

Business-Education-Content-Knowledge-5101 Exam Quick Prep - Business-Education-Content-Knowledge-5101 Exam Questions And Answers

Business Education Content Knowledge (5101) Study Questions and Answers

According to research, the competency most needed for success in most business occupations today is

- A. computer literacy
- B. communication skills
- C. records management
- D. time management ☒ B. communication skills

Option (B) is correct. Computer literacy, records management, and time management are all skills that can be taught and improved by a business. Communication skills are the one competency that employees must possess as they enter the job.

An employee is concerned about the conduct of a colleague. Which of the following is the most appropriate way for the employee to address the matter?

- A. E-mailing the colleague about the problem and sending a copy to the supervisor
- B. Writing a letter to the colleague and filing a copy with the office manager
- C. Ignoring the problem and focusing on a positive aspect of the colleague
- D. Setting up a face-to-face meeting with the colleague and discussing the problem ☒ D. Setting up a face-to-face meeting with the colleague and discussing the problem

Option (D) is correct. A face-to-face meeting permits both parties to exchange ideas, view nonverbal cues, and move more quickly to solving the problem.

Of the following, which primarily benefits an American multinational company?

- A. Implementation of a positive trade agenda
- B. Enactment of policies that reduce foreign direct investments
- C. Increased competition with foreign state-owned enterprises
- D. Exclusion from global supply chains ☒ A. Implementation of a positive trade agenda

Option (A) is correct. A positive trade agenda is beneficial to American multinational companies.

Melinda's mother left a detailed will describing her wishes regarding the division of her real and personal property. Which of the following courts will administer the will and estate?

- A. Municipal court
- B. Circuit court
- C. Federal district court
- D. Probate court ☒ D. Probate court

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PRAXIS Praxis Business Education: Content Knowledge (5101) Exam Sample Questions (Q27-Q32):

NEW QUESTION # 27

A business education teacher is designing a lesson on effective workplace communication and wants to emphasize the importance of adapting communication styles to diverse audiences. Which of the following scenarios best illustrates the need for adapting communication style to ensure effective message delivery in a professional setting?

- A. A manager uses technical jargon during a presentation to a group of new interns, causing confusion among the audience.
- B. A team leader conducts a performance review using a standardized form, ignoring the employee's unique contributions.
- C. A supervisor posts a general announcement on a bulletin board, expecting all staff to read and act on it promptly.
- D. An employee sends a detailed email to a colleague who prefers brief, in-person updates, leading to delayed response.

Answer: A

Explanation:

Adapting communication style to the audience is critical for effective message delivery in professional settings. In Option A, the manager's use of technical jargon fails to account for the new interns' lack of familiarity with the terminology, causing confusion and illustrating the need to tailor language to the audience's knowledge level. Option B involves a preference for communication medium (email vs. in-person), not style adaptation. Option C pertains to performance evaluation, not communication style. Option D addresses communication channel choice, not style. This question tests the ability to recognize the importance of audience analysis in workplace communication, a key concept in the Communication and Career Development category. It challenges candidates to apply nuanced communication principles, reflecting the depth and complexity of the Praxis 5101 exam.

Reference: ETS Praxis Business Education: Content Knowledge (5101) Study Companion, Section on Communication and Career Development; Business Communication, Chapter 3.

NEW QUESTION # 28

Which of the following is the best reason for completing a career assessment?

- A. It reduces the chance of making a poor career choice.
- B. It ensures a career in a high-demand field.
- C. It guarantees the correct career path.
- D. It defines significant industry trends.

Answer: A

Explanation:

A career assessment helps individuals identify their interests, skills, and values, reducing the likelihood of choosing an unsuitable career by providing informed guidance. Option A is incorrect, as no assessment guarantees a career path. Option B (industry trends) is not the primary focus of career assessments. Option C (high-demand field) is not ensured, as assessments prioritize fit over demand. This question falls under the Communication and Career Development category, focusing on career planning.

Reference: ETS Praxis Business Education: Content Knowledge (5101) Study Companion, Section on Communication and Career Development; Career Development and Planning, Chapter 2.

NEW QUESTION # 29

Which of the following best describes a balance sheet?

- A. A record of a company's profits and expenses that shows whether the company made or lost money
- B. A record of a company's financial activities for parties including investors, management, and tax officials

- C. A record of the cash flow in and out of a company that divides cash into operating, investing, and financing activities
- **D. A record of a point-in-time snapshot of the assets, liabilities, and equity of a company**

Answer: D

Explanation:

A balance sheet provides a snapshot of a company's financial position at a specific point in time, detailing its assets, liabilities, and equity. Option A describes financial reporting broadly, not specifically the balance sheet. Option B describes the income statement. Option C refers to the statement of cash flows. This question aligns with the Accounting and Finance category, emphasizing financial statements.

Reference:ETS Praxis Business Education: Content Knowledge (5101) Study Companion, Section on Accounting and Finance; Financial Accounting, Chapter 2.

NEW QUESTION # 30

A company's financial statements show the following for the fiscal year: total assets of \$1,200,000, total liabilities of \$750,000, net income of \$150,000, and dividends paid of \$50,000. The company has no preferred stock, and the beginning retained earnings were \$200,000. What is the company's ending retained earnings?

- A. \$400,000
- B. \$250,000
- C. \$350,000
- **D. \$300,000**

Answer: D

Explanation:

Retained earnings represent the cumulative net income retained by a company after dividends. The formula for ending retained earnings is: Ending Retained Earnings = Beginning Retained Earnings + Net Income - Dividends. Given the beginning retained earnings of \$200,000, net income of \$150,000, and dividends of \$50,000, the calculation is: $200,000 + 150,000 - 50,000 = 300,000$. Option A (\$250,000) incorrectly omits net income or miscalculates dividends. Option C (\$350,000) ignores dividends. Option D (\$400,000) adds dividends instead of subtracting. This question tests advanced financial statement analysis, a critical component of the Accounting and Finance category, requiring precise application of the retained earnings formula under time pressure, typical of the Praxis 5101 exam's complexity.

Reference:ETS Praxis Business Education: Content Knowledge (5101) Study Companion, Section on Accounting and Finance; Financial Accounting, Chapter 11.

NEW QUESTION # 31

Ergonomics is the science that deals with which of the following?

- A. Organizing work flow to maximize the allocation of resources
- **B. Designing furniture or equipment to prevent repetitive-strain injuries**
- C. Creating the work flow of a company, industry, department, or person
- D. Managing by walking around

Answer: B

Explanation:

Ergonomics is the science of designing workplaces, equipment, and furniture to fit the user, reducing physical strain and preventing injuries like repetitive-strain injuries. Option A (work flow) relates to process management. Option C (managing by walking around) is a management style. Option D (resource allocation) pertains to operations management. This question aligns with the Information Technology category, emphasizing workplace design.

Reference:ETS Praxis Business Education: Content Knowledge (5101) Study Companion, Section on Information Technology; Human Factors and Ergonomics, Chapter 1.

NEW QUESTION # 32

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