BUSINESS COMMUNICATION

1. In sentences with direct address, ____________ are used to set off the names of an individual being addressed.
   a. periods
   b. parentheses
   c. commas
   d. dashes

2. To be properly called a phrase, the group of words:
   a. will lack a subject and a verb
   b. must contain both a subject and a verb
   c. makes use of various marks of punctuation
   d. lose credibility as a properly used group

3. Which sentence below is punctuated correctly?
   a. Sandra will approve the budget won't she?
   b. Sandra will approve the budget, won't she?
   c. Sandra will approve the budget: won't she?
   d. Sandra will approve the budget? Won't she?

4. In business writing, exclamations after words or sentences are used:
   a. regularly to show strong emotion
   b. sparingly or seldom
   c. frequently to make a harsh point
   d. often to scare the reader

5. To properly format a decimal that neither contains a whole number nor begins with a zero, you should:
   a. spell the number in words
   b. start the sentence with the decimal
   c. place a zero before the decimal
   d. use a fraction to express it

6. Which pronoun below is always singular?
   a. everyone
   b. both
   c. several
   d. many

7. Which sentence is capitalized correctly?
   a. The instructor said to read Essentials of Business Communication, page 6, line 10.
   b. I referenced figure 2-A in my report.
   c. Let's meet with the Office Manager at noon today.
   d. The ambulance headed North on the road to the City.
8. Words in a series are set off by the use of:
   a. hyphens
   b. semi-colons
   c. commas
   d. colons

9. When writing a date, if the number appears after the month, it is written as a(n):
   a. cardinal figure
   b. word spelled out in full
   c. hyphenated figure
   d. ordinal figure

10. To end a sentence statement, command, indirect question, or a polite request, you would punctuate it with a:
    a. question mark
    b. period
    c. dash
    d. parenthesis
1. C
2. A
3. B
4. B
5. C
6. A
7. A
8. C
9. A
10. B