

Question 1

An effective visual includes a _____, which offers additional discussion of the visual's content.

- A) title
- B) legend
- C) caption
- D) figural

Answer: <https://biology-forums.com/index.php?topic=637545>

Question 2

As a rule, keep subject lines and headlines to around _____ when writing messages for smartphone users.

- A) 25 characters
- B) 75 characters
- C) 100 characters
- D) 140 characters

Answer: <https://biology-forums.com/index.php?topic=637151>

Question 3

At the last staff meeting, someone suggested that using parliamentary procedure would help make the meetings more efficient. To learn more about parliamentary procedure, which of the following should you consult?

- A) SEC Standards of Ethics
- B) Robert's Rules of Order
- C) Generally Accepted Accounting Principles
- D) Fundamental Meeting Management

Answer: <https://biology-forums.com/index.php?topic=636788>

Question 4

Take extra copies of your résumé with you to an interview.

True or False?

Answer: <https://biology-forums.com/index.php?topic=638699>

Question 5

Printed materials that you give to the audience to supplement your presentation should be

- A) incidental to your overall presentation strategy.
- B) an integral part of your presentation strategy.
- C) distributed to your audience during your presentation.
- D) out of sync with your slides and your spoken message.

Answer: <https://biology-forums.com/index.php?topic=638357>

Question 6

What three functions do effective headings serve in business documents? Explain each one.

Answer: <https://biology-forums.com/index.php?topic=637189>

Question 7

A message that is intended to mislead or manipulate the audience is unethical, even if its content is true.

True or False?

Answer: <https://biology-forums.com/index.php?topic=636739>

Question 8

In corresponding with customers, making statements such as, "Thank you for purchasing the most durable notebook computer you can buy" is

- A) to be avoided in routine positive messages.
- B) a good way to build customer relationships.
- C) an important part of all negative responses to claim letters.
- D) all of the above.

Answer: <https://biology-forums.com/index.php?topic=637608>

Question 9

To reject someone as clearly and kindly as possible, do all of the following except

- A) use phrases such as, "Much as I would like to help you."

- B) de-emphasize the bad news.
- C) use a conditional statement.
- D) tell the audience what you can or will do rather than what you cannot or will not do.

Answer: <https://biology-forums.com/index.php?topic=637715>

Question 10

Which of the following sentences contains a camouflaged verb?

- A) Some do; others don't.
- B) She is a marketing manager but also serves as ad manager.
- C) The recommendation of the committee is to proceed as planned.
- D) He slowly, deliberately added the numbers.

Answer: <https://biology-forums.com/index.php?topic=637196>

Question 11

In a _____, one or more interviewers meet with several candidates at the same time.

- A) conversational interview
- B) stress interview
- C) group interview
- D) behavioral interview

Answer: <https://biology-forums.com/index.php?topic=638644>

Question 12

You will communicate more successfully with an international audience if you speak slowly and distinctly and pause frequently.
True or False?

Answer: <https://biology-forums.com/index.php?topic=638188>

Question 13

To hold your audience's attention during the body of your speech

- A) make at least seven or eight main points.
- B) include numerous abstract ideas.
- C) relate your subject to your audience's needs.
- D) do all of the above.

Answer: <https://biology-forums.com/index.php?topic=638239>

Question 14

Respecting the chain of command is an important element of effective email messages.
True or False?

Answer: <https://biology-forums.com/index.php?topic=637308>

Question 15

Most business presentations are intended to

- A) entertain or enlighten the audience.
- B) showcase your presentation skills.
- C) inform or persuade the audience.
- D) amaze the audience with technology.

Answer: <https://biology-forums.com/index.php?topic=638183>

Question 16

What should you keep in mind when you're deciding what to include in a message of condolence?

Answer: <https://biology-forums.com/index.php?topic=637658>

Question 17

When adapting graphics for slides

- A) reduce the amount of detail.
- B) use full numbers, such as 2015, rather than '15.
- C) avoid using arrows or boldface type.
- D) don't use more than eight or nine graph lines.

Answer: <https://biology-forums.com/index.php?topic=638340>

Question 18

The concept of _____ refers to the ability to relate to the needs of others, which is a vital characteristic of successful managers and leaders.

- A) interpersonal adaptability
- B) relational franchising
- C) emotional intelligence
- D) macro-generational empathy

Answer: <https://biology-forums.com/index.php?topic=636661>

Question 19

_____ is the tendency to judge all other groups according to your own group's standards, behaviors, and customs.

- A) Xenophobia
- B) Ethnocentrism
- C) Stereotyping
- D) Cultural pluralism

Answer: <https://biology-forums.com/index.php?topic=636866>

Question 20

When preparing a formal report that will be bound, leave at least a

- A) uniform 2-inch margin on all sides.
- B) 2-inch margin at the top and bottom and a 1-inch margin on the sides.
- C) 1-inch margin on three sides and a 1 1/2-inch margin on the bound side.
- D) uniform 1 1/2-inch margin on all sides.

Answer: <https://biology-forums.com/index.php?topic=638781>