

(These items were developed by teachers for the Technical Skills Assessment. Below is a sample item for each program standard.)

**Question 1 of 7**

How is the relationship between different departments on the same organizational level described?

- A)** Hierarchical
- B)** Vertical
- C)** Line
- D)** Horizontal

**Question 2 of 7**

What business document reports a company's revenue and expenses for a particular time period?

- A)** Checking account statement
- B)** Income statement
- C)** Cash flow statement
- D)** Balance sheet

**Question 3 of 7**

What is the general concept of protecting a person's IDEAS?

- A)** Copyright
- B)** Trademark
- C)** Intellectual property
- D)** Trade secrets

#### Question 4 of 7

What term refers to an individual who works for an organization, sometimes without pay, in order to gain work experience?

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- A) Fulltime work
- B) Internship
- C) Contractor
- D) Consultant

#### Question 5 of 7

Which element is NOT a component of SWOT analysis?

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- A) Opportunity
- B) Strength
- C) Time
- D) Weakness

#### Question 6 of 7

What type of hardware is used to generate business communications and reports?

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- A) Copier
- B) Laptop
- C) Facsimile
- D) Scanner

#### Question 7 of 7

Which item is NOT a barrier to quality business communications?

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- A) Feedback
- B) Distractions
- C) Culture
- D) Emotion

Business Management Sample Test Answer Key

<b>Question</b>	<b>Answer</b>
1.	D
2.	B
3.	C
4.	B
5.	C
6.	B
7.	A