

**College of Health Professions Helene Fuld School of Nursing** 

# HESI ENTRANCE EXAMINATION

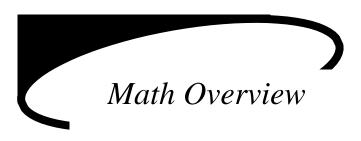
# STUDY GUIDE

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Types of questions (no word or story problems)

- 1. Add, subtract
- 2. Add, subtract: decimals, whole numbers to decimals
- 3. Ratio; change fractions to ratio
- 4. Change decimal to percent
- 5. Multiply decimals
- 6. Divide by decimals
- 7. Rounding
- 8. Change fractions to decimals
- 9. Divide by fractions
- 10. Reduce
- 11. Add fractions with unlike denominators
- 12. Divide fractions by whole numbers
- 13. Divide fractions by fractions

#### **HESI Reading Comprehension Overview**

- 1. Need a good vocabulary to answer questions
- 2. Read, summarize
- 3. Implies information: Ex. (From the text) In a test, spend more time on essay questions, which are worth more. (From the question) In a test, in order to get more points, spend more time on difficult questions.
- 4. Long and short paragraphs
- 5. Other types of questions:
  - A. Definition of words
  - B. What is stated vs. implied
  - C. Fact vs. opinion

#### **HESI Vocabulary Test Overview**

- 1. Vocabulary in context, or as definition, or correct usage---questions not always clear
  - A. Multiple Choice, Scenario is set up
  - B. Medical terms, some from biology
  - C. Literary words
  - D. Everyday words



- 1. Particularly difficult for ESL (foreign) students
- 2. Questions 1-25 select best answer
  - A. Verb Forms
  - B. Dangling modifiers
- 3. Questions 26-50 Identify and correct incorrect portion
  - a. Subject-Verb agreement
  - b. Parallelism
  - c. Plurals
  - d. Infinitives (to + Verb) or Gerunds (verb + ing)
  - e. Particles/prepositions (depend on, not depend in)
  - f. There, their, they're usage
- 4. Questions 51-55



#### Directions:

- 1) Take the diagnostic test that follows.
- 2) Score with the answer key that immediately follows.
- 3) Provide the following information hereon (pages 3,4) for tutor- and-self-evaluation:

Total number of problems: Multiply number correct X 100= Divide by total number of problems= %	
Tutor will review for areas to work on in Math.	
Areas to work on:	





Circle question number (s) missed	Type of Question
1	Addition
2 5	Multiplication
3 6	Division
4	Subtraction
7	Add, subtract, multiply, decimals
8 9 10 11 12 16a 17 18 19	Concept of decimals, fractions, percent
40	Add fractions w/ unlike denominators
13	Multiply fractions
14	Divide fractions
15	Concept of ratio
16b	Subtract decimals
21	Multiply decimals
22	Divide by decimals
23	
24 25 26	Percent problem
27a 27b	Ratio Problem

# Number Power Review Pretest

This pretest will tell you which chapters of Number Power Review you need to work on and which you have already mastered. Do all the problems that you can. There is no time limit. Check your answers with the answer key. Fill out chart at test end. Do all work on these pages.

Find an answer to each problem

$$3.417 \div 19$$

517 + 385

Find an answer to each problem.

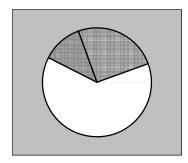
$$6.4,208 \div 16$$

7. Find the Value of the expression:  $3 (\$2.50 - \$1.00) + (\$10.00 \div 4)$ .

8. Write the following numbers in order, from least to greatest. 2

4

9. What percent of this pizza has been eaten?



15

Write <, > or + to compare each pair of numbers.

11. 
$$4^{\frac{2}{2}}$$
 14

11. 
$$4^{\frac{2}{1}}$$
  $3$   $3$   $4$   $2$   $4$   $3$   $5$ 

8 48

Solve each Problem.

- 16. Keisha bought sixteen cans of soda for a birthday party. Six of these are cans of cola.
  - a. What fraction of the soda is cola (red)?



b. What is the ratio of cola to flavors that are not cola?

Write <,>, or = to compare the pair of decimals.

20. Which expression can be used to find the width of each board?

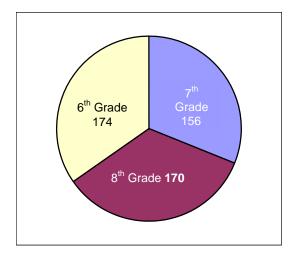
# Solve each problem.

23. 
$$2.842 \div 1.4 =$$

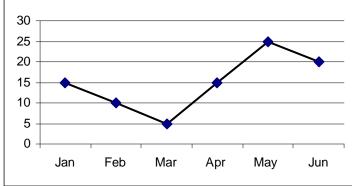
24. The Clothes Tree is offering a 25% discount on all women's sweaters. Including a 6% sales tax, what will Selena pay for a sweater that normally sells for \$48.00?

# For problem 25 & 26, refer to the circle graph.

- 25. What percent of the students at Highland Middle School are in the 8<sup>th</sup> grade?
- 26. Suppose that next year the enrollment at Highland Middle School increases by 20%. How many students will be enrolled at Highland next year?



- 27. What is the ratio of the amount that Jonathan saved in May to the amount he saved in January? (Reduce to lowest terms. If necessary)
  - If Jonathan's take-home pay is 1,500 per month, how much did he save during the 6 months shown on the graph?



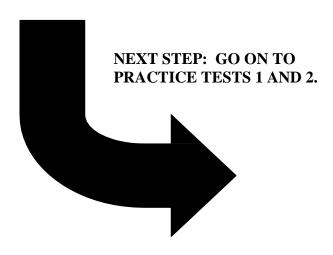
# Answer Key

- 1. 1,695
- 2. 19,135
- 3. 21 R 18
- 4. 1,854
- 5. 4,498
- 6. 263
- 7. \$ 7.00 (\$4.50 + \$2.50)
- 8. 4%, 30%, 0.34, 0.4, 2/3, 3/4
- 9. 62.5%
- 10. <
- 11. =
- 12. >
- 13.  $4 \frac{1}{2}$
- 14. 2/5
- 15. 2/5
- 16. a. 3/8 (6/16) b. 3/5 or 3 to 5 (6/10)
- 17. >
- 18. <
- 19. >
- 20. d.
- 21. 2.16
- 22. 0.123
- 23. 2.03
- 24. \$38.16 (\$36.00+ \$2.16)
- 25. 34% (170/500 x 100%)
- 26. 600 (500 + 100)
- 27. 5/3 (25/15)



(Note: This page has space for portion and for overall test score.)

<ul> <li>Directions: 1) Take the portion of the test that follows. Label and do all work on front and back of same page as problem.</li> <li>2) See pages 42-44 for answer key, to score portion.</li> <li>3) Provide the following information hereon (page 10) for tutor- and self-evaluation:</li> </ul>
Total number of problems: Add, subtract, multiply, divide, whole numbers Number correct: Multiply number correct X 100 = Divide by total number of problems = %
Tutor will review for areas to work on in math.
Areas to work on:,,,,
Total number of problems ( <b>overall</b> ):Number correct X 100 =Number of problems =%
Γutor will review for areas to work on in math.
A



# **Basic Addition and Subtraction**

#### **Basic Addition**

462+133

Check by: 595 - 133

462 must be the answer

#### Steps:

1. Line up digits according to place value.

2. Add the digits starting from right to left:

Ones: 2 + 3 = 5Tens: 6 + 3 = 9Hundreds: 4 + 1 = 5

#### Addition w/ Regrouping

835+559



Check by: 1,394 - 599

835 must be the answer

### Steps:

1. Line up the digits according to place value.

2. Add:

Ones: 5+9 = 14

(carry the 1 to the tens place, which is

one place to the left) Tens: 1+ 3+ 5= 9 Hundreds: 8+ 5= 13

#### **Basic Subtraction**

5,234 - 4,112

Check by: 1,122

5,234 must be the answer

#### Steps:

1. Line up the digits according to place value.

2. Subtract:

Ones: 4 - 2 = 2

Tens: 3 - 1 = 2

Hundreds: 2 - 1 = 1

Thousands: 5 - 4 = 1

### **Subtraction with Regrouping**

457 - 29

$$\begin{array}{r}
417 \\
457 \\
-29 \\
428
\end{array}$$

Check by: 428

457 must be the answer

#### Steps:

1. Line up the digits according to place value.

2. Subtract:

Ones: 7 - 9 (must borrow 1 from the 5

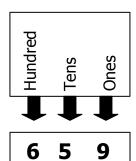
In the tens place)

Tens 4 - 2 = 2Hundreds: 4 - 0 = 4

### Vocabulary:

**Digit:** A numeral, (the number 7 is a digit).

**Place Value:** Each digit in a number occupies a position – that position is called its place value.



#### **HESI Hints**:

1 Ten = 10 ones

1 Hundred = 100 ones

1 Thousand = 1000 ones

### Now you try!

$$1. 1,803 + 156 =$$

$$2.835 + 145 =$$

$$3. 1,372 + 139$$

$$4. 123 + 54 + 23 =$$

$$5.673 - 241 =$$

$$6.547 - 88 =$$

$$7. 222 - 114 =$$

$$8. 12,478 - 467 =$$

# **Basic Multiplication**

(Whole Numbers)

23 X 5  1 23  x 5 115	Steps:  1. Multiply one digit at a time.  2. Multiply (5 X 23)  Ones: 5 x 3 = 15 (carry the 1 to the tens place and write the 5 in the ones place)  Tens: 5 x 2 = 10 + 1 = 11
623 X 45  623  x 45  3115	Steps:  1. Multiply 623 X 5  5 x 3 = 15  5 x 2 = 10 + 1 (carried over)= 11  5 x 6 = 30 + 1 (carried over)= 31 (doesn't need to be carried over)  2. Multiply 623 x 4 (remember to line up the ones
24,920 28,035	digits with the four by using zero as the placeholder):

 $4 \times 3 = 12$ 

 $4 \times 6 = 24$ 

 $4 \times 2 = 8 + 1 = 9$ 

3. Add the two products together:

3,115 + 24,920 = 28,035 is the final product

### Vocabulary:

Product: The answer to a multiplication problem.

#### **HESI Hints**:

Remember, the **placeholders** help keep the problem aligned. If you do not skip a space, the answer will be incorrect. Below is an example of a well-aligned problem.

Note: Timetables are crucial for doing multiplication, division, fractions, etc. Please notify the tutor if you do not know timesheets by heart at least through 9 x 9.

301 301 x 45 301 15050 +120400 135,751

Steps:

- 1. Multiply 301 x 1 <sup>3</sup>/<sub>4</sub> 1 x 1 = 1 <sup>3</sup>/<sub>4</sub> 1 x 0 = 0 <sup>3</sup>/<sub>4</sub> 1 x 3 = 3
- 2. Multiply 301 x 5

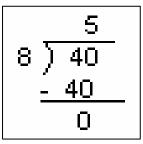
  3/4 5 x 1 = 5 ( remember to use a zero for a placeholder)
  - $\frac{3}{4}$  5 x 0 = 0
- $\frac{3}{4}$  5 x 3 = 15
- 3. Multiply 301 x 4  $\frac{3}{4}$  4 x 1 = 4
  - $\frac{3}{4}$  4 x 0 = 0
  - $\frac{3}{4}$  4 x 3 = 12
- 4. Add the three products together:
  - 3/4 301 + 15,050 + 120,400 = 135,751 is the final product

- 1.  $846 \times 7 =$
- 2.  $325 \times 6 =$
- 3.  $653 \times 12 =$
- 4.  $806 \times 55 =$
- 5.  $795 \times 14 =$
- 6.  $999 \times 22 =$
- 7.  $582 \times 325 =$
- 8.  $9,438 \times 165 =$

# **Basic Division**

(Whole Numbers)

40÷8=



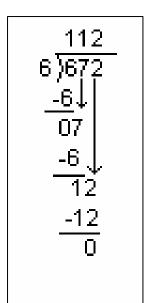
Steps:

- 1. Set up the problem. (Review the vocabulary section).
- 2. Use a series of multiplication and subtraction problems to solve a division problem.
- 3. 8 x ?= 40

Multiply:  $8 \times 5 = 40$ Subtract: 40-40=0

The quotient (or answer) is 5

672÷6 =



Steps:

- 1. Set up the problem.
- 2. Begin with the hundreds place:
  - 6 x ?=6; we know 6 x 1 =6; Therefore, place the 1(quotient) above the 6 hundred (dividend). Place the other 6 under the hundred and subtract: 6-6=0
  - Bring down the next number which is 7; 6 x ? = 7.
     There is no number that can be multiplied by six that will equal seven exactly, so try to get as close as possible without going over 7. Use 6x1=6 and set it up just like the last subtraction problem. 7-6 =1
  - Bring down the 2 from the dividend which results in the number 12 (the 1 came from the remainder of 7-6=1).
  - 6x?=12;?=2 The two becomes the next number in the quotient. 12- 12=0. There is not a remainder.
  - o The quotient (or answer) is 112.

Vocabulary

Quotient: The answer to a division problem.

**Dividend**: The number being divided.

**Divisor**: The number by which the dividend is divided.

**HESI Hints:** 

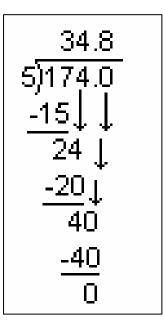


The 5 represents the divisor, the 45 represents the dividend, and the 9 represents the quotient. It is the best not to leave a division problem with a remainder, but to end it as a fraction or a decimal point instead. To make the problem into a decimal, just add a decimal point and zeros at the end of the dividend and continue. If a remainder continues to occur, round to the hundredths place.

Example:  $233.547 \rightarrow 233.55$  (the 7 rounds the 4 to a 5)

#### Steps to Division

- 1. Division
- 2. Multiplication
- 3. Subtraction
- 4. Bring down



#### Steps:

- 1. Set up the problem.
- 2. 5 does not divide into 1, but does divide into 17.
- 3.  $5 \times 3 = 15$  Write the 3 in the quotient. (It is written above the 7 in seventeen because that is the last digit in the number).

$$\circ$$
 5 x 3 = 15

$$017 - 15 = 2$$

- 4. Bring the 4 down. Combine the 2 (remainder from 17-15) and 4 to create 24.
- 5. Five does not divide evenly into 24; therefore try to get close without going over.

$$\circ$$
 5 x 4 = 20

- 6. There is a remainder of 4, but there is not a number left in the dividend. Add a decimal point and zeros and continue to divide.
- 7. The quotient (or answer) is 34.8 (thirty-four and eight tenths).

2. 
$$9,618 \div 3 =$$

5. 
$$5,024 \div 8 =$$

6. 
$$3,705 \div 5 =$$

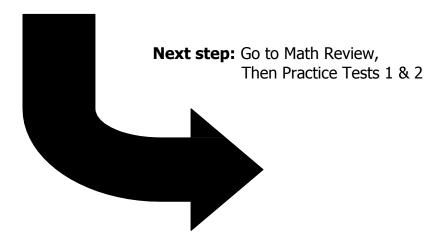
7. 
$$859 \div 4 =$$

8. 
$$6,987 \div 7 =$$



- *Directions:* 1) Take the portion of the test that follows. Label and do all work on front and back of same page as problem.
  - 2) See pages 42-44 for answer key, to score portion.
  - 3) Provide the following information hereon (page 16) for tutor-and-self-evaluation:

Total number of problen	ns: <u>16</u>	Add, subtract,	multiply, div	<u>vide decimals</u>
Number correct: N	Iultiply num	ber correct X 10	0 =	<u></u>
Divide by total number of	of problems :	=9	%	
Tutor will review for are	as to work o	on in math.		
Areas to work on:	,	,	,	



# **Addition and Subtraction of Decimals**

$$2.6 + 3.1$$
 $2.6$ 
 $+ 3.1$ 

5.7

12.34

+5.00

17.34

7.21

- 4.01

3.20

1 9 10

12.00

<u>- 8.</u>99

3.01

#### Steps:

- 1. Line up the decimal points.
- 2. Add the tenths together: 6 + 1 = 7
- 3. Add the ones together: 3 + 2 = 5
- 4. Final answer: 5.7 (5 and 7 tenths).

$$5 + 12.34$$

#### **Steps**:

- 1. Line up the decimal points.
  - It might be difficult to line up the 5 because it does not have a decimal point. Remember that after the ones place; there is a decimal point. IN order to help with organization, add zeros.
     Example: 5= 5.00
- 2. Add the hundredths: 4 + 0 = 4
- 3. Add the tenths: 3 + 0 = 3
- 4. Add the ones: 2 + 5 = 7
- 5. Add the tens: 1 + 0 = 1
- 6. Final answer: 17.34 (17 and 34 hundredths).

#### Vocabulary:

Place value (regarding decimals): Numbers to the right of the decimal point have different terms from the whole numbers to the left of the decimal point. Each digit in a number occupies a position; that position is called its place value.



9 8 7 6 . 5 4 3 2

#### 7.21 - 4.01

#### **Steps:**

- 1. Line up the decimal points
- 2. Subtract the hundredths:
- 3. Subtract the tenths: 2 0 = 2
- 4. Subtract the ones: 7 4 = 3
- 5. Final answer: 3.20 (3 and 20 hundredths).

#### **HESI Hints**:

The word "and" when writing the number in words stands for the decimal.

Example: 5.7 (five and seven tenths)

#### 12 - 8.99

#### **Steps:**

- 1. Line up the decimal points.
- 2. Since twelve is a whole number, add a decimal point and zeros.
- 3. .00 .99 cannot be subtracted; therefore, 1 must be borrowed from the 12 and regrouped.
- 4. The ones become 1, the tenths become 9, and the hundredths become 10.
- 5. Subtract the hundredths: 10 9 = 1
- 6. Subtract the tenths: 9 9 = 0
- 7. Subtract the ones: 11 8 = 3
  - 1 was borrowed from the tens in order to subtract the 8.

Final answer: 3.01 (3 and 1 hundredth).

- 1. 9.2 + 7.55 =
- $2. \quad 2.258 + 64.58 =$
- 3. 892.2 + 56 =
- $4. \quad 22 + 3.26 =$
- 5. 8.5 + 7.55 + 14 =
- 6. 18 + 7.55 =
- 7. 31.84 2.430 =
- 8. 21.36 8.79 =

# **Multiplication of Decimals**

75.7 x 2.1

 $\begin{array}{r}
75.7 \\
x \quad 2.1 \\
\hline
757 \\
+15140 \\
\hline
158.97
\end{array}$ 

1 decimal place + 1 decimal place 2 decimal places

move to the left two decimal places in the final product. Steps:

- 1. Multiply 757 x 21 (do not worry about the decimal until the final product has been calculated).
- Starting from the right count the decimal places in both numbers and ass together (2 decimal places).
- 3. Move to the left 2 places and then place the decimal.

Vocabulary:

Place value (regarding decimals): Numbers to the right of the decimal point have different terms from the whole numbers to the left of the decimal point. Each digit in a number occupies a position: That position is called its place value.

0.002 x 3.4

0.002 <u>x</u> 3.4 0008 + 00060 0.0068 3 decimal places + 1 decimal places 4 decimal places

Move four places to the left.

Steps:

- 1. Multiply 0002 x 34
- 2. Starting from the right, count the decimal places in both numbers and add together (4 decimal places).
- 3. Move to the left 4 places and then place the decimal.

Thousands
Hundreds
Tens
Ones
Tenths
Hundredths
Thousandths
Ten-Thousand

9 8 7 6 . 5 4 3 2

3.41 x 7

3.41 <u>x 7</u> 23.87 2 decimal places + 0 decimal places 2 decimal places

Move two places to the left.

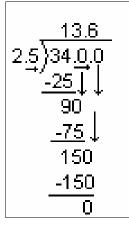
Steps:

- 1. Multiply 341 x 7
- 2. Starting from the right, count the decimal places in both numbers and add together (2 decimal places).
- 3. Move to the left 2 places and then place the decimal.

- 1. 0.003 x 4.23 =
- $2.98.26 \times 8 =$
- $3.8.03 \times 2.1 =$
- 4. 250.1 x 25 =
- $5.0.1364 \times 2.11 =$
- $6.8.23 \times 4 =$
- $7.0.058 \times 64.2 =$
- 8.  $794.23 \times .001 =$

# **Division of Decimals**

 $34 \div 2.5$ 



Steps:

- 1. Set up the division problem.
- 2. Move the decimal point in 2.5 one place to the right making it a whole number.
- 3. "What is done to one side must be done to the other side." Move the decimal point one place to the right in 34, making it 340, and then bring the decimal point up into the quotient.
- 4. Divide normally:
  - $\circ$  25 x 1= 25
  - o Subtract 34 25 = 9
  - o Bring down the zero to make 90
  - 25 x 3 = 75 This is as close to 90 as possible without going over
  - $\circ$  Subtract 90 75 = 15
  - Add a zero to the dividend and bring it down to the 15 making it 15j0

$$\circ$$
 26 x 6 = 150

$$150 - 150 = 0$$

5. The quotient is 13.6

#### Vocabulary:

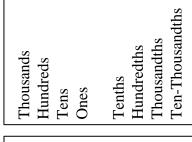
<u>Quotient</u>: The answer to a division problem.

<u>Dividend</u>: The number being divided.

<u>Divisor</u>: The number by which the dividend is divided.

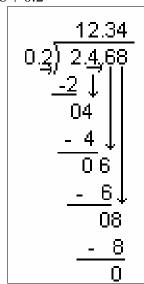
The 5 represents the divisor, the 45 represents the dividend, and 9 represents the quotient. Place value (regarding decimals): Numbers to the right of the decimal point have different terms than whole

numbers.



9 8 7 6 . 5 4 3 2

 $2.468 \div 0.2$ 



**Steps**:

- 1. Set up the division problem.
- 2. Move the decimal point in 0.2 over one place to the right making it a whole number. .02 is now 2.
- 3. Move the same number of spaces in the dividend. 2.468 is now 24.68.
- 4. Bring the decimal point up to the quotient in the new position.
- 5. Divide normally.

**HESI Hints**:

The number 25 is a whole number. Though this number could be written 25.0, decimals are usually not displayed after a whole number.  $0.894 \div 0.05$ 

**Steps**:

- 1. Set up the division problem.
- 2. Move the decimal point in the divisor until it is a whole number.

0.05 is now 5

3. Move the decimal in the dividend the same amount of spaces that were moved in the divisor.

0.894 is now 89.4

4. Divide normally.

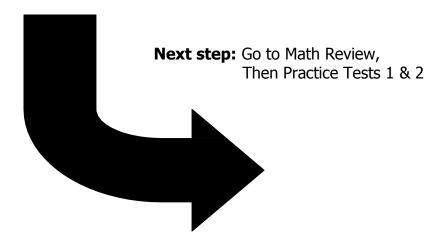
- 1.  $48 \div 0.4 =$
- 2.  $144 \div 0.6 =$
- 3.  $3.75 \div 0.4 =$
- 4.  $56.2 \div 0.2 =$
- 5.  $2.6336 \div 0.32 =$
- 6.  $591 \div 0.3 =$
- 7.  $0.72 \div 0.8 =$
- 8.  $0.132 \div 0.11 =$



#### Directions:

- 1) Take the portion of the test that follows. Label and do all work on front and back of same page as problem.
- 2) See pages 42-44 for answer key, to score portion.
- 3) Provide the following information hereon (page 21) for tutor-and self-evaluation:

Total number of problems:	48 <u>Fractions</u>	
Number correct:	Multiply number correct X 100=	+-
Divide by total number of pro	oblems=%	
Tutor will review for areas to	work on in math.	
Areas to work on:	, , ,	



# **Basic Fraction Vocabulary and Explanation**

(terms, improper fractions, reducing, least common denominators, and mixed numbers)

#### **Terms**

Numerator (part)



Fraction B

Denominator

Example:  $\underline{21}$  is solved using division

(The top number goes inside the box. The bottom number goes outside the box.)

The answer is 3.

# **Reducing Fractions using the Greatest Common Factor**

 $\frac{7}{21}$ 

Reduce

Factors of 7 and 21:

7 {1,7}

21{1,3,7,21}

The greatest common factor is 7; therefore divide the numerator and denominator by 7.

$$\frac{7}{21} \div \frac{7}{7} = \frac{1}{3}$$

 $\frac{12}{20}$ 

Reduce

Factors of 12 and 20:

12 {1, 2, 3, 4, 6, 12}

20 {1, 2, 4, 5, 10, 20}

The greatest common factor is 4 (they do have 1 and 2 in common, but the greatest factor is needed).

$$\frac{12 \div 4}{20 \div 4} = \frac{3}{5}$$

#### **Description:**

- The numerator is the top number of the fraction. It represents the part or pieces.
- The denominator is the bottom number of the fraction. It represents the total or whole amount.
- The fraction bar is the line that separated the numerator and the denominator.

An <u>improper fraction</u> occurs when the numerator is larger than the denominator. An improper fraction should always be reduced or made into a mixed number.

#### **Description:**

Factor: a number that divides evenly into another number.

Example: Factors of 12:

$$\circ$$
 1 x 12 = 12

$$\circ$$
 2 x 6 = 12

$$\circ$$
 3 x 4 = 12

12 {1, 2, 3, 4, 6, 12} Listing the factors helps determine the greatest common factor between two or more numbers.

$$\frac{1}{2} = \frac{2}{4}, \frac{3}{6}, \frac{4}{8}, \frac{5}{10}, \frac{6}{12}, \frac{7}{14}, \frac{8}{16}, \frac{9}{18}, \frac{10}{20}$$

(all represent a half)

(reducing fractions can also be called reducing a fraction to its lowest terms or simplest form.)

$$1_{=} \ \, \frac{1}{1} \ \, , \frac{2}{2} \ \, , \frac{3}{3} \ \, , \frac{4}{5} \ \, , \frac{6}{6} \ \, , \frac{7}{7} \ \, , \frac{8}{8} \ \, , \frac{9}{10} \ \, , \frac{10}{10}$$

# Least Common Denominator (LCD):

The Smallest multiple that two numbers share.

Determining the LCD is an essential step in the addition, subtraction, and ordering of fractions.

Example I: Find the least common denominator for

$$\frac{3}{4}$$
,  $\frac{7}{9}$ 

Example II: Find the least common denominator for

$$\frac{3}{12}$$
,  $\frac{1}{8}$ 

# Changing Improper Fractions into Mixed Numbers (An improper fraction has a larger numerator than denominator.)

Example I.

# **Changing Mixed Numbers into Improper Fractions**

(A mixed number has a whole number and a fraction combined.)

Example I

$$52/3 £ 5 ± 2 = (5 x 3) + 2 = 17 £ 17 x 3 3$$

#### **Description:**

Steps for example I

- 1. List the multiples (Multiplication tables) of each denominator.
  - f 4: 4 x 1 = 4, 4 x 2 = 8, 4 x 3 = 12, 4 x 4 = 16, 4 x 5 = 20, 4 x 6 = 24, 4 x 7 = 28, 4 x 8 = 32, 4 x 9 = 36, 4 x 10 = 40
  - f 4 (4, 8, 12, 16, 20, 24, 28, 32, 36, 40). This will be STANDARD FORM throughout for listing multiples.
  - *f* 9(9, 18, 27, 36, 45, 54, 63, 72, 81, 90)
- 2. Compare each for the least common multiple
  - *f* 4 (4, 8, 12, 16, 20, 24, 28, 32, 36, 40)
  - *f* 9(9, 18, 27, 36, 45, 54, 63, 72, 81, 90)
- 3. The least common denominator between 4 and 9 is  $36 (4 \times 9 = 36 \text{ and } 9 \times 2 = 36)$ .

Steps for Example II

- 1. List the multiples of each denominator and find the common multiples.
  - *f* 12 (12, 24, 36, 48, 60, 72, 84, 96, 108, 120)
  - *f* 8 (8, 16, 24, 32, 40, 48, 56, 64, 72, 80)
  - f Find the least (or smallest) common multiple.
- 2. The least common denominator between 12 and 8 is  $24 (12 \times 2 = 24 \text{ and } 8 \times 3 = 24)$ .

### **Description:**

Steps for Example I

- f We cannot leave the fraction in this form, therefore we turn it into a mixed number through division. (The top number goes in the box (numerator) the bottom number (denominator) stays out).
- f The 3 becomes the whole number.
- f The remainder becomes the numerator.
- The denominator stays the same.

### Description:

Steps for Example I

- f To make a mixed number into an improper fraction, multiply the denominator and whole number together, and then add the numerator.
- f Place this new numerator over the denominator, which stays the same in the mixed number.

# **Addition of Fractions**

#### Addition with common denominators

$$\frac{3+2=5}{7 \quad 7 \quad 7}$$

#### Steps:

- 1. Add the numerators together 3 + 2= 5
- 2. The denominator stays the same, 7.
- 3. Answer: 5/7 (five—sevenths)

#### Addition with unlike denominators

$$\frac{1+7}{5}$$
 10

$$\frac{1}{5} \times \frac{2}{2} = \frac{2}{10}$$

$$\frac{7}{10} \frac{\mathbf{x}}{\mathbf{1}} \frac{1}{1} = \frac{7}{10}$$

$$\frac{2+7=9}{10+10=10}$$

#### Steps:

- 1. Find the least common denominator by listing the multiple of each denominator.
  - o 5: 5, 10, 15, 20, 25, 30
  - 0 10: 10, 20, 30, 40, 50
  - The least common denominator is 10.
- If the denominator is changed, the numerator must also be changed by the same number. Do this by multiplying the numerator and denominator by the same number.

$$\frac{1 \times 2 = 2}{5 \times 2 = 10}$$

- 3. Since the denominator of the second fraction is 10, no change is necessary.
- 4. Add the numerator together and keep the common denominator.
- 5. Reduce if necessary.

Vocabulary:

**Numerator**: the top number in a fraction **Denominator**: the bottom number in a fraction

**Common Denominator**: two or more fraction that have the same denominator **Least common denominator**: the smallest multiple that two numbers share.

**NOTE**: **never add denominators**; they must be the same for addition and subtraction **before** you add or subtract.

# **Addition of Mixed Numbers**

$$1\frac{1}{4}x^{\frac{5}{2}} = 1\frac{5}{20}$$

$$2\frac{8}{10}x^{-2} = 2\frac{16}{20}$$

### Steps:

- 1. Find a common denominator of 4 and 10 by listing the multiples of each. *f* 4: 4, 8, 12, 16, 20 *f* 10: 10, 20, 30.
- 2. Calculate the new numerator each fraction correspond to the changed denominator.
- 3. Add the whole numbers together, and then add the 3.  $\underline{1} + \underline{4} =$ numerators together. Keep the common denominator 20.
- 4. The Numerator is larger than the denominator (improper), change the (improper), change une answer to a mixed number.

