

Saylor -
Corporate
Communication
BUS210 -
Quiz1

Author: Theo Ark

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4. Chapter: Saylor - Corporate Communication BUS210 - Quiz1

1. Saylor - Corporate Communication BUS210 - Quiz1 Questions

4.1.1. A former State Department spokesperson has been quoted as saying, "...

Author: Theo Ark

A former State Department spokesperson has been quoted as saying, "What you heard is not what I meant." This statement acknowledges how negotiating and confirming meaning is an important part of the communication process. Which communication model focuses on this issue?

Select one:

Please choose only one answer:

- Negotiable
- Interpersonal
- Intrapersonal
- Transactional
- Constructivist

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [A former State Department spokesperson has been Theo Ark Saylor -](http://www.quizover.com/question-a-former-state-department-spokesperson-has-been-theo-ark-saylor)

Flashcards:

<http://www.quizover.com/flashcards/question-a-former-state-department-spokesperson-has-been-theo-ark-sayl?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-a-former-state-department-spokesperson-has-been-theo-ark-sayl?pdf=1610>

4.1.2. Which statement is true about how an employee communicates in the w...

Author: Theo Ark

Which statement is true about how an employee communicates in the workplace?

Select one:

Please choose only one answer:

- How an employee communicates verbally represents only the employee and not the employer.
- How an employee communicates verbally, represents only the employer and not the employee.
- How an employee communicates in writing represents only the employee and not the employer.
- How an employee communicates verbally and in writing represents the employee and the employer.
- How an employee communicates verbally and in writing, represents only the employer and not the employee

Check the answer of this question online at QuizOver.com:

Question: [Which statement is true about how an employee Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-statement-is-true-about-how-an-employee-theo-ark-saylor?pdf=1610>

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4.1.3. Most of the data entry personnel at your company are female. When y...

Author: Theo Ark

Most of the data entry personnel at your company are female. When you prepare a memo to them about anticipated mandatory overtime, should you discuss child care issues in that memo?

Select one:

Please choose only one answer:

- Yes, because it is fair to acknowledge their circumstances.
- No, because women who work should not be having children.
- No, but you should be clear and specific about what you will require of them.
- Yes, because the "golden rule" is to treat others as you would want to be treated.
- No, because to acknowledge the women's circumstances, but not the men's circumstances, is not fair

Check the answer of this question online at QuizOver.com:

Question: [Most of the data entry personnel at your company Theo Saylor - Quest](#)

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4.1.4. Source is one of the eight essential components of communication. W...

Author: Theo Ark

Source is one of the eight essential components of communication. Which of the following is the best description of source?

Select one:

Please choose only one answer:

- Produces the meaning
- The response to messages
- The setting, scene, or expectations
- The physical or psychological atmosphere
- Imagines, creates, and sends the messages

Check the answer of this question online at QuizOver.com:

Question: [Source is one of the eight essential components Theo Ark Saylor -](#)

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4.1.5. Why is jargon considered a barrier to communications?

Select one:

Author: Theo Ark

Why is jargon considered a barrier to communications?

Select one:

Please choose only one answer:

- Jargon is racist.
- Jargon is sexist.
- Jargon is once-clever words or phrases that have lost their impact through overuse and time.
- Jargon uses existing or newly invited words in a non-conventional way, and the new meaning has not yet reached the mainstream.
- Jargon is occupation-specific, and individuals who are new to the field or outside of the field may not understand the reference.

Check the answer of this question online at QuizOver.com:

Question: [Why is jargon considered a barrier to communications Theo Saylor](#)

Flashcards:

<http://www.quizover.com/flashcards/question-why-is-jargon-considered-a-barrier-to-communications-theo-say?pdf=1610>

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4.1.6. Which of the following are suggestions for conducting on-camera pre...

Author: Theo Ark

Which of the following are suggestions for conducting on-camera presentations?

Select one:

Please choose only one answer:

- When talking on camera, be funny or entertaining to keep people engaged.
- Ensure two people are on camera at all times so the presentation is not boring.
- When talking to a camera, you should relate to it as another person in the room.
- Use a speech prompter to ensure you convey every word of your message as written.
- Use big gestures because the camera minimizes the impact of the subject's movement.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following are suggestions for Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-of-the-following-are-suggestions-for-theo-ark-saylor-qu?pdf=1610>

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4.1.7. When might race and gender legitimately enter into the subject of c...

Author: Theo Ark

When might race and gender legitimately enter into the subject of communication?

