

Indicate whether the sentence or statement is true or false. Mark “A” if the answer is True or “B” if the answer is False.					
1. “A lot” is commonly used to mean “much, many, a great deal.” Because it is informal in tone, it should not be used in reports.	a. True	b. False			
2. Visual aids are not appropriate for presentations to large groups of people.	a. True	b. False			
3. When giving an oral presentation, it is highly recommended to use note cards, but to keep notes brief to avoid “reading” your presentation.	a. True	b. False			
4. Maintaining eye contact increases credibility, gains audience interest, and allows the speaker to get nonverbal feedback.	a. True	b. False			
5. In general, speech anxiety can be alleviated by apologizing for your nervousness during the speech.	a. True	b. False			
6. Effective delivery of an oral presentation, regardless of its level of formality, requires practice.	a. True	b. False			
7. Posture, movement, gestures, and clarity are all examples of body language.	a. True	b. False			
8. In preparation for an oral presentation, one should spend sufficient time learning the content and organize ideas logically into introduction, body, and conclusion.	a. True	b. False			
9. The first letter of the first word of every sentence must be capitalized.	a. True	b. False			
10. Most nonverbal messages, such as forming a circle with your forefinger and thumb, mean the same things from one culture to another.	a. True	b. False			
11. When a title appears before a person’s name, it is capitalized.	a. True	b. False			
12. The names of seasons are capitalized.	a. True	b. False			
13. Whether in written or oral communication, redundancy and clichés should be avoided.	a. True	b. False			
14. Varying the pitch and speed of your voice makes a presentation less effective.	a. True	b. False			
15. The success of any particular communication effort is directly related to the effectiveness of the message.	a. True	b. False			
Problems 16-30. Mark “A” if the sentence is correct; mark “B” if the sentence is incorrect.					
16. Its been a long, hard day.	a. Correct	b. Incorrect			
17. I accept your excuse, except the part about seeing a ghost.	a. Correct	b. Incorrect			
18. John went to his teacher for advise.	a. Correct	b. Incorrect			
19. The money was divided between Mickey and his sister.	a. Correct	b. Incorrect			
20. She complemented her sister on her new sweater.	a. Correct	b. Incorrect			
21. Joe, Betty and Frank are among the best track athletes in the nation.	a. Correct	b. Incorrect			

22. The police were busy canvassing the neighborhood.	a. Correct	b. Incorrect			
23. The capital of Virginia is Richmond.	a. Correct	b. Incorrect			
24. After hiking to the top, we began our dissent to the bottom of the mountain.	a. Correct	b. Incorrect			
25. They went fourth into the jungle.	a. Correct	b. Incorrect			
26. I would love a piece of cake.	a. Correct	b. Incorrect			
27. I was directed to the personal office for my interview.	a. Correct	b. Incorrect			
28. Teresa cited the passage from the novel.	a. Correct	b. Incorrect			
29. I don't want to loose my bracelet.	a. Correct	b. Incorrect			
30. I will write the letter on my best stationery.	a. Correct	b. Incorrect			
Problems 31-45. Using the following key, indicate the number of misspelled words in each line.					
31. conceive; preceed; cemetery	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
32. grammer, seperate; absence	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
33. pleasant; sufficiant; accomodate	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
34. occurrence; laboratory; conscientious	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
35. catagory; independtent; knowledge	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
36. license; criticize; embarrassment	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
37. personal; personel; personality	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
38. beginning; condolances; desicions	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
39. comittee; achievement; rhythm	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
40. equivalant; changeing; fowards	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
41. recommend; efficient; performance	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
42. business; transfered; transferrable	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
43. homonym; synonym; antonym	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
44. immigrated; emigrated; impromptu	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
45. incredable; indeterminable; inflamable	a. 0 misspelled words	b. 1 misspelled word	c. 2 misspelled words	d. 3 misspelled words	
Problems 46-55. Choose the correct word for each sentence.					
46. Please _____ this to the cafeteria.	a. bring	b. take			

47. The doctor told me to _____ deeply.	a. breath	b. breathe			
48. We walked the horses along the _____ path.	a. bridle	b. bridal			
49. What _____ are the new changes having on you?	a. affect	b. effect			
50. There were _____ than 20 apples in the basket.	a. fewer	b. less			
51. Our computer problems are now in the _____.	a. passed	b. past			
52. For _____ do you work?	a. who	b. whom			
53. The teacher gave all the books to Joey and _____.	a. me	b. I			
54. _____ students are attending the conference.	a. Us	b. We			
55. Give the password to _____ you please.	a. whomever	b. whoever			

Problems 56-67. Using the following key, indicate the number of errors in each line.

