Grammar Quiz
Miscellaneous Pronouns at Work

Part A. Select the correct word and write it in the space provided.

1. Each of the men has been asked to limit (his, their) talk to ten minutes. 1. _______ his _______

2. Nothing about these people and (his, their) activities impress me as being unusual. 2. _______ their _______

3. Either of the smaller building will be acceptable if (it, they) can be rented by July 20. 3. _______ it _______

4. Few of our charge customers neglect to pay (his, their) bills on time. 4. _______ their _______

5. Several of her listeners seem interested, but I double that (she, they) will buy her products. 5. _______ they _______

6. Most of the workers recognize the need for improvement, but (he, they) cannot make changes without authority. 6. _______ they _______

7. If any of the grain is left in the warehouse, check (it, them) carefully for spoilage. 7. _______ it _______

8. Each of those wealthy business women has been asked to reveal the secret of (her, their) success. 8. _______ her _______

9. (Anyone, Any one) of our guests is likely to ask for a copy of the agreement. 9. _______ Any one _______

10. (Anyone, Any one) who wants additional information can obtain it easily. 10. _______ Anyone _______

11. Did either of the officers show (his, their) credentials to you? 11. _______ his _______

12. We asked everybody on the girl’s team to supply (her, their) own materials. 12. _______ their _______

13. Each of our shipping clerks smiled with pleasure when (he, they) heard the good news. 13. _______ he _______

14. If either of your brothers wants to buy our patent, have (him, them) telephone me. 14. _______ him _______

15. If some of the heirs reside in this area, (he, they) should be notified by mail. 15. _______ they _______

16. Did either of Macy’s buyers leave (her, their) New York address with you? 16. _______ her _______

17. Call me immediately if (anyone, any one) of these machines breaks down 17. _______ any one _______
during the week.

18. Let me know if anyone on the soccer team changes (his, their) mind.  
18. _____ his _____

19. (Everyone, Every one) of our dealers has made a genuine effort to increase sales.  
19. _____ Every one _____

20. Both of Rand’s employees were present during the altercation, but (she, they) refused to tell Mr. Darrow about it.  
20. _____ they _____

21. (Anyone, Any one) of these underwriters would be willing to sell the issue.  
21. _____ Any one _____

22. Both of them expressed (his, their) views on the subject.  
22. _____ their _____

23. Any of your students will be welcome to attend, provided (he, they) pay for the privilege.  
23. _____ they _____

24. Someone in the group of professional men was asked to express (his, their) views.  
24. _____ his _____

25. Others in the group, like Frank Mancuso, will accept the transfer if (his, their) pay is increased.  
25. _____ their _____

26. If (everyone, every one) working in the machine shop cooperates, our plant will set a new record.  
26. _____ everyone _____

27. Ms. Reily will sign each form as soon as she receives (it, them).  
27. _____ it _____

28. If none of the cameras meet your specifications, return (it, them).  
28. _____ them _____

29. If anybody in the woman’s club is selected, (she, they) will receive a set of luggage.  
29. _____ she _____

30. If either of Mrs. Sorida’s attorneys calls, tell (him, them) that I have not reached a decision.  
30. _____ him _____

**Part B. Choose the correct word and write it in the space provided.**

1. This corporation needs an engineer (who, whom) understands hydraulic pumps.  
1. _____ who _____

2. Ashton is not the machinist (who, whom) will meet our qualifications.  
2. _____ who _____

3. The woman (who, whom) you just complimented is a systems analyst.  
3. _____ whom _____

4. Are you the person to (who, whom) the cables were delivered?  
4. _____ whom _____
Part C. This exercise is designed to sharpen your awareness of a few common prefixes. You are to write, in the space provided, the word that is opposite in meaning to the one listed.

