

FSM 301 Introduction to Fire Service Management Research

Fall 2008

ASSIGNMENT # 1

The most convenient means for completing this assignment is to download it from the homepage to your word processor. Answer each question by selecting the best choice from the alternatives, and record your choice in the corresponding box of the answer sheet. Save the answer sheet (do not send the list of questions) then attach it to an e-mail and send it to fwilson@airmail.net for grading.

Note: the answer sheet is a *separate file* that you must download. Click on the link to download the answer sheet in MS Word format. <http://www.geocities.com/writescience/fsm301-1answer.doc> Do not send answers in any form other than typed on the answer sheet.

This assignment is based on *The Little, Brown Compact Handbook*. It is intended to assist you in becoming familiar with and able to use this textbook as a guide to your writing. This assignment *is not* a comprehensive review of the rules of writing. It is only an exercise designed to familiarize you with *The Little, Brown Compact Handbook*. It will give you practice dealing with capitalization, punctuation, and basic grammar.

Using *The Little, Brown Compact Handbook* as your source, answer each of the following questions. Type your answer into the space(s) provided on the attached Answer Sheet. **Return only the answer sheet. DO NOT return the questions..**

1. Each alternative, A through D is part of a complete sentence, when read one after the other. Choose the lettered part of the sentence that contains a word that needs a capital letter. If no additional words should be capitalized, choose answer E.

- A. Doug shouted angrily,
- B. "why am I the one
- C. who always has to
- D. do the dishes?"
- E. None

2. Choose the punctuation mark that is needed in the following sentence. If no additional punctuation is needed, choose answer **E**.

“I can’t believe it!” shouted Karen. My blue socks have holes in them!”

- A. . (period)
- B. , (comma)
- C. ! (exclamation point)
- D. “ (quotation)
- E. None

3. Choose the punctuation mark that is needed in the following sentence. If no additional punctuation is needed, choose answer **E**.

Max was so angry he stalked out fifteen minutes later he came back.

- A. (semicolon) ;
- B. (comma) ,
- C. (question mark) ?
- D. (colon) :
- E. None

4. Choose the punctuation mark that is needed in the following sentence. If no additional punctuation is needed, choose answer **E**.

Jacks hair, usually so neatly combed, is a mess today, as if he slept on it strangely.

- A. (apostrophe) ‘
- B. (comma) ,
- C. (semicolon) ;
- D. (period) .

5. Choose the punctuation mark that is needed in the following sentence. If no additional punctuation is needed, choose answer **E**.

Big Bob Bailey our basketball coach, is the toughest man alive.

- A. (colon) :
- B. (semicolon) ;
- C. (hyphen) -
- D. (comma) ,
- E. None

6. For each question, A-C, find the sentence that has a mistake in capitalization or punctuation. If you find no mistakes, mark choice D.

- A. My best friend is moving to another city.
- B. "What time does the movie begin?" he asked.
- C. The boys' wore identical sweaters.
- D. No mistakes.

7. For each question, A-C, find the sentence that has a mistake in capitalization or punctuation. If you find no mistakes, mark choice D.

- A. Did you read that article in Newsweek?
- B. My Uncle took us to Yankee Stadium.
- C. Christina has a Persian cat named Snowball.
- D. No mistakes.

8. For each question, A-C, find the sentence that has a mistake in capitalization or punctuation. If you find no mistakes, mark choice D.

- A. Remember to walk the dog.
- B. "Don't run"! Mr. Ellington shouted.
- C. It's supposed to snow today and tomorrow.
- D. No mistakes.

9. For each question, A-C, find the sentence that has a mistake in capitalization or punctuation. If you find no mistakes, mark choice D.

- A. I have learned to appreciate Mozart's music.
- B. My cousin Veronica is studying to be a Veterinarian.
- C. Mr. Shanahan is taller than Professor Martin.
- D. No mistakes.

10. (Fill in the blank with the correct verb form.)

We have _____ more of these strange pods since those people moved in next door.

- A. saw
- B. been seeing
- C. been seen
- D. see

11. (Fill in the blank with the correct verb form.)