Select one:

Please choose only one answer:

- When considering people for promotions
- When discussing why you like a co-worker
- When developing contests to motivate a team
- When discussing target customer characteristics
- When discussing why you do not like a co-worker

Check the answer of this question online at QuizOver.com:

Question: [When might race and gender legitimately enter Theo Ark Saylor - Quest](#)

Flashcards:

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4.1.8. There are three types of messages. Select the answer below that lis...

Author: Theo Ark

There are three types of messages. Select the answer below that lists the three types accurately.

Select one:

Please choose only one answer:

- Ethos, pathos, and logos
- Primary, good news, and last news
- Primary, secondary, and auxiliary
- Primary, secondary, and last news
- Good news, last news, and neutral news

Check the answer of this question online at QuizOver.com:

Question: [There are three types of messages. Select the Theo Ark Saylor - Quest](#)

Flashcards:

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4.1.9. Understanding your audience and tailoring your message contributes ...

Author: Theo Ark

Understanding your audience and tailoring your message contributes to the success of your communication. Utilizing perceptual strategies can assist you in doing this. Which perceptual strategy calls for the recognition that even though you may interact with multiple people from the same culture, they are still individuals with their own set of experiences, values, and interests?

Select one:

Please choose only one answer:

- Check your perceptions
- Become an active part of the group
- Become aware of your surroundings
- Recognize each person's unique frame of reference
- Become aware of the role perception plays in communication

Check the answer of this question online at QuizOver.com:

Question: [Understanding your audience and tailoring your Theo Ark Saylor -](#)

Flashcards:

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4.1.10. Which of the following is the best definition of mutuality?

Select...

Author: Theo Ark

Which of the following is the best definition of mutuality?

Select one:

Please choose only one answer:

- Examining various viewpoints and taking steps to ensure that communication is ethnocentric.
- Evaluating viewpoints and taking steps to ensure that all communication only serves one purpose.
- Examining various viewpoints, avoiding common ground, and taking steps to ensure that communication is ethnocentric.
- Evaluating the value of viewpoints, finding common ground, and taking steps to ensure that communication is exclusive.
- Examining various viewpoints, finding common ground, and taking steps to ensure that communication is inclusive and not ethnocentric.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is the best definition Theo Ark Saylor - Quest](#)

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4.1.11. An ambitious middle-aged commuter stops thinking about her job to l...

Author: Theo Ark

An ambitious middle-aged commuter stops thinking about her job to listen to your advertisement playing on her car radio because it begins with the well-known 1970s song "I Am Woman." Which audience trait did you use to successfully attract her attention?

Select one:

Please choose only one answer:

- Honesty
- Linguistic
- Reciprocity
- Democratic
- Demographic

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [An ambitious middle-aged commuter stops thinking Theo Saylor - Quest](#)

Flashcards:

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4.1.12. Carlo is listening to a peer share their perspective. Which action ...

Author: Theo Ark

Carlo is listening to a peer share their perspective. Which action can Carlo to show that he is listening actively?

Select one:

Please choose only one answer:

- Interrupt with questions
- Ask questions to challenge the speaker's intellect
- Repeat the phrase, "I hear you" after each sentence
- Check for environmental distractions every few seconds
- Restate the message in his own words to ensure understanding

Check the answer of this question online at QuizOver.com:

Question: [Carlo is listening to a peer share their Theo Ark Saylor - Corporate](#)

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4.1.13. If you were asked to write a section of a company report, which typ...

Author: Theo Ark

If you were asked to write a section of a company report, which type of writing style would you use and why?

Select one:

Please choose only one answer:

- Formal. Reports should be written in clear business language.
- Casual. Using everyday language in makes you seem more approachable.
- Casual. This type of language shows that you care about the average persona.
- Promotional. Using this type of style is only appropriate for company reports.
- Colloquial. Using slang in the report will show readers that you are connected to society.

Check the answer of this question online at QuizOver.com:

Question: [If you were asked to write a section of a company Theo Saylor - Quest](#)

Flashcards:

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4.1.14. Which of the following written material supports the cognate strate...

Author: Theo Ark

Which of the following written material supports the cognate strategy of conciseness?

Select one:

Please choose only one answer:

- A sales letter
- A meeting agenda
- A thank-you email
- A business proposal
- An organizational chart

Check the answer of this question online at QuizOver.com:

Question: [Which of the following written material supports Theo Saylor - Quest](#)

Flashcards:

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4.1.15. Which of the following statements accurately describes a similarity...

Author: Theo Ark

Which of the following statements accurately describes a similarity between written and verbal communication?

Select one:

Please choose only one answer:

- Neither written nor verbal communication can be sent remotely.
- Written and verbal communication are always difficult to understand.
- Written and verbal communication always require research to understand.
- Neither written nor verbal communication require a source and a receiver.
- Effective written and verbal communication include eight elements of communication.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following statements accurately Theo Ark Saylor - Quest](#)

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4.1.16. Which statement best describes the similarities and differences bet...

