



2024 Semester 2



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Week 10 - Quiz

Due Oct 12 at 23:59

Points 15

Questions 15

Available Oct 11 at 0:00 - Oct 12 at 23:59

Time Limit None

Allowed Attempts 2

Instructions

This is the tenth weekly quiz.

Keep in mind that the quizzes do not directly contribute to your marks (except through your participation mark). This is so that you can feel free to actually use them to self-assess your progress and see how you are doing. This, of course, doesn't mean that you should ignore them. Indeed, they are a very important way for you to obtain feedback on how you are doing.

This quiz was locked Oct 12 at 23:59.

Attempt History

	Attempt	Time	Score
KEPT	Attempt 1	9 minutes	9.27 out of 15
LATEST	Attempt 2	less than 1 minute	6.43 out of 15
	Attempt 1	9 minutes	9.27 out of 15

Score for this attempt: 6.43 out of 15

Submitted Oct 11 at 15:41

This attempt took less than 1 minute.

Question 1 0.4 / 1 pts

Which of the following is a form of written communication? (Select all that are applicable).

Faxes

Emails

Letters

Voice Recording

Correct Answer

Correct!

Correct!

You Answered

Correct!

Correct Answer

Manuals

Instant Messages

Question 2 1 / 1 pts

←

Correct!

Which of the following is NOT an essential skill for written communication?

- Editing
- Planning and Preparation
- Word Choice
- Speed
- Formatting

0.67 / 1 pts**Question 3****Correct Answer****Correct!**

Which of the following is true about editing written communication? (Select all that are applicable).

- Editing can identify misspelt words and typos.
- Editing written communication will help catch grammar and spelling mistakes.
- Having someone else read over your work usually catches more than rereading over your own work.

0 / 1 pts**Question 4****Correct Answer****You Answered**

Is the following statement true or false? "The words we choose when writing affects the way the message is received".

- True
- False

0.25 / 1 pts**Question 5****Correct!****You Answered**

Which of the following should you generally do in written communication? (Select all that are applicable).

- Explain jargon and industry terms for those with less experience.
- Use fancy words to sound intelligent and well informed.

Correct!

Correct Answer

Correct Answer

- Add information that is not relevant to help educate the reader
- Know your goal and state it clearly
- Stay on topic and keep it concise.
- Write in all upper case.
-
- Keep it as short and informational as possible to convey the meaning
- Use lingo and jargon without considering the audience

Question 6 0.67 / 1 pts

The content of a message sent is either transactional, instructional or informational.

Match the following definitions to the correct type of written communication.

Correct!

A message sent to get results. The intention is to get a response from the person the message was sent to. It can be a quick clarification, a request for a meeting or asking for a favor.

You Answered

The sender delivers a message for the receiver's benefit. This type of communication can be sent to an individual or group, is less dependent on the receiver and there is no response needed.

Informational Written Communication

Correct!

The sender gives the receiver directions for a specific task. This type of communication should be detailed and easy to understand.

Instructional Written Communication

Question 7 1 / 1 pts

Is the following statement true or false "A great advantage of written communication is that the message can be referred back to at a later time".

Correct!

True

False

Question 8 0 / 1 pts

Which of the following should be true about written communication? (Select all that are applicable).

Correct Answer

Reliable

Correct!

Provides a permanent record

Correct Answer

Simple

You Answered

Complex

Question 9 0.11 / 1 pts

All effective written communication has some characteristics in common. Match the Cs of effective written communication to the correct definition.

You Answered

Forms a link between the reader and the writer.

Completeness ▾

Connection

You Answered

Clear and easy to understand.

Completeness ▾

Clarity

You Answered

The reason for writing needs to be clear to both the writer and the reader.

Conciseness ▾

Cause

You Answered

Good written communication should communicate what you want to convey in the least possible words.

Connection ▾

Conciseness

You Answered

To be effective written communication should use the correct tone, inoffensive language and appropriate grammar.

Clarity

Correctness

You Answered

The message should show the sender's expression as well as should respect the receiver. The sender of the message should be sincerely polite, judicious, reflective and enthusiastic.

Consideration

Courtesy

You Answered

Effective communication must give thought to the audience. The words of the message should be modified to suit the audience's needs.

Cause

Consideration

Correct!

The message should be particular and clear rather than unclear and general

Concreteness

You Answered

The communication should convey all the facts required by the audience.

Correctness

Completeness

Question 10

0.75 / 1 pts

Project managers typically spend a large portion of their time communicating to ensure the success of their project. Which of the following are considered purposes for communications in project management? (Select all that are applicable).

Correct Answer

To assign tasks, roles and responsibilities

Correct

Week 10 - Quiz INFO5990 Professional Practice in IT

 Inform or solicit input as part of a decision. To resolve conflict Build consensus among the project team

Correct!

Correct!

Correct!

Question 11 0.5 / 1 pts

Written communication is crucial to document all aspects of an ongoing project. Which of the following are true for written communication in a project?

You Answered

Establishes a permanent record.

False

True

You Answered

Enables the project team to review decisions later on.

False

True

Correct!

Enables the project team to bring new team members up to speed.

True

Correct!

Enables sharing the information without accidentally altering or distorting the meaning.

True

Other Incorrect Match Options:

- False

Question 12 0 / 1 pts

Is the following statement true or false "The target audience of written communication is limited to those you send it to"?

You Answered

True

Correct Answer

False

Question 13 0.5 / 1 pts

Based on the Week 10 Lecture - Communication, what two things can help make writing clear?

Correct!

You Answered

Correct!

 Structure Paragraphs Cohesion Long Sentences**Question 14**

0.25 / 1 pts

Based on the Week 10 Lecture - Communication, what are the characteristics of professional writing?

You Answered

Correct!

Correct!

Correct!

 Referencing Sources Clarity Precision Brevity

You Answered

Correct Answer

 Author's Qualifications Objectivity**Question 15**

0.33 / 1 pts

Based on the Week 10 Lecture - Communication, what are the '3Cs'?

Correct!

You Answered

Correct!

Correct!

 Clarity Content Cohesion

You Answered

 Critical Coherence Consistency ContextQuiz Score: **6.43** out of 15

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Last Attempt Details:

Time:	less than 1 minute
Current Score:	6.43 out of 15
Kept Score:	9.27 out of 15

2 Attempts so far

[🕒 View Previous Attempts](#)

No More Attempts available