

**Indicate whether the sentence or statement is True or False. Mark “A” if the statement is True or “B” if it is False.**

1. The presiding officer may enter into debate on all motions.
2. The system board can also be called the motherboard and the main board.
3. Product, place, price, and promotion are referred to as the four Ps of marketing.
4. The main idea of a well-written business message is in the first sentence.
5. The Fair Labor Standards Act passed in 1938 is the major law affecting compensation.
6. Multinational companies only pay taxes to the government in their home countries.
7. The law of demand is a statement that price and quantity demanded are inversely related.
8. Price in a market falls when the supply in the market falls.
9. An advantage of an automated accounting system is that it does not allow out of balance journal entries to be posted.
10. The trial balance is prepared directly from the information contained in the general and specialized journals.
11. In a business communication, there usually is an opening paragraph, one or more developmental paragraphs, and a closing paragraph.
12. Bylaws require a majority vote for suspension.
13. An intranet is a businesses internal or closed version of the Internet.
14. Many successful companies have evolved from production-or sales-orientation organizations to marketing-oriented firms.
15. Lateral communication is feedback of data from lower levels in the organization to upper-level management.
16. The FBLA fiscal year is June 30 to July 1.
17. A domain name always has at least two parts.
18. The motion to Lay on the Table is a privileged motion.
19. Duplexing may be explained as printing on both sides of the paper.
20. The first FBLA state chapter was in Illinois.

**Mark the correct answer on your Scantron sheet for each of the following questions.**

21. Accounting is often called the “language of business” because
- a. it is easy to understand.
  - b. it is fundamental to the communication of financial information.
  - c. all business owners have a good understanding of accounting principles.
  - d. accountants in many companies share financial information.
22. FBLA-PBL was granted independent status as a nonprofit educational association in the year
- a. 1960.
  - b. 1942.
  - c. 1969.
  - d. 1975.
23. The three main parts of an oral presentation are
- a. an anecdote, the body, and the summary.
  - b. an introduction, the body, and the summary.
  - c. a quotation, the intermediate, and the closing.
  - d. an introduction, the body, and the closing.
24. The three tenets shown on the FBLA-PBL emblem are
- a. Education, Business, Service.
  - b. Business, Education, Progress.
  - c. Service, Education, Progress.
  - d. Progress, Business, Service.
25. A file or part of a file put on a Web user’s hard disk by a Web site is called a(n)
- a. brownie.
  - b. cookie.
  - c. Internet file.
  - d. half file.
26. The Edward D. Miller Award is also known as the
- a. American Enterprise Project.
  - b. Local Chapter Annual Business Report.
  - c. Gold Seal Chapter Award of Merit.
  - d. Who’s Who in FBLA.
27. When a movie company allows its cartoon characters to be used on clothing items produced in other countries, it is an example of
- a. management contracting.
  - b. a wholly owned subsidiary.
  - c. licensing.
  - d. direct exporting.

28. Which of the following was organized to represent the employees, not management, of a company?
- Grievance policy
  - Lockout
  - Negotiations
  - Labor unions
29. Marketing for goods and services vary because of differences in all of the following characteristics **except**
- perishability.
  - standardization.
  - consumer appeal.
  - tangibility.
30. If a member does not want an original main motion to be discussed at a meeting, he can
- move to Postpone Indefinitely.
  - raise an Objection to the Consideration of the Question.
  - rise to a Question of Privilege.
  - adjourn the meeting.
31. Sales Discounts is a contra \_\_\_\_\_ account.
- revenue
  - expense
  - capital
  - liability
32. What is the objective of a message that asks for information about a product?
- To inform
  - To request
  - To record
  - To persuade
33. A blueprint that includes the formatting, graphics, or color necessary to create a particular look is called a
- sheet.
  - table.
  - template.
  - pattern.
34. When presenting a Chapter Report, the penalty points for a team that goes **over** the time limit is \_\_\_\_\_ points.
- 5
  - 6
  - 4
  - 3

