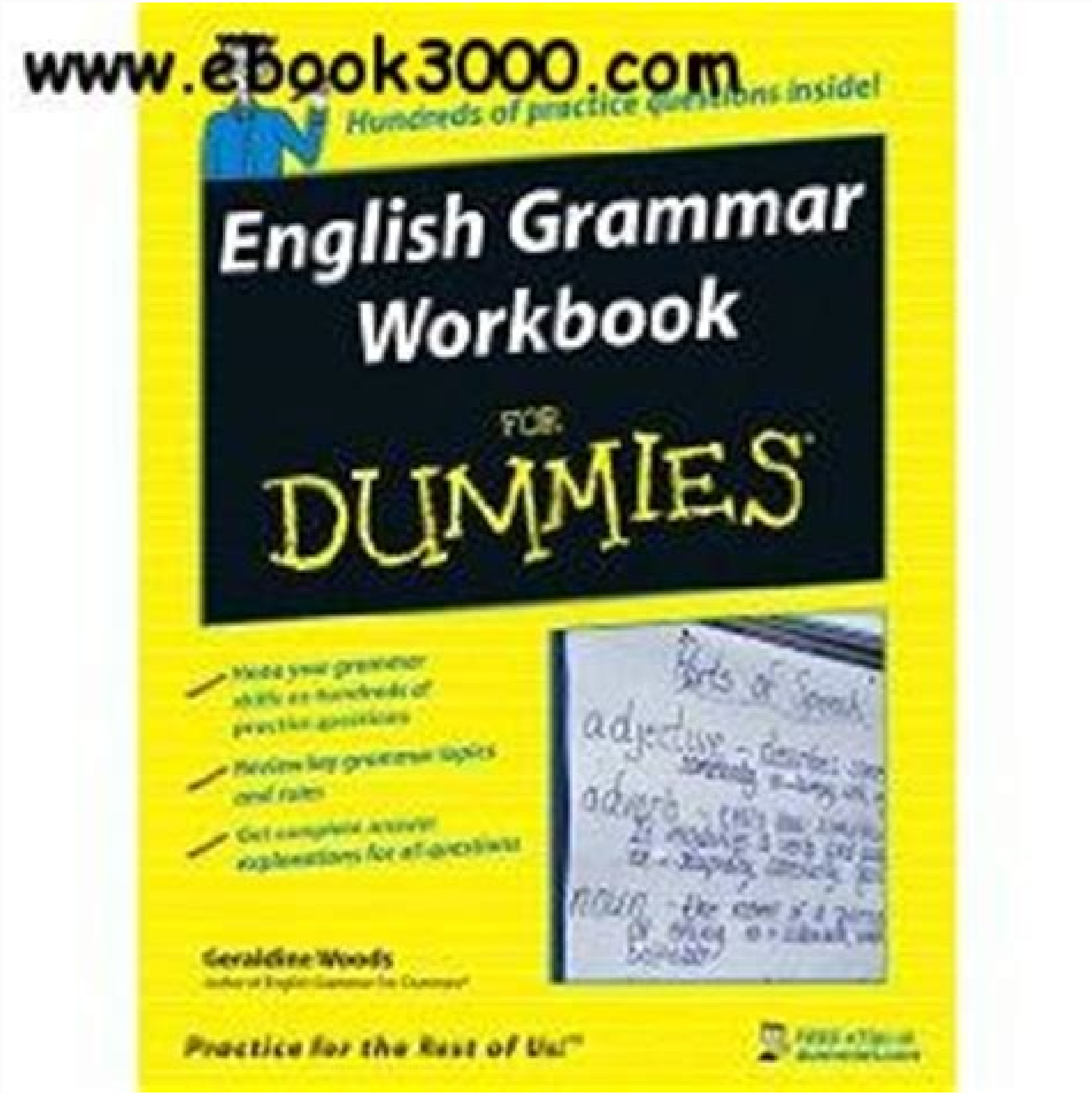
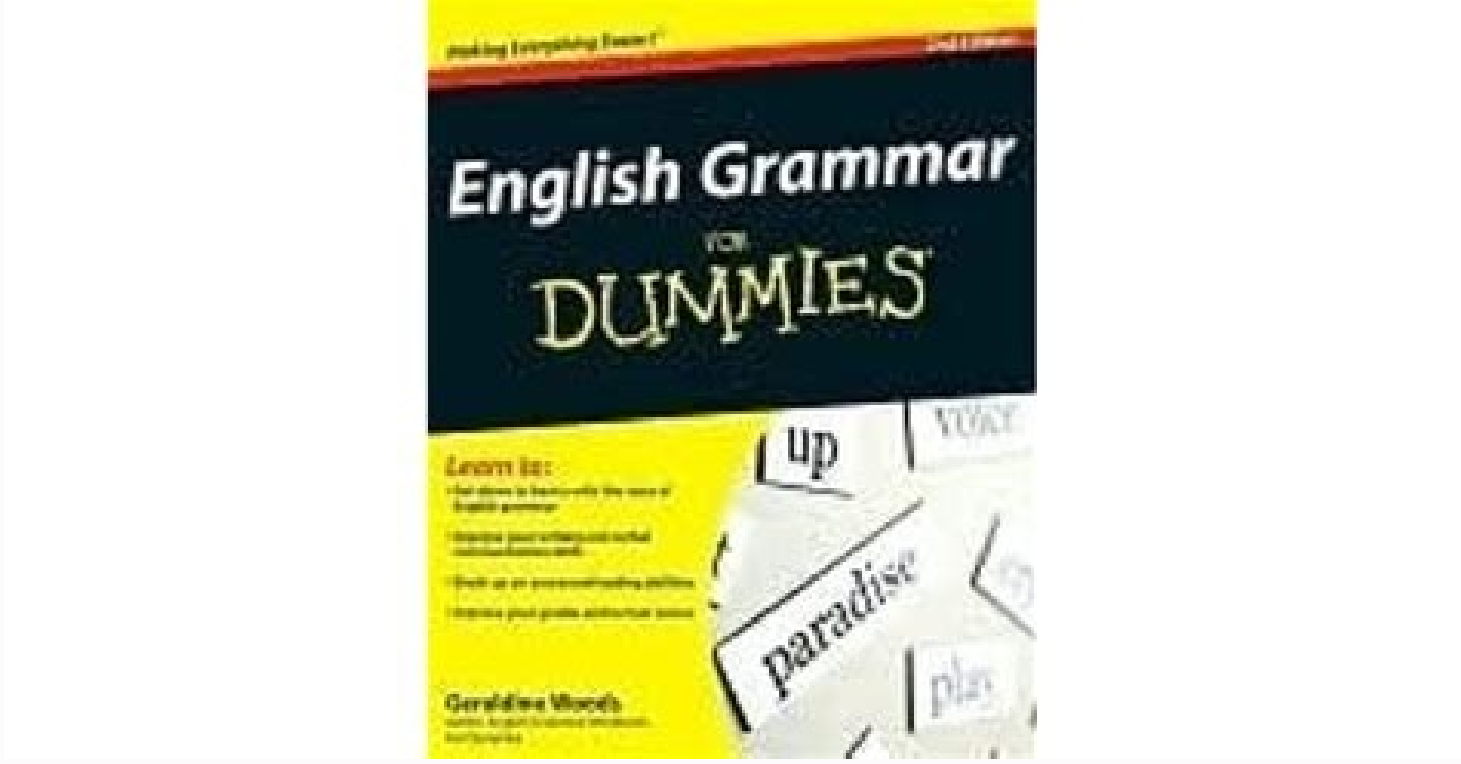
