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Topic: Message Writing

Subtopic: Coherent Paragraphs

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Creation Date:

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Mutliple-Choice Question Type

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1. What is the final stage of the writing process, which focuses on errors such as misspellings and mistakes in grammar and punctuation?

- a. editing
- b. critical thinking
- c. proofreading
- d. preparing the final draft

Analysis:

- a. Incorrect. The final stage of the writing process is proofreading. Proofreading does not happen earlier in the process because the writer may waste time checking items that eventually will be changed or omitted.
- b. Incorrect. The final stage of the writing process is proofreading. Proofreading does not happen earlier in the process because the writer may waste time checking items that eventually will be changed or omitted.
- c. Correct. The final stage of the writing process is proofreading. Proofreading does not happen earlier in the process because the writer may waste time checking items that eventually will be changed or omitted.
- d. Incorrect. The final stage of the writing process is proofreading. Proofreading does not happen earlier in the process because the writer may waste time checking items that eventually will be changed or omitted.

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2. How can a writer best evaluate a message's effectiveness?

- a. Encourage feedback from the reader to help determine whether the message's goal was achieved.
- b. Eliminate the proofreading step to see how well the message would have worked in first draft form.
- c. Solicit advice from the reader on how to improve writing skills.
- d. Evaluate the message for its ability to attracts the reader's attention.

Analysis:

- a. Correct. The best way to judge the success of a message is through reader feedback. For this reason, you should encourage the receiver to respond to your message.

- b. Incorrect. The best way to judge the success of a message is through reader feedback. For this reason, you should encourage the receiver to respond to your message.
- c. Incorrect. The best way to judge the success of a message is through reader feedback. For this reason, you should encourage the receiver to respond to your message.
- d. Incorrect. The best way to judge the success of a message is through reader feedback. For this reason, you should encourage the receiver to respond to your message.

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3. What technique should NOT be used when proofreading complex documents?

- a. Read the message at least twice; once for word meanings and once for grammar and mechanics.
- b. Anticipate errors and congratulate, not criticize, yourself each time you find one.
- c. Allow adequate time to proofread carefully.
- d. Increase reading speed and concentrate on ideas rather than individual words.

Analysis:

- a. Incorrect. Long, complex, or important documents demand careful proofreading. Reduce reading speed and concentrate on individual words rather than ideas.
- b. Incorrect. Long, complex, or important documents demand careful proofreading. Reduce reading speed and concentrate on individual words rather than ideas.
- c. Incorrect. Long, complex, or important documents demand careful proofreading. Reduce reading speed and concentrate on individual words rather than ideas.
- d. Correct. Long, complex, or important documents demand careful proofreading. Reduce reading speed and concentrate on individual words rather than ideas.

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4. What is meant by the term “dovetail sentence?”

- a. The dovetail sentence uses the same word or phrase to both begin and end the sentence; it is a device used to emphasize that idea.
- b. The dovetail sentence is when one sentence ends with the same word or phrase with which the next sentence begins; it is used to tie ideas together.
- c. A dovetail sentence can be any sentence with a semi-colon in it, linking two ideas.
- d. There is no such thing as a dovetail sentence, it is a made up phrase.

Analysis:

- a. Incorrect. A dovetail sentence refers to the idea at the end of one sentence connecting to the beginning of the next sentence.

- b. Correct. A dovetail sentence refers to the idea at the end of one sentence connecting to the beginning of the next sentence.
- c. Incorrect. A dovetail sentence refers to the idea at the end of one sentence connecting to the beginning of the next sentence.
- d. Incorrect. A dovetail sentence refers to the idea at the end of one sentence connecting to the beginning of the next sentence.

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5. Which of the following is an effective transitional expression to be used in a business message?

- a. accordingly.
- b. by which I mean.
- c. which I have proven earlier in this document.
- d. they, them, and their.

