

**Your grade: 100%**

Your latest: 100% • Your highest: 100% • To pass you need at least 75%. We keep your highest score.

Next item →

1. To communicate clearly, data analysts ask themselves a series of key questions. One is, "Who is my audience?" What are the others? Select all that apply.

1 / 1 point

☒ How can I communicate effectively to my audience?

To communicate clearly, data analysts ask four questions: Who is my audience? What do they already know? What do they need to know? And how can I communicate effectively with them?

☒ What does my audience need to know?

To communicate clearly, data analysts ask four questions: Who is my audience? What do they already know? What do they need to know? And how can I communicate effectively with them?

☐ When am I expected to have the project complete?☒ What does my audience already know?

To communicate clearly, data analysts ask four questions: Who is my audience? What do they already know? What do they need to know? And how can I communicate effectively with them?

2. A colleague sent you a question via email nearly two days ago. Finding the answer will involve a few hours of research, and you are too busy to do that today. What's the best course of action?

1 / 1 point

☒ Reply to the email letting them know when they can expect your response and thanking them for their patience.

The best course of action is to reply to the email letting them know when they can expect your response and thanking them for their patience.

## Test your knowledge on clear communication

Practice Assignment • 8 min



Exit

2. A colleague sent you a question via email nearly two days ago. Finding the answer will involve a few hours of research, and you are too busy to do that today. What's the best course of action?

1 / 1 point

- ☒ Reply to the email letting them know when they can expect your response and thanking them for their patience.

The best course of action is to reply to the email letting them know when they can expect your response and thanking them for their patience.

- ☐ Forward the email to the data analytics team, and ask if someone else can answer the question for you.
- ☐ Reply with your best guess to the answer of their question so they don't have to wait any longer.
- ☐ Delete the email; by the time you're able to answer the question, it won't be helpful information anyway.

3. Focusing on stakeholder expectations enables data analysts to achieve what goals? Select all that apply.

1 / 1 point

- ☒ Build trust

Focusing on stakeholder expectations enables data analysts to understand project objectives, improve communication, and build trust.

- ☒ Understand project objectives

Focusing on stakeholder expectations enables data analysts to understand project objectives, improve communication, and build trust.

- ☐ Multitask more effectively

- ☒ Improve communication among teams

Focusing on stakeholder expectations enables data analysts to understand project objectives, improve communication, and build trust.

## Test your knowledge on clear communication

Practice Assignment • 8 min



Exit

Select language: English

☐ Multitask more effectively

☒ Improve communication among teams

Focusing on stakeholder expectations enables data analysts to understand project objectives, improve communication, and build trust.

4. A stakeholder asks a data analyst to produce a report very quickly. What are some strategies the analyst can apply to ensure their work delivers useful results? Select all that apply.

1 / 1 point

☒ Set clear expectations about timeframe

To ensure their work answers the right questions and delivers useful results, the data analyst should set clear expectations, outline the problem, and reframe the question.

☒ Reframe the question

To ensure their work answers the right questions and delivers useful results, the data analyst should set clear expectations, outline the problem, and reframe the question.

☒ Outline the problem

To ensure their work answers the right questions and delivers useful results, the data analyst should set clear expectations, outline the problem, and reframe the question.

☐ Work overtime to get the report done by the requested deadline

Like

Dislike

Report an issue