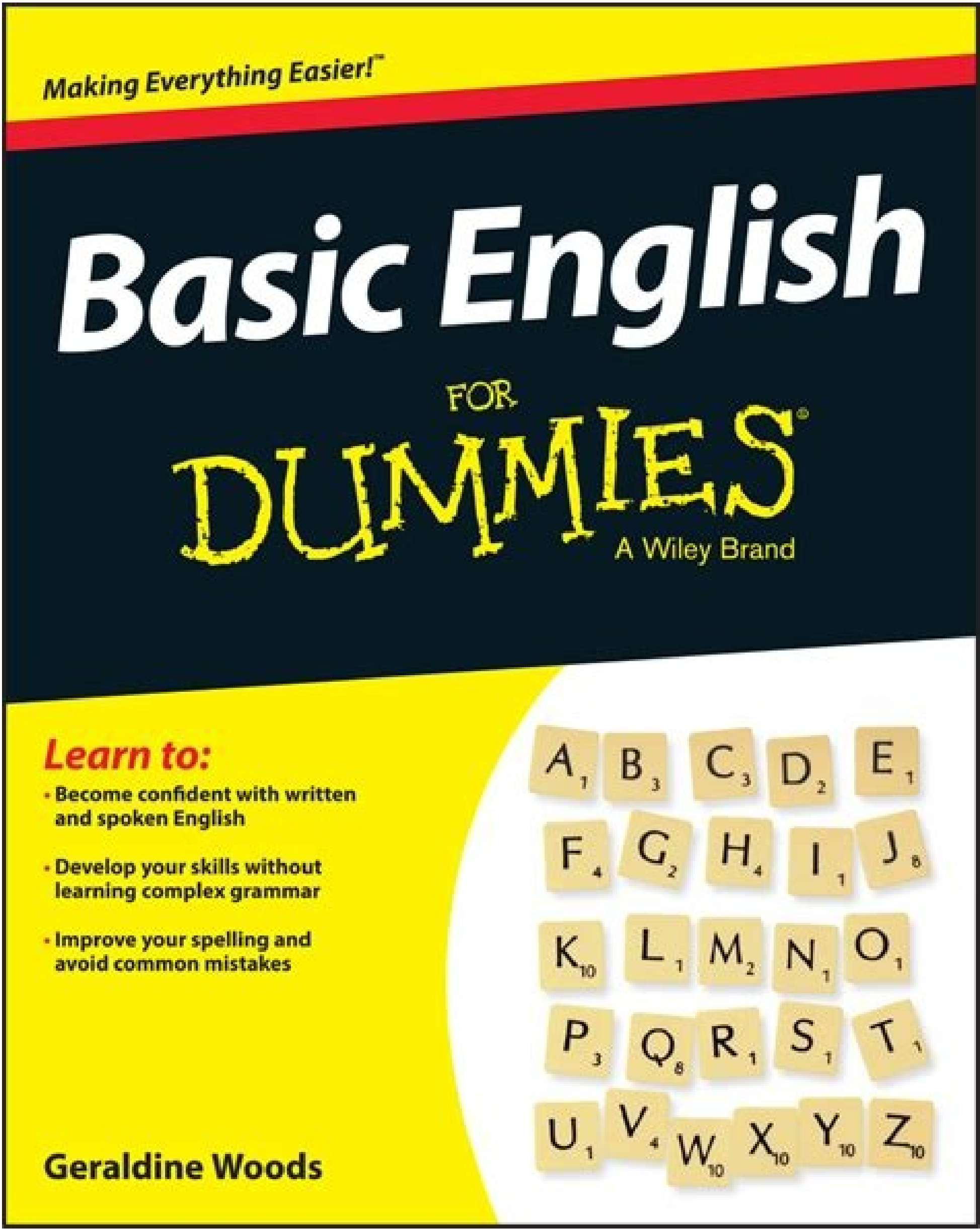


