GrammarError.com

Work Compounds: Verbs, Nouns, and Hyphenated Modifiers

Medium | B1 | Intermediate | Adjective | Imperative mood | Noun | Phrasal verb | Phrase | Punctuation | Verb | Collocations

1. An eager project manager is sending out Slack messages, but she needs a quick grammar check! Select ALL the messages that correctly format the compound words and phrases.

Select all that apply.

- **A)** Let's schedule a **30-minute** call to discuss this specific **use case**.
- **B)** We need a **real-time** dashboard for our **customer-facing** teams.
- **C)** The developers spent **a-lot** of time fixing the **high priority** bugs.
- **D)** We have **1-hour** slots available to review the **end to end** process.

2. Complete the product manager's enthusiastic Slack message to the development team.

Choose the correct option to fill in the blanks.

We have a great _____ for this feature, so let's _____ the beta version next week!

Select one.

- **A)** use-case / rollout
- **B)** use-case / roll out
- **C)** use case / roll out
- **D)** use case / rollout

3. Help the IT specialist finish this slightly frantic email to a new employee by dragging the correct words into the blanks.

Welcome to the team! To prepare for tomorrow's massive system _____, please make sure to _____ all your files tonight. We are currently dealing with a _____ server issue, and until we fix it, our only _____ is to save everything locally.

Choose the correct option for each gap.

Blank 1

- **A)** roll out
- **B)** rollout
- **C)** roll-out

Blank 2

- **A)** backup
- **B)** back up
- **C)** back-up

Blank 3

- **A)** high priority
- **B)** high-priority

Blank 4

- **A)** work around
- **B)** workaround
- **C)** work-around

4. Help the cheerful IT manager complete this onboarding email by choosing the correct spelling for each word.

Welcome to your first day! To get started, please _____ to the main server to _____ your email signature. If the system temporarily freezes, don't panic—just use the temporary _____ we emailed you. Finally, always remember to _____ your files before the daily server _____ at 6 PM.

Choose the correct option for each gap.

Blank 1

- **A)** login
- **B)** log-in
- **C)** log in

Blank 2

- **A)** setup
- **B)** set-up
- **C)** set up

Blank 3

- **A)** work around
- **B)** work-around
- **C)** workaround

Blank 4

- **A)** backup
- **B)** back-up
- **C)** back up

Blank 5

- **A)** shut down
- **B)** shut-down
- **C)** shutdown

5. Help the eager sales rep choose the grammatically correct sentence to impress a VIP client.

Select the sentence with the correct punctuation.

Select one.

- **A)** We need to schedule a 30 minute call to discuss this high priority issue.
- **B)** We need to schedule a 30-minute call to discuss this high priority issue.
- **C)** We need to schedule a 30 minute call to discuss this high-priority issue.
- **D)** We need to schedule a 30-minute call to discuss this high-priority issue.

6. Help the HR director finalize the new employee onboarding checklist! Select ALL the instructions that use perfectly formatted work compounds.

Select all that apply.

- **A)** You must **sign up** for benefits before your first **check-in** with HR.
- **B)** Please **set up** your workstation to ensure **long-term** comfort.
- **C)** You need to **follow-up** with the client to secure their **login** details.
- **D)** We have **a lot** of work to do before the product **roll out** next week.

7. Drag the correct words to complete the project manager's Slack message to the team.

Hey team, I need to _____ a quick meeting to discuss our new _____ app features. I'll schedule a _____ call for tomorrow. Please bring at least one solid _____ to share, and I will _____ with the meeting link shortly!

Choose the correct option for each gap.

Blank 1

- **A)** setup
- **B)** set up
- **C)** set-up

Blank 2

- **A)** customer facing
- **B)** customer-facing

Blank 3

- **A)** 30 minute
- **B)** 30-minute
- **C)** 30-minutes

Blank 4

- **A)** use-case
- **B)** use case
- **C)** usecase

Blank 5

- **A)** follow-up
- **B)** follow up
- **C)** followup

8. Complete the project manager's frantic (but friendly!) Slack message by selecting the correctly formatted compounds.

Hey team, let's schedule a quick _____ call to discuss this _____ project. We need to develop a solid _____ before we launch the new _____ application. If we want to avoid _____ of complaints, we must ensure the _____ data sync works flawlessly!

Choose the correct option for each gap.

Blank 1

- **A)** 30 minute
- **B)** 30 minutes
- **C)** 30-minute

Blank 2

- **A)** high priority
- **B)** highly-priority
- **C)** high-priority

Blank 3

- **A)** use-case
- **B)** usecase
- **C)** use case

Blank 4

- **A)** customer facing
- **B)** customer-face
- **C)** customer-facing

Blank 5

- **A)** alot
- **B)** a-lot
- **C)** a lot

Blank 6

- **A)** real time
- **B)** realtime
- **C)** real-time

9. Help the stressed IT manager complete this urgent email to the team by choosing the correct words.

Please _____ your computers before you leave; we need to perform a full system _____ tonight.

Select one.

- **A)** shutdown / back up
- **B)** shut down / backup
- **C)** shut down / back up
- **D)** shutdown / backup

10. Help the IT manager proofread his frantic morning emails! Select ALL the sentences that use the correct spelling for these common work phrases.

Select all that apply.

- **A)** Make sure to **back up** your files before the daily **shutdown**.
- **B)** We need to schedule a **follow-up** meeting to review the new **rollout**.
- **C)** Please **login** to the portal so we can **setup** your account.
- **D)** The IT team found a clever **work around** for the broken **sign-up** page.