

## **Description of Business Spelling—ML:**

The online objective test may include 50 spelling words commonly used in a business environment. At the State Leadership Conference, the top 20 individuals on the SLC online objective test will participate in an actual Spelling Bee.

## **Business Spelling—ML Study Guide Created by Advisers**

- 1 Which of the following spellings is correct?
  - A) arguement
  - B) argument
  - C) arguemant
  - D) arguemint
- 2 Which of the following spellings is correct?
  - A) consensus
  - B) concensus
  - C) consencus
  - D) consenssus
- 3 Which of the following spellings is correct?
  - A) deductuble
  - B) deductable
  - C) deductible
  - D) deductabel
- 4 Which of the following spellings is correct for a page at the beginning of a book?
  - A) foreward
  - B) forword
  - C) forworde
  - D) foreword
- 5 Choose the word spelled correctly
  - A) Changable
  - B) Changeable
  - C) Changeble
  - D) Changible
- 6 Choose the word spelled INCORRECTLY
  - A) compliance
  - B) privilege
  - C) deductable
  - D) attendance
- 7 Choose the word spelled INCORRECTLY
  - A) grammer
  - B) twelfth
  - C) aggravate
  - D) altogether

r

8 Choose the word spelled correctly

- A) claiment
- B) Claimient
- C) Clamient
- D) Claimant

9 Choose the correct spelling of the word.

- A) abbreviation
- B) abreviation
- C) abbeviation
- D) abbreviation

10 Choose the correct spelling of the word.

- A) acidentally
- B) accdentally
- C) accidentally
- D) accidentilly

11 Choose the correct spelling of the word.

- A) advertisment
- B) advertisment
- C) adveertisement
- D) advertisement

12 Choose the correct spelling of the word.

- A) agravate
- B) aggravate
- C) aggrevate
- D) aggervate

13 Decline in the value of an item because of use is called

- \_\_\_\_\_.
- A) Depriciation
  - B) Depreciasion
  - C) Depretiation
  - D) Depreciation

14 The signature of the payee on the back of a check is called an \_\_\_\_\_.

- A) Indorsement
- B) Endorsement
- C) Endorcement
- D) Endorcment

15 A business owned by one person is called a sole

- \_\_\_\_\_.
- A) Proprietorship
  - B) Propriatorship
  - C) Proprietership
  - D) Propietership

16 Money subtracted from a paycheck for taxes, social security, and other deductions is called \_\_\_\_\_.

- A) Withholding
- B) Withholing
- C) Withholding
- D) Withholeing

17	
	A)
	B)
	C)
	D)
18	
	A)
	B)
	C)
	D)
19	
	A)
	B)
	C)
	D)
20	
	A)
	B)
	C)
	D)
21	
	A)
	B)
	C)
	D)
22	
	A)
	B)
	C)
	D)
23	
	A)
	B)
	C)

	D)	
24	A)	
	B)	
	C)	
	D)	

25 Which of the following spellings is correct?

- A) acomodate
- B) accomodate
- C) accomodate
- D) accommodate

26 Which of the following spellings is correct?

- A) arguement
- B) argument
- C) arguemant
- D) arguemint

27 Which of the following spellings is correct?

- A) comitment
- B) comitmment
- C) commitment
- D) comitmant

28 Which of the following spellings is correct?

- A) saperate
- B) separate
- C) saperate
- D) saperate

29	A)	
	B)	
	C)	
	D)	
30	A)	
	B)	
	C)	
	D)	

31 Which word is spelled correctly?

- A) valuble
- B) valuable
- C) valueable
- D) valuable

32 Which word is spelled correctly?

- A) absence
- B) abcent
- C) absince
- D) absence

33 Which word is spelled correctly?

- A) barbeq
- B) barbeecue
- C) barbeque
- D) barbecue

34 Which word is spelled correctly?

- A) wholly
- B) wholle
- C) wolly
- D) whooly

35 Circle the correct spelling of the word that means to meet with an employer about a job.

- A) intervue
- B) interview
- C) entervue
- D) enterview

36 Circle the correct spelling of the word that refers to someone who serves as a “go between” or communicator for two or more businesses.

- A) leazon
- B) liazon
- C) liason
- D) leason

37 Which of the following words is spelled incorrectly?

- A) Entreprenures
- B) Entrepreneurship
- C) Commitment
- D) Employee

38 Which of the following words is spelled incorrectly?

- A) Resources
- B) Sells Slip
- C) Profitable
- D) Transaction

39 Choose the Correct word:

- A) profesional
- B) professional
- C) proffesional
- D) professional

40 Choose the correct word:

- A) achevement
- B) acchevement
- C) acheivement
- D) achievement

41 Choose the correct word:

- A) coincidence
- B) coecondence
- C) coecondence
- D) coencedence

42 Choose the correct word:

- A) preveledge
- B) priveledge
- C) privilege
- D) privelege

43 Which word is correct?

- A) Advice
- B) Avice
- C) Adice
- D) advic

44 W Which word is correct?

- A) Balanc
- B) Balance
- C) Bance
- D) Balence

45 Which word is correct?

- A) Manuscript
- B) Mauscript
- C) Manscript
- D) Manucrist

46 Which word is correct?

- A) Lectur
- B) Lecure
- C) Lecture
- D) Lecrue

47 Choose the correctly spelled word.

- A) Business
- B) coperation
- C) Logestics
- D) parliamentary

48 Choose the correctly spelled word.

- A) Finance
- B) Responssibility
- C) neccesity
- D) carrees

49 Choose the correctly spelled word.

- A) Forecoshure
- B) Reasonable
- C) Carrefull
- D) Notisable

50 Choose the correctly spelled word.

- A) Correspondence
- B) Margen
- C) Filosofhy
- D) pasword

51 Find the misspelled word

- A) recieve
- B) receive
- C) receipt
- D) reciept

52 Which word is misspelled?

- A) relieve
- B) relief
- C) releive
- D) relevance

53 Which word (s) is misspelled?

- A) fasimile
- B) facsimile
- C) factsimile
- D) factual

54 Which word is spelled correctly?

- A) fiery
- B) fery
- C) firey
- D) firea

55 Choose the Correct word:

- A) profesional
- B) professional
- C) proffessional
- D) professional

56 Choose the correct word:

- A) achevement
- B) acchevement
- C) acheivement
- D) achievement

<b>Business Spelling--ML Study Guide Created by Advisers ANSWER KEY</b>								
1		B		21	C		41	A
2		A		22	A		42	C
3		C		23	B		43	A
4		D		24	D		44	B
5		B		25	D		45	A
6		C		26	B		46	C
7		A		27	C		47	A
8		D		28	B		48	A
9		A		29	A		49	B
10		C		30	C		50	A
11		D		31	B		51	A,D
12		B		32	A		52	C
13		D		33	D		53	A,C
14		B		34	A		54	A
15		A		35	B		55	B
16		C		36	C		56	D
17		C		37	A			
18		D		38	B			
19		No Answer given		39	B			
20		B		40	D			