



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 _____.

- A chaperone
- B interview
- C chairperson
- D president

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

True or false?

- A true

5



PREVIEW

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7

- B purpose
- C opinions
- D arguments

- A disagreement
- B informal discussion
- C formal discussion
- D argument



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



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.

- A interview
- B informal discussion
- C formal discussion
- D formal agreement





ANSWER KEY

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

True or false?

- A true
- B false



(a)

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

- A fancy
- B informal
- C ornate
- D embellished

(b)

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

- A chaperone
- B interview
- C chairperson
- D president

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

True or false?

- A true
- B false

(a)



PREVIEW

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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



(c)

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.

- A interview
- B informal discussion
- C formal discussion
- D formal agreement



(a)