



Complete

Mark 1.00 out of 1.00

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To write short simple sentences, you should:

Select one:

- ☐ a. use only short words
- ☒ b. Eliminate unnecessary words.
- ☐ c. combine thoughts into one sentence
- ☐ d. Use fragments.

Question 2

Complete

Mark 1.00 out of 1.00

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There is no need to adapt a message to a reader—humans by nature



Question 2

Complete

Mark 1.00 out of 1.00

Flag question

There is no need to adapt a message to a reader—humans by nature are adaptable and will find a way to understand your message

Select one:



True



False

Question 3

Complete

Mark 1.00 out of 1.00

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Question 3

Complete

Mark 1.00 out of 1.00

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Writing skills are not so important in achieving business goals

Select one:

- ☐ True
- ☒ False

Question 4

Complete

Mark 1.00 out of 1.00

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Use your active voice when you want your writing to be simple, direct

☐ True

☒ False

Question 4

Complete

Mark 1.00 out of 1.00

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Use your active voice when you want your writing to be simple, direct and clear

Select one:

☒ True

☐ False

Question 5

Complete


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Question 5

Complete

Mark 1.00 out of 1.00

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Understanding your reader is important but not fundamental to the success of any message


Select one:

- ☐ True
- ☒ False

Question 6

Complete

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Which of the following



Flag question

Which of the following statements is most accurate with respect to sentence length?

Select one:

- ☒ a. Short sentences generally communicate more effectively than long sentences
- ☐ b. Long sentences should never be used
- ☐ c. Longer sentences are preferred because they are more impressive
- ☐ d. Longer sentences are good because they emphasize more information

Question 7

Complete

Mark 1.00 out of 1.00

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Question 7

Complete

Mark 1.00 out of 1.00

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A verbal business message is the primary mode for passing a message

Select one:

- ☒ True
- ☐ False

Question 8

Complete

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According to the readability studies, sentences intended to communicate to the



Question 8

Complete

Mark 0.00 out of 1.00

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According to the readability studies, sentences intended to communicate to the middle-level reader should average about:

Select one:

- ☒ a. 16-18 lines per paragraph
- ☐ b. 20-24 lines per paragraph
- ☐ c. 10-14 lines per paragraph
- ☐ d. 8-10 lines per paragraph

d

Question 9

Complete

Mark 0.00 out of 1.00

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- ☐ a. 12-16 lines per paragraph
- ☐ b. 20-24 lines per paragraph
- ☐ c. 10-14 lines per paragraph
- ☐ d. 8-10 lines per paragraph

Question 9

Complete

Mark 0.00 out of 1.00

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The topic sentence
of a paragraph
may be:

Select one:

- ☐ a. at the end
- ☐ b. Any of the positions above
- ☒ c. At the beginning
- ☐ d. Within the paragraph

b

Question 10

Complete



- ☐ b. Any of the positions above
- ☒ c. At the beginning
- ☐ d. Within the paragraph

Question 10

Complete

Mark 1.00 out of 1.00

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A business message is related to the business and has precise content

Select one:

- ☒ True
- ☐ False

Finish review