Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUSINESS COMM. II – Technology & Employment**

*Use the Internet or textbooks to review and learn about technology and employment practices.*

1. List FIVE different types of SOFTWARE…. *Explain what they are each used fo*
2.
3.
4.
5.
6.
7. What are THREE things that will make a Resume SCANNABLE?
8.
9.
10.
11. What is the BEST and MOST used paper weight for a paper RESUME?
12. How do companies most often find their employees?
13. On an employment application, what word/words should you put down when they ask about what you would like for a salary?
14. What should you ask for in the last paragraph of a COVER LETTER or LETTER OF APPLICATION?
15. If you are an employee and need to make sure you give ETHICAL SERVICE to your customers, what does that require?
16. Why does a company or school need a LAN network?
17. What is usually included in an APPENDIX in a research report?
18. Find SEVEN types of GRAPHIC FILE EXTENSIONS and label what they are used for.
19. *.jpeg image format for photos (EXAMPLE)*
20.
21.
22.
23.
24.
25.