

I demand an immediate explanation for your unexpected absence from the meeting.

Which of the following is the best revision of the sentence above?

I demand an immediate explanation for your unexpected absence from the meeting.

I demand an immediate explanation for your unexcepted absence from the meeting.

I demand an imediate explination for your unexpected abcense from the meeting.

I demand an immediate explanation for your unexpected absence from the meeting.

The pharmaceutical company will run two similiar clinical trials that most likely will yeild the same results.

Which of the following is the best revision of the sentence above?

The pharmacutical company will run two simalar clinical trials that most likely will yield the same results.

The pharmaceutical company will run two similar clinical trials that most likely will yield the same results.

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The pharmaceutical company will run two similar clinical trials that most likely will yield the same results.

Which of the following sentences employ correct spelling and word usage? Check all that apply.

Since we revised our action response plan, our office is well equipped to handle any emergency.

The new electronic devise will keep track of your appointments.

Maurice was hired as CFO of a Fortune 500 company before he was even fourty years old.

He began his ascent up the corporate ladder when he was very young.

Since we revised our action response plan, our office is well equipped to handle any emergency.

He began his ascent up the corporate ladder when he was very young.

Which of the following words means events used as an example for subsequent situations?

Precedents

Precedence

Precedents

Which of the following words means unlawful?

Elicit

Illicit

illicit

You need to send the quarterly sales report to coworkers in your department.

Memo attachment

E-mail

memo attachment

Which of the following has been cited by businesspeople as why e-mail is not as effective as it should be?

Use of attachments

Lack of jargon and industry buzz-words

Ineffective writing

Having to proofread a message

ineffective writing

When are business letters necessary?

Sensitivity is inconsequential.

Confidentiality is paramount.

Intercultural communication is required.

Information requires fact checking.

A permanent record is required.

confidentiality is paramount, a permanent record is required

The quality of information obtained from a request letter depends on the clarity of the inquiry. What techniques