

## CHAPTER 3 REVIEW QUESTIONS

### CHAPTER 3 -- PRINCIPLES OF STYLE

Questions: 20

INSTRUCTIONS: The following items will test your grasp of the material in this lesson. There is only one correct answer for each item. When you complete the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study that part of the lesson again before continuing. Answer the following 20 multiple-choice questions. Select the BEST answer for each question, and circle the letter of your choice.

1. What is the style of writing that military writers frequently overuse?
  - A. Active voice.
  - B. Passive voice.
  - C. Indicative mood.
  - D. Subjunctive mood.
  
2. Which of the following sentences meets the Army standard for military writing?
  - A. We are wasting paper in this office.
  - B. This office has determined that the amount of paper being used by personnel is wasteful.
  - C. It has come to my attention that this office is using and wasting excessive amounts of paper.
  - D. In this office we have concluded that excessive amounts of paper are being used and wasted.
  
3. Which of the following sentences uses the passive voice?
  - A. Familiarity with the new weapons system is a goal of the required training.
  - B. The command has determined that this training is necessary for weapons system familiarity.
  - C. Training will be conducted to ensure that all personnel are familiar with the new weapons system.
  - D. Commanders will ensure that all personnel receive the required training on the new weapons system.
  
4. What does conciseness of writing mean?
  - A. Keeping distribution costs to a minimum.
  - B. Expressing ideas with as few words as possible.
  - C. Limiting the document to a maximum of two paragraphs.
  - D. Assuring that costs conform to projected expense forecasts.
  
5. What guideline should control the length of your sentences?
  - A. be varied.
  - B. be as long as you want.
  - C. average about 15 words.
  - D. be what you think your readers can absorb.
  
6. What is one reason for making most sentences short?
  - A. They are easy to write.
  - B. Short sentences are easy to read.
  - C. They make your writing more accurate.
  - D. They are more readable and appealing.

7. Which of the following writing principles contributes most to using plain words or phrases that you fully understand?
- A. Unity.
  - B. Clarity.
  - C. Accuracy.
  - D. Coherence.
8. Which of the following sentences illustrates the use OF uncommon words?
- A. The lake is quite deep.
  - B. The sergeant was exceptionally subdued today.
  - C. The captain gives his orders in a firm manner.
  - D. Following the memorial ceremonies, the crowd was insuppressible.
9. Which of the following sentences has the wrong subject-verb relationship?
- A. No doubt remains on this question.
  - B. Expensive cars are a necessity in his life.
  - C. My friend and benefactor was there to help me.
  - D. The best part of the program are the vocal duets.
10. Which of the following sentences has one or more prepositions omitted?
- A. He was faithful to and devoted to his job.
  - B. My cat never has and never will eat fish.
  - C. Sergeant Smith was interested and skillful at photography
  - D. Tom's ideas were sound and were adopted without discussion.
11. Which of the following sentences uses the passive voice?
- A. Many soldiers believe PVT Jones wrecked the truck.
  - B. Many soldiers had to give testimony about the wrecked truck.
  - C. The prosecutor believed the truck was wrecked by PVT Jones.
  - D. The defense attorney pointed out that PVT Jones was in the hospital at the time of the accident.
12. Which of the following sentences uses the active voice?
- A. Company Bravo led the battalion.
  - B. The horse was shot by the farmer.
  - C. The regimental guards were not given weapons.
  - D. The house was built by Brown and Sons Construction.
13. You may organize a paragraph using any one of several organizational principles. Which one of the following is not an organizing principle?
- A. Time and space.
  - B. Compare and contrast.
  - C. Active and Passive Voice
  - D. Definition.