35. In the marketing mix, the element of distribution involves all of the following considerations **except**
- whether the product is a good or a service.
  - how the retailer will display the product after it is received from the wholesaler.
  - how to send products ordered from the company's Web site on the Internet.
  - whether to sell the product directly to wholesalers, retailers, or consumers.
36. An increase in the money supply will
- lower the interest rate.
  - increase the interest rate.
  - not change the interest rate.
  - make the interest rate fluctuate.
37. Money given as foreign aid to another country
- has a negative effect on the trade deficit.
  - has a positive effect on the trade deficit.
  - increases the balance of payments of the country making the payment.
  - decreases the balance of payments of the country making the payment.
38. The one who seconds a motion
- should always stand and give his/her name.
  - need not obtain the floor.
  - does so only after being recognized.
  - must vote for the motion.
39. Proposed amendments to the FBLA National Bylaws shall be submitted in writing to the Chief Executive Officer no later than
- April 15.
  - May 1.
  - May 15.
  - April 1.
40. A return of merchandise purchased on account would be recorded in the
- cash payments journal.
  - general journal.
  - purchases journal.
  - sales journal.
41. Which of the following is **not** a question to consider when editing the content of a report?
- Is the font appropriate?
  - Is the argument complete?
  - Is each point supported with evidence?
  - Is the information relevant to the overall writing goal?
42. Contestants in Public Speaking I and II must develop a speech around the
- FBLA-PBL Mission Statement.
  - FBLA-PBL Goals.
  - FBLA Creed.
  - topic of their choice.

43. Of the following, the **least** useful type of training to a French employee working in South Korea would be training in the
- Korean language.
  - economy.
  - culture.
  - court system.
44. In order to maximize total revenue, a firm should price its product
- in the elastic range of demand.
  - in the inelastic range of demand.
  - out on the open range.
  - in the unit elastic range of demand.
45. All of the following are good telephone techniques **except**
- picturing the listener as you speak.
  - being ready to talk and to listen.
  - continuing to key as you talk on the phone.
  - smiling as you speak on the phone.
46. A widely dispersed sales market favors which type of promotional methods?
- Personal selling
  - Sales promotion
  - Personal promotion
  - Advertising
47. FBLA national officers shall be elected by a majority vote. How many ballots are taken before the candidate with the lowest number of votes is dropped from the next ballot?
- 1
  - 2
  - 3
  - 4
48. The following is not a goal of FBLA-PBL.
- Encourage and practice efficient money management.
  - Promote the adoption of free enterprise around the world.
  - Strengthen the confidence of students in themselves and their work.
  - Encourage scholarship and promote school loyalty.
49. In the standard order of business, new business comes
- at the discretion of the president.
  - immediately after reports of officers.
  - after unfinished business and general orders.
  - at the start of the meeting.
50. When a worksheet is completed, a net loss will appear in the
- Income Statement Debit and Balance Sheet Credit columns.
  - Income Statement Credit and Balance Sheet Debit columns.
  - Income Statement Debit and Income Statement Credit columns.
  - Balance Sheet Debit and Balance Sheet Credit columns.

51. The words “exact” and “precise” are examples of
- analogies.
  - antonyms.
  - homophones.
  - synonyms.
52. To arrange fields, records, or files in a predetermined sequence is called
- mapping.
  - filing.
  - sorting.
  - arranging.
53. A country with exports of \$6 million and other cash coming into the country of \$3 million and imports of 5 million and other cash going out of the country of \$3 million has a(n)
- trade surplus.
  - trade deficit.
  - favorable balance of payments.
  - unfavorable balance of payments.
54. The precautionary demand for money occurs because
- people want to make transactions.
  - sometimes holding other assets is not very attractive and thus people want to hold money.
  - money that is stolen must be replaced.
  - of the need to save for a rainy day.
55. A patent gives the owner exclusive rights to manufacture and sell an item or use a process for
- 50 years.
  - 40 years plus the owner's age at death.
  - 17 years.
  - infinity.
56. Individual processes that ultimately give meaning to stimuli that confront consumers are known as
- perceptions.
  - motivators.
  - attitudes.
  - opinions.
57. Who serves as the policy making body of the national organization?
- National Executive Council
  - Board of Directors
  - National Office Staff
  - National Officer Team
58. The withdrawals account is classified as a(n)
- asset account.
  - liability account.
  - revenue account.
  - owner's equity.

