Business Communication Essentials, 4e (Bovee) Chapter 2 Mastering Team Skills and Interpersonal Communication

1) Teams A) are two or more people working together B) are less important in the workplace C) share many goals D) are none of the above Answer: A Diff: 1 Page Ref: 25 Objective: 2-1 Identify the item listed below that is NOT a way teams help organizations succeed. A) Increased information and knowledge B) Increased groupthink among members C) Increased diversity of views D) Increased performance levels Answer: B Diff: 1 Page Ref: 25 Objective: 2-1 3) Janice is seeking input on a new initiative with her company Global Communications. She has asked for a meeting of supervisors, managers, and front line workers. She is engaging in a strategy of A) reducing tension between workers B) unleashing creativity and energy in workers who share a sense of purpose C) reducing boredom D) participative management Answer: D Diff: 2 Page Ref: 25 Objective: 2-1 4) A key advantage of teamwork is A) it is easier to get a consensus. B) work is usually done more quickly C) improved acceptance of solutions D) all of the above Answer C Diff: 2 Page Ref: 25 Objective: 2-1

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