14. Regardless of format the text of military writing is made up of three elements. What is the order of are these three elements?
- A. The body, the introduction, and the conclusion.
  - B. The introduction, the conclusion, and the body.
  - C. The introduction, the body, and the conclusion.
  - D. None of the above.
15. Which of the following effective writing principles should you never sacrifice for brevity?
- A. Unity.
  - B. Clarity.
  - C. Coherence.
  - D. Emphasis.
16. What constitutes a logical and clear sentence?
- A. One that has fewer than 25 words.
  - B. One that has coherence and unity.
  - C. One that has an average of 17 words or fewer.
  - D. One in which all unessential words or phrases have been omitted.
17. Which sentence has an error in subject-verb agreement?
- A. Many soldiers have to pull this duty.
  - B. The filing cabinet and this table is accountable property.
  - C. My three years in the Army were an excellent experience.
  - D. The supply sergeant or the platoon leaders is responsible for this mistake.
18. What happens to a sentence when we bury the verb?
- A. Increases sentence clarity.
  - B. Decreases misunderstanding.
  - C. Increases the forcefulness of our writing.
  - D. Decreases the forcefulness of our writing.
19. Some sentences are not understandable because the writer has omitted an essential word or phrase. Which one of the following sentences is not clear or understandable?
- A. The US Air Force has more planes than the air force of any other country.
  - B. This headquarters is neither concerned nor interested in the proposed program.
  - C. Some political leaders believe that air power alone is the only way to defeat an enemy.
  - D. The Eighth Army headquarters is neither concerned with nor interested in the proposed program.
20. Where should you place your thesis statement in a document?
- A. In the first paragraph.
  - B. In the final paragraph.
  - C. In the middle of the document.
  - D. At the end of the third paragraph.

## CHAPTER 4: REVIEW QUESTIONS

CHAPTER 4 -- Principles of Word Usage, Punctuation, Capitalization, and Spelling

Questions: 40

INSTRUCTIONS: The following items will test your grasp of the material in this lesson. There is only one correct answer for each item. When you complete the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study that part of the lesson again before continuing. Answer the following 40 multiple-choice questions. Select the BEST answer for each question, and circle the letter of your choice.

1. What is the major function of nouns and pronouns?
  - A. Naming.
  - B. Modifying.
  - C. Connecting.
  - D. Predicating.
  
2. In a sentence nouns typically function as either the subject or object. Which one of the following choices do nouns complement as either the subject or object?
  - A. Pronouns.
  - B. Conjunctions.
  - C. Verbs and prepositions.
  - D. Adjectives and adverbs.
  
3. What is the classification of the pronouns who, which, and what?
  - A. Reflexive.
  - B. Intensive.
  - C. Reciprocal.
  - D. Interrogative.
  
4. What is the classification of the pronouns this, that, these, and those?
  - A. Relative.
  - B. Personal.
  - C. Indefinite.
  - D. Demonstrative.
  
5. What is the classification of the pronouns myself, yourself, himself, etc.?
  - A. Relative.
  - B. Reflexive.
  - C. Personal.
  - D. Indefinite.
  
6. Which of the following sentences *incorrectly* uses the relative pronoun *who*?
  - A. Sergeant Thomas is the man who, I think, can do the job.
  - B. You may tell anyone who asks you that I signed the paper.
  - C. Everyone who received an invitation to the party was there.
  - D. Our company clerk is a man in who you can put a great deal of trust.

7. What does a transitive verb do?
- A. Helps another verb.
  - B. Links to some word that names or describes it.
  - C. Expresses a transfer of action from subject to object.
  - D. Expresses no transfer of action from subject to object.
8. Verb tense refers to the action or state of being of the verb. What are the six verb tenses?
- A. Pluperfect, future perfect, past perfect, future, past, present.
  - B. Future perfect, past perfect, present perfect, aorist, past, present.
  - C. Future perfect, past perfect, present perfect, future, past, present.
  - D. Future perfect, past perfect, present pluperfect, future, past, present.
9. Which of the following statements best describes the three moods (indicative, subjunctive, and imperative)?
- A. Indicative expresses doubt, imperative a command, and subjunctive a wish.
  - B. Indicative asks a question, subjunctive a command, and imperative a request.
  - C. Indicative states a fact, subjunctive expresses a request, and imperative a wish.
  - D. Indicative states a fact, subjunctive expresses a wish, and imperative a command.
10. What is the function of an adjective?
- A. Describes a verb.
  - B. Modifies a noun or pronoun.
  - C. Modifies a verb or an adverb.
  - D. Names a person, place, or thing.
11. In which of the following sentences is the relative pronoun *whom* used as the object of the verb?
- A. For whom are you looking?
  - B. The club is looking for a man on whom it can depend.
  - C. He is one man whom the union bosses have not influenced.
  - D. As I didn't know whom the package was for, I would not accept it.
12. Which of the following groups of pronouns could you substitute for the pronoun in the following sentence?
- Tell the sergeant and *him* how the accident happened.
- A. I, they, we.
  - B. Them, we, me.
  - C. Her, me, them.
  - D. Me, we, I, they.
13. How is the noun *commander* used in the following sentence?
- Captain Lowry is my commander.
- A. As an appositive.
  - B. As an object of the verb.
  - C. As a subject of the verb.
  - D. As a predicate nominative.