While trying to _____ his pet iguana from a tree, Travis Stevens fell and broke his ankle.

- A. be rescuing
- B. have rescued
- C. rescue
- D. rescuing

12. Select the choice that best fills in the blank in the following sentence with the correct adjective, adverb, or pronoun.

That fine circus elephant now belongs to my sister and _____.

- A. I
- B. me
- C. mine
- D. myself

13. Select the correct adjective, adverb, or pronoun to fill in the blank in the following sentence.

The cake I made last week tasted _____ than the one I made yesterday.

- A. best
- B. more better
- C. better
- D. more good

14. Fill in the blank with the correct adjective, adverb, or pronoun.

Riding the Tornado at the amusement park was _____ than I thought it would be.

- A. more terrifying
- B. more terrifyingly
- C. terrifying
- D. most terrifying

15. In the choices below, choose the sentence fragment that contains a grammatical error. Taken together, the choices A-D form a complete sentence.

- A. If you hate boring vacations
- B. in mundane places, travel on the Internet
- C. to such faraway locations like Madagascar,
- D. New Guinea, or the Himalayas.
- E. (No error)

16. In the choices below, choose the sentence fragment that contains a grammatical error. Taken together, the choices A-D form a complete sentence. If there are no errors, choose answer E.

- A. All employees
- B. with two years' experience
- C. are entitled
- D. to full benefits, including health insurance, life insurance, a retirement plan, and stock options.
- E. No error.

17. The following list A-D contains sentence fragments that, taken together, form a complete sentence. Choose the fragment that contains a grammatical error. If there are no errors, chose answer E.

- A. The puppy had been treated bad
- B. by its previous
- C. owner, but
- D. the people at the animal shelter worked hard to find a loving home for little Scotty.
- E. No error.

18. In the choices below, choose the sentence fragment that contains a grammatical error. Taken together, the choices A-D form a complete sentence.

- A. Although chances of being victimized are slim,
- B. if your not careful,
- C. airport thieves—who look like ordinary travelers—can
- D. make off with our purse, your wallet, your phone card, and all your credit cards.
- E. no error.

19. Find the sentence that has a mistake in grammar or usage. If you find no mistakes, select choice D.

- A. It's going to be a long day.
- B. Derrick should have been here hours ago.
- C. Where are my golf clubs?
- D. No mistake.

20. Find the sentence that has a mistake in grammar or usage. If you find no mistakes, mark choice D.

- A. I don't want to participate no longer.
- B. If you're not sure, look in the dictionary.
- C. "I will try to do better," Lauren promised.
- D. No mistakes.

21. Find the sentence that has a mistake in grammar or usage. If you find no mistakes, select choice D.

- A. They weren't the only ones who didn't like the movie.
- B. "Please come back another time," Aunt Julie begged.
- C. "Threes a crowd," he always says.
- D. No mistakes

22. Find the sentence that has a mistake in grammar or usage. If you find no mistakes, select choice D.

- A. We sold less cookies this year than we did last year.
- B. That parrot doesn't talk.
- C. Don't spend too much money.
- D. No mistakes.

23. Find the sentence that has a mistake in grammar or usage. If you find no mistakes, mark choice D.

- A. It's not my fault that you and him got caught.
- B. "Do you brush twice a day?" Dr. Evans asked.
- C. What's the weather report?
- D. No mistakes.

24. Find the sentence that has a mistake in grammar or usage. If you find no mistakes, select choice D.

- A. Couldn't you arrive fashionably late?
- B. You're assumption is correct.
- C. I know that Bowser will be well treated.
- D. No mistakes.

25. Find the sentence that has a mistake in grammar or usage. If you find no mistakes, mark choice D.

- A. The winners were announced yesterday.
- B. Liam is the only one of the boys who were chosen.
- C. Although Nick was not selected, he was happy for the others.
- D. No mistakes.

26. Fill in the blank with the word that creates the most logical sentence.

_____our low interest rates, you will receive a free gift if you sign up now.

- A. While
- B. Because
- C. In spite of
- D. In addition to

27. From the choices find the one that has the word that, when substituted in the blank in the sentence, creates the most logical sentence.

