

Description of Business Concepts—ML:

The written objective test may include questions on items related to characteristics and organizations of business, consumerism, money management and banking, career awareness, and rights and responsibilities of managers, employees, owners, and government.

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- 1 It is considered appropriate to use smiley faces in professional e-mail messages.
A) TRUE
B) FALSE
C)
D)
- 2 Which of the following is an inappropriate interview question?
A) What are your strengths and weaknesses?
B) What experience do you have in this field?
C) Are you willing to work overtime hours if needed?
D) How many kids do you have?
- 3 The night before the interview you...
A) Printed out extra copies of your résumé.
B) Figured out directions to the office.
C) Prepared some answers to commonly-asked interview questions
D) All of the above.
- 4 Which of the following is an illegal interview question?
A) Have you ever been fired from a previous job?
B) What type of training did you receive in the military?
C) Merpelgue... that's an unusual last name. Where is your family from?
D) How much money did you make at your last job?
- 5 In order to verify the official authorized signature of a person issuing a check, the financial institution maintains a(n)
A) Signature card
B) Account Database
C) EFT
D) Optical Scanner
- 6 A business that buys in large quantities, stores products, ships products, and finances products is an example of a(n)
A) Retailer
B) Wholesaler
C) Shopper
D) Outlet
- 7 The possibility of losing personal property and savings in a partnership is

- A) Bankruptcy
- B) Lien
- C) Foreclosure
- D) Unlimited Liability

8 The primary advantage of a command economy is

- A) No shortage of goods
- B) Ease of Production
- C) Guaranteed employment
- D) Equal standard of living

9 Spending time with a worker for a brief period of time to learn about a certain occupation is an example of

- A) Interning
- B) Cooperative Education
- C) Job shadowing
- D) Work Study

10 If your insurance carrier requires a \$200 deductible and your company policy requires 20% co-pay, how much will you pay for a \$10,000 surgery?

- A) \$1,800.00
- B) \$1,960.00
- C) \$2,000.00
- D) \$2,160.00

11 One advantage of being a manager is less interpersonal skills are involved because you supervise personnel beneath you.

- A) True
- B) False
- C)
- D)

12 Which of the following is inappropriate during a job interview?

- A) Asking questions about the position
- B) Dressing appropriately
- C) Being early for your appointment
- D) Talking too much

13 A(n) _____ is a business that operates on the Internet.

- A) e-business
- B) Global business
- C) www business
- D) Dot-com company

14 The money that is left over after a business has paid all the costs of producing its goods and services is called

- A) Balance
- B) Profit
- C) Income
- D) Gross

- 15 Groups of customers with very similar needs to whom a company plans to sell its product are called the
- A) Target customers
 - B) Target consumers
 - C) Target market
 - D) Target group

16	
	A)
	B)
	C)
	D)
17	
	A)
	B)
	C)
	D)
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	A)
	B)
	C)
	D)
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	A)
	B)
	C)
	D)
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	A)
	B)
	C)
	D)
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	A)
	B)
	C)
	D)
22	
	A)
	B)
	C)
	D)
23	
	A)

	B)	
	C)	
	D)	

- 24 A share of ownership in a corporation is achieved by purchasing
- A) Securities
 - B) Bonds
 - C) Stocks
 - D) T-bills

- 25 A finished product is an example of:
- A) Input
 - B) Output
 - C) Feedback
 - D) Control

- 26 An E-business is:
- A) A company that uses the Internet or electronic communication to get supplies.
 - B) A company that uses the Internet or electronic communication to sell its products.
 - C) A company that uses the Internet or electronic communication for all of its business transactions.
 - D) A company that has a web page.

