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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. A direct address (DA) is a word or group of words that immediately follows and further identifies another noun and is usually separated by commas.​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2. Abstract nouns name a quality or idea not perceived by the senses.​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. A proper noun names a particular person, place, object, or quality.​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | |

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| 4. Forming plurals of medical terms is no different than forming plurals of regular nouns.​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. The “salutation” is the greeting in professional correspondence.  ​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6. A full heading is not necessary on medical letterhead paper.​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | |

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| 7. The full block letter does not have indentations.​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8. If a letter runs longer than one page, the heading on the second page should contain the name of the writer, the page number, and the date.​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9. It is unnecessary to check, recheck, and proofread medical correspondence for spelling and grammar errors, as these function are performed by the computer’s spell check program.​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | |

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| 10.  When typing or keying medical communications, all lines should be flush with the right margin. ​   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | |

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| 11. Select the correct plural form of “diagnosis.”​   |  |  |  | | --- | --- | --- | |  | a. | ​dianoses | |  | b. | ​diagnosises | |  | c. | ​diagnosisis | |  | d. | ​diagnoses |  |  |  | | --- | --- | | *ANSWER:* | d | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12. Select the correct plural form of “phalanx.”   |  |  |  | | --- | --- | --- | |  | a. | ​phalanges | |  | b. | ​phelanxes | |  | c. | ​phalanxs | |  | d. | ​phlanges |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13. ​Select the correct plural form of “vertebra.”   |  |  |  | | --- | --- | --- | |  | a. | ​vertebrum | |  | b. | ​vertebrae | |  | c. | ​vertebrai | |  | d. | ​vertebri |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14. Select the correct plural form of “anomaly.”​   |  |  |  | | --- | --- | --- | |  | a. | ​anomilies | |  | b. | ​anomalys | |  | c. | ​anomalies | |  | d. | ​anomali |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 15. Select the correct singular form of “nuclei.”​   |  |  |  | | --- | --- | --- | |  | a. | ​nuclae | |  | b. | ​nuculus | |  | c. | ​nuclum | |  | d. | ​nucleus |  |  |  | | --- | --- | | *ANSWER:* | d | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16. Select the correct singular form of “diverticula.”​   |  |  |  | | --- | --- | --- | |  | a. | ​diverticulae | |  | b. | ​diverticulum | |  | c. | ​diverticuli | |  | d. | ​diverticule |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17. Select the word that is spelled correctly.​   |  |  |  | | --- | --- | --- | |  | a. | ​medicaton | |  | b. | ​medicatone | |  | c. | ​medisation | |  | d. | ​medication |  |  |  | | --- | --- | | *ANSWER:* | d | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18. Select the word that is spelled correctly.​   |  |  |  | | --- | --- | --- | |  | a. | ​defishency | |  | b. | ​deficiency | |  | c. | ​dificiency | |  | d. | ​difficiency |  |  |  | | --- | --- | | *ANSWER:* | b | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 19. Select the word that is spelled correctly.​   |  |  |  | | --- | --- | --- | |  | a. | ​alergy | |  | b. | ​allirgy | |  | c. | ​allergy | |  | d. | ​allergi |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 20. Select the word that is spelled correctly.​   |  |  |  | | --- | --- | --- | |  | a. | ​biossy | |  | b. | ​byopsy | |  | c. | ​biopsy | |  | d. | ​biopcy |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 21. Select the word that is spelled correctly.​   |  |  |  | | --- | --- | --- | |  | a. | ​cardologist | |  | b. | ​cardoalogist | |  | c. | ​cardialogist | |  | d. | ​cardiologist |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 22. Select the proper noun in this sentence:  ​  Nurses at Mercy Hospital were not in favor of a strike.   |  |  |  | | --- | --- | --- | |  | a. | ​Nurses | |  | b. | ​Mercy Hospital | |  | c. | ​strike | |  | d. | ​favor |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 23. Select the common noun in this sentence:  Dr. Sullivan was an old-fashioned doctor in Douglas.​   |  |  |  | | --- | --- | --- | |  | a. | ​Dr. Sullivan | |  | b. | ​fashioned | |  | c. | ​doctor | |  | d. | ​Douglas |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 24. Select the collective noun in this sentence:  The group is awarding certificates for perfect attendance.​   |  |  |  | | --- | --- | --- | |  | a. | ​group | |  | b. | ​certificates | |  | c. | ​perfect | |  | d. | ​attendance |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 25. Select the abstract noun in this sentence:  The committee agreed that honesty is the best policy.​   |  |  |  | | --- | --- | --- | |  | a. | ​committee | |  | b. | ​honesty | |  | c. | ​best | |  | d. | ​policy |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| --- |
| In each of the following sentences, how is the italicized noun used?  ​ |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 26. Over the years, my *brother* remembered his experiences in surgery.   |  |  |  | | --- | --- | --- | |  | a. | ​indirect object | |  | b. | ​subject | |  | c. | ​predicate noun | |  | d. | ​direct object |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| 27. Dermatitis is an allergic *condition*.​   |  |  |  | | --- | --- | --- | |  | a. | ​direct object | |  | b. | ​appositive | |  | c. | ​predicate noun | |  | d. | ​subject |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 28. The doctor gave the *patient* a prescription.​   |  |  |  | | --- | --- | --- | |  | a. | ​object of a preposition | |  | b. | ​predicate noun | |  | c. | ​direct object | |  | d. | ​indirect object |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 29. The medical assistant works in a clinical *setting*.​   |  |  |  | | --- | --- | --- | |  | a. | ​direct address | |  | b. | ​direct object | |  | c. | ​indirect object | |  | d. | ​object of a preposition |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 30. The patient is a *man* from the fourth floor.​   |  |  |  | | --- | --- | --- | |  | a. | ​subject | |  | b. | ​predicate noun | |  | c. | ​appositive | |  | d. | ​direct address |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 31. Seth Werner, the *supervisor*, is on vacation.​   |  |  |  | | --- | --- | --- | |  | a. | ​direct address | |  | b. | ​object of a preposition | |  | c. | ​appositive | |  | d. | ​predicate noun |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 32. The patient is a female with a rare *disease*.​   |  |  |  | | --- | --- | --- | |  | a. | ​direct object | |  | b. | ​subject | |  | c. | ​object of a preposition | |  | d. | ​predicate noun |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 33. The oncologist treats cancer *patients*.​   |  |  |  | | --- | --- | --- | |  | a. | ​direct object | |  | b. | ​predicate noun | |  | c. | ​subject | |  | d. | ​indirect object |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 34. The nurse gave the *patient* a johnny.​   |  |  |  | | --- | --- | --- | |  | a. | ​subject | |  | b. | ​predicate noun | |  | c. | ​direct object | |  | d. | ​indirect object |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 35. The medical assistant gave the patient a special delivery *letter*.​   |  |  |  | | --- | --- | --- | |  | a. | ​subject | |  | b. | ​predicate noun | |  | c. | ​direct object | |  | d. | ​indirect object |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 36. The employer paid his *employees* an extra week’s salary.​   |  |  |  | | --- | --- | --- | |  | a. | ​subject | |  | b. | ​predicate noun | |  | c. | ​direct object | |  | d. | ​indirect object |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 37. The nurse removed sutures from the *incision*.​   |  |  |  | | --- | --- | --- | |  | a. | ​subject | |  | b. | ​object of a preposition | |  | c. | ​direct object | |  | d. | ​indirect object |  |  |  | | --- | --- | | *ANSWER:* | b | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 38. The nurse removed *sutures* from the incision.​   |  |  |  | | --- | --- | --- | |  | a. | ​subject | |  | b. | ​object of a preposition | |  | c. | ​direct object | |  | d. | ​indirect object |  |  |  | | --- | --- | | *ANSWER:* | c | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 39. The *nurse* removed sutures from the incision.​   |  |  |  | | --- | --- | --- | |  | a. | ​subject | |  | b. | ​object of a preposition | |  | c. | ​direct object | |  | d. | ​indirect object |  |  |  | | --- | --- | | *ANSWER:* | a | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 40. *Janet*, please assist the patient in the wheelchair.​   |  |  |  | | --- | --- | --- | |  | a. | ​subject | |  | b. | ​predicate noun | |  | c. | ​appositive | |  | d. | ​direct address |  |  |  | | --- | --- | | *ANSWER:* | d | |