Sandra Day O'Connor, the first woman to serve on the United States Supreme Court, _____ appointed by President Ronald Reagan in 1981.

- A. she
- B. and
- C. but
- D. was

28. Replace the underlined portion of the sentence with the phrase that best completes the sentence. If the sentence is correct as is, choose A.

The troposphere is the lowest layer of Earth's atmosphere. it extends from ground level to an altitude of seven to ten miles.

- A. atmosphere, it extends
- B. atmosphere of which it extends
- C. atmosphere. Extending
- D. atmosphere, and extending
- E. atmosphere; it extends

29. Replace the underlined portion with the phrase that best completes the sentence. If the sentence is correct as is, choose A.

I look forward to meeting with you and having the opportunity to show you our new products.

- A. I look forward to meeting with you and having
- B. I will look forward to our meeting and having
- C. As I look forward to our meeting and to have
- D. I look forward to meeting with you and have
- E. Looking forward to our meeting and hoping to have

30. Replace the underlined portion with the phrase that best completes the sentence. If the sentence is correct as is, choose A.

For a wide variety of different reasons, more and more people are making the choice to take public transportation.

- A. For a wide variety of different reasons, more and more people
- B. For a variety of many reasons, much more people
- C. For a number of reasons, more people
- D. More people, for various different reasons,
- E. Lots of people, for many numerous reason,

31. Replace the underlined portion with the phrase that best completes the sentence. If the sentence is correct as is, choose A.

Having stopped twice to get gas. this was the cause of our late arrival.

- A. Having stopped twice to get gas, this was the cause of our late arrival.
- B. After stopping twice to get gas, our late arrival was anticipated.
- C. Because we stopped twice to get gas, we arrived late.
- D. We arrived late twice stopping to get gas.

E. Arriving late, we stopped twice to get gas.
32. Choose the sentence that is the most clearly written and has the best construction.

- A. I became ill from eating too many fried clams.
- B. I became ill from eaten too many fried clams.
- C. I ate too many fried clams and becoming ill.
- D. I ate too many fried clams and become ill.

33. Choose the sentence that best combines the underlined sentences into one.

Maya is an intelligent woman. Maya cannot read or write.

- A. Maya cannot read or write, while she is an intelligent woman.
- B. Maya cannot read or write and is an intelligent woman.
- C. Although Maya cannot read or write, she is an intelligent woman.
- D. Being an intelligent woman, Maya cannot read or write.

34. Choose the sentence that best combines the underlined sentences into one.

Watching a TV show is a passive behavior. Playing a computer game is an interactive one.

- A. Watching a TV show is a passive behavior, or playing a computer game is an interactive one.
- B. Watching a TV show is a passive behavior, for playing a computer game is an interactive one.
- C. Watching a TV show is a passive behavior, but playing a computer game is an interactive one.
- D. Being that playing a computer game is an interactive one, watching a TV show is a passive behavior.

35. Choose the sentence that best combines the underlined sentences into one..

The federal government has diversity of jobs and geographic locations. The federal government offers flexibility in job opportunities that is unmatched in the private sector.

- A. In spite of its diversity of jobs and geographic locations, the federal government offers flexibility in job opportunities that is unmatched in the private sector.
- B. No matter its diversity of jobs and geographic locations, the federal government offers flexibility in job opportunities that is unmatched in the private sector.
- C. Because of its diversity of jobs and geographic locations, the federal government offers flexibility in job opportunities that is unmatched in the private sector.
- D. The federal government has diversity of jobs and geographic locations, so it offers flexibility in job opportunities that is unmatched in the private sector.

36. Choose the sentence that best combines the underlined sentences into one.

Some people believe fairy tales are merely children's stories. Some people believe fairy tales carry important psychological truths for adults.

- A. When some believe they carry important psychological truths for adults, some people believe fairy tales are merely children's stories.
- B. Some people believe fairy tales are merely children's stories, whereupon some believe they carry important psychological truths for adults.
- C. Because some believe fairy tales carry important psychological truths for adults, some people believe fairy tales are merely children's stories.
- D. Some people believe fairy tales are merely children's stories, yet some believe they carry important psychological truths for adults.

