

APPENDIX B

Business Communication Grammar & Style Diagnostic Quiz.

NAME _____

Instructions

Choose the correct version of each sentence. Each question tests a specific rule of grammar, style, or usage common in business writing.

Part 1: Pronouns and Case

1. Which is correct?

- a. The manager discussed the proposal with Sarah and I.
- b. The manager discussed the proposal with Sarah and me.

2. A customer calls. Jim answers. The customer asks to speak to Jim. What should Jim say?

- a. This is him.
- b. This is he.

3. Select the appropriate version:

- a. Between you and I, the merger isn't going well.
- b. Between you and me, the merger isn't going well.

4. Which is correct?

- a. Cierra and I are in charge of running that meeting.
- b. Cierra and me are in charge of running that meeting.

Part 2: Subject-Verb Agreement

5. Choose the correct sentence:

- a. The details of the customized work is delaying the project.
- b. The details of the customized work are delaying the project.

6. Which is grammatically correct?

- a. There is always risks and liability considerations to take into account.
- b. There are always risks and liability considerations to take into account.

7. Select the proper form:

- a. Neither of the new products have sold well this quarter.
- b. Neither of the new products has sold well this quarter.

Part 3: Double Negatives and Clarity

8. Which conveys the intended meaning more clearly?

- a. We couldn't hardly keep up with the orders.
- b. We could hardly keep up with the orders.

9. Choose the clearer version:
- a. The clerk couldn't help but call the manager.
 - b. The clerk had to call the manager.

10. Select the better construction:
- a. We didn't have no choice in the matter.
 - b. We had no choice in the matter.

Part 4: Formal & Effective Business Writing

11. Which is most appropriate for business communication?
- a. Me and Tom will prepare the presentation.
 - b. Tom and I will prepare the presentation.
 - c. Tom and me will prepare the presentation.
12. Choose the more professional version:
- a. FYI - the meeting's at 3pm @ the conference room
 - b. The meeting will be held at 3:00 p.m. in the conference room.
13. How might you start a letter to Mr. Shane Steffans, President of EF Educational Tours, if you have never met him and are reaching out to request his advice on something?
- a. Dear Shane,
 - b. Hi Shane,
 - c. Dear Mr. Steffans,
14. Which is better for a business summary document?
- a. Our interns performed the work.
 - b. The work was performed by our interns.

Part 5: Common Confusions

15. How should you answer this question? *How many interns will be there?*
- a. Fewer than 10
 - b. Less than 10
16. Which is correct?
- a. I wish I had asked you sooner.
 - b. I wish I would have asked you sooner.
17. Select the correct usage:
- a. The policy will effect everyone in the office.
 - b. The policy will affect everyone in the office.

18. Choose the correct version:
a. The company's success had a positive affect on morale. b. The company's success had a positive effect on morale.
19. Which is correct?
a. Please ensure your report is submitted prior to the deadline. b. Please insure your report is submitted prior to the deadline.
20. Choose the correct version:
a. Their going to implement the new system next month. b. They're going to implement the new system next month.
21. Select the proper usage:
a. The managers left there reports on the desk. b. The managers left their reports on the desk.
22. Choose the correct sentence.
a. The team knows they're responsibilities. b. The team knows their responsibilities.
23. Which is correct?
a. The clients said there satisfied with the results. b. The clients said they're satisfied with the results.
24. Which is correct?
a. I look forward to see the game this weekend. b. I look forward to seeing the game this weekend.
25. Which is correct?
a. That team did better then my team. b. That team did better than my team.

Part 6: Idioms and Common Phrases

26. Choose the correct phrase:
a. This problem has been a mute point for months. b. This problem has been a moot point for months.
27. Select the proper usage:
a. The project is based off of last year's model. b. The project is based on last year's model.

28. Which is correct?

- a. The new policy will wet your appetite for change.
- b. The new policy will whet your appetite for change.

29. Choose the proper phrase:

- a. The marketing strategy doesn't jive with our goals.
- b. The marketing strategy doesn't jibe with our goals.

30. Select the correct usage:

- a. The teams needed time to gel with each other.
- b. The teams needed time to jell with each other.

