

1. Selecting the right words depends on:

- a. Your good judgment.
- b. Your ability to use language.
- c. All of the above.
- d. Your knowledge of the reader.

Ans: C

2. In order to communicate more effectively, the writer should:

- a. Choose appropriate words.
- b. Simplify the wording.
- c. Consider the reader.
- d. All of the above

Ans: D

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

True

Ans: F

False

4. 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.

True

Ans: F

False

10. The purpose of using concrete words is to:

- a. Be vague with the reader.
- b. Discuss things that cannot be seen, touched, or smelled.
- c. Be specific in meaning.
- d. Create abstract thought.

Ans: C

11. Select the sentence that is least discriminatory:

- a. If a soldier tests positive for drugs, he is discharged from the service.
- b. Selected for the committee were an actor, a doctor, and a lady lawyer.
- c. I'll ask my girl to get the report for you.
- d. If the candidate scores 400 on the employment test, he or she is eligible to be hired.

Ans: D

12. Adaptation is:

- a. Fitting the message to the particular page size.
- b. Using technical words to describe technical things or processes.
- c. Using acronyms to shorten the length of sentences.
- d. choosing words that the reader is likely to understand.

Ans: D

13. In choosing the words for a message to multiple readers, you should: Select one:

- a. Select words all your readers clearly understand
- b. Write to the person in the group with the highest level of understanding so that you do not come across uneducated.
- c. None of the above.
- d. Select words that impress the reader.

Ans: D

14. Technical words:

- a. should be avoided because they may not be in the spell check program.
- b. Should be avoided because they lead to unwanted legal recourse.
- c. Are proper if all the readers understand them.
- d. Should be used to impress the reader.

Ans: C

15. When choosing the words for your message, the best of these suggestions is to: Select one:

- a. Assume the reader has knowledge equal to yours.
- b. Try to impress the reader.
- c. Employ the "one size fits all" rule of thumb.
- d. Consider the reader's level of understanding

Ans: D

16. Communication is playing an important role in daily affairs.

True

Ans: T

False

17. Writing skills are not so important in achieving business goals. Select one:

True

Ans: F

False

19. Writing is important because your understanding will not be evaluated in school and community.

True

Ans: F

False

20. There are some reasons for writing which are intellectual reasons and practical reasons.

True

Ans: T

False

21. Writing does not help you to remember information

True

Ans: F

False

22.The first step in the communication process is:

- a. Selecting a course of action.
- b. Sending a need.
- c. Replying to the message.
- d. Deciding on a response.
- e. Considering possible communication strategies.

Ans: B

23.The last step in the communication process is: Select one:

- a. Sending a need.
- b. Selecting a course of action.
- c. Deciding on a response.
- d. Replying to the message.
- e. Considering possible communication strategies.

Ans: D

24.Writing is helping in

- a. None of the above.
- b. Expressing yourself as a person.
- c. Having feedback from others.
- d. All of the above.
- e. Making your thinking visible.

Ans: D

25.Writing skills is so important asset for:

- f. Entertainment.
- g. Education.
- h. All of the above.
- i. Applying for a job.
- j. Scientific papers.

Ans: H

26. One of the main reasons for writing is not

- a. Web writing.
- b. Applying for a job.
- c. Intellectual reasons.
- d. Conceptual reasons.
- e. Practical reasons.

Ans: D

27. A positive business message is used to convey details about an upcoming event.

True

Ans: F

False

28. A written message is frequently passed on to carry out the routine business activities.

True

Ans: F

False

29. The written business message could not: Select one:

- a. All of the above.
- b. Make the business.
- c. Be an ordinary message.
- d. Break the business.
- e. None of the above.

Ans: A

30. When revising, evaluating your work and measuring it against your goals is a good idea.

True

Ans: T

False

31. One of the main reasons for writing is not:

- a. Applying for a job
- b. Intellectual reasons
- c. Conceptual reasons
- d. Web writing

Ans: C

32. The last step in the communication process is:

- a. Sending a need
- b. Considering possible communication strategies
- c. Replying to the message
- d. Deciding on a response

Ans: C

33- The first step in the communication process is:

- a. Selecting a course of action
- b. Deciding on a response
- c. Sending a need
- d. Considering possible communication strategies

Ans: C

34- There are many types of business message which are:

- a. Verbal business message
- b. Written business message
- c. Persuasive business message
- d. All of the above

Ans: D

35- External communication can involve communicating with _____

- a. Suppliers
- b. service companies
- c. customers
- d. all of the above

Ans: D

36- Which one of the following is not one of the fundamentals of business writing?

- a. Avoid the wordiness
- b. Avoid commercial language
- c. Avoid precision
- d. All of the above

Ans: C

37- Jack chooses a pattern of organization before he begins a letter. What part of the writing process does this activity represent?

- a. Planning
- b. Gathering
- c. Editing
- d. Revising

Ans: A

38- The document revision stage includes which of the following steps?

- a. Evaluating your work
- b. Adding, deleting, substituting, or rearranging
- c. Proofreading the final copy
- d. All of the above

Ans: D

39. All of the following are elements of revising EXCEPT

- a. Deleting
- b. Adding
- c. Positioning
- d. Substituting

Ans: C

40- External communication can involve communicating with _____.

- a. Suppliers
- b. service companies
- c. customers
- d. all of the above

Ans: D

41- Intellectual reasons for writing include all of the following except:

- a. It helps you record information.
- b. It helps you impress recruiters with a well-written CV.
- c. It helps you think.
- d. It helps you remember information.
- e. It helps you organize your judgment.

Ans: B

42. Writing skills is so important for:

- a. Applying for a job.
- b. Educational purposes.
- c. Creating scientific papers.
- d. Filling in applications at governmental agencies.
- e. All of the above.

