

Name: _____
Miss Skirtich
Communications
16/17 January 2020

Communications Units 2-5 Test Study Guide

For the test on Thursday, January 23 (Red) and Friday, January 24 (White) next week, look through your notes and Google Classroom. Review the topics below to prepare for the exam. If you have any questions, make sure to ask me! ☺ Label this document "Your Last Name-Units 2-5 Study Guide" and post to Google Classroom. Good luck!

1. Technical Writing
 - a. Definitions
 - b. PPT info
 - c. Demonstration Speech guidelines

2. Email Etiquette
 - a. PPT info
 - b. Format of professional email
 - c. Inbox labels/organization
 - d. Emails, Social Media Expectation (see Facebook Rants and Fired for Sending Emails news stories)

3. Business Etiquette
 - a. PPT info
 - b. Handshake Rules
 - c. Office etiquette (see Dear Sandwich Thief news story)

4. Resume Notes
 - a. PPT info
 - b. QR codes
 - c. resume info vs. website info

5. Mock Interview
 - a. Interview questions
 - b. How to Crush an Interview PPT
 - c. Follow-up (thank you notes and thank you emails)
 - d. Self-assessment questionnaire

6. Vocabulary Words (Unit Vocab Units #4-6 sets of vocab terms)
The test will consist of:
 - Multiple Choice
 - True or False
 - Fill in the Blanks
 - Short Answers

- Open-ended options