31. Which is correct?

- a. The solution was suppose to fix everything.
- b. The solution was supposed to fix everything.

32. Which is the correct phrase?

- a. For all intents and purposes, the project is complete.
- b. For all intensive purposes, the project is complete.

33. Choose the correct version:

- a. The new policy is coming down the pipe next week.
- b. The new policy is coming down the pike next week.

34. Select the proper usage:

- a. The results peaked my interest in the project.
- b. The results piqued my interest in the project.

35. Select the correct phrase:

- a. The deadline is supposably next week.
- b. The deadline is supposedly next week.

36. Which is correct?

- a. Case and point: our Q4 sales exceeded projections by 50%.
- b. Case in point: our Q4 sales exceeded projections by 50%.

37. For context here, Jane is always eager to participate. Her teacher is super boring. So which sentence is correct?

- a. Always eager to participate, Jane raised her hand to volunteer, so the teacher chose her.
- b. Always eager to participate, the teacher chose Jane.

38. Which is correct?

- a. The woman who spoke last night...
- b. The woman that spoke last night...

39. Which is correct?

- a. Everyone will work together more efficiently if they understand whom they are.
- b. Everyone will work together more efficiently if they understand who they are.
- c. Everyone will work together more efficiently if he understands who he is.

40. Which is correct?

- a. This course was advertise online.
- b. This course was advertised online.

Part 7: Punctuation

41. Choose the correct version:

- a. Our team completed the project early we received a bonus.
- b. Our team completed the project early, and we received a bonus.

42. Select the proper punctuation:

- a. The deadline is tomorrow but the client needs the report today.
- b. The deadline is tomorrow, but the client needs the report today.

43. Choose the better construction:

- a. The meeting ran late, many participants had to reschedule their calls.
- b. The meeting ran late; many participants had to reschedule their calls.

44. Select the properly punctuated sentence:

- a. We need to act fast, our competitors are gaining market share.
- b. We need to act fast because our competitors are gaining market share.

45. Select the properly punctuated sentence:

- a. I read bits and pieces of it last year and the book covers topics that fascinate me.
- b. I read bits and pieces of it last year, and the book covers topics that fascinate me.

46. Which version is preferred?

- a. Please review the proposal and let me know if you have questions.
- b. Please review the proposal, and let me know if you have questions.

47. Which is grammatically correct? (even if not appropriate for business comms)

- a. I looked up the author, this guy owns lots of businesses.
- b. I looked up the author. This guy owns lots of businesses.

48. Which is correct?

- a. This is a ready-made solution.
- b. This is a ready made solution.

ANSWER KEY:

Part 1: Pronouns and Case

1. (b) Use objective case "me" after prepositions
2. (b) Use subjective case "he" after linking verb "is"
3. (b) Use objective case "me" after preposition "between"
4. (a) Use subjective case "I"

Part 2: Subject-Verb Agreement

5. (b) Subject "details" is plural, requires plural verb "are"
6. (b) Subject "risks and considerations" is plural, requires "are"
7. (b) "Neither" is singular, requires singular verb "has"

Part 3: Double Negatives and Clarity

8. (b) Avoid double negative "couldn't hardly"
9. (b) More direct and clear expression
10. (b) Avoid double negative "didn't have no"

Part 4: Formal Business Writing

11. (b) Use subjective case "I" in compound subject
12. (b) Avoid informal abbreviations and symbols in formal communication
13. (c) Use formal title "Mr." in initial business correspondence
14. (a) Use active voice rather than passive when possible

Part 5: Common Confusions

15. (a) Use "fewer" for things you count; use "less" for things you measure
16. (a) Use past perfect (not conditional) to indicate a missed opportunity or unrealized action
17. (b) "Affect" is the verb meaning "to influence"
18. (b) "Effect" is the noun meaning "result"
19. (a) "Ensure" means "to make certain"; "insure" relates to insurance
20. (b) "They're" is contraction of "they are"
21. (b) "Their" shows possession
22. (b) "Their" shows possession
23. (b) "They're" is a contraction of "they are"
24. (b) Gerund "seeing" required after "look forward to"
25. (b) *Than* for comparative