14. Which of the following sentences *incorrectly* uses the pronoun?
- A. We want to finish our project today.
  - B. One of our personnel clerks is on leave.
  - C. Hitting wood shots is the best part of my game.
  - D. The cub scouts played his first game.
15. Which one of the following sentences contains an error in pronoun-antecedent agreement?
- A. Everybody was in his proper seat.
  - B. Everyone had taken off their heavy equipment.
  - C. The executive officer and all the company NCOs have completed their course.
  - D. Neither the first sergeant nor the company commander had confidence in himself.
16. Which of the following sentences shows the *incorrect* use of punctuation in a series which contains commas?
- A. His best friends were Tom Wouster, his fraternity brother; George Wouster, Tom's brother; and Al Rich, the president of the class.
  - B. Those who were awarded letters of commendation included Private Small, Oakland, California; Private Leedy, Shelbyville, Indiana; and Specialist Arlis, Topeka, Kansas.
  - C. The lake is useful as a source of energy, pouring its waters through the mighty turbines, as a reservoir, and as a place of recreation, providing boating, bathing, and fishing.
  - D. The following military personnel are members of the Detroit Chamber of commerce: General Black, post commander; General Smith, USAFAC Commander; and Colonel Jones, USAIPRM commander.
17. Which one of the following sentences either uses quotation marks *incorrectly* or *omits* them?
- A. Dr. Cummings delivered a lecture entitled "What Chance Has Youth Today?"
  - B. Chapter 9, which is the most interesting part of the book, is entitled "Mine Warfare."
  - C. Sergeant Kelly was reading "Lost in the Wilderness" in the current issue of *Reader's Digest*.
  - D. Private Holland said, "I liked the poem Invictus very much, but I do not know the name of the author."
18. Which of the following sentences is punctuated *incorrectly*?
- A. Is this the way to Chapel #1?
  - B. You have used too many *but's* in this sentence.
  - C. "It's time to go," said Specialist Cunningham. "Is everybody ready?"
  - D. The members present were: Specialist Helms, Specialist Smith, and Specialist DeVoe.
19. Which one of the following sentences uses the apostrophe *incorrectly* to form the possessive?
- A. It's going to be dark before corporal Hoover's platoon returns from the field.
  - B. Private Martinson denied he had placed the snake in Sergeant Smith's bunk.
  - C. Sergeant Wilsons' rifle is lying on his bunk, where he placed it this afternoon.
  - D. Parker's and Bailey's boots were so muddy that it took them nearly an hour to clean them.
20. Which one of the following sentences correctly uses commas in a series?
- A. It was a cold, raw, dark, November day.
  - B. The weatherman predicted rain, or sleet, or snow.
  - C. There were toys for the children, tools for Father, and books for Mother.
  - D. During the summer the workmen had installed, a new gymnasium floor, an improved heating system, and green blackboards, in the high school building.

