Please use your own words to answer each question at least 150 words

**Part I: Business Communication**

1. Why does it matter if your message is accurate and specific?
2. Why do you want to write a concise message? How will you control paragraph and sentence length?
3. Write two sentences, one without active words and the second with active words. Have fun with the sentences, any topic you wish.

**Part II: Intro to Business**

Topic 1:

<https://www.youtube.com/watch?v=zLmILAQEpoY&feature=emb_title&ab_channel=MelissaShirah>

Please watch the video and answer the question:

1. What are the 9 steps in the Accounting Cycle?

Topic 2: <https://moneyminiblog.com/lists/financial-principles/>

Please read the article and answer the question:

1. Name and describe three of the 20 Foundational Financial Principles as discussed in the in the article that you can live by (this is subjective)

Topic 3: <https://www.youtube.com/watch?v=DqpIGNwVVWQ&feature=emb_title&ab_channel=NapkinFinance>

Please watch the video and then answer the questions.

1. Distinguish between debt securities and equity securities. Include an example of each.
2. As a potential investor, what type of securities interest you? Explain.

Topic 4: <https://www.youtube.com/watch?v=4FNdUTN4cHY&feature=youtu.be&ab_channel=MarginalRevolutionUniversity>

Please watch the video and then answer the questions.

1. What is the Fiscal Policy?
2. What is the State Fiscal Policy response to Coranavirus (COVID-19) in your favorite state?  
   Hint link:  
   <https://www.ncsl.org/research/fiscal-policy/state-fiscal-responses-to-covid-19.aspx>