

Study the following sentence and identify selected parts of speech. For each word listed underline the correct part of speech. Compare your answers with those at the bottom of the page.

The **customer and I critically evaluated** information **on** the company Web site.

- | | | | | |
|----------------------|----------------|----------------|----------------|--------------|
| 1. customer | a. noun | b. pronoun | c. verb | d. adjective |
| 2. and | a. preposition | b. conjunction | c. adjective | d. adverb |
| 3. critically | a. adjective | b. conjunction | c. preposition | d. adverb |
| 4. evaluated | a. adverb | b. noun | c. verb | d. adverb |
| 5. on | a. preposition | b. conjunction | c. adjective | d. adverb |

1 2 3 4 5 a b c d e

(Self-check) Complete these statements.

- Names for persons, places, things, qualities, feelings, concepts, activities, and measures are
 a. verbs b. adjectives c. nouns d. pronouns _____
- Words that substitute for nouns are
 a. adverbs b. adjectives c. interjections d. pronouns _____
- The part of speech that answers the question *What kind?* and *How many?* is a/an
 a. adverb b. adjective c. preposition d. conjunction _____
- Words such as *slowly*, *very*, and *tomorrow* that answer the questions *How?* and *When?* are
 a. adverbs b. adjectives c. nouns d. conjunctions _____
- I*, *you*, *they*, *hers*, and *he* are examples of
 a. pronouns b. nouns c. adverbs d. adjectives _____
- Wow*, *well*, and *oops* are examples of
 a. pronouns b. prepositions c. interjections d. adjectives _____
- And*, *or*, *nor*, and *but* are
 a. adverbs b. prepositions c. interjections d. conjunctions _____
- Words such as *by*, *in*, and *of* that join noun or pronoun objects to other words in sentences are
 a. adverbs b. prepositions c. conjunctions d. adjectives _____

In each of the following groups of sentences, one word is used as an adjective, as a noun, and as a verb. For each sentence indicate the part of speech for the italicized word.

- Example:** We have little *time* in which to make a decision. noun _____
 Officials will *time* the runners in the marathon. verb _____
 Factory workers must punch a *time* clock. adjective _____

Read the following text and decide whether the adjective or adverb form is the correct one.

Working in a construction department is an (1) *extreme/extremely* (2) *interesting/interestingly* job.

The engineers have a lot of (3) *interesting/interestingly* tasks to fulfil. Nevertheless they have a very (4) *challenging/challengingly* job because the decisions they have to make often have a (5) *great/greatly* influence on production.

Lots of small steps are involved in the development of a (6) *new/newly* machine. First of all the drawings have to be made (7) *exact/exactly* and the single parts have to be produced. This is a task that requires (8) *accurate/accurately* work, as every inaccuracy can have an influence on the parts and the machine. If a machine has already been sold to a company (9) *quick/quickly*, production is necessary as the machine is often (10) *urgent/urgently* awaited by the company.

1. He had to *dress* quickly for the awards ceremony. _____
2. Does your company have a *dress* code? _____
3. She decided to wear a suit instead of a *dress* to the interview. _____
4. Doug prefers a casual *work* environment. _____
5. Susan arrives at *work* early each morning. _____
6. The entire department *worked* overtime to finish the project. _____
7. Advertisements promised instruction from a *master* teacher. _____
8. Few students can *master* Web design in a short course. _____
9. Warren Buffet is a *master* in the field of investing. _____

1. c 2. d 3. b 4. a 5. a 6. c 7. d 8. b

The italicized words in the following sentences are either prepositions or conjunctions. Write *C* for conjunction or *P* for preposition.

1. Technical skills are important *for* entry-level positions, *but* communication skills are necessary for promotion *into* management.

for _____
but _____
into _____

2. Writing good letters *and* e-mail messages *to* customers creates goodwill *for* business and professional organizations.

and _____
to _____
for _____

Read the following sentences and, taking into account the function of each word within each sentence, identify the part of speech of each word shown. Use a dictionary if necessary.

One e-mail message contained a virus, but it was very quickly deleted.

- | | | | |
|---------------------|-------|--------------------|-------|
| 1. One | _____ | 7. but | _____ |
| 2. e-mail | _____ | 8. it | _____ |
| 3. message | _____ | 9. was | _____ |
| 4. contained | _____ | 10. very | _____ |
| 5. a | _____ | 11. quickly | _____ |
| 6. virus | _____ | 12. deleted | _____ |

She hurriedly scanned several e-mail messages before the meeting.

- | | | | |
|---------------------|-------|--------------------|-------|
| 1. She | _____ | 5. e-mail | _____ |
| 2. hurriedly | _____ | 6. messages | _____ |
| 3. scanned | _____ | 7. before | _____ |
| 4. several | _____ | 8. meeting | _____ |

Selected verbs in the following sentences have been italicized. Use a check mark to indicate whether these verbs are linking or action.

	LINKING VERB	ACTION VERB
Example: Broadband <i>is</i> faster than DSL.	✓	_____
1. An optimist <i>is</i> a person who thinks a housefly is looking for a way out.	_____	_____
2. Google Earth <i>provides</i> a tool for viewing satellite images.	_____	_____
3. The hotel manager <i>selected</i> four trainees from many applicants.	_____	_____