21. Which one of the following sentences uses the apostrophe correctly.
- A. Yours' is the blue hat on top of the rack.
  - B. The band will do it's best for the ceremony.
  - C. Camp Perry was 2 days' march from where we were encamped.
  - D. Private Dunbar bought 5 dollar's worth of pencils so that he would not run out before the course was completed.
22. Which of the following sentences *incorrectly* illustrates the use of *there*, *their*, or *they're*?
- A. They're expecting us to show up for chow.
  - B. The commander said to be there by Friday.
  - C. Their is a slight difference in our interpretations.
  - D. There will be four field trips during the Career Officers Class.
23. Which one of the following choices best describes why we use punctuation?
- A. Prevent misreading.
  - B. Clarify the meaning of the text.
  - C. Take the place of pauses and emphasis in speaking.
  - D. All of the above.
24. Which one of the following sentences is *incorrectly* punctuated?
- A. Never say, "It can't be done!"
  - B. Did Major Stuckey really say, "I won't go"?
  - C. Sergeant Core cried, "there goes my parachute!"
  - D. "What was the last chapter we were to study"? asked Specialist Dean.
25. Which one of the following sentences is *incorrectly* punctuated?
- A. Take with you only indispensable things; leave behind all heavy and bulky items.
  - B. He receives \$420 a month base pay; he receives \$4.20 a day for separate rations.
  - C. Tension rose rapidly during yesterday's meeting, they consequently adjourned an hour early.
  - D. We started in plenty of time and lost no time along the way; everyone else arrived before we did.
26. Which one of the following sentences contains an *incorrectly* punctuated compound possessive?
- A. Specialist Rush has his mother-in-laws car.
  - B. The Commander-in-Chief's order was published today.
  - C. Dun & Bradstreet's publications are among the best trade publications available.
  - D. Colonel Nelson and Major Limb's sedan was sitting outside the office while they were in conference.
27. Which one of the following sentences is *incorrectly* punctuated?
- A. Jones said, "I am not going"; that was all I heard.
  - B. During his briefing, Specialist Collons said, "Bring everything we shall need."
  - C. Captain Page said, "The company will go on a 10-mile hike;" therefore, I forgot about the siesta I was planning.
  - D. The following pieces of equipment were listed as "lemons": the electric typewriter, the adding machine, and the addressograph.

The following questions contain sentences with a misspelled word. Identify the misspelled word in each sentence, and circle the letter of your choice.

28. He is sincerly trying to achieve success in his procurement of personnel.
- A. Sincrly.
  - B. Trying.
  - C. Achieve.
  - D. Procurement.
29. These data show that we are truly susceptible to outside influences.
- A. Data.
  - B. Truly.
  - C. Susceptible.
  - D. None.
30. The lieutenants general attended the council meeting.
- A. Council.
  - B. Attended.
  - C. Lieutenants general.
  - D. None.
31. The facultys of the city high schools are invited to take one of two journeys to Europe this summer.
- A. Facultys.
  - B. Europe.
  - C. Journeys.
  - D. None.
32. The chaplain believes the churches will succede in reaching their goals.
- A. Their.
  - B. Succede.
  - C. Believes.
  - D. Churches.
33. That useful regulation was superceded by AR 600-3, which we received yesterday.
- A. Useful.
  - B. Received.
  - C. Superceded.
  - D. None.
34. The indexs to the memorandums were numbered incorrectly.
- A. Indexs.
  - B. Incorrectly.
  - C. Memorandums.
  - D. None.

35. The enemy's aparent intention was to deceive us.

- A. Deceive.
- B. Aparent.
- C. Enemy's.
- D. Intention.

The following questions contain errors in capitalization. Choose the word which is incorrectly capitalized, and circle the letter of your choice.

36. The sergeant said, "After you cross the river, you will have to go 10 miles before you reach the Airport."

- A. After.
- B. River.
- C. Airport.
- D. Sergeant.

37. The winter I was stationed in Germany, I wrote a letter to my Mother every week.

- A. Winter.
- B. I.
- C. Germany.
- D. Mother.

38. Shortly after graduating from High School, Charles Brown visited the United Nations and the U.S. Senate.

- A. U.S. Senate.
- B. High School.
- C. Charles Brown.
- D. United Nations.

39. The Judge advocate general of the Army is Major General Wilton B. Persons.

- A. Army.
- B. Judge advocate general.
- C. Major General Wilton P. Persons.
- D. None.

40. He said, "Don't do it. If you do, you'll have to fill out a DA form 285."

- A. If.
- B. Don't.
- C. Form.
- D. None.

