







complete

Mark 1.00 out of 1.00

P Flag question

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

F Flag question

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





Complete

Question 2

Mark 1.00 out of 1.00

P 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

P Flag question









Question 3

Complete

Mark 1.00 out of 1.00

P Flag question

Writing skills are not so important in achieving business goals

Select one:



True



False

Question 4

Complete

Mark 1.00 out of 1.00

P Flag question

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





False

Question 4

Complete

Mark 1.00 out of 1.00

P Flag question

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

Select one:



True



False

Question 5

Complete

Mark 1.00 out of 1.00

Flag question

Question 5
Complete
Mark 1.00 out of 1.00

F Flag question

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

Select one:

True

False

Question 6

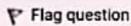
Complete

Mark 1.00 out of 1.00

P Flag question

Which of the following





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

F Flag question

Ouestion 7

Complete

Mark 1.00 out of 1.00

P Flag question

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

Select one:



True



False

Question 8

Complete

Mark 0.00 out of 1.00



Flag question

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









Complete

Mark 0.00 out of 1.00

P Flag question

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



Complete

Mark 0.00 out of 1.00

P Flag question

- 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

Flag question

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

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

P Flag question

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

Select one:

- True
- False

Finish review