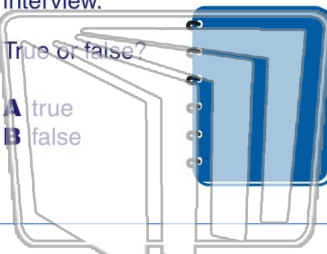




Name _____ Class _____ Date _____


1 A **summary** of an interview should be written **as soon as possible** after the interview.

True or false?
A true
B false



2 **Group discussions** may be either **formal** or _____.

A fancy
B informal
C ornate
D embellished



3 The **leader** in a **formal** discussion is known as the _____.

4 In a **group** discussion, it is important that **each person** has a chance to speak.

5




PREVIEW

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7

Separate the fact from the _____.


A questions
B purpose
C opinions
D arguments



9 What **type of interaction** is being described?


The Town Board is having a meeting with the residents to decide the location of the new skateboarding park.

A formal agreement
B informal discussion
C formal discussion
D argument



8 You and your sister are having a conversation to decide where to have lunch.


A disagreement
B informal discussion
C formal discussion
D argument



10 What **type of interaction** is being described?

You meet with the owner of a local restaurant to discuss the requirements for a job at her place of business.

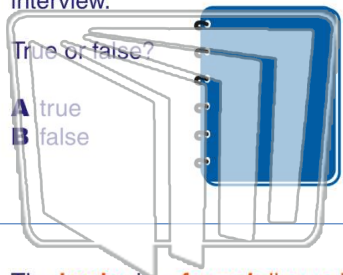
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C formal discussion
D formal agreement





Name _____ Class _____ Date _____

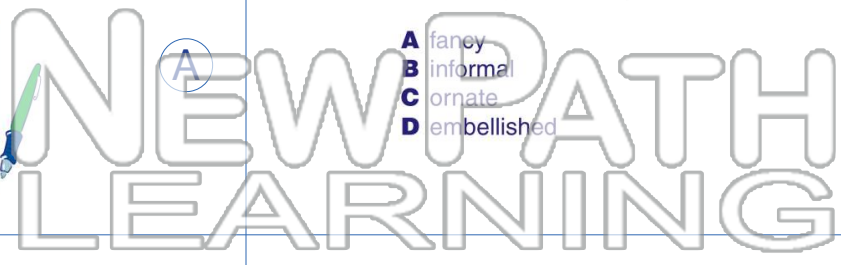
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