

(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?

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

#### Question 5 of 7

Which element is NOT a component of SWOT analysis?

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

#### Question 6 of 7

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

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

#### Question 7 of 7

Which item is NOT a barrier to quality business communications?

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

## Business Management Sample Test Answer Key

Question	Answer
1.	D
2.	B
3.	C
4.	B
5.	C
6.	B
7.	A