
**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** b  
**RATIONALE:** This sentence represents the subject– action verb– object pattern. The subject is *Duasong*. The action verb is *attended*, and the direct object is the noun *meeting*. A direct object is a noun or pronoun that answers the questions *What?* or *Whom?*

**POINTS:** 1  
**DIFFICULTY:** Easy  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-4 - 2-4  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Sentence Patterns  
**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** c

**RATIONALE:** The noun *recipient* follows the linking verb *is* and renames the subject *Ms. Hernandez*. Therefore, the pattern is subject– linking verb– complement.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-4 - 2-4

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Patterns

**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** d

**RATIONALE:** In inverted sentences the verb (*is*) comes before the subject (*budget*).

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-4 - 2-4

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Patterns

**KEYWORDS:** BLOOM'S: Application

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?

**ANSWER:** b

**RATIONALE:** Only *Sales Manager Rebecca Thomas submitted her travel reimbursement forms on Monday* demonstrates the subject (*Rebecca Thomas*)--action verb (*submitted*)--object (*forms*) sentence pattern.

**POINTS:** 1

**DIFFICULTY:** Moderate

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-4 - 2-4

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Patterns

**KEYWORDS:** BLOOM'S: Application

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.

**ANSWER:** c

**RATIONALE:** *The CEO of Apple is Tim Cook, a Duke University graduate* demonstrates the subject (CEO)-linking verb (is)--complement (Tim Cook) sentence pattern.

**POINTS:** 1

**DIFFICULTY:** Moderate

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-4 - 2-4

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Patterns

**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** b

**RATIONALE:** Because this word group makes an assertion, it is a statement. Statements are followed by periods.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-5 - 2-5

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Punctuating Four Sentence Types

**KEYWORDS:** BLOOM'S: Application

33. Identify the following group of words: *Have you thought about creating a LinkedIn account*

- a. command
- b. statement
- c. question
- d. exclamation

**ANSWER:** c

**RATIONALE:** Although the speaker is not identified in this word group, these words represent a direct question. Direct questions require an answer and are followed by a question mark.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-5 - 2-5

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Punctuating Four Sentence Types

**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** a

**RATIONALE:** A command gives an order or makes a direct request (*Consider*). Commands end with periods or, occasionally, with exclamation marks.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-5 - 2-5

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Punctuating Four Sentence Types

**KEYWORDS:** BLOOM'S: Application

35. Identify the following group of words: *What an outstanding proposal Landon created*

- a. command
- b. statement
- c. question
- d. exclamation

**ANSWER:** d

**RATIONALE:** This word group is an exclamation. Exclamations show surprise, disbelief, or strong feeling and may or may not be expressed as a complete thought. Exclamations are followed by exclamation marks.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-5 - 2-5

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Punctuating Four Sentence Types

**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** c

**RATIONALE:** *Will my account be credited by the end of the week* is a direction question and must be

followed by a question mark because an answer is required. Don't be tempted to punctuate statements as questions, especially when these statements include the words *wonder* or *ask*.

**POINTS:** 1  
**DIFFICULTY:** Moderate  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-5 - 2-5  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Punctuating Four Sentence Types  
**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** b  
**RATIONALE:** This sentence is a command. The subject in all commands is understood to be *you* even though it is not normally stated.

**POINTS:** 1  
**DIFFICULTY:** Moderate  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-5 - 2-5  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Punctuating Four Sentence Types  
**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** b  
**RATIONALE:** This dependent clause is a fragment. Fragments are broken off from preceding or succeeding sentences and often punctuated as complete sentences.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-6 - 2-6  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Sentence Faults  
**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** a

**RATIONALE:** Two complete sentences are being joined properly with the coordinating conjunction *but*. Remember to generally place a comma before a coordinating conjunction when the conjunction joins two independent clauses.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-6 - 2-6

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Faults

**KEYWORDS:** BLOOM'S: Application

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

**ANSWER:** d

**RATIONALE:** This word group is a run-on sentence, which occurs when two independent clauses (*Brenda interviewed for an accounting position with BMI Industries on Friday* and *she declined their job offer*) are joined without proper punctuation.

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.2-6 - 2-6

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
 United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
 United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** Sentence Faults

**KEYWORDS:** BLOOM'S: Application

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.

**ANSWER:** c

**RATIONALE:** *Because I am interested in an accounting position with a firm specializing in personal income tax returns* is a fragment. A sentence fragment is an incomplete sentence that is punctuated as if it were a complete sentence. Fragments are often broken off from preceding or succeeding sentences. To fix a fragment, join it to a complete sentence or add an appropriate subject or verb so that the sentence makes sense.

**POINTS:** 1  
**DIFFICULTY:** Moderate  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-6 - 2-6  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Sentence Faults  
**KEYWORDS:** BLOOM'S: Application

42. Which of the following is a correctly punctuated sentence?
- Annette will work for Lisa on Saturday morning, Max will work for Trey on Sunday afternoon.
  - Annette will work for Lisa on Saturday morning, and Max will work for Trey on Sunday afternoon.
  - Annette will work for Lisa on Saturday morning Max will work for Trey on Sunday afternoon.

**ANSWER:** b  
**RATIONALE:** The correctly punctuated sentence is *Annette will work for Lisa on Saturday morning, and Max will work for Trey on Sunday afternoon*. The coordinating conjunction *and* separates these two clauses. When a coordinating conjunction separates two clauses, a comma should precede the coordinating conjunction. The other answer choices represent a run-on sentence (*morning Max*) because the two clauses are joined without proper punctuation and a comma splice (*morning, Max*) because the two clauses are joined with just a comma.

