

Quiz 2: Ch.9

截止时间 9月11日 23:59

得分 8

问题 8

时间限制 30 分钟

尝试历史记录

	尝试	时间	分数
最新	<u>尝试 1</u>	24 分钟	5, 满分 8 分

此测验的分数： **5**，满分 8 分
提交时间 9月11日 15:19
此尝试进行了 24 分钟。

问题 1

1 / 1 分

Which of the following statements about memo is true?

☐ Memos have the same format as emails.

☐ Memos are commonly written to people outside your own organization.

☒ Memos are commonly written to people within your own organization.

☐ Memos are a highly formal type of workplace correspondence.

正确!

问题 2

1 / 1 分

Which of the following best defines writing that projects the "you attitude"?

☐ Writing that addresses the reader as "you"

正确!



Writing that has the tone and style you would like to see in a letter you received



Writing that clearly puts the responsibility for a problem on the reader



Writing that conveys defensiveness and self-protection

问题 3

1 / 1 分

Which of the following is **not** a netiquette guideline?



Take a casual tone.



Avoid being passive aggressive.



Don't send jokes or other non-business messages.



Avoid dispensing harsh criticism.

正确!

问题 4

1 / 1 分

You are writing a research paper on the impacts of hydraulic fracturing ("fracking") on groundwater in your state. Through your research, you have found that a professor at a university in another state, Dr. Thomas Henry Wright, has conducted extensive research on the subject. You decide to write an inquiry letter to ask him some questions. Which salutation is most appropriate for your letter?



Dear Thomas Henry Wright:



Dear Tom:

正确!

☐ Dear Professor:

☒ Dear Dr. Wright:

问题 5

0 / 1 分

Emails, letters, and memos should contain _____.

☐ a subject line

☐ a statement of the purpose of writing.

☒ a salutation

☐ a signature

正确答案

您已回答

问题 6

0 / 1 分

Which of the following sentences effectively uses **plain language** appropriate for business correspondence?

☒ Pursuant to our agreement of March 14, I have enclosed a check for the final payment.

☐ Attached is a copy of the contract for you to sign.

☐ As per your request, attached please find the information about the new landscaping equipment.

☐ We wish to advise you that the new contract will be issued next week.

您已回答

正确答案

问题 7

1 / 1 分

Which of the following business correspondence **does not** contain a subject line?

☐ Memo

☒ Letter

☐ Email

正确!

问题 8

0 / 1 分

Which of the following workplace correspondence **does not** contain a closing and signature?

☐ Letter

☐ Memo

☒ Email

正确回答

您已回答

测验分数: 5, 满分 8 分