Analysis:

- a. Correct. Transitional expressions can help to build a much more coherent sentence. Using “accordingly” in place of “for instance.” can build a more coherent and stronger paragraph.
- b. Incorrect. Transitional expressions can help to build a much more coherent sentence. Using “accordingly” in place of “for instance.” can build a more coherent and stronger paragraph.
- c. Incorrect. Transitional expressions can help to build a much more coherent sentence. Using “accordingly” in place of “for instance.” can build a more coherent and stronger paragraph.
- d. Incorrect. Transitional expressions can help to build a much more coherent sentence. Using “accordingly” in place of “for instance.” can build a more coherent and stronger paragraph.

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6. What is the purpose of a topic sentence in a paragraph?

- a. topic sentences come from an older form of business communication, no longer practices.
- b. topic sentences are used at the first paragraph of a section and take the place of headings.
- c. to help the reader who is skimming rather than reading.
- d. to clue the reader in on what is to come in the sentence.

Analysis:

- a. Incorrect. Topic sentences tell the audience what is coming in the following paragraph not so they can skip the paragraph, but so that it will be contextualized for them.
- b. Incorrect. Topic sentences tell the audience what is coming in the following paragraph not so they can skip the paragraph, but so that it will be contextualized for them.
- c. Incorrect. Topic sentences tell the audience what is coming in the following paragraph not so they can skip the paragraph, but so that it will be contextualized for them.
- d. Correct. Topic sentences tell the audience what is coming in the following paragraph not so they can skip the paragraph, but so that it will be contextualized for them.

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7. How long should a paragraph in a well-crafted business message be?

- a. four sentences.
- b. they should vary in length.
- c. no more than three sentences.
- d. no less than six sentences.

Analysis:

- a. Incorrect. Paragraphs should vary in length for several reasons. Paragraphs of varying sizes are more inviting to the eye, so people will read more of a message with varies size paragraphs. Different paragraphs require different lengths to accomplish their goals – a paragraph that reports data may be shorter than one that analyzes that same data. As a rule, opening and closing paragraphs should be no more than four sentences; while paragraphs in the body of the message will probably be somewhere around six sentences.
- b. Correct. Paragraphs should vary in length for several reasons. Paragraphs of varying sizes are more inviting to the eye, so people will read more of a message with varies size paragraphs. Different paragraphs require different lengths to accomplish their goals – a paragraph that reports data may be shorter than one that analyzes that same data. As a rule, opening and closing paragraphs should be no more than four sentences; while paragraphs in the body of the message will probably be somewhere around six sentences.
- c. Incorrect. Paragraphs should vary in length for several reasons. Paragraphs of varying sizes are more inviting to the eye, so people will read more of a message with varies size paragraphs. Different paragraphs require different lengths to accomplish their goals – a paragraph that reports data may be shorter than one that analyzes that same data. As a rule, opening and closing paragraphs should be no more than four sentences; while paragraphs in the body of the message will probably be somewhere around six sentences.

d. Incorrect. Paragraphs should vary in length for several reasons. Paragraphs of varying sizes are more inviting to the eye, so people will read more of a message with varies size paragraphs. Different paragraphs require different lengths to accomplish their goals – a paragraph that reports data may be shorter than one that analyzes that same data. As a rule, opening and closing paragraphs should be no more than four sentences; while paragraphs in the body of the message will probably be somewhere around six sentences.

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8. When writing a business message, when do you need to start a new paragraph?

- a. when you have reached the conclusion of the message.
- b. when you think the reader's eye will get tired and need some space to separate the thoughts.
- c. when you have reached no more than six sentences in length.
- d. when you have completed one central idea and are moving on to the next.

Analysis:

- a. Incorrect. Each paragraph should focus on one central idea. Use key words connected to this idea that repeat throughout the paragraph, and when you have concluded that idea, move on to the next idea in a new paragraph.
- b. Incorrect. Each paragraph should focus on one central idea. Use key words connected to this idea that repeat throughout the paragraph, and when you have concluded that idea, move on to the next idea in a new paragraph.
- c. Incorrect. Each paragraph should focus on one central idea. Use key words connected to this idea that repeat throughout the paragraph, and when you have concluded that idea, move on to the next idea in a new paragraph.
- d. Correct. Each paragraph should focus on one central idea. Use key words connected to this idea that repeat throughout the paragraph, and when you have concluded that idea, move on to the next idea in a new paragraph.

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