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1) Communication is the process  
of A) transferring information and  
meaning. B) listening actively. C)  
writing messages. D) none of the  
above. Answer: A

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1) In participative management A) employees are involved in the company's decision making. B) all top-level managers participate in profit sharing. C) teams are discouraged in favor of individual

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purpose, lay out your writing  
schedule, and then profile your  
audience. your audience. \*Analyze  
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writing schedule, and then profile your audience. \*Writing \*Organize Define your main ideas, limit the scope, group your points, and choose the direct or indirect approach. \*Compose Control your style through level of formality and conversational tone. Choose your

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create effective sentences and  
paragraphs. \*Completing \*Revise  
Evaluate content and review  
readability, editing, and rewriting  
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