59. Which of the following illustrates the best “no” in a letter that contains a negative message?
- I’m sorry that your request must be denied.
  - If the electric stapler were still under warranty, it would be replaced.
  - I’m sorry that we cannot hire you.
  - Your request for a replacement must be denied.
60. The University of \_\_\_\_\_ organized the first PBL Chapter.
- Northern Iowa
  - Iowa
  - Northern Ohio
  - Ohio
61. An example of an economic risk for a multinational company would be
- currency value.
  - government regulations.
  - family structure in a country.
  - political instability.
62. A sales invoice which states the terms as *n/10 EOM* means
- net 10 days after the sale is ended.
  - net after the discount period.
  - net 10 days after the end of month.
  - full payment is due during the month.
63. According to the National Handbook, how often is a state chapter required to meet?
- At least once a year
  - At least twice a year
  - More than once a year
  - More than twice a year
64. The first time you proofread a document, what should you look for?
- Spelling errors
  - Grammatical errors
  - Typographical errors
  - General content errors
65. A measurement used to identify the speed of the CPU is
- byte.
  - megahertz.
  - micro mph.
  - gigabyte.
66. The components of the Future Business Leader event are
- Application, Resume, and Interview.
  - Letter, Resume, and Interview.
  - Resume, Objective Test, and Interview.
  - Letter of Application, Resume, Objective Test, and Interview.

67. It is becoming clear that international markets are demanding
- the same products that are distributed to other national markets.
  - differentiated products that satisfy their unique needs and interests.
  - direct access to products sold elsewhere in the world.
  - more expensive products and fewer inexpensive products.
68. A complete dictionary is known as a(n)
- abridged dictionary.
  - unabridged dictionary.
  - pocket dictionary.
  - desk dictionary.
69. Which is **not** a classification for consumer goods?
- Convenience product
  - Specialty product
  - Raw materials
  - Shopping products
70. A listing of all vendors and the amounts owed by the vendors would be a
- schedule of accounts payable.
  - schedule of accounts receivable.
  - trial balance.
  - worksheet.
71. What is the purpose of a transition word or phrase?
- To introduce a new idea
  - To indicate the message is coming to an end
  - To show who or what performs the action of the verb
  - To indicate the relationship between one thought and the next
72. Which nonverbal symbol has the greatest capacity to keep your audience involved?
- Good eye-contact
  - A smile
  - A hand gesture
  - Casual listening
73. When you prepare a disk to receive data, you
- design it.
  - shake it.
  - magnetize it.
  - format it.
74. Contestants in Job Interview apply for a job at the
- Merit Corporation.
  - Meridian Corporation.
  - Meredith Corporation.
  - Metropolitan Corporation.



75. The most common type of endorsement that automatically transfers order paper into bearer paper is a
- blank endorsement.
  - qualified endorsement.
  - restrictive endorsement.
  - special endorsement.
76. An endorsement such as "For Deposit Only" is
- a blank endorsement.
  - a qualified endorsement.
  - a restrictive endorsement.
  - a special endorsement.
77. A five pound bag of mixed nuts contained 10% walnuts, 35% pecans, 50% cashews, and 5% peanuts. How many pounds of the mixture were walnuts and cashews?
- 2.25
  - 2
  - 2.75
  - 3
78. A will only takes effect
- upon the death of the maker.
  - upon the witnessed signing of it.
  - upon the official recording of it.
  - upon the one-year anniversary of the death of the maker.
79. The demand for money curve is
- downward sloping.
  - upward sloping.
  - horizontal.
  - vertical.
80. Titles of books, newspapers, and magazines are usually identified in copy by
- capitalizing them.
  - bolding them.
  - lowercasing them.
  - italicizing them.
81. Black Furniture Company bought a shipment of computer desks for \$395 each and sold them for \$799 each after putting the desks on sale at 30% off. What was the original price before putting the desks on sale?
- \$1,039.50
  - \$1,075.50
  - \$1,141.43
  - \$1,194.00
82. Activities like buying and selling fall under the marketing function of
- exchange.
  - physical distribution.
  - facilitating.
  - risk-bearing.

83. In which month of the year is National FBLA-PBL week?
- a. September
  - b. February
  - c. April
  - d. July
84. How many times is the Tomorrow's Business Leader published?
- a. Every other month
  - b. Three
  - c. Five
  - d. Four
85. The mission of the FBLA National Awards Program (NAP) is to prepare students for successful careers in business through support for curriculum development and
- a. career aptitude testing.
  - b. job search skills development.
  - c. innovative assessment tools.
  - d. effective classroom instruction.
86. Which of the following is not considered one of the three C's of credit?
- a. Credentials
  - b. Character
  - c. Capacity
  - d. Capital

**For problems 87-89, use the following information.**

*A carpenter worked 52 hours last week. He is paid \$13.50 per hour for the first 40 hours and time and a half for hours worked over 40 hours.*

