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Chapter 2 Mastering Team Skills and Interpersonal Communication

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

1. Teams _____.

- A. are two or more people working together
- B. are less important in the workplace
- C. share many goals
- D. none of the above

Answer: A

Diff: 1

Page Ref: 22

Obj: 2-1

2. Identify the item listed below that is not a way teams help organizations succeed.

- A. increase information and knowledge
- B. increase groupthink among members
- C. increase diversity of views
- D. increase performance levels

Answer: B

Diff: 1

Page Ref: 23

Obj: 2-1

3. Janice is seeking input on a new initiative with her company Global Communications. She has asked for a meeting of supervisors, managers and front line workers. She is engaging in a strategy of _____.

- A. reducing tension between workers
- B. unleashing creativity and energy in workers who share a sense of purpose
- C. reducing boredom
- D. participative management

Answer: D

Diff: 2

Page Ref: 23

Obj: 2-1

4. A key advantage of teamwork is

- A. it is easier to get a consensus
- B. work is usually done more quickly

Business Communication Test And Answers

Annelies Wilder-Smith



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