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| 41. A word that connects words or groups of words is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ​   |  |  | | --- | --- | | *ANSWER:* | conjunction​ | |

|  |  |  |
| --- | --- | --- |
| 42. Words that show action, being, or linking are called \_\_\_\_\_\_\_\_\_\_\_. ​   |  |  | | --- | --- | | *ANSWER:* | verbs​ | |

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| --- | --- | --- |
| 43. \_\_\_\_\_\_\_\_\_\_\_ name a person, place, thing, or idea.​   |  |  | | --- | --- | | *ANSWER:* | Nouns​ | |

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| --- | --- | --- |
| 44. Nouns that receive the action of the verb are called \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_.​   |  |  | | --- | --- | | *ANSWER:* | direct objects ​ | |

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| --- | --- | --- |
| 45. A word that indicates ownership by its form is a \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_. ​   |  |  | | --- | --- | | *ANSWER:* | possessive noun ​ | |

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| --- | --- | --- |
| 46. The \_\_\_\_\_\_\_\_\_\_\_\_\_ is the person, place, thing, or idea that the sentence is about. ​   |  |  | | --- | --- | | *ANSWER:* | subject​ | |

|  |  |  |
| --- | --- | --- |
| 47. Most typed or keyed lines in professional correspondence should be flush to the \_\_\_\_\_\_\_\_\_ margin. ​   |  |  | | --- | --- | | *ANSWER:* | left​ | |

|  |  |  |
| --- | --- | --- |
| 48. The \_\_\_\_\_\_\_\_\_\_\_\_\_ is the greeting of a letter. ​   |  |  | | --- | --- | | *ANSWER:* | salutation ​ | |

|  |  |  |
| --- | --- | --- |
| 49. The \_\_\_\_\_\_\_\_\_\_\_\_\_ of a letter contains the message. ​   |  |  | | --- | --- | | *ANSWER:* | body​ | |

|  |  |  |
| --- | --- | --- |
| 50. The leave-taking of a letter is called the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ​   |  |  | | --- | --- | | *ANSWER:* | closing​ | |