

Introduction to Business Communication - 2006 SLC

- 1) Because listening requires such a high level of concentration, uninteresting subjects that cross our listening path should be dismissed.
A) True
B) False
- 2) The primary focus of your communication should be on your feelings as the writer.
A) True
B) False
- 3) Good listening skills can improve speaking skills.
A) True
B) False
- 4) To emphasize a word or idea, place it first or last in a sentence.
A) True
B) False
- 5) The symbol # means to insert a number.
A) True
B) False
- 6) When proofreading, do not make any marks on the hard copy.
A) True
B) False
- 7) Capitalize only school subjects that are a language or that express the official title of the course.
A) True
B) False
- 8) Capitalize all words in a complimentary close.
A) True
B) False
- 9) When proofreading, read the text initially for content.
A) True
B) False
- 10) For proofreading and editing ease, documents should be double spaced.
A) True
B) False
- 11) The spell check feature on the computer takes care of all spelling errors.
A) True
B) False
- 12) In running text, do not capitalize a title following a person's name.
A) True
B) False
- 13) When preparing a presentation, it is not necessary to seek input from others.
A) True
B) False
- 14) Always memorize a presentation rather than using brief note cards.
A) True
B) False
- 15) Analyzing the audience is a critical point in planning your presentation.
A) True
B) False

- 16) Listening skills are crucial to decision making.
A) True
B) False
- 17) The content of an oral presentation is secondary to the delivery style.
A) True
B) False
- 18) Writer's block is caused primarily by a weak vocabulary.
A) True
B) False
- 19) Nicknames, used in place of proper nouns, are not capitalized.
A) True
B) False
- 20) The names of holidays are capitalized.
A) True
B) False
- 21) We recently traveled to Virginia, and went down the Potomac River.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 22) Favre played the first half at the quarterback position, Sampson played quarterback during the second half.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 23) Curtis has a solution, and I think he will share it with us tomorrow.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 24) Our school has several problems; such as overcrowded classes and a lack of supplies.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 25) My father buys a new automobile quite frequently; for example, this year he bought a Cadillac after buying a Corvette just 15 months ago.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 26) Although the newly-developed index has several weaknesses, it still is a very useful tool.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 27) As soon as you send us your purchase order we will ship your replacement parts within 24 hours.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 28) To complete all your assignments on schedule requires appropriate discipline on your part.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 29) No, you will not be expected to conduct all the exit interviews.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 30) The ten questions, that Mike did not answer, were the most interesting ones.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 31) Relatively few of your classes, however, are taught in the Tanner Building.

- A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 32) Chad is preparing an article on “The Office of the Future”.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 33) My father moved to Roanoke, Virginia, on June 1, 2004, and immediately began looking for work.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 34) The question we want answered, Ms. Cate, is whether the Bartlett Project will be finished this month
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 35) Ms. Colling quietly said, “It would be nice if a normal shareholder could read the annual report and say, ‘I see how the company is doing that.’”
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 36) I still remember reading “Laughter Is the Best Medicine” in issues of Reader’s Digest.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 37) Artificial intelligence is hard to define everyone has a different image.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 38) Only one person—Mr. South—is eligible for a promotion.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 39) Are you prepared to answer all the essay questions on the test, Peggy?
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 40) Where will the next Summer Olympics be held? In Greece? In China? In Canada?
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 41) The buyers and the seller’s signatures are required.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 42) I asked him “where he was going?”
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 43) The president is an ex officio, nonvoting member of that committee.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 44) Business organizations, as a rule, foster conformity.
A) This sentence has incorrect punctuation.
B) This sentence has correct punctuation.
- 45) Which word is spelled incorrectly?
A) decision
B) pamphlet
C) occasion
D) none of them

- 46) Which word is spelled incorrectly?
A) athletics
B) weird
C) gaurantee
D) none of them
- 47) Which word is spelled incorrectly?
A) library
B) none of them
C) priviledge
D) ninth
- 48) Which word is spelled incorrectly?
A) recieve
B) eligible
C) occasionally
D) none of them
- 49) Which word is spelled incorrectly?
A) embarrass
B) none of them
C) maintenance
D) questionnaire
- 50) Which word is spelled incorrectly?
A) similar
B) none of them
C) exaggerate
D) convenience
- 51) Which word is spelled incorrectly?
A) preceed
B) none of them
C) accidentally
D) referred
- 52) Which word is spelled incorrectly?
A) none of them
B) auxiliary
C) canceled
D) absense
- 53) Which word is spelled incorrectly?
A) definite
B) none of them
C) liaison
D) develop
- 54) Which word is spelled incorrectly?
A) quantity
B) none of them
C) itinerary
D) seperate
- 55) The first quarter sales showed an increase of _____ percent in each of our divisions.
A) twenty
B) 20
- 56) Julia mailed copies of the announcement on March _____.
A) 1st
B) 1