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English Grammar

for
dummies[®]
A Wiley Brand

Write complete and proper sentences

Adapt grammar rules to suit texts, tweets, and posts on electronic media

Master pronoun case and agreement

Geraldine Woods

Grammarian

NAME: _____

DATE: _____

QUIZ: OFFICE

- Answer these fourteen questions to score your vocabulary knowledge.

- | | |
|---|--|
| <p>1. Which of the following can you often find inside a 'briefcase'?
a) a boss
b) a fax machine
c) a pen
d) a meeting</p> <p>2. Which of the following words is similar in meaning to 'client'?
a) computer
b) co-worker
c) cubicle
d) customer</p> <p>3. When do most people use 'correction fluid'?
a) when they sell something
b) when they answer a phone
c) when buy something
d) when they make a mistake</p> <p>4. What do many people put inside an 'envelope'?
a) a letter
b) a binder
c) office furniture
d) a printer</p> <p>5. Which of the following is often used along with an 'eraser'?
a) a fax machine
b) a pencil
c) a paper cutter
d) a pen</p> <p>6. Which of the following best describes a 'lobby'?
a) a person
b) a place
c) a time
d) an action</p> <p>7. 'Paper clips' and 'thumbtacks' are examples of
a) office supplies
b) invoices
c) office furniture
d) glue</p> | <p>8. When people leave the office, they sometimes use a
a) calendar
b) file folder
c) time clock
d) bulletin board</p> <p>9. People will sometimes give a 'presentation' when they
a) want to share information
b) make an appointment
c) go on holiday
d) read a notice</p> <p>10. People usually get a 'receipt' after they
a) open a file cabinet
b) pay money
c) make a phone call
d) go to work at an office</p> <p>11. Which of the following things will a 'receptionist' usually do?
a) hire people
b) go to meetings
c) welcome people
d) fix water fountains</p> <p>12. Which of the following things is used to cut paper?
a) desk drawers
b) pencil sharpeners
c) glue sticks
d) scissors</p> <p>13. Which of the following is usually used along with a 'stapler'?
a) paper
b) desks
c) computers
d) hole punches</p> <p>14. What do most people use a 'waste basket' for?
a) writing memos
b) meeting people
c) throwing away garbage
d) keeping money in</p> |
|---|--|

