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Topic: Professional Reports and Proposals

Subtopic: Professional Reports: Writing

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Multiple-Choice Question Type

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1. When should you begin the actual writing of a professional business report or proposal?
 - a. as soon as you receive the assignment; if you delay you are likely to get behind schedule.
 - b. as soon as you have completed your outline; once you have a structure you should move forward immediately.
 - c. as soon as you have collected your data, begun your analysis, and have preliminary conclusions.
 - d. as soon as you are certain what you want to write, if you begin before then you will waste time pondering.

Analysis:

- a. Incorrect. If you begin writing before you have collected your data, you are liable to skew your data in favor of what you have already written. Having arrived at preliminary conclusions will shape the content that you are writing, but allow room for revision as you continue your analysis of the data.
- b. Incorrect. If you begin writing before you have collected your data, you are liable to skew your data in favor of what you have already written. Having arrived at preliminary conclusions will shape the content that you are writing, but allow room for revision as you continue your analysis of the data.
- c. Correct. If you begin writing before you have collected your data, you are liable to skew your data in favor of what you have already written. Having arrived at preliminary conclusions will shape the content that you are writing, but allow room for revision as you continue your analysis of the data.
- d. Incorrect. If you begin writing before you have collected your data, you are liable to skew your data in favor of what you have already written. Having arrived at preliminary conclusions will shape the content that you are writing, but allow room for revision as you continue your analysis of the data.

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2. When creating a professional Business Report or Proposal what is the best way to write a structured and balanced paper?
 - a. work from an outline.
 - b. work from a template.

- c. have a clear vision of the structure in your head before you begin.
- d. structure is highly overrated, allow yourself to write freeform.

Analysis:

- a. Correct. If you begin with an outline that is specifically structured to examine and analyze your data and make your arguments logically your paper will maintain its structure and balance.
- b. Incorrect. If you begin with an outline that is specifically structured to examine and analyze your data and make your arguments logically your paper will maintain its structure and balance.
- c. Incorrect. If you begin with an outline that is specifically structured to examine and analyze your data and make your arguments logically your paper will maintain its structure and balance.
- d. Incorrect. If you begin with an outline that is specifically structured to examine and analyze your data and make your arguments logically your paper will maintain its structure and balance.

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3. Which of the following is probably NOT a conducive environment to writing a professional Business Report or Proposal?
- a. peace and quiet.
 - b. decent lighting.
 - c. catching a few moments here and there.
 - d. extended time for the project.

Analysis:

- a. Incorrect. To write effectively you will be setting up the best circumstances by setting an extended period of time in a quiet place with as few distractions as possible, and good lighting.
- b. Incorrect. To write effectively you will be setting up the best circumstances by setting an extended period of time in a quiet place with as few distractions as possible, and good lighting.
- c. Correct. To write effectively you will be setting up the best circumstances by setting an extended period of time in a quiet place with as few distractions as possible, and good lighting.
- d. Incorrect. To write effectively you will be setting up the best circumstances by setting an extended period of time in a quiet place with as few distractions as possible, and good lighting.

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4. Which of the following is the best way to insure that you do not lose hours of effective work on a professional Business Report or Proposal on which you have been working?

- a. back up your files regularly.
- b. keep detailed notes.
- c. commit it all to memory.
- d. take pictures with your phone.

Analysis:

- a. Correct. Back up your documents regularly to avoid losing hours of work to power surges, computer errors, or other possible electronic problems.
- b. Incorrect. Back up your documents regularly to avoid losing hours of work to power surges, computer errors, or other possible electronic problems.
- c. Incorrect. Back up your documents regularly to avoid losing hours of work to power surges, computer errors, or other possible electronic problems.
- d. Incorrect. Back up your documents regularly to avoid losing hours of work to power surges, computer errors, or other possible electronic problems.

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5. When creating a professional Business Report or Proposal what is likely to be the best mode of writing for creating your first draft?

- a. write from the back, starting with your conclusions and working to the front.
- b. cut and paste from pre-existing documents.
- c. write methodically.
- d. write quickly.

