MCQ 1:

What should be done to achieve team success?

1. Criticize teammates on their work
2. Express dissatisfaction towards members
3. Set realistic goals
4. Only celebrate big achievements

What is NOT a good technique for being concise?

1. Write short sentences
2. Use a passive voice
3. Avoid vague words
4. Avoid strong qualifiers

Identify the category of the underlined words in the sentence below:

John went to the gym.

1. Pronoun verb noun
2. Noun verb pronoun
3. Noun verb noun
4. Verb noun verb

MCQ 2 Routine Requests:

When making a request what is a method that should be used?

1. Informal
2. Negative
3. Firm
4. Criticism

From the given examples which has the best tone?

1. I am surprised that you…
2. I would be appreciated if you…
3. Your recent task has major errors…
4. It is shocking that you…

MCQ 3 plagiarism:

Which of the following is not part of the 5 types of plagiarism?

1. Outside Help
2. Double Submission
3. Mimicry
4. Specific copying

When using quotations what % should be used is a single piece of writing?

1. < 5%
2. < 10%
3. < 15%
4. < 20%

MCQ 4 Presentations:

What should be done in a presentation?

1. Attention-getting opening
2. Agenda
3. Simple and logical structure
4. Explicit conclusion
5. All the above

What should not be included in the delivery of a presentation?

1. Point form text
2. A script
3. Powerful voice
4. Relevant visuals

MCQ 5 Analysis Reports:

What is part of good report structure?

1. Recommendations
2. Background
3. Summary
4. Conclusion
5. All the above

What should be in the body of an Analysis Reports.

1. Long paragraphs
2. Passive voice
3. Bullets/lists
4. Incomplete information from the report