  (raview vocabulary if  $5. \frac{4+6}{5} = 7$ (review vocabulary necessary).

### Now you try it!

1. 
$$\frac{1}{1} + \frac{5}{12} = 12$$

4. 
$$\frac{5}{7} + \frac{3}{14} =$$

6. 
$$7\frac{1}{8} + 2\frac{4}{12} =$$

7. 
$$5\frac{2}{9} + 1\frac{2}{9} =$$

8. 
$$12 \frac{1}{21} + 3 \frac{1}{3} =$$

# **Subtraction of Fractions**

Subtracting fractions common denominators

### Steps:

### Vocabulary:

 $\frac{7}{9} - \frac{4}{9} = \frac{3}{9} = \frac{1}{3}$ 

- 1. Subtract the numerators:
- 2. Keep the same denominator.
- 3. Reduce the fraction dividing by the greatest common factor:

Numerator: the top number in a fraction.

Denominator: the bottom number in a fraction.

Common Denominator: two or more fractions that have the same denominator.

Least Common Denominator: the smallest multiple that two numbers share.

Factor: a number that divides evenly into another number.

Example:  $12 \div 6 = 2$  (6 and 2 are factors of 12).

Subtracting fractions with unlike denominators

$$\frac{5}{12} - \frac{1}{8} =$$

$$\frac{5}{12} \times \frac{2}{\times} = \frac{10}{24}$$

$$\frac{1}{8} \times \frac{3}{3} = \frac{3}{24}$$

$$\frac{10}{24} - \frac{3}{24} = \frac{7}{24}$$

**Steps:** 

- 1. Find least common the denominator by listing the multiples of each <u>15</u> denominator:
- 2. Change the numerator to reflect the new denominator. (what is done to the bottom must be don't to the top of a fraction).
- 3. Subtract the new numerators: 10-3=7. The denominator stays the same.

#### **HESI Hints:**

Fractions as a whole:

$$\frac{15}{15}$$
 = One Whole

o Notice in problem 3 that we added 15 to both the and numerator the denominator. We did this because it is one whole and it is the same denominator.

# **Borrowing from Whole Numbers**

# $5\frac{2}{3} = 3\frac{4}{5}$

$$5\frac{2}{3}x^{\frac{5}{2}} = 5\frac{10}{15}$$

/

$$\begin{array}{c} 4 & 5 \frac{10}{15} + \frac{15}{15} = 4 \frac{25}{15} \\ 15 & 15 & 15 \end{array}$$

$$3\frac{4}{5}x\frac{3}{3} = 3\frac{12}{15}$$

$$4 \frac{25}{15} - \frac{3}{15} = 3 \frac{13}{15}$$

### Steps:

- 1. Find the least common denominator
- 2. 12 cannot be subtracted from 10, therefore one must be borrowed from the whole number, making it 4, and add the borrowed one to the fraction.
- 3. Add the original numerator to the borrowed numerator (10 + 15 = 25)
- 4. Now the whole number and the numerator can be subtracted.

### Now you try it!

- $\begin{array}{ccc}
  1. & \frac{3}{2} \frac{2}{20} = \\
  & 20 & 20
  \end{array}$
- $\begin{array}{ccc}
  2. & \underline{28} \underline{17} \\
  & 37 & 37
  \end{array} =$
- $\begin{array}{ccc}
  4. & \underline{31} & -\underline{5} & = \\
  & 54 & 9 & = 
  \end{array}$
- 6.  $15\frac{7}{18} \frac{3}{9} =$
- $^{7.} 25\frac{1}{7} 12\frac{5}{7} =$
- $^{8.} 30 \frac{1}{2} 13 \frac{3}{4} =$

# **Multiplication of Fractions**

Multiply

$$\frac{4}{5} \times \frac{1}{2}$$

$$\frac{4}{5} \times \frac{1}{2} = \frac{1}{10} = \frac{2}{5}$$

**Steps**:

- 1. Multiply the numerators together:  $0.4 \times 1 = 4$
- 2. Multiply the denominators together:  $0.5 \times 2 = 10$
- 3. Reduce the greatest c  $\frac{4}{10} \div \frac{2}{2} = \frac{2}{5}$  using the greatest c

Vocabulary:

<u>Numerator</u>: the top number in a fraction.

<u>Denominator</u>: the bottom number in a fraction.

<u>Factor</u>: a number that divides evenly into another number.

Multiply

$$\frac{5}{1} \times \frac{4}{13} = \frac{20}{13} = 1\frac{7}{13}$$

**Steps**:

- 1. Make the whole number 5 into a fraction by placing a 1 as the denominator.
- 2. Multiply the numerators:  $5 \times 4 = 20$
- 3. Multiply the denominators:  $1 \times 13 = 13$
- 4. Change the improper fraction into a mixed number.

**HESI Hints:** 

"Multiplying fractions is no problem. Top times top and bottom times bottom."

To change an improper fraction into a mixed number, divide the numerator by the denominator.

$$\frac{20}{13} \rightarrow \frac{13}{13} \xrightarrow{\frac{1}{20}} \rightarrow 1\frac{7}{13}$$

The quotient becomes the whole number. The remainder becomes the numerator, and the denominator stays the same.

Multiply

$$2\frac{1}{8} \times 7\frac{5}{6}$$

$$2\frac{1}{8} \times 7\frac{5}{6}$$

$$\frac{17}{8} \times \frac{47}{6} = \frac{799}{48}$$

$$\frac{799}{48} = 16 \frac{31}{48}$$

Steps:

1. Change the mixed numbers into improper fractions:

$$2 + \frac{1}{8} = (2 \times 8) + 1 = 17 \rightarrow \frac{17}{8}$$

$$7 + \frac{5}{x} = (7 \times 6) + 5 = 47 \longrightarrow \frac{47}{6}$$

- 2. Multiply the numerators and denominators together:
  - o 17 x 47 = 799
  - $\circ$  8 x 6 = 48 (denominator)
  - Change the improper fraction into a mixed number.

- 1.  $3/5 \times 2/3 =$
- 2.  $7/9 \times 1/9 =$
- 3.  $6 \times 4/5 =$
- 4.  $1 \frac{2}{5} \times 5 =$
- 5.  $2 \frac{1}{7} \times 1 \frac{3}{4} =$
- 6.  $4 \frac{4}{5} \times 1 \frac{4}{6} =$
- 7.  $3 \frac{1}{3} \times 2 =$
- 8.  $1 \frac{8}{12} \times 4 \frac{1}{2}$

# **Division of Fractions**

$$1/2 \div 3/8$$

$$1/2 \div 3/8$$

$$1/2 \times 8/3 = 8/6$$

#### **Steps**:

1. Inverse or flip (or take the reciprocal) of the second fraction.

- 2. Rewrite the new problem and multiply:
  - $\circ$  1 x 8 = 8 (numerator)
  - $\circ$  2 x 3 = 6 (denominator)

$$1.5/6 \div \frac{3}{4}$$

$$1.5/6 \div 3/4$$

$$11/6 \div 3/4$$

$$11/6 \times 4/3 = 44/18$$

#### **Steps**:

1. Change the mixed number into an improper fraction:

$$\circ$$
 1 5/6 = (1 x 6)v +5=11/6

- 2. Rewrite the new problem with the improper fraction.
- 3. Inverse or flip the second fraction.
- 4. Multiply the numerator and the denominators together:

$$\circ$$
 11 x 4 = 44 (numerator)

$$\circ$$
 6 x 3 = 18(denominator)

5. Change the improper fraction into a mixed number. Reduce the mixed number.

$$12 \div 23/8$$

$$12/1 \div 19/8$$

$$12/1 \times 8/19 = 96/19$$

5 1/19

#### **Steps:**

- 1. Change the whole number into a fraction and the mixed number into an improper fraction.
- 2. Inverse of flip the second fraction.
- 3. Multiply the numerators and then denominators together:

$$\circ$$
 12 x 8 = 96

$$\circ$$
 1 x 19 = 19

4. Change the improper fraction into a mixed number.

#### **Vocabulary**

**Numerator:** the top number in a fraction.

**Denominator:** the bottom number in a fraction.

**Reciprocals** pairs of numbers when multiplied together equal 1.

**Factor:** a number that divides evenly into another number.



"Dividing fractions— (flip) or inverse the second and multiply." Example:

$$1/2 \div 3/8$$
 Inverse  $3/8 \longrightarrow 8/3$ 

Then Multiply 1/2 x 8/3

These two numbers are reciprocals of each other, because when they are multiplied together, they equal 1.

1. 
$$4/5 \div 1/7 =$$

2. 
$$12/15 \div 3/5 =$$

3. 
$$7/8 \div 1/6 =$$

4. 
$$1 \div 1/5 =$$

5. 
$$8 \div 1/4 =$$

6. 
$$2 \frac{1}{4} \div \frac{1}{6} =$$

7. 
$$10 \div 3 \ 1/3 =$$

8. 
$$12 \frac{1}{3} \div 2 =$$

# **Changing Fractions to Decimals**

Change ¾ to a decimal

0.75 4) 3.00 -28↓ 20 -20 0 Steps:

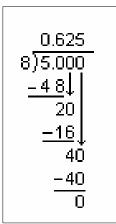
- 1. Change the fraction into a division problem.
- 2. Add a decimal point after the 3 and add two zeros.
  - Remember to raise the decimal into the quotient area.
- 3. This is terminating decimal; therefore adding additional zeros is not necessary.

Vocabulary:

<u>Fractions bar</u>: the line in-between the numerator and denominator. The bar is another symbol for division.

<u>Terminating decimal</u>: a decimal that is not continuous.

Change 5/8 to a decimal



Steps:

- 1. Change the fraction into a division problem.
- 2. Add a decimal point after the 5 and add two zeros.
  - Remember to raise the decimal into the quotient area.
- 3. If there is still a remainder, add another zero to the dividend and bring it down.
- 4. The decimal terminates at the thousandths place.

**HESI Hints:** 

o "Top goes in the box, the bottom goes out."

This is a helpful saying in remembering that the numerator is the dividend and the denominator is the divisor.

 If the decimal does not terminate, continue to the thousandths place and then round to the hundredths place.

Example:

7.8666 → 7.87

If the number in the thousandths place is 5 or greater, round the number in the hundredths place to the next higher number.
But, if the number in the thousandths place is less than 5, do not round up the number in the hundredths place.

	T	32
Change 2/3 to a decimal	Steps:	Now You Try!
	1. Change the fraction into a	Change the fraction into a decimal.
	division problem.	
0.6666	2. After the 2, add a decimal	
3)2.0000	point and 4 zeros.	
<u>-18</u>	3. The decimal continues	1. 1/5
20	(does not terminate);	
<u>-18</u>	therefore, round to the	2. 2/5
<u> </u>	hundredths place:	
-18	o 0.666 <b>0</b> .67	3. 3/8
20	<ul> <li>It can also be written</li> </ul>	
20	as $0.\overline{6}$ (the line is	4. 4/5
	placed over the number	
	that repeats)	5. 1/3
Cl. 2.2/5 . 1 . 1	a.	6. 1 ½
Change 2 3/5 to a decimal	Steps:	
	1. Change the fraction into a	7. 3/10
0.60	division problem.	
5)3.00	2. After the 3, add a decimal	8. 27/8
' I	and two zeros.	
- <u>30</u>	3. Place the whole number in	
00	front of the decimal:	
-0	0 2.6	
<u>-0</u>		

### **Changing Decimals to Fractions**

#### Change 0.9 to a fraction



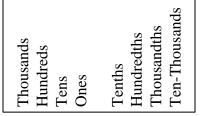
#### Steps:

Knowing place values makes it very simple to change decimals to fractions.

- 1. The last digit is located in the tenths place; therefore the 9 becomes the numerator.
- 2. 10 becomes the denominator.

#### Vocabulary:

Place value: Numbers to the right of the decimal point have different terms from the whole numbers.



9 8 7 6 . 5 4 3 2

#### Change 0.02 to a fraction

Change 0.25 to a fraction

$$0.02 \longrightarrow \frac{2}{100} = \frac{1}{50}$$

#### Steps:

Steps:

- 1. The 2 is located in the hundredths place.
- 2. 2 becomes the numerator, 100 becomes the denominator.

1. The 5 (always look at the last digit in the decimal) is located in the hundredths

2. 25 becomes the numerator

and 100 becomes the

denominator.

3. Reduce the fraction.

3. Reduce the fraction.

#### Now You Try!

- 1. 0.08
- 2. 0.025
- 3. 0.125
- 4. 0.17
- 5. 0.3
- 6. 2.75
- 7. 7.07

Change 3.055 into a fraction

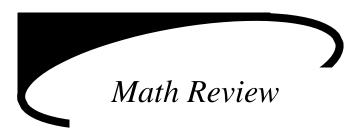
 $0.25 \longrightarrow \frac{25}{100} = \frac{1}{4}$ 

## $3.055 \longrightarrow 3 \frac{55}{1000}$ $3 \frac{11}{200}$

#### Steps:

- 1. The rightmost 5 is located in the thousandths place.
- 2. 55 becomes the numerator and 1000 becomes the denominator. The 3 is still the whole number.
- 3. Reduce the fraction.

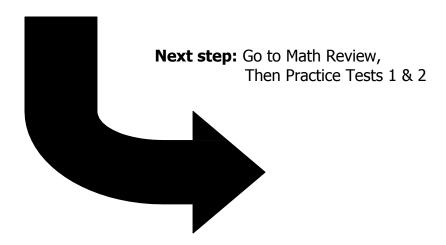
8. 12.0001



#### Directions:

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- 2. See pages 42-44 for answer key, to score portion.
- 3. Provide the following information hereon (page 21) for tutor- and self-evaluation:

Total number of problems: 8 Ratio/Proportion
Number correct: Multiply number correct X 100=
Divide by total number of problems=%
Tutor will review for areas to work on in math.
Areas to work on:
Areas to work on



## **Ratio and Proportion**

#### Change the decimal to a ratio

$$0.025 \rightarrow \frac{25}{1000} \rightarrow \frac{1}{40}$$

$$\rightarrow 1:40$$

#### **Steps:**

- 1. Change the decimal to fraction.
- 2. Reduce the fraction.
- 3. The numerator is the first listed number.
- 4. Then write the colon.
- 5. Finally, place the denominator after the colon.

#### **Change the fraction to a ratio**

$$5/6 = 5:6$$

#### **Steps:**

- 1. The numerator is the first listed number.
- 2. Then write the colon
- 3. Finally, place the denominator after the colon.

**Solve the proportion** (find the value of x)

7:10::14:X

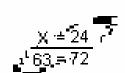
$$\frac{7 \times 2 = 14}{10 \times 2 = \times}$$

$$x = 20$$

**Steps:** 

- 1. Rewrite the proportion as a fraction. (this might help to see the solution).
- 2. Notice that  $7 \times 2 = 14$ ; therefore  $10 \times 2 = 20$ :
  - o Multiply 14 x 10 (two diagonal numbers). The answer is 140.
  - o  $140 \div 7$  (divide by number without a pair. 14 and 10 are a pair. 7 and x are not pair, so divide by 7)
- 3. The answer is 20.

X: 63:: 24:72



- 24 × 63 = 1,512
- $\blacksquare$  1,512  $\div$  72 = 21

$$x = 21$$

**Steps:** 

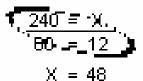
- 1. Rewrite the proportion as a fraction.
- 2. Multiply the diagonal numbers together:  $24 \times 63 = 1,512$
- 3. Divide the answer (1,512) by the Remaining number (the one with out a pair)  $1,512 \div 72 = 21$
- 4. The answer is 21

#### Solve the proportion

240:60::X:12

#### **Steps:**

- 1. Rewrite the proportion as a fraction.
- 2. Multiply the diagonal numbers together:  $240 \times 12 = 2,880$
- 3. Divide the answer (2,880) by the remaining number (without a pair)
  2,880 ÷ 60 = 48
- 4. The answer to x is 48.



#### **Vocabulary:**

**Ratio:** a relationship between two numbers. **Proportion:** two ratios that have equal values.

#### **HESI Hints:**

Ratios can be written several ways.

- As a fraction 5/12
- Using a colon 5:12
- o In words 5 to 12

Proportion can be written two ways.

- 5 = 2512 = 60
- o 5:12::25:60

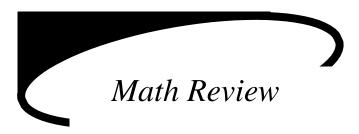
(Remember, the numerator is listed first, then the denominator)

#### **Now You Try!**

- 1. 22/91
- 2. 19/40

#### Solve for X

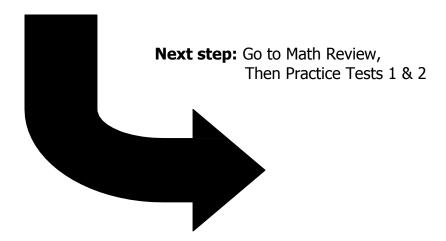
- 3. 7: 5 :: 91: X
- 4. 7: 9 :: X: 63
- 5. X: 15 ::120: 225
- 6. 15: X :: 3: 8
- 7. 360: 60 :: 6: X
- 8. X: 81 :: 9: 27



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•	
Tutor will review for areas to work on in math.	
Areas to work on:	



Percentages				
Change the decimal to a percent 0.13 → 13%  Change the decimal to a percent 0.002 → 0.2%	Steps:  1. Move the decimal point to the right of the hundredths place (two places).  2. Put the percent sign behind the new number.  Steps:  1. Move the decimal point to the right of the hundredths place (two places-always!)  2. Put the percent sign behind the new number. Do not worry. It is still a percent- it is just a very small percent.	Vocabulary: Percent: per-hundred (part per hundred)  Lens Ones And Hundredths Lenths Hundredths Lenths Hundredths Lenths And Hundredths Lenths And Hundredths Lenths And Hundredths And Hu		
Change the percent to a decimal 85.4% $\longrightarrow$ .854  Change the percent to a decimal 75% $\longrightarrow$ .75  Changing a fraction to a percent $ \begin{array}{c} 833 \\ \hline 6 \\ \hline 5 \\ 020 \end{array} $ .833 $ \begin{array}{c} 18 \\ 020 \end{array} $ .833	Steps:  1. Move the decimal two spaces away from the percent sign (towards the left).  2. Drop the percent sign; it is no longer a percent, but a decimal.  Steps:  1. The decimal point is not visible, but is always located after the last number.  2. Move the decimal two spaces away from the percent sign (towards the left).  3. Drop the percent sign; it is no longer a percent, but a decimal.  Steps:  1. Change the fraction into a division problem and solve.  2. Move the decimal behind the hundredths place in the quotient.  3. Place a percent sign after the new number.	Now You Try! Decimal to a percent  198 20068 309  Percent to a decimal 4. 58% 5. 76.3% 603%  Fraction to a percent  7. 9/10 8. 4/5		

### **Percentage**

(using the percent formula)

Steps:

#### What is 7 out of 8 as a percent?

$$\frac{7 = \%}{8 = 100}$$

#### Steps:

1. Rewrite the problem using the percent formula.

1. Rewrite the problem using the percent formula.

3. Divide by the remaining (without a pair) number:

2. Multiply the diagonal numbers together:

2. (of 45) 45 is the whole.

 $700 \div 8 = 87.5 \%$ 

 $1 \times 100 = 700$ 

- 3. Multiply the diagonal numbers together.  $68 \times 45 = 3,060$
- 4. Divide by the remaining (without pair) number  $3,060 \div 100 = 30.6$
- 5. x = 30.6 (this is not a percent- it is the part).

#### What is 68% of 45?

$$\frac{X = 68}{45 = 100}$$

$$\circ$$
 45 x 68 = 3,060

$$\circ$$
 3,060  $\div$  10 = 30.6

$$X = 30.6$$

18 is 50% of what number?

$$18 = 50$$
  
 $X = 100$ 

$$0.01,800 \div 50 = 36$$

$$X = 36$$

#### Steps:

- 1. Rewrite the problem using the percent formula.
- 2. We are looking for the whole because "of" is indicating an unknown number.
- 3. Multiply the diagonal numbers together:  $18 \times 100 = 1,800$
- 4. Divide by the remaining number:

$$1,800 \div 50 = 36$$

#### **HESI Hints:**

Percent formula

The word "of" usually indicates the *whole* portion of the percent formula

Using this formula will help in all percent problems where there is an unknown (solving for x)

#### Now You Try!

- 1. What is 15 out of 75 as a percent?
- 2. What is 2 out of 50 as a percent?
- 3. What is 20 out of 100 as a percent?
- 4. What is 28% of 100?
- 5. What is 95% of 20?
- 6. What is 15.5% of 600?
- 7. 2 is 20% of what number?
- 8. 65 is 25% of what number?

## Helpful Information to Memorize and Understand

Fractions, Decimals, Percents

Fractions	Decimals	Percent
<u>1</u> 2	0.50	50%
<u>1</u> 4	0.25	25%
<u>3</u> 4	0.75	75%
<u>1</u> 5	0.20	20%
<u>2</u> 5	0.40	40%
<u>3</u> 5	0.60	60%
<u>4</u> 5	0.80	80%
<u>1</u> 8	0.125	12.5%
<u>3</u> 8	0.375	37.5%
<u>5</u> 8	0.625	62.5%
<u>7</u> 8	0.875	87.5%
<u>1</u> 3	0.33 3	33.3%
<u>2</u> 3	0.66 6	66.6%

## Helpful Information to Memorize and Understand

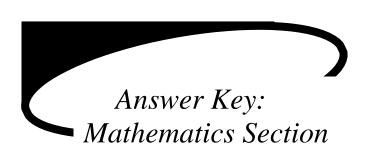
#### **Roman Numerals**

I = 1	XI = 11	D= 500
II = 2	XX = 20	M = 1,000
III=3	XXX = 30	$\overline{V} = 5,000$
IV = 4	XL = 40	$\overline{X} = 10,000$
V = 5	L = 50	$\overline{L} = 50,000$
VI = 6	LX = 60	$\overline{C} = 100,000$
VII = 7	LXX = 70	$\overline{\mathbb{D}} = 500,000$
VIII = 8	LXXX = 80	$\overline{M} = 1,000,000$
IX = 9	XC = 90	
X = 10	C = 100	

Example: 2003 = MMIII

#### **Measurement Conversions**

Temperature	0 degrees Celsius = 32 degrees Fahrenheit (the freezing point of water)		
Temperature	100 degrees Celsius = 212 degrees Fahrenheit (the boiling point of water)		
	Metric	Customary	
	1 kilometer = 1,000 meters	1 mile = 1,760 yards	
Length	1 meter = 100 centimeters	1 mile = 5,280 feet	
	1 centimeter = 10 millimeters	1 yard = 3 feet	
		1 foot = 12 inches	
	1 liter = 1,000 milliliters	1 gallon = 4 quarts	
	1 milliliter = 1 cubic centimeter	1 gallon = 128 ounces	
Volume &		1 quart = 2 pints	
Capacity		1 pint = 2 cups	
		1 cup = 8 ounces	
		1 ounce = 30 cubic centimeters	
Weight &	1 kilogram = 1,000 grams	1 ton = 2000 pounds	
Mass	1 gram = 1,000 milligrams	1 pound = 16 ounces	



#### Basic addition and subtraction (enter scores on pg. 10)

1. 1,959 2. 980 3. 1,511 4. 200 5. 432 6. 459 7. 108 8. 12,011

#### Basic Multiplication (whole numbers) (enter scores on pg.10)

1. 5,922 2. 1,950 3. 7,836 4. 44,330 5. 11,130 6.21,978 7. 189,150 8. 1,557,270

#### Basic Division (whole numbers) (enter scores on pg. 10)

 1. 12
 2. 3,206
 3. 1,233
 4. 25

 5. 628
 6. 741
 7. 214.75
 8. 998.14

#### Addition and Subtraction of Decimals (enter scores on pg. 16)

 1. 16.75
 2. 66, 838
 3. 948.2
 4. 25.26

 5. 30.05
 6. 10.45
 7. 29.41
 8. 12.57

#### Basic Multiplication (decimals)(enter scores on pg 16)

 1. 0.01269
 2. 786.08
 3. 16.863
 4. 6252.5

 5. 0.287804
 6. 32.92
 7. 3.7236
 8. 0.79423

#### Division of Decimals (enter scores on pg. 16)

 1. 120
 2. 240
 3. 9.375
 4. 281

 5. 8.23
 6. 1,970
 7. 0.9
 8. 1.2

#### Addition of Fractions (enter scores on pg. 16)

1. 1/2 2. 17/21 3. 1 3/10 4. 13/14 5. 1 23/35 6. 9 11/24 7. 6 4/9 8. 15 8/12

#### Subtraction of Fractions (enter scores on pg.21)

1. 1/20 2. 11/37 3. 2/25 4. 1/54 5. 1 7/10 6. 15 1/18 7. 12 3/7 8. 16 3/4

#### Multiplication of Fractions (enter scores on pg. 21)

 1. 2/5
 2. 7/81
 3. 4 4/5
 4. 7

 5. 3 3/4
 6. 8
 7. 6 2/3
 8. 7 1/2

Division of fractions (enter scores on pg. 21)

1. 5 3/5 2. 1 1/3 3. 5 1/4 4. 5 5. 32 6. 13 1/2 7. 3 8. 6 1/6

**Changing Fractions to Decimals (enter scores on pg. 21)** 

1. 0.2 2. 0.4 3. 0.375 4. 0.8 5. 0.3 6. 1.5 7. 0.3 8. 2.875

**Changing Decimals to Fractions (enter scores on pg 21)** 

1. 2/25 2. 1/40 3. 1/8 4. 17/1000 5. 3/10 6. 2 3/4 7. 7 7/100 8. 12 1/10000

Ratio and Proportions (enter scores on pg 34)

1. 22:91 2. 19:40 3. x = 65 4. x = 49 5. x = 8 6. x = 40 7. x = 1 8. x = 27

Percentages (enter scores on pg. 37)

 1. 98%
 2. 0.68%
 3. 9%
 4. .58

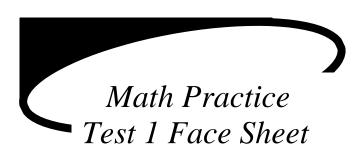
 5. 0.763
 6..0003
 7. 90%
 8. 80%

Percentages (using the percent formula) (enter scores on pg. 37)

 1. 20%
 2. 4%
 3. 20%
 4. .28

 5. 19
 6. 93
 7. 10
 8. 260

See page 9 to enter overall score.



**Directions:** Students will

- 1. Take Practice Test 1
- 2. Correct all problems
- 3. Fill in information on this face sheet, which precedes entire Practice Test 1
- 4. Return work to HESI staff, arrange tutoring or conference to give go-ahead on taking actual HESI test

#### **Important**

- 1) Use the space provided on the paper for scratch paper; all work should be done on these pages for ease of assessment.
- 2) Fill in the blanks on the face sheet to assist the HESI staff in assessing your skills and weaknesses.

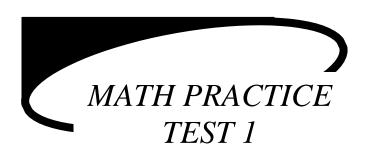
Your goal is to achieve 80% minimum on any exercise.

- <sup>3</sup>/<sub>4</sub> To calculate Total number of correct answers, subtract number of incorrect answers from total number of problems.
- <sup>3</sup>/<sub>4</sub> To calculate Percent correct: multiply number correct X 100, divide this number by total number of problems.

Example: 80 correct out of 100: 80 X 100= 8000 8000 divided by 100 = 80 or 80%

#### OVERALL MATH PRACTICE TEST 1 SCORE

Total number of problems: 10	VI
Number correct:	Multiply number correct X 100 =
Divide by total number of pro	blems= %
,	
Tutor will review for areas to	work on in math.
Areas to work on:	
	,, <u>,, ,, ,, ,</u>



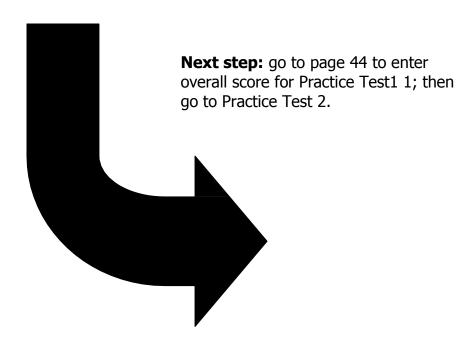
1.	. Add, subtract, multiply, divide:		
	Total number of problems: 18 Total number of <b>correct</b> answers	X 100=	_Divide this number by total number of problems.  Percent correct
2.	. Multiply, divide (by and into), add,	subtract deci	mals
	Cotal number of problems: 15 Cotal number of <b>correct</b> answers	X 100=	_Divide this number by total number of problems.  Percent correct
3.	. Change fractions to decimals; decim	nals to fractio	ns
	Cotal number of problems: 10 Cotal number of <b>correct</b> answers	X 100=	_Divide this number by total number of problems.  Percent correct
4.	. Add, subtract, multiply, divide frac	tions	
	Total number of problems: 20 Total number of <b>correct</b> answers	X 100=	_Divide this number by total number of problems.  Percent correct
5.	. Percentage		
To	Total number of problems: 18 Cotal number of <b>correct</b> answers	X 100=	_Divide this number by total number of problems.  Percent correct
6.	. Ratio/Proportion		
To To	Total number of problems: 9 Total number of <b>correct</b> answers	X 100=	_Divide this number by total number of problems.  Percent correct
7.	. Conversions		
	Cotal number of problems: 5 Cotal number of <b>correct</b> answers	X 100=	_Divide this number by total number of problems.  Percent correct

#### 8. Rounding

Total number of problems: 6

Total number of **correct** answers \_\_\_\_\_ X 100=\_\_\_\_ Divide this number by total number of problems.

Percent correct\_\_\_\_\_





### Step one to Whole Number Skill Practice Test I

These problems will help you find out if you need to work in the whole number section of this book. Do all the problems you can. Then fill in the chart on page 6 to see which page you should go to next.

$$7.2,306 - 728 =$$

$$8.30,000 - 2,907 =$$

15. 
$$3,147 \div 4 =$$

16. 
$$1,029 \div 21 =$$

18. 
$$2,433 \div 56 =$$

## Answer Key

- 1. 88,679
- 2. 957
- 3. 6,018
- 4. 540
- 5. 567
- 6. 10,704
- 7. 1,578
- 8. 27,093
- 9. 80,916
- 10.4,704
- 11.168,665
- 12.25,917
- 13.162,955
- 14.47 r2
- 15.786 r 3
- 16.49
- 17.673
- 18.43 r 25

Enter Score for practice test I on face sheet pages 44 – 46.

