

## LCC 3400

### Quiz # 6: Review Quiz (answer key)

#### Part 1: Memos

1. Memos are:

- a. generally single spaced
- b. generally double spaced
- c. always single spaced

**The correct answer is a.**

2. Heads and subheads in a memo are:

- a. generally omitted
- b. designed as in proposals and formal reports
- c. kept informal

**The correct answer is b.**

3. Memo design calls for heading that follows the sequence

- a. To:, From:, Date:, Subject (or Re:)
- b. To:, From:, Subject (or Re:), Date:
- c. To:, From:, Subject (or Re:)

**The correct answer is a.**

#### Part 2: Proposals

4. As described in the “Info” section of Website, the key distinction between the proposal’s Overview and its Introduction is:

- a. The Overview emphasizes content, and the Introduction emphasizes purpose.
- b. The Overview emphasizes the proposed solution, and the Introduction emphasizes how the project was done.
- c. The Overview is limited to a single paragraph, but the Introduction can be of any length.

**The correct answer is a.**

5. As described in the “Info” section of Website, the “Implementation” section of the proposal includes:

- a. the method, resources needed
- b. the method, resources needed, schedule of work, qualifications of the team
- c. the resources needed and schedule of work

**The correct answer is b.**

6. 6. As described in the “Info” section of Website, the “Objectives” section of the proposal includes:

- a. both the list of objectives and those assigned to accomplish them
- b. a timeline listing the sequence of objectives
- c. the needs that the solution must satisfy

**The correct answer is c.**

### **Part 3: Formal, analytical reports**

7. In writing a formal, analytical report do you assume the readers will be:

- a. management, corporate legal staff, users
- b. experts, managers who ordered the study, managers from other units of the company
- c. regulating agencies, corporate legal staff, management

**Correct answer is b.**

8. A formal, analytical report’s Executive Summary contains:

- a. short descriptions of the problem, its significance, the proposed solution, and the time/cost required to implement it
- b. a description of the problem, a description of the constraints within which a solution must fall, a description of the solution
- c. two paragraphs, the first describing the problem, the second describing the proposed solution

**Correct answer is a.**

9. In numbering the pages of a formal, analytical report, the first numbered pages are:

- a. the letter of transmittal page 1, and the Overview is page 2
- b. the title page is page 1 (with number omitted) and the Table of Contents is page 2
- c. the Introduction is page 1, and the Executive Summary is page 2

**Correct answer is b.**

### **Part 4: Resumes and letters of application**

10. In the first section of the letter of application, you should include:

- a. the name of the job you are applying for and the source of the job posting
- b. your degree and general qualifications
- c. what you know of the company

**The correct answer is a.**

11. In deciding how to deal with the issue of references on a resume, should you:

- a. always list at the end of the resume
- b. always omit and note only “References available on request.”
- c. do either, depending on circumstances

**Correct answer is c.**

12. 12. On a resume, should experience be listed:
- a. alphabetically
  - b. reverse chronologically (most recent first and so on)
  - c. from most relevant to least relevant

**Correct answer is c.**

### **Part 5: Typography**

13. In writing units of paragraphed of body text, should you always avoid continuous:
- a. 14 point text
  - b. **Monaco**
  - c. underline and Courier

**Correct answer is c.**

14. A single document could have a number of font sizes (i.e., 12 pt., 14, pt., 16, pt.) but should have no more than:
- a. 2 different fonts
  - b. 3 different fonts
  - c. 1 font

**Correct answer is a.**

15. If you want to project a conservative tone, in the body text, to the average adult audience, should you use:

- a. **Palatino** or Times Roman
- b. Courier or Helvetica
- c. **Chicago**

**Correct answer is a.**