**POINTS:** 1  
**DIFFICULTY:** Moderate  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-6 - 2-6  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Sentence Faults  
**KEYWORDS:** BLOOM'S: Application

43. Which of the following is a comma splice?
- Abbie created a center for dementia patients, and it is open seven days a week.
  - Because of the popularity of Twitter and other social media sites.
  - Research the company carefully, then decide whether you would like to apply.

**ANSWER:** c  
**RATIONALE:** *Research the company carefully, then decide whether you would like to apply* is an example of comma splice, which results when two sentences are joined or spliced together with just a comma. One way to correct this comma splice is to insert a coordinating conjunction such as *and* after the comma.

**POINTS:** 1  
**DIFFICULTY:** Moderate  
**LEARNING OBJECTIVES:** BENG.GUFF.17.2-6 - 2-6  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** Sentence Faults  
**KEYWORDS:** BLOOM'S: Application



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 university's business department.

ANSWER: b

RATIONALE: The only run-on sentence is *Many celebrities post comments on Twitter this allows them to share their thoughts with millions of people instantaneously* because it joins two independent clauses (*Many celebrities post comments on Twitter* and *this allows them to share their thoughts with millions of people instantaneously*) without proper punctuation.

POINTS: 1

DIFFICULTY: Moderate

LEARNING OBJECTIVES: BENG.GUFF.17.2-6 - 2-6

NATIONAL STANDARDS: United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

TOPICS: Sentence Faults

KEYWORDS: BLOOM'S: Application

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

ANSWER: d

RATIONALE: A run-on sentence is created when two independent clauses are joined without proper punctuation. Run-on sentences can usually be repaired by (a) separating the thoughts into two sentences, (b) adding a comma and a coordinating conjunction, or (c) adding a semicolon. Using only a comma between the two independent clauses creates a comma splice.

POINTS: 1

DIFFICULTY: Moderate

LEARNING OBJECTIVES: BENG.GUFF.17.2-6 - 2-6

NATIONAL STANDARDS: United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.4 - DISC.BENG.GUFF.17.6.4

TOPICS: Sentence Faults

KEYWORDS: BLOOM'S: Comprehension

46. You should send an individual \_\_\_\_\_ message to all members of your hiring committee.

- a. thank-you
- b. thankyou
- c. thank you

ANSWER: a

RATIONALE: Use a hyphen between these words in this sentence because they are being used as an adjective to describe the noun *message*. You will also use a hyphen between these words when they are used as a noun (*I received many thank-yous*). When used as a verb, these words should not be hyphenated (*Thank you for attending our seminar*).

**POINTS:** 1  
**DIFFICULTY:** Easy  
**LEARNING OBJECTIVES:** BENG.GUFF.17.N/A - N/A  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** FAQs About Business English  
**KEYWORDS:** BLOOM'S: Application

47. If my proposal is \_\_\_\_ with you, I will fax it to our client immediately.
- a. all right
  - b. alright
  - c. allright

**ANSWER:** a  
**RATIONALE:** Although the entry for *alright* may appear in many dictionaries, the entry guides readers to the only acceptable spelling, which is as two words (*all right*). To remember how to express this word, associate *all right* with *all wrong*.

**POINTS:** 1  
**DIFFICULTY:** Easy  
**LEARNING OBJECTIVES:** BENG.GUFF.17.N/A - N/A  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** FAQs About Business English  
**KEYWORDS:** BLOOM'S: Application

48. It appears that \_\_\_\_ of applicants do not meet the minimum qualifications.
- a. alot
  - b. allot
  - c. a lot

**ANSWER:** c  
**RATIONALE:** The correct expression of this word should be *a lot*, which is always written as two words. Don't confuse *a lot* with the verb *allot*, which means "to assign a share or portion or to distribute."

**POINTS:** 1  
**DIFFICULTY:** Easy  
**LEARNING OBJECTIVES:** BENG.GUFF.17.N/A - N/A  
**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7  
**TOPICS:** FAQs About Business English  
**KEYWORDS:** BLOOM'S: Application

49. When writing a report, always \_\_\_\_ your sources to avoid charges of plagiarism.
- a. site

- b. cite
- c. sight

**ANSWER:** b

**RATIONALE:** You should use *cite*, which means "to quote or to summon." *Site* refers to "a location," and *sight* means "a view or to take aim."

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.N/A - N/A

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** FAQs About Business English

**KEYWORDS:** BLOOM'S: Application

50. Abby was not hired as the outreach coordinator because she seemed \_\_\_\_ in the mission of our company.
- a. disinterested
  - b. uninterested
  - c. noninterested

**ANSWER:** b

**RATIONALE:** When a person lacks interest, he or she is said to be *uninterested*. Therefore, use *uninterested* in this sentence. Don't confuse *uninterested* with *disinterested*, which means "unbiased" or "impartial."

**POINTS:** 1

**DIFFICULTY:** Easy

**LEARNING OBJECTIVES:** BENG.GUFF.17.N/A - N/A

**NATIONAL STANDARDS:** United States - BUSPROG.BENG.GUFF.17.1.5 - DISC.BENG.GUFF.17.1.5  
United States - BUSPROG.BENG.GUFF.17.1.6 - DISC.BENG.GUFF.17.1.6  
United States - BUSPROG.BENG.GUFF.17.6.6 - DISC.BENG.GUFF.17.6.6  
United States - BUSPROG.BENG.GUFF.17.6.7 - DISC.BENG.GUFF.17.6.7

**TOPICS:** FAQs About Business English

**KEYWORDS:** BLOOM'S: Application