Parts of Speech

Short Answer Questions

Complete each sentence with appropriate words or terms.

1. Words that name people, places, and things are called nouns, and their substitutes or replacements are called _________________.
   pronouns
2. “Action words” generally describe this part of speech: _________________.
   verbs
3. Groups of words, such as “has been delayed,” “was swimming,” and “will be studying,” are called _________________.
   verb phrases
4. ________________ are words that describe nouns and pronouns.
   Adjectives
5. Expensive, new, and strong are examples of _________________.
   adjectives
6. Am, is, are, was, were, been, and being are all forms of the verb _________________.
   to be
7. In the statement “I am sorry,” sorry is a(n) _________________.
   adjective
8. Words that describe verbs, adjectives, and adverbs are called _________________.
   adverbs
9. The short words to, for, on, and above are known as _________________.
   prepositions
10. The joining words and, but, or, and nor are examples of _________________.
    conjunctions
11. In the statement “You did a superb job,” the word you is the _________________.
    subject
12. A clause is a group of words with a(n) ________________ and a(n) _________________.
    subject  predicate
13. A clause that can stand alone as a complete sentence is called a(n) _________________.
    independent clause
Identifying Parts of Speech

Identify the part of speech of each underscored word on the line provided.

When Angela returned to the office, she immediately submitted her Customer Call Report. Angela describes a number of potential problems in her report. For example, she explains that many customers are complaining about our new billing system, which customers find cumbersome and inaccurate. In addition, she tells us that Acme Industries is gaining market share in her territory.

1. noun
2. preposition
3. pronoun
4. adverb
5. noun
6. verb
7. adjective
8. conjunction
9. pronoun
10. verb
11. preposition
12. noun

Writing Parts of Speech

Write a word appropriate for the context that matches the part of speech indicated on the line provided. Do not repeat words.

Solution: Answers may vary.

Nouns

1. a red carpet
2. several employees
3. two new printers
4. many voters
Pronouns
5. for Cary and _____ me _____
6. to Jenny and _____ us _____
7. Greg and _____ I _____ decided
8. Mary and _____ she _____ reserved

Verbs
9. Francine ______ drafted _______
10. We ______ evaluated _______
11. All of us ______ participated _______
12. Many people ______ contributed _______

Adjectives
13. a(n) ______ effective ______ aide
14. that ______ laser _______ printer
15. my ______ refurbished ______ apartment
16. a(n) ______ aggressive ______ company

Adverbs
17. works ______ meticulously ______
18. runs ______ smoothly ______
19. manages ______ effectively ______
20. writes ______ clearly ______

Prepositions
21. ______ for ______ Jack and me
22. ______ among ______ the managers
23. ______ throughout ______ my department
24. ______ with ______ Lisa and him

Conjunctions
25. Tara completed the assignment quickly ______ but ______ carefully.
26. Michael wrote ______ and ______ produced the entire video.
27. Charles is not in favor of TV advertising ______ or ______ radio commercials.
28. You can call our office, but we are not there Saturdays.

**Independent Clause**

29. Clarice finally won the Anderson account

**Dependent Clauses**

30. If I had missed my flight to Chicago

31. When we returned from our sales meeting

32. Because Thomas and I are working overtime tomorrow

**Verb Phrases**

33. Maryanne has been reading

34. I have been wondering

35. She is reviewing

36. Americans are realizing

**Prepositional Phrases**

37. to our sales staff

38. among our top clients

39. for Brenda and me

40. between you and me

**Editing and Proofreading**

Key or rewrite the message correcting all errors in word usage.

Thank you for request information on DayPro franchises. For more than a decade now, DayPro have been expanding successfully, and we is very pleased that you have an interest in join our successful family of franchise owners and operator.

We have enclosed materials that we knewed you will find both interesting and informative. After you have review all the materials, you probably will have some important question. Within the next two week, therefore, our account executive in your area, Darcy Newton, will call your to arrange an appointment at your convenience. An experience DayPro representative, Darcy sure will help to clarify any issues or resolve any questions that you may had.

Ms. Havermeyer, we real do appreciate your request for information about DayPro, and we hope that you will enjoys your meeting with Darcy. We hope that we may someday welcome you to the DayPro family on successful franchise owners!
Solution:

Thank you for requesting information on DayPro franchises. For more than a decade now, DayPro has been expanding successfully, and we are very pleased that you have an interest in joining our successful family of franchise owners and operators.

We have enclosed materials that we know you will find both interesting and informative. After you have reviewed all the materials, you probably will have some important questions. Within the next two weeks, therefore, our account executive in your area, Darcy Newton, will call you to arrange an appointment at your convenience. As an experienced DayPro representative, Darcy surely will help to clarify any issues or resolve any questions that you may have.

Ms. Havermeyer, we really do appreciate your request for information about DayPro, and we hope that you will enjoy your meeting with Darcy. We hope that we may someday welcome you to the DayPro family of successful franchise owners.

Spelling

Underline all misspelled words in the following sentences. Write the correct spelling below the sentence.

1. Employees should be familiar with the technical vocabulary used in their organizations.
   familiar technical vocabulary their

2. The English language contains eight parts of speech.
   language eight

3. Pronouns can be substituted for nouns.
   Pronouns

4. He is a singular pronoun; we is a plural pronoun.
   singular

5. Instead of action, some verbs show a condition or state of being.
   condition

6. “She is the chief financial officer” is an independent clause.
   chief independent

7. Adjectives and adverbs give life to effective sentences.
   Adjectives adverbs

8. Prepositional phrases begin with prepositions and end with nouns or noun substitutes.
   Prepositional prepositions