37. Choose the sentence that expresses the idea most clearly.

- A. Officer DeAngelo phoned his partner every day when he was in the hospital.
- B. When his partner was in the hospital, Officer DeAngelo phoned him every day.
- C. When in the hospital, a phone call was made every day by Officer DeAngelo to his partner.
- D. His partner received a phone call from Officer DeAngelo every day while he was in the hospital.

38. Choose the topic sentence that best fits the rest of the paragraph.

_____. No search of a person's home or personal effects may be conducted without a written search warrant. This means that a judge must justify a search before it can be conducted.

- A. There is an old saying that a person's home is his or her castle.
- B. Much of the U.S. legal system was based on the old British system.
- C. The fourth Amendment to the Constitution protects citizens against unreasonable searches.
- D. "Personal effects" is a term that refers to the belongings of a person.

39. Choose the topic sentence that best fits the rest of the paragraph.

_____. One type of tickler system is the index-card file with 12 large dividers, one for each month, and 31 small dividers, one for each day. Whenever secretaries need to schedule a reminder, they jot it down on a card and place it behind the appropriate divider. Each morning, they review the reminders for that particular day.

- A. As busy secretaries, we cannot expect to remember all the details of our daily responsibilities without some help.
- B. At the beginning of the day, good secretaries review and organize the tasks they must attend to during that day.

- C. The word “tickler” perfectly describes the organizational system to which it refers.
- D. All secretaries need a good reminder system, sometimes known as a “tickler” system because it tickles the memory.

40. Choose the answer that best fits the topic sentence given.

In the Middle Ages, red hair was associated with evil, so to have red hair was to be in constant danger.

- A. People with red hair are sometimes singled out and called unflattering nicknames.
- B. The middle Ages was a time of great turmoil and people were often summarily executed by being burned at the stake.
- C. Back then, people with red hair were sometimes killed because they were thought to be witches.
- D. Red hair is passed on genetically from parent to child

41. For the following paragraph, choose the sentence that does NOT belong.

(1) Members of your investigative team may have skills and abilities that you are not aware of. (2) As investigator in charge of a case, you should seek out and take advantage of potential talent in all the members of your team. (3) Positive reinforcement is an important motivator both of groups and of individuals. (4) Whenever a new case is given to your team, it is usually a good idea to have all the members come up with ideas and suggestions about all aspects of the case, rather than insisting that each member stick rigidly to his or her narrow area of expertise.

- A. Sentence 1
- B. Sentence 2
- C. Sentence 3
- D. Sentence 4

42. For each of the following groups of four numbered sentences, choose the sentence order that would result in the best paragraph.

(1) For example, a man in Texas was convicted of stealing the guns belonging to Clayton Moore, TV’s Lone Ranger. (2) Another example of this kind of sentence is when convicted drunk drivers are ordered to place a bumper sticker on their car that publicizes their crime. (3) In addition to a fine and probation, the gun thief was ordered to complete 600 hours of community service cleaning the Houston Police Department’s horse stables. (4) In recent years, courts have begun handing down criminal sentences that include an element of humiliation.

- A. 1, 4, 2, 3
- B. 2, 1, 4, 3

- C. 4, 1, 3, 2
- D. 3, 2, 4, 1

43. For each of the following groups of four numbered sentences, choose the sentence order that would result in the best paragraph.

1) Yet the human brain is the most mysterious and complex subject on earth. 2) It has created poetry and music, planned and executed horrific wars, devised intricate scientific theories. 3) It thinks and dreams, plots and schemes, and easily holds more information than all the libraries on earth. 4) It weighs less than three pounds and is hardly more interesting to look at than an overly ripe cauliflower.

- A. 1, 3, 4, 2
- B. 2, 1, 4, 3
- C. 3, 1, 2, 4
- D. 4, 1, 2, 3

44. Which of the sentences, below the following paragraph, if inserted in the blank line numbered Part 10, would be most consistent with the development and grammar of the following selection?

