**Business Comm II STATE CTE TEST – Review NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Voice qualities – Name 3…..\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Types of speeches – Name 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What should you know before going to deliver a speech

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Primary vs. secondary sources of information –
2. Primary:
3. Secondary:
4. What is paraphrasing?
5. What is the definition of these types of reports:

Analytical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Informational \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Persuasive \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What should be included on a report’s title page?
2. What is an appendix (in reference to a report)?
3. Reasons to include headings in a report
4. Should you use citations in the introduction of a report? YES / NO
5. What is plagiarism?
6. Internet citation—what does it include?
7. Using graphics in a report you should L\_\_\_\_\_\_\_\_\_\_ anad S\_\_\_\_\_\_\_\_\_\_ source.
8. What is the order of formal report -- There are 6 parts
9. What is a LAN?
10. What is a File extension?
11. Name 3 software applications

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is it ever legal to copy software? Explain…
2. What “case” are Capital letters?
3. Chronological resume emphasis is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What should be included in last paragraph of a cover (application) letter?
5. Give TWO examples of “open ended” interview questions:

a.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are three characteristics that you need when interviewing….

A\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What should you use to fill out a job application on site?
2. What dress is appropriate for job interviews?
3. What is the main purpose of a follow-up letter after an interview?
4. What are 3 questions that are not appropriate for interviewer to ask?
5. What should a FUNCTIONAL resume emphasize?
6. Name 3 appropriate questions for interviewee (you, if you are interviewing for job) to ask?
7. What would you use slide sorter view for in PowerPoint?
8. What nonverbal gesture would be most likely to keep your audience involved when giving a speech?
9. What are the three parts of communicating a message? Explain each…
10. E\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. What is an APPENDIX?
14. What is included in an Appendix: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (an addition to completed document/paper—*to explain changes or details)*
15. These careers are considered to have BIAS in their titles….WHY?

* *Waitress*
* *Policeman*
* *Stewardess*

1. What color of pen would you use to fill out an employment application?
2. How would you represent STATISTICAL DATA best in a report?