

Description of Introduction to Business Communications (Previously Proofreading and Editing)—ML:

The written objective test may include questions on proofreading, grammar, punctuation, word division, expression of numbers, capitalization, and business spelling.

Introduction to Business Communications (Previously Proofreading and Editing)—ML Study Guide Created by Advisers

1 Which of the following spellings is correct for a page in a book?

- A) foreward
- B) forword
- C) forworde
- D) foreword

2 Which of the following spellings is correct?

- A) liason
- B) liasson
- C) liaison
- D) liasone

3 Which is the correct spelling?

- A) perserverance
- B) persaverence
- C) perserverence
- D) perseverance

4 Which of the following spellings is correct?

- A) indispensabel
- B) indispensable
- C) indispensable
- D) indespicable

5 Janice felt very ____ about your decision to take another job

- A) Badly
- B) Bad
- C) Sadly
- D) Badley

6 Ask all visitors to ____ their luggage down in the hotel closet

- A) Set
- B) Sit
- C) Sat
- D) Setting

7 I hope to get my pay roll check early this weak.

- A) 0 errors
- B) 1 error
- C) 2 errors
- D) 3 errors

8 I will be learning too sow.

- A) 0 errors
- B) 1 error
- C) 2 errors
- D) 3 errors

9 If you want to own your own store some day, you may be an

- A) Entrapranuer
- B) Entrepreaner
- C) Entraprener
- D) Entrepreneur.

Every _____ must make difficult decisions at times.

10

- A) board of Directors
- B) Board of Directors
- C) board of directors
- D) Board of directors

The _____ was a great help during _____.

11

- A) red cross, hurricane Ivan
- B) Red Cross, hurricane Ivan
- C) Red Cross, hurrican Ivan
- D) Red Cross, Hurricane Ivan

I was born on the _____ day of October.

12

- A) 22nd
- B) twenty 2nd
- C) 20 second
- D) twenty-second

13

- A)
- B)
- C)
- D)

14

- A)
- B)
- C)
- D)

15

- A)
- B)
- C)
- D)

16

	A)	
	B)	
	C)	
	D)	

17 I need at least _____ volunteers to handle this project.

- A) 5
- B) five
- C) Five
- D) V

18 I want you to place your application over _____

- A) their
- B) they're
- C) there
- D) thar

19 Send your resume _____ the _____ companies if you want to be considered for the job _____

- A) To, two, too
- B) To, too, two
- C) Two, to, too
- D) Too, to, two

20 Nearly all _____ of our members were present at the FBLA meeting.

- A) 132
- B) one hundred and thirty-two
- C) One-hundred-thirty-two
- D) 100 and 32

21 Which sentence below is correct?

- A) Old cars and old trucks are often seen at antique shows but they are seldom seen on the major highways across the country.
- B) Old cars and old trucks are often seen at antique shows but, they are seldom seen on the major highways across the country.
- C) Old cars and old trucks are often seen at antique shows, but they are seldom seen on the major highways across the country.
- D) Old cars and old trucks are often seen at antique shows however they are seldom seen on the major highways across the country.

22 Which sentence below is correct?

- A) Will you, and your assistant arrive in time for lunch or should we meet you in the conference room at 2:30 p.m.?
- B) Will you, and your assistant, arrive in time for lunch or should we meet you in the conference room at 2:30 p.m.?
- C) Will you and your assistant arrive in time for lunch or should we meet you in the conference room, at 2:30 p.m.?
- D) Will you and your assistant arrive in time for lunch, or should we meet you in the conference room at 2:30 p.m.?

Which sentence below is correct?

23

- A) One of her partners, Andrew Lusk, has decided to sell his shares and move to Seattle.
- B) One of her partners Andrew Lusk has decided to sell his shares and move to Seattle.
- C) Andrew Lusk one of her partners has decided to sell his shares and move to Seattle.
- D) Andrew Lusk one of her partners, has decided to sell his shards and move to Seattle.

Which sentence below is correct?

24

- A) In the first place the board of directors will not meet until the first Monday of next month.
- B) First of all the board of directors will not meet until the first Monday of next month.
- C) First of all the board of directors, will not meet until the first Monday of next month.
- D) In the first place, the board of directors will not meet until the first Monday of next month.

The student made a score of _____ on the test.

25

- A) ninety-five
- B) 95
- C) ninety five
- D)

Ask all visitors to _____ their luggage down.

26

- A) sit
- B) set
- C)
- D)

The most _____ way to improve spelling is to improve pronunciation.

27

- A) affective
- B) effective
- C)
- D)

28 Indicate the misspelled word.



- A) leisurly
- B) likable
- C) stationery
- D) all are correct

29 How many times do you space after a colon (:)?

- A) Once
- B) Twice
- C) Zero
- D) three

30 *Bf* proofreader mark mean to do what?

- A) Set in a bullet
- B) Need to spell out
- C) Set in capitals
- D) Set in boldface

- 31 *Cap* proofreader mark meant to do what?
A) Insert a space
B) Put a comma at the end of the word
C) Set in Captials
D) Delete the word
- 32 How many times do you space after a period used in the abbreviation for doctor (Dr.)
A) 1
B) 2
C) 0
D) All of the above
- 33 The people in accounting want us to cut our budget 15 percent.
A) 0 errors
B) 2 errors
C) 1 error
D) 3 errors
- 34 I used to stay at the Rosen Hotel, but the Hotel has gone downhill recently.
A) 1 error
B) 2 errors
C) 3 errors
D) 0 errors
- 35 Words of wisdom in word processing: save periodically.
A) 1 error
B) 3 errors
C) 0 errors
D) 2 errors
- 36 Will we need a special charter to do business in the State of Washington?
A) 1 error
B) 3 errors
C) 0 errors
D) 2 errors
- 37 What is this proofreading mark? 
A) Close up
B) Insert space
C) capitalize
D) All are incorrect
- 38 What does this mark mean? 
A) Insert a space
B) Close up
C) capitalize
D) All are correct

- 39 What does this mark mean? ¶
- A) Insert a space
 - B) Close up
 - C) Begin a new paragraph
 - D) capitalize

- 40 What does this mark mean? tr
- A) transpose
 - B) transpire
 - C) capitalize
 - D) Insert a space

Introduction to Business Communications--ML (Previously Proofreading and Editing) Study Guide Created by Advisers ANSWER KEY							
1		D		21	C		
2		C		22	D		
3		D		23	A		
4		C		24	D		
5		B		25	A		
6		A		26	B		
7		C		27	B		
8		C		28	A		
9		D		29	B		
10		B		30	D		
11		B		31	C		
12		A		32	A		
13		C		33	C		
14		No Answer Given		34	A		
15		B		35	A		
16		C		36	D		
17		B		37	A		
18		C		38	A		
19		A		39	C		
20		A		40	A		