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| Assessment |
| <i>Writing Business Proposals and Reports</i> <i>First Edition</i> |

The objectives of this book are:

- To review the basics of punctuation, spelling, and usage
- To provide tips for successful business writing
- To give practice in recognizing common business writing errors



Assessment Questions for Writing Business Proposals and Reports, First Edition

Select the best response.

1. A proposal is:
 - A. An informative article
 - B. Persuasive writing
 - C. A description of a situation
 - D. A report

2. Which sentence requires one or more commas?
 - A. The man selling hotdogs is on his way to us.
 - B. Before you begin the letter check the client's file.
 - C. I enjoy using a word processor or a laptop computer for correspondence.
 - D. Ask a question when something is unclear or is poorly explained.
 - E. All of the above

3. Which sentence requires an apostrophe?
 - A. The umbrella lost its handle.
 - B. Sams Place serves excellent meals.
 - C. Both of the above

4. Select the correct sentence.
 - A. George enjoys his work; however, he must work long hours.
 - B. George enjoys his work, however, he must work long hours.

5. Select the correct sentence.
 - A. Gina ordered supplies for the office: pens, pencils, floppy disks, and file folders.
 - B. Gina ordered supplies for the office; pens, pencils, floppy disks, and file folders.

6. Select the correct sentence.
 - A. The man who is over by the check-in counter is the director.
 - B. The man, who is over by the check-in counter, is the director.
7. The phrase *close proximity* and *exact opposites* are examples of:
 - A. Incorrect spelling
 - B. Too many big words
 - C. Redundant expressions
8. A proposal is most effective if you describe your services and focus the writing on you instead of the reader.
 - A. True
 - B. False
9. You should try to write a proposal correctly the first time rather than write freely and then revise.
 - A. True
 - B. False
10. You should divide a long report into sections with headings.
 - A. True
 - B. False
11. A persuasive report should:
 - A. Begin with an “attention getter”
 - B. Express a need
 - C. Offer a solution
 - D. Propose action
 - E. All of the above
12. Each step of a persuasive report should build upon the previous step.
 - A. True
 - B. False

13. The best way to avoid using sexist language is to use:
- A. He or she
 - B. He/she
 - C. Plurals
14. Using contractions and informal language in most business reports and proposals is considered appropriate.
- A. True
 - B. False
15. A report about a problem should:
- A. Not mention possible disadvantages of your solution
 - B. Describe the problem and proposed solution as concisely as possible
16. The pages of reports and proposals should:
- A. Be completely filled with information to look professional
 - B. Incorporate lots of white space for readability
17. The conclusion section of a problem-solution report should:
- A. Include any information you have not yet given
 - B. List your points in order of their importance
 - C. Summarize the main points of your report
 - D. All of the above
18. A table of contents should be included if your report is longer than eight pages.
- A. True
 - B. False
19. Graphics can be used in a proposal to:
- A. Make examples more interesting
 - B. Clarify technical information
 - C. Retain the reader's attention
 - D. All of the above

20. It is usually best to:
- A. Edit and revise as soon as you have finished a draft
 - B. Take a break before you edit and revise
21. Before publishing a report, you should:
- A. Delete redundant information and expressions
 - B. Ensure logical sequence
 - C. Add graphics if needed
 - D. Include support for all arguments
 - E. All of the above
22. *Unfortunately, our company is unable to fulfill your needs.* This sentence has a:
- A. Condescending tone
 - B. Sexist statement
 - C. Negative expression
 - D. Cliche
23. *Every hairdresser should be at her station by 8 a.m.* This sentence is an example of a:
- A. Condescending tone
 - B. Sexist statement
 - C. Negative expression
 - D. Cliche
24. *At the present time, we have no openings.* This sentence has a:
- A. Condescending tone
 - B. Sexist statement
 - C. Negative expression
 - D. Cliche
25. *As anyone must surely know, it is impossible to predict the company's success.* This sentence has a:
- A. Condescending tone
 - B. Sexist statement
 - C. Negative expression
 - D. Cliché

Answer Key for

Writing Business Proposals and Reports, First Edition

Recommended response (Corresponding workbook page)

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| 1. B (1) | 6. A (7) | 11. E (22) | 16. B (33) | 21. E (68) |
| 2. B (7) | 7. C (11) | 12. A (22) | 17. C (40) | 22. C (31) |
| 3. B (9) | 8. B (26) | 13. C (30) | 18. A (50) | 23. B (29) |
| 4. A (8) | 9. B (19) | 14. A (30) | 19. D (68) | 24. D (13) |
| 5. A (8) | 10. A (21) | 15. B (40) | 20. B (63) | 25. A (29) |