

# Homework Assignment #8

- Due 21 Oct at 23:59
- Points 24
- Questions 8
- Time limit None
- Allowed attempts 2

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## Attempt history

	Attempt	Time	Score
<b>LATEST</b>	<a href="#">Attempt 1</a>	6 minutes	21 out of 24

Score for this attempt: 21 out of 24

Submitted 21 Oct at 22:37

This attempt took 6 minutes.



### Question 1

0 / 3 pts

Which of the following was NOT mentioned as a key idea in the TED Talk video on technical vs. non-technical communication?

Correct answer

- ☐ use technical language when possible, but providing definitions upfront

You Answered

- ☒ appeal to emotions and/or personal connection
- ☐ start with the big picture
- ☐ build your conversation around what your listener is most likely to care about



### Question 2

3 / 3 pts

Which of the following is an advantage of using email as a means of professional communication?

Correct!

- ☒ creates a permanent electronic trail
- ☐ discoverable in litigation
- ☐ easily distributed to a wide audience even if unintended with original writing
- ☐ seen as causal and/or unprofessional



## Question 3

3 / 3 pts

Which of the following is an advantage of using LinkedIn as a form of professional communication?

Correct!

- ☒ reaches professional and industry specific communities
- ☐ requires time to use effectively, particularly if involved in groups
- ☐ must be kept current
- ☐ may be dismissed as self-promotion if misused or overused



## Question 4

3 / 3 pts

Which of the following best captures the definition for the correspondence type of professional written communication?

Correct!

- ☒ written or digital communication between two or more people through short messages
- ☐ strategic use of social media and other e-communication
- ☐ a means to clarify purpose, analyze audiences, and develop a communication strategy
- ☐

the ability to select the most effective written communication medium and organize written communication coherently



## Question 5

3 / 3 pts

Which of the following salutations is appropriate for a business email to someone you have worked with closely for many years, but with whom you do not have a relationship outside of work?

Correct!

- ☒ Good morning, Damion!
- ☐ Welcome Mr. Johannes,
- ☐ To whom it may concern,
- ☐ Dear Sir or Madam,



## Question 6

3 / 3 pts

Which of the following correctly defines the idea of "CPF" in professional communication?

Correct!

- ☒ Context, Purpose, Foreshadowing
- ☐ Context, Politeness, Format
- ☐ Complexity, Purpose, Flow
- ☐ Complexity, Politeness, Flow



## Question 7

3 / 3 pts

Which of the following formatting tips is NOT correct?

Correct!

- ☒ full justification should always be used
- ☐ single-spaced with double-spacing between paragraphs
- ☐ margins should be at least 1 inch on all sides
- ☐ avoid one-sentence paragraphs at the top of a page with only the conclusion below



## Question 8

3 / 3 pts

Which of the following subject lines is best according to our textbook?

Correct!

- ☒ Subject: Follow-Up from Today's Meeting
- ☐ Subject: FYI
- ☐ Subject: How's it going?
- ☐ Subject: Fwd: Fwd: Fwd: IMPORTANT

Quiz score: 21 out of 24