

INTRODUCTION TO BUSINESS COMMUNICATION

- 1) ___ conjunctions connect words, phrases, or independent clauses of equal importance.
 - A) Independent
 - B) Qualifying
 - C) Coordinating
 - D) Corrective

- 2) Identify the type of sentence: Be sure your writing avoids double negatives.
 - A) interrogative
 - B) exclamatory
 - C) declarative
 - D) imperative

- 3) A ___ is used to introduce a list.
 - A) semicolon
 - B) complex
 - C) comma
 - D) colon

- 4) Identify the sentence that uses correct punctuation.
 - A) The upper-level executives were not given a bonus this year.
 - B) Believe it or not there is never enough time to spend with my family.
 - C) Before eating dinner; I like to rest.
 - D) Connor our classes star pupil, will not go out and play before a major test.

- 5) The ___ punctuation mark signals the omission from quoted material.
 - A) em dash
 - B) italics
 - C) underlining
 - D) ellipsis

- 6) A ___ is most likely to assist in increasing one's vocabulary.
 - A) geography bee
 - B) meaning checker
 - C) thesaurus
 - D) Youtube video

- 7) ___ is a common approach to improving spelling by using memory devices.
- A) Googlization
 - B) Word sleuthing
 - C) Mnemonics
 - D) Entomology
- 8) The ___ proofreader's mark is used to show move copy to the right.
- A) O
 - B)]
 - C) [
 - D) !
- 9) Identify the number of misspelled words: incredible, inconsistent, inflammable
- A) 0
 - B) 1
 - C) 2
 - D) 3
- 10) Which one of the following is **not** a root word and its derivative?
- A) Pedal – Petals
 - B) Memory – Memorize
 - C) Kind – Kindness
 - D) Simple – Simplify
- 11) _____ sentences request information or ask questions.
- A) Declarative
 - B) Exclamatory
 - C) Interrogative
 - D) Imperative
- 12) David Berlo's oral communication model includes all of the following **except** ____.
- A) Channel
 - B) Receiver
 - C) Sender
 - D) Messenger

- 13) ___ are the most common external barrier to communication in today's society.
- A) Sirens
 - B) Cell phones
 - C) Room temperature
 - D) Dog's barking
- 14) Primary sources of information include things such as ___.
- A) informal conversations
 - B) surveys, interviews, and experiments
 - C) Google search
 - D) company marketing information
- 15) Business messages should generally be written at the ___ grade level.
- A) middle school
 - B) basic elementary
 - C) eighth to eleventh
 - D) twelfth

- 1) C
- 2) D
- 3) D
- 4) A
- 5) D
- 6) C
- 7) C
- 8) B
- 9) C
- 10) A
- 11) C
- 12) D
- 13) B
- 14) B
- 15) C