## **Step one to Decimal Skills Practice Test 1 Part 2**

Do work on these pages.

1. 
$$.26 \times 3.9 =$$

$$3. .0038 \times 62 =$$

4. 
$$.417 \times 2.3 =$$

7. 
$$.406 \div .07 =$$

9. 
$$148 \div 3.7 =$$

12. 
$$.68 + 10.24 + 5 =$$

## Answer Key

- 1. 1.014
- 2. 64.5
- 3. .2356
- 4. .9591
- 5. .37
- 6. 5.8
- 7. 50
- 8. 40
- 9. 2.217
- 10.37.93
- 11.15.92
- 12.2.65
- 13.7.862
- 14.11.392

Enter score for Practices Test 1 part 2 on face sheets page 44-46.

### **Step one to Fraction to Decimals Skills Practice Test 1 Part 3**

Do all work on these pages. Change each fraction to a decimal.

- 1. 5/6 =
- 2. 9/20 =
- 3. 4/7 =
- 4. 5/8 =
- 5. 9/16 =

Change each decimal or mixed decimal to a fraction or mixed number. Reduce each fraction.

- 1. .08 =
- 2. .625 =
- 3. .48 =
- 4. 3.36 =
- 5. 2.00004 =

# Answer Key

- 1. .83 1/3
- 2. .45
- 3. .57 1/7
- 4. .62 ½ or .625
- 5. .56 1/4

- 1. 2/25
- 2. 5/8
- 3. 12/25
- 4. 3 9/25
- 5. 2 1/25,000

Enter score for practices test 1 part 3 on face sheets page 44 – 46.

## Step One to Fraction Skills Practices Test 1 Part 4

Do all work on these pages.

$$1.3/8 + 3/8 =$$

$$3.5/9 + 2/3 =$$

$$4. \ 3/7 + 1/2 =$$

$$6.5/8 - 1/3 =$$

$$7.6 - 25/9 =$$

10. 
$$5/9 \times 2/3 =$$

$$19.6 \div 4 \frac{1}{2} =$$

20. 3 
$$\frac{1}{2}$$
 ÷ 2 4/5 =

## Answer Key

- 1. 3/4
- 2. 6 1/4
- 3. 2/9
- 4. 13/14
- 5. 1/5
- 6. 7/24
- 7. 3 4/9
- 8. 5 2/5
- 9. 2 11/18
- 10.10/27
- 11.4/5
- 12.6 2/3
- 13.70
- 14.2/3
- 15.10 ½
- 16.1 1/2
- 17.7 ½
- 18.1/24
- 19.1 1/3
- 20.1 1/4

## **Step One to Percent Skill Practices Test 1 Part 5**

These problems will help you find out if you need to work in the percent section of this book. Do all the problems you can. When you are finished, look at the chart to see which page you should go to next.



$$.06 =$$

3. Change each fraction to a percent.

$$4/25 =$$

## Answers to Step One to Percent Skill Practice Test 1, Part 5

1. 60%	6%	24.8%	3.3%
25 or .50	.07	.0525	3.25%
3. 30%	12 ½%	42 6/7%	16%
	or 12.5%	or 42.85%	

4. 21

5. 54

6.80%

7. 33 1/3% or 33.3%

8.60

9. 260

Enter score for 5 on pages 44-46

## **Practice Test 1 Part 6**

Solve these proportions.

1. 
$$\frac{120}{4.2} = \frac{16}{X}$$

#### Read the following:

#### **Proportion**

Let us consider the ratios 3:5 and 12:20. If we write these ratios in fraction form, we have 3/5 and 12/20. Now if we apply the Principle of Equivalency of Fractions, we have  $3 \times 20 = 5 \times 12$ . Thus the fraction 3/5 and 12/20 are equivalent.

Thus, we may write 3.5 = 12.20. This statement is called a proportion.

**Definition**: A *proportion* is a statement that two ratios are equivalent.

Example: (a) 1:2= 4:8 (b) 5:6= 15:18

Use the Principle of Proportion to determine which of the following are true proportions.



## **Conversions Practice Test 1 Part 7**

Convert the measurements in the following problems.

- 1. 5 yards = \_\_\_\_\_ feet
- 2. 40 ounces = \_\_\_\_\_ pounds
- 3. 20 quarts = \_\_\_\_\_ gallons
- 4. 2 quarts = \_\_\_\_ounces
- 5. 3 pints = \_\_\_\_\_ quarts



Answers for test 6: (Enter scores for 6 on face sheet page 44-46)

1. .56

1. True

2. 15

2. False

3. 4

3. True

4. 25

- 4. True
- 5. False

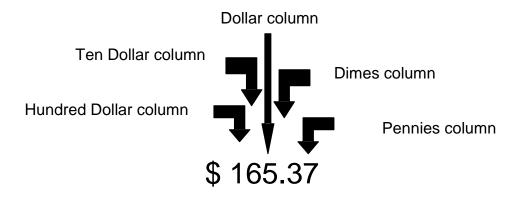
Answers for test 7: (Enter the scores for 7 on face sheet pages 44-46)

- 1. 15ft
- 2. 2.5lbs
- 3. 5 gals
- 4. 64 oz
- 5. 1.5 qt



#### **Rounding Dollars and Cents Practices Test 1 Part 8**

You round dollars and cents in the same way you round whole numbers. You can round a monetary amount to the nearest ten cent (dime), nearest dollar, nearest ten dollars, and so on.



Example: Round \$15.76 to the nearest dime.

Step 1. Underline	the digit in t	he dimes colu	ımn.	\$ 15.76

Step 2. Look at the digit to the right of the 7. Since the digit \$15.86 6 is more than 5, add 1 to the digit 7.

Step 3. Now put zeros in all the places to the right of the 8 \$15.80

Answer: \$ 15.80

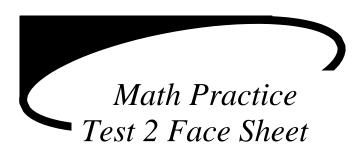
#### Round each number below as indicated.

- 1. 76 (tens place)
- 2. 164 (hundreds place)
- 3. 2,590 (thousands place)
- 4. \$0.37 (nearest dime)
- 5. \$3.48 (nearest dollar)
- 6. \$67.09 (nearest ten dollar)

# Answer Key

- 1. 80
- 2. 200
- 3. 3,000
- 4. \$0.40
- 5. \$3.00
- 6. \$70.00

Enter score for 8 on face sheet pages 45-47



#### **Directions:** Students will

- 1. Take Practice Test 2
- 2. Correct all problems
- 3. Fill in information on this face sheet, which *precedes* entire Practice Test 2
- 4. Return work to HESI staff, arrange tutoring or conference to give go-ahead on taking actual HESI test

#### Important:

- 1) Use the space provided on the paper for scratch paper; all work should be done on these pages for ease of assessment.
- 2) Fill in the blanks on the face sheet to assist the HESI staff assessing your skills and weaknesses.

Your goal is to achieve 80% minimum on any exercise.

- <sup>3</sup>/<sub>4</sub> To calculate Total number of **correct** answers, subtract number of incorrect answers from total number of problems.
- <sup>3</sup>/<sub>4</sub> To calculate Percent correct: multiply number correct X 100, divide this number by total number of problems.

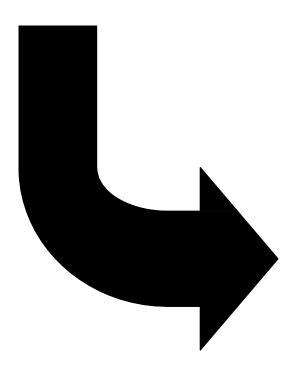
Example: 80 correct out of 100: 80 X 100 = 8000 8000 divided by 100= 80 or 80%

#### OVERALL MATH PRACTICE TEST 2 SCORE

Total number of problems: 83
Number correct: Multiply number correct X 100=
Divide by total number of problems=%
• ——
Tutor will review for areas to work on in math.
Areas to work on:

## MATH PRACTICE TEST 2

Add, subtract, multiply, divide:			
Total number of problems16 Total number of correct answers	_X100=	Divide this number by total number Percent correct	of problems
Change decimals to fractions; chan decimals	ge fractions t	o decimals; Multiply, divide (by and	into), add, subtract
Total number of problems 15  Total number of correct answers 4dd, subtract, multiply, divide frac	_X100=	Divide this number by total number Percent correct	of problems
Total number of problems16  Total number of correct answers  Percentage	_X100=	Divide this number by total number Percent correct	of problems
Total number of problems  Total number of correct answers  Ratio/ Percentage		Divide this number by total number Percent correct	of problems
Total number of problems11 Total number of correct answers  Conversion	_X100=	Divide this number by total number Percent correct	of problems
Total number of problems5  Total number of correct answers  Rounding	_X100=	Divide this number by total number Percent correct	of problems
Total number of problems5  Total number of correct answers	_X100=	Divide this number by total number Percent correct	=



## Whole Number review Practice Test 2 Part 9

$$1. 425 + 34 =$$

$$2. 732 + 9,255 =$$

$$3. 6,927 + 434 + 56 =$$

4. 
$$83 - 9 =$$

5. 
$$800 - 73 =$$

6. 
$$12,603 - 9258 =$$

7. 
$$90,000 - 4,782 =$$

8. 
$$62 \times 34 =$$

$$10.2,706 \times 75 =$$

$$11.39 \times 4,086 =$$

$$12.196 \div 4 =$$

$$13.779 \div 9 =$$

$$15.7,224 \div 9 =$$

16. 4, 662 
$$\div$$
 63 =

## Answer Key: Test 2 Part 9

- 1. 459
- 2. 9,987
- 3. 7,417
- 4. 74
- 5. 727
- 6. 3,345
- 7. 85,218
- 8. 2,108
- 9. 146,328
- 10.202,950
- 11.159,354
- 12.49
- 13.86 r5
- 14.93
- 15.802 r6
- 16.74

### **Decimal Review Practice Test 2 Part 10**

Change each decimal or mixed decimal to a fraction or mixed number. Reduce each fraction.

- 1. .3=
- 2. 3.75 =
- 3. .625=
- 4. 9.32=
- 5. 1/5=
- 6. 1/8=
- 7. 4/25=
- 8. 3/50=
- 9. .29 + .8 + .626 =
- 10. .0052 + .84 + .072 =
- 11...26 + 14.7 + 13 =
- 12. 18 + .049 + 2.38 =
- 13. .8 .29=
- 14.6.2 .127 =
- 15..11 .509 =
- 16.8.3 2.052 =
- $17.4.3 \times .38 =$
- $18.18 \times .0074 =$
- 19. 6.5 x .329 =
- 20.  $110.4 \div 23 =$
- 21. .621 ÷ .09=
- 22. 54 ÷ 27 =
- 23.  $138 \div 4.6 =$

## Answer Key: Test 2 Part 10

- 1. 3/10
- 2. 3 3/4
- 3. 5/8
- 4. 9 8/25
- 5. .2
- 6. .12 ½ or .125
- 7. .16
- 8. .06
- 9. 1.716
- 10. .9172
- 11. 27.96
- 12. 20.429
- 13. .51
- 14. 6.073
- 15. 10.491
- 16. 6.248
- 17. 1.634
- 18. .1332
- 19. 2.1385
- 20. 4.8

- 21. 6.9
- 22. 200
- 23. 30

## Fraction Review Practice Test 2 Part 11

1. 
$$7/10 + 1/10 =$$

$$2. 8/15 + 4/5 =$$

$$3. 1/2 + 5/9 =$$

4. 
$$32/3 + 45/8 + 51/4 =$$

5. 
$$11/16 - 5/16 =$$

6. 
$$3/5 - 1/6 =$$

7. 
$$9 - 45/12 =$$

8. 
$$82/5 - 22/3 =$$

9. 
$$9 \frac{1}{4} - 4 \frac{7}{12} =$$

$$10.3/8 \times 5/7 =$$

$$11.5/12 \times 4/5 =$$

$$12.8 \times 7/10 =$$

$$13.15/7 \times 42/3 =$$

$$14.3/10 \div 2/5 =$$

$$15.3 \ 3/4 \div 5/6 =$$

$$16.7/8 \div 3 =$$

## Answer Key: Test 2 Part 11

- 1. 4/5
- 2. 1 1/3
- 3. 1 1/18
- 4. 13 13/24
- 5. 3/8
- 6. 13/30
- 7. 47/12
- 8. 5 11/15
- 9. 4 2/3
- 10.15/56
- 11.1/3
- 12.5 3/5
- 13.8
- 14.3/4
- 15.4 1/2
- 16.7/24

## Percent Review Practice Test 2 Part 12



.3 =

.09=

.455=

2. Change each percent to a decimal.

48%=

3%=

7 1/2%=

3. Change each fraction to a percent.

9/10=

5/12=

4/5=

## **SOLVE**

7. 45 is what % of 75?

8. 36 is what % of 54?

9. 48% of what number is 60?

## Answer Key: Test 2 part 12

1.30%

9%

45.5%

2. .48

.03

.07 ½

3. 90%

- 41 2/3%
- 80%

- 4. 20
- 5. 30
- 6. 38.4
- 7.60%
- 8.662/3%
- 9. 125

## Ratio and Proportions Practice Test 2 part 13

In each of the following, what number should replace *n* to make each a true proportion?

3. 
$$17: n = 6:8$$

5. 
$$15: 35 = 4: n$$

6. 
$$1/6 = ?/18$$

8. 
$$50/? = 1/2$$

## Answer Key: Test 2 Part 13

- 1. 6
- 2. 56
- 3. 22 2/3
- 4. 11 5/11
- 5. 9 1/3
- 6. 3
- 7. 4
- 8. 100
- 9. 24

## **Converting Units Practice Test 2 part 14**

Change each quantity to the unit indicated. As your first step in each problem identify the correct factor.

- 1. 3 lbs = \_\_\_\_\_ oz.
- 2. 3 qt. = \_\_\_\_\_ pt.
- 3. 12pt.= \_\_\_\_\_ qt.
- 4. 80 oz. = \_\_\_\_\_ lb.

Many times, when smaller units are converted to larger units, there is a remainder.

As the example below show, this remainder is simply written as the number of smaller units left over.

**Example:** Change 7 feet to yards

Step 1. Divide 7 feet by the conversion factor 3

$$7 \div 3 = 2 \text{ r1}$$

Step 2. write the remainder as the number if feet left over.

Answer: 7 feet = 2 yards 1 foot

5. 47 oz. = \_\_\_\_\_ lbs. \_\_\_\_ Oz.

# Answer Key: Test 2 Part 14

- 1. 48
- 2. 6
- 3. 6
- 4. 5
- 5. 2lbs. 15 oz



## **Steps for Rounding Decimal Practices Test 2 Part 15**

- 1. Underline the digit in the place you are rounding to
- 2. Look at the digit to the right of the underlined digit. If the digit to the right is 5 or more, add 1 to the underlined digit. If the digit to the right is less than 5, leave the underlined number as is.
- 3. Discard the digits to the right of the underlined digit.

Example: Round 2. 1749 to the thousandths place.

Step 1. Underline the digit in the thousandths place. *Underline the 4: 2.1749* 

Step 2. Look at the digit to the right of the 4. The digit is 9. Since 9 is "5 or more," add 1 to the underlined digit 4.

Add 1 to 4: 2.1759

Step 3. Discard the digit 9

**Answer: 2.175** 

Round each amount below to the nearest cent. For each amount circle one of the two answer choices.

1. \$.467: \$.46 or \$.47

2. \$.953: \$.95 or \$.96

3. \$6.875: \$6>87 or \$6.88

Round each decimal fraction below as indicated. The first problem in each row is done for you.

To the nearest tenth.

4. .52 \_\_\_\_\_

5. .375

To the nearest hundredth.

6. .483 \_\_\_\_\_

7. .725 \_\_\_\_\_

## Answer Key: Test 1 Part 15

- 1. \$.47
- 2. \$.95
- 3. \$6.88
- 4. .5
- 5. .4
- 6. .48
- 7. .73



**Directions:** Students will

- 1. Read explanations on how to answer reading comprehension questions and sharpen reading skills.
- 2. Take the "Sample Reading Test"; fill in information on face sheet.
- 3. Take the "Reading" test.
- 4. Correct all problems

Total number of problems: 47

- 5. Fill in information on face sheet, which is in front of both tests.
- 6. Return work to HESI staff; arrange tutoring or conference to give go- ahead on taking actual HESI test.

## Important:

- 1) Use the space provided on the paper for scratch paper; all work should be done on these pages for ease of assessment.
- 2) Fill in the blanks on the face sheet to assist the HESI staff in assessing your skills and weaknesses.

Your goal is to achieve 80% minimum on any exercise.

- <sup>3</sup>/<sub>4</sub> To calculate Total number of correct answers, subtract number of incorrect answers from total number of problems.
- <sup>3</sup>/<sub>4</sub> To calculate percent correct: multiply number correct X 100, divide this number by total number of problems.

Example: 80 correct out of 100: 80 X 100 = 8000 8000 divided by 100= 80 or 80%

### OVERALL READING COMPREHENSION TEST SCORE

Total number of problems. 17
Number correct: Multiply number correct X 100 =
Divide by total number of problems =%
Tutor will review for areas to work on in reading comprehension.
Areas to work on:

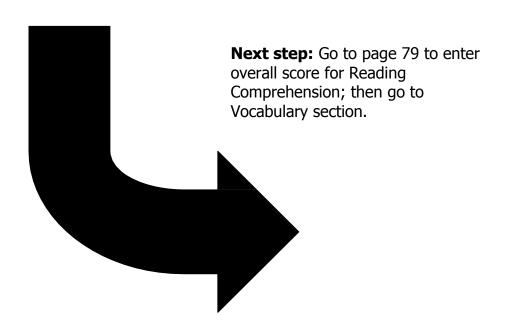
## **Reading Comprehension**

## 1. Sample Reading Test

Total Number of questions 8

Total Number of <b>correct</b> ans number of questions		X 100=	Divide this number by total	
The state of the s			Percent Correct	
2. Reading				
Total Number of questions	39			

Total Number of **correct** answers \_\_\_\_\_\_ X 100=\_\_\_\_\_ Divide this number by total number of questions \_\_\_\_\_ Percent Correct\_\_\_\_\_



## HOW TO ANSWER READING COMPREHENSION QUESTIONS AND SHARPEN YOUR READING SKILLS (WITHOUT REALLY TRYING)

Read this the night before you take your exam. It will help you get the right answers on reading comprehension questions.

- 34 When you get to the reading comprehension section, take a deep breath and;
  - Quickly read through the questions—not the answer choices, just the questions. You will be able to focus your reading knowing what the questions are.
  - Read the passage, paying attention to details. Be alert for what the author thinks is important, by noting phrases like *Of importance is...., Do not* overlook...., and *Note that....*
  - o Read each question carefully to determine what is being asked. Watch for all-inclusive words like *always*, *never*, *all*, *only*, *every*, *absolutely*, *completely*, *none*, *entirely*, *no*. These words will affect your answer.
  - Read all answer choices. Eliminate obviously incorrect choices. Do not jump to choose the first answer that looks correct. Refer to the passage to get the best answer.
  - Avoid spending too much time on any one question. If you're stuck on a
    question, choose from the answers left after eliminating the obviously
    incorrect ones and move on.

#### SHARPEN READING SKILLS

There are seven reading skills tested on the HESI exam; the basic tenet emphasized here is: **Reading proactively to keep focused**. The skills and how to improve them are described below:

- 1. Identify the main idea key to understanding what you're reading and what to remember.
  - a. Ask "What is the passage about and what point is the author making about the topic?"
  - b. Summarize the paragraph in your head after you read it.
  - c. Visualize as you read---picture the information being projected on a big screen TV.
  - d. Remember that main ideas can be found in the beginning, middle, or end of a paragraph or passage.
  - e. Look at details, examples, causes, reasons to find implied, or unstated, main ideas.

- 2. <u>Identify supporting details</u>---examples, added information which support main idea.
  - a. Pick key word from the question and scan the passage for location of the answer.
  - b. Identify details by transition words like *one*, *next*, *another*, *first*, *finally*.
- 3. <u>Finding the Meaning of Words in Context---</u> look for context clues, which are words or sentences surrounding unknown word (s): the provide information on meaning for the reader.

#### Context clues include:

- a. **Definition**: meaning of word put in parentheses, or stated in following sentence.
- b. **Synonym**: more familiar word given, which means same as unknown word.
- c. **Antonym**: word given with opposite meaning of unknown word; watch for words that signal an antonym, like *although*, *but*, *instead*.
- d. **Restatement**: unknown word paraphrased, or restated in sentence using more familiar words.
- e. **Examples**: examples illuminate meaning of unknown word.
- f. **Explanation**: additional information explains unknown word.
- g. **Word structure**: knowledge of meanings of prefixes, suffixes, and roots can help reader make educated guess about unknown word.
- 4. <u>Identifying a Writer's Purpose and Tone</u> --- purpose can be to entertain, inform, persuade. Tone is author's attitude or feelings towards topic. Choice of words is clue to both.

Ask these questions: 1. Who is the intended audience?

2. Why did the author write this?

**Persuade**: means trying to change thinking, encouraging reader to buy something, convince someone to vote a certain way. "Connotation" refers to emotions, feeling reader attaches to words.

Identify words in the passage for negative or positive connotation to determine why the author wrote the passage, how he/she is trying to manipulate the reader's feelings. For example, if the passage is about a beautification project, the author might describe it using positive connotation (and tone), in words like *inspired*, *visionary*, to get the reader to agree. Or, the writer may describe the project using negative connotation (and tone)with words like *wasteful*, *foolhardy* in opposition.

**Inform**: passages written to inform are less biased, with fewer words that have positive or negative connotation. Supportive text is factual and allows reader to form own opinion of subject matter.

5. <u>Distinguishing Between Fact and Opinion</u> --- facts can be proven to be right or wrong. Ex. The world is round. Opinions are personal statements which cannot be proven. Ex. "Titanic" was the best movie ever made.

Critical reading means looking at choice of words to determine whether writer is stating fact or opinion.

**Facts**: concrete words including measurable data, colors. Ex. Joe weighs 215 pounds. Sally's dress is red.

**Opinions**: evaluative or judgmental words (good, better, best, worst); abstract words (love, envy, hate); and statements that speculate about future events are considered opinions.

- 6. <u>Making Logical Inferences</u> --- inferences are not stated in the reading; they are educated, logical guesses made by the reader --- "reading between the lines" --- based on the available facts, information, and reader's knowledge and experience. Key to making inferences is to be sure the facts and evidence in the reading supports the inferences.
- 7. <u>Summarizing</u> --- summary is shortened version of passage with some supporting details, that is important information only. Leaves out unnecessary and redundant information.

This type of question takes the longest for students. Three rules to follow:

- a. Summary to include main ideas from beginning, middle, and end of passage
- b. Summary presented in chronological (as it happened) order.
- c. Summary must have accurate information. False information automatically rules out choice.

## Sample Reading Test

According to news reports, more senior citizens are accruing credit card debt that ever before. One reason given for the increase is that many seniors simply did not save enough money for retirement. Another reason given is the high cost of prescription drugs that are not covered by Medicare. Although the possibility of a prescription drug benefit being added to Medicare was a big issue in the last presidential campaign, it does not appear that any legislation will be enacted soon..

Meanwhile, some seniors are spending 50 - 60% of their incomes on prescription drugs. With utilities, mortgage payments, and groceries, it is easy to see why some seniors are forced to use their credit cards. According to SRI Consulting Business Intelligence in Princeton, NJ., a research and consulting firm, the average debt of households headed y someone over 65 rose from \$8,000 in 1992 to \$23,000 in 2000. That is an increase of 188%.

Another reason given for seniors ending up in so much debt is the fact that they don't understand how credit cards work and by simply paying off the minimum, most of the payment goes toward interest. Whatever the reason, many seniors today have to abandon formerly held conservative attitudes toward debt and join the millions of Americans who buy on credit.

Congress should enact Medicare legislation that helps make prescriptive drugs more affordable for seniors. It doesn't seem fair that those who have worked hard all their lives should have to stress over finding enough money to pay their bills in their so called "golden years." Write your congressional representatives and encourage them to enact the appropriate legislation.

- 1. What is the main idea of the passage?
  - A. The high cost of prescription drugs is a difficult burden for seniors to bear.
  - B. Credit Card debt for seniors rose 188% from 1992 to 2000.
  - C. Senior citizens today did not save enough money for their retirement years.
  - D. There are several reasons why many senior citizens today are in credit card debt.
- 2. Which of the following is not listed as a detail in the passage.
  - A. Seniors did not save enough for retirement.
  - B. Many seniors spend money gambling.
  - C. The cost of prescription drugs is a drain on the seniors' income.
  - D. Seniors don't always understand how credit cards works.
- 3. What is the meaning of the word "accruing" as used in the first paragraph?
  - A. Something that increases or accumulates.
  - B. Something that attaches itself like a parasite.
  - C. Something that annoys.
  - D. Something that describes emotion.

- 4. What is the author's primary purpose in writing this essay?
  - A. To inform
  - B. To persuade
  - C. To entertain
  - D. To analyze
- 5. Identify the overall tone of the essay.
  - A. Encouraging
  - B. Optimistic
  - C. Pessimistic
  - D. Angry
- 6. Which of the following statements is an opinion?
  - A. More seniors are accruing credit card debt than ever before.
  - B. The high cost of prescription drugs has added to the credit card debt of seniors.
  - C. Congress should enact Medicare legislation to make prescription drugs more affordable.
  - D. Some seniors get into debt because they do not understand how credit cards work.
- 7. Which statement would not be inferred by the reader?
  - A. Some seniors are having a difficult time paying their bills.
  - B. Seniors should not allow their children to use their credit cards.
  - C. Some seniors did not plan well for their retirement.
  - D. Some seniors have to use credit cards to pay for their food and other basic necessities.
- 8. Choose the best summary of the passage.
  - A. Prescription costs are keeping seniors in credit card debt. Many seniors were not financially prepared for retirement. Some seniors do not understand how credit cards work. There has been a huge increase in credit card debt for households headed by seniors.
  - B. More seniors have credit card debt than ever before. Some seniors don't understand how credit cards work. The high cost of prescription drugs has caused many to use their credit cards for basic necessities. Something needs to be done to help the seniors enjoy their retirement years.
  - C. The average debt for households headed by seniors has decreased in the last decade. Many seniors hold conservative attitudes about debt, but they are being forced to abandon their ideas out of necessity. Congress could help seniors by enacting legislation that would reduce the cost of prescription drugs.
  - D. More seniors hold credit card debt that ever before. Reasons for this include the lack of adequate financial planning for retirement, the high cost of prescription drugs, and the misunderstanding of how credit cards work. Congress needs to enact legislation to help today's seniors with the high cost of prescription drugs.

## Answer Key: Reading Comprehension Practice Test

- 1. D (main idea)
- 2. B (supporting details)
- 3. A (meaning of word in context)
- 4. B (author's purpose)
- 5. C (author's tone)
- 6. C (fact and opinion)
- 7. B (inferences)
- 8. D (summary)

## Bibliography

1. Johnson, Ben. The Reading Edge 4<sup>th</sup> Ed. New York: Houghton Mifflin Company, 2001

Enter score on face sheets pages 79—80



## **Reading Comprehension**

Directions: Read each passage carefully. Then mark one answer—the answer you think is best for each item.

#### Sample:

The next test has short reading passages, each one followed by questions.

- A. The reading passages on the next test will be
  - a) all on one page
  - b) followed by questions
  - c) easy to read
  - d) very long.

Correct Marking on Separate Answer Sheet

A





D

Our planet Earth is divided into seven separate layers. The outer layer is called the "crust" and appears to be approximately twenty miles thick. Next in line are the four layers of the "mantle." These layers vary in thickness from 250 to 1000 miles. The remaining two layers are divided into the "outer core" and "inner Core." The thickness of the outer core has been determined to be slightly more than 1200 miles, while that of the inner core is slightly less than 800 miles. Scientists calculate the location and depth of these layers by measuring and studying the speed and direction of earthquake waves. They have also determined that both temperature and pressure are much greater at the core than at the crust.

- 113. The thickest portion of the earth is the
  - a) crust
  - b) outer core
  - c) mantle
  - d) inner core
- 114. How many separate layers does the earth have?
  - a) two
  - b) twenty
  - c) seven
  - d) four

- a) No two sets of earthquake waves ever travel in the same direction.
- b) Earthquakes usually travel in the same direction.
- c) Earthquake waves travel at different speeds.
- d) Earthquake waves travel at the same speed but in different directions.
- 116. You would expect to find the kind of information in this passage in
  - a) an encyclopedia.
  - b) a science book.
  - c) neither of these.
  - d) Both pf these.
- 117. In going from the surface to the center of the earth, in which order would you pass through the layers?
  - a) crust, outer core, mantle, inner-core
  - b) out core, inner core, crust, mantle
  - c) outer core, crust, inner core, mantle
  - d) crust, mantle, outer core, inner core

118. The word <u>vary</u>, as underlined and used in this passage, most nearly means

- a) Stabilize
- b) Increase
- c) Range
- d) Arbitrate
- 119. Which of the following is correct?
  - a) Scientists know the exact thickness of the crust.
  - b) Scientists believe they know the thickness of the crust.
  - c) The thickness of the crust cannot be determined.
  - d) Scientists cannot agree as to the thickness of the crust.
- 120. In comparing the core with the crust, you would find that at the core.
  - a) temperature and pressure are less
  - b) pressure is greater, temperature is less
  - c) temperature is greater, pressure is less
  - d) temperature and pressure are greater
- 121. The word <u>slightly</u>, as underlined and used in this passage, most nearly means
  - a) scarcely
  - b) considerably
  - c) a little
  - d) at least
- 122. The word <u>remaining</u>, as underlined and used in this passage, most nearly means
  - a) previous
  - b) outer
  - c) last
  - d) prior

The man is in <u>utter</u> darkness. Only the <u>wavering</u> beam of light from his flashlight pierces the blackness. The air, damp and cold, smells or dank, unseen, decaying material.

The man stumbles over stones, splashes into a hidden puddle. He bangs into a cold rocky wall. The flashlight cocks upward, and suddenly, the air is filled with the flutter of thousands of wings and the piping of tiny animal wails. He ducks, startled, then grins. He's found what he's looking for—bats!

