

## Introduction to Business Communication

- 1) "The hamburger was piled high with juicy, red, thick-sliced tomatoes, crisp dark-red lettuce leaves, and perfect rounds of sliced onion." This is an example of what type of text?
- persuasive
  - descriptive
  - instructional
  - informative

**Competency:** Grammar

- 2) Which plural of the word is **not** correct?
- witch-- witches
  - cactus-- cacti
  - Jones-- Joneses
  - ski--skiis

**Competency:** Grammar

- 3) What punctuation mark should be used after an interjection such as Hey used at the beginning of a sentence?
- period
  - quotation marks
  - exclamation mark
  - question mark

**Competency:** Punctuation and capitalization

- 4) Which one of the following is a definition for a semicolon?
- joins two independent clauses together with a conjunctive adverb
  - is generally confined to cases where there is a sudden break from the general run of the passage
  - used before a list or an explanation that is preceded by a clause that can stand by itself
  - separates independent clauses when they are joined by coordinating conjunctions

**Competency:** Punctuation and capitalization

5) Which one of the following words is spelled correctly?

- a. familys
- b. doubtfull
- c. leisure
- d. rateing

**Competency:** Spelling

6) Pick the sentence that is keyed exactly like this one. The blue automobile gets 27.1 miles per gallon.

- a. The b1ue automobile gets 27.1 miles per gallon.
- b. The blue automobile gets 27.1 miles per gall0n.
- c. The blue automobile gets 27.1 miles per gallon.
- d. The blue automobile gets 27.1 miles per gallon.

**Competency:** Proofreading and editing

7) There is always one group that opposes all suggestions. That \_\_\_\_\_ always resists change.

- a. faction
- b. herd
- c. heard
- d. fraction

**Competency:** Word definition and usage

8) Which is the best wording?

- a. I like her very much.
- b. I like her immensely.
- c. I like her a lot.
- d. I like her I like her allot.

**Competency:** Word definition and usage

9) What is the poorest reason for using bias-free language?

- a. to be politically correct
- b. to treat others with respect
- c. to avoid hurting other's feelings
- d. to avoid offending others

**Competency:** Oral communication concepts

10) Scatter, column, bar, and pie are types of:

- a. tables
- b. enumerations
- c. charts
- d. lists

**Competency:** Reading comprehension

**ANSWER KEY**

- 1. B
- 2. D
- 3. C
- 4. A
- 5. C
- 6. D
- 7. A
- 8. B
- 9. A
- 10. C