

Business Communication Final Exam Continued

1. The presentation of someone else's ideas or words as your own.
 2. All types of illustrations used in written and spoken reports.
 3. A graphic used to compare quantities.
 4. A graphic that shows how the parts of a whole are distributed.
 5. A graphic that shows geographic relationships.
 6. Short summary of the essential elements in an entire report.
 7. May include all materials used in the research but not appropriate to be included in the report itself.
 8. Reports that include only the minimum supporting materials to achieve effective communication.
 9. Proposals used by managers to justify or recommend purchases or changes in the company.
 10. A proposal prepared by an individual or firm who sees a problem to be solved and proposes a solution.
 11. Informal presentations prepared and presented with little time for planning and delivering.
 12. A presentation in which a speaker is called on without prior notice.
 13. The production and variation of a speaker's vocal tone.
 14. Smooth, fluent and pleasant speech.
- A. Graphics
 - B. Phonation
 - C. Internal Proposals
 - D. Bar Chart
 - E. Oral Briefings
 - F. Map
 - G. Short Reports
 - H. Unsolicited Proposal
 - I. Executive Summary
 - J. Plagiarism
 - K. Addenda
 - L. Impromptu Presentation
 - M. Articulation
 - N. Pie Chart

Business Communication Final Exam Questions

Liyong Dong



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