For this man is a "spelunker," another name for someone who explores caves for the fun of it. Spelunkers actually enjoy crawling on their stomachs in narrow, rocky tunnels far below the surface of the earth.

Spelunkers have discovered new caves. Some have formed clubs, sharing safety knowledge, developing new techniques, and teaching novices.

For spelunkers believe that earth's inner spaces are as exciting as the universe's out spaces.

- 123. The first two paragraphs of this passage describe a cave's
  - a) rocks
  - b) depth
  - c) atmosphere
  - d) streams
- 124. The word <u>wavering</u>, as underlined and used in this passage, most nearly means
  - a) swaying
  - b) steady
  - c) strong
  - d) shining
- 125. The author of this passage is most likely a
  - a) spelunker
  - b) cave scientist
  - c) medical doctor
  - d) magazine writer
- 126. The cave the man was exploring was probably
  - a) large and dry
  - b) deep underground
  - c) near the surface
  - d) dangerous
- 127. According to this passage, what started the bats to suddenly fly about?
  - a) the spelunker
  - b) the damp and cold air
  - c) the flashlight
  - d) the sudden noise

**GO ON TO THE NEXT PAGE** 

- 128. The man ducked when the bats flew because he was
  - a) angry.
  - b) afraid.
  - c) surprised.
  - d) hurt.
- 129. The word utter, as underlined and used in this passage, most nearly means
  - a) bovine
  - b) unspeakable
  - c) oppressive
  - d) great
- 130. According to this passage, spelunkers ignore
  - a) safety rules.
  - b) light.
  - c) discomfort.
  - d) other spelunkers.
- 131. A good title for this passage would be
  - a) "Batty About Bats."
  - b) "Spelunkers—Underground Explorers."
  - c) "Inner Space."
  - e) "The life of a Spelunker."
- 132. According to this passage, which word would most nearly describe spelunkers?
  - a) experimental
  - b) cautious
  - c) antisocial
  - d) adventurous

Litterbugs have a bad reputation, but the biggest litterbugs in history have, in fact, been very helpful to mankind.

For glaciers, in ancient times and today, are the greatest creators and distributors of litter. Of course, they don't drop tin cans, paper cups, and pop bottles; they dump rocks, boulders, sand, gravel, and mud all over the landscape, and its this glacial debris that has helped create some of the worlds most fertile farmland, such as that in America's Midwest.

Geologists describe glacial ice as true rock, different only in that it melts more easily than other rock. Because glacial ice is moving rock, it scrapes, bangs, and te4ars at the terrain over which it moves, breaking off chunks of all sizes. When the ice melts,

the debris drops, and, if it is rich in minerals, creates fertile soil when it erodes.

It's too bad human litterbugs aren't as useful!

- 133. The richness of the oil in America's Midwest can be attributed, in part, to
  - a) heavy annual rainfalls
  - b) scientific analysis
  - c) human litterbugs
  - d) ancient glacial debris
- 134. Although the author of this passage describes glaciers as litterbugs, his attitude toward glaciers is one of
  - a) love
  - b) gratitude
  - c) admiration
  - d) fear
- 135. Which of the following is correct?
  - a) Glacial ice is full of pop bottles.
  - b) Glaciers are harmful.
  - c) Glaciers erode the terrain.
  - d) Glacial ice may be full of fertile soil.
- 136. According to this passage, history's biggest litterbugs are
  - a) glaciers
  - b) people
  - c) rocks
  - e) bulldozers
- 137. The words <u>most fertile</u>, as underlined and used in this passage, most nearly mean
  - a) most icy
  - b) flattest
  - c) most rocky
  - d) best growing
- 138. Good soil contains
  - a) rocks
  - b) minerals
  - c) vitamins
  - d) melted ice

- 139. A good title for this passage might be
  - A) "A Lovely Litterbug."
  - B) "The Destructive Forces of Glaciers."
  - C) "Glaciers Then and Now."
  - D) "The History of Glaciers."
- 140. This passage implies that the litter human beings drop is
  - A) Useless.
  - B) Ugly.
  - C) Uninteresting.
  - D) Unimportant.
- 141. The word <u>terrain</u>, as underlined and used in this passage, most nearly means
  - A) Rock.
  - B) Terror.
  - C) View.
  - D) Land.
- 142. It could be said, on the basis of this passage, that glaciers change the
  - A) Earth's atmosphere.
  - B) Pollution rate.
  - C) Mineral content of rocks.
  - D) Earth's geography.

The superstition of witchcraft, which most people laugh at today, is still a matter of mystery and speculation.

Hundreds of thousands of people in Europe who were accused of being witches were executed during the Middle Ages and even as late as the early eighteenth century. Their deaths probably resulted from hysterical fears. Yet the judges undoubtedly were sincere in their desire to eliminate what they thought was a real danger. Some modern psychologists have theorized that so-called witches actually were dangerous. In essence, they say that a person who believes in the powers of witchcraft can be affected emotionally or physically he may even die—because of a "witch's spell."

When Europeans immigrated to America, they brought their beliefs with them. There were a number of witchcraft trials in Massachusetts during the 1600s; however after the execution of twenty Salem "witches" in 1692, prosecution for witchcraft didn't survive long in the New World.

Most people in the civilized world no longer believe in witchcraft. Nonetheless, the subject is <u>fascinating</u> for many people. As an example, the TV

show "Bewitched" was a very popular program for mare than five years.

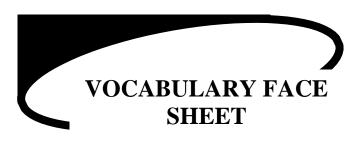
- 143. This passage was probably printed in
  - A) history book.
  - B) A magazine.
  - C) A psychology book.
  - D) An encyclopedia.
- 144. According to this passage, the mystery of witchcraft is
  - A) a major problem for psychologists.
  - B) o very little interest today.
  - C) still unsolved.
  - D) a major problem for sincere judges.
- 145.One of today's reminders of ancient witchcraft beliefs is.
  - A) Halloween.
  - B) April Fools Day
  - C) The use of brooms
  - D) The death penalty for certain crimes.
- 146. Which group can we be sure has had members who believed in witchcraft?
  - A) judges
  - B) TV producers
  - C) Psychologists
  - D) Newspaper reporters
- 147. This passage calls witchcraft a "Superstition." Which of these would also be a superstition?
  - A) "Many hands make light work."
  - B) "Breaking a mirror brings bad luck."
  - C) "Eating sweets causes pimples."
  - D) "Great oaks from little acorns grow."
- 148. According to some psychologists, persons who *do* believe in witchcraft
  - A) can be harmed by it.
  - B) Tend to laugh at it today.
  - C) Are crazy.
  - D) Tend to be dangerous.

## 149. **(OMIT)**

- 150. The word <u>fascinating</u>, as underlined and used in this passage, most nearly means
  - a) frightening.
  - b) Enjoyable
  - c) Frustrating
  - d) Interesting
- 151. This passage suggests that what you believe.
  - a) can hurt you
  - b) should be based on facts
  - c) does not affect you
  - d) changes as you grow older
- 152. A good title for this passage might be
  - a) "Witchcraft—Fact of Fiction?"
  - b) "The End of Witchcraft."
  - c) "Witchcraft in the New World."
  - d) "The Powers of Witchcraft."

# Answer Key: Reading Comprehension

113. B	121. C	129. D	137. D	145. A
114. C	122. C	130. C	138. B	146. A
115. C	123. C	131. B	139. A	147. B
116. D	124. A	132. D	140. A	148. A
117. D	125. D	133. D	141. D	149 OMIT
118. C	126. B	134. B	142. D	150. D
119. B	127. C	135. D	143. B	151. A
120. D	128. C	136. A	144. C	152. A



- 1. Take the Vocabulary tests, which are divided into "everyday" and "medical terminology."
- 2. Correct all questions. Use dictionary to enhance study **after** correcting test.
- 3. Fill in information on face sheet, which is in front of all tests.
- 4. Study lists of medical terminology following quizzes. Use medical dictionary or regular dictionary to enhance knowledge of medical terminology.
- 5. Return work to HESI staff, arrange tutoring or conference to give go-ahead on taking actual HESI test.

*Important*: Fill in the blanks on the face sheet to assist the HESI staff in assessing your skills and weaknesses.

Your goal is to achieve 80% minimum on any exercise.

- <sup>3</sup>/<sub>4</sub> To calculate Total number of **correct** answers, subtract number of incorrect answers from total number of problems
- <sup>3</sup>/<sub>4</sub> To calculate Percent correct: multiply number correct X 100, divide this number by total number of problems.

Example: 80 correct out of 100: 80 X 100= 8000 8000 divided by 100= 80 or 80%

#### OVERALL VOCABULARY TEST SCORE

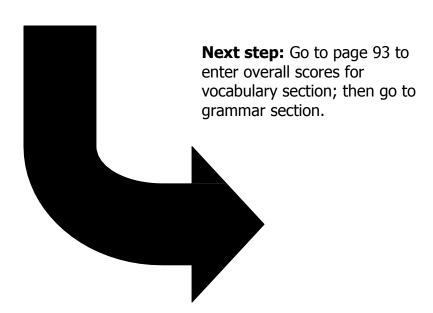
Total number of problem: 1) Everyday 100
Number correct: Multiply number correct X 100 =
Divide by total number of problems=%
Total number of problems: 2) <i>Medical Terminology</i> 125_ Number correct: Multiply number correct X 100 = Divide by total number of problems= %  Tutor will review for areas to work on in vocabulary.
Areas to work on:



1. Test 5 (everyday)		
Total number of Questions Total number of <b>correct</b> answers	X 100 =	Divide this number by total number of questions Percent Correct
2. Exams 7, 10-14 (everyday)		
Total number of Questions Total number of <b>correct</b> answers	X 100 =	Divide this number by total number of questions Percent Correct
3. Spelling (everyday)		
Total number of Questions 50 Total number of <b>correct</b> answers	X 100 =	Divide this number by total number of questions Percent Correct
4. Multiple Choice Quiz (medical t	terminology)	
5. Chapter One		
Total number of Questions Total number of <b>correct</b> answers	X 100 =	Divide this number by total number of questions Percent Correct
6. Chapter Two Total number of Questions Total number of correct answers	X 100 =	Divide this number by total number of questions  Percent Correct
7. Chapter Three Total number of Questions25 Total number of correct answers	X 100 =	Divide this number by total number of questions  Percent Correct
8. Chapter Four		
Total number of Questions Total number of <b>correct</b> answers	X 100 =	Divide this number by total number of questions Percent Correct

## 9. Chapter twenty-One:

Total Number of questions \_\_\_\_\_ x 100= \_\_\_\_\_ Divide this number by total number of questions \_\_\_\_\_ Percent Correct \_\_\_\_\_



# VOCABULARY

J. novice

n 4	_
ACT	7
LOST	-

For numbers 21 through 30 select the word that best fits into the blank.	26. During the fire drill, the well-trained students left the building in a(n) fashion.
21. The managers were by the public response to the company's successful sales campaign.	<ul><li>A. orderly</li><li>B. rowdyish</li><li>C. amateurish</li><li>D. cordial</li></ul>
<ul><li>F. petrified</li><li>G. recognized</li><li>H. gratified</li><li>J. amused</li></ul>	<ul><li>27. In the long run, the will of the majority must in a democracy.</li><li>F. vanish</li></ul>
22. The efforts of the rescue team wereby the lack of equipment.	G. falter H. prevail J. recede
<ul><li>A. accelerated</li><li>B. hampered</li><li>C. resolved</li><li>D. facilitated</li></ul>	28. The spring weather brought thousands of vacationers to the national parks  A. cold
23. Early settlers were by wandering bands of cruel outlaws.	B. variable C. humid D. balmy
<ul><li>F. harassed</li><li>G. protected</li><li>H. supervised</li><li>J. comforted</li></ul>	29. The children tried to their loving grandparents into taking them to the fairgrounds.
24. The dense hedge of thorns and barbed wire formed a(n) barrier around the ranch house.	F. enforce G. cajole H. coerce J. overpower
<ul><li>A. attractive</li><li>B. impenetrable</li><li>C. colorful</li><li>D. fragile</li></ul>	30. Our form of government is a monument that will the memory of our founding generation.
25. Only a could be sent to the office for a pair of paper stretchers.	<ul><li>A. perpetuate</li><li>B. erase</li><li>C. consolidate</li><li>D. alter</li></ul>
<ul><li>F. technician</li><li>G. researcher</li><li>H. consumer</li></ul>	

## Answer Key: Reading Vocabulary Test 5

- 1—10 There is only one synonym of each given word.
- 11—20 There is only one antonym for each given word.
- 21. (H) A successful sales campaign leads to gratified managers.
- 22. (B) Lack of equipment justifies hampered.
- 23. (F) Bands of cruel outlaws points toward harassed settlers.
- 24. (B) Dense hedge of thorns and barbed wire would be impenetrable.
- 25. (J) A pair of paper stretchers would fool only a novice.
- 26. (A) Well-trained students would leave in an orderly fashion.
- 27. (H) The key phrase is *in a democracy*, where the *will of the majority* must ultimately *prevail*.
- 28. (D) *Thousands of vacationers* will be lured out doors by *balmy* weather.
- 29. (G) The Children would try to persuade their grandparents by being nice, or making promises; they would *cajole* them.
- 30. (A) Our democratic republic will *perpetuate* the memory of our founding fathers.

**Enter score on face sheets pages 93-95** 

## **Reading Comprehension: Exam 7**

9. pierce the skin

DIRECTIONS: In each of the phrases below, study the underlined word and decide which of the words or the

			nearly the SAME
	Blacken the f the underlin		same letter as the
EXAMPLI A <u>cheerful</u> fa a. sad		c. rough	d. happy
	a b	c d	
rather than a		r rough face. Th	al face is a <u>happy</u> face, e letter before "happy"
1. A <u>massive</u> a. trifling	b. tremendou	c. isolated	d. lovely
2.drawing <u>ni</u> a. away		c. up	d. water
3. a startling	a b	c d	
a. remark	b. view	c. service	d. claim
4. <u>punctual</u> a a. late	rrival b. early	c. on time	d. pointed
5.quelled the a. located	a b uprising b. incited	c d c. approved	l d. put down
a. located	a b	c approved	u. put uowii
6. <u>radiated</u> liga. sent forth	b. obscured	c. rained	d. heated
7. <u>replenish</u> t a. use up	the supply b. drain off	c d c. lose	d. replace
0 01 7	a b	c d	
8. of the fine a. number	st <u>quality</u> b. price	c. grade	d. worthlessness

a. penetrated	b. hand	from	c. bu	rn	d. stretch	
	a	b	с	d		
10. a fine oppo a. decision	rtunity b. educ	ation	c. tru	ıth	d. chance	
	a	b	с	d		
11. a <u>notable</u> su a. outstanding		ce	c. tal	king notes	s d. musical	
	a	b	c	d		
12. for <u>medicin</u> a. final	al purpo b. diges		c. sol	lving	d. curative	
	a	b	c	d		
13. a <u>minute</u> de a. hourly	etail b. very	small	c. tin	ned	d. quick	
	a	b	с	d		
14. <u>necessary</u> ra. essential	equirem b. plaus		c. pa	rtial	d. fulfilling	
	a	b	c	d		
15. an <u>obedient</u> a. rebellious	pupil b. happ	у	c. du	tiful	d. bright	
	a	b	С	d		
16. a rugged <u>pi</u> a. colonist		ervative	e c. rac	dical	d. flower	
	a	b	с	d		
17. a <u>quaint</u> res a. dirty b	taurant unplea	sant c	. a la cai	te d.	old-fashioned	
	a	b	С	d		
18. the <u>reforme</u> a. reasonable			he better	c. evil	d. guilty	
	a	b	С	d		
19. a <u>respected</u> a. highly regard research		xperien	ced c. f	amous	d. engaged	in
	a	b	С	d		
20. <u>quickened</u> a. explained	b. mod		c. de	adened	d. aroused	
	a	b	С	d		



## **Reading Comprehension: Exam 10**

Directions: In the exercise below, complete each sentence by selecting the one right answer from the five choices that follow, and then blackening the box containing the letter of the right answer, as in the example below.

EXAMPLE:
A <i>narrative</i> is a a. composition b. musicale c. story d. mystery e. vehicle
a b c d e
1. A manual control would be operated
a. automatically b. rapidly c. quietly d. by hand e. electrically
a b c d e
2. An <i>objective</i> report by a committee would be
a. prejudiced b. subjective c. personal d. offensive e. fair
3. A <i>colorful</i> pageant is  a. a public entertainment b. a party c. a disorderly gathering d. client e. platter
a b c d e
4. To <i>preserve</i> our liberties means to our liberties.
a. harm b. safeguard c. change d. enjoy e. desecrate
a   b   c   d   e
5. A man <i>prowess</i> is
a. proud b. excessively humble c. extraordinary able d. cowardly e. none of these
a b c d e
6. His <i>pugilistic</i> skill means skill.
a. athletic b. musical c. lack of d. boxing e. none of these
7. A medical <i>quack</i> is a(n)
a. fraud b. expert c. hypnotist d. boxing e. none of these
a b c d e
8. A corrupt <i>regime</i> is
a. unheard of b. expert c. hypnotist d. specialist
a b c d e
9. To <i>resist</i> tyranny is to tyranny.
a. fight against b. submit to c. suffer d. worship e. none of these
a b c d e
10. A <i>robust</i> woodsman is
a. anemic b. sturdy c. pallid d. frail e. none of these

d

### **EXAM 11**

DIRECTIONS: Each sentence below contains an underlined word. If the underlined word is used correctly in the sentence, circle the T to the right of the question. If the underlined word is used incorrectly, circle the F to the right of the question.

#### EXAMPLE:

EXAMPLE: An <u>uninhabited</u> country is one which has a huge population.	T F
1. A <u>rapier</u> is a short, broad sword.	1. T F
2. Rebellion is a peaceful change of government.	2. T F
3. I can <u>recollect</u> events that happened when I was five years old.	3. T F
4. As security guard, you need a person of <u>reliability.</u>	4. T F
5. A repentant drunkard feels no <u>remorse</u> for his wasted life.	5. T F
6. Snakes and lizards are <u>reptiles</u> .	6. T F
7. <i>X</i> represents an unknown quantity in algebra.	7. T F
8. A scoundrel <u>resorts</u> to trickery.	8. T F
9. <u>Restraint</u> is required when criticizing our benefactors.	9. T F
10. <u>Plaid</u> is a colorless strip of material used as trimming.	10. T F
11. By using a <u>ruse</u> , he was able to gain his ends openly and fairly.	11.T F
12. The light snow <u>scorched</u> her face gently.	12. T F
13. <u>Sculpture</u> is one of the fine arts, the art of building beautiful structures.	13. T F
14. The knife was placed in a sheath to keep it away from the children.	14. T F
15. After a day in the desert, our food was sodden.	15. T F
16. A spendthrift saves money regularly.	16. T F
17. <u>Spontaneous</u> applause came all night from the paid applauders.	17.T F
18. The cattle remained clam during the stampede.	18. T F
19. There is no more <u>steadfast</u> friend than a fickle girl.	19. T F
20. His <u>suave</u> manners were uncouth.	20. T F



### **EXAM 12**

DIRECTIONS: For the underlined word in each phrase at the left, select the lettered word or phrase that means most nearly the SAME. Print the letter of the correct answer in the space at the right.

#### EXAMPLE:

An <u>overcast</u> sky a. brilliant b. cloudy c. windy d. clear e. starry  Answer:	: <u> </u>
1. a noble <u>sacrifice</u> a. impulse b. act of truth c. gaiety d. response e. act of unselfishness.	1
2. with great <u>tact</u> a. ability to say and so the right thin b. inconvenience c. exertion d. facility at touching e. piece of information.	ng 2
3. his <u>urgent</u> message a. gloomy b. rebellious c. denial d. delaying e. important	3
4. the bright <u>sash</u> a. bloody wound b. ribbon c. dance step d. battle	4
5. the <u>talented</u> singer a beautiful b. boastful c. skillful d. scout e. poor	5
6. her <u>untimely</u> remark a. disgusting b. late c. unorthodox d. ill-timed e. embarrassing	6
7. a <u>vague</u> answer a. complete b. stylish c. stupid d. unclear e. scarlet	7
8. the <u>vacant</u> lot a. parking b. stupid c. empty d. whole e. cultivated	8
9. the <u>unabridged</u> dictionary a. incomplete b. book of bridges c. Webster's d. unadulterated e. unshortened	9
10. a <u>typical</u> teenager a. rock 'n' roll b. mature c. happy d. delinquent e. average	10
11. the <u>significant</u> event a. unhappy b. wedding c. following d. important e. last	11
12. a noble <u>sentiment</u> a. feeling b. sadness c. cry d. lament e. silliness	12
13. the <u>turmoil</u> in the hills a. quiet b. quiet c. girl d. elephant e. crowd	13
14. <u>unsound</u> reasoning a. ringing b. untested c. intelligent d. precocious e. faulty	14
15. the moving $\underline{\text{van}}$ a. truck b. furniture c. house d. man e. wheels	15
16. a <u>vision</u> of success a. story b. break c. dream d. fulfillment e. example	16
17. with <u>uncommon</u> fervor a. ordinary b. dreamy c. noisy d. unrealistic e. more than usual	17.

d. piece of business e. proceeding	18
19. the third <u>stanza</u>	
a. Song b. repetition c. lyric	
d. portion of a poem e. scale	19
20. the <u>subsequent</u> events	
a.in place of b. followning	
c. preceding d. important	20
e. significant	20
EXAM 13	
DIRECTIONS: For the underlined verteft, select the lettered word or phrache SAME. Print the letter of the cont the right.	se that means most nearly
EXAMPLE: An <u>ambitious</u> man	
a. lazy <b>b</b> . energetic <b>c</b> . purposeful	
d. cruel <b>e</b> . fine	Answer: <b>b</b>
1. The <u>traditional</u> costume: <b>a</b> . young	
o. peasant c. tattered d. dance	
e. handed down through the ages	
N 211	1. <u> </u>
2. <u>utilize</u> your talents! <b>a</b> . make use of <b>b</b> . utilities <b>c</b> . sing <b>d</b> . modernize	l
e. undo	
	2
3. his vigorous objection: a. unhapp	у
<b>b.</b> poorly timed <b>c</b> . vintage <b>d</b> . wron	g
e. tasteful	3
4. the <u>vulgar</u> remark <b>a</b> . coarse <b>b</b> . poo	3 rly timed
c. vintage <b>d</b> . wrong <b>e</b> . tasteful	<b>y</b>
	4
5. her <u>sullen</u> mood <b>a.</b> happy <b>b</b> . silly	Į.
<b>e.</b> brooding <b>d.</b> sunny <b>e</b> . distasteful	5
the spacious garden a ampty b	5
5. the <u>spacious</u> garden <b>a.</b> empty <b>b</b> . c c. roomy <b>d</b> . lovely <b>e</b> . springy	วนเนบบเ
c. roomy a. rovery c. springy	6
7. <u>terminate</u> the business <b>a.</b> start <b>b.</b> 1	
c. refinance d. exterminate e. put an	
_	7
3. the <u>upright</u> position <b>a.</b> erect <b>b.</b> up	side down
<b>c.</b> immovable <b>d.</b> wrong <b>e.</b> sloppy	0
) water the hill a gian be withdraw	8
0. <u>veto</u> the bill <b>a.</b> sign <b>b.</b> withdraw ( <b>l.</b> pass <b>e.</b> refuse to sign	L. UEDAIE OII
pass continue to sign	9
. variety of acts <b>a.</b> show <b>b.</b> hall <b>c</b> .	

10.\_\_\_\_



<b>EXAM 14</b>								
DIRECTIONS: In each word followed by five w case choose the word of the italicized word. The with the letter of the word with the letter of the word.	ord or p en b	s or ph hrase blacken	rc the	ises le at is c vith ye	tte lo ou	ered a sest in er penc	to e. In meani il the	eacl
EXAMPLE: Oblique a. bli d. criss-cross		ıg b. liagona		arce	c	. level		
a		b		c		d	e	
1. stump <b>a</b> . glide <b>b</b> . w <b>e</b> . blast loose a	$\neg$	heavily b	y 	c. imp	ori 	nt <b>d</b> .	strut	
2. sulk <b>a</b> . sink <b>b</b> . come <b>d</b> . go off alone				ive a h	10	rse car	riage	
3. surge <b>a.</b> swell <b>b</b> . tak <b>d.</b> remove <b>e.</b> e.	e a ·		f	c c. influ	ıe	d	e	
a		b		c		d	e	
4. <i>taunt</i> <b>a</b> . placate <b>b</b> . n	nimi	ic <b>c</b> . ta	ıng	gle <b>d</b> .	n	nock e	tighte	n
a		b		c		d	e	
5. tempo <b>a.</b> storm <b>b</b> . lar <b>e.</b> symphony	go	c. rhyt	hı	m <b>d.</b> t	en	dency		
a		b		c		d	e	
6. thrive <b>a</b> . dishevel <b>b</b> .	pus	h <b>c</b> . bo	ou	nce <b>d</b>	. c	onfess	e. flou	ırish
a		b		c		d	e	
7. <i>triangular</i> <b>a</b> . mathem angles <b>d</b> . three-sided					cı	ılar <b>c</b> .	having	four
a		b		c		d	e	
8. <i>tumult</i> <b>a.</b> wretchedne anticipation <b>d.</b> multiplie								iting
a		b		c		d	e	

9. tyrant a. despot b. ruler c. sovereign d. viceroy e. premier

d b

10. unique a. 100% b. not basic c. alone of its kind d.changeable e. extraordinarily large

|--|

## Answer Key: VOCABULARY

EXA	М 7				
1. b	5. d	9. a	13. b	17. d	
2. b	6. a	10. d	14. a	18. b	
3. a	7. d	11. a	15. c	19. a	
4. c	8. c	12. d	16. a	20. d	
EXAN	м 8				
1. S		9. U	13. S	17. S	
2. O	6. U		14. S		
3. O			15. S		
4. O			16. S		
*******					
EXA			- 10		
1.0	5. 0	9.	13.	17.	
2. S	6. O	10.	14.	18.	
3. O		11.	15.	19.	
4. O	8. S	12.	16.	20.	
EXA	M 10				
1. d	3. a	5. c	7. a	9. a	
2. e	4. b	6. d	8. e	10. b	
EXAN	VI 11				
1. F	5. F	9. T	13. F	17. F	
2. F			14. T		
3. T	7. T		15. F		
4. T	8. T		16. F		
EXA			10.1	4.5	
1. e	5. c	9. e			
2. a	6. d		14. e		
		11. d			
4. b	8. c	12. a	16. c	20. b	
EXA	M 13				
1. e	3. a	5. c	7. e	9. e	
2. a	4. d	6. c	8. a	10. d	
EXA	M 14				
1. b	3. a	5. c	7. d	9. a	
	4. d			10. c	
		<del>-</del>	2. 0	- · · <del>-</del>	

<b>T</b>					
EXA					
1. b	3. b	5. d	7. d	9. c	
2. c	4. e	6. a	8. e	10. b	
EXA	M 16				
1. c	5. d	9. d	13. d	17. c	
2. d	6. a	10. b	14. b	18. a	
3. d	7. a		15. c		
4. b	8. c	12. a	16. d	20. c	
0	o. <b>c</b>	12. u	10. 4	20.0	
EXA	M 17				
1. e	5. c	9. b	13. b	17. b	
2. c	6. d	10. e	14. d	18. d	
3. d	7. a	11. b	15. a	19. c	
4. b	8. a	12. e	16. d	20. e	
EXA	M 18				
1. d	9. b	17. b	25. c	33. c	
2. d	10. b	18. a	26. d	34. d	
3. a	11. c	19. d		35. a	
4. a	12. d	20. c	28. d	36. a	
5. b	13. b	21. d	29. d	37. d	
6. c	14. d	22. d			
7. d	15. a	23. d	31. b	39. c	
8. d	16. d	24. d	32. b	40. a	
EXA	M 19				
1. b	9. c	17. c	25. b	33. d	
2. c	10. b	18. b	26. a	34. c	
3. b	11. a	19. b	27. a	35. d	
4. d	12. c	20. d	28. b	36. b	
5. a	13. b	21. c	29. a	37. a	
6. c	14. a	22. a	30. b	38. c	
7. b	15. a	23. c	31. a	39. d	
8. d	16. b	24. a	32. b	40. b	
EXA	M 20				
1. d	7. b	13. c	19. b	25. d	
2. d	8. a	14. d	20. d	26. a	
3. b	9. a	15. b	21. a	27. b	
4. d	10. c	16. d	22. b	28. c	
5. c	11. d	17. a	23. c	29. c	
6. b	12. d	18. c	24. c	30. b	

#### Exercise 4

#### Circle the correct choice

- 1. He (deserted/ desserted) his unit and (than/ then) fled to Chicago.
- 2. (Were/ We're/ Where) can I find a (quite/ quiet) place to study?
- 3. Of the (to/ too/ two) proposals, the (later/ latter) seems preferable.
- 4. We found the (consul/council/counsel) to be a man of (principal/principle).
- 5. (A lot of/ Allot of/ Many) people take up jogging to try to (loose/ lose) weight.
- 6. (Your/ You're) supposed to swallow four teaspoons as (your/ you're) daily (does/ dose).
- 7. I thought I had mastered the "I before e" (principal/ principle), but (than/ then) they told me about the exceptions.
- 8. (Its/ It's) (later/ latter) than you think.
- 9. The thieves came back (later/ latter) and took everything (accept/ except) the radio.
- 10. It's no longer (quiet/ quite) so unusual for a (woman/ women) to be elected to public office.

#### Exercise 5

#### Circle the correct choice

- 1. They plan to (a lot allot) \$1500 for the redecoration of their (dining/dinning) room.
- 2. Let there be (peace/piece) in (are/our) time.
- 3. Each year, an increasing number of (woman/ women) (desert/ dessert) their families.
- 4. (Were/ We're/ Where) do you think (were/ we're/ where) going to get the money?
- 5. I found it impossible to remain (stationary/stationery), so I walked rapidly back and (forth/ fourth).
- 6. I (hear/ here) (your/ you're) sorry you (choose/ chose) this (coarse/course).
- 7. Do you think children (are/our) (conscience/ conscious) of (there/ their/ they're) parents' sacrifices for them?
- 8. The learning process is greatly (affected/ effected) by student (moral/ morale).
- 9. He is a person (whose/ who's) (advice/ advise) I value.
- 10. Inflation and unemployment are the (principal/ principle) concerns of Americans; world (peace/piece) is considered almost a (miner/ minor) problem in comparison.

