**NEW YORK STATE FBLA**

**BUSINESS COMMUNICATIONS**

**2013**

**PLEASE DO NOT OPEN THIS TEST UNTIL DIRECTED TO DO SO**

Test Directions

1. Complete the information requested on the answer sheet.

**PRINT YOUR NAME** on the “Name” line.

**PRINT** the name of the event, **BUSINESS COMMUNICATIONS** on the “Subject” line.

**PRINT** the name of your **CHAPTER** on the “DATE” line.

1. All answers will be recorded on the answer sheet.

Please do not write on the test booklet.

Scrap paper will be provided.

1. Read each question completely before answering. With a **NO. 2 pencil**, blacken in your choices completely on the answer sheet. Do not make any other marks on the answer sheet, or the scoring machine will reject it.
2. You will be given 60 minutes for the test. You will be given a starting signal and a signal after 50 minutes have elapsed.

**Tie will be broken using the last 10 questions of the test.**

For questions 1 – 10, fill in the A for each true statement and the B for each false statement.

1. Nonverbal messages can stand alone or accompany verbal messages.
2. Posture projects your level of confidence.
3. Listening is the communication media that we use most.
4. After two months, most of us will remember what we have heard.
5. Business letters should typically be written on letterhead paper.
6. A proper adjective is hardly ever capitalized.
7. The name of a document or article should always be written in ALL CAPS.
8. An abbreviation is a shortened form of a word or group of words.
9. The two-letter postal abbreviation for the state of Montana is MO.
10. You should use single quotation marks to label a quotation within a quotation.

For questions 11-25, identify the BEST answer for each question or statement.

11. Which of the following is NOT an example of a parenthetical expression?

a. In any case

b. Unfortunately

c. Needless to say

d. I assume that

12. \_\_\_\_\_\_ are used to separate words or phrases listed in a series.

a. Colons

b. Semi colons

c. Commas

d. Parentheses

13. Which of the following words should be capitalized?

a. mister

b. master

c. class officer

d. mistress

14. Which of the following clauses can stand alone as a sentence?

a. Dependent

b. Independent

c. Subordinate

d. Introductory

15. To indicate a contraction, insert a(n) \_\_\_\_\_\_ in the space where the missing letters belong.

a. Comma

b. Apostrophe

c. Period

d. Parentheses

16. Use \_\_\_\_\_\_ to enclose the title of a magazine article.

a. Commas

b. Apostrophes

c. Parentheses

d. Quotation Marks

17. In compound words, add the apostrophe to the \_\_\_\_ word to indicate possession.

a. first

b. last

c. both

d. neither

18. A \_\_\_ is used in word division and in the formation of some compound words.

a. Comma

b. Hyphen

c. Period

d. asterisk

19. Place a \_\_\_\_\_ at the end of the following sentence: “Where are you going”

a. Period

b. Exclamation Point

c. Question Mark

d. Parentheses

20.The following sentence is a \_\_\_\_\_ sentence: “She is attending the meeting”

a. Declarative

b. Mild Command

c. Indirect

d. Request

21. The following sentence is a \_\_\_\_\_question: “Turn out the lights when you leave”

a. Declarative

b. Mild Command

c. Indirect

d. Request

22.The following sentence is a courteous \_\_\_\_: “May I have an interview with you”

a. Declarative

b. Mild Command

c. Indirect

d. Request

23.The following sentence is a \_\_\_\_\_: “He asked me when you planned to arrive”

a. Declarative

b. Mild Command

c. Indirect

d. Request

24. Which of the following sentences contains a verb phrase?

a. Maryanne has been reading.

b. Give it to our sales staff.

c. Is this for Brenda and me?

d. Keep this between you and me.

25. Which of the following is an independent clause?

a. If I had missed my flight to Colorado

b. When we returned from our sales meeting

c. Clarice finally won the Anderson account

d. Because Thomas and I are working overtime tomorrow

For questions 26 – 34, look at the two words inside the parentheses. On your answer sheet, fill in the **“a“** if the first word best completes the sentence. Fill in the **“b“** if the second word best completes the sentence.

26. Rand is the (brightest/brighter) of the twins.

27. Her grandfather is the (most proud/proudest) person I have ever met.

28. They saw on television (that/where) the Phillies have won five games in a row.

29. He stared (suspiciously/suspicious) at the activities in the park.

30. Alfredo is (surely/sure) the right person for the job.

31. Did you detect the discrepancy (in/between) her facts?

32. Do not plan (to go / on going) with your friends on Friday night.

33. I wanted to buy new furniture, (yet/and) I knew that money was not available.

34. (Who’s/Who are) the victims of this tragedy?

For questions 35-39, identify the sentence with the CORRECT punctuation.

35. The correct sentence is…

a. The architect submitted a bid, but he was not selected.

b. The architect, submitted a bid, but was not selected.

c. The architect submitted a bid but, was not selected.

d. The architect submitted a bid but was not selected.

36. The correct sentence is…

a. Please make payment by Monday, May 15, or your ticket will not be held.

b. Please, make payment by Monday, May 15; or your ticket will not be held.

c. Please make payment by Monday May 15; or your ticket will not be held.

d. Please make payment by Monday, May 15; or your ticket will not be held.

37. The correct sentence is…

a. I am bored by long newspaper articles and therefore, enjoy those of the writer, Dick Savage, because of their shortness.

b. I am bored by long newspaper articles and, therefore, enjoy those of the writer, Dick Savage, because of their shortness.

c. I am bored by long newspaper articles and, therefore, enjoy those of the writer, Dick Savage because of their shortness.

d. I am bored by long newspaper articles and, therefore, enjoy those of the writer Dick Savage, because of their shortness.