56. Drs Jones and Mayberry will operate, nurse Howell will assist.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
57. We could of used that website to advertize our one day sale.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
58. Both full- and part-time employees will have the day off.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
59. Irregardless of who's paper it is, it's very well written.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
60. Mrs. Small teaches 29 fifth-grade students; Mrs. Granger teaches 22.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
61. All of them—Tommy, Jane, Sammy and Troy—did well on the test.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
62. Amanda, John and Maria was going to the party.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
63. The director said, "stay in your seats, please."	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
64. She is taller than me, Joe is taller than her.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
65. Each of the students are attending the seminar	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
66. "Oh, what a beautiful day!" Mary said to herself.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors
67. Somebody has lost her purse.	a. 0 errors	b. 1 error	c. 2 errors	d. 3 errors	e. 4 errors

Problems 68-85. Mark "A" if the sentence is correct; mark "B" if the sentence is incorrect.

68. At least 85 percent of the first-year students passed the Spanish exam.	a. Correct	b. Incorrect			
69. The lab has 32 seventeen-inch monitors.	a. Correct	b. Incorrect			
70. We will go on a field trip in the Fall.	a. Correct	b. Incorrect			
71. In 1998, they moved to One Elm Street.	a. Correct	b. Incorrect			
72. The newly elected FBLA officers are Adrian Allison, president, Ha Lai, vice president, and Lana Ortiz, secretary.	a. Correct	b. Incorrect			
73. A 10-year-old girl broke the world record.	a. Correct	b. Incorrect			
74. American Enterprise Day is November 15 th .	a. Correct	b. Incorrect			
75. We spend about a third of our time sorting the mail.	a. Correct	b. Incorrect			
76. "No!" he yelled. "Do it now!"	a. Correct	b. Incorrect			
77. The president of the company, Frank Tippin will be retiring next year.	a. Correct	b. Incorrect			
78. Her favorite quote was from Shakespeare: "This above all, to thine own self be true."	a. Correct	b. Incorrect			

79. "Didn't he ask, 'What is the purpose of this meeting?'" asked Barry.	a. Correct	b. Incorrect			
80. The teacher asked the students what they were doing?	a. Correct	b. Incorrect			
81. Will our field trip be to Washington, D.C.?	a. Correct	b. Incorrect			
82. We visited Anaheim, California, last year.	a. Correct	b. Incorrect			
83. Running toward the classroom she realized she forgot her book.	a. Correct	b. Incorrect			
84. He is a thoughtful, kind person.	a. Correct	b. Incorrect			
85. Using the pass/fail option was a wise choice for her.	a. Correct	b. Incorrect			
Problems 86-100. Choose the correct answer for each sentence.					
86. She had earned a _____ as well as a law degree.	a. Ph.d.	b. Ph.D.			
87. The furniture, as well as the brass, _____ polishing.	a. need	b. needs			
88. The proofreading term _____ means "let it stand."	a. "STET"	b. stet			
89. You can never prepare _____ much for a presentation.	a. to	b. two	c. too		
90. _____ going to win the competition!	a. Your	b. You're			
91. You did so _____ on the test!	a. good	b. well			
92. The seniors in _____ school lobbied for extra privileges.	a. are	b. hour	c. our		
93. She _____ in bed all day yesterday.	a. lay	b. lie	c. laid	d. layed	
94. He _____ the campaign for state secretary.	a. led	b. lead			
95. I am smarter _____ my brother.	a. then	b. than			
96. They climbed to the mountain _____.	a. peak	b. peek			
97. A student wishing to take Accounting 101 should see _____ advisor immediately.	a. their	b. his or her			
98. She was _____ convincing during the debate.	a. quite	b. quiet	c. quit		
99. We are studying the _____ of Napoleon right now.	a. rein	b. reign	c. rain		
100. _____ going to travel to the competition today.	a. Their	b. There	c. They're		

2004 FBLA INTRO TO BUSINESS COMMUNICATIONS

1.	A	26.	A	51.	B	76.	A
2.	B	27.	B	52.	B	77.	B
3.	A	28.	A	53.	A	78.	A
4.	A	29.	B	54.	B	79.	A
5.	B	30.	A	55.	A	80.	B
6.	A	31.	B	56.	C	81.	A
7.	B	32.	D	57.	D	82.	A
8.	A	33.	B	58.	A	83.	B
9.	A	34.	A	59.	C	84.	A
10.	B	35.	B	60.	A	85.	A
11.	A	36.	A	61.	A	86.	B
12.	B	37.	B	62.	B	87.	B
13.	A	38.	C	63.	B	88.	A
14.	B	39.	B	64.	A	89.	C
15.	A	40.	D	65.	D	90.	B
16.	B	41.	A	66.	A	91.	B
17.	A	42.	C	67.	A	92.	C
18.	B	43.	A	68.	A	93.	A
19.	A	44.	A	69.	A	94.	A
20.	B	45.	C	70.	B	95.	B
21.	A	46.	B	71.	A	96.	A
22.	A	47.	B	72.	B	97.	B
23.	A	48.	A	73.	A	98.	A
24.	B	49.	B	74.	B	99.	B
25.	B	50.	A	75.	A	100.	C