



Question **5**

Correct

Mark 1.00 out of 1.00

Writing does not help you to remember information.

Select one:

☐ True

☒ False

The correct answer is 'False'.

Question **6**

Correct

Mark 1.00 out of 1.00

The first step in the communication process is:

Select one:

☐ a. *Considering possible communication strategies.*

☐ b. Deciding on a response.

☐ c. Selecting a course of action.

☒ d. Sending a need.

☐ e. Replying to the message.

Your answer is correct.
The correct answer is: Sending a need.

Question **7**

Correct

Mark 1.00 out of 1.00

The last step in the communication process is:

Select one:

☐ a. Sending a need.

☐ b. Deciding on a response.

☐ c. Selecting a course of action.

☒ d. Replying to the message.

☐ e. Considering possible communication strategies.

Your answer is correct.
The correct answer is: Replying to the message.

Question **8**

Correct

Mark 1.00 out of 1.00

Writing is helping in:

Select one:

☐ a. Making your thinking visible.

☐ b. Expressing yourself as a person.

☒ c. All of the above.

☐ d. Having feedback from others.

☐ e. None of the above.

Your answer is correct.
The correct answer is: All of the above.

Question **9**

Correct

Mark 1.00 out of 1.00

Writing skills is so important asset for:

Select one:

☐

a. Applying for a job.

☐

b. Education.

☐

c. Entertainment.

☒

d. All of the above. ✓

☐

e. Scientific papers.

Your answer is correct.

The correct answer is: All of the above.

Question **10**

Correct

Mark 1.00 out of 1.00

One of the main reasons for writing is not:

Select one:

☒

a. Conceptual reasons. ✓

☐

b. Practical reasons.

☐

c. Web writing.

☐

d. **Intellectual reasons.**

☐

e. Applying for a job.

Your answer is correct.

The correct answer is: Conceptual reasons.

Question **11**

Correct

Mark 1.00 out of 1.00

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

Select one:

☐

True

☒

False ✓

The correct answer is 'False'.

Question **12**

Correct

Mark 1.00 out of 1.00

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

Select one:

☒

True ✓

☐

False

The correct answer is 'True'.



Question **13**
Correct
Mark 1.00 out of 1.00

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

Select one:

☐ True

☒ False ✓

The correct answer is 'False'.

Question **14**
Correct
Mark 1.00 out of 1.00

The written business message could not:

Select one:

☐ a. None of the above.

☒ b. All of the above. ✓

☐ c. Make the business.

☐ d. Break the business.

☐ e. Be an ordinary message.

Your answer is correct.

The correct answer is: All of the above.

Question **15**
Correct
Mark 1.00 out of 1.00

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

Select one:

☒ True ✓

☐ False

The correct answer is 'True'.

