

Question 1

_____ communication like a head shake can vary significantly between cultures.

Answer: <https://biology-forums.com/index.php?topic=781719>

Question 2

Avoid the use of words like "economical" or "luxurious" to prepare readers for the price of a certain product; it is always more effective to just state the price.

Answer: <https://biology-forums.com/index.php?topic=782597>

Question 3

Visuals for presentations need to be simpler than visuals for printed documents.

Answer: <https://biology-forums.com/index.php?topic=782991>

Question 4

A good buffer establishes _____ with the reader.

Answer: <https://biology-forums.com/index.php?topic=782470>

Question 5

Not all formal reports have a title-fly because it is optional.

Answer: <https://biology-forums.com/index.php?topic=782854>

Question 6

In any document, headings in a series should always be _____.

- A. informative
- B. descriptive
- C. grammatically parallel
- D. self-contained

Answer: <https://biology-forums.com/index.php?topic=781990>

Question 7

During the planning stage of presentations, if you define your main idea, limit your scope and verify timing, and outline your content, you are _____.

- A. analyzing the situation
- B. gathering information
- C. organizing information
- D. selecting the right medium

Answer: <https://biology-forums.com/index.php?topic=782916>

Question 8

An open-ended interview where the interviewer adapts his or her line of questioning based on the answers you give and any questions you ask is still a _____ meeting.

- A. professional
- B. informal
- C. casual
- D. selection

Answer: <https://biology-forums.com/index.php?topic=783190>

Question 9

The indirect approach is meant to obscure bad news, delay it, or limit your responsibility.

Answer: <https://biology-forums.com/index.php?topic=782445>

Question 10

How does your online image work as a career management tool? How would you present the "story of you" in an e-portfolio?

Answer: <https://biology-forums.com/index.php?topic=783165>

Question 11

You'll want to start most projects by conducting secondary research first.

Answer: <https://biology-forums.com/index.php?topic=782708>

Question 12

One aspect that is common across cultures is that _____.

- A. men hold most positions of authority
- B. age earns respect and increasing power and freedom
- C. nonverbal signs like gestures or facial expressions are interpreted the same way
- D. men and women tend to have slightly different communication styles

Answer: <https://biology-forums.com/index.php?topic=781547>

Question 13

Briefly describe at least four factors to consider in choosing a medium for your message.

Answer: <https://biology-forums.com/index.php?topic=781861>

Question 14

_____ language usually happens naturally with persuasive messages because you are promoting an idea or a product you believe in.

Answer: <https://biology-forums.com/index.php?topic=782608>

Question 15

A _____ resumé emphasizes your skills and capabilities, identifying employers and academic experience in subordinate sections.

Answer: <https://biology-forums.com/index.php?topic=783142>

Question 16

IM conversations should not be planned; they should be spontaneous and natural.

Answer: <https://biology-forums.com/index.php?topic=782186>

Question 17

Liam is appreciated for his visual literacy by his manager. Given the importance of visuals in today's business environment, it has become a key business skill. Liam is appreciated because of his ability to _____.

- A. manipulate visual media
- B. take pictures
- C. create effective images
- D. to create effective images and to correctly interpret visual messages

Answer: <https://biology-forums.com/index.php?topic=782825>

Question 18

Describe the three main types of logical appeals.

Answer: <https://biology-forums.com/index.php?topic=782617>

Question 19

In a negative message using the indirect approach, well-written reasons are NOT _____.

- A. individualized
- B. positive
- C. apologetic
- D. detailed

Answer: <https://biology-forums.com/index.php?topic=782396>

Question 20

Dennis is giving his first training presentation to his team. His manager has asked Dennis to make sure his presentation fits the allotted time, since there are other presentations following his. Therefore Dennis should limit his _____.

Answer: <https://biology-forums.com/index.php?topic=783009>