## CHAPTER 5 REVIEW QUESTIONS

CHAPTER 5 -- Some Specific Guidance on Army Correspondence

Questions: 32

INSTRUCTIONS: The following items will test your grasp of the material in this lesson. There is only one correct answer for each item. When you complete the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study that part of the lesson again before continuing. Answer the following 32 multiple-choice questions. Select the BEST answer for each question, and circle the letter of your choice.

1. What are the three most common modifications of the basic memorandum format?
  - A. The Memorandum of Understanding, the informal memorandum, and the policy memorandum.
  - B. The Memorandum for Record, the Memorandum of Agreement, and the informal memorandum.
  - C. The Memorandum of Commendation, the informal memorandum, and the policy memorandum.
  - D. The Memorandum of Agreement, the memorandum of reprimand, and the informal memorandum.
  
2. Which one of the following is the appropriate typing of the subject line?
  - A. SUBJ: Instructions for Completing Memorandums.
  - B. SUBJECT: Instructions for completing memorandums.
  - C. SUBJECT: Instructions for Completing Memorandums.
  - D. Subject: INSTRUCTIONS FOR COMPLETING MEMORANDUMS.
  
3. Which of the following best describes the beginning of a major section in a memorandum?
  - A. Indent four spaces and have clear headers.
  - B. Begin at the left margin and have no headers.
  - C. Begin at the left margin and have one word header.
  - D. Begin at the left margin and have clear headers and numbered.
  
4. How many lines below the subject line does the body of a memorandum begin?
  - A. Two.
  - B. One.
  - C. Four.
  - D. Three.
  
5. On a memorandum which line of each continuation page do you place the office symbol?
  - A. Six.
  - B. Five.
  - C. Nine.
  - D. Eight.
  
6. If the address line on a memorandum extends to a second line, indent the second line to start under the \_\_\_\_ letter of the word after \_\_\_\_\_.
  - A. First, for.
  - B. Third, for.
  - C. First, memorandum.
  - D. Third, memorandum.

7. How many lines below the office symbol do you place the MEMORANDUM FOR line?
- A. One.
  - B. Two.
  - C. Four.
  - D. Three.
8. Where do you place the page number on a memorandum?
- A. Centered on all pages.
  - B. Flush right on the bottom of all pages.
  - C. Centered on the top of the second and following pages.
  - D. Centered on the bottom of the second and following pages.
9. How many lines below the last paragraph or the authority line (if included) do you place the signature block on a memorandum?
- A. Six.
  - B. Five.
  - C. Four.
  - D. Three.
10. Where do you begin the enclosure line of a memorandum?
- A. Flush left and on the first line below the signature block.
  - B. Flush left and on the second line below the signature block.
  - C. Flush left and on the same line on which the duty position occurs.
  - D. Flush left and on the same line on which the signature block begins.
11. Where is the signature block typed on a memorandum?
- A. The signature block always begins at the center of the paper on the fifth line below the last paragraph.
  - B. The signature block is always centered on the page and begins on the fifth line below the last paragraph.
  - C. The signature block always begins at the center of the paper on the fourth line below the last paragraph.
  - D. The signature block is always centered on the page and begins on the fourth line below the last paragraph.
12. Which of the following does a staff study incorporate?
- A. Critical reasoning and thinking, elements of style, and five steps of effective writing.
  - B. Five steps of effective writing, elements of style, creative thinking, and critical thinking.
  - C. Critical reasoning and thinking, the four steps of effective writing, and elements of style.
  - D. Five steps of effective writing, critical reasoning, creative thinking, and the elements of style.
13. What principles of effective writing does the staff study incorporate?
- A. Accuracy, coherence, brevity, completeness, and objectivity.
  - B. Coherence, brevity, completeness, accuracy, and objectivity.
  - C. Completeness, unity, objects, coherence, accuracy, and clarity.
  - D. Objectivity, completeness, coherence, unity, accuracy, brevity, and clarity.

