



## Introduction to Business A Online Seminar

Your Standard Salafi Curriculum Guide to online Homeschool Assistance

### Quiz III: Basic Computer and Communication Tools

1. What are the two types of communication that are the essential keys to every business?
2. Effective communication requires what?
3. Name four communications tools that a business may use daily?
4. What is the description for an auxiliary product?
5. When using a facsimile it is advised that you use a cover letter, what tips can you provide for others about the “Cover Letter”?
6. Explain the difference for the following types of communication:
  - Data conferencing
  - Data Communications Networks
  - Video conferencing
  - Teleconferencing
7. What are the benefits of electronic conferencing?
8. What is electronic information technology (EIT)?
9. What is the difference between the Information’s Manager and Information Management?
10. What is the definition of the Information System (IS)?