

## Assessment

# ***The Building Blocks of Business Writing*** *First Edition*

The objectives of this book are:

- To explain grammar basics
- To review vocabulary and spelling
- To clarify principles of punctuation
- To clarify principles of capitalization, quotation marks, and underlining

■ CRISP<sub>series</sub>

Disclaimer: This assessment was written to test the reader on the content of the book. The publisher and author shall have neither liability nor responsibility to any person with respect to any loss or damage caused or alleged to be caused directly or indirectly by the assessment contained herein.

## Assessment Questions for *The Building Blocks of Business Writing, First Edition*

*Select the best response.*

1. A good rule of business writing is to keep sentences:
  - A. Shorter than 10 words
  - B. Shorter than 20 words
  - C. All the same length
  - D. None of the above
  
2. Which of the following is an incomplete sentence?
  - A. Until we get this problem resolved
  - B. We have been able to find the problem
  
3. Which of the following is a run-together sentence?
  - A. I've been happy here, but I think it's time to move on.
  - B. The report will be ready Monday I'm sure you'll like it.
  
4. Select the best structure for the following statement:
  - A. Thank you for your letter informing us about the billing error we will correct the mistake immediately.
  - B. Thank you for your letter informing us about the billing error, we will correct the mistake. Immediately!
  - C. Thank you for your letter informing us about the billing error. We will correct the mistake immediately.
  
5. The best way to correct a run-together sentence is to insert a:
  - A. Period
  - B. Semi-colon
  - C. Linking word, plus a comma

6. Select the correction needed in the following sentence: Richard has decided to quit and move Chicago:
  - A. Add “to” before Chicago
  - B. Change “quit” to “quits”
  - C. Change “move” to “moved”
  - D. No change required
  
7. Select the correct form of the following sentences:
  - A. Each of the salesman has his own office.
  - B. Each of the salesmen have his own office.
  - C. Each of the salesmen has his own office.
  
8. Which of the following word pairs is incorrect?
  - A. You were
  - B. We weren’t
  - C. He don’t
  - D. It does
  
9. A computer spell checker will point out all misspelled words.
  - A. True
  - B. False
  
10. Which word means “attitude” or “spirit”?
  - A. Morale
  - B. Moral
  
11. Which word means “moment in time”?
  - A. Instance
  - B. Instant
  
12. Select the correct form of the following sentence:
  - A. Who *choose* Sandy to *lead* to team?
  - B. Who *choose* Sandy to *led* the team?
  - C. Who *chose* Sandy to *lead* the team?
  - D. Who *chose* Sandy to *led* the team?

13. Select the correct form of the following sentence:

- A. I have *shone* him how to order *stationery*.
- B. I have *shone* him how to order *stationary*.
- C. I have *shown* him how to order *stationery*.
- D. I have *shown* him how to order *stationary*.

14. Select the correct form of the following sentence:

- A. It *occurred* to me yesterday that the stockroom is not *heated* properly.
- B. It *occurred* to me yesterday that the stockroom is not *heated* properly.
- C. It *occured* to me yesterday that the stockroom is not *heated* properly.

15. Select the correct punctuation for the following sentence:

- A. Ajax sells the item for \$7.99, we sell it for \$8.50.
- B. Ajax sells the item for \$7.99; we sell it for \$8.50.
- C. Ajax sells the item for \$7.99: we sell it for \$8.50.
- D. Ajax sells the item for \$7.99 we sell it for \$8.50.

16. Select the correct punctuation for the following sentence:

- A. Monday everyone came to a meeting, sales reps, office staff and managers.
- B. Monday everyone came to a meeting; sales reps, office staff and managers.
- C. Monday everyone came to a meeting: sales reps, office staff and managers.
- D. Monday everyone came to a meeting sales reps, office staff and managers.

17. Select the correct punctuation for the following sentence:

- A. The volunteers strength was in their numbers.
- B. The volunteers' strength was in their numbers.
- C. The volunteer's strength was in their numbers.

18. Select the correct form of the following sentence:

- A. Mr. Jones always says, "keep it simple."
- B. Mr. Jones always says, "Keep it simple."
- C. Mr. jones always says, "keep it simple."
- D. Mr. jones always says, "Keep it simple."

19. Select the correct form of the following sentence.
- A. The factory rep said “this assembly is all messed up.”
  - B. The factory rep said: “this assembly is all messed up.”
  - C. The factory rep said, “This assembly is all messed up.”
  - D. The factory rep said, “This assembly is all messed up”
20. Select the correct form of the following sentence.
- A. Thank you mother for the advice.
  - B. Thank you Mother for the advice.
  - C. Thank you, Mother, for the advice.
  - D. Thank you, mother, for the advice.
21. Always capitalize the names of seasons.
- A. True
  - B. False
22. Capitalize the names of languages and nationalities.
- A. True
  - B. False
23. You should use quotation marks around statements that you put into your own words.
- A. True
  - B. False
24. You should italicize or underline:
- A. Titles of books
  - B. Titles of magazine articles
  - C. Song titles
25. Select the better form of the following statement:
- A. Mr. Jones, who is a member of the firm, left the meeting.
  - B. Mr. Jones, a member of the firm, left the meeting.

**Answer Key for  
The Building Blocks of Business Writing, First Edition**

*Recommended response (Corresponding workbook page)*

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|-----------|------------|------------|------------|------------|
| 1. B (7)  | 6. A (19)  | 11. B (33) | 16. C (44) | 21. B (54) |
| 2. A (9)  | 7. C (21)  | 12. C (35) | 17. B (50) | 22. A (52) |
| 3. B (10) | 8. C (21)  | 13. C (35) | 18. B (55) | 23. B (55) |
| 4. C (14) | 9. B (30)  | 14. B (40) | 19. C (57) | 24. A (56) |
| 5. A (15) | 10. A (33) | 15. B (44) | 20. C (53) | 25. B (63) |