**DO NOT WRITE ON TEST**



**BUSINESS COMMUNICATION SKILLS CONCEPTS**

**~OPEN EVENT~**

(995)

**REGIONAL 2022**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_\_\_100 Points**

**Test Time: 60 minutes**

**MULTIPLE CHOICE**

Identify the choice that *best* completes the statement or answers the question.

1. Persons who just recently graduated from college should complete a resume that includes \_\_\_\_\_\_.
2. accomplishments from junior high and high school
3. multiple pages including personal information such as hobbies
4. an objective statement, three references, and all social media accounts
5. one page focusing on their recent accomplishments and education

2. Group discussion to produce ideas or solve problems is referred to as \_\_\_\_\_\_.

a. communication

b. group dynamics

c. brainstorming

d. ethical behavior

3. Due to the increase use of technology in today’s workplace, resumes are no longer used for the hiring process.

a. True

b. False

4. During the mediation process, a mediator might ask employees to think about how the other person is feeling to show \_\_\_\_\_\_ for the other person feelings.

a. empathy

b. kindness

c. collaboration

d. patience

5. Job applications can be used to fire an employee if the applicant supplied false information.

a. True

b. False

6. Which of the following interview questions would be considered illegal to ask during an interview?

a. Tell me a little about yourself.

b. What do you consider your greatest strength?

c. If you could be any animal, what would you be?

d. Are you currently married?

7. It is recommended that you read through the job application before you begin completing it.

a. True

b. False

8. Which of the following documents might you be asked to send with your resume?

a. Birth Certificate

b. Driver’s License

c. Cover Letter

d. Diploma

9. For an interview that is scheduled for 9:00 am, it is recommended that you arrive \_\_\_\_\_\_.

a. at 8:50 am

b. at 8:30 am

c. at 9:00 am

d. no later than 9:05 am

10. At the conclusion of your interview it is rude to ask the interview any questions.

a. True

b. False

*Match the types of non-verbal communication with the correct example.*

11. Sounds a. Winking

12. Eye Movement b. Nodding

13. Facial Expressions c. Waving

14. Body Contact d. Frown

15. Posture e. Shaking Hands

f. Slouching

g. Laughing

*Choose the correct spelling of the word.*

16. a. Absence

b. Absense

17. a. Embarrass

b. Embarass

18. a. Maintainance

b. Maintenance

19. a. Miniature

b. Minture

20. a. Definite

b. Definate

21. a. Hygene

b. Hygiene

22. a. Misspell

b. Mispell

23. a. Necessary

b. Neccessary

24. a. Ocasion

b. Occasion

25. a. Presance

b. Presence

26. a. Twelth

b. Twelfth

27. a. Referred

b. Refered

28. a. Vacuum

b. Vaccuum

29. a. Success

b. Sucess

30. a. Writting

b. Writing

31. a. Recommend

b. Reccomend

32. a. Pursue

b. Persue

33. a. Potatoe

b. Potato

34. a. Calender

b. Calendar

35. a. February

b. Febuary

*Choose the correct sentence*.

36. a. Our principle will not allow us to wear hats in the building.

b. Our principal will not allow us to where hates in the building.

c. Our Principal will not allow us to wear hats in the building.

d. Our principal will not allow us to wear hats in the building.

37. a. Her secretary made the reservation at the restaurant.

b. Her secratary made the reservation at the restaurant.

c. Her secretary made the reservation at the restarant.

d. Her secretary makes reservations at the restarant.

38. a. I really need a reciept.

b. I realy need that receipt.

c. I really need a receipt.

d. I realy need a reciept.

39. a. Whether or not you agree with me, the facts are the facts.

b. Weather or not you agree with me, the facts are the facts.

c. Wither or not you agree with me, the facts are the facts.

d. Wheather or not you agree with me, the facts are the facts.

40. a. Until the accident, he was not very religous.

b. Untill the accident, he was not very religious.

c. Until the accident, he was not very religious.

d. Unitll the accident, he was not very religious.

41. a. To get your diploma, you need to take three years of a foriegn language.

b. To get you’re diploma, you need to take three years of a foreign langugaue.

c. To get you’re diploma, you need to take three years of a foreign language.

d. To get your diploma, you need to take three years of a foreign language.

42. a. Are we ready to proceed?

b. Our we ready to proceed?

c. Are we ready to precede?

d. Our we ready to precede?

43. a. Four our group, she reigns over the towers.

b. For our group, she reins over the towers.

c. Four are group, she reigns over the towers.

d. For our group, she reigns over the towers.

44. a. I expect the midterm to affect my grade.

b. I accept the midterm to effect my grade.

c. I expect the midterm to effect my grade.

d. I accept the midterm to affect my grade.

45. a. There over there waiting for their luggage.

b. They’re over there waiting for their luggage.

c. They’re over their waiting for their luggage.

d. There over their waiting for there luggage.

46. a. Sometimes I want to say that you’re awesome, but I didn’t have the nerve.

b. Sometimes I want to say that your awesome, but I didn’t have the nerve.

c. Sometimes I want to say that your awesome, but I don’t have the nerve.

d. Sometimes I want to say that you’re awesome, but I don’t have the nerve.

47. a. Its possible to ensure the repair bill will be paid.

b. It’s possible to insure the repair bill will be paid.

c. It’s possible to ensure the repair bill will be paid.

d. Its possible to insure the repair bill will be paid.

48. a. Which edition are you reading?

b. Witch edition are you reading?

c. Which addition are you reading?

d. Witch addition are you reading?

49. a. Have you mowed over the whole yet?

b. Have you mode over the hole yet?

c. Have you mowed over the hole yet?

d. Have you mode over the whole yet?

50. a. Able was so horse during his speech that we could not understand him.

b. Abel was so hoarse during his speech that we could not understand him.

c. Abel was so horse during his speech that we couldn’t understand him.

d. Able was so hoarse during his speech that we couldn’t understood him.