

## 2020-2021 Professional Communication Final Exam Review Sheet

### Vocabulary Sheet

1. Sole proprietorship
2. Debts
3. Entity
4. Managerial Authority
5. Scientific Method
6. Specific
7. Challenging
8. Price-skimming
9. Payoff/rate of return
10. Cause and effect
11. Legal Entity
12. Hired Professionals
13. Acquiring Knowledge
14. Analysis of Circumstances
15. Measurable
16. Relevant
17. Attainable
18. Status quo pricing
19. Demand
20. Figurehead
21. Monitor
22. Negotiator
23. Liability
24. Equity
25. Accounts payable
26. Revenue
27. Expense
28. Spokesperson
29. Disturbance Handler
30. Resource Allocator
31. Liability
32. Accounts receivable
33. Accounts payable
34. Dividend

### Short Answer

- 3 Pricing Strategies
- Types of Market Research
- 3 Types of Organizations
- T-Accounts (debit and credit)
- Accounting Equations
- Managers' Function
- Manager's Role
- The Operations System – names, managers and primary function.
- Top 3 executive officers of a corporation. (all 3 titles for each)
- 3 approaches of management
- Examples of assets and liabilities
- Cost per unit
- Most important Rule: "Everything you do, begin with the end in mind."

### True and False

Study your quizzes. You will need to know why a FALSE statement is FALSE and how to make it TRUE.