

Successful Business Communications: 8th Grade Worksheet

Business communication is how people share information within a company or with customers, suppliers, and other businesses. Good communication helps people understand each other, solve problems, and work together better. It can include speaking, writing, listening, and using technology like email or video calls. Successful business communication is clear, respectful, and organized.

Fill in the Blank: Fill in the blank with the correct words (the word bank is below):

1. One important part of business communication is being _____ so everyone understands your message.
2. Listening carefully to others shows _____ and helps avoid misunderstandings.
3. Using polite language in emails and meetings shows _____ to coworkers and clients.
4. When giving instructions, it is helpful to be _____ and give step-by-step details.
5. Asking questions if you don't understand something can help prevent _____.

Word Bank:

respect, confusion, clear, organized, attention

Multiple Choice Questions: Choose the correct answer from the choices for each question.

1. What is the main goal of business communication?
 - a) To confuse others.
 - b) To share information and ideas clearly.
 - c) To talk as much as possible.
 - d) To write long emails.

2. Which of the following is NOT a good business communication skill?
 - a) Interrupting others.
 - b) Listening carefully.
 - c) Using polite words.
 - d) Being organized.

Business Communication 8th Edition Answer Key

BM King



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