



Herzlichen Glückwunsch! Sie haben bestanden!

ZUM BESTEHEN 80 % oder höher

Lernen Sie weiter

BEWERTUNG
100 %

Test your knowledge on clear communication

GESAMTPUNKTZAHL 5

1. To communicate clearly with stakeholders and team members, there are four key questions data analysts ask themselves. The first is: Who is my audience? Identify the remaining three questions. Select all that apply. **1 / 1 Punkten**

☒ How can I communicate effectively to my audience?



Richtig

The four key questions data analysts ask themselves when communicating with stakeholders are: 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?



Richtig

The four key questions data analysts ask themselves when communicating with stakeholders are: Who is my audience? What do they already know? What do they need to know? And how can I communicate effectively with them?

☐ Why are stakeholders and team members important?

☒ What does my audience already know?



Richtig

The four key questions data analysts ask themselves when communicating with stakeholders are: Who is my audience? What do they already know? What do they need to know? And how can I communicate effectively with them?

2. You're working on a data analysis project, and you run into an obstacle. You try to find a solution, but you're having no luck, and now the project is going off schedule. The best course of action is to put in extra hours to keep looking for a solution, rather than bothering your team with the problem. **1 / 1 Punkten**

☐ True

☒ False



Richtig

The best course of action is to ask your team for help. Taking initiative to solve problems is a great practice, but your team is an excellent resource if you find that you're unable to find a solution by yourself.

3. A colleague sent you a question via email nearly two days ago. You know it's going to take a while for you to find the answer because you need to do some research first. You're too busy to get it done today. What's the best course of action? **1 / 1 Punkten**

☐ Delete the email. By the time you're able to answer the question, it won't be helpful information anyway.

☐ Respond right away with your best guess to the answer of their question. The sender has been waiting nearly 48 hours, and any response is better than nothing.

☒ Reply with a quick update thanking the sender for their patience and letting them know when they can expect you to respond with the answer to their question.

☐ Forward the email to the entire data analytics team, and ask if someone else can answer the question for you.



Richtig

The best course of action is to reply with a quick update thanking the sender for their patience and letting them know when they can expect you to respond with the answer to their question.

4. Focusing on stakeholder expectations enables data analysts to achieve what goals? Select all that apply. **1 / 1 Punkten**

☒ Improve communication among teams



Richtig

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

☐ Multitask more effectively

☒ Understand project goals



Richtig

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

☒ Build trust



Richtig

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

5. Setting realistic stakeholder expectations at every stage of a project might involve which of the following tasks? Select all that apply. **1 / 1 Punkten**

☒ Creating a reasonable timeline and sharing it with stakeholders

✓ Richtig

Setting realistic stakeholder expectations might involve creating a reasonable timeline, communicating any changes that may affect analysis, and preparing a report that shows the pros and cons of a project update.

☒ Preparing a report that shows stakeholders the pros and cons of an update to the project

✓ Richtig

Setting realistic stakeholder expectations might involve creating a reasonable timeline, communicating any changes that may affect analysis, and preparing a report that shows the pros and cons of a project update.

☒ Communicating to stakeholders any changes that may affect the analysis

✓ Richtig

Setting realistic stakeholder expectations might involve creating a reasonable timeline, communicating any changes that may affect analysis, and preparing a report that shows the pros and cons of a project update.

☐ Keeping problems to yourself so stakeholders don't have to worry about them