(1) Although most people are exercising regularly, experts note that eating right is also a key to good health. (2) Nutritionists recommend the “food pyramid” as a simple guide to eating the proper foods. (3) At the base of the food pyramid are grains and fiber. (4) People should eat six to eleven servings of bread, cereal, rice, and pasta everyday. (5) Servings of vegetables and fruit, the next level up the pyramid, should be eaten five to nine times per day. (6) The next pyramid level is the dairy group. (7) Two or three servings a day of milk, yogurt, or cheese help maintain good nutrition. (8) Moving up the pyramid, the next level is the meat, poultry, fish, beans, eggs, and nuts group, of which everyone should eat only two to three servings a day. (9) At the very top of the pyramid is fats, oils, and sweets; these foods should be eaten only infrequently.

(10) _____ (11) If they follow the pyramid’s guidelines, people do not have to shop in health food or specialty stores. (12) People need only stay in the outer 2 or 3 aisles of the supermarket, where the healthiest foods are located.

- A. The nutrition plan set out in the food pyramid was designed to make it easy to fit good nutrition habits into your already too complicated lives.
- B. Unlike fad diets and weighty books of calorie counts, the food pyramid is a clear visual aid that will help people remember the essentials of healthy eating.
- C. While the food pyramid can help you learn how to eat more healthily, it cannot replace the necessity of exercise.
- D. The nutrition plan set out in the food pyramid was designed to make it easy to fit good nutrition habits into people’s already too complicated lives.

45. Answer the following question on the basis of the following passage.

(1) Courts allow hearsay evidence, secondhand reporting of a statement, only when the truth of the statement is irrelevant. (2) Hearsay that depends on the statement's truthfulness, is inadmissible because the witness does not appear in court and swear an oath to tell the truth. (3) Because his demeanor when making the statement is not visible to the jury, the accuracy of the statement cannot be tested under cross-examination, and to introduce it would deprive the accused of the constitutional right to confront the accuser. (4) The courtroom demeanor of a witness is crucial to a lawyer's convincing a jury of the veracity of his case. (5) Hearsay is admissible, however, when the truth of the statement is unimportant. (6) If, for example, a defendant claims he was unconscious at a certain time, but a witness claims that the defendant spoke to her at that time, this evidence would be admissible because the truth of what the defendant said is irrelevant.

Which of the following changes is needed in the passage?

- A. Part 5: Remove the comma after "however."
- B. Part 3: Remove the comma after "jury."
- C. Part 2: Remove the comma after "truthfulness."
- D. Part 1: Remove the comma after "statement."

46. Answer the question below the passage on the basis of the following passage.

(1) There are two types of diabetes, insulin-dependent and non-insulin-dependent. (2) Between 90 and 95 percent of the estimated 13 to 14 million people in the United States with diabetes have non-insulin-dependent, or Type II, diabetes. (3) Because this form of diabetes usually begins in adults over the age of 40 and is most common after the age of 55 it used to be called adult-onset diabetes. (4) _____ its symptoms often develop gradually and are hard to identify at first, nearly half of all people with diabetes do not know they have it. (5) _____, someone who has developed Type II diabetes may more feel tired or ill without knowing why. (6) This can be particularly dangerous because untreated diabetes can cause damage to the heart, blood vessels, eyes, kidneys, and nerves. (7) While the causes, short-term effects, and treatments of the two types of diabetes differ, both types can cause the same long-term health problems.

Which sequence of words, if inserted in order into the blanks in the paragraph, help the reader understand the sequence and logic of the writer's ideas?

- A. Since. . .For example
- B. While. . .Next
- C. Moreover. . .Eventually
- D. Because. . .Thus

47. Answer the question below the passage on the basis of the content of the passage.

Augustus Saint-Gaudens was born March 1, 1848, in Dublin, Ireland, to Bernard Saint-Gaudens, a French shoemaker, and Mary McGuinness, his Irish wife. (2) Six months later, the family immigrated to New York City, where Augustus grew up. (3) Upon completion of school at age thirteen, he expressed strong interest in art as a career so his father apprenticed him to a cameo cutter. (4) While working days at his cameo lathe, Augustus also took art classes at the Cooper Union and the National Academy of Design.

