

Indicate whether the sentence or statement is True or False. Mark “A” if the statement is true; mark “B” if the statement is false.

1. Speeches, lectures and presentations, are examples of informal business communications.
2. Varying the pitch and speed of your voice makes a presentation more effective.
3. An extemporaneous presentation is memorized.
4. A visual aid is not appropriate to use when giving a briefing.
5. It is difficult for most people to read a presentation in a natural and interesting way.
6. The rules of parliamentary procedure are generally followed during formal meetings such as board meetings and job interviews.
7. Understanding the demographics of an audience is important when giving a presentation.
8. A written agenda is always necessary during a meeting.
9. Active listening requires understanding.
10. Most people concentrate on what they want to say next rather than on what is being said.

Mark “A” if the sentence is correct; mark “B” if the sentence is incorrect.

11. None of us is perfect.
12. Everybody thinks they are the perfect person for the job.
13. Mr. Smith and myself will be available after the presentation.
14. The old, earthquake-damaged building is being torn down.
15. The committee is holding their monthly meeting in Room 415.
16. Lunch was served in the dining room for us girls.
17. All employees should review the new work schedule; you can get a copy from the personnel office.
18. Neither Jose or Tom has completed their monthly report.

A. Present Tense is incorrect. B. Past Tense is incorrect. C. Past Participle is incorrect. D. All are correct.

Present Tense	Past Tense	Past Participle
19. ask	ask	asked
20. begin	begun	begun
21. bring	brought	brought
22. rise	rise	risen
23. lend	lent	lend
24. do	done	done
25. gave	gave	given
26. put	put	put
27. see	seen	seen
28. speak	spoke	spoke
29. told	told	told
30. write	written	written

Using the following key, indicate the number of misspelled words in each line.

- a. 0 misspelled words
- b. 1 misspelled word
- c. 2 misspelled words
- d. 3 misspelled words

31. absence	accidentally	accommodate
32. acheivement	acquaintance	attendance
33. balance	begining	benefited
34. busness	category	changeable
35. committee	conscienious	criticise
36. definately	desperete	disatisfied
37. disappearance	disappoint	disastrous
38. embarass	especially	exagerate
39. familiar	Febuary	formarly
40. generally	government	grammer
41. immediatly	intelligence	irresistible
42. maintenance	manafacture	mathematics
43. occasionally	occured	occurrence
44. omitted	opportunity	optimistic
45. performance	permissible	personel
46. possession	possibility	practically
47. preference	predjudice	prevalent
48. receed	recommmend	refering
49. receive	reference	rhythm
50. repetition	restaraunt	ridiculous

Mark “A” if the sentence is correct; mark “B” if the sentence is incorrect.

- 51. The vice president, Marilyn Moore, will be relocating to Chicago.
- 52. Will Tessa Tagle, PH.D. deliver the keynote address?
- 53. I love to celebrate Thanksgiving with my family in the Fall.
- 54. The company originated in the northeast and then expanded to the midwest.
- 55. Sierra is taking English 10, Algebra and Physics.
- 56. Susan’s husband, Dr. Adams visited our home last week.
- 57. It is almost noon; we will be late for the meeting.
- 58. If, Mr. Jones, you do not reply to this letter, we will pursue legal action.
- 59. The officer bought paper, pencils, binders, etc. to complete the project.
- 60. I wanted to file the memos, but had trouble finding the proper folder.
- 61. Standing on the balcony Rashad watched the fireworks.
- 62. “We did not,” Mrs. Nygen wrote, “find an error in the account.”

