

Fundamentals of Business Communication © 2012
Chapter 18: Using Visual Aids—Interactive Quiz Questions

- _____ 1. _____ provide facts and numbers in an easy-to-understand format.
- A. Visual aids
 - B. Illustrations
 - C. Images
 - D. Informational graphics
- _____ 2. _____ are used to improve the visual appeal of a document design.
- A. Visual aids
 - B. Illustrations
 - C. Images
 - D. Informational graphics
- _____ 3. When describing objects and locations, use _____.
- A. charts
 - B. illustrations
 - C. images
 - D. informational graphics
- _____ 4. When presenting data in years, months, hours, or minutes, use a(n) _____.
- A. pie chart
 - B. line chart
 - C. organizational chart
 - D. vertical bar chart
- _____ 5. _____ are the most commonly used type of informational graphic.
- A. Pie charts
 - B. Tables
 - C. Line charts
 - D. Bar charts
- _____ 6. A _____ presents data in a series of columns and rows.
- A. line chart
 - B. table
 - C. flowchart
 - D. bar chart
- _____ 7. A(n) _____ is used to show step-by-step directions.
- A. flowchart
 - B. organizational chart
 - C. pie chart
 - D. line chart

- _____ 8. _____ are especially helpful for people who are new to the company.
- A. Organizational charts
 - B. Line charts
 - C. Flowcharts
 - D. Tables
- _____ 9. In a flowchart, the symbol used to represent IF-THEN decisions is a(n) _____.
- A. arrow
 - B. circle
 - C. diamond
 - D. rectangle
- _____ 10. Video can be used as a(n) _____.
- A. organizational chart
 - B. illustration
 - C. image
 - D. informational graphic