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GUFFEY'S BUSINESS ENGLISH, 9E

MIDTERM REVIEW (Includes Hotline Queries)

Chapter 1

True-False. Use T for true and F for false.

1. Online dictionaries ensure that word-processed documents are free of misspelled and misused words. 1. ____
2. Most dictionaries use centered dots to divide words into syllables. 2. ____
3. Usage labels, such as *obsolete*, *archaic*, and *informal*, warn dictionary users about appropriate usage. 3. ____
4. Most dictionaries show noun plurals only if the plurals are irregular, such as *child* and *children*. 4. ____
5. If a dictionary shows *junk* + *yard*, the word should be written *junkyard*. 5. ____
6. If a dictionary shows *jump* + *start*, the word should be written *jumpstart*. 6. ____
7. Words can be properly divided between any syllable break shown in the dictionary. 7. ____
8. Students should buy and use an unabridged dictionary as their primary reference because it is the largest, most complete dictionary available. 8. ____
9. The etymology of a word describes its history. 9. ____
10. Today e-mail and the Internet force everyone to exchange written messages. 10. ____

Chapter 2

11. Because English is a rigid language, words may not function as more than one part of speech. 11. ____

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Ian Badger



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