#### Exercise 6

#### Circle the correct choice

- 1. Prolonged unemployment (affects/ effects) one's (moral/ morale).
- 2. A (complement/ compliment) is sometime more welcome (than/ then) a kiss.
- 3. Following your (advise/advice), I applied to the bank for a (personal/personnel) loan.
- 4. As a coal (miner/ minor), he (does/dose) run an increased risk of developing lung disease.
- 5. I suggest that (there/ their/ they're) behavior can hardly be described as (moral/ morale).
- 6. If I (hear/ here) one more complaint, (your/ you're) going to stay at home.
- 7. (Whose/Who's) been using my (personal/personnel) (stationary/stationery)?
- 8. If I had to (chose/ choose) between the two, I'd follow the (later/ latter) (coarse/course) of action.
- 9. Two helpings of (desert/ dessert) should be (quiet/ quite) sufficient.
- 10. (To/ Too/ Two) many people don't look (were/ we're/ where) they're going.

#### **Exercise 7**

#### Circle the correct choice

- 1. I would like to have (desert/dessert) as the first (coarse/course).
- 2. (Your You're) going to have to follow the dictates of your own (conscious/ conscience).
- 3. Surely (its/ it's) a question of (principal/ principle).
- 4. The student asked the guidance counselor to (advice/ advise) her on a (personal/ personnel) matter.
- 5. The young musician gratefully (accepter/ excepted) our (complements/ compliments).
- 6. Some (miners. Minors) have little difficulty in convincing a bartender that (their/there/they're) of age.
- 7. She (choose/ chose) to work in the (dining/ dinning) room of the Holiday Inn.
- 8. Judging by the pinging sounds I (hear/ here), I'd say (your/ you're) car needs a tune-up.
- 9. I'd rather write an essay (than/then) do an oral report in front of (are/our) whole class.
- 10. The salt was (to/ too/ two) (coarse/ course) (to/too/ two) pass through the holes of the shaker.

#### **Exercise 10**

#### Circle the correct choice

- 1. I made the turn and (than/ then) saw the sign: "No left turn; buses (accepted/ excepted.)"
- 2. If you let the dog run(loose/ lose), you must (accept/ except) the consequences.
- 3. (Whose/ Who's) turn is it to find the (complement/ compliment) of the angle?
- 4. We were (to/ too/ two) late for dinner but in time for (desert/ dessert).
- 5. I accept your (advice/ advise) for the sound (council/consul/ counsel) it is.
- 6. (Their/ There/ They're) are many children who believe the tooth fairy will come if they (loose/lose) a tooth.
- 7. A (stationary/ stationery) store is (were/ we're/ where) you'll find carbon paper.
- 8. The (miner/ minor) skirmish before the game had the (affect/ effect) of making us determined to win.
- 9. Edmund Burke believed manners were more important (than/then) (morales/morals).
- 10. State colleges are governed by a (consul/ council/ counsel) (who's/ whose) function is to (advice/ advise) the Board of Education.

# Answer Key: Spelling

#### **Exercise 4**

1. Deserted, then

2. Where, quiet

3. two, latter

4. consul, principle

5. many, lose

6. You're, your, dose

7. Principle, then

8. It's, later

9. later, except

10. quiet, woman

#### **Exercise 5**

1. allot, dining

2. peace, our

3. women, desert

4. Where, we're

5. stationary, forth

6. here, you're, chose, course

7. are, conscious, their

8. affected. Morale

9. whose, advice

10. principal, peace, minor

#### **Exercise 6**

1. affects, morale

2. compliment, than

3. advice, personal

4. miner, does

5. their, moral

6. hear, you're

7. who's, personal, stationery

8. choose, latter, course

9. dessert, quite

10. Too, where

#### **Exercise 7**

1. dessert, course

2. You're, conscience

3. it's, principle

4. advise, personal

5. accepted, compliments

6. minors, they're

7. chose, dining

8. Hear, your

9. than, our

10. too, coarse, to



#### **Exercise 9**

1. quite, you're6. then, your2. choose, whose7. coarse, desert3. Here, is8. conscious, effect

4. Many, personnel, morale 9. its, does

5. too, we're 10. conscious, effects

#### **Exercise 10**

then excepted
 loose, accept
 Whose, complement
 too, dessert
 there, lose
 stationery, where
 minor, effect
 than, morals

5. advice, counsel 10. council, whose, advise

Enter score on face sheet pages 93-95

# Chapter One

# MULTIPLE CHOICE QUIZ

Name:			
ivallic.			

In the box write the letter of the choice that is the definition of the term or best answers the question. There is only one correct answer for each question.

	E) Cutting into a tumor
1. Gastrectomy:	
A) Gastric resection	7. Electroencephalogram:
<ul><li>B) Intestinal incision</li><li>C) Tumor of the stomach</li></ul>	A) Record of electricity in the brain
D) Incision of the stomach	B) Record of electricity in the brant
E) Resection of the intestine	C) X-ray of the brain
,	D) Record of sound waves in the brain
	E) X-ray of the heart and brain
2. Osteitis: O	
A) Incision of a bone	8. Diagnosis:
B) Removal of bone	
<ul><li>C) Incision of a joint</li><li>D) Inflammation of a joint</li></ul>	<ul><li>A) Is made after prognosis</li><li>B) Is a guess as to the patient's condition</li></ul>
E) Inflammation of a bone	C) Is a prediction of the course of treatment
2) inflammation of a cone	D) Is made on the basis of complete knowledge
	about the patient's condition
3. Cystoscopy:	E) Is a treatment of the patient
A) Study of cells	
B) Visual examination of cells	9. Cancerous tumor:
C) Removal of a sac of fluid	9. Cancerous tumor:
D) Removal of the urinary bladder	A) Hematoma
E) Visual examination of the urinary badder	B) Adenoma
	C) Carcinoma D) Carcinogenic
4. Hepatoma:	E) Neurotomy
A) Incision of the kidney	10 M
B) Tumor of the liver	10. Microscopic examination of
C) Blood mass	
D) Inflammation of the liver	Parker diamen
E) Red blood cells	living tissue:O
	A) Incision
5. Which of the following is not an	B) Pathology
	C) Biopsy D) Autopsy E)
endocrine gland?	Resection
A) Thyroid gland	
B) Adrenal gland	0
C) Ovary	11. pertaining to the brain:
D) Mammary gland	A) Cerebral
E) Pituitary gland	B) Cephalic
	C) Renal
lack	D) Cardiac
6. Iatrogenic:O	E) Neural
A) Pertaining to produced by treatment	
B) Produced by the mind	12. Removal of gland
<ul><li>C) Cancer producing</li><li>D) Pertaining to producing a tumor</li></ul>	A) Gastrotomy
= / 1 training to producing a tanior	

B) Gastric	D) Erythrocyte
C) Hepatic resection	
D) Nephric section	$oldsymbol{O}$
E) Adenectomy	19. Abnormal condition of the mind:
	A) Physchosis
13. Decrease in numbers of red blood	B) Psychosis
	C) Psychogenic
	D) Encephalopathy
cells:	E) Adenoma
A) Anemia	
B) Erythrocytosis	
C) Thrombocytosis	
D) Leukemia	20. Inflammation of the nose:
E) Leukoctosis	A) Arthrosis
	B) Hepatitis
	C) Nephritis
lack	D) Dermatosis
14. Pathologist:	E) Rhinitis
A) One who examines x-rays	,
B) One who operates on the urinary tract	
C) One who performs autopsies and reads biopsies	
D) One who operates on the kidney	21. Study of cells:
E) One who treats diseases with chemicals	A) Pathology
	B) Cytology
lack	C) Cystology
15. Pain in a joint:	D) Dermatology
A) Ostealgia	E) Urology
B) Arthritis	
C) Osteoarthritis	
D) Arthroalgia	
E) Arthralgia	22. Pertaining to through the liver:
16. Increase in numbers of malignant	A) Subrenal
10. Increase in numbers of mangnant	B) Transdermal
	C) Transhepatic
white blood cells:	D) Subhepatic
	E) Hepatoma
A) Leukocytosis	
B) Leukemia	
<ul><li>C) Erythremia</li><li>D) Thrombocytosis</li></ul>	<b>O</b>
E) Erythrocytosis	23. Abnormal condition of the kidney:
L) Liyinocytosis	A) Neurological
	B) Neuralgia
17. Instrument to view the eye:	C) Nephrotomy
	D) Neural
A) Ophthalmoscopy	E) Nephrosis
B) Opthalmoscope	
<ul><li>C) Ophthalmology</li><li>D) Ophthalmoscope</li></ul>	
E) Opthalmoscopy	24 Insigion of a honor
L) Spainingscopy	24. Incision of a bone:
	A) Sarcoma
18. A platelet	B) Pathogenic
	C) Osteotomy
A) Hematoma	D) Ostectomy E) Endoscopy
<ul><li>B) Thrombosis</li><li>C) Leukocyte</li></ul>	L) Lindoscopy
C) Leukocyte	

# 25. High levels of sugar in the blood:

- A) Hematoma
- B) Hypodermic
- C) HypoglycemiaD) HyperglycemiaE) Hypogastric

# Answer Key: Chapter One

#### Multiple Choice Quiz

- 1) A
- 2) E
- 3) E
- 4) B
- 5) D
- 6) A
- 7) A
- 8) D
- 9) C
- 10) C
- 11) A 12)E
- 13) A
- 14) C
- 15)E
- 16)B
- 17) D
- 18) D
- 19)B
- 20) E
- 21)B
- 22) C
- 23)E
- 24) C
- 25) D

Enter score on face sheet pages 93-95

# Chapter Two

# MULTIPLE CHOICE QUIZ

Name:
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In the box write the letter of the choice that is the definition of the term or be 1. The process by which food is	est answers the question. There is only one correct answer for each question.  A) Cytoplasm B) Cell membrane C) Chromosomes D) Mitochondria
burned to release energy:O	E) Nucleus
<ul> <li>A) Nuclear energy</li> <li>B) Anabolism</li> <li>C) Phagocytosis</li> <li>D) Catabolism</li> <li>E) Protein synthesis</li> </ul>	7. Genes are composed of:  A) Chromosomes B) Ribosomes
2. Part of the cell where formation of proteins	<ul><li>C) Hemoglobin</li><li>D) Deoxyribonucleic acid (DNA)</li><li>E) Mitochondria</li></ul>
occurs:O	8. Muscular wall separating the abdominal and thoracic
<ul> <li>A) Genes</li> <li>B) Chromosomes</li> <li>C) Endoplasmic reticulum</li> <li>D) Cartilage</li> <li>E) Cell membrane</li> <li>3. Sum of the chemical processes in a</li> </ul>	cavities:O  A) Mediastinum B) Diaphragm C) Pleura D) Pericardium E) Peritoneum
cell:O	9. The space in the chest between the lungs is
A) Anabolism B) Metabolism C) Protein synthesis D) Catabolism E) A and E  4. Picture of nuclear structures arranged in	called the:O  A) Peritoneum B) Esophagus C) Pleural cavity D) Mediastinum E) Retroperitoneal space
numerical order:O	
<ul> <li>A) Biopsy</li> <li>B) X-ray</li> <li>C) Electroencephalogram</li> <li>D) Sonogram</li> <li>E) Karyotype</li> <li>5. Part of a cell where catabolism primarily</li> </ul>	A) Cartilage B) Bone C) Fat D) Skin E) Nervous tissue
occurs:O	
<ul> <li>A) Cell membrane</li> <li>B) Nucleus</li> <li>C) Mitochondria</li> <li>D) Genes</li> <li>E) Endoplasmic reticulum</li> </ul>	A) Trachea B) Coccyz C) Larynz D) Esophagus E) Pharynx
6. Allows materials to pass into and out of the	

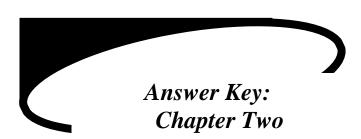
A) Part of the backbone

<ul> <li>B) Flesh tumor, benign</li> <li>C) Malignant tumor of flesh tissue</li> <li>D) Mass of blood</li> <li>E) Skin tumor of epithelial cells</li> </ul>	B) Spinal C) Pelvic D) Abdominal E) Thoracic
13. Craniotomy:  A) Incision of the skull B) Pertaining to the skull	A) Bronchial tube B) Pharynx C) Esophagus D) Larynx E) Tongue
<ul><li>C) Pertaining to the brain</li><li>D) Incision of the chest</li><li>E) Pertaining to the head</li></ul>	20. The tailbone is the:O
A) Drugs B) X-rays C) Tissues D) The backbone E) The spinal cord	A) Sacrum B) Cervix C) Ilium D) Coccyx E) Cranium
15. An epithelial cell is a(an):  A) Skin cell B) Nerve cell C) Fat cell D) Organ E) Muscle cell	A) Lying on the back B) Conducting toward a structure C) In front of the body D) Lying on the belly E) Pertaining to the side  22. The upper lateral regions of the abdomen, beneath the ribs, are
A) Space within the abdomen B) Space within the backbone C) Space surrounding the hip D) Space between the membranes around the lungs E) Space within the skull	the:  A) Hypogastric region B) Inguinal regions C) Lumbar regions D) Umbilical regions E) Hypochondriac regions
A) Cells in the blood B) Internal organs C) Parts of cells D) Cavities of the body E) Tissues composed of cartilage	23. The RUQ contains the :  A) Liver B) Appendix C) Lung D) Spleen E) Heart  24. Pertaining to a plane that divides the body into right
18. The pituitary gland is in which	and left portions:  A) Coronal
body cavity?  A) Cranial	B) Transverse C) Frontal D) Sagittal

E) Distal

# 25. A disc is:\_\_\_\_\_

- A) Part of the hip bone
- A) Factor the imposite
  B) A piece of cartilage between backbones
  C) A piece of bony tissue connecting the joints in the back
  D) An abnormal structure in the back
- E) A pad of fatty tissue between backbones



#### Multiple Choice Quiz

- 1) D
- 2) C
- 3) B
- 4) E
- 5) C
- 6) B
- 7) D
- 8) B
- 9) D
- 10) C
- 11)E
- 12) C
- 13) A
- 14) C
- 15) A
- 16) D
- 17) B
- 18) A
- 19) D
- 20) D
- 21) A
- 22) E
- 23) A
- 24) D
- 25) B

Enter score on face sheet pages 93-95

		Cha	apt	er <sup>-</sup>	Γhr	ee	
ML	ILT	IPL	E	CH		CE	QUIZ

In the box write the letter of the choice that is the definition of the term of best answers the question. There is only one correct answer for each question.

1. Amniocentesis:O		
A) Incision of the abdomen     B) Paracentesis     C) Surgical puncture to remove fluid from the abdomen     D) Puncture of the chest region     E) Surgical puncture to remove fluid from the sac around the embryo	A) Pleurodynia B) Otitis C) Otalgia D) Osteitis E) Neuralgia	
2. Inflammation of lymph tissue in the throat:  A) Bronchitis B) Laryngitis C) Pharyngeal D) Tonsilitis E) Tonsillitis	8. Continuing over a long period of time:  A) Chronic B) Acute C) Chromic D) Relapse E) Remission	O
3. Prolapse:  A) -pathy B) -ptosis C) -trophy D) -plasty E) -plasm	9. Small artery is a (an):  A) Capillary B) Arteriole C) Venule D) Lymph vessel E) Blood vessel leading from the heart	O
4.Blood is held back from an area:  A) Thrombocyte B) Anemia C) Ischemia D) Hematoma E) Hemolysis	A) -scope B) -scopy C) -opsy D) -stasis E) -tomy	O
5. Death:  A) Neur/o B) Nephr/o C) Neutr/o D) Nucle/o E) Necr/o	A) Rectocele B) Inguinal hernia C) Hiatal hernia D) Rectalgia E) Cystocele	O
<ul> <li>6. Acromegaly:</li> <li>A) Exocrine disorder of bone enlargement</li> <li>B) Enlargement of extremities after puberty due to pituitary gland problem</li> <li>C) Abnormal growth of bones before puberty</li> <li>D) Endocrine gland problem in young children</li> <li>E) Fear of extremities (heights)</li> </ul>	12. Tumor of bone marrow:  A) Myosarcoma B) Malignant myeloma C) Oteeogenic sarcoma D) Adenocarcinoma E) Metastasis	O

13 V manufact to mind and	1
A) Electroencephalgram B) Bone scan C) Myogram D) Myelogram E) Electromyogram	
A) Staphyl/o B) Pneum/o C) -cele D) Strept/o E) -cocci	A) Pertaining to fat B) Fear of extremities C) Therapy with chemicals D) Surgical Puncture of a blood vessel E) Surgical repair of blood vessel
A) Lymphocyte B) Polymorphonuclear leukocyte C) Monocyte D) Agranulocyte E) Platelet	A) Erythrocyte B) Platelet C) Lymphocyte D) Monocyte E) Basophil
A) -gram B) -scopy C) -scope D) -graph E) -graphy	22. Opposite of –malacia is:  A) –megaly B) –sclerosis C) –emia D) –plasia E) –lysis
17. Resembling:  A) -osis B) -eal C) lith/o D) -oid E) -ic	23. Excessive development:  A) Hypoplasia B) Dystrophy C) Achondroplasia D) Morphology E) Hypertrophy
A) Erythrocyte B) Leukocyte C) Agranulocyte D) Platelet E) Lymphocyte	A) -therapy B) -tomy C) -ectomy D) -osis E) -stasis
19. Removal of the voice box: O  A) Larnygectomy B) Pharyngotomy C) Pharynostomy D) Laryngectomy E) Trachectomy	A) -stomy B) -tomy C) -ectomy

The

- D) Section
- E) Resection

# Answer Key: Chapter Two

#### Multiple Choice Quiz

- 1) E
- 2) E
- 3) B
- 4) C
- 5) E
- 6) B
- 7) C
- 8) A
- 9) B
- 10) A
- 11)E
- 12) B
- 13) D
- 14) E
- 15) B
- 16) D
- 17) D
- 18) B
- 19) D
- 20) E
- 21) C
- 22) B
- 23)E
- 24) A
- 25) A

# Chapter Four MULTIPLE CHOICE QUIZ

Name:	
'-	

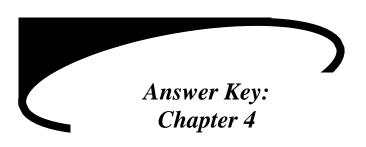
In the box write the letter of the choice that is the definition of the term or best answers the question. There is only one correct answer for the each question.

Pertaining to between the ribs:	O
<ul><li>A) Intracostal</li><li>B) Infracostal</li><li>C) Mediastinal</li><li>D) Intercostal</li></ul>	7. Before meals:  A) Prenatal B) Anti cibum C) Postpartum D) Antenatal
2. Pertaining to the opposite side:	E) Ante cibum
A) Bilateral B) Contralateral C) Unilateral D) Contraindication E) Ipsilateral	A) Bacteria B) Protein substances made by leukocytes C) Phagocytes D) Produced by erythrocytes to fight disease E) Antibodies
Protrusion of an eyeball:     A) Cystocele	
B) Inguinal hernia C) Exopthalmia D) Ectopic E) Exophthalmos	9. Symphysis:  A) Bifurcation B) Symptoms occur tighter C) Living organisms grow together for mutual benefit. D) Bones grow together, as in the pelvis E) Synthesis of substances
A. A congential anomaly:     A) Cerebral ischemia	
B) Pseudocyesis C) Hemiglossectomy D) Syndactyly E) Acromegaly	A) X-ray recording of sound waves B) Amniocentesis C) Sound waves and echoes are used to create an image D) Radioactive material is injected and sound waves are recorded E) Abdominal x-ray recording
A) Parasitism	
B) Symmetrical organs C) Biopsy D) Group of symptoms E) Neonatal	A) Paralysis of limbs B) Spread of a cancerous growth C) Precancerous D) Change in shape of form E) After death
<ul><li>A) Apnea</li><li>B) Syndrome</li></ul>	12.Hyptertrophy:
<ul><li>C) Euphoria</li><li>D) Prodome</li><li>E) Prognosis</li></ul>	A) Underdeveloped B) Poor development C) Increase in cell size

D) Increase in cell numbers			
E) Newborn		19. Dyspnea:	O
13. Excessive sugar in the blood:	O	<ul> <li>A) Abnormal formation</li> <li>B) Difficult breathing</li> <li>C) Not able to sleep</li> <li>D) Condition of lack of water</li> <li>E) Not able to breathe</li> </ul>	<del></del>
<ul><li>A) Hypodermic</li><li>B) Hypoglycemia</li><li>C) Glycosuria</li><li>D) Hematuria</li><li>E) Hyperglycemia</li></ul>		20. Brady-:	O
		A) Fast B) Bad	
		C) Short	
14. Retroperitoneal:	O	D) Slow E) Large	
<ul><li>A) Region of the stomach</li><li>B) Within the chest</li><li>C) Behind the abdomen</li><li>D) Within the abdomen</li></ul>		21. Located on the dorsal side of an endocrine gland	0
E) Below the pelvis		in the neck:	_ <b>U</b>
15. Antigens:  A) Streptococci B) Antibiotics	O	<ul> <li>A) Pituitary gland</li> <li>B) Parathyroid glands</li> <li>C) Adrenal glands</li> <li>D) Esophagus</li> <li>E) Trachea</li> </ul>	
C) Antitoxins D) Produced by antibodies			
E) Penicillins		22. Recombinant DNA:	$\mathbf{O}$
16. Return of disease symptoms:  A) Prolapse B) Relapse C) Syndrome	O	A) Pregnancy that is out of place B) Artificial kidney machine C) Backward development D) Antibodies are made against normal tissue E) Gene from one organism is inserted into an	other organism
D) Prodrome E) Remission		23. Tachycardia:	$\mathbf{O}$
17. Dia-:  A) Flow B) Down, lack of C) Complete, through	O	A) Bad, painful swallowing B) Inability to swallow C) Near the windpipe D) Rapid breathing E) Rapid heartbeat	•
D) Against			$\mathbf{O}$
E) Near		24. Epithelium:	_ <b>U</b>
18. Abductor muscle:	O	<ul> <li>A) Surface cells that line internal organs and are foun</li> <li>B) Membrane surrounding bone</li> <li>C) Connective tissue that binds muscles to bones</li> <li>D) Adipose tissue</li> <li>E) Above the stomach</li> </ul>	d in the skin
<ul> <li>A) Bending forward</li> <li>B) Located proximally</li> <li>C) Pertains to both sides</li> <li>D) Carries a limb toward the body</li> <li>E) Carries a limb away from the body</li> </ul>		25. Percutaneous:	O

A) Within a vein

- B) Through a veinC) Through the skin
- D) Surrounding cartilageE) Surrounding a bone



#### Multiple Choice Quiz

- 1) E
- 2) B
- 3) E
- 4) D
- 5) A
- 6) D
- 7) E
- 8) B
- 9) D
- 10) C
- 11) D
- 12) C
- 13)E
- 14) C
- 15) A
- 16)B
- 17) C
- 18) E
- 19) B
- 20) D
- 21) B
- 22) E
- 23)E
- 24) A 25) C

Enter score on face sheet pages 93-95

# Chapter Twenty-One

A) Parenteral administration

In the box write the letter of the choice that is the definition of the term or best answers to the question. There is only one correct answer for each question.

Study of the interaction of drugs and subcellular	<ul><li>B) Rectal administration</li><li>C) Inhalation</li><li>D) Topical</li></ul>
entities such as enzymes and DNA is called:	E) Oral
<ul><li>A) Medicinal chemistry</li><li>B) Pharmacodynamics</li><li>C) Chemotheraphy</li><li>D) Molecular pharmacology</li></ul>	7. Drugs are swallowed and absorbed through the intestinal
E) Pharmacokinetics	tract:
2. Finding proper antidotes to the harmful effects of	<ul> <li>A) Parenteral administration</li> <li>B) Rectal administration</li> <li>C) Inhalation</li> <li>D) Topical</li> </ul>
drugs is part of the specialty of:	E) Oral
<ul><li>A) Molecular pharmacology</li><li>B) Toxicology</li><li>C) Medicinal chemisty</li></ul>	8. Drugs are injected through a syringe into a muscle, vein,
D) Pharmacodynamics	or body cavity:
<ul><li>E) Pharmacokinetics</li><li>3. Which of the following is a drug generic name?</li></ul>	<ul><li>A) Parenteral administration</li><li>B) Rectal administration</li><li>C) Inhalation</li><li>D) Topical</li></ul>
A) Omnipen	D) Topical E) Oral
An Online     B) Ampicillin     C) Aminopenicillanic acid     D) Polycillin	
E) Principen	9. Aerosols are administered in this way:
4. Which agency holds the legal responsibility for deciding	<ul><li>A) Parenteral administration</li><li>B) Rectal administration</li><li>C) Inhalation</li><li>D) Topical</li></ul>
whether a drug may be distributed and sold?O	E) Oral
<ul><li>A) PDR</li><li>B) United States Pharmacopeia</li></ul>	10. Drugs are applied on the skin:
C) National Institutes of Health D) Hospital Formulary E) FDA	<ul><li>A) Parenternal administration</li><li>B) Rectal administration</li><li>C) Inhalation</li><li>D) Topical</li></ul>
5. The combination of two drugs can cause an effect that is	E) Oral
greater than the sum of the individual effects of each:O	11. What is anaphylaxis?
<ul> <li>A) Iatrogenic</li> <li>B) Additive action</li> <li>C) Tolerance</li> <li>D) Synergism</li> <li>E) Idiosyncrasy</li> </ul>	<ul> <li>A) A type of hypersensitivity reaction</li> <li>B) Factors in the patient's condition that make the use of a drug dangerous</li> <li>C) A condition produced by the treatment</li> <li>D) Toxic effects that routinely result form the use of a drug</li> <li>E) An antipruritic and antiseptic drug</li> </ul>
6. Suppositories are inserted:	

A) Anticogulant B) Anticogulant B) Anticogulant C) Anticonocalars C) Anticogulant	are called:	
B. Anticionvisants C. Anticionvisants D. Anticionvisants E. Aneschetics D. Anticonvisants E. Aneschetics D. Anticonvisants E. Aneschetics D. Anticonvisants E. Anticonvisants		18. What is the effect of a diuretic?
C) Anticonvalants D) Anticonvalants D) Miders blood vessels C) Stope blood clotting D) Lowers cholesterol E) Increases blood pressure by holding water in the body  13. Morphine: A) Endocrine B) Cardiovascular C) Analgesic D) Stimulant B) Anticongulant C) Analgesic C) Anticongulant C) Anticongulant C) Anticongulant C) Anticongulant C) Anticongulant drug C) Anticongulant dr		
D.) Antihistamines 1; Anesthetics 2; D. Lawers cholesterol 1; Increases blood pressure by holding water in the body 13. Morphine:  A) Endocrine B) Cardiovascular C) Analgesic D) Stimulant E) Anticoagulant C) Analgesic drug D) Stimulant drug D) St		
E) Anescheites  D) Lowers cholesterol F) Increases blood pressure by holding water in the body  19. Penicillin is an example of which  10. Antificroagulant  10. Antificroagulant  10. Antification  10. Antification  10. Antification  10. Antification  11. Application  12. Antification  13. Morphine:  O  14. Bend-erine drug  15. Heparin:  O  15. Heparin:  O  16. Estrugen:  O  16. Estrugen:  O  16. Estrugen:  O  16. Estrugen:  O  17. Ampletamine and caffeine:  O  18. Cardiovascular drug  O  A) Sedatives  D) Tranquilizers  O  19. Penicillin is an example of which  19. Paniciprovacularing  20. Antification  21. Antification  22. Drugs that control anxiety and sever disturbances  O  19. Penicillin is an example of which  19. Penicillin is an example of drug?  20. A drug that works against fever is:  O  19. Antification  19. Paniciprovitic  10. Antification  21. Drugs that control anxiety and sever disturbances  O  19. Penicillin is an example of drug?  10. Antification  10. Antification  10. Antification  11. Peparine  12. Antification  13. Peparine  14. Antification  15. Heparine  16. Estrugent  17	D) Anthistamines	
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24. Drugs use	d to treat epilepsy:	 $\mathbf{C}$
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#### Multiple Choice Quiz

- 1) D
- 2) B
- 3) B
- 4) E
- 5) D
- 6) B
- 7) E
- 8) A
- 9) C
- 10) D
- 11) A
- 12) D
- 13) C
- 14) B
- 15)E
- 16) A
- 17) D
- 18) A
- 19) D
- 20) B
- 21) D
- 22) A
- 23) C
- 24) E
- 25) B

Enter score on face sheet Pages 93-95



### Answers to Combining Forms, and Terminology Sections

(textbook pages 6-12)

#### **Terminology** Meaning

Adenoma Tumor of a gland

Inflammation of a gland Adenitis Inflammation of a joint **Arthritis** 

Study of life **Biology** 

**Biopsy** Removal of living tissue and examination under a microscope

Cancerous tumor Carcinoma Cardiology Study of the heart Pertaining to the head Cephalic Cerebral Pertaining to the brain

Incision Process of cutting into. Scissors cut

Process of cutting out Excision

Glands that secrete hormones within the body Endocrine glands Process of visual examination of the urinary bladder Cystoscopy

Study of cells Cytology

**Dermatitis** Inflammation of the skin Hypodermic Pertaining to under the skin

Electrocardiogram Record of the electricity in the heart Record of the electricity of the brain Electroencephalogram

**Enteritis** Inflammation of the intestines

Erythrocyte A red blood cell Gastrectomy Removal of the stomach

Gastrotomy Incision of the stomach

Diagnosis State of complete knowledge; information gathered about a patient's

illness. (Dis = complete; gnos/o = knowledge; -sis= state of)

State of before knowledge; prediction about the outcome of an illness. **Prognosis** 

An ognostic is a person who professes no (a-) knowledge of God.

Study of females and female diseases Gynecology

Hematology Study of blood

Hematoma Collection (mass) of blood Inflammation of the liver

**Hepatitis** Iatrogenic

Pertaining to being produced by treatment. A rash occurring after treatment with a drug, such as penicillin, is an iatrogenic condition. A related term, noscomial, refers to any infection acquired in a hospital (nos/o means disease and -comial comes from the greek "I take care

of").

