

Name _____

Final Exam Number _____

1. Chapter 1
 - a. 1-6
2. Chapter 2
 - a. 2-8
3. Define 2 things prior to AND 2 things after ...that can make meetings more effective
4. What are the 4 categories you should think about before starting to write or type a single word in business communications?
5. Chapter 3.
 - a. 3-7
6. Chapter 5. Rewrite the sentences.
 - a. 5-37
 - b. 5-39
7. Handbook of Grammar (page 603) Just write A or B
 - a. 41
 - b. 42
 - c. 43
 - d. 44
 - e. 45
8. List and Define advantages and disadvantages of 3 types of Mediums
9. Chapter 6. Rewrite the sentences
 - a. 6-23 C and D
 - b. 6-29 C and E

c. 6-34 A and B

10. Chapter 9

a. 9-2

b. 9-13

11. Chapter 11

a. 11-3

b. 11-10

12. What is the purpose of the Executive Summary?

13. Chapter 17

a. 17-10

14. Chapter 18

a. 18-6

15. Explain our lecture discussion of money be discussed in a first interview and what are the best practices?