Author: Theo Ark

Which statement best describes the similarities and differences between reports and proposals?

Select one:

Please choose only one answer:

- Business proposals and reports both communicate information formally, but reports seek to persuade the reader.
- Business proposals and reports both communicate information informally, but reports seek to persuade the reader.
- Business proposals and reports both communicate information formally, but business proposals seek to persuade the reader.
- Business proposals and reports both communicate information informally, but business proposals seek to persuade the reader.
- Business proposals and reports both communicate information formally, but reports are attached to email communications more often.

Check the answer of this question online at QuizOver.com:

Question: [Which statement best describes the similarities Theo Ark Saylor -](#)

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4.1.17. What is the purpose of a memo?

Select one:

Author: Theo Ark

What is the purpose of a memo?

Select one:

Please choose only one answer:

- Promote grapevine communication
- Train employees on new business topics
- Provide information to people outside of the organization
- Inform individuals of an idea, define an outcome, and propose a solution
- Communicate policies, procedures, official business, and updates regarding specific activities

Check the answer of this question online at QuizOver.com:

Question: [What is the purpose of a memo Select one: Theo Ark Saylor - Corporate](#)

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4.1.18. Because you are an expert in your field, you post technical advice ...

Author: Theo Ark

Because you are an expert in your field, you post technical advice and offer solutions to common problems in online forums. These efforts help you promote your business very effectively, but you have competitors who also post, and one of them frequently criticizes your advice. Which of the following would be more damaging than helpful, because it would reflect poor netiquette?

Select one:

Please choose only one answer:

- Ask your competitor to further explain their criticisms.
- Point out the competitor's spelling errors and poor grammar.
- Engage the competitor in a discussion on the solutions criticized.
- Include your credentials in your signature, so readers can judge for themselves.
- Contact the forum moderator to get the competitor to post in a more neutral manner.

Check the answer of this question online at QuizOver.com:

Question: [Because you are an expert in your field you post Theo Saylor - Quest](#)

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4.1.19. Fill in the blank. A declarative statement that captures the main i...

Author: Theo Ark

Fill in the blank. A declarative statement that captures the main idea of a speech while using specific language and reflecting the characteristics of the speech's intended audience is called a(n) _____.

Select one:

Please choose only one answer:

- speech map
- attention-getter
- thesis statement
- audience platform
- rhetorical situation

Check the answer of this question online at QuizOver.com:

Question: [Fill in the blank. A declarative statement that Theo Ark Saylor -](#)

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Interactive Question:

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4.1.20. Matt is conducting research for a speech he has been asked to prese...

Author: Theo Ark

Matt is conducting research for a speech he has been asked to present, and has come across several studies with evidence he would like to include in his presentation. Matt understands that he needs to know who conducted the studies, how they were conducted, and who funded the studies, but he does not understand why he needs to know this information. Select the answer below that provides the best explanation.

Select one:

Please choose only one answer:

- Knowing this information will help Matt meet the expectations set by OSHA.
- Knowing this information will help Matt create a more culturally inclusive presentation.
- Knowing this information will help Matt be better employee and potentially earn him a raise.
- Knowing this information can help Matt avoid including biased information in his presentation.
- Knowing this information helps Matt know who the experts are and gives his presentation credibility.

Check the answer of this question online at QuizOver.com:

Question: [Matt is conducting research for a speech he has Theo Ark Saylor -](#)

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4.1.21. You are doing a research project about healthful eating. You come u...

Author: Theo Ark

You are doing a research project about healthful eating. You come upon a site owned by a health consult who specializes in raw foods. The site gives many statistics which illustrate the frequency of illnesses that were cured by adopting a raw food diet and its benefits to mood. However, the site does not cite the sources of these statistics and outcomes. How do you know this website it not a good source to use in your research?

Select one:

Please choose only one answer:

- The site does attribute its claims to research
- The site addresses the curing of disease and not health
- The site does not address your presentation objectives
- The site included statistics and statistics are not beneficial
- The site addresses raw food, but raw food diets are not healthy

Check the answer of this question online at QuizOver.com:

Question: [You are doing a research project about healthful Theo Saylor - Quest](#)

Flashcards:

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4.1.22. The most central element of any rhetorical situation is which of th...

Author: Theo Ark

The most central element of any rhetorical situation is which of the following?

