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1. Which one of the following seating is most common for proactive presentation delivered to large audiences?

Options:

- A) V-formation
- B) Conventional classroom style
- C) Conventional theater style
- D) Modified T-formation

Correct Option: C) Conventional theater style

2. In a presentation setting, the only sound that should be prominent is that of the:

Options:

- A) Music
- B) Speaker's voice
- C) Electronic feedback from sound system
- D) Announcements

Correct Option: B) Speaker's voice

3. All of the following steps are found in the planning stage of business writing, except:

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Options:

- A) Choose your idea
- B) Consider your reader
- C) Proofreading

D) Determine your purpose

Correct Option: C) Proofreading

4. What is the basic requirement of Coordinating behavior?

Options:

- A) It requires the use of nonverbal communication only
- B) It requires the exchange of messages whether verbal or nonverbal
- C) It requires that group members be in the same geographic area

Correct Option: B) It requires the exchange of messages whether verbal or nonverbal

5. All of the following are considered as the core values of correctness, except:

Options:

- A) Spelling
- B) Punctuation
- C) Loudness
- D) Grammar

Correct Option: C) Loudness

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6. _____ is the language of business correspondence written for a general readership.

Options:

- A) African English
- B) Informal English
- C) Common English
- D) Formal English

Correct Option: C) Common English

7. All of the following steps are essential to an effective response to questions, except:

Options:

- A) Anticipation
- B) Listen
- C) Answer
- D) Discern

Correct Option: B) Listen

8. Which of the following is NOT among the drawbacks of using computerized design programs?

Options:

- A) Design over content
- B) Overly complex presentations
- C) Poorly conceived messages
- D) Simplistic presentations

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Correct Option: A) Design over content

9. Writing with a you-attitude shows sincere _____ for the reader.

Options:

- A) Sympathy
- B) Apathy
- C) Curiosity
- D) Concern

Correct Option: D) Concern

10. All of the following tactics can be employed for dealing with disruptive incidents, except:

Options:

- A) Delay
- B) Dismiss
- C) Detour
- D) Engage

Correct Option: B) Dismiss

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