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# Advanced Business Communication Final Exam Questions with Complete Solutions

Communication Style - Answer-Passive, Assertive, Aggressive

Passive Communicator - Answer-Communication Style in which you put the rights of others before your own, minimizing your own self worth

Assertive Communication Style - Answer-Communication style in which you stand up for your rights yet maintain respect of the rights of others

Aggressive Communication Style - Answer-Communication style in which you stand up for your rights but violate the rights of others

Feedback - Answer-Part of the Communication process in which the receiver sends back questions, comments, suggestions, etc.

Cognitive thinking skills - Answer-Interpretation, Analysis, Evaluation, Inference, Explanation, Self-Regulation

Interpretation - Answer-Comprehend and express the meaning or significance of a wide variety of experiences, situations or events

Analysis - Answer-Identify intended and inferential relationships among statements questions or concepts

Evaluation - Answer-Assess credibility of statements or representations

Inference - Answer-Identify and secure elements needed to draw reasonable conclusions

Explanation - Answer-State the results of one's reasoning in terms of the evidential or conceptual considerations upon which one's results are based.

Self-Regulation - Answer-Self-consciously monitor one's cognitive activities, the elements used in those activities, and the results obtained with a view toward questioning or validating those results.

Group Think - Answer-The tendency of those in a group to stifle dissent to give the illusion of unit cohesion

Professional Ethics - Answer-Treating others as you would want to be treated

# Business Communication Final Exam Questions And Answer

**Scott C. Dulebohn**



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