Select one:

Please choose only one answer:

- The context
- The purpose
- The audience
- The expectations
- The "who, what, where, why, why, and how"

Check the answer of this question online at QuizOver.com:

Question: [The most central element of any rhetorical Theo Ark Saylor - Quest](#)

Flashcards:

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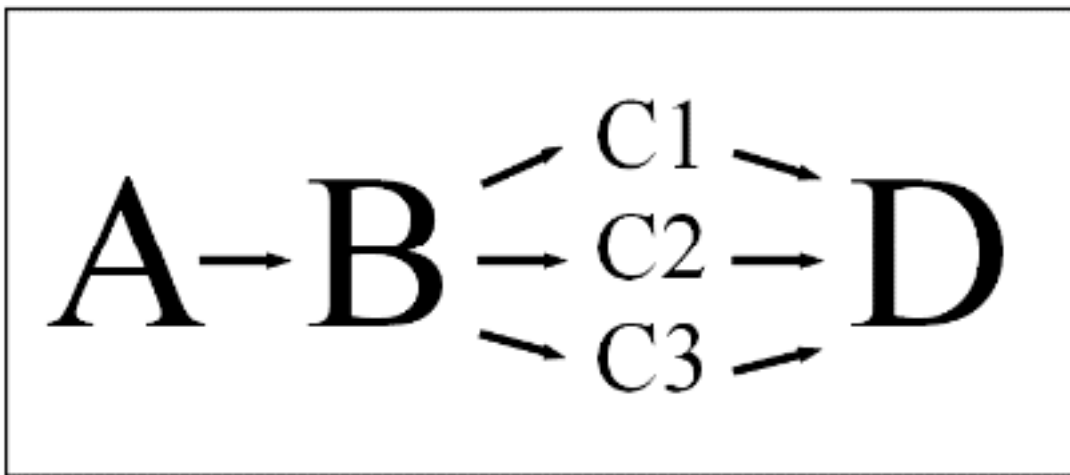
4.1.23. A acts on B, which in turn can influence D by acting through C1, C2...

Author: Theo Ark

A acts on B, which in turn can influence D by acting through C1, C2, or C3. If a public speaker presents the diagram shown below to illustrate this process, the use of that visual aid reflects which cognate strategies?

***learn.saylor.org/pluginfile.php/1757/question/questiontext/128361/23/77509/unit%207-number%2053%20image.png

Select one:



Please choose only one answer:

- Emphasis, Credibility, Purpose, Perception
- Credibility, Arrangement, Emphasis, Pathos
- Emphasis, Arrangement, Clarity, Conciseness
- Arrangement, Expectations, Relationship, Pathos
- Arrangement, Expectations, Relationships, Ethos

Check the answer of this question online at QuizOver.com:

Question: [A acts on B which in turn can influence D by Theo Ark Saylor - Quest](#)

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4.1.24. The introduction of a speech ends with this statement: "This propos...

Author: Theo Ark

The introduction of a speech ends with this statement: "This proposal will show you why the market for the antiwidget is ripe for expansion, easily accessible, and in sync with our current technologies." Which of the following is the BEST transition into the next section of this speech?

Select one:

Please choose only one answer:

- The expanding widget market is what we will cover first.
- I should not tell you more about the antiwidget, but I will.
- Let us start by looking at why the antiwidget market is expanding.
- Our current technologies use the same processes as those used in antiwidget production.
- Technology is the first thing we need to consider, followed by accessibility and expansion.

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [The introduction of a speech ends with this Theo Ark Saylor - Quest](#)

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4.1.25. Siobhan decided to use charts and case studies in her presentation ...

Author: Theo Ark

Siobhan decided to use charts and case studies in her presentation about the environment. Which two learning styles is Siobhan appealing to with these activities?

Select one:

Please choose only one answer:

- Logical and Linguistic
- Musical and Kinesthetic
- Spatial and Intrapersonal
- Interpersonal and Musical
- Intrapersonal and Interpersonal

Check the answer of this question online at QuizOver.com:

Question: [Siobhan decided to use charts and case studies Theo Ark Saylor -](#)

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4.1.26. What is the difference between exposition and interpretation?

Sele...

Author: Theo Ark

What is the difference between exposition and interpretation?

Select one:

Please choose only one answer:

- Exposition calls for the use of biased information, and interpretation calls for the display of complex information.
- Interpretation calls for the interpretation of complex information, and exposition deals with presenting simplified information.
- Exposition calls for public display of complex information and associated relationships, and interpretation calls for the adaptation of information for communication.
- Exposition calls for public management of complex information and associated relationships, and interpretation calls for the adaptation of information for communication.
- Interpretation calls for public display of complex information and associated relationships, and exposition calls for the adaptation of information for communication.