- 27 A document that contains a person's education background, job experience, and job skills is called _____.
- A) A report
 - B) A resume
 - C) A cover letter
 - D) A business letter

- 28 An individual who works for a company is considered _____.
- A) An employer
 - B) An employee
 - C) A skilled worker
 - D) A contractor

29		
	A)	
	B)	
	C)	
	D)	
30		
	A)	
	B)	
	C)	
	D)	

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	A)	
	B)	
	C)	
	D)	
32		
	A)	
	B)	
	C)	
	D)	

33 A plan for spending money is a(n)

- A) annual report
- B) balance sheet
- C) income statement
- D) budget

34 The group responsible to guide the operations of a cooperation is its

- A) Management group
- B) Board of Directors
- C) Shareholders
- D) Controlling interest

35 A local Pepsi-Cola bottling plant is an example of what type of business?

- A) Processor
- B) Manufacturer
- C) Intermediary
- D) Service Business

36 The closing paragraph of a letter of application should

- A) refer to the resume
- B) recap the opening paragraph
- C) cite an e-mail address
- D) request an interview

37 What is the proper way to sign a business letter?

- A) Type your name
- B) Sign your name
- C) Type and write your initials
- D) Type and sign your name

38 Which is not an example of an expense related to business ownership?

- A) Tax
- B) Insurance
- C) Profit
- D) Variable Costs

39 Which type of business makes the products it sells?

- A) Wholesaling

- B) Manufacturing
- C) Retailing
- D) Service

40 Which type of business sells directly to customers?

- A) Wholesaling
- B) Manufacturing
- C) Retailing
- D) Service

41 CJ's Trucking delivers oranges from local growers to the Tropicana Bottling Facility, in Orlanda, FL. CJ's Trucking is what type of business?

- A) Intermediary
- B) Manufacturer
- C) Corporation
- D) Trucking Company

42 Managers perform which of the following functions.

- A) controlling
- B) planning
- C) organizing
- D) All the above

43 The largest form of advertising media that businesses use today is

- A) television
- B) radio
- C) newspaper
- D) facebook

44 Employers who make accommodations for physically challenged workers are complying with regulations of the

- A) FICA
- B) FTC
- C) FCC
- D) ADA

45 All of the following are functions of money except money is

- A) A medium of exchange
- B) A standard of value
- C) Based upon the gold standards
- D) Store of value

46 Things that are important to you in life are your

- A) aptitudes
- B) attitudes
- C) Values
- D) Social welfare

47 In a market economic system. Which of the following is not a component

- A) supply
- B) Government based control of a product
- C) demand

D) Equilibrium pricing

49 The possibility of losing personal property and savings in a partnership is

- A) bankruptcy
- B) lien
- C) unlimited liability
- D) foreclosure

50 A skills résumé is also known as a(n) ____.

- A) working resume
- B) functional resume
- C) interest resume
- D) conditional resume

51 Rent is an example of a(n) ____.

- A) equilibrium price
- B) Mandatory expense
- C) Fixed cost
- D) Variable cost

52 Decision making is most affected by the ____.

- A) manager's ability
- B) available time
- C) project's necessity
- D) manager's values

53 The communication method that is most appropriate for routine information is ____.

- A) Verbal
- B) Specific
- C) General
- D) written

54 What protects the creative work of authors, composers, and artists?

- A) copyright
- B) trademark
- C) infringement
- D) consumer

55 What are the goods and services sold to other countries called?

- A. Exports
- A) exports
- B) imports
- C) tariffs
- D) GNP

- 56 What is a start-up budget?
- A) Budget for the general operations of a business.
 - B) Budget you have to begin a business.
 - C) Budget for the cash flow of a business.
 - D) All answers are correct.
- 57 What is a gigabyte?
- A) Approximately a billion bytes of storage.
 - B) Approximately a million bytes of storage.
 - C) Approximately a trillion bytes of storage.
 - D) Approximately a thousand bytes of storage?
- 58 A sole proprietor is ultimately responsible for all business decisions.
- A) True
 - B) False
 - C)
 - D)

Business Concepts--ML Study Guide Created by Advisers ANSWER KEY							
1		B		21	b	41	A
2		D		22	No answer given	42	D
3		D		23	A	43	C
4		C		24	C	44	D
5		A		25	A	45	No answer given
6		B		26	C	46	No answer given
7		D		27	B	47	No answer given
8		D		28	B	48	NO QUESTION
9		C		29	A	49	B
10		D		30	D	50	B
11		B		31	C	51	C
12		D		32	D	52	D
13		D		33	D	53	D
14		B		34	B	54	A
15		C		35	B	55	A
16		A		36	D	56	B
17		A		37	No answer given	57	A
18		D		38	No answer given	58	A
19		A		39	B		
20		D		40	C		