

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.
 - a. How can I communicate effectively to my audience?
 - b. What does my audience need to know?
 - c. When am I expected to have the project complete?
 - d. What does my audience already know?
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?
 - a. Forward the email to the data analytics team, and ask if someone else can answer the question for you.
 - b. Delete the email; by the time you're able to answer the question, it won't be helpful information anyway.
 - c. Reply with your best guess to the answer of their question so they don't have to wait any longer.
 - d. Reply to the email letting them know when they can expect your response and thanking them for their patience.
3. Focusing on stakeholder expectations enables data analysts to achieve what goals? Select all that apply.
 - a. Multitask more effectively
 - b. Build trust
 - c. Improve communication among teams
 - d. Understand project objectives
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.
 - a. Work overtime to get the report done by the requested deadline
 - b. Reframe the question
 - c. Set clear expectations about timeframe
 - d. Outline the problem