Analysis:

- a. Incorrect. Write your first draft quickly so that you can have something written. It is often much easier for most people to rewrite than it is to write in the first place. Having written quickly, you can always go back and revise.
- b. Incorrect. Write your first draft quickly so that you can have something written. It is often much easier for most people to rewrite than it is to write in the first place. Having written quickly, you can always go back and revise.
- c. Incorrect. Write your first draft quickly so that you can have something written. It is often much easier for most people to rewrite than it is to write in the first place. Having written quickly, you can always go back and revise.

d. Correct. Write your first draft quickly so that you can have something written. It is often much easier for most people to rewrite than it is to write in the first place. Having written quickly, you can always go back and revise.

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6. When you are writing a professional Business Report or Proposal, what is likely to be the best way of dealing with writing a section that is proving difficult for you to write?

- a. Cut and paste what others have written on the topic before and then review and rewrite it.
- b. Write the rest of the document first, and then come back to rewrite the troublesome section.
- c. Cut it out of your document; if it is that difficult, you probably don't really need it.
- d. Focus on the difficult section and "muscle" your way through it by simply getting something on paper.

Analysis:

- a. Incorrect. If one section of your document is giving you trouble, write the rest of your document first. It is likely that you will learn more about the material in your tough section and how it informs the rest of the document. After everything else is written, return to the troublesome section.
- b. Correct. If one section of your document is giving you trouble, write the rest of your document first. It is likely that you will learn more about the material in your tough section and how it informs the rest of the document. After everything else is written, return to the troublesome section.
- c. Incorrect. If one section of your document is giving you trouble, write the rest of your document first. It is likely that you will learn more about the material in your tough section and how it informs the rest of the document. After everything else is written, return to the troublesome section.
- d. Incorrect. If one section of your document is giving you trouble, write the rest of your document first. It is likely that you will learn more about the material in your tough section and how it informs the rest of the document. After everything else is written, return to the troublesome section.

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7. Which tense should you avoid when writing a professional Business Report or Proposal?

- a. first person.
- b. second person.
- c. third person.
- d. it makes no difference.

Analysis:

- a. Correct. Avoid the use of first person, "I" or "we."
- b. Incorrect. Avoid the use of first person, "I" or "we."
- c. Incorrect. Avoid the use of first person, "I" or "we."
- d. Incorrect. Avoid the use of first person, "I" or "we."

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8. What is the optimal amount of time to put down and walk away from a professional Business Report or Proposal that you have written before you pick it up again to proofread it?

- a. 2 hours.
- b. 4 hours.
- c. 24 hours.
- d. 72 hours.

Analysis:

- a. Incorrect. Put down your first draft and walk away from it before proofreading. Optimal time would be 24 hours, although you may not always have the luxury of that much time.
- b. Incorrect. Put down your first draft and walk away from it before proofreading. Optimal time would be 24 hours, although you may not always have the luxury of that much time.
- c. Correct. Put down your first draft and walk away from it before proofreading. Optimal time would be 24 hours, although you may not always have the luxury of that much time.
- d. Incorrect. Put down your first draft and walk away from it before proofreading. Optimal time would be 24 hours, although you may not always have the luxury of that much time.

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9. When you are writing a professional Business Report or Proposal, how many times should you proofread the final draft?

- a. one.
- b. two.
- c. three.
- d. as many times as you feel it is appropriate.

Analysis:

- a. Incorrect. Proofread your business documents three times; the first time for the words; the second time grammar, punctuation and other matters of writing technique; and the third time for format and structure.
- b. Incorrect. Proofread your business documents three times; the first time for the words; the second time grammar, punctuation and other matters of writing technique; and the third time for format and structure.
- c. Correct. Proofread your business documents three times; the first time for the words; the second time grammar, punctuation and other matters of writing technique; and the third time for format and structure.
- d. Incorrect. Proofread your business documents three times; the first time for the words; the second time grammar, punctuation and other matters of writing technique; and the third time for format and structure.

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10. Which verb tense should use when writing a professional Business Report or Proposal?

- a. past tense.
- b. present tense.
- c. future tense.
- d. past, present, and future tenses.

Analysis:

- a. Incorrect. Use past tense for events that have already happened and been completed, present tense for things that are currently happening, and future tense for things that you anticipate will happen in the future.
- b. Incorrect. Use past tense for events that have already happened and been completed, present tense for things that are currently happening, and future tense for things that you anticipate will happen in the future.
- c. Incorrect. Use past tense for events that have already happened and been completed, present tense for things that are currently happening, and future tense for things that you anticipate will happen in the future.
- d. Correct. Use past tense for events that have already happened and been completed, present tense for things that are currently happening, and future tense for things that you anticipate will happen in the future.

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