

# Assessment

## ***Writing Fitness*** ***First Edition***

The objectives of this book are:

- To give techniques for spelling accuracy
- To discuss punctuation and capitalization rules
- To explain principles of usage
- To suggest ways to write memos, letters, and reports



## Assessment Questions for *Writing Fitness, First Edition*

*Select the best response*

1. Thanks to modern communication systems, writing is not as important as it used to be.
  - A. True
  - B. False
2. The better business letter is usually the one that is:
  - A. Short and concise
  - B. Lengthy and detailed
3. Usually, you should use *i* before *e* except after *c*.
  - A. True
  - B. False
4. Select the correctly spelled word to complete this sentence: *That story has:*
  - A. Credibility
  - B. Credability
5. Select the correctly spelled word to complete this sentence: *The last hired will be the first:*
  - A. Transferred
  - B. Transferred
6. Select the correctly spelled word to complete this sentence: *We will accept the last bid:*
  - A. Offerred
  - B. Offered

7. If a noun ends in *y* preceded by a consonant, change the *y* to *i* and add *es*.
- A. True
  - B. False
8. The apostrophe is used correctly in which of these sentences?
- A. The building lost its' roof.
  - B. Two children's hats were left at the picnic.
  - C. The delegates' table is on the left.
  - D. A and B
  - E. B and C
9. Select the correct sentence:
- A. They're report was more optimistic than ours.
  - B. There report was more optimistic than our's.
  - C. Their report was more optimistic than our's.
  - D. Their report was more optimistic than ours.
10. Which of these sentences used a comma correctly?
- A. He's a good director, he gives credit where credit is due.
  - B. The President, Joy Reasoner gave the first talk.
  - C. The problem, that faces us daily, is organizing the mail.
  - D. Josh Allen, who came from Denver, addressed the group.
  - E. Little did I know, that he was under arrest.
11. Use numbers instead of letters for:
- A. All numbers
  - B. A percentage
  - C. Both of the above
12. It is better to say:
- A. It has come to our attention that...
  - B. We have learned that...

13. Capital letters are used correctly in which sentence?
- A. *Writing and Implementing a Marketing Plan* is a useful book.
  - B. When you head North, you'll meet up with the group.
  - C. The Auto Plant on State Street belongs to the Rosens.
  - D. You can study English and Mathematics at that institute.
  - E. You are assigned to Room 6b.
14. Which of the following is a passive sentence?
- A. Your quick response is appreciated.
  - B. Joe appreciated being asked to handle the account.
  - C. The request was made by the director.
  - D. A and B
  - E. A and C
15. Select the redundant expression:
- A. Basic fundamentals
  - B. Blend together
  - C. Continue on
  - D. Refer back
  - E. All of the above
16. Select the sentence with an error:
- A. Laura, our accountant, pointed out the misunderstanding.
  - B. Alot of time went into this report.
  - C. Currently, we have several openings.
17. Which sentence has misplaced phrases?
- A. He bought a suit with a credit card.
  - B. The animals were in the corral which had cost a great deal.
  - C. The map is in the rack that's out of date.
  - D. All of the above

18. To write better memos, you should:
- A. Save the important points until the end
  - B. Use sophisticated words
  - C. Use formal rather than conversational wording
  - D. Keep them to one page
19. Which of the following is not a cliché?
- A. Enclosed please find
  - B. Please be advised that
  - C. As you said
  - D. Regarding the matter of
20. Which of the following uses a weakling verb?
- A. Gave assistance to
  - B. Call your attention to
  - C. Gave an explanation
  - D. All of the above
21. Business writing should not include humor.
- A. True
  - B. False
22. Select the best closing for a business letter:
- A. Very truly yours
  - B. With warm regards
  - C. Sincerely
  - D. Any of the above
23. An abstract is recommended for long reports.
- A. True
  - B. False

24. When writing a report:

- A. Use jargon to underline your knowledge of the industry
- B. Set important information apart by using footnotes
- C. Be honest about risks and costs

25. The language rules for all forms of business writing are the same.

- A. True
- B. False

## **Answer Key for Writing Fitness, First Edition**

### ***Recommended response (Corresponding workbook page)***

1. B (1)	6. B (12)	11. B (20)	16. B (42)	21. B (57)
2. A (2)	7. A (12)	12. B (26)	17. D (44)	22. C (57)
3. A (12)	8. E (14)	13. A (18)	18. D (48)	23. A (66)
4. A (10)	9. D (14)	14. E (25)	19. C (39)	24. C (66)
5. A (12)	10. D (16)	15. E (33)	20. D (45)	25. A (65)