Check the answer of this question online at QuizOver.com:

Question: [What is the difference between exposition and Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-what-is-the-difference-between-exposition-and-theo-ark-saylor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-what-is-the-difference-between-exposition-and-theo-ark-saylor?pdf=1610>

4.1.27. What do all informative speeches have in common?

Select one:

Author: Theo Ark

What do all informative speeches have in common?

Select one:

Please choose only one answer:

- A five-part organizational structure
- The ability to improve audience skills
- The objective of enhancing comprehension
- A need to share knowledge across cultures.
- A goal involving changing, reinforcing, or creating attitudes or behavior

Check the answer of this question online at QuizOver.com:

Question: [What do all informative speeches have in common Theo Ark Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-what-do-all-informative-speeches-have-in-common-theo-ark-sayl?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-what-do-all-informative-speeches-have-in-common-theo-ark-sayl?pdf=1610>

4.1.28. Which of the following explains the difference between motivation a...

Author: Theo Ark

Which of the following explains the difference between motivation and persuasion?

Select one:

Please choose only one answer:

- Persuasion presents arguments that motivate.
- Persuasion is a process; motivation is its foundation.
- Persuasion can be negative or positive; motivation is always positive.
- Persuasion can act upon motivation, but motivation unchanged by persuasion.
- Persuasion can move people to take action, but motivation results in measurable gain.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following explains the difference Theo Ark Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-of-the-following-explains-the-difference-theo-ark-saylo?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-which-of-the-following-explains-the-difference-theo-ark-saylo?pdf=1610>

4.1.29. The transcript below is from the 60-second pitch that won first pla...

Author: Theo Ark

The transcript below is from the 60-second pitch that won first place in the elevator speech stage of a business plan competition at the University of Dayton. (The actual speech can be found on YouTube at [**youtube.com/watch?v=dqIEE-g_-Uc](https://www.youtube.com/watch?v=dqIEE-g_-Uc)). For a typical audience, what weakness in audience analysis does it exhibit? (If you are unable to open the link, be sure to copy and paste it into a new browser window.)

Select one:

Let's face it. Sometimes, men just don't understand women, and that's OK. We don't expect you to all the time. But it would be nice if a male who was developing an iPhone app for us understood use better. Ten million female iPhone users have repeatedly shown interest in the app market. But there are two problems here: One, not a lot of apps exist for women and, two, the apps that do exist kind of fall short of the mark—and that's mainly because men are developing them. So, our team, we believe we can connect with this dissatisfied and undertargeted market to develop very tailored apps specifically for women. We're seeking a \$100,000 investment in exchange for a 25% stake in equity and a ten-x return. We'll roll out one app quarterly, starting in six months from the initial investment. We expect break-even to occur by the end of Year One. We're MissApp, we're designing for women, and it's because, well, women like technology too.

Please choose only one answer:

- It may be offensive to men.
- It assumes the audience is all male.
- It uses too many numbers in a brief period of time.
- Its informality does not suit the investors it targets. Incorrect
- All of the above

Check the answer of this question online at QuizOver.com:

Question: [The transcript below is from the 60-second pitch Theo Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-the-transcript-below-is-from-the-60-second-pitch-theo-saylor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-the-transcript-below-is-from-the-60-second-pitch-theo-saylor?pdf=1610>

4.1.30. Which of the following statements about logical fallacies is true?

...

Author: Theo Ark

Which of the following statements about logical fallacies is true?

Select one:

Please choose only one answer:

- Logical fallacies are ethical because they use logic to emphasize falsehoods.
- Logical fallacies are unethical because they use logic to emphasize falsehoods.
- Logical fallacies are ethical because they divert attention away from weak arguments.
- Logical fallacies are unethical because they are used to reveal truths rather than hide them.
- Logical fallacies are ethical because they attempt to convince with style rather than substance.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following statements about logical Theo Ark Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-of-the-following-statements-about-logical-theo-ark-sayl?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-which-of-the-following-statements-about-logical-theo-ark-sayl?pdf=1610>

4.1.31. Paralanguage includes which of the following?

Select one:

Author: Theo Ark

Paralanguage includes which of the following?

Select one:

Please choose only one answer:

- Slang and jargon
- Genuine curiosity
- Head nods and smiles
- Noise and interference

Check the answer of this question online at QuizOver.com:

Question: [Paralanguage includes which of the following Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-paralanguage-includes-which-of-the-following-theo-ark-saylor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-paralanguage-includes-which-of-the-following-theo-ark-saylor?pdf=1610>

4.1.32. It is said that in the United States that the North moves at a much...

Author: Theo Ark

It is said that in the United States that the North moves at a much faster pace than the South. Some also believe that the pace of life in the United States is, in general, much faster than that of Europe or the Middle East. Whether these generalities are true or not, a shipping business may appear to operate at a more frenetic pace than a farm. These characterizations of places, cultures, and businesses reflect what?

