



Your grade: 100%

Your latest: 100% • Your highest: 100% • To pass you need at least 67%. We keep your highest score.

Next item →

1. When deciding on the structure of a report, what factors should be considered?

1 / 1 point

- ☐ The number of authors involved in the report.
- ☐ The availability of data sources.
- ☐ Whether the report contains detailed data analysis
- ☒ The length of the document and its purpose.

✓ **Correct**

Correct. The length of the document and its purpose are critical factors in determining the report's structure.

2. What key elements should a report's cover page include at a minimum?

1 / 1 point

- ☐ Table of contents and list of figures
- ☐ Only the title and a brief summary of findings
- ☒ Title, author names, affiliations, contact info, publisher, and date of publication
- ☐ Author biographies and references

✓ **Correct**

Correct. At a minimum, the cover page should include the title of the report, names of authors, their affiliations, and contacts, the name of the institutional publisher (if any), and the date of publication.

3. What is the purpose of including a table of contents (ToC) in a report, even if it's relatively short (five or fewer pages)?

1 / 1 point

- ☐ To provide contact details for the authors
- ☐ To summarize the key findings
- ☒ To offer a glimpse of the document's structure
- ☐ To present the research questions and hypotheses

✓ **Correct**

Correct. Including a table of contents (ToC) in a report, even a short one, primarily gives readers an overview of how the document is organized and what topics or sections it contains.