
INTRODUCTION TO BUSINESS COMMUNICATION

Overview

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for FBLA members who demonstrate an understanding of basic communication skills and concepts.

This event is only for grades 9 and 10.

Competencies

The topics listed below are prioritized, listing the most important content areas of the tests.

- Grammar
- Spelling
- Punctuation
- Oral communication concepts
- Proofreading
- Word definition and usage
- Numbers
- Capitalization

Procedures/Tips

- Review the Competitive Events Tips in the front of the book.

Introduction to Business Communication Sample Questions

1. Have you seen my glasses? I last seen them this morning.
 - a. This sentence has incorrect grammar.
 - b. This sentence has correct grammar.
2. We did nothing but lay in the shade today.
 - a. This sentence has incorrect grammar.
 - b. This sentence has correct grammar.
3. The only ones available for the meeting were we.
 - a. This sentence has incorrect grammar.
 - b. This sentence has correct grammar.
4. Both my brother-in-laws have recently changed occupations.
 - a. This sentence has incorrect grammar.
 - b. This sentence has correct grammar.
5. My favorite place to shop is the womens' department at the mall.
 - a. This sentence has incorrect grammar.
 - b. This sentence has correct grammar.
6. The ten questions, that Mike did not answer, were the most interesting ones.
 - a. This sentence has incorrect punctuation.
 - b. This sentence has correct punctuation.
7. Are you prepared to answer all the essay questions on the test, Peggy?
 - a. This sentence has incorrect punctuation.
 - b. This sentence has correct punctuation.
8. The buyers and the seller's signatures are required.
 - a. This sentence has incorrect punctuation.
 - b. This sentence has correct punctuation.
9. The president is an ex officio, nonvoting member of that committee.
 - a. This sentence has incorrect punctuation.
 - b. This sentence has correct punctuation.
10. Where will the next Summer Olympics be held? In Greece? In China? In Canada?
 - a. This sentence has incorrect punctuation.
 - b. This sentence has correct punctuation.
11. Which word is spelled incorrectly?
 - a. recieve
 - b. occasionally
 - c. eligible
 - d. none of them
12. Which word is spelled incorrectly?
 - a. embarrass
 - b. maintenance
 - c. none of them
 - d. questionnaire

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13. Which word is spelled incorrectly?
a. exaggerate
b. convenience
c. none of them
d. similar
14. Which word is spelled incorrectly?
a. referred
b. accidentally
c. none of them
d. preceed
15. Which word is spelled incorrectly?
a. seperate
b. itinerary
c. none of them
d. quantity
16. The first quarter sales showed an increase of _____ percent in each of our divisions.
a. twenty
b. 20
17. Julia mailed copies of the announcement on March _____.
a. 1st
b. 1
18. I left _____ package by the door.
a. there
b. their
19. The counselor gave excellent _____ to the students.
a. advise
b. advice
20. We drove _____ the stadium on the way to the airport.
a. past
b. passed
21. The decision to leave my position was a very _____ one.
a. personnel
b. personal
22. Have you located an appropriate _____ for the construction?
a. sight
b. site
c. cite
23. Our office building is in need of repair on the outside and remodeling on the inside.
a. simple sentence
b. compound sentence
c. complex sentence
24. We have called an interior decorator, but he is out of town until next week.
a. simple sentence
b. compound sentence
c. complex sentence

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25. The ceiling in Mr. South's office is stained from the last rainstorm.
- simple sentence
 - complex sentence
 - compound sentence
26. When the carpenters repair the roof, they plan to install a new chimney.
- compound sentence
 - complex sentence
 - simple sentence
27. Because we want to take advantage of the furniture sales, we must choose the color schemes now.
- complex sentence
 - compound sentence
 - simple sentence
28. The project will be finished in time for our seminar; thus, we can have an open house at that time.
- complex sentence
 - simple sentence
 - compound sentence
29. Which sentence has the correct indefinite pronoun and verb?
- Neither of the applicants are more qualified than she.
 - Neither of the applicants is qualified for the position.
 - Neither of the applicants are qualified for the position.
30. The _____ employees in the unit were surveyed concerning their opinions.
- eleven
 - 11

Introduction to Business Communication Answer Key

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|-------|-------|-------|
| 1) A | 11) A | 21) B |
| 2) A | 12) D | 22) B |
| 3) B | 13) C | 23) A |
| 4) A | 14) D | 24) B |
| 5) A | 15) A | 25) A |
| 6) A | 16) B | 26) B |
| 7) B | 17) B | 27) A |
| 8) A | 18) B | 28) C |
| 9) B | 19) B | 29) B |
| 10) B | 20) A | 30) B |

Introduction to Parliamentary Procedure Answer Key

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|-------|-------|-------|
| 1) C | 11) B | 21) A |
| 2) B | 12) C | 22) B |
| 3) A | 13) C | 23) B |
| 4) B | 14) C | 24) B |
| 5) A | 15) B | 25) B |
| 6) C | 16) C | 26) A |
| 7) A | 17) B | 27) A |
| 8) B | 18) A | 28) B |
| 9) C | 19) B | 29) A |
| 10) C | 20) A | 30) A |

Introduction to Technology Concepts Answer Key

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|-------|-------|-------|
| 1) B | 11) A | 21) D |
| 2) D | 12) A | 22) A |
| 3) B | 13) A | 23) B |
| 4) A | 14) B | 24) A |
| 5) C | 15) C | 25) B |
| 6) C | 16) D | 26) A |
| 7) A | 17) B | 27) B |
| 8) A | 18) D | 28) C |
| 9) D | 19) A | 29) C |
| 10) D | 20) A | 30) B |

Management Decision Making Answer Key

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|-------|-------|-------|
| 1) B | 11) C | 21) C |
| 2) D | 12) D | 22) D |
| 3) A | 13) A | 23) A |
| 4) A | 14) C | 24) A |
| 5) C | 15) C | 25) A |
| 6) D | 16) A | 26) B |
| 7) B | 17) A | 27) C |
| 8) A | 18) D | 28) B |
| 9) D | 19) A | 29) D |
| 10) A | 20) A | 30) A |

Management Information Systems Answer Key

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|-------|-------|-------|
| 1) B | 11) A | 21) C |
| 2) A | 12) D | 22) C |
| 3) B | 13) D | 23) B |
| 4) D | 14) B | 24) A |
| 5) A | 15) A | 25) B |
| 6) D | 16) D | 26) B |
| 7) C | 17) B | 27) A |
| 8) A | 18) A | 28) B |
| 9) D | 19) B | 29) A |
| 10) C | 20) B | 30) B |