Ans: E

43. One of the main reasons for writing is not: Select one:

- a. Conceptual reasons.
- b. Web writing.
- c. Intellectual reasons.
- d. Practical reasons.

Ans: A

44. The written business message cannot:

- a. Be an ordinary message.
- b. Make the business.
- c. Be negative.
- d. Break the business.

Ans: A

45. In choosing the words for a message to multiple readers, you should:

- a. Select words that impress the reader.
- b. None of the above.
- c. Write to the person in the group with the highest level of understanding so that you do not come across uneducated.
- d. Select words all your readers clearly understand

Ans: D

46. Technical words:

- a. Should be used to impress the reader.
- b. Should be avoided because they lead to unwanted legal recourse.
- c. Should be avoided because they may not be in the spell check program.
- d. Are proper if all the readers understand them.

Ans: D

47. When choosing the words for your message, the best of these suggestions is to:

- a. Try to impress the reader.
- b. Assume the reader has knowledge equal to yours.
- c. Employ the "one size fits all" rule of thumb.
- d. Consider the reader's level of understanding.

Ans: D

48. The purpose of using concrete words is to:

- a. Create abstract thought.
- b. Be specific in meaning.
- c. Be vague with the reader.

Ans: B

- d. Discuss things that cannot be seen, touched, or smelled.

49. Select the sentence that is least discriminatory:

- a. If a soldier tests positive for drugs, he is discharged from the service.
- b. Selected for the committee were an actor, a doctor, and a lady lawyer.
- c. I'll ask my girl to get the report for you.
- d. If the candidate scores 400 on the employment test, he or she is eligible to be hired.

Ans: D

50. Adaptation is:

- a. Using technical words to describe technical things or processes.
- b. Using acronyms to shorten the length of sentences.
- c. choosing words that the reader is likely to understand.
- d. Fitting the message to the particular page size.

Ans: C

51. Selecting the right words depends on:

- a. Your ability to use language.
- b. Your good judgment.
- c. All of the above.
- d. Your knowledge of the reader.

Ans: C

52. In order to communicate more effectively, the writer should:

- a. Consider the reader.
- b. All of the above
- c. Choose appropriate words.
- d. Simplify the wording.

Ans: B

53. Writing skills are so important for:

- a. Applying for a job.
- b. Educational purposes.
- c. Creating scientific papers.
- d. Filling in applications at governmental agencies.
- e. All of the above.

Ans: E

T&F

54. Knowing all you can about your reader improves the chances the message will work. **True**

55. Accurate words mean what you want to say. **True**

56. The same words can have different meanings according to culture. **True**

57. Avoid short, common words, because they sound unfriendly. **False**

58. Reading can help you to be a better writer. **True**

59. Writing effective business messages begins with adapting the message to the exact readers.

True

60. In most cases, adapting a message is achieved by writing at a level equal to that the writer normally uses. **False**

61. Adapting a message requires that the writer avoids uncommon words, and use common ones. **True**

62. Slang words are usually appropriate for a written message. **False**
63. Clichés lessen the impact of writing. **True**
64. The writer should always use the active voice. **True**
65. Passive voice is appropriate when the person who did the action is unknown. **True**
66. Failure to deliver bad news properly can just make things worse. **True**
67. You cannot turn bad news into good news. However, the way that you deliver bad news in writing can minimize their negative effect on the reader. **True**
68. When writing a bad news message, it is a good idea to highlight the bad news in a separate paragraph. **False**
- 70- There are some reasons for writing which are intellectual reasons and practical reasons. **True**
- 71- Spend about a quarter of your time planning and revising. **False**
- 72- Proofreading should be done after you finish revising and editing. **True**
- 73- Layout is something that should be considered during the revision stage. **True**
- 74- Feedback can be helpful throughout the writing process. **True**
- 75- It is important to count the number of rules you know to write well. **False**
- 76- It is important to let the reader to guess between the lines. **False**
- 77- Communication plays a very important role in our daily affairs. **True**
- 78- Written communication skills are not so important for achieving business goals. **False**
- 79- It is not likely to judge the performance of top managers by their ability to communicate well. **False**
- 80- There are some reasons for writing. Those include intellectual reasons and practical reasons. **True**
- 81- The revising stage of the writing process involves provisioning and proofreading only. **False**
- 82- Writing does not help you to remember information. **False**
- 83- Understanding your reader is important but not fundamental to the success of any message. **False**
- 84- 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. **False**
- 85- Miscommunication can occur because people have different ways of understanding messages. **True**
- 86- When writing, creating lists can help you compose. **True**
- 87- When revising, evaluating your work and measuring it against your goals is a good idea. **True**
- 88- By getting feedback from others, people learn how to write well and what not to write **True**
- 89- A written message is frequently passed on to carry out the routine business activities. **False**

90- A positive business message is used to convey details about an upcoming event. **False**

91- A business message is related to the business and has precise content. **True**

92- Writing help you to remember information. **True**

93- A negative business message is designed to send the message to the receiver with a senesce of fear and professionalism. **True**

94- A verbal business message is the primary mode for passing a message. **True**

95-Avoid short, common words, because they sound unfriendly. Select one:

True Ans: F

False

96-Miscommunication can occur because people have different ways of understanding messages.

True Ans: T

False

97-Knowing all you can about your reader improves the chances the message will work

True Ans: T

False

98-Accurate words mean what you want to say.

True Ans: T

False

99-The same words can have different meanings according to culture.

True Ans: T

False

الترقيم فيه غلط بسيط ف اول الصفحه

Enjoy 

Eng-ahmed'k.h'