Leukocyte White blood cell

**Nephritis** Inflammation of the kidney

Nephrology Study of the kidney Neurology Study of nerves Oncology Study of tumors

Oncologist Specialist in the study of tumors

ophthalmoscope Instrument for visual examination of the eye. Proper pronunciation

helps in spelling of this term. The initial syllable is pronounced "off"

and is spelled "oph"



### Answers to Combining Forms, and Terminology Sections

(textbook pages 6-12)

### Terminology Meaning

Adenoma Tumor of a gland

Adenitis Inflammation of a gland Arthritis Inflammation of a joint

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Cephalic
Cerebral
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ophthalmoscope Instrument for visual examination of the eye. Proper pronunciation

helps in spelling of this term. The initial syllable is pronounced "off"

and is spelled "oph"

Osteitis Inflammation of bone

Osteoarthritis Inflammation of bone and joints (actually degeneration of joint tissue).

Pathology Study of disease

Pathologist One who studies diseases, performs autopsies, and examines biopsy

samples

Pediatric Pertaining to treatment of children

Psychology Study of the mind

Psychiatrist Specialist in the treatment of the mind

Radiology Study of x-rays

Renal Pertaining to the kidney. Ren/o (Latin) is used with -al (Latin), and

*nephr/o* (Greek) is used with –*ic* (Greek).

Rhinitis Inflammation of the nose

Sarcoma Tumor flesh tissue (cancerous tumor of connective tissues, such as

bone, muscle, cartilage, fat). <u>Sarcasm</u> is an utterance intended to "cut into the flesh" and a <u>sarcophagus</u> is a box or container (Egyptian coffin) intended to "swallow flesh" Phag/o means to eat of swallow.

Resection Process of cutting out; removal

Thrombocyte A clotting cell

Urology Study of the urinary tract
Cardiac Pertaining to the heart
Neural Pertaining to nerves
Authoricia

Arthralgia Pain of a joint Erythrocyte Red blood cell

Nuphrectomy Removal (resection) of a kidney

Leukemia Blood condition of white cells; malignant (cancerous) condition

Carcinogenic Pertaining to producing cancer. From the Greek "gennao" meaning. "I

produce." Other words to help remember –genic are gene and Genesis.

Pathogenic Iatrogenic Pertaining to producing disease

Electroencephalogram Pertaining to producing by treatment (physician).

Gastric Record of the electricity in the brain.

NeurologicalPertaining to the stomachExcisionPertaining to the study of nervesGynecologistProcess of cutting out; removal

Cystitis Specialist in the study of females and female disorders

Endocrinology Inflammation of the urinary bladder
Hepatoma Study of the endocrine glands
Biopsy Tumor (malignant) of the liver

Process of viewing life; removal of living tissue for microscopic

examination.

Leukocytosis Abnormal condition of the kidney

Enteropathy Abnormal condition (slight increase) of normal white blood cells.

Adenopathy Disease of the intestines
Endoscope Disease of glands

Endoscope Disease of glands
Endoscopy Instrument to visually examine within (the body).
Prognosis Process of visually examining within (the body).

Osteotomy State of before knowledge; prediction about the outcome of treatment

Gastroenterology Incision of a bone

**Nuphrosis** 

Process of study of the stomach and intestines

Anemia A decrease in erythrocytes or hemoglobin

Autopsy "self view"—examination of a dead body, understand its function

Diagnosis state of complete knowledge; information gathered about a patient's

illness

Endocrinologist One who specializes in endocrine glands.

Epigastric Pertaining to above the stomach

Epidermis Outer layer of skin; above the dermis layer

Excision Process of cutting out to resection

Exocrine glands Glands that secrete chemicals to the outside of the body

Hyperglycemia Condition of increased blood sugar Hypogastric Pertaining to below the stomach Incision Process of cutting into; section

Pericardium Structure (membrane) surrounding the heart.

Prognosis

State of before knowledge - prediction about the outcome of a condition

Resection

Removal; excision. From the Latin "resecar" meaning "to cut back,

trim or curtail." Thus resection is an operation wherein an organ is

"cut back" or removed.

Pertaining to behind the heart

Pertaining to below the liver

Transhepatic Pertaining to across or through the liver

Retrocardiac

Subhepatic

#### **Chapter Two**

## Answers to Combining Forms and Terminology Sections

(textbook pages 54-57)

Terminology Meaning

Abdominal Pertaining to the abdomen.

Adipose Pertaining to fat.
Anterior Pertaining to the front

Anabolism Process of casting up (Building-up or synthesizing process in a cell)

Cervical Pertaining to the neck
Chondroma Tumor of cartilage

Chondrosarcoma Flesh tumor (malignant) of cartilage

Chromosomes "Color bodies"; contain genetic material and are located in the nucleus

of cell.

Coccygeal Pertaining to the tailbone Craniotomy Incision of the skull

Cytoplasm Contents (formation) of the cell (apart from the nucleus and cell

membrane.)

Distal Pertaining to far (from the beginning of a structure)

Dorsal Pertaining to the back Histology Study of tissues Iliac Pertaining to the ilium

Inguinal Pertaining to the groin

Karyotype Picture (classification) of the nucleus (and its chromosomes)

Lateral Pertaining to the side

Lumbosacral Pertaining to the lumbar and sacral regions

Medical Pertaining to the middle
Nucleic Pertaining to the nucleus
Pelvic Pertaining to the hip bone
Posterior Pertaining to the back, behind

Proximal Pertaining to near the beginning of a structure

Sacral Pertaining to the sacrum (lower back)
Sarcoma Tumor of flesh tissue (malignant)
Spinal Pertaining to the spine, backbone

Epithelial cell Cell covering the surface of the skin and inner lining of body cavities

and tubes.

Thoracic Pertaining to the chest
Thoracotomy Incision of the chest
Tracheal Pertaining to the windpipe
Umbilical Pertaining to the navel

Ventral Pertaining to the belly side of the body

Vertebral Pertaining to the vertebrae Visceral Pertaining to internal organs

Anabolic Pertaining to casting up; building up substances (proteins) in the cell Catabolism Process of casting down; breaking down material in the cell to release

energy.



# Answers to Combining Forms and Terminology Sections

(textbook pages 54-57)

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Nucleic Pertaining to the nucleus
Pelvic Pertaining to the hip bone
Posterior Pertaining to the back, behind

Proximal Pertaining to near the beginning of a structure

Sacral Pertaining to the sacrum (lower back)
Sarcoma Tumor of flesh tissue (malignant)
Spinal Pertaining to the spine, backbone

Epithelial cell Cell covering the surface of the skin and inner lining of body cavities

and tubes.

Thoracic Pertaining to the chest
Thoracotomy Incision of the chest
Tracheal Pertaining to the windpipe
Umbilical Pertaining to the navel

Ventral Pertaining to the belly side of the body

Vertebral Pertaining to the vertebrae Visceral Pertaining to internal organs

Anabolic Pertaining to casting up; building up substances (proteins) in the cell Catabolism Process of casting down; breaking down material in the cell to release

energy.

Epigastric Hypochondriac regions Intervertebral Metabolism Pertaining to above the stomach
Pertaining to under the rib cartilage (area of the abdomen).
Pertaining to between the vertebrae
State of building up (anabolism) and breaking down (catabolism);
processes in a cell.



## Answers to Combining Forms and Terminology Sections

### Terminology Meaning

Arthralgia Pain in a joint
Otalgia Pain in the ear
Neualgia Pain of nerves
Myalgia Pain of muscles
Rectocele Hernia of the rectum

Cystocele Hernia of the urinary bladder

Throacocentesis Surgical puncture to remove fluid from the chest (thoracentesis).

Amniocentiesis Surgical puncture of the amnion Abdominocentesis Surgical puncture of the abdomen

Streptococcus Berry-shaped bacterium found in twisted chains.

Staphylococci Berry-shaped bacteria in clusters

Erythrocyte Red blood cell
Leukocyte White blood cell
Thrombocyte Clotting cell

Pleurodynia Pain in the chest wall muscles that is aggravated by breathing (Literally:

pain of the pleura).

Laryngectomy Removal of the larynx Mastectomy Removal of a breast

Anemia Decrease in erythrocytes or hemoglobin Ischemia To hold back blood from an area of the body

Condition of producing cancer Carcinogenesis Pathogenesis Condition of producing disease Angiogenesis Formation of blood vessels Carcinogenic Pertaining to producing cancer Osteogenic Pertaining to produced within bone Electroencephalogram Record of the electricity in the brain Myelogram Record (x-ray) of the spinal cord Mammogram Record (x-ray) of the breast

Electroencephalograph Instrument for recording the electricity in the brain Electroencephalography Process of recording the electricity in the brain Angiography Process of recording (x-ray) blood vessels

Bronchitis Inflammation of the bronchi
Tonsillitis Inflammation of the tonsils
Phlebitis Inflammation of veins
Ophthalmology Study of the eye
Morphology Study of shape or form

Hemolysis Destruction of blood (breakdown of red blood cells with release of

hemoglobin).

Osteomalacia Softening of bone
Chondromalacia Softening of cartilage
Acromegaly Enlargement of extremities
Splenomegaly Enlargement of the spleen

Myoma Tumor (benign) of muscle

Myosarcoma Tumor (malignant) of muscle (a type of flesh tissue).

Multiple myelcoma Tumor of bone marrow. Hematoma Collection of blood (bruise).

Biopsy To view life; microscopic examination of living tissue

Necropsy Visual examination of dead bodies; autopsy (most often used for animals).

Necrosis Condition of death (of cells),

Hydronephrosis Abnormal condition of water (found) in the kidney

Leukocytosis Abnormal condition (slight increase in numbers) of normal white blood

cells.

Cardiomyopathy
Disease of heart muscle
Erythropenia
Deficiency of red blood cells
Leukopenia
Deficiency of white blood cells
Thrombocytopenia
Deficiency of clotting cells

Acrophobia Fear of heights

Angioplasty Surgical repair of blood vessels

Achondroplasia No (improper) development of cartilage

Agoraphobia Fear of being in open, crowded spaces (marketplace).

Blepharoptosis Prolapse, sagging of an eyelid

Arteriosclerosis Hardening of arteries

Laparoscope Instrument to visually examine the abdomen
Laparoscopy Process of visual examination of the abdomen
Metastasis Beyond control; spreading of a cancerous tumor

Hemostasis Stopping the flow of blood (naturally by clotting or artificially by

compression).

Colostomy New opening of the colon (to the outside of the body).

Tracheostomy New opening of the windpipe ( to the outside of the body).

Hydrotherapy Treatment with water
Chemotherapy Treatment with drugs
Radiotherapy Treatment with x-rays
Laparotomy Incision into the abdomen.

Phlebotomy Incision of a vein Hypertrophy Excessive development

Atrophy No development; wasting away of tissue

Radiographer One who records x-ray

Leukemia Condition of increase in white cells (malignancy).

Pneumonia Condition (abnormal) of lungs Nephrologist Specialist in the study of the kidney

Arteriole Small artery Venule Small vein

Pericardium Structure surrounding the heart

Nephropathy
Cardiac
Pertaining to the heart
Peritoneal
Pertaining to the peritoneum
Pertaining to the groin
Pleural
Pertaining to the pleura
Pertaining to the pleura
Pertaining to tonsils

Pulmonary Pertaining to the lungs
Axillary Pertaining to the armpit
Laryngcal Pertaining to the voice box

Chronic Long-term; over a long period of time

Acute Sharp, sudden, severe

Pathological Pertaining to the study of disease

Adenoids Resembling glands (lymphatic tissue in the throat, near the nose).

Adipose Pertaining to fat Mucous Pertaining to mucus

Mucus The substance secreted from mucous membranes

Necrotic Pertaining to death (of cells).



## Answers to combining forms and terminology sections

(textbook pages 107-111)

### Terminology Meaning

Apnea Not breathing.

Anoxia Without oxygen (decrease in tissues).

Abnormal Pertaining to away from the norm (rule); not regular

Abductor One who (muscle which) leads away from the body. To abduct means

to carry away by force; kidnap

Adductor One who (muscle which) leads toward the body. *To admit means to* 

send toward or permit entrance.

Adrenal glands Endocrine glands located above (toward) the kidneys.

Anabolism Process of casting (building) up materials (proteins) within cells.

Analysis To separate (apart). Psycho<u>analysis</u> is a psychiatric treatment that explores the mind. Urinalysis (urin/o + (an)alysis) is laboratory

examination of urine to aid in diagnosis.

Ante cibum Before meals
Anteflexion Bending forward
Ante partum Before birth

Antisepsis Condition against infection

Antibiotic Pertaining to against life (germ life).

Antigen
A substance (usually foreign) that stimulates the production of antibodies
Antibody
Protein substance made in the body to destroy foreign antigens. A
Antitoxin
substance (antibody) produced in response to and capable of
neutralizing a toxin (such as those causing diphtheria or tetanus).
Antirenin contains antitoxin specific for an animal or insect venom

Autoimmune Related to making antibodies (immune substances) against one's own

cells and tissues.

Bifurcation Forking (branching) into two; as the trachea bifurcates into two

individual tubes.

Bilateral Pertaining to two sides
Bradycardia Condition of slow heart beat

Catabolism Process of casting down materials (sugar) to release energy in cells.

Congenital anomaly Irregularity at birth

Connective To tie (bind) together. *A conference (fer- means to carry or bring) is* 

where people gather together or meat.

Contraindication To point out against; as reasons why a drug should not be taken

Contralateral Pertaining to the opposite side.
Dehydration Condition of lack of water

Diameter To measure through; as the diameter of a circle

Diarrhea To flow through; water is not properly absorbed through the walls of the

colon

Dialysis Complete separation; twp types are hemodialysis and peritoneal dialysis

Dyspena Difficult breathing

Dysplasia Abnormal ("bad") development of formation

Ectopic pregnancy Pregnancy out of the normal place (usually in the fallopian tubes).

Endotracheal Pertaining to within the trachea

Endoscope Instrument to view within the body; gastroscope, bronchoschope,

laparoscope.

Endocardium Inner lining (membrane) of the heart. Epithelium Skin cell; *latterly*, "upon a nipple."

Euthyroid Normal tyroid function.

Euphoria Good feeling, "high" A eulogy is a speech saying good things about a

person after his/her death.

Exophthalmos Eyeballs that protrude Hemiglossectomy Removal of half the tongue

Hyperplasia Condition of increased formation (increase in number of cells).

Hypertrophy Increase in development; increase in size of cells.

Hyperglycemia Increase in blood sugar Hyperdermic Pertaining to below the skin hypoglycemia Decrease in blood sugar Insomniac Pertaining to inability to sleep Process of cutting into; sectioning Incision Infracostal Pertaining to below ribs Pertaining to between the ribs Pertaining to Intercostals within a vein Pertaining to Intravenous enlarged head Harmful, bad; Macrocephalic

Malignant cancerous condition

Malaise Feeling of discomfort; "bad feeling"

Metamorphosis Condition of change of shape or form. A worm-like larva undergoes a

change in shape to become a butterfly. This is an example of

metamorphosis.

Metastasis Beyond control; spreading of a cancerous tumor.

Metacarpal bones Five hand bones (beyond the wrist).

Microscope Instrument to view small objects

Neoplasm New growth; new formation (tumor).

Neonatal Pertaining to a newborn (infant).

Pancytopenia Condition of decrease in all cells (blood cells).

Parathyroid glands Endocrine glands located near (on the dorsal side of ) the thyroid gland.

A <u>para</u>medic works <u>beside</u> and assists a doctor; also called and emergency medical technician (EMT). A <u>parasite</u> (-site means grain or food) is called an organism that feeds and lives on or within

another organism. Lice, ticks, and fleas are examples.

Paralysis Abnormal destruction (of nerves) leading to loss of muscle function

Percutaneous Pertaining to through the skin
Pericardium Membrane surrounding the heart
Periosteum Membrane surrounding the bone

Polymorphonuclear Pertaining to a many-shaped nucleus; a type of white blood cell

Polyneuritis Inflammation of many nerves

Post mortem After death

Pastnatal Pertaining to after birth

Precancerous Pertaining to before cancer; a lesion that may become cancerous

Prenatal Pertaining to before birth.

Prodrome Symptoms that appear before the onset of a more server illness

Prolapse Sliding forward or downward

Pseudocyesis State of flase pregnancy

Relapse A sliding back; recurrence of symptoms of disease Remission To send back; disappearance of symptoms of disease

Recombinant DNA Inserting a gene (region of DNA) from one organism into the DNA of

another organism

Retroperitoneal Pertaining to behind the peritoneum

Retroflexion Bending backward

Subcutaneous Pertaining to under the skin Suprathoracic Pertaining to above the chest

Suprarenal glands Endocrine glands located above each kidney (adrenal glands).

Syndactyly Condition of webbed (held together) fingers or toes; a congenital anomaly.

Synthesis To put, place together, as in protein synthesis or photosynthesis.

Syndrome A group of symptoms that run (occur) together. *In synchrony means* 

timed (chron/o) together.

Symbiosis Condition or state of "life together"; two organisms living together for

mutual benefit or not (parasitism).

Symmetry State of "measurement together"; equality of parts; mirror images.

Symphysis To grow together; bones that grow together at the joint.

Tachypnea Rapid breathing

Transfusion To pour across, as in transferring blood from one person to another.

Transurethral Pertaining to through the urethra

Ultrasonography Process of recording ultrasound (beyond the normal range) waves.

Unilateral Pertaining to one side.



### Answers to Combining Forms and Terminology Sections

(Textbook pages 824-828)

#### **Terminology** Meaning

Particles of drug (in solution) suspended in air. Aerosol Pertaining to without sensitivity to pain. Analgesic

Bronchodilator Drug that relaxes the smooth muscle lining bronchial tubes and is used

to treat asthma, emphysema, and chronic bronchitis.

Treatment using drugs Chemotherapy

Idiosyncrasy An unexpected effect of a drug that is peculiar to an individual

Dubcutaneous Pertaining to under the skin Hypodermic Pertaining to under the skin

Synergism Condition of working together; the drug action in which the

combination of two drugs causes an effect that is greater that the sum of

the individual effects of each drug alone.

Condition of being without nervous sensation Anesthesia

An agent that acts against histamine production in the body. Histamine Antihistamine

is released as a result of an allergic reaction

Pertaining to a condition of sleep (a trance-like state) Hypnotic

Iatrogenic Pertaining to and adverse condition that is caused or produced by a

physician or a specific treatment Pertaining to under the tongue

Erythromycin An antibiotic that is produced form a red (erythr/o) mold (myc/o) Narcotic

Pertaining to a substance that produces stupor (has morphine or opium-

like action)

Study of drugs Pharmacology

Sublingual

Antipruritic Pertaining to an agent that acts to relieve itching Pertaining to an agent that acts to relieve fever Antipyretic

Intrathecal Pertaining to within the sheath of membranes surrounding the spinal

cord

Toxic Pertaining to poison

Study of poisons and the harmful effects of drugs Toxicology Vasodilator Substance that causes blood vessels to widen

Intracenous Pertaining to within a vein

A substance in foods that is essential in small quantities for growth and Vitamin

good health (life-giving amines).

A hypersensitive state of the body to a foreign protein (antigen) or drug Anaphlaxis

Can produce severe symptoms and shock

An agent given to counteract unwanted effect of a drug Antidote

Antibiotic A substance that acts against microorganisms, such as bacteria Factor in the patient's condition that prevents the use of a drug or Contraindication

treatment

Parenteral Pertaining to injection of drugs other that through the intestines

Pertaining to synergism (the drug action in which the sum of the effects Synergistic

of giving two drugs together is greater than that of giving each drug

alone).



**Directions:** Students will

- 1. Take the Grammar tests.
- 2. Correct all questions. Only the first section has explanations of answers
- 3. Fill in information on face sheet, which is in front of all tests.
- 4. Return work to HESI staff, arrange tutoring or conference to give go-ahead on taking actual HESI test.

## *Important*: Fill in the blanks on the face sheet to assist the HESI staff in assessing your skills and weaknesses.

Your goal is to achieve 80% minimum on any exercise.

- 3/4 To calculate Total number of correct answers, subtract number of incorrect answers from total number of problems
- <sup>3</sup>/<sub>4</sub> To calculate Percent correct: multiply number correct X 100, divide this number by total number of problems.

Example: 80 correct out of 100: 80 x 100= 8000 8000 divided by 100= 80 or 80%

#### **OVERALL GRAMMAR TEST SCORE**

Total number of problems: 303			
Number correct: Multiply number correct	t X 100=		
Divide by total number of problems=9	ó		
Tutor will review for areas to work on in vocal	oulary.		
Areas to work on:	,	,	

1. Exercise One: Problems with Verbs (Part 1	1)	
Total Number of Questions 15 Total Number of correct answers questions	X 100=	Divide this number by total number of
		Percent Correct
2. Exercise Two: Problems with Verbs (Part	2)	
Total Number of Questions 15 Total Number of correct answers questions	X 100=	Divide this number by total number of
		Percent Correct
3. Exercise Three: Problems with Verbs (Par	t 3)	
Total Number of Questions 15 Total Number of correct answers questions	X 100=	Divide this number by total number of
		Percent Correct
4. Exercise Fourteen: Problems with Introduc	ctory Verbal Mo	odifiers
Total Number of Questions 25 Total Number of correct answers questions	X 100=	Divide this number by total number of
		Percent Correct
5. Exercise Fifteen: Problems with Parallel St	tructure	
Total Number of Questions 25 Total Number of correct answers questions	X 100=	Divide this number by total number of
		Percent Correct
6. Exercise Eighteen: Problems with Structur	·e	
Total Number of Questions 25 Total Number of correct answers questions	X 100=	Divide this number by total number of

7. Less	son 5: Sentence Structure		
	Total Number of Questions 5  Total Number of correct answers questions	X 100=	Divide this number by total number of
			Percent Correct
8. Less	son 6: Sentence Structure Parallel stru	cture	
	Total Number of Questions 6  Total Number of correct answers questions	X 100=	Divide this number by total number of
			Percent Correct
9. PL	URALS—Exercises 2, 3, 4, 5		
	Total Number of Questions 47 Total Number of correct answers questions	X 100=	Divide this number by total number of
			Percent Correct
10. V	ERBS—Exercises 12, 13		
	Total Number of Questions 46  Total Number of correct answers questions	X 100=	Divide this number by total number of
			Percent Correct
11. VE	ERBS(Subject- Verb Agreement) Lesso	n 12, Exercise	19
	Total Number of Questions 29 Total Number of correct answers questions	X 100=	Divide this number by total number of
			Percent Correct
12. Ge	runds and Infinitives		
12. 30			
	Total Number of Questions 50  Total Number of correct answers questions	X 100=	Divide this number by total number of
			Percent Correct

<u>Next step</u>: Make sure to complete overall score on face sheet. See HESI staff for final assessment of our study packet and go-ahead to take test.



### **EXERCISE ONE: PROBLEMS WITH VERBS (PART 1)**

**Directions:** Four words of phrases, marked (A), (B), (C), and (D), are given beneath each incomplete sentence. You are to choose the one word or phrase that best completes the sentence. Then, on your answer sheet, find the number of the question and blacken the space that corresponds to the letter of the answer you have chosen so that the letter inside the oval cannot be seen.

PREVIEW: VERBS 15 Questions, 10 Minutes

In some sentences in Part A of the Structure and Written Expression Section, you will be asked to identify the correct verb. In fact, most of the sentences in this part are verb problems.

A verb is a word or phrase that expresses action or condition. A verb can be classified as transitive or intransitive according to whether it requires a complement; it can be classified further according to the kind of complement it requires, including not only nouns, pronouns, adjectives, and adverbs but also *-ing* forms or infinitives.

Al's doctor insists for a few days.	
(A) that he is resting	(C) him to rest
(B) his resting	(D) that he rest
( )	
2. I don't like iced tea, and	
(A) she doesn't too	(C) neither does she
(B) either doesn't she	(D) she doesn't neither
. ,	
3. We wish that you such a lot of v	vork, because we know that you would have enjoyed the party.
(A) hadn't had	(C) didn't have had
(B) hadn't	(D) hadn't have
<ol><li>Since your roommate is visiting her family th</li></ol>	is weekend, you like to have dinner with us tonight?
(A) Will	(C) do
(B) won't	(D) wouldn't
<ol><li>Please photocopies of docum</li></ol>	
(A) not to submit	(C) no submit
(B) do not submit	(D) not submit
6. I bacon and eggs every mornin	
(A) am used to eat	(C) am used to eating
(B) used to eating	(D) use to eat
7. The team really looks good tonight because	the coach had them every night this week.
(A) practice	(C) practiced
(B) to practice	(D) the practice
(B) to practice	(b) the practice
8. Would you mind, pleas	se?
(A) to answer the telephone	(C) answer the telephone
(B) answering the telephone	(D) to the telephone answering

## Exercise One: Problems with Verbs (Part 1)

<ul><li>9. You your seats today if you wanted had better to reserve</li><li>(B) had to better reserve</li></ul>	
10. If itso late we could have coff	ee.
(A) Wasn't	(C) weren't
(B) Isn't	(D) not be
11. Your sister used to visit you quite of	ten,?
(A) didn't she	(C) wouldn't she
(B) doesn't she	(D) hadn't she
12. If Bob with us, he would h	nave had a good time.
(A) would come	(C) had come
(B) would have come	(D) came
13. Frankly, I'd rather you anyth	ning about it for the time being.
(A) do	(C) don't
(B) didn't do	(D) didn't
14. Since they aren't answering their tel	ephone, they
(A) must have left	
(B) should have left	(D)can have left
15. We were hurrying because we thou	ght that the bell
(A) had already rang	(C) had already rung
(B) had already rang	(D) have already ringing



## EXERCISE TWO: PROBLEMS WITH VERBS (PART 2)

1. I had	ln't expected James to apologize but I ha	d hoped .
	(A) him calling me	(C) him to call me
	(A) him calling me     (B) that he would call me	(D) that he call me
2. My h	usband lived at home before we were m	· · · · · · · · · · · · · · · · · · ·
	(A) did I	(C) I had
	(B) had I	(D) I did
3 Does	s your new secretary shorth	and?
0. 2000	(A) know to take	(C) know how take
	(B) know how to take	(D) know how taking
4. Tomi	my had his big brother his sho	
	(A) to tie	(C) tied
	(B) tie	(D) tying
5 Lwis	h that the weather	not so warm
J. I WISI	(A) begin	(C) were
	(B) be	(D) is
	(2) 23	(-) 13
6. His E	English teacher recommends that he	a regular degree program.
	(Å) begin	(C) will begin
	(B) begins	(D) is beginning
7. Let's	go out for dinner,	_ ? _ (C) shalls
	(A) will we	(C) shall we
	(B) don't we	(D) are we
8. ľd	the operation unless it is absolu	utely necessary.
	(A) rather not have	(C) rather not to have
	(B) not rather had	(D) rather not having
9. Wou	ld you please write on the te	
	(A) don't	(C) not
	(B) not to	(D) to not
10 Tho	old man asked her to move because he	in that chair
10. 1116	(A) used to sit	(C) used to sitting
	(B) was used to sit	(D) was used to sitting
	(b) was assa to six	(b) was assa to sixing
11. Afte	er the way she treated you, if I	in your place, I wouldn't return the call.
	(A) be	(C) was
	(B) am	(D) were
12. If I	the flu I would have gone with	
	(A) hadn't	(C) didn't have
	(B) hadn't had	(D) wouldn't have had
13 he's	s taken his medicine, ?	
10.110	(A) hasn't he	(C) doesn't he
	(B) didn't he	(D) isn't he
	(2) a.a (110	(2) 10.111
14. You	ır mother and I are looking forward	you.
	(A) of seeing	(C) to see
	(B) for seeing	(D) to seeing
45 11 1	the same of the sa	
15. It IS	imperative that you there i	•
	(A) be (B) will be	(C) will (D) are
	(D) WIII DO	(D) aid

## **EXERCISE THREE: PROBLEMS WITH VERBS (PART 3)**

1. The Brakes need	
(A) adjusted	(C) to adjust
(B) to adjustment	(D) adjusting
2. I wish that we with my brothe	
(A) could go	(C) will go
(B) had gone	(D) are going
3. Are you sure Miss Smith use the	
(A) knows to	(C) knows how to
(B) knows the	(D) knows how
A. Maria and Julius	order Organisation and Edition
4. Mary and John to the parties a	
(A) used to go	(C) are used to go
(B) use to go	(D) were used to go
5. You me, because I didn't sa	av that
(B) must be misunderstanding	(C) must have misunderstood
(B) must be misunderstanding	(D) had to misunderstand
6 you rather sit by the window?	
(A) Don't	(C) Wouldn't
(B) Will	(C) Wouldn't (D) Won't
(B) VVIII	(D) WOIT
7. His government insisted that he	until he finished his degree
(A) should stay	_ dritti he finished his degree. (C) stayed
(B) shall stay	(D) stay
(b) shall stay	(D) Stay
8 After he had researched and	his paper, he found some additional material that he should have included.
(A) wrote	(C) writing
(B) written	(D) have written
(b) whiten	(b) have whiteh
9 The man who was driving the truck would not	admit that he had been at fault, and
	(C) neither had the other driver
(B) neither would the other driver	
(b) Hollier Would the other differ	
10. If is rain, we'll have the pa	rty outside.
(A) wouldn't	(C) didn't
(B) doesn't	(D) won't
( )	
11. Excuse me, but it is time to have you tempe	rature .
(A) taking	(C) take
(B) to take	(D) taken
12. Almost everyone fails the dri	ver's test on the first try.
(A) passing	(C) to pass
(B) to have passed	(D) in passing
13. Mike had hoped his let	
(A) her to answer	(C) that she would answer
(B) that she answer	(D) her answering
14. I think that you had better	
(A) to start to get up	(C) start getting up
(B) started getting up	(D) to get up
45. Todovio wooth as isolit as well as it	and au
15. Today's weather isn't as cold as it was yeste	• •
(A) wasn't it	(C) isn't it
(B) was it	(D) is it

#### **REVIEW INTRODUCTORY VERBAL MODIFIERS**

In some sentences in Part B, you will be asked to identify errors in introductory verbal modifiers and the subjects that they modify.

Introductory verbal modifiers are -ing forms, participles, and infinitives. A phrase with an introductory verbal modifier occurs at the beginning of a sentence and is followed by a comma. The subject modified by an introductory verbal modifier must follow the comma.

If the correct subject does not follow the comma, then the meaning of the sentence is changed. Often the changed meaning is not logical.

