

Business Communication - Answer Key (Chapters 1-7)

Chapter 1 - Communication in a Global Workplace Environment

1. Communication skills

- a. are not as important as technical skills for career success.
- b. are not necessary in today's competitive job market.
- **c. are ranked by recruiters at the top of qualities they most desire in job seekers.**
- d. cannot be learned; they are innate.

2. Which of the following statements is most accurate?

- a. Because today's workers are more geographically dispersed, the need for well-written messages has declined.
- b. Employers rank oral and written communication skills as less valuable than hard skills such as mathematical computation, computer literacy, and troubleshooting.
- **c. Communication skills are critical to your job placement, performance, career advancement, and organizational success.**
- d. Business letters and interoffice memoranda remain the top forms of business correspondence.

3. On the job you are more likely to be taken seriously and promoted if you

- **a. look and sound professional.**
- b. frame your degree or certificate and hang it on your office or cubicle wall.
- c. appear to be busy even when you're not really doing anything.
- d. attend office parties.

Chapter 2 - Planning Business Messages

1. Which of the following represents a goal for business writers?

- a. You should concentrate on your feelings in business messages.
- **b. You should get your audience to believe and accept your ideas.**
- c. You should create messages that are lengthy to demonstrate your superior intellect and language skills.

Business Communication Answers

D Keegan



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