EXAMPLE:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Opposite Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>unsatisfactory</td>
</tr>
<tr>
<td>Perfect</td>
<td>imperfect</td>
</tr>
</tbody>
</table>

1. Accurate
2. Athletic
3. Capable
4. Common
5. Legal
6. Legitimate
7. Mature
8. Mortal
9. Necessary
10. Negotiable
11. Offensive
12. Practical

Part D. In the space provided, write the word with the suffix.

<table>
<thead>
<tr>
<th>Root</th>
<th>Suffix</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>wordy</td>
<td>ness</td>
<td>wordiness</td>
</tr>
<tr>
<td>carry</td>
<td>er</td>
<td>carrier</td>
</tr>
<tr>
<td>hurry</td>
<td>ing</td>
<td>hurrying</td>
</tr>
<tr>
<td>wealthy</td>
<td>est</td>
<td>wealthiest</td>
</tr>
<tr>
<td>funny</td>
<td>er</td>
<td>funniest</td>
</tr>
<tr>
<td>survey</td>
<td>or</td>
<td>surveyor</td>
</tr>
</tbody>
</table>
Part E. In the following paragraphs, there are 20 spelling errors. When you find a mis-spelled word, write the correct spelling of that word in the blank at the end of the line. If there is no error in a line, do not write in the blank that follows.

Most American investors with limited finances are not particularly interested in corporate bonds. People of affluence, on the other hand, may purchase such bonds to protect their capital in a bear market. Most investors are more inclined to favor the excitement of aggressive, low priced common stocks. Of course, they may occasionally purchase bonds that are convertible into shares of common stock. The conversion privilege tends to make bonds of this type more acceptable than they would otherwise be.

In most stock transactions, brokers must act as intermediaries for buyers and sellers. If a retired gentleman in Massachusetts, for example, wants to sell 40 shares of General Motors common stock, he will contact his own broker, who has a direct line to the floor of the New York Stock Exchange. A beautician in Tennessee may ask her broker to purchase for her the same number of shares of General Motors stock. The order will be sent immediately to the floor of the exchange, where the transaction will be consummated.

Stocks fluctuate greatly in price. Those that show extraordinary strength today may make poor investments tomorrow. The investing public is changeable. People are looking for the exhilaration that comes when they choose wisely and make a substantial profit.

7. sunny - est
   8. tardy - ness
   9. lonely - ness
   10. stray - ed

7. _____ sunniest
   8. _____ tardiness
   9. _____ loneliness
   10. _____ strayed

1. _____ investors
   2. _____ corporate
   3. _____ affluence
   4. _____ capital
   5. ______________
   6. _____ aggressive
   7. _____ occasionally
   8. _____ convertible
   9. _____ privilege
   10. _____ acceptable
   11. ______________
   12. _____ intermediaries
   13. ____ gentleman
   14. ____ common
   15. ______________
   16. _____ beautician
   17. ____ Tennessee
   18. ____ Motors’
   19. _____ immediately
   20. _____ consummated
   21. _____ greatly
   22. _____ extraordinary
   23. ______________
   24. _____ exhilaration
   25. _____ substantial
Part F. Tenses of Verbs

Two verb forms are given in parentheses. Write the correct form in the space provided.

1. He said that his father, whom we just met, (is, was) of German parentage. 1. _____ is ________

2. We just noticed that their department (is, was) larger than ours. 2. _____ is ________

3. We learned that Theresa Phelps (can, could) operate these machines. 3. _____ can ________

4. What (is, was) the brand name of the machine you ordered? 4. _____ is ________

5. His secretary has misplaced the letter that Mr. Drake (dictates, dictated). 5. _____ dictated ________

6. He couldn’t tell our visitor where Cleveland (is, was) located on the map. 6. _____ is ________

7. What (is, was) the name of the salesperson who just left? 7. _____ is ________

8. How many points of the compass did you say there (are, were)? 8. _____ are ________

9. You should have noticed that Elton (is, was) more than six feet tall. 9. _____ is ________

10. She has not mailed the letter she (writes, wrote). 10. _____ wrote ________