Select one:

Please choose only one answer:

- Rituals
- Kinesics
- Artifacts
- Proxemics
- Chronemics

Check the answer of this question online at QuizOver.com:

Question: [It is said that in the United States that the Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-it-is-said-that-in-the-united-states-that-the-theo-ark-saylor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-it-is-said-that-in-the-united-states-that-the-theo-ark-saylor?pdf=1610>

4.1.33. An enraged coworker approaches you, standing so close that your nos...

Author: Theo Ark

An enraged coworker approaches you, standing so close that your noses are almost touching. Using an extended finger, he taps at your chest and whispers menacingly "If you EVER tell the boss what I did"—a threatening silence fills a gap in his words—"you'll regret it." Which category of nonverbal communication is used three times in this exchange?

Select one:

Please choose only one answer:

- Haptics
- Proxemics
- Chronemics
- Paralanguage
- Body movement

Check the answer of this question online at QuizOver.com:

Question: [An enraged coworker approaches you standing so Theo Ark Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-an-enraged-coworker-approaches-you-standing-so-theo-ark-saylo?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-an-enraged-coworker-approaches-you-standing-so-theo-ark-saylo?pdf=1610>

4.1.34. Which of the following are hallmark rules of public interviews?

Se...

Author: Theo Ark

Which of the following are hallmark rules of public interviews?

Select one:

Please choose only one answer:

- Preparation only matters if it is a job interview.
- Interviews matter less in a crisis communication situation.
- Any information you share could be quoted by entertainment or news media.
- Everything the interviewee says must be able to be condensed down to thirty second or less.
- Never say anything you would not feel comfortable hearing quoted out of context on the evening news.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following are hallmark rules of Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-of-the-following-are-hallmark-rules-of-theo-ark-saylor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-which-of-the-following-are-hallmark-rules-of-theo-ark-saylor?pdf=1610>

4.1.35. You are going to lead a meeting, which will be held via VoIP. A lot...

Author: Theo Ark

You are going to lead a meeting, which will be held via VoIP. A lot of material must be covered in a very limited amount of time. Which of the following common business meeting elements is the most risky to abandon to save time?

Select one:

Please choose only one answer:

- Roll call
- The agenda
- Introductions
- Robert's rules of order
- The reading of the minutes

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [You are going to lead a meeting which will be Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-you-are-going-to-lead-a-meeting-which-will-be-theo-ark-saylor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-you-are-going-to-lead-a-meeting-which-will-be-theo-ark-saylor?pdf=1610>

4.1.36. In a typical, five-stage telephone conversation involving a business...

Author: Theo Ark

In a typical, five-stage telephone conversation involving a business matter, which of the following is necessary to establish the purpose and tone of the dialogue?

Please choose only one answer:

- Feedback
- The closing
- The business
- The opening
- Feedforward

Check the answer of this question online at QuizOver.com:

Question: [In a typical five-stage telephone conversation Theo Ark Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-in-a-typical-five-stage-telephone-conversation-theo-ark-saylo?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-in-a-typical-five-stage-telephone-conversation-theo-ark-saylo?pdf=1610>

4.1.37. Which of the following is important to introducing a speaker?

Sele...

Author: Theo Ark

Which of the following is important to introducing a speaker?

Select one:

Please choose only one answer:

- Establishing the person's motivations for speaking and saying what the speaker could say
- Establishing the audience's motivations for listening and saying what the speaker could say
- Establishing the person's credibility, motivating audience interest, and saying what the speaker could not say
- Establishing your credibility, emphasizing the person's credibility, and saying what the speaker could not say
- Establishing the person's credibility, motivating audience interest, and making sure you emphasize why you were given this honor

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is important to introducing Theo Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-of-the-following-is-important-to-introducing-theo-saylo?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-which-of-the-following-is-important-to-introducing-theo-saylo?pdf=1610>

4.1.38. Which format would provide the most effective way to deliver a nega...

Author: Theo Ark

Which format would provide the most effective way to deliver a negative news message about an employee's breach of the acceptable use policy at work?

Select one:

Please choose only one answer:

- Send an email to the entire department.
- Explain the problem in an e-mail to the employee.
- Leave a sealed note on the door of the employee's locker.
- Invite the employee to lunch and explain the problem then.
- Ask the employee to meet with you privately in your office.

