

**Fundamentals of Business Communication © 2012**  
**Chapter 3: Using Technology to Communicate—Interactive Quiz Questions**

- \_\_\_\_\_ 1. \_\_\_\_\_ converts messages from one language to another.
- A. Speech-recognition software
  - B. Text-to-speech software
  - C. Translation software
  - D. Video translator
- \_\_\_\_\_ 2. Alternative input devices are also known as \_\_\_\_\_.
- A. adaptive tools
  - B. assistive technologies
  - C. speech-recognition software
  - D. video translators
- \_\_\_\_\_ 3. A demo of \_\_\_\_\_ stops working after a period of time.
- A. for-purchase software
  - B. freeware
  - C. shareware
  - D. vendor software
- \_\_\_\_\_ 4. Which of the following types of remote meetings involves a video display?
- A. Podcast.
  - B. Teleconferencing.
  - C. Instant messaging (IM).
  - D. Web seminar.
- \_\_\_\_\_ 5. Barriers to remote meetings include lack of attention, lack of eye contact and body language, technology glitches, and \_\_\_\_\_.
- A. cultural diversity
  - B. demographical information
  - C. transmission delays
  - D. web compatibility
- \_\_\_\_\_ 6. During remote meetings, \_\_\_\_\_ must be strong in order to compensate for the loss of eye contact and body language.
- A. digital images
  - B. transmission software
  - C. verbal communication
  - D. Web 2.0 connections
- \_\_\_\_\_ 7. A blog is used as a(n) \_\_\_\_\_ by some individuals.
- A. keyboard
  - B. e-mail
  - C. diary
  - D. peripheral

- \_\_\_\_\_ 8. A popular professional networking site is \_\_\_\_\_.
- A. Facebook
  - B. Flickr
  - C. LinkedIn
  - D. Twitter
- \_\_\_\_\_ 9. Which of the following is *not* a true statement about voice mail?
- A. Available with landline and cell phone subscriptions.
  - B. Follow identical guidelines for business and personal greetings.
  - C. Modern version of the answering machine.
  - D. Potential employer may access personal voice mail.
- \_\_\_\_\_ 10. Compressed files are extracted using \_\_\_\_\_ software.
- A. auto-compression
  - B. decompression utility
  - C. extraction utility
  - D. reformation decompression