

## Hi Class-

The grades were very high across the board. Remember that you can drop the lowest of your 6 grades, then have the option of taking the final if you want to. Here are the grades for this one:

100%	22
94%	25
90%	1
87%	18
80%	10
74%	13
67%	3
54%	1

### Quiz # 6: Review Quiz

#### Part 1: Memos

1. Memos are forms for correspondence
  - a. outside the business/corporation
  - b. inside the business/corporation
  - c. both outside and inside the business/corporation

The answer is B.

2. Heads and subheads in a memo are
  - a. used to help readers access information more easily
  - b. not useful in memos because they are so short
  - c. set in all caps to make them easier to see

The answer is A.

3. Memo design calls for heading that follows the sequence
  - a. From:, To:, Subject (or Re:); Date:
  - b. To:, From:, Subject (or Re:), Date:
  - c. To:, Subject (or Re:); Date; From:

The answer is B.

#### 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:
- the method, resources needed
  - the method, resources needed, schedule of work, qualifications of the team
  - the resources needed and schedule of work

The correct answer is B.

6. As described in the "Info" section of Website, the "Objectives" section of the proposal includes:
- both the list of objectives and those assigned to accomplish them
  - a timeline listing the sequence of objectives
  - the needs that the solution must satisfy

The correct answer is C.

### Part 3: Formal, analytical reports

7. In writing a formal, analytical report you assume the readers will be readers who
- readers who need superficial information
  - need detailed information quickly and simply
  - have a great deal of time to read through the report

The best answer is B. Most busy readers don't have time for more than a quick reading, but need the most useful (and non-superficial) information possible.

8. A formal, analytical report's Executive Summary contains
- only one or two lines of summarization of the report
  - approximately 10 pages of detailed information describing your study
  - 1 to 3 paragraphs of information

The correct answer is C.

9. The purpose of a formal report is to
- analyze a problem or need and provide conclusions and recommendations resulting from the analysis
  - propose solutions to a problem or need
  - persuade your readers to pursue a specified course of action

The correct choice is A.

### 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 best choice is A.

11. In deciding how to deal with the issue of references on a resume, you should
- a. always omit and note only "References available on request."
  - b. always list them at the end of the resume
  - c. do either, depending on circumstances

The correct choice is C.

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

The best choice is C.

#### Part 5: Typography

13. In writing units of paragraphed of body text, the best choice is
- a. italics
  - b. normal text in a visually accessible font
  - c. underlining

The correct answer is B.

14. The most visually accessible font of these three is
- a. 9 point Courier italics
  - b. 12 point Palatino bold
  - c. 12 point Palatino normal

The best answer is C.

15. The best font choice for a print document targeted to a conservative, professional audience with average vision is
- a. Palatino or Times Roman
  - b. Courier
  - c. Vivaldi fancy script

The best answer is A.