|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2. Abstract nouns name a quality or idea not perceived by the senses.​

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

|  |  |
| --- | --- |
| *ANSWER:* | True |

 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. The “salutation” is the greeting in professional correspondence.​

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

|  |  |
| --- | --- |
| *ANSWER:* | True |

 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6. A full heading is not necessary on medical letterhead paper.​

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

|  |  |
| --- | --- |
| *ANSWER:* | True |

 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7. The full block letter does not have indentations.​

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

|  |  |
| --- | --- |
| *ANSWER:* | True |

 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10.  When typing or keying medical communications, all lines should be flush with the right margin. ​

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

|  |  |
| --- | --- |
| *ANSWER:* | False |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13. ​Select the correct plural form of “vertebra.”

|  |  |  |
| --- | --- | --- |
|   | a.  | ​vertebrum |
|   | b.  | ​vertebrae |
|   | c.  | ​vertebrai |
|   | d.  | ​vertebri |

|  |  |
| --- | --- |
| *ANSWER:* | b |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14. Select the correct plural form of “anomaly.”​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​anomilies |
|   | b.  | ​anomalys |
|   | c.  | ​anomalies |
|   | d.  | ​anomali |

|  |  |
| --- | --- |
| *ANSWER:* | c |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 20. Select the word that is spelled correctly.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​biossy |
|   | b.  | ​byopsy |
|   | c.  | ​biopsy |
|   | d.  | ​biopcy |

|  |  |
| --- | --- |
| *ANSWER:* | c |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 21. Select the word that is spelled correctly.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​cardologist |
|   | b.  | ​cardoalogist |
|   | c.  | ​cardialogist |
|   | d.  | ​cardiologist |

|  |  |
| --- | --- |
| *ANSWER:* | d |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 26. Over the years, my *brother* remembered his experiences in surgery.

|  |  |  |
| --- | --- | --- |
|   | a.  | ​indirect object |
|   | b.  | ​subject |
|   | c.  | ​predicate noun |
|   | d.  | ​direct object |

|  |  |
| --- | --- |
| *ANSWER:* | b |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 27. Dermatitis is an allergic *condition*.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​direct object |
|   | b.  | ​appositive |
|   | c.  | ​predicate noun |
|   | d.  | ​subject |

|  |  |
| --- | --- |
| *ANSWER:* | c |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 28. The doctor gave the *patient* a prescription.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​object of a preposition |
|   | b.  | ​predicate noun |
|   | c.  | ​direct object |
|   | d.  | ​indirect object |

|  |  |
| --- | --- |
| *ANSWER:* | d |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 30. The patient is a *man* from the fourth floor.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​subject |
|   | b.  | ​predicate noun |
|   | c.  | ​appositive |
|   | d.  | ​direct address |

|  |  |
| --- | --- |
| *ANSWER:* | b |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 31. Seth Werner, the *supervisor*, is on vacation.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​direct address |
|   | b.  | ​object of a preposition |
|   | c.  | ​appositive |
|   | d.  | ​predicate noun |

|  |  |
| --- | --- |
| *ANSWER:* | c |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 33. The oncologist treats cancer *patients*.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​direct object |
|   | b.  | ​predicate noun |
|   | c.  | ​subject |
|   | d.  | ​indirect object |

|  |  |
| --- | --- |
| *ANSWER:* | a |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 34. The nurse gave the *patient* a johnny.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​subject |
|   | b.  | ​predicate noun |
|   | c.  | ​direct object |
|   | d.  | ​indirect object |

|  |  |
| --- | --- |
| *ANSWER:* | d |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 35. The medical assistant gave the patient a special delivery *letter*.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​subject |
|   | b.  | ​predicate noun |
|   | c.  | ​direct object |
|   | d.  | ​indirect object |

|  |  |
| --- | --- |
| *ANSWER:* | c |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 36. The employer paid his *employees* an extra week’s salary.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​subject |
|   | b.  | ​predicate noun |
|   | c.  | ​direct object |
|   | d.  | ​indirect object |

|  |  |
| --- | --- |
| *ANSWER:* | d |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 37. The nurse removed sutures from the *incision*.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​subject |
|   | b.  | ​object of a preposition |
|   | c.  | ​direct object |
|   | d.  | ​indirect object |

|  |  |
| --- | --- |
| *ANSWER:* | b |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 38. The nurse removed *sutures* from the incision.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​subject |
|   | b.  | ​object of a preposition |
|   | c.  | ​direct object |
|   | d.  | ​indirect object |

|  |  |
| --- | --- |
| *ANSWER:* | c |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 39. The *nurse* removed sutures from the incision.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​subject |
|   | b.  | ​object of a preposition |
|   | c.  | ​direct object |
|   | d.  | ​indirect object |

|  |  |
| --- | --- |
| *ANSWER:* | a |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 40. *Janet*, please assist the patient in the wheelchair.​

|  |  |  |
| --- | --- | --- |
|   | a.  | ​subject |
|   | b.  | ​predicate noun |
|   | c.  | ​appositive |
|   | d.  | ​direct address |

|  |  |
| --- | --- |
| *ANSWER:* | d |

 |

|  |  |  |
| --- | --- | --- |
| 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​ |

 |

|  |  |  |
| --- | --- | --- |
| 43. \_\_\_\_\_\_\_\_\_\_\_ name a person, place, thing, or idea.​

|  |  |
| --- | --- |
| *ANSWER:* | Nouns​ |

 |

|  |  |  |
| --- | --- | --- |
| 44. Nouns that receive the action of the verb are called \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_.​

|  |  |
| --- | --- |
| *ANSWER:* | direct objects ​ |

 |

|  |  |  |
| --- | --- | --- |
| 45. A word that indicates ownership by its form is a \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_. ​

|  |  |
| --- | --- |
| *ANSWER:* | possessive noun ​ |

 |

|  |  |  |
| --- | --- | --- |
| 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​ |

 |