(5) At 19, his apprenticeship completed, Augustus traveled to Paris where he studied under Francois Jouffry at the renown Ecole des Beaux-Arts. (6) In 1870, he left Paris for Rome, where for the next five years, he studies classical art and architecture, and worked on his first commissions. (7) In 1876, he received his first major commission—a monument to Civil War Admiral David Glasgow Farragut. (8) Unveiled in New York’s Madison Square in 1881, the monument was a tremendous success; its combination of realism and allegory was a departure from previous American sculpture, (9) Saint-Gaudens’ fame grew, and other commissions were quickly forthcoming.

Which of the following numbered parts requires a comma to separate two independent clauses?

- A. Part 1
- B. Part 3
- C. Part 7
- D. Part 9

48. Answer the question below on the basis of the following passage.

(1) Everglades National Park is the largest remaining sub-tropical wilderness in the continental United States. (2) It is home to abundant wildlife; including alligators, crocodiles, manatees, and Florida panthers. (3) The climate of the Everglades are mild and pleasant from December through April, though rare cold fronts may create near freezing conditions. (4) Summers are hot and humid; in summer, the temperatures often soar to around 90 degrees and the humidity climbs to over 90 percent. (5) Afternoon thunderstorms are common, and mosquitoes are abundant. (6) If you visit the Everglades, wear comfortable sportswear in winter; loose-fitting long-sleeved shirts and pants, and insect repellent are recommended in the summer.

(7) Walking and canoe trains, boat tours, and tram tours are excellent for viewing wildlife, including alligators and a multitude of tropical and temperate birds. (8) Camping, whether in the back country or at established campgrounds, offers the opportunity to enjoy what the park offers firsthand. (9) Year-round, ranger-led activities ma help you to enjoy your visit even more; such activities are offered throughout the park in all seasons.

Which of he following changes is needed in the above passage?

- A. Part 2: Change “it’s” to “its.”

- B. Part 3: Change “are” to “is.”
- C. Part 6: Remove the comma after “Everglades.”
- D. Part 8: Remove the comma after campgrounds.”

49. Select the best answer to the question that follows the following text:

(1) Being able to type good is no longer a requirement limited to secretaries and novelists; thanks to the computer, anyone who wants to enter the working world needs to be accustomed to a keyboard. (2) Just knowing your way around a keyboard does not mean that you can use one efficiently, though; while you may have progressed beyond the “hunt-and-peck” method, you may never have learned to type quickly and accurately. (3) Doing so is a skill that will not only ensure that you pass a typing proficiency exam, but one that is essential if you want to advance your career in any number of fields. (4) This chapter assures that you are familiar enough with a standard keyboard to be able to use it without looking at the keys, which is the first step in learning to type, and that you are aware of the proper fingering. (5) The following information will help you to increase your speed and accuracy and to do our best when being tested on timed writing passages.

Which of the following words, underlined in the above passage, is misused in its context?

- A. assures
- B. proficiency
- C. fingering
- D. accustomed

50. Answer the question below the following passage on the basis of the content of the passage.

Answer the question below on the basis of the following passage.

(1) O’Connell Street is the main thoroughfare of Dublin City. (2) Although it is not a particularly long street Dubliners will tell the visitor proudly that it is the widest street in all of Europe. (3) This claim usually meets with protests, especially from French tourists who claim The Champs Elysees of Paris as Europe’s widest street. (4) But the witty Dubliner will not ensign bragging rights easily and will trump the French visitor with a fine distinction: the Champs Elysees is the widest boulevard, but O’Connell is the widest street.

(5) Divided by several important monuments running the length of its center, the street is named for Daniel O’Connell, an Irish patriot. (6) An impressive monument to him towers over the entrance of lower O’Connell Street and overlooking the Liffey River. (7) O’Connell stands high above the unhurried crowds of shoppers, business people, and students on a sturdy column; he is surrounded by four serene angels seated at each corner of the monument’s base.

Which of the following changes needs to be made to the first paragraph of the passage?

- A. Part 2: Insert a comma after “that.”
- B. Part 3: Replace the comma after “protests” with a semicolon.
- C. Part 4: Remove the colon after “distinction.”
- D. Part 2: Insert a comma after “street.”