38. The correct sentence is…

a. Mrs. Blosser the president of the company, treats all her employees with respect.

b. Mrs. Blosser, the president of the company treats all her employees with respect.

c. Mrs. Blosser, the president of the company, treats all her employees with respect.

d. Mrs. Blosser, the president of the company treats all her employees with respect.

39. The correct sentence is…

a. The court appointed Ashley Hunter Esq., as his attorney.

b. The court appointed Ashley Hunter, Esq. as his attorney.

c. The court appointed Ashley Hunter, Esq, as his attorney.

d. The court appointed Ashley Hunter, Esq., as his attorney.

For questions 40-50, write the letter of the word that is NOT spelled correctly.

40. The misspelled word is…

a. Animated

b. Archetect

c. Adjunct

d. Arbitrarily

41. The misspelled word is…

a. Benefically

b. Benevolent

c. Biodegradable

d. Battery

42. The misspelled word is…

a. Calendar

b. Carnivorous

c. Capillary

d. Caterpiller

43. The misspelled word is…

a. Laminate

b. Levitation

c. Liborate

d. Laboratory

44. The misspelled word is…

a. Palameno

b. Paragraph

c. Polygon

d. Parenthetical

45. The misspelled word is…

a. Veins

b. Varacose

c. Vaccination

d. Vital

46. The misspelled word is…

a. Marigold

b. Mandolin

c. Merriment

d. Miraculious

47. The misspelled word is…

a. Gazeboe

b. Gauge

c. Galaxy

d. Generic

48. The misspelled word is…

a. Rabid

b. Resume

c. Rectangle

d. Recumbant

49. The misspelled word is…

a. Knit

b. Kinetic

c. Kalidoscope

d. Kosher

50. The misspelled word is…

a. Warewolf

b. Weather

c. Withhold

d. Wrangler

51-65 Indicate whether the abbreviations and acronyms are correct by filling in letter A or incorrect by filling in Letter B.

51. Harvey Norman, PH.d.

52. Charles Haygood, Sr.

53. So. (south)

54. M.A. (Master of Arts)

55. Blv. (Boulevard)

56. Illi. (Illinois)

57. mil (milligram)

58. Rh. Is. (Rhode Island)

59. Str. (street)

60. Ct. (court)

61. Dec. (December)

62. lbs. (pounds)

63. La. or Ln. (Lane)

64. Cali. (California)

65. tsp. (teaspoon)

For 66-68 mark the correct number form.

66. Five percent is written as

a. five percent

b. 5%

c. .5%

d. five %

67. ninety-two degrees Fahrenheit

a. 92°

b. 92°F

c. 92 degrees

d. °92

68. sixteen feet five inches

a. 16 ft., 5 in.

b. 16 ft. 5 in.

c. 16” 5 ‘

d. 16’ 5 “

For 69-72 If written in correct form Mark A for true and B for false.

69. 4 of July

70. July 4th

71. 4th of July

72. July 4

For 73-86 Mark A if the number expression is written correctly. Mark B if it is incorrect.

73. The 60’s

74. sixteen March 2012

75. Class of ‘04

76. 8/14/1982

77. 1224 B.C.

78. 52 A.D.

79. six o’clock

80. 8:25 o’clock

81. 7 P.M. evening

82. 6th Street

83. 31st Avenue

84. interstate 11

85. Chicago, IL 42136

86. the 20th Century

## For 87- 96 Choose the appropriate response using the following key

1. Only the first sentence is punctuated correctly.
2. Only the second sentence is punctuated correctly.
3. Both sentences are punctuated correctly.
4. Both sentences are punctuated incorrectly.
5. For the Hindu there is no reminder or warning of what eternal rest is like.

By placing an order by Monday, April 22, you can take advantage of this low low price.

1. Acclamation is spontaneous approval, or acceptance of a proposal, a nomination, or an action.

The play had an apocalyptic final scene hinting that good would triumph.

1. However carefully you proofread an error occasionally slips by.

A premium is something extra given usually for purchasing an item.

1. A sophomore, or second-year student in high school or college, literally has characteristics of both wisdom and foolishness.

These companies were among those at the career fair, Alcoa, Compaq, and Oracle.

1. Most tropical countries have humid air and soil, with plenty of rain.

Indulgent parents let children eat, wear, and do whatever they like.

1. “Fringe benefits,” such as sums paid for insurance and hospital care in addition to regular wages, are a form of perquisite.

She questioned what grade the child was in?

1. Flagrant actions are not only overt; they are startling because they are scandalous.

Internal revenue is collected inside a country, not at ports of entry.

1. The case against the hobo lacks tangibility—no fingerprints, no witnesses, no weapon, no confession.

Will you please call me if you need additional supplies?

1. We received your March 14 letter; however, your check was not enclosed.

A discernible detail can be seen, or sensed more readily.

1. Catherine will be 17 years 5 months and 17 days old on June 1.

In military affairs, strategy includes methods and plans in the largest sense whereas tactics are specific devices and operation.

For 97-100. Choose the word or phrase that means the same as the phrasal verb used.

1. I have a great program that weeds out unwanted files.

a. replaces

b. deletes

c. finds

1. Li enjoyed hamming up her role in the new musical.

a. acting in a way that make people laugh

b. performing

c. learning

1. He was very clever. He sniffed out the answer almost immediately.

a. smelled

b. asked

c. discovered

1. Please don’t harp on that. I know I shouldn’t have bought it.

a. play

b. complain about

c. pull strings

ANSWER KEY

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