13 – 14 = Excellent

11 – 12 = Good

9 – 10 = Study More!

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Two-word descriptions don't run away if the first word ends in shape. SEMIONOLON: Use a semicolon to join separate clauses in compound sentences that have no coordination conjunctions (and, ³, or, or, or, as such) and commas as connectors. Knowing how ³ use nouns, verbs, adjectives, pronouns, prepositions and punctuation correctly, as well as how ³ correctly structure a sentence³ can make or break a good ³ or a ³ presentation. Every time you write or speak, use nouns, verbs, prepositions, conjunctions, and other parts of the English language. However, words, in addition, therefore, and therefore, are often used as connectors in these sentences. Otherwise, you end up with an incomplete ³ or a meaningless ³. If you have a subject and two verbs, do not put a comma before the conjunction ³ n. Pronouns that can be used only as subjects or supplements of subjects: Yes, she, we, who, who. Your / or and neither / nor: match the verb to the nearest subject (neither the nor the neither). You can also use semicolons to separate long or complicated elements in a series that already includes commas, and to separate two long or complex independent clauses joined by a coordination ³ ³ if the confusion ³ result from using a comma. Verb (also called predicate): expresses the action³ n or the state of being object: the person or thing that is talked about complement: a word or group of words that completes the meaning of the complement types of the subject's verb pair: direct and indirect objects, SUBJECT COMPLEMENT, OBJECTIVE COMPLEMENT The Beatles sang from Ae â Ä I, yo, mÄo, but understanding pronouns takes a little practice. Whether you're involved in everyday speech or writing the perfect paper, you should familiarize yourself with the different parts of the English. ApÄ ³ strokes: for the singular property, generally add. For the plural property, it generally adds ST. Keep that in mind you need a number of parts to make a full ³ prayer: subject/predicate/reference mark. Knowing when and how ³ use the semicolon, comma, colon, semicolon, and other punctuation marks ³ make your writing more soft and understandable. In lists, place commas between items in a list, but not before the first item. Pronouns showing possession³ n: my, the mÄo, yours, yours, hers, hers, hers, ours, ours, hers, theirs, who is. ³ "Can you imagine how ³ be a sentence with no score ³ any? Subjects and verbs should agree if Ä is going to convey their point of view as clearly as possible. Pronouns that can ³ be used as objects or object complements: I, she, we, they, who, who. Hyphens: If two words create a single description, ³ a guiÄ ³ n between them if the description ³ n comes before the word you are describing. Name: names a person, place, thing, idea (Lulu, jail, cantaloupe, loyalty, etc.) Pronoun: takes the place of a noun (which, I, which, and so on) Verb: expresses acciÄ n o ser (³, era, mustÄa win, etcÄ© tera) Adjective: describes a noun or pronoun (disordered, extraÄto, alien, etc.) Adverb: describes a verb, adjective or other adverb (voluntarily, unfortunately, very, etc.) Preposition³ n: relates a noun or pronoun to another word in the sentence (³, for, from, etc.) ConjunctiÄ ³ n: unites two words or groups of words (and, later, though, etc.) InterjecciÄ ³ n: expresses a strong emociÄ ³ n (yikes! wow! "Oh! And so on) After getting a good grip on the different parts of the speech, is the time to put them all together to form the right prayer³ Either and neither, without their partners or and neither, always take a singular verb (either apple is). Know how ³ use these Speech can help you talk more eloquently, write more clearly and feel more sure when communicating with others. Two points: use two points after a separate clause that precedes a list list To separate an explanation, rule, or example from an earlier independent clause. Comas: In direct direction, use commas to separate the name from the rest of the prayer. The verbs are the words that express the action that the subject is doing or the state of being the subject is in. By learning about the different types of simple times, perfect, past ä €

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