GEB MIDTERM Ch 1-9

An ethical _____ involves choosing between conflicting alternatives that are not clear-cut.

Dilemma

Ethics can be defined as not doing anything illegal.

When resolving problems, successful organizations usually avoid the need for feedback.

False

T

As long as employees get the job done, most companies are not concerned with employees meeting expectations of business etiquette.

If you start a company or become an executive in an established firm, you can expect to spend the majority of your time Communicating.

In the first step of the communication process, the sender has an idea.

When conducting business over a meal, you should wait to bring out business papers until after the entrée plates have been removed.

T

The habits you exhibit while using your mobile device exemplify your attitude toward the people around you.

All of the following except _____ are elements of the group development process. Anticipation

Your ability to listen effectively will have little effect on your long-term career prospects.

Selective listening refers to letting one's mind wander until something personally relevant is said.

When speaking in English to people who use English as a second language, the best approach is to speak slowly and clearly.

Tests Ch 1 9 Keeping Fin Records For Bus

Sabine Zange

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