Check the answer of this question online at QuizOver.com:

Question: [Which format would provide the most effective Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-format-would-provide-the-most-effective-theo-ark-saylor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-which-format-would-provide-the-most-effective-theo-ark-saylor?pdf=1610>

4.1.39. What is true about presenting negative news in written form?

Selec...

Author: Theo Ark

What is true about presenting negative news in written form?

Select one:

Please choose only one answer:

- It is usually delivered verbally.
- It is not open to interpretation.
- It is usually delivered by phone.
- It allows more time to preparation of the message.
- It allows the sender to put the message together hastily.

Check the answer of this question online at QuizOver.com:

Question: [What is true about presenting negative news in Theo Ark Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-what-is-true-about-presenting-negative-news-in-theo-ark-saylo?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-what-is-true-about-presenting-negative-news-in-theo-ark-saylo?pdf=1610>

4.1.40. Which of the following is a key element of all crisis communication...

Author: Theo Ark

Which of the following is a key element of all crisis communication plans?

Select one:

Please choose only one answer:

- Thesis statement
- Designated spokesperson
- Organizational culture statement
- Needs assessment for examination
- General purpose and specific purpose

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is a key element of all Theo Ark Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-of-the-following-is-a-key-element-of-all-theo-ark-saylo?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-which-of-the-following-is-a-key-element-of-all-theo-ark-saylo?pdf=1610>

4.1.41. When we reveal something about ourselves, we expect that others wil...

Author: Theo Ark

When we reveal something about ourselves, we expect that others will reciprocate. What is the formal term for this phenomenon?

Select one:

Please choose only one answer:

- Risk
- Trust
- Dyadic effect
- Self-disclosure
- Social penetration

Check the answer of this question online at QuizOver.com:

Question: [When we reveal something about ourselves we Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-when-we-reveal-something-about-ourselves-we-theo-ark-saylor-q?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-when-we-reveal-something-about-ourselves-we-theo-ark-saylor-q?pdf=1610>

4.1.42. Which of the following is associated with defensive communication?

...

Author: Theo Ark

Which of the following is associated with defensive communication?

Select one:

Please choose only one answer:

- Small talk
- Gunnysacking
- Empathetic listening
- Face-saving strategies
- Face-detracting strategies

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is associated with Theo Ark Saylor - Corporate](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-of-the-following-is-associated-with-theo-ark-saylor-cor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-which-of-the-following-is-associated-with-theo-ark-saylor-cor?pdf=1610>

4.1.43. At the 2011 Indiana Black Expo's 41st Summer Celebration, Timothy M...

Author: Theo Ark

At the 2011 Indiana Black Expo's 41st Summer Celebration, Timothy M. Harris, co-founder of Harris & Ford, LLC, received the Governor's Award for Achievement in Business and Entrepreneurship. If Mr. Harris's accomplishments in leading a successful minority-owned company encourage you to think about and pursue your goals in spite of the social, ethnic, or personal handicaps you face, your decision to do so is an example of what?

Select one:

Please choose only one answer:

- Internal monologue
- Social communication
- Interpersonal monologue
- Interpersonal communication
- Passive aggressive communication

Check the answer of this question online at QuizOver.com:

Question: [At the 2011 Indiana Black Expo's 41st Summer Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-at-the-2011-indiana-black-expo-s-41st-summer-theo-ark-saylor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-at-the-2011-indiana-black-expo-s-41st-summer-theo-ark-saylor?pdf=1610>

4.1.44. One of recipients of the 2011 Georgia Minority Business Awards was ...

Author: Theo Ark

One of recipients of the 2011 Georgia Minority Business Awards was Samuel Jackson, founder and CEO of the Economic Empowerment Initiative, Inc. If Mr. Jackson becomes your role model as you strive to accomplish great things as a business person, which level of Maslow's hierarchy of needs does Mr. Jackson represent for you?

Select one:

Please choose only one answer:

- Level three
- Level four
- Level five
- Level six
- Level seven

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [One of recipients of the 2011 Georgia Minority Theo Ark Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-one-of-recipients-of-the-2011-georgia-minority-theo-ark-saylo?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-one-of-recipients-of-the-2011-georgia-minority-theo-ark-saylo?pdf=1610>

4.1.45. All cultures share certain characteristics. Select the answer that ...

Author: Theo Ark

All cultures share certain characteristics. Select the answer that lists those characteristics.

Select one:

Please choose only one answer:

- They have their own history, inclinations, missions, and principles.
- They have their own climate, missions, principles, and concept of indirectness.
- They have their own methods of acculturation, assimilation, accusations, and principles.
- They have their own concept of directness, masculinity, time uncertainty, and power distance.
- They have their own methods of initiation, traditions, history, values and principles, and purpose.

