

Fundamentals of Business Communication © 2012
Chapter 6: Improving Grammar Mechanics—Interactive Quiz Questions

- _____ 1. Terminal punctuation marks are periods, question marks, exclamation marks, and _____.
A. colons
B. hyphens
C. quotation marks
D. None of the above.
- _____ 2. Internal punctuation marks are commas, dashes, parentheses, semicolons, apostrophes, and _____.
A. colons
B. hyphens
C. quotation marks
D. All of the above.
- _____ 3. When uncertain of the meaning or correct usage of a word, consult a/an _____.
A. dictionary
B. glossary
C. index
D. thesaurus
- _____ 4. A proper noun _____.
A. begins with a capital letter
B. identifies a specific person, place, or thing
C. includes names of regions and buildings
D. All of the above.
- _____ 5. Parallel structures use the same word or phrase form for all items in a series of words or phrases.
A. True
B. False
- _____ 6. Parallel clauses are written in a parallel pattern, allowing for a change in the voice of the verb, but not in the form of one of the clauses in the series.
A. True
B. False
- _____ 7. The following sentence is properly punctuated: *Manual bought a train ticket for his vacation travels!*
A. True
B. False
- _____ 8. The following sentence is properly punctuated: *When will Manual's train arrive?*
A. True
B. False

Name _____ Date _____

- _____ 9. The following sentence is properly punctuated: *Did Manual say, "The train arrives at 3:00 pm?"*
A. True
B. False
- _____ 10. The following sentence is properly punctuated: *Hurry! The train is coming.*
A. True
B. False