1.	After finishing Roots, the one-hundred-year history of a black American family, the Nobel Prize (A) (B) Committee awarded author Alex Haley a special citation for literary excellence. (C) (D)
2.	A competitive sport, gymnasts perform before officials who must use their judgment along with (A) (B) (C) their knowledge of the rules to determine the relative skill of each participant. (D)
3.	To remove stains from permanent press clothing, carefully soaking in cold water before washing (A) (B) (C) with one's regular detergent.
4.	Found in Tanzania by Mary Leakey, some archeologists estimated that the three-million-year-old (A) (B) (C) fossils were the oldest human remains to be discovered.
5.	After fighting the blaze for three days, the supertanker was hauled toward open seas in an effort to (A) (B)  save the southern Caribbean form the worst oil spill in history.  (C) (D)
6.	According to the conditions of their scholarships, after finishing their degrees, the University will (A) (B) employ them for three years.  (C) (D)
7.	Originally having been buried in Spain, and later moved to Santo Domingo in the Dominican (A) (B) (C) Republic, Columbus's final resting place is Havana, Cuba.

8.	Written by Neil Simon, New York audiences received the new play enthusiastically at the world (A) (B) (C)
	premiere Saturday evening. (D)
9.	By migrating to a <u>warmer climate every fall</u> , <u>survival is assured for another year</u> .  (A) (B) (C) (D)
10.	Saddened by the actor's sudden death, a memorial fund will be established so that family and (A) (B) (C)
	friends <u>can make</u> donations in his name to The American Cancer Society. (D)
11.	To prevent cavities, <u>dental floss should be used</u> <u>daily</u> after <u>brushing one's</u> teeth.  (A) (B) (C) (D)
12.	While researching the problem of violent crime, the Senate committee's discovery that handguns (A)
13.	were used to commit 54 percent of all murders in large cities.  (B) (C) (D)  Trying to pay for a purchase with cash, salespersons often ask for credit cards instead.  (A) (B) (C)
14.	After <u>reviewing</u> the curriculum, <u>several</u> significant changes <u>were</u> made <u>in</u> traditional business (A) (B) (C) (D) programs at Harvard University.
	Having hit more home runs than any other player in the history of baseball, Hank Aaron's record (A) (B) (C) (D) is famous.
16.	Banned in the U.S., the effect of fluorocarbons continues at a level that could eventually damage (A) (B) (C) the ozone layer, and bring about such serious results as high risk of skin cancer and global (D) climate changes.
17.	To avoid jet lag, many doctors recommend that their patients begin adjusting one week before (A) (B) departure time by shifting one hour each day toward the new time schedule. (C) (D)
18.	After cooking in the microwave oven for five minutes, one should put most meat dishes on a (A) (B) (C) platter to cool. (D)

19.	<ul> <li>Traditionally named for women, but recently Bob (A)</li> <li>hurricane.</li> </ul>	·-·	<u>first</u> make name for a (C)
20.	). While testifying, their answers were recorded by (A) (B)	· - ·	<u>oher</u> .
21.	. By reading the instructions carefully, mistakes of (A) (B)	n the examination ca	an be <u>avoided</u> . (C)
22.	2. Having <u>been</u> divorced, <u>her credit</u> could not be <u>es</u>	stablished in spite of (C) (D)	her high income.
23.	B. Attempting to smuggle drugs into the country, c  (A) (B) to police headquarters for questioning.  (D)	ustom officials <u>appre</u>	ehended them, and took them (C)
24.	While trying to build a tunnel through the Blue R     (A) (B) (C)     construction site.	idge Mountains, coa	Il <u>was discovered</u> at the (D)
25.	5. Founded in 1919, students and teachers who are (A) (B)  may benefit from educational programs adminis (C) (E	tered by the Institute	_

#### **PREVIEW: PARALLEL STRUCTURE**

In some sentences in Part B,	you will be asked to identify	v errors in parallel structure.

Parallel structure is the use of the same grammatical structures for related ideas of equal importance. Related ideas of equal importance often occur in the form of a list. Sometimes related ideas of equal importance are connected by conjunctions, such as and, but, and or.

us	or equal importance are commedicably conjunctions, such as and, but, and or.
1.	The committee decided to cancel its law suit, to approve the contract, and that it would adjourn (A) (B) (C) (D)
	the meeting.
2.	Air travel is fast, safe, and it is convenient.  (A) (B) (C) (D)
3.	Rock music <u>is not only popular</u> <u>in the United States but also abroad.</u> (A) (B) (C) (D)
4.	Every day the watchman would lock the doors, turning on the spot lights, and walk around the (A) (B) (C) (D) building.
5.	To control quality and making decisions about production are among the many responsibilities (A) (B) (C) (D) of an industrial engineer.
6.	I suggest that the instructor react to the situation by changing the textbook instead of to modify (A) (B) (C) the objectives of the course.
7.	Dr. Johnson, the first woman <u>elected</u> president of the University, <u>was</u> intelligent, capable, and (A) (B) <u>awareness</u> of the problems <u>to be solved</u> .  (C) (D)
8.	The insurance program <u>used to include</u> not only employees <u>but their families</u> .  (A) (B) (C) (D)
9.	The $\underline{\text{six main parts}}$ of a $\underline{\text{business letter}}$ are the address, the inside address, the salutation, the (A) (B) (C) body, the closing, and $\underline{\text{signing your name}}$ . (D)
10	.We solved the problem by using a computer rather than to do it all by hand.  (A) (B) (C) (D)

11.	To read literature and				xcellent reasons <u>for</u>	
	foreign lenguage	(A)	(B)	(C)		(D)
	foreign language.					
12.	The proposed increase	se in the utility ra	ate <u>was</u> neither	a fair request <u>and</u>	not a practical one.	
	(A)		(B)	(0	C) (D)	
10	Tom is the best send	idata for the noo	itian bassuss b	a undaratanda tha	project knows the	Lloivoroity
13.	Tom is the best cand (A)	idate for the pos	(B)	e understands the	project, knows the	University,
	and who works very	hard.	(D)			
	(C)	(D)				
14.	lce skating and to go				Jnited States.	
	(A)	(B)	(C)	(D)		
15.	The surgeon examine	ed the patient qu	ickly, and then	the operation was	beaun.	
. •	The sangern shannin		(B) (C)	(D)	<u></u>	
		, ,		, ,		
16.	Because we were no	t sure where <u>the</u>				
	dire etiene		(A)	(B)	(	(C) (D)
	directions.					
1	7. <u>To treat</u> minor diarrh	hea, drink plenty	of liquids, espe	ecially tea, water, a	and carbonated beve	erages, <u>eat</u>
	(A)					(B)
	soup, yogurt, salty o	crackers, and ba		<u> </u>	. <del></del>	wenty-four
	hours.		((	رز)	(D)	
	nours.					
18.	The new electric type	writers are equip	pped <u>not only</u> w	ith an element for	foreign languages b	
			(A)			(B)
	for correcting errors a					
	(C)	(D)				
19.	The examiner did not	t know whether to	o report the stu	dent for cheating	or warning him first	
			•	_	(B) (C) (D)	
20.	Jim had spent his vac	cation traveling in	· · · · · · · · · · · · · · · · · · ·		•	
	(A) <u>finished</u> several paint	tings that he had	(B) bogun last voa		(C)	(D)
	iiiiisiieu severai pairii	ings that he had	i beguir last yea	u.		
2	I. The Smithsonian In	istitute is famous	s because is co	ntains such interes	sting exhibits as the	flag that was
					1 10 6 21 1 61 1	(A)
	raised over Fort McI		ne airplane that	the Wright brothe		ilight at Kitty
	hawk and there are the	(B) he gowns worn h	ov every first lad	dy since Martha W	(C) ashington	
	(D)	900 #0	., 5.5.y mociac	L, Chilos Martina VV		

11.	. To read literature and <u>b</u>		·- ·	/ <del></del> \	llent reasons <u>for s</u>	
	foreign language.	(A)	(B)	(C)		(D)
12.	The <u>proposed</u> increase (A)	in the utility rate	e <u>was</u> neither a fair (B)	request <u>and not</u> (C)	a practical <u>one</u> . (D)	
13.	Tom is <u>the best candidate</u> (A) and <u>who</u> works very <u>has</u> (C)	•	on <u>because</u> he und (B)	lerstands the pro	pject, knows the U	niversity,
14.	. <u>Ice skating</u> and to go sk (A)	iing <u>are</u> popula (B)	r <u>winter sports</u> <u>in</u> th (C) (D)		ed States.	
15.	. The surgeon examined	<del></del> -	ckly, <u>and</u> then <u>the o</u> B) (C)	peration was beg (D)	gun.	
16.	Because we were not s directions.	ure where <u>the h</u>	nouse was, and <u>bec</u> (A)	cause of the time (B)		<u>sk</u> <u>for</u> C) (D)
17	7. <u>To treat</u> minor diarrhea (A) soup, yogurt, salty cra hours.					(B)
18.	The new electric typewing for correcting errors automotion (C)		oed <u>not only</u> with ar (A)	n element for fore	eign languages bu	ut also <u>a key</u> (B)
19.	. The examiner did not kı	now whether to	report the student	for <u>cheating</u> <u>or</u> (A) (B)	warning him first. (C) (D)	
20.	Jim had <u>spent</u> his vacat (A) <u>finished</u> several painting		(B)	ne of the <u>Indian</u>	reservations, and (C)	<u>had</u> (D)
21	1. The Smithsonian Insti raised over Fort McHe hawk and there are the (D)	nry <u>in 1812,</u> the	e airplane that the V	Vright brothers <u>b</u> ()	ouilt for their first fl C)	(A)

Exercise Fifteen: Problems with Parallel Structure

22.	Please send $\underline{me}$ the smallest, most recently published, and less expensive dictionary that you have (A) (B) (C) (D)
	available.
23.	In order to become a law, a bill <u>must be passed</u> not <u>only</u> by the Senate but also <u>the House of</u> (A) (B) (C) (D) Representatives.
24.	The cloverleaf is a common engineering design for expressways that <u>permits</u> traffic <u>between</u> two (A) (B)
	intersecting highways to move more safely, efficiently, and with ease. (C) (D)
25.	A new product <u>should be judged</u> not <u>by</u> the promises made in commercials and advertisements, <u>but</u> (A) (B) (C)
	also by the results demonstrated in actual use.  (D)



## **EXERCISE EIGHTEEN: PROBLEMS WITH STRUCTURE**

#### PREVIEW: STRUCTURE

In some sentences in Part B, you will be asked to identify errors in structure.

Remember, structure is the correct use of verbs, pronouns, nouns, modifiers, comparatives, and connectors.

1.	Of the two lectures, the first was by far the best, partly because the person who delivered it  (A)  (B)  (C)
	had <u>such a</u> dynamic style.  (D)
2.	That modern science knows to assist women who are unable to give birth to babies by normal (A) (B) (C)
	means is one of the miracles of the twentieth century.  (D)
3.	After he had researched his paper and wrote it he found some additional data that he should (A) (B) (C) (D)
	have included.
4.	Because of the light, the city seemed differently from the way that I had remembered it.  (A) (B) (C) (D)
5.	The Federal Aviation Agency <u>has grounded</u> <u>all</u> DC-10 aircraft <u>so</u> they can <u>be</u> checked for (A) (B) (C) (D)
	possible problems in the design of the under-wing jet systems.
6.	The colonel wanted to retreat, but the general insisted that he continue (A) (B) (C)
	necessary in order to win the battle.  (D)
7.	There $\underline{\text{are}}$ not $\underline{\text{many}}$ people $\underline{\text{which}}$ adapt to a new culture without $\underline{\text{feeling}}$ some disorientation at (A) (B) (C) (D) first.
8.	Bob wishes that his wife <u>understands</u> why he has not had time to write <u>her lately</u> .  (A) (B) (C) (D)
9.	Because of the accident, the judge forbade Joe and $\underline{\text{me}} \ \underline{\text{from}} \ \underline{\text{driving}} \ \underline{\text{for}} \ \text{six months}.$ (A) (B) (C) (D)
10.	After he had <u>ran</u> the program thought the computer, he <u>noticed</u> that he had forgotten <u>to do the</u> (A) (B) (C) (D)
	last operation.
11.	Most small appliances have <u>ninety-days</u> guarantees that <u>entitle</u> the purchaser to free repair or (A) (B) (C)
	replacement if the item <u>breaks</u> before the expiration date.  (D)
	\ /

12. Although everyone in our group was pleased with <u>his</u> meal, Mrs. Brown insisted <u>on complaining</u> (A) (B) (C)
that the coffee <u>tasted badly</u> . (D)
13. Let you and I agree to cancel that last shipment unless the company meets the conditions of our (A) (B) (C) (D) original contract.
14. His recommendation that the Air Force <u>investigates</u> the UFO sightings <u>was</u> approved <u>by the</u> (A)  (B)  (C) <u>commission</u> and referred <u>to</u> the appropriate committee.  (D)
15. Although she seems to be <u>very</u> mature, Ann is <u>much</u> younger <u>as the other girls</u> in her class.  (A) (B) (C) (D)
16. Nuclear power plants are <u>still</u> supported <u>by</u> the Society of Professional Engineers <u>in spite</u> the (A) (B) (C) unfortunate accident <u>at</u> Three Mile Island. (D)
17.Miss Smith returned home quite <u>lately that</u> night <u>to find</u> that someone had broken into her garage  (A) (B) (C)  and <u>stolen</u> her car.  (D)
18. If Mary would have been more careful in proofreading her dissertation, she would not have had to (A) (B) (C) get it typed again. (D)
19. The more <u>that</u> she tried <u>to remove</u> the stain, <u>the worst</u> it <u>looked</u> .  (A) (B) (C) (D)
20. The national television networks have been criticized for not showing much good movies during (A) (B) (C) (D) prime time.
21. This is the athlete whom everyone says will win the gold medal at the winter Olympic Games.  (A) (B) (C) (D)
22. If you would have checked your answer sheet more carefully, you would have corrected these (A) (B) (C) errors yourself. (D)
23. It was her who suggested that he go to New York in order to get a direct flight.  (A) (B) (C) (D)
24. We veterans often fail taking advantage of the scholarship programs at the university level.  (A) (B) (C) (D)
25. It is necessary that the directors <u>will sign</u> <u>all of the copies</u> , <u>not</u> just the top <u>one</u> .  (A) (B) (C) (D)



## CHAPTER 4 PART TWO: STRUCTURE AND WRITTEN EXPRESSION Exercise One: Problems With Verbs (Part 1)

- (D) That is used before the subject he and the verb word rest in the clause after the verb insists.
- 2. (C) *Neither* is used before the auxiliary *does* followed by the subject *she*. *She doesn't either* would also be correct.
- 3. (A) Hadn't and the participle had are used after the verb wish in the main clause.
- 4. (D) Wouldn't is used before the subject you and the verb like in an invitation.
- 5. (B) Do not is used before the verb word submit to express a negative command.
- 6. (C) Am is used before the verb phrase used to followed by the -ing for eating to express habit.
- 7. (A) *Had* is used before the person *them* followed by the verb word *practice* to express an activity caused by *the coach*.
- 8. (B) The -ing form answering is used after the verb phrase not mind.
- 9. (C) Had better is used before the verb word reserve to express advice.
- 10. (C) Weren't is used after if to express a condition contrary to fact.
- 11. (A) Didn't she is used to agree with you sister and used to visit in the main clause.
- 12.(C) Had is used before the participle come in the conditional clause.
- 13. (B) Would rather is used before the subject you and the past verb didn't followed by the verb word do to express preference.
- 14. (A) *Must have* is used before the participle *left* to express a logical conclusion.
- 15. (C) Had is used before the participle rung to refer to an activity already in the past.



### **Exercise Two: Problems With Verbs (Part 2)**

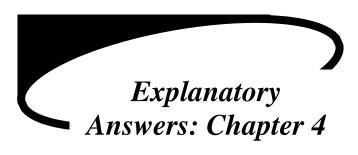
- 1. (B) *That* is used before the subject *he* followed by *would* and the verb word *call* after the verb phrase *had hoped*.
- 2. (A) *Did* is used before the subject *I* to agree with *lived* in the main clause. *And I did too* would also be correct.
- 3. (B) *Know how* is used before the infinitive *to take* to express ability or skill. *Does your new secretary know shorthand* would also be correct.
- 4. (B) *Had* is used before the person *his big brother* followed by the verb word *tie* to express an activity caused by *Tommy*.
- 5. (C) Were is used after the verb wish in the main clause.
- 6. (A) The verb word *begin* is used in the clause after the verb *recommends*.
- 7. (C) Shall we is used to agree with let's in the main clause.
- 8. (A) Would ['d] rather is used before not and the verb word have to express preference.
- 9. (C) Would you please is used before not followed be the verb word write to express a negative command.
- 10. (D) Was is used before the verb phrase used to followed by the -ing form sitting to express a habit.
- 11.(D) Were is used after if to express a condition contrary to fact.
- 12. (B) *Hadn't* is used before the participle *had* in the conditional clause.
- 13. (A) Hasn't he is used to agree with he's [he has] in the main clause.
- 14. (D) The *-ing* form seeing is used after the verb phrase *looking forward to*.
- 15. (A) The verb word be is used in the clause after the impersonal expression it is imperative.

Enter score on face sheet pages 135-137



#### **Exercise Three: Problems With Verbs (Part 3)**

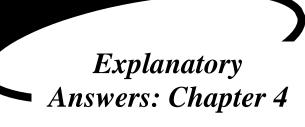
- 1. (D) Need is used before the –ing form adjusting to express necessity for repair. The brakes need to be adjusted would also be correct.
- 2. (A) Could is used before the verb word go after the verb wish in the main clause.
- 3. (C) Knows how is used before the infinitive to use to express ability of skill. Miss Smith knows the equipment would also be correct.
- 4. (D) Used to is used before the verb word go to express a habit in the past.
- 5. (C) *Must have* is used before the participle *understood* to express a logical conclusion.
- 6. (C) Wouldn't is used before the subject you followed by rather and the verb word sit to express preference.
- 7. (D) *That* is used before the subject *he* and the verb word stay in the clause after the verb *insisted*.
- 8. (B) The participle *written* is used after *had* to refer to an activity in the past.
- 9. (B) *Neither* is used before the auxiliary *would* followed by the subject *the other driver. The other driver wouldn't either* would also be correct.
- 10. (B) Doesn't is used in the clause of condition to agree with we'll [we will] in the clause of result.
- 11.(D) *Have* is used before the thing your *temperature* followed by the participle *taken* to express an activity caused by someone else.
- 12. (C) The infinitive to pass is used after the verb fails.
- 13. (C) That is used before the subject she followed by would and the verb word answer after the verb phrase had hoped.
- 14. (C) The verb word *starts* is used after the verb phrase *had better* and the *-ing* form *getting up* is used after the verb *start*.
- 15. (D) Is it is used to agree with the subject today's weather and the verb is in the main clause.



#### **Exercise Fourteen: Problems With Introductory Verbal Modifiers**

- 1. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *After finishing Roots* is misplaced because is does not precede the noun it modifies, *author Alex Haley*.
- 2. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. A competitive sport is misplaced because it does not precede the noun it modifies, gymnastics.
- 3. (B) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Carefully soaking* should be *(you) carefully soak* to provide a noun for the introductory verbal phrase to remove stains from permanent press clothing.
- 4. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. Found in Tanzania by Mark Leakey is misplaced because it does not precede the noun it modifies, the three-million-year-old fossils.
- 5. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. After fighting the blaze for three days is misplaced because it does not precede the noun it modifies, the fire fighters.
- 6. (B) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *After finishing their degrees* is misplaced because it does not precede the noun it modified, the students.
- 7. (D) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Columbus's final resting place* should be *Columbus* because the man, not the place, is modified by the verbal phrase *Originally having been buried in Spain*.
- 8. (B) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. New York audiences received the new play should be the new play was received by New York audiences because the play, not the audiences, is modified by the verbal phrase written by Neil Simon.
- 9. (C) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. Survival is assured should be animals assure survival because the animals, not the survival, is modified by the verbal phrase by migrating to a warmer climate every fall.
- 10. (B) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. A memorial fund will be established should be family and friends will establish a memorial fund because the family and friends, not the memorial fund, are modified by the verbal phrase saddened by the actor's sudden death.
- 11. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Dental floss should e used* should be *(you) use dental floss* to provide a noun for the introductory verbal phrase *to prevent cavities.*

- 12. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *The Senate committee's discovery* should be *The Senate committee discovered* because the committee, not the discovery, is modified by the verbal phrase *while researching the program of violent crime*.
- 13. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Trying to pay for a purchase with cash* is misplaced because it does not precede the noun it modifies, *customers*.
- 14. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *After reviewing the curriculum* is misplaced because it does not precede the noun it modifies, *faculty*.
- 15. (D) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Hank Aaron's record* should be *Hank Aaron* because the man, not the record, is modified by the verbal phrase *having hit more home runs than any other player in the history of baseball.*
- 16. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Banned in the U.S.* is misplaced because it does not precede the noun it modifies, *fluorocarbons*.
- 17. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *To avoid jet lag* is misplaced because it does not precede the noun it modifies, *patients*.
- 18. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. After cooking in the microwave oven for five minutes is misplaced because it does not precede the noun it modifies, most meat dishes.
- 19. (B) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Traditionally named for women* is misplaced because it does not precede the noun it modifies, a hurricane.
- 20. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *While testifying* is misplaced because it does not precede the noun it modifies, *witnesses*.
- 21. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *By reading the instructions carefully* is misplaced because it does not precede the noun it modified.
- 22. (B) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Her credit* should be *the woman* because she, not the credit, is modified by the phrase, *having been divorced*.
- 23. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Attempting to smuggle drugs into the country* is misplaced because it does not precede the noun it modifies. *criminals*.
- 24. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. While trying to build a tunnel through the Blue Ridge Mountains is misplaced because it does not precede the noun it modifies.
- 25. (A) An introductory verbal phrase followed by a comma should immediately precede the noun that it modifies. *Founded in 1919* is misplaced because it does not precede the noun it modifies, *the Institute for International Education*.



#### **Exercise Fifteen: Problems With Parallel Structure**

- 1. (D) Ideas in a series should be expressed by parallel structures. *That it would adjourn* should be *to adjourn* to provide parallelism with the infinitives *to cancel* and to *approve*.
- 2. (D) Ideas in a series should be expressed by parallel structures. *It is* should be deleted to provide parallelism among the adjectives *fast*, *safe*, and *convenient*.
- 3. (B) Ideas in a series should be expressed by parallel structures. *Not only popular* should be *popular not only* to provide parallelism between the adverbial phrases *in the United States* and *abroad*.
- 4. (B) Ideas in a series should be expressed by parallel structures. *Tuning* should be *turn* to provide parallelism with the verb words *lock* and *walk*.
- 5. (A) Ideas in a series should be expressed by parallel structures. Making should be to make to provide parallelism with
- 6. (C) Ideas in a series should be expressed by parallel structures. To modify should be to make to provide parallelism with the phrase by changing.
- 7. (C) Ideas in a series should be expressed by parallel structures. *Awareness* should be *aware* to provide parallelism with the adjectives *intelligent* and *capable*.
- 8. (B) Ideas in a series should be expressed by parallel structures, and inclusives should be used in coordinating pairs. *But* should be *but also* to coordinate with *not only*.
- 9. (D) Ideas in a series should be expressed by parallel structures. Signing your name should be the signature to provide parallelism with the nouns the address, the inside address, the salutation, the body, and the closing.
- 10. (B) Ideas in a series should be expressed by parallel structures. *To do* should be *by doing* to provide parallelism with the phrase *by using*.
- 11. (A) Ideas in a series should be expressed by parallel structures. *Being introduced* should be *to be introduced* to provide parallelism with the infinitive *to read.*
- 12. (C) Ideas in a series should be expressed by parallel structures. *And not* should be *nor* to coordinate with *neither*.
- 13. (C) Ideas in a series should be expressed by parallel structures. *Who* should be deleted to provide parallelism among the verbs *understands*, *knows*, and *works*.
- 14. (A) Ideas in a series should be expressed by parallel structures. *Ice skating* should be *to go ice skating* to provide parallelism with the infinitive *to go skiing*.
- 15. (D) Ideas in a series should be expressed by parallel structures. *The operation was begun* should be *began the operation* to provide parallelism with the past, active verb *examined*.

- 16. (B) Ideas in a series should be expressed by parallel structures. Because of the time should be because there was little time to provide parallelism with the clause because we were not sure.
- 17. (C) Ideas in a series should be expressed by parallel structures. *Avoiding* should be *avoid* to provide parallelism with the verb words *drink* and *eat*.
- 18. (B) Ideas after inclusives should be expressed by parallel structures. A key should be with a key to provide parallelism with the phrase with an element.
- 19. (C) Ideas in a series should be expressed by parallel structures. *Warning* should be *to warn* to provide parallelism with the infinitive *to report*.
- 20. (D) Ideas in a series should be expressed by parallel structures. *Had finished* should be *finishing* to provide parallelism with the *-ing* forms *traveling* and *visiting*.
- 21. (D) Ideas in a series should be expressed by parallel structures. *There are* should be deleted to provide parallelism among the nouns *the flag, the airplane*, and *the gowns*.
- 22. (D) Ideas in a series should be expressed by parallel structures. Less should be *least* to provide parallelism with the superlative adjectives the *smallest* and *most recently published*.
- 23. (D) Ideas after inclusives should be expressed by parallel structures. *The House of Representatives* should be *by the House of Representatives* to provide parallelism with the phrase *by the Sentate*.
- 24. (D) Ideas in a series should be expressed by parallel structures. With ease should be easily to provide parallelism with the adverbs safely and efficiently.
- 25. (C) Ideas after exclusives should be expressed by parallel structures and exclusives should be used in coordinating pairs. But *also* should be *but* to coordinate with *not*.

Enter score on face sheet pages 135-137



#### **Exercise Eighteen: Problems With Structure**

- 1. (B) *The best* should be *the better* because two, not three lectures, are being compared.
- 2. (A) Knows to assist should be knows how to assist because knows how is used before the infinitive to assist.
- 3. (A) Wrote should be written because a participle, not a past form, is used with had.
- 4. (B) *Differently* should be *different* because an adjective, not an adverb, is used after the verb of the senses the *seem*.
- 5. (C) So should be so that because it introduces a clause of purpose,
- 6. (C) Do should be doing because an -ing form, not a verb word, is used after the verb continue.
- 7. (C) Which should be who because it refers to people, not things.
- 8. (A) *Understands* should be *understood* because a past form, not a present form, is used after the verb *wishes*.
- 9. (B) From should be deleted because a preposition is not used after the verb forbid.
- 10. (A) Ran should be run because a participle, not a past form, is used with had.
- 11. (B) Ninety-days should be ninety-day because an adjective does not have a plural form.
- 12.(D) Badly should be bad because an adjective, not an adverb, is used after the verb of the senses taste.
- 13. (A) I should be me because an objective pronoun is used after let.
- 14. (A) *Investigates* should be *investigate* because the word *recommendation* requires a verb word.
- 15. (C) As should be than because than is used after the comparative younger.
- 16. (C) *In spite* should be *in spite* of because *in spite* of introduces a condition with an unexpected result. *Despite* would also be correct.
- 17. (A) Lately should be late because the adverb form of late does not have an –ly ending.
- 18. (A) Would have been should be had been because had and a participle are used in the condition and would have and a participle are used in the result.
- 19. (C) *The worst* should be *the worse* because comparative forms are used with the in double comparisons that express cause and result.

- 20. (C) *Much* should be *many* because many is used with the count noun *movies*.
- 21.(B) Whom should be who because it is the subject of the verb will win.
- 22. (A) Would have checked should be had checked because had and a participle are used in the condition and would have and a participle are used in the result.
- 23. (A) Her should be she because a subject pronoun is used after it was
- 24. (B) Taking should be to take because an infinitive, not an -ing form, is used after the verb fail.
- 25. (A) *Will sign* should be *sign* because a verb word is used after the impersonal expression *is it necessary*.

Enter score on face sheet pages 135-137



## Sentence Structure

### **Dangling Modifiers**

Dangling modifiers create a sentence that lacks an appropriate subject.

Looking down at the valley, the colors were beautiful.

Dangling modifier

Who is looking at the valley? In this sentence, the phrase <u>Looking</u> down at the valley, modifies <u>colors</u>. Since colors cannot look at a valley, the writer must create an appropriate subject.

Looking down at the valley, we saw that the colors were beautiful. (Corrected Sentence)

To fix a dangling modifier, create a logical subject for the modifier

Walking to the office, the police car pulled over the red truck

Walking to the office, I saw the police car pull over the red truck.

(Corrected by creating a subject)

While I was walking to the office, I saw the police car pull over the red truck.

## Dangling Modifiers

**Directions**: Choose the one best answer to each question. Questions 1 through 6 refer to the following paragraph.

- (1) Comets are icy, celestial bodies that have one or two tails. (2) We can see comets without a high-power telescope only when they orbit very near the sun. (3) The sun melts the ice, creating a vapor trail of shining dust particles. (4) We watch their swift, brilliant journeys, knowing the are very far away. (5) With dazzling tails behind them, we are astonished by their beauty. (6) Looking up into the night sky, the unusual light show is awesome.
  - 1. Sentence 2: We can see comets without a high-power telescope only when they orbit very near the sun.

If you rewrote sentence 2 beginning with: Without a high-power telescope, the next words should be:

- (1) We can see
- (2) We can sea (3)

Comets orbits (4)

When they orbit

- (5) Very near the sun
  - 2. Sentence 4: We watch their swift, brilliant journeys, knowing they are very far away.

If you rewrote sentence 4 beginning with: Knowing they are very far away the next words should be:

- (1) Comets are
- (2) We can see
- (3) We had watched
- (4) Their swift, brilliant journies
- (5) There swift, brilliant journies
  - 3. Sentence 5: With dazzling tails behind them, we are astonished by their beauty.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- (1) We are astonished by their beauty.
- (2) We are astonished by comets by their beauty.
- (3) We are astonishing by their beauty.
- (4) Comets are astonished by their beauty.
- (5) Comets astonish us by their beauty.

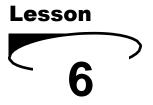
4. Sentence 6: Looking up into the night sky, the unusual light show is awesome.

Which correction should be made to sentence 6?

- (1) Remove the comma after sky
- (2) Insert you see after sky,
- (3) Insert we all agree that after sky,
- (4) Insert a comma after show
- (5) No correction is necessary
  - 5. Looking for an adventure, a windjammer cruise can be exciting and fun.

Which is the best way to write the underlined portion of this sentence? If the original is the best way choose option (1)

- (1) Adventure, a windjammer
- (2) Adventure; a windjammer
- (3) Adventure, we found that a windjammer
- (4) Adventure, exciting and fun



## Sentence Structure

### Parallel Structure

Parallel structure means that equal and related words and phrases must use the same grammatical form.

<sup>3</sup>/<sub>4</sub> Verbs, nouns, adjectives, or adverbs in a series must use the same grammatical form.

