

Name: _____ Date: _____

Written Communication Vocabulary Exam

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| 1. Company needs printed material to show customers its services | A. Chart |
| 2. Sales rep needs to communicate quickly with a manager. | B. Brochure |
| 3. The sales department wants to present their quarterly sales figures at a meeting. | C. Text |
| 4. a business invites 'friends' to like a page. | D. Boss |
| 5. Manuals are saved on the internet for customer download. | E. Social network post |
| 6. The company wants to inform all workers about an upcoming event | F. Website |
| 7. The company wants to distribute a promotional invitation at a sales convention | G. Serve customers |
| 8. a collection of writing that carries information to be shared again with someone new | H. Conduct a survey |
| 9. a powerful party leader | I. Report |
| 10. a worker who is hired to perform a job | J. Give feedback |
| 11. information about reactions to a product | K. Analyze data |
| 12. do or carry out a questionnaire to get more information | L. Complaints |
| 13. to study or examine something in detail, in order to discover more about it | M. Flyer |
| 14. a statement that a situation is unsatisfactory or unacceptable | N. Memo |
| 15. give customers food or drink in a restaurant | O. Employee |