Check the answer of this question online at QuizOver.com:

Question: [All cultures share certain characteristics. Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-all-cultures-share-certain-characteristics-theo-ark-saylor-qu?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-all-cultures-share-certain-characteristics-theo-ark-saylor-qu?pdf=1610>

4.1.46. Jennifer is visiting Brazil for the first time for work. After the ...

Author: Theo Ark

Jennifer is visiting Brazil for the first time for work. After the first three days, she started to feel stressed and frustrated. What might Jennifer be going through?

Select one:

Please choose only one answer:

- Balance
- Patience
- Creativity
- Acculturation
- Open mindedness

Check the answer of this question online at QuizOver.com:

Question: [Jennifer is visiting Brazil for the first time Theo Ark Saylor -](#)

Flashcards:

<http://www.quizover.com/flashcards/question-jennifer-is-visiting-brazil-for-the-first-time-theo-ark-saylo?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-jennifer-is-visiting-brazil-for-the-first-time-theo-ark-saylo?pdf=1610>

4.1.47. For two days, Brazilian hosts entertained a Swiss business delegati...

Author: Theo Ark

For two days, Brazilian hosts entertained a Swiss business delegation with trips to Brazilian cultural events and tourist locations. On the third day, they presented a concise, effective business proposal to the Swiss. However, by then, the Swiss had decided against investing, because they felt the Brazilians had spent too much time entertaining and not enough time on business. The blogger who described an occurrence like this noted that the relationship did not prosper. He argued that the business delegation did not appreciate how their guests' culture shows the importance of business interactions. Brazilian culture did this by showing how important the people associated with that business are to them by investing in entertainment. In this example, according to the Brazilians, the more they entertained, the more important the business relationship should be perceived. The Swiss wanted more time spent on actual business as a gesture of perceived importance. Which of the following characterizes the divergence in the Swiss and Brazilian cultural orientations in this example?

Select one:

Please choose only one answer:

- Direct vs. Indirect
- Masculine vs. feminine
- Materialism vs. relationships
- Low-power vs. high-power distance
- Future-oriented vs. present-oriented

Check the answer of this question online at QuizOver.com:

Question: [For two days Brazilian hosts entertained a Swiss Theo Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-for-two-days-brazilian-hosts-entertained-a-swiss-theo-saylor?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-for-two-days-brazilian-hosts-entertained-a-swiss-theo-saylor?pdf=1610>

4.1.48. Which of the following is a team?

Select one:

Author: Theo Ark

Which of the following is a team?

Select one:

Please choose only one answer:

- A pet lover's society
- A class listening to a lecture
- A manager and his or her secretary
- A construction crew working on a project
- An account executive and his or her assistant

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is a team Select one: Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-which-of-the-following-is-a-team-select-one-theo-ark-saylor-q?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-which-of-the-following-is-a-team-select-one-theo-ark-saylor-q?pdf=1610>

4.1.49. Everyone is anxious and saddened by the announcement of future layo...

Author: Theo Ark

Everyone is anxious and saddened by the announcement of future layoffs. Productivity plummets, conflicts between employees increase, and even suppliers grow suspicious and demand payment up front. If the layoffs were reviewed by a specialist in organizational communication, which of the following viewpoints is likely to be studied?

Select one:

Please choose only one answer:

- The suppliers' attitudes
- The point of view of local officials
- The layout and design of the office space
- The point of view of the employees' families
- The organizational communication of similar organizations in the 1950s

Check the answer of this question online at QuizOver.com:

Question: [Everyone is anxious and saddened by the announcement Theo Saylor](#)

Flashcards:

<http://www.quizover.com/flashcards/question-everyone-is-anxious-and-saddened-by-the-announcement-theo-say?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-everyone-is-anxious-and-saddened-by-the-announcement-theo-say?pdf=1610>

4.1.50. A diverse team can produce better outcomes because of the differing...

Author: Theo Ark

A diverse team can produce better outcomes because of the differing viewpoints and approaches members bring to problem solving. Which trait best describes the trait that contributes to the team's success in this area?

Select one:

Please choose only one answer:

- Broad skill sets
- Presence of mind
- Strong leadership
- Innate intelligence
- Engaging personalities

Check the answer of this question online at QuizOver.com:

Question: [A diverse team can produce better outcomes Theo Ark Saylor - Quest](#)

Flashcards:

<http://www.quizover.com/flashcards/question-a-diverse-team-can-produce-better-outcomes-theo-ark-s-8804275?pdf=1610>

Interactive Question:

<http://www.quizover.com/question/question-a-diverse-team-can-produce-better-outcomes-theo-ark-s-8804275?pdf=1610>