She is happy, charming, and has beauty. (<u>Has beauty</u> is not parallel with the adjectives <u>happy</u> and <u>charming</u>.)
She is happy, charming, and beautiful. (correct)
The as shows the desk's size, color, and how much it costs. (<u>How much it costs</u> is not parallel with the nouns <u>size</u> and color.)

3/4 Phrases in a series must use the same grammatical form.

She makes quilts for relaxation, entertainment, and to earn extra money.

(<u>To earn extra money</u> is not parallel with the nouns <u>relaxation</u> and entertainment.)

She makes quilts for relaxation, entertainment, and extra money. (correct)

**Directions:** Choose the one best answer to each question. <u>Questions 1 through 3</u> refer to the following paragraph.

- (1) The tall Afghan hound are an ancient dog breed. (2) the Afghan, which has a curling tail, is long-eared, and has long legs. (3) The Afghan also has thick, long flowing hair. (4) Afghans are aloof, are stubborn, and have a sweet disposition. (5) For such a large and stately dog the Afghan is surprisingly affectionate. (6) Afghans like to hunt, to run, and being by themselves outside.
  - 1. Sentence 2: The Afghan, which has a curling tail, is long- eared, and has long legs.

If you rewrote sentence 2 beginning with; With a curling tail, long ears, and the next word should be:

- (1) Its long legs,
- (2) Has long legs
- (3) Legs that are long,
- (4) Runs on long legs
- (5) Long legs,
  - 2. Sentence 4: Afghans are aloof, are stubborn, and have a sweet disposition.

If you rewrote sentence 4 beginning with <u>Afghans are aloof, stubborn, and</u> the next word or words should be:

- (1) Have a sweet disposition
- (2) Sweet
- (3) Sweetly
- (4) Are sweet dispositioned
- (5) With a sweet disposition
  - 3. Sentence 6: Afghan like to hunt, to run, and being by themselves outside.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- (1) Being by themselves
- (2) To be by themselves
- (3) Want to be by themselves
- (4) Are glad to be by themselves
- (5) Be by themselves

Questions 4 through 6 refer to the following paragraph.

- (1) In October, the states of Vermont and Maine have spectacular colors, crisp weather, and leaves that fall. (2) Although they are green in the spring, the leaves turn bright red, deep brown, and yellow that shines in the fall. (3) The lake or ocean water is blue, clear, and it sparkles. (4) For many years, tourists have travel long distances to see these sights. (5) Maine and Vermont have become a favorite destination for hikers, bicyclists, and people who take pictures. (6) Our visitors always enjoy the fresh country air and the beautiful colors of the New England landscape.
  - 4. Sentence 1: In October, the states of Vermont and Maine have spectacular colors, crisp weather, and leaves that fall.

Which is the best way to write the underlined portion of this sentence? If the original is the best way choose option (1)

- (1) Leaves that fall
- (2) Leaves who fall
- (3) Leaves are falling
- (4) Falling leaves
- (5) Leaves fall
  - 6. Sentence 3: the lake or ocean water is blue, clear, and it sparkles.

Which correction should be made to sentence 3?

- (1) Insert a comma after lake
- (2) Change is to are
- (3) Remove the comma after blue
- (4) Change it sparkles to sparkling
- (5) Change it sparkles to which sparkles
  - 7. Sentence 5: Maine and Vermont have become a favorite destination for hikers, bicyclists, and people who take pictures.

Which correction should be made to sentence 5?

- (1) Change have to had
- (2) Remove the comma after hikers
- (3) Insert a comma after people
- (4) Replace people who take pictures with photographers
- (5) No Corrections necessary

### Page 165 Answers

Lesson 5	Dangling Modifiers
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- 1. 1
- 2. 2
- 3.
- 4.
- 5 3 3 5.

#### Lesson 6 Parallel Structure

- 1. 5 2 2 4
- 2.
- 3.
- 4.
- 4 6.
- 7. 4

Enter scores on face sheet page 137

# Quiz Answers Lessons 5 and 6

#### **Dangling Modifiers** Lesson 5

- 1. 1
- 2 2.
- 5
- 3
- 3

#### **Parallel Structure** Lesson 6

- 1.
- 2 2.
- 2 4

- 7.

Enter scores on face sheet page 137



## Exercise 2 REGULAR PLURALS

A plural noun names *more than one* person, place, thing, or idea: Many *families* buy homes to save money on taxes.

There are rules for forming the plurals of nouns. Here are the three most basic rules:

- 1) The plural of most nouns is formed by adding *s*:
  - Car, cars; sale, sales; desk, desks
- 2) The plural of nouns ending with *s*, *sh*, *ch*, *x*, or *z* is formed by adding *es*: *Brush*, *brushes*; *box*, boxes
- 3) The plural of nouns that end with y after a consonant is formed by changing y to i and adding es:

Baby, babies; city, cities

Note: The plural of nouns that end with *y* after *a vowel* is formed by adding *s*:

Day, days; attorney, attorneys

DIRECTIONS: If there is an incorrect plural form in the group of nouns, Circle it. The write the correct spelling on the line. If all of the plurals are correct, write "OK" on the line.

Example:	ducks	wishes	catches	crashs	crashes
1. eagles	thrushes		parrots	finches	
2. delays	pennys		keys	stories	
3. watches	bracelets		necklaces	crownes	
4. buggies	candies		bluejays	blueberrys	
5. riches	hopes		kisses	witchs	
6. turkeys	studies		puppys	cavities	
7. blazes	dashes		blotches	blanketes	
8. secretarys	directories		mysteries	volleys	

## **E**xer

## Exercise 3 REGULAR PLURALS II

Here are more rules for forming the plurals of nouns.

- 4) The plural of nouns ending with *f* or *fe* is sometimes formed by adding *s*; sometimes it is formed by changing the *f* or *fe* to *v* and adding *es*: *roof, roofs; thief, thieves; knife, knives*
- 5) The plural of most nouns ending in o is formed by adding s Sometimes the same words can end either in s or es; check your dictionary if you are not sure. The following words always end in es:

  tomato, tomatoes; potato, potatoes; echo, echoes; hero, heroes; torpedo, torpedoes
- 6) The plural of hyphenated nouns is formed by adding *s* to the main noun: *father-in-law, fathers-in-law; looker-on, lookers-on*
- 7) The plural of nouns ending with *ful* is formed by adding *s* to the end of the word:

  \*\*spoonful, spoonfuls\*\*

Directions: If there is an incorrect plural form in the group of nouns, circle it.

Then write the correct spelling on the line. If all of the plurals are correct, write "OK" on the line.

Example: videos pianoes solos heroes <u>pianos</u>							
<ol> <li>tomatos</li> <li>sisters-in-law</li> </ol>	potatoes half-brothers	tattoos attorney's-at-laws	toes masters-of-cere nonies				
3. mouthfuls	bagsful	handfuls	drawerfuls				
4. cousins-to-be	mothers-in-law	great-aunts	brother-in-laws				
5. echoes	shelves	autos	wives				
6. lives	bookshelves	knifes	beliefs _				
7. altos	stereos	photoes	radios				
8. leafs	proofs	halves	calves				
9. banjos	burros	cellos	sopranos				
10. mosquitoes	hoboes	videos	potatos _				
11. briefs	pufis	tarifis	safes				
12. cupsful	armfuls	bowlfuls	boxfuls				
13. memos	cameos	studioes	duos				
14. lookers-on	runners-on	brides-to-be	senator-elects				



# **Exercise 4** IRREGULAR PLURALS

Below are examples of plural nouns with different types of irregular spellings.

- 8) For some nouns, the plural form is the same as the singular form:
  - one fish, two fish; one deer, two deer
- 9) Some nouns can be used only in the plural form:

Binoculars; scissors

- 10) The plural of some nouns is formed by changing the spelling:
  - Tooth, teeth; mouse, mice; child, children; person, people
- 11) The plural of nouns ending with *man*, *woman*, or *child* is formed by using the plural forms *men*,

women, or children

- 12) The plural of some nouns ending in *is* is formed by changing *is* to es:
  - crisis, crises; basis, bases; hypothesis, hypotheses
- 13) The plural of some nouns ending in *um* or *on* is formed by changing the *um* or *on* to *a*:

datum, data; memorandum, memoranda; criterion, criteria; phenomenon, phenomena

**DIRECTIONS**: If there is an incorrect plural form in the group of nouns, circle it. Then write the correct spelling on the line. If all of the plurals are correct, write "OK" on the line

Example: teet	th scissors	memorandes	parentheses	<u>memoranda</u>
1. mice	trout	fish	sheep	
2. children	repairmen	crisies	hypotheses	
3. sunglass	trousers	shorts	jeans	
4. policemans	bases	feet	washerwomen	
5. cattle	pants	data	tooths	
6. clothes	slacks	overalls	briefs	
7. servicewomans	lice	eyeglasses	moose	
8. swordfish	deers	cows	horses	
9. godchilds	godparents	chairwoman	chairmen	
10. analyses	criterias	memoranda	media	



# Exercise 5 PLURALS REVIEW

**DIRECTIONS:** Write the plural form of each noun.

Example: handful	handfuls
1. city	1
2. church	2
3. chairwoman	3
4. crisis	4
5. monkey	5
6. brother-in-law	6
7. baby	7
8. tooth	8
9. belief	9
10. solo	10
11. check	11
12. potato	12
13. wife	13
14. story	14
15. light	15
16. replay	16
17. spoonful	17
18. fish	18
19. bookshelf	19
20. grandchild	20
21. vacancy	21
22. crash	22
23. annex	23
24. quiz	24
25. criterion	25

### Exercise 12 PAST TENSE IRREGULAR VERBS

As you have seen, the past tense of most verbs is formed in a regular manner, by adding *ed*:

Look, looked; pick, picked; rain, rained; jump, jumped

Some verbs, called irregular verbs, form the past tense differently:

Bring, brought; eat, ate; come, came; sing, sang

To be certain of the correct past tense form of any irregular verb, you can check the dictionary.

**DIRECTIONS:** Underline the correct past tense verb in each sentence.

#### Example: No one (weared, wore) a warm jacket.

- 1. Ryan (throwed, threw) the ball to the plate.
- 2. I (wrote, writ) a seven-page letter to Carlos.
- 3. When it got dark, we all (ran, run) home.
- 4. Gilda (slept, sleeped) until past noon.
- 5. The mail workers (striked, struck) for higher pay.
- 6. Yesterday, Diana Nyad (swam, swum) across the bay.
- 7. Lou (catched, caught) a cold on his camping trip.
- 8. The bird (flew, flied) over the rainbow.
- 9. Someone just (stoled, stole) a car from the parking lot.
- 10. The crowd (been, was) at the race since early afternoon.
- 11. The announcer (sayed, said) the show would go on.
- 12. Leonard and Doris (losed, lost) everything in the fire.
- 13. I really (feeled, felt) awful about their bad luck.
- 14. Everyone (saw, seen) the fireworks.
- 15. Ms. Johnson (teached, taught) math for twenty years.

(continued)

## Exercise 13 ALL TENSES

Besides the simple present, past, and future, there are other, more complicated, tenses a verb can take.

In addition, on verb form—the infinitive—does not reflect different verb tenses. As its name implies, the infinitive is "timeless":

We like to go there. We wanted to go there last night. We plan to go there tomorrow.

DIRECTIONS: Before each sentence below, the base form of the verb is written in parentheses. Decide on the correct form of the verb needed to fill in the blank in the sentences. Write the correct verb form in the blank.

Ex	ample: (bring) Has Lu <u>brought</u>	her boys to the class?
1.	(eat) Have you	_yet?
2.	(see) Everyone had	the movie.
3.	(go) When will you	_ to Washington?
4.	(write) Davida decided	a letter to her boyfriend
	yesterday.	
5.	(write) Have you	_ down you Social Security number?
6.	(get) A minute ago Mark	a flashlight so we could see.
7.	(feel) I've never	so sick before.
8.	(speak) Has the main character	yet?
9.	(hurt) Ms. Miller just	herself on the rough edges of the
	desk.	
10.	(hear) We haven't	_ from the unemployment office.
11.	(get) Has Khalil been able	his raise yet?
12.	(break) How could the new car have	down already?
13.	(sleep) Barry on the	sofa in the living room last night.
14.	(leave) When my family	, I felt very lonely.
15.	(freeze) The Popsicles haven't	yet.
16.	(do) What are you	?
17.	(drink) A baby will usually	a bottle a formula every
	four hours.	

18. (sweep) Don	_ the floor before his in-laws arrived.
19. (know) If I had	how late it was, I'd have stayed at home.
20. (think) Freddi promises she will	about our offer.
21. (do) Has Felipe	_ the project?
22. (buy) Although we had just	the drapes, they looked so awful
we returned them.	
23. (answer) The operator is	your call now.
24. (go) When you	_ to school, how large were your classes?
25. (sing) Verna and Mike have	in the choir for years.
26. (eat) I the liv	ver sausage pizza, and it was revolting.
27. (sit) I so lon	g that I was stiff.
28. (order) As soon as the waiter cor	nes, we should
29. (take) The plane will be	off on time this morning.
30. (try) We are	_ to save money, but it's very difficult.
31. (depend) You had better not	the teacher for getting good
grades. It's mostly up to you.	

## Answer Key

#### **EXERCISE 1**

1. 2	5. 1
2. 2	6. 3
3. 3	7. 5
4. 1	8. 4

#### **EXERCISE 2**

- 1. OK
- 2. pennies
- 3. crowns
- 4. blueberries
- 5. witches
- 6. puppies
- 7. blankets
- 8. secretaries

#### **EXERCISE 3**

- 1. tomatoes
- 2. attorneys-at-law
- 3. bagfuls
- 4. brothers-in-law
- 5. OK
- 6. knives
- 7. photos
- 8. leaves
- 9. OK
- 10. potatoes
- 11. OK
- 12. cupfuls
- 13. studios
- 14. senators-elect

### **EXCERSIE 4**

- 1. OK
- 2. crises
- 3. sunglasses
- 4. policemen
- 5. teeth
- 6. OK
- 7. servicewomen
- 8. deer
- 9. godchildren
- 10. criteria

#### **EXERCISE 5**

- 1. cities
- 2. churches
- 3. chairwomen
- 4. crises
- 5. monkeys
- brothers-in-law
- 7. babies
- 8. teeth
- 9. beliefs
- 10. solos
- 11. checks
- 12. potatoes
- 13. wives
- 14. stories
- 15. lights
- 16. replays
- 17. spoonfuls
- 18. fish
- 19. bookshelves
- 20. grandchildren
- 21. vacancies
- 22. crashes
- 23. annexes
- 24. quizzes
- 25. criteria

#### **EXERCISE 6**

- 1. OK
- 2. bus's
- 3. landlord's
- 4. miners'
- 5. weeks'
- 6. OK
- 7. protesters'
- 8. Jones's
- 9. parents'
- 10. OK
- 11. workers'
- 12. Gross's
- 13. OK
- 14. today's
- 15. Boys'

#### **EXERCISE 7**

- 1. Jose's
- 2. David's
- 3. OK
- 4. people's
- 5. OK
- 6. women's
- 7. Steven's
- 8. OK
- 9. Sally's
- 10. OK

#### **EXERCISE 8**

1. fewer	5. OK
2. These	6. advice
3. OK	7. many
4. less	8. deal

#### **EXERCISE 9**

1.	1	6. 3
2.	1	7. 1
3.	5	8. 1
4.	3	9. 2
5.	1	10. 4

#### **EXERCISE 10**

- 1. stirred
- 2. is
- 3. reported
- 4. slips, will break
- 5. will decide
- 6. left, was
- 7. is
- 8. give
- 9. dimmed, booed
- 10. pour, cause
- 11. saw, hit
- 12. slams, jumps
- 13. baked, were
- 14. spread
- 15. write
- 16. am
- 17. thinks
- 18. finish, take

Enter Score on face sheets pages 135-137

#### **EXERCISE 11**

1. rained	5. dried
2. carried	6. OK
3. OK	7. scrubbed
4. employed	8. committed

### **EXERCISE 12**

1. threw	9. stole
2. wrote	10. was
3. ran	11. said
4. slept	12. lost
5. struck	13. felt
6. swam	14. saw
7. caught	15. taught
8. flew	

#### **EXERCISE 13**

1.	eaten
2.	seen

- 3. go
- 4. to write
- 5. written
- 6. got
- 7. felt
- 8. spoken
- 9. hurt
- 10. heard
- 11. to get
- 12. broken
- 13. slept
- 14. left
- 15. frozen
- 16. doing
- 17. drink
- 18. swept
- 19. known
- 20. think
- 21. done
- 22. bought 23. answering
- 24. went
- 25. sung
- 26. ate
- 27. sat
- 28. order
- 29. taking
- 30. trying
- 31. depend on

#### **EXERCISE 14**

1. 2	9. 1
2. 1	10. 1
3. 2	11.4
4. 3	12. 2
5. 5	13. 5
6. 3	14. 2
7. 4	15. 2
8. 3	16. 3

#### **EXERCISE 15**

- 2. Our
- 3. your
- 4. mine
- 5. her
- 6. himself
- 7. yourself
- 8. me
- 9. I
- 10. you
- 11. themselves
- 12. ours
- 13. hers
- 14. We
- 15. us
- 16. him
- 17. themselves
- 18. theirs
- 19. her
- 20. He
- 21. him
- 22. they

### **EXERCISE 16**

- 1. I
- 2. We, they
- 3. they 4. He
- 5. him
- 6. them
- 7. her
- 8. he
- 9. They, we
- 10. me
- 11. us
- 12. me

#### **EXERCISE 17**

- 1. Whom
- 2. Who
- 3. whom
- 4. who
- 5. whom
- 6. who
- 7. whom
- 8. whomever
- 9. whoever
- 10. whoever
- 11. whomever
- 12. whoever

#### **EXERCISE 18**

1. their	7. its	
2. his	8. their	
3. its	9. their	
4. its	10. their	
5. their	11. their	
6. their	12. her	

#### **EXERCISE 19**

- 1. stylish; adverb
- 2. flowers; adjective
- 3. blanket; adjective
- 4. cereal; adjective
- 5. scraped; adverb
- 6. peanuts; adjective
- 7. crept; adverb
- 8. come; adverb 9. go; adverb
- 10. movies; adjective
- 11. finished: adverb
- 12. water; adjective
- 13. person; adjective
- 14. sorry; adverb
- 15. frightened; adverb

Enter Score on face sheets pages 135-137



# <u>Usage</u>

# Subject-Verb Agreement

3/4 The subject and verb in a sentence must agree in number. If the subject is singular, the verb must be singular. Likewise, if the subject is plural, the verb must be plural.

My <u>computer is</u> not working. (singular subject and verb) Our <u>computers are</u> not working. (plural subject and verb)

- <sup>3</sup>/<sub>4</sub> A Compound subject joined by *and* is plural. It requires a plural verb. The fax machine *and* the copier <u>are</u> being repaired.
- 3/4 Singular compound subjects joined by *or* or *nor* require a singular verb.

Either the fax machine *or* the copier <u>is</u> being repaired.

3/4 When a singular and plural subject are joined by *or* or *nor*, the verb agrees with the closest subject.

Neither the fax machine *nor* the <u>copiers are</u> working. Neither the copiers *nor* the <u>fax machine is</u> working.

# **Subject-Verb Agreement**

**Directions:** Choose the <u>one best answer</u> to each question. <u>Questions 1 through 5</u> refer to the following paragraph.

- (1) Neither drinking nor sleeping mixes with driving. (2) Some experts view being sleepy behind the wheel like being intoxicated.
- (3) Driving at night or driving when you're tired increase the likelihood of an accident. (4) There have been some common danger signs that you are about to fall asleep while driving. (5) Yawning, nodding, and seeing double are three signs of fatigue. (6) Drifting off the road and then jerking the car back into the lane also means you are in danger.
  - 1. Sentence 2: Some experts view being sleepy being the wheel like being intoxicated.

If you rewrote sentence 2 beginning with For some experts, being sleepy behind the wheel

The next word should be

- (1) views
- (2) is (3)

are (4)

was (5)

being

Sentence 3: Driving at night or driving when you're tired increase the likelihood of an accident.

Which correction should be made to sentence 3?

- (1) insert a comma after <u>night</u>
- (2) replace you're with your
- (3) insert a comma after tired
- (4) change <u>increase</u> to <u>increases</u>
- (5) no correction is necessary

3. Sentence 4: There have been some common danger signs that you are about to fall asleep while driving.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- (1) There have been some common danger signs
- (2) Their have been some common danger signs
- (3) There have been some common danger signs,
- (4) There are some common danger signs
- (5) There were some common danger signs
- 4. Sentence 5: Yawning, nodding, and seeing double are three signs of fatigue.

Which correction should be made to sentence 5?

- (1) remove the comma after Yawning
- (2) replace and with or
- (3) change are to is
- (4) change are to will be
- (5) no correction is necessary
- 5. Sentence 6: Drifting off the road and then jerking the car back into the lane also means you are in danger.

Which correction should be made to sentence 6?

- (1) replace road with rode
- (2) insert a comma after lane
- (3) change means to mean
- (4) change are to was
- (5) no correction is necessary



A plural verb does not end in -s. If the subject of a sentence is plural and the verb ends in -s, you know that the subject and verb don't agree. You must correct the sentence.

For Questions 6 though 10 refer to the following paragraph.

- (1) In 1755 a group of French settlers were expelled from their adopted homeland. (2) They settle earlier in what is now the Canadian province of Nova Scotia. (3) They called the coastal area where they lived Acadia.
- (4) However the settlers became victims of the struggle between France and England for control of North America. (5) They scattered throughout the British colonies form Massachusetts to Louisiana. (6) The group that settled in Louisiana came to be known as "Cajuns," a word derived from "Acadians." (7) Henry Wadsworth Longfellows famous narrative poem "Evangeline" is about the French settlers transplanted to Louisiana.
  - 6. Sentence 2: They settle earlier in what is now the Canadian province of Nova Scotia.

Which correction should be made to sentence 2?

- (1) change settle to had settled
- (2) change is to was
- (3) change is to will be
- (4) insert a comma after province
- (5) no correction is necessary
- 7. Sentence 3: They called the coastal area where they lives Acadia.

If you rewrote sentence 3 beginning with Acadia was the name they the next word(s) should be

- (1) had called
- (2) call
- (3) will call
- (4) give
- (5) called

8. Sentence 4: However the settlers became victims of the struggle between France and England for control of North America.

Which correction should be made to sentence 4?

- (1) insert a comma after <u>However</u>
- (2) change became to become
- (3) change became to will become
- (4) insert a comma after France
- (5) insert a comma after England
- 9. Sentence 6: The Group that settled in Louisiana came to be known as "Cajuns," a word derived from "Acadians."

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

- (1) settled in Louisiana came to be known as "Cajuns,"
- (2) will settle in Louisiana came to be knows as "Cajuns,"
- (3) settled in Louisiana come to be known as "Cajuns,"
- (4) settled, in Louisiana, will come to be known as "Cajuns,"
- (5) settle in Louisiana came to be knows as "Cajuns,"
- 10. Sentence 7: Henry Wadsworth Longfellows famous narrative poem "Evangeline" is about the French settlers transplanted to Louisiana.

Which correction should be made to sentence 7?

- (1) change Longfellows to Longfellow's
- (2) insert a comma after Longfellows
- (3) insert a comma after famous
- (4) change is to has been
- (5) change is to will be

# **SUBJECT-VERB AGREEMENT**

## Exercise 19

<b>DIRECTIONS:</b> Blo	ck out box	A if the sentence	is correct.	Block out box	B if the sentence	is incorrect
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1.	One of the students have my homework.	14.	Everyone except the members of the labor	ratory	squ	ıad
	a b		see this as a major problem.	a		b
2.	Are any of you going to see the game today?					
	a b	15.	Milton and Jerome without the aid of any	one of	f th	eir
3.	One-fourth of the crew was injured in that game.		friends has solved the problem within the	e time	lin	nits
	a b		set by the rules.	a		b
4.	One-fourth of the members are ready to vote now.	16.	There is only one set of rules that I ever for	ollow.		
	a b			a		b
5.	Any one of the four is a good as these.	17.	Here are the set of records that he bought	for me	÷.	
	a b			a		b
6.	A box of oranges were received at the depot early	18.	Each of the boys who sell newspapers has	s to ha	ive	an
	this morning.		identification badge.	a		b
7.	Neither you nor he is responsible for my errors.	19.	Why don't someone fix the switch for	the el	lect	ric
	a b		trains?	a	[	b
8.	Either of the men know the combination to the safe.	20.	Why don't he mind his own business!			
	a b			a	] [	b
9.	She is one of the girls who is to speak at the rally.	21.	Edna accompanied by Margie and her fri	end ha	as 1	left
	a b		for the station.	a	] [	b
10.	Every one of the solutions were rejected by the	22.	No longer do his incessant cries for assist	tance t	otl	ner
	judges.		his calloused guards.	a		b
11.	Either this group or several of those was the object of	23.	Neither the time not the energy is his at th	iis moi	mei	nt.
	his search.			a		b
12.	Pauline together with her four friends wish to see you	24.	Each of the contestants have three minu	tes to	wo	ork
	immediately.		out the puzzle.	a		b
13.	The carton of old magazines were placed in the	25.	Are there anyone of the players ready to j	join m	e i	n a
	basement. a b		practice session?		l L	



Lesson 1 (pages	4-5)	Lesson 6 (pages	19-20)	Lesson 11 (pages	34-35)
1. (4)	6. (4)	1. (5)	6. (2)	1. (4)	6. (3)
2. (5)	7. (4)	2. (2)	7. (5)	2. (2)	7. (1)
3. (4)	8. (1)	3. (3)	8. (4)	3. (1)	8. (3)
4. (1)	9. (S)	4. (2)	9. (2)	4. (3)	9. (4)
5. (1)	10.(4)	5. (3)	10.(4)	5. (4)	10.(5)
	,	_,			
Lesson 2 (pages	•	Lesson 7 (pages 2	·	Lesson 12 (pages	
1. (1)	6. (2)	1. (5)	6. (3)	1. (2)	6. (1)
2. (4)	7. (3)	2. (1)	7. (3)	2. (4)	7. (5)
3. (5)	8. (1)	3. (1)	8. (3)	3. (4)	8. (1)
4. (2)	9. (3)	4. (4)	9. (3)	4. (5)	9. (1)
5. (1)	10.(4)	5. (5)	10.(2)	5. (3)	10.(1)_
Laccan 3 (pages	10 11)	Lesson 8 (pages 2	05 26\	Lesson 13 (pages	40 41)
Lesson 3 (pages 1. (1)	.* .	·. •	.* .	1. (3)	•
` ,	6. (3)	1. (2)	6. (1)		6. (5)
2. (1)	7. (3)	2. (5)	7. (2)	2. (5)	7. (3)
3. (5)	8. (1)	3. (2)	8. (5)	3. (5)	8. (1)
4. (3)	9. (4)	4. (2)	9. (4)	4. (1)	9. (2)
5. (4)	10.(4)	5. (1)	10.(4)	5. (2)	10.(5)
Lesson 4 (pages	13-14)	Lesson 9 (pages 2	28-29)	Lesson 14 (pages	43-44)
1. (3)	6. (3)	1. (3)	6. (3)	1. (5)	6. (4)
2. (5)	7. (1)	2. (2)	7. (2)	2. (3)	7. (S)
3. (4)	8. ( <del>4</del> )	3. (5)	8. (S)	3. (2)	8. (4)
4. (3)	9. (5)	4. (4)	9. (3)	4. (4)	9. (3)
5. (4)	10.(2)	5. (1)	10.(1)	5. (2)	10.(2)
Legger F (negger	16 17)	Lagger 40 (nages	24 22)	Leasen 1E (nogo	- 46 4 <b>7</b> )
Lesson 5 (pages		Lesson 10 (pages	•	Lesson 15 (pages	
1. (2)	6. (2)	1. (4)	6. (4)	1. (1)	6. (3)
2. (4)	7. (3)	2. (5)	7. (4)	2. (4)	7. (1)
3. (3)	8. (1)	3. (4)	8. (1)	3. (5)	8. (4)
4. (5)	9. (4)	4. (1)	9. (5)	4. (1)	9. (4)
5. (5)	10.(5)	5. (1)	10.(4)	5. (5)	10.(2)



### Exercise 19

- 1. b
- 2. b
- 3. a
- 4. a
- 5. a
- 6. b
- 7. a
- 8. b
- 9. b
- 10.b
- 11.b
- 12.b
- 13.b
- 14.b
- 15.b 16.a
- 17.b
- 18.a
- 19.b
- 20.b
- 21.a 22.a
- 23.a
- 24.b
- 25.b

Enter Score on face sheets pages 135-137

# **Gerunds and Infinitives**

*Directions:* Put G for verbs followed only by gerunds, I for verbs followed only by infinitives.

G or I

1.	refuse
2.	delay
3.	volunteer
4.	beg
	appreciate
6.	mind
7.	can't help
8.	persuade
9.	keep
10.	miss
11.	force
12.	afford
13.	challenge
14.	discuss
15.	imagine
16.	dare
17.	arrange
18.	allow
19.	pretend
20.	resent
	convince
22.	tell
	authorize
24.	manage
25.	teach
	mention
27.	postpone
	mean
29.	agree
	cause
	anticipate
	struggle
<i>33</i> .	warn
<i>34</i> .	avoid
<i>3</i> 3.	deny
<i>3</i> 0.	dislike
<i>51.</i>	resist
<i>3</i> 8.	demand
<i>3</i> 9.	risk
	deserve
	urge
	suggest
43.	quit
	expect recommend
4J.	ICCUIIIIICIIU

46. recall	
47. hire	
48. appear	
49. practice	
50. remind	

 $Gerund = verb + ing \quad Ex: delay \ \underline{go}ing \\ V + ing$ 

 $\begin{aligned} & Infinitive = to + verb & Ex: decide \ to \ \underline{go} \\ & & To + V \end{aligned}$ 

# Quiz Answers G or I

1.	Ι	(refuse	to	go)
----	---	---------	----	-----

2. G (delay going)

3. I

4. I

5. G

6. G

7. G

8. I

9. G

10. G

11. I

12. I

13. I

14. G

15. G

16. I

17. I

18. I 19. I

20. G

21. I

22. I

23. I

24. I

25. I

26. G

27. G

28. I

29. I

30. I

31. G

32. I

33. I

34. G

35. G

36. G

37. G

38. I 39. G

40. I

41. I

42. G

43. G

44. I

45. G

46. G

47. I

48. I

49. G

50. I