87. How much did he earn the first 40 hours?
- a. \$702
  - b. \$540
  - c. \$615
  - d. \$595
88. How much did he earn for his overtime hours?
- a. \$243
  - b. \$324
  - c. \$237
  - d. \$233
89. What was his total gross pay for the week?
- a. \$828
  - b. \$783
  - c. \$945
  - d. \$777

90. A constructive trust is a type of
- charitable trust.
  - express trust.
  - implied trust.
  - private trust.
91. Skip has an estate valued at over \$2,000,000 and would like to transfer some of the property to his attorney with clear instructions how this property is to be managed during and after his life for the benefit of his wife and children. Skip has created a
- living will.
  - codicil.
  - testamentary will.
  - trust.
92. The groundskeeper in Janna's apartment complex failed to properly notify her and other residents about the slick conditions resulting from a broken water pipe in the building. Janna subsequently fell and broke her ankle. What type of tort was committed in this instance?
- Intentional
  - Negligence
  - Vicarious
  - Strict
93. Which of the following would probably **not** be considered strict liability?
- Raising tulips
  - Raising tigers
  - Selling defective car seats
  - Storing several 100-gallon tanks of propane gas in your garage
94. I.M. Rich received his bank statement at the end of the month. The balance on the statement was \$739.01. He had outstanding checks of \$25.00, \$12.65, and \$126.37 and one outstanding deposit of \$200.00. What is his adjusted bank statement balance?
- \$768.09
  - \$703.03
  - \$783.93
  - \$774.99
95. The demand curve for a firm in a competitive environment is
- unit elastic.
  - inelastic.
  - perfectly inelastic.
  - perfectly elastic.
96. The manager of the Ace Motel is replacing carpet in 4 rooms. Room A needs  $26 \frac{3}{4}$  yards, Room B needs  $33 \frac{1}{3}$  yards, Room C needs  $41 \frac{7}{8}$  yards, Room D needs  $36 \frac{1}{2}$  yards. How many yards of carpet are needed for the 4 rooms?
- $138 \frac{11}{24}$
  - 139
  - $136 \frac{9}{24}$
  - $137 \frac{13}{24}$

97. The cost of a speedboat was \$8,950 and the markup was \$1,175. What is the selling price?
- a. \$10,070
  - b. \$ 9,765
  - c. \$10,125
  - d. \$ 7,775
98. When a civil judgment for the plaintiff becomes final, the defendant normally pays the judgment. If the defendant does not pay, what may the plaintiff obtain to enforce the judgment?
- a. Liquidation order
  - b. Writ of certiorari
  - c. Subpoena
  - d. Writ of execution
99. The Overseas Private Investment Corporation covers financial losses resulting from
- a. fire damage to factories.
  - b. seizure of assets by a host government.
  - c. losses due to nonpayment for delivered goods.
  - d. goods lost or damaged during shipment on inland waterways.
100. Important rules of thumb in naming a product include all of the following **except**
- a. choosing a descriptive name.
  - b. selecting a name that is easy to pronounce and remember.
  - c. selecting a name that can be used in only one product line.
  - d. using a name that has legal protection.

2004 FBLA Answer Key  
FUTURE BUSINESS LEADER

No.	Answer	No.	Answer	No.	Answer	No.	Answer
1.	B	26.	A	51.	D	76.	C
2.	A	27.	C	52.	C	77.	D
3.	A	28.	D	53.	C	78.	A
4.	B	29.	C	54.	D	79.	A
5.	A	30.	B	55.	C	80.	D
6.	B	31.	A	56.	A	81.	C
7.	A	32.	B	57.	B	82.	A
8.	B	33.	C	58.	D	83.	B
9.	A	34.	A	59.	B	84.	B
10.	B	35.	B	60.	A	85.	C
11.	A	36.	A	61.	A	86.	A
12.	B	37.	D	62.	C	87.	B
13.	A	38.	B	63.	A	88.	A
14.	A	39.	D	64.	D	89.	B
15.	B	40.	B	65.	B	90.	C
16.	B	41.	A	66.	D	91.	D
17.	A	42.	B	67.	C	92.	B
18.	B	43.	D	68.	B	93.	A
19.	A	44.	D	69.	C	94.	D
20.	B	45.	C	70.	A	95.	D
21.	B	46.	D	71.	D	96.	A
22.	C	47.	C	72.	A	97.	C
23.	D	48.	B	73.	D	98.	D
24.	C	49.	C	74.	A	99.	B
25.	B	50.	B	75.	A	100.	C