Part 6: Idioms and Common Phrases

26. (b) Correct phrase is "moot point"
27. (b) Correct phrase is "based on"
28. (b) Correct phrase is "whet your appetite"

29. (b) Correct phrase is "jibe with"
30. (b) Correct spelling is "jell"
31. (b) Past participle "supposed" required
32. (a) Correct phrase is "for all intents and purposes"
33. (b) Correct phrase is "coming down the pike"
34. (b) Correct word is "piqued"
35. (b) Correct word is "supposedly"
36. (b) Correct phrase is "case in point"
37. (a) Jane's the eager one.
38. (a) "Who" is preferred for people
39. (c) technically, but I'll also accept (b) due to changing rules about "they"
40. (b) Past participle "advertised" required

Part 7: Punctuation

41. (b) Comma + coordinating conjunction needed between independent clauses
42. (b) Comma required before coordinating conjunction "but"
43. (b) Semicolon correctly joins related independent clauses
44. (b) No comma needed before "because" in essential clause
45. (b) Comma needed before coordinating conjunction "and"
46. (a) but I'll also accept (b). NOTE, though: the phrase "review the proposal and let me know" is a compound predicate (two actions performed by the same subject). In standard American English, a comma is not required before "and" in a compound predicate unless needed for clarity.
47. (b) Period correctly separates independent clauses
48. (a) Hyphen required in compound adjective before noun

Scoring Guide

- 44-48 correct: Expert (92-100%)
- 38-43 correct: Advanced (79-91%)
- 31-37 correct: Proficient (65-78%) – you might want to stay after and talk to Prof. Buxton
- 25-30 correct: Basic (52-64%) – stay after class to talk to Prof. Buxton
- Below 25: Review Needed (Below 52%) – stay after class to talk to Prof. Buxton

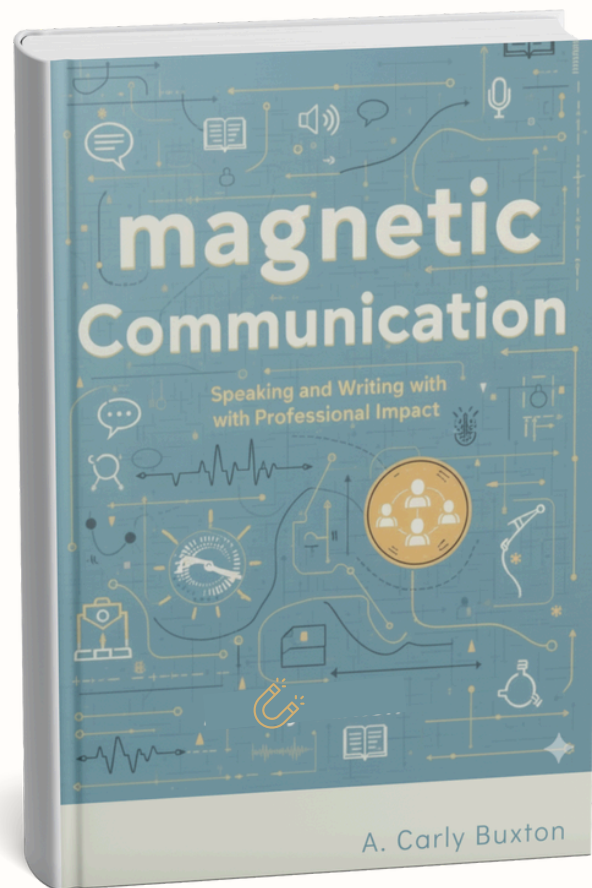
Additional Resources

- Review grammar handbooks for areas where you scored lowest
- Practice identifying these issues in real business documents
- Create a personal checklist of your most common errors
- Consider keeping a log of new grammar rules you learn

Keep it Magnetic

This resource is free to use and share with attribution. It is drawn from the research and frameworks in *Magnetic Communication: Speaking and Writing with Professional Impact* (Bloomsbury Academic, 2026) by A. Carly Buxton, PhD.

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