

Business Communication Final Exam Continued

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|--|---------------------------|
| 1. The presentation of someone else's ideas or words as your own. | A. Graphics |
| 2. All types of illustrations used in written and spoken reports. | B. Phonation |
| 3. A graphic used to compare quantities. | C. Internal Proposals |
| 4. A graphic that shows how the parts of a whole are distributed. | D. Bar Chart |
| 5. A graphic that shows geographic relationships. | E. Oral Briefings |
| 6. Short summary of the essential elements in an entire report. | F. Map |
| 7. May include all materials used in the research but not appropriate to be included in the report itself. | G. Short Reports |
| 8. Reports that include only the minimum supporting materials to achieve effective communication. | H. Unsolicited Proposal |
| 9. Proposals used by managers to justify or recommend purchases or changes in the company. | I. Executive Summary |
| 10. A proposal prepared by an individual or firm who sees a problem to be solved and proposes a solution. | J. Plagiarism |
| 11. Informal presentations prepared and presented with little time for planning and delivering. | K. Addenda |
| 12. A presentation in which a speaker is called on without prior notice. | L. Impromptu Presentation |
| 13. The production and variation of a speaker's vocal tone. | M. Articulation |
| 14. Smooth, fluent and pleasant speech. | N. Pie Chart |

Business And Administrative Communication Exam Questions

Jianjun Gao



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