

American Careers Business Program

NOCTI Business Assessment

Sample Questions:

Which of the following forms of business organization is a separate legal entity from its owners?

- A. corporation
- B. general partnership
- C. limited partnership
- D. sole proprietorship

An organization is planning its annual charity golf tournament. Entrance fees and sponsorship must cover the cost of all expenses with money remaining for the chosen charity. Entrance fees totaled \$3,600. Sponsorships totaled \$7,500. The expenses for the event were \$4,300. What amount will be donated by charity?

- A. \$4,300
- B. \$6,800
- C. \$11,100
- D. \$15,400

The start time for a business is 8:00 a.m. If some employees would like to start at 7:00 a.m. and others would like to start at 8:30 a.m., the employer concludes the employees' requests could be met by offering

- A. flex time
- B. telecommuting
- C. job sharing
- D. shift work

Towards the end of the summer season, a store has a surplus inventory of lawn mowers. What is the most effective way to handle this surplus?

- A. Keep the lawn mowers in the store's stockroom until next year.
- B. Reduce the selling price of the lawn mowers now.
- C. Donate the surplus to a local charity.
- D. Discontinue selling lawn mowers in future years.

Discovering what people want, how and when they want it, the price they are willing to pay for it, how to get it to them, and how to tell them about it is known as

- A. advertising
- B. selling
- C. marketing
- D. merchandising

When an administrative assistant is preparing a business letter for a supervisor, the supervisor's name and title would be included in the _____ at the end of the letter.

- A. return address
- B. letterhead
- C. salutation
- D. signature block