

TEST QUESTIONS FOR
GRAMMAR FOR SHORTHAND REPORTERS
PART I

By Irwin Weiss

Test on chapters 1 through 10 of *Grammar for Shorthand Reporters* (published by NSRA), formerly published in the *National Shorthand Reporter* from November 1975 to July 1976, under the title "A Fresh Look at Language," by Irwin Weiss.

80 short-answer questions. A passing mark is 56 correct answers.

I. Matching definitions, functions, etc.

In the proper place on the answer sheet, write the letter of the item in the box at left that best corresponds to the item on the right (*One or more letters on the left will have to be used more than once.*) A-D match 1-7; E-M match 8-16.

- A. adverb
- B. adjective
- C. noun or pronoun
- D. verb

- E. preposition
- F. subordinate (dependent) clause
- G. independent (main) clause
- H. subordinating conjunction
- I. coordinating conjunction
- J. infinitive
- K. gerund
- L. participle
- M. phrase

- 1. answers the questions *who or what*
- 2. answers *what kind, how many, which one*
- 3. answers *how, when, or where*
- 4. answers *to what extent (how much)*
- 5. modifies a noun or pronoun
- 6. modifies a verb
- 7. modifies an adjective or an adverb
- 8. joins two independent clauses
- 9. begins an adverb clause
- 10. contains a subject and a verb and expresses a complete thought
- 11. contains a subject and a verb and does *not* express a complete thought
- 12. a group of words *not* containing a subject and verb, acting like a single part of speech
- 13. a word with an *-ing* ending, formed from a verb and acting like a noun
- 14. a word with an *-ing* or *-ed* ending, formed from a verb and acting like an adjective
- 15. a two-word expression consisting of the word *to* plus the verb
- 16. a word showing the relationship between a noun or a pronoun and another word in the sentence

II. Matching key words

Key words are used almost exclusively as only one part of speech. In the proper space on the answer sheet, write the letter of the item in the box at left that best corresponds to the item on the right (17-35).

- | |
|------------------------------|
| A. pronoun |
| B. helping verb |
| C. article |
| D. preposition |
| E. subordinating conjunction |
| F. coordinating conjunction |

- | | | |
|-----------|----------|--------------|
| 17. he | 23. and | 29. did |
| 18. they | 24. a | 30. she |
| 19. were | 25. with | 31. when |
| 20. might | 26. or | 32. because |
| 21. the | 27. if | 33. during |
| 22. of | 28. so | 34. although |
| | | 35. from |

III. Finding the simple subject and complete verb.

In the proper space on the answer sheet, write first the *letter(s)* that are shown under the word(s) that constitute the simple subject. Then write the *letter(s)* that are shown under the word(s) that constitute the complete verb. Separate the simple subject's letter(s) from the complete verb's letter(s) with a comma, as illustrated in the following example:

EXAMPLE: The candidate seemed popular. Answer: B, C (B is the simple subject.
 A B C D C is the complete verb.)

36. The witness wore an easily detected toupee.
 A B C D E F G

37. It is true.
 A B C

38. Have you always admired this attorney?
 A B C D E F

39. Near the door gurgles a much-used drinking fountain.
 A B C D E F G H

40. Skiing can certainly be interesting.
 A B C D E

41. Does the law of the sea apply within a harbor?
 A B C D E F G H I J

42. To steal must have seemed very tempting.
 A B C D E F G

43. The witness glanced past the attorney to the clock on the wall.
 A B C D E F G H I J K L

44. A roaring fire kept the room comfortable during the winter days.
 A B C D E F G H I J K

45. Where could the outlaw have been hiding all this time?

A B C D E F G H I J

IV. Labeling complements.

In each sentence, a complement is in bold print. In the suitable answer space, write *d.o.* for *direct object*, *s.c.* for *subject complement*, and *i.o.* for *indirect object*.

46. The judge excused several **jurors**.

47. The jury rendered a rapid **verdict**.

48. It is **I**.

49. The room has become very **stuffy**.

50. Do **me** a special favor, please.

V. Finding the part of speech.

On the answer sheet, write the letter next to the part of speech that correctly indicates the way the word set in bold print is used in that sentence.

- | |
|----------------|
| A. noun |
| B. pronoun |
| C. verb |
| D. adjective |
| E. adverb |
| F. preposition |
| G. conjunction |

51. They walked **down** the hall.

52. They walked **down**.

53. This wrestler will **down** his opponent.

54. The bus should **round** the bend at 1:05.

55. The **round** object was thought to be a UFO.

56. A **round** is a song with different vocal parts.

57. The light changed and everyone walked **across**.

58. The ball rolled **across** the street.

59. Your Honor, I **except** to your ruling.

60. Everyone **except** the witness laughed at the question.

VI. Finding the prepositional phrase.

On the answer sheet, write the *letters* under the words in each sentence that constitutes a prepositional phrase.

61. The judge must have arrived early in the morning.

A B C D E F G H I

62. With the child came his doting mother.

A B C D E F G

63. The cause of all the excitement was a large bee.

A B C D E F G H I J

64. She was just going along for the ride.

A B C D E F G H

65. Sometimes, but not always, the light from the window is very dim.

A B C D E F G H I J K L

VII. Finding the compounded element.

Each of the following sentences contains a coordinating conjunction that makes *some* element within the sentence compound. On the answer sheet, write the letter next to the element in the box on the left that identifies what is being compounded in each sentence.

- A. noun
- B. pronoun
- C. verb
- D. adjective
- E. adverb
- F. prepositional phrase
- G. independent clause

- 66. Fish or cut bait.
- 67. The lawyer subpoenaed him and me.
- 68. He testified effectively but did not convince the jury.
- 69. The jury listened attentively during the morning session and during the afternoon session.
- 70. The witness will answer or he will be held in contempt.

VIII. Identifying word groups.

On the answer sheet, write the letter next to the item in the left column that identifies the word group in bold print in the right column.

- A. adjective clause
- B. adverb clause
- C. noun clause
- D. prepositional phrase
- E. participial phrase
- F. infinitive phrase
- G. nominative absolute
- H. gerund phrase

- 71. He **who hesitates** is lost.
- 72. "Come **where my love lies dreaming.**"
- 73. I understand **what you mean.**
- 74. **Transcribing notes** requires skill.
- 75. **To transcribe notes** requires skill.
- 76. The reporter **transcribing his notes** did not engage in the general conversation.
- 77. The attorney advanced **towards the witness chair.**
- 78. **When the time came** everything was ready.
- 79. **The day being warm,** the jury was dismissed early.
- 80. We will convene tomorrow **unless it rains.**

ANSWER SHEET FOR GRAMMAR FOR COURT REPORTERS EXAM -- PART II

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| 20. | 40. | 60. | 80. |

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