- 57) She mailed the copies of the announcement to our office on _____ Street.
A) Fourth
B) 4th
- 58) The fee of _____ is the same amount that was charged last year.
A) \$162.00
B) \$162
C) 162 dollars
- 59) The fee was less than _____ the amount charged by the competitors.
A) 1-half
B) $\frac{1}{2}$
C) one-half
- 60) The _____ employees in the unit were surveyed concerning their opinions.
A) eleven
B) 11
- 61) I left _____ package by the door.
A) there
B) their
- 62) Stan and I are going, _____, if you have room for us.
A) to
B) too
C) two
- 63) The counselor gave excellent _____ to the students.
A) advise
B) advice
- 64) We drove _____ the stadium on the way to the airport.
A) past
B) passed
- 65) The correspondence manual can be easily _____ to our needs.
A) adopted
B) adapted
- 66) Our department has _____ sent registration fees for the technology conference.
A) already
B) all ready
- 67) Unfortunately, we cannot _____ your offer.
A) except
B) accept
- 68) The new logo must be included on our company _____.
A) stationery
B) stationary
- 69) The decision to leave my position was a very _____ one.
A) personnel
B) personal
- 70) The fifth item is the _____ topic on the agenda.
A) principle
B) principal
- 71) I _____ a little late for our conference.
A) maybe
B) may be

- 72) Have you located an appropriate _____ for the construction?
A) sight
B) cite
C) site
- 73) Have you seen my glasses? I last seen them this morning.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 74) I drove the pickup all the way to California. Have you ever drove one that far?
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 75) The sun had risen before the alarm went off
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 76) We payed our mortgage payment by the 15th of the month.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 77) We did nothing but lay in the shade today.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 78) Please find out where the old shipping records were taken to.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 79) Cliff asked for permission from both Sondra and me.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 80) The goals for the department were set by Marilyn and myself.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 81) Just between you and I, let me assure you that Shelley was the cause of the problems.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 82) The teachers liked the idea more than we.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 83) Have you tried the lunches in the cafeteria since the new chefs began working?
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 84) The Mitchell's have not yet picked up their new automobile.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 85) The only ones available for the meeting were we.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 86) Both my brother-in-laws have recently changed occupations.
A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 87) My favorite place to shop is the womens' department at the mall.

- A) This sentence has incorrect grammar.
B) This sentence has correct grammar.
- 88) Our office building is in need of repair on the outside and remodeling on the inside.
A) simple sentence
B) complex sentence
C) compound sentence
- 89) We have called an interior decorator, but he is out of town until next week.
A) simple sentence
B) compound sentence
C) complex sentence
- 90) The ceiling in Mr. South's office is stained from the last rainstorm.
A) complex sentence
B) compound sentence
C) simple sentence
- 91) When the carpenters repair the roof, they plan to install a new chimney.
A) complex sentence
B) compound sentence
C) simple sentence
- 92) Because we want to take advantage of the furniture sales, we must choose the color schemes now.
A) simple sentence
B) compound sentence
C) complex sentence
- 93) The project will be finished in time for our seminar; thus, we can have an open house at that time.
A) compound sentence
B) complex sentence
C) simple sentence

Use for the next 7 questions: Proofread the following sentence which may include errors in spelling, punctuation, grammar, typographical, capitalization, plurals, possessives, and numbers.

- 94) The President, Whitt Voiers, will address the faculty tomorrow afternoon.
A) This sentence is incorrect.
B) This sentence is correct.
- 95) Among those attending the opening was the banker Curt South.
A) This sentence is incorrect.
B) This sentence is correct.
- 96) Smoke damaged five dresses, eight suits, and 11 coats.
A) This sentence is incorrect.
B) This sentence is correct.
- 97) The chairperson called the meeting to order the committee members took their places, and the hearing began.
A) This sentence is incorrect.
B) This sentence is correct.
- 98) All students, who are members of the Safari Club, will be excused at two o'clock today.
A) This sentence is incorrect.
B) This sentence is correct.
- 99) Hollywood California and Hollywood, Florida are two well-known cities.
A) This sentence is incorrect.
B) This sentence is correct.
- 100) If you arrive by noon, call me.
A) This sentence is incorrect.
B) This sentence is correct.