63. The story that I read, is different from the story that you read.
64. Joe's lunch menu includes these items: pizza, tacos, and fried chicken.
65. "You must do the thing you think you cannot do" said Eleanor Roosevelt.
66. Robert Frost wrote the poem "The Road Not Taken".
67. Angela exclaimed, "What's the meaning of this?"
68. I know a sixteen-year old boy who received a car for his birthday.
69. What a horrible situation, he's just "goofing off."
70. Suzanne got straight A's on her report card.
71. My sister, who is in kindergarten, is learning her ABC's.
72. I'm speaking to you Frank.
73. Our school's FBLA officers are Susie Jackson, president, Andrew Scott, vice president, and Lettie McBride, secretary.
74. Did Langston Hughes write the poem "Dreams"?
75. Andre said, 'No way!' when I asked to borrow \$50.00," said Martha.

Choose the correct word for each sentence.

76. I don't know _____ he is guilty or innocent.
A. weather B. whether
77. Who is the best wrestler _____ the three boys?
A. between B. among
78. Try _____ be here before noon
A. to B. and
79. I don't like the _____ caffeine has on me.
A. affect B. effect
80. _____ people live in North Dakota than in South Dakota.
A. Less B. Fewer
81. I'm so tired, I don't think I can walk one inch _____.
A. farther B. further
82. I'll let you borrow my favorite video game if you promise not to _____ it.
A. lose B. loose
83. Mario and _____ really appreciate your donation to our club.
A. myself B. I
84. I got three new _____ of shoes for my birthday.
A. pairs B. pair
85. Bring _____ of your new CDs when you come to my house.
A. everyone B. every one

Mark "A" if the first sentence is correct; mark "B" if the second sentence is correct.

86. Only sixteen people were in class yesterday.
Only 16 people were in class yesterday.
87. At least 1/3rd of the audience left after the intermission.
At least one third of the audience left after the intermission.
88. My grandmother has lived in that house for 12 years.
My grandmother has lived in that house for twelve years.

89. More than 20 percent of the class failed the exam.

More than twenty percent of the class failed the exam.

90. I was born on July 4, 1985.

I was born on July 4th, 1985.

Using the following key, indicate the number of errors in each line.

- a. 0 errors
- b. 1 error
- c. 2 errors
- d. 3 errors
- e. 4 or more errors

91. I dont see hardly any errors in the business plan.

92. Andrew also wants to participate in the job shadowing activity with the FBLA chapter, too.

93. Come bye my house and well go to the Mall to by some resources for the project.

94. Can I have a pepperoni pizza with extra sauce, please?

95. Dad shouted, "Take your homework with you to school."

96. My oldest brother, who is an outstanding student, is going to a university in New York.

97. Rhonda use to do all right at her job because she liked it alot.

98. The number of inquiries received by voice mail have decreased since last month.

99. The company has three new computers; two of them have wireless Internet capabilities

100. Dr Richard Jones and Gov. Alex Smith were at the meeting last night.

1.	B	26.	D	51.	A	76.	B
2.	A	27.	B	52.	B	77.	B
3.	B	28.	C	53.	B	78.	B
4.	B	29.	A	54.	B	79.	B
5.	A	30.	B	55.	B	80.	B
6.	B	31.	A	56.	B	81.	A
7.	A	32.	B	57.	A	82.	A
8.	B	33.	B	58.	A	83.	B
9.	A	34.	B	59.	B	84.	B
10.	A	35.	C	60.	B	85.	B
11.	A	36.	D	61.	B	86.	B
12.	B	37.	A	62.	A	87.	B
13.	B	38.	C	63.	B	88.	B
14.	A	39.	C	64.	A	89.	A
15.	B	40.	B	65.	B	90.	A
16.	A	41.	B	66.	B	91.	C
17.	B	42.	C	67.	A	92.	B
18.	B	43.	B	68.	B	93.	E
19.	B	44.	A	69.	B	94.	B
20.	B	45.	C	70.	A	95.	B
21.	D	46.	A	71.	B	96.	A
22.	B	47.	B	72.	B	97.	C
23.	C	48.	D	73.	B	98.	B
24.	B	49.	A	74.	A	99.	A
25.	A	50.	B	75.	B	100.	B