

Business Communications - Final

1. Which of the following is an effective time management technique?
 - A. Leaving emails unopened
 - B. Organizing paperwork
 - C. Completing projects at the last minute
 - D. Letting someone else pick up the slack
2. Before making a business telephone call, one should...
 - A. Have all relevant documents and information readily available
 - B. Pop a gum or candy in your mouth
 - C. Turn up the radio on your desk
 - D. Start a conversation with your coworker as you're dialing the number
3. When planning a presentation for work, you should always...
 - A. Research your topic thoroughly
 - B. Keep the needs of the audience in mind
 - C. Practice the presentation several times in advance
 - D. All of the above
4. When engaging in face to face communication at work, it is important that you...
 - A. Dominate the conversation as much as possible
 - B. Continuously create disruptions
 - C. Show respect for the other person's point of view
 - D. None of the above
5. Which of the following is a barrier to listening attentively?
 - A. Dislike of the speaker
 - B. Noise and other distractions
 - C. Dislike of the subject
 - D. All of the above
6. When reading an unfamiliar business document, it is wise to...
 - A. Skip the middle and only read the beginning and end of the document
 - B. Take notes for comprehension
 - C. Get someone else to read the document and explain it to you in their own words
 - D. All of the above
7. The person who is placed in the BCC section of your email will...
 - A. Be able to read the entire e-mail without their name appearing in any address bar
 - B. See their name in the To: field of the sent message
 - C. Need you to resend the email because they won't be able to read it
 - D. None of the above
8. If you grunt and mumble under your breath after your manager asks you to do something, they will likely think that...

Business Communications Exam Questions And Answers

S Ben Porath



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Business Communications Exam Questions And Answers Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Business Communications Exam Questions And Answers**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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