14. How do we begin each major section in the body of a memorandum?
- A. With a paragraph that is not numbered and flush with the left margin.
  - B. With a numbered paragraph that is not indented from the left margin.
  - C. With a numbered paragraph that is indented four spaces from the left margin.
  - D. With a paragraph numbered with Roman numerals and is indented four spaces from the left margin.
15. What should the staff study's problem paragraph include?
- A. The subject of the staff study.
  - B. A full definition of all elements involved.
  - C. An explanation of how the problem arose.
  - D. A statement of the problem, its scope, and limitations.
16. What must the recommendation paragraph of a staff study include?
- A. A solution to the problem.
  - B. An explanation of the contradictions in the conclusion.
  - C. How the study conforms to the desires of the commander or senior official initiating the study.
  - D. A statement showing why the commander or senior official should adopt the study's conclusion.
17. Why is coordination important to a staff study?
- A. Because the writer is in doubt about the facts.
  - B. Because the differences of opinion exist between interested activities.
  - C. Because the views of each agency involved are available to the commander.
  - D. Because it makes other agencies equally responsible for the results of the staff study.
18. What are some of the most common problems of staff studies?
- A. Does not introduce irrelevant material.
  - B. Incomplete discussion; reader must look at annexes for answers.
  - C. Topic clearly defined with a detailed discussion that clarifies major points.
  - D. Criteria clear, adequately detailed, and gives a valid benchmark to measure each course of action.
19. Which of the following BEST identifies the conclusion section of a staff study?
- A. Definitions of key terms used in the study.
  - B. A brief statement of the best solution that answers the problem statement.
  - C. Isolated facts that, without further information, are impossible to evaluate.
  - D. A brief restatement of the solution to the problem with further argumentation reinforcing the conclusion.
20. When is a possible course of action suitable?
- A. It can be incorporated quickly.
  - B. It is worth the risk or cost involved.
  - C. It can be implemented with available resources.
  - D. It resolves the problem or achieves the mission.

21. What should the problem paragraph of a staff study include?
- A. A full definition of all elements involved.
  - B. An explanation of how the problem arose.
  - C. A concise statement of the problem as a task.
  - D. A recommendation of a specific course of action.
22. Why is criteria important for evaluating each course of action?
- A. Because they are required.
  - B. Because they are self-evident conditions.
  - C. Because the command has already established their reliability.
  - D. Because they are required, absolute standards each course of action must meet.
23. When you have nonconcurrences to a staff study you should do which of the following?
- A. Objectively consider each nonconcurrence.
  - B. Reroute the study to agencies that have previously concurred.
  - C. Try to reach an informal agreement with the nonconcurring office.
  - D. Objectively state the reasons showing why you disagree with the nonconcurrence under the heading "Consideration of Nonconcurrences."
24. How many spaces should you indent all first-level subparagraphs and second-level subparagraphs?
- A. Five spaces ... ten spaces.
  - B. Four spaces ... eight spaces.
  - C. Three spaces ... six spaces.
  - D. Six spaces ... twelve spaces.
25. How many paragraphs are part of a staff study?
- A. Ten.
  - B. Five.
  - C. Eight.
  - D. Seven.
26. How many paragraphs are part of a decision paper?
- A. Ten.
  - B. Five.
  - C. Eight.
  - D. Seven.
27. A staff study examines all possible courses of action. However, how many courses of action does a staff study include?
- A. All.
  - B. One.
  - C. Two.
  - D. Three.

28. What is the subject of paragraph 5 of a staff study?
- A. Criteria.
  - B. Assumptions.
  - C. Courses of action.
  - D. Recommendations.
29. What is the subject of paragraph 2 of a decision paper?
- A. IMPACTS.
  - B. PURPOSE.
  - C. For DECISION.
  - D. RECOMMENDATION.
30. What is the purpose of a decision paper?
- A. To summarize the issues.
  - B. To provide a syntheses of facts.
  - C. To present feasible alternatives.
  - D. To give essential information to make a decision.
31. What is the subject of paragraph three of a decision paper?
- A. IMPACTS.
  - B. PURPOSE.
  - C. For DECISION.
  - D. RECOMMENDATION.
32. Which paragraph in a decision paper discusses BACKGROUND AND DISCUSSION?
- A. Six.
  - B. Five.
  - C. Four.
  - D. Seven.