

Question 1 (1 point) ✓ *Saved*

Whether solicited or unsolicited, all research proposals are formal.

- ☒ True
☐ False

Question 2 (1 point) ✓ *Saved*

The logical flow of a proposal is from problem/situation to solution/resolution.

- ☒ True
☐ False

Question 3 (1 point) ✓ *Saved*

The nonprofit proposal process typically occurs online.

- ☐ True
☒ False

Question 4 (1 point) ✓ *Saved*

Emphasize key points in your proposal with relevant visuals.

- ☒ True
☐ False

Question 5 (1 point) ✓ *Saved*

If the solutions you propose have limitations, be sure to acknowledge them in the proposal.

- ☒ True
- ☐ False

Question 6 (1 point) ✓ *Saved*

Clearly stating the problem is not necessary in a proposal because it is implied.

- ☐ True
- ☒ False

Question 7 (1 point) ✓ *Saved*

Documenting the sources in your proposal is not necessary.

- ☐ True
- ☒ False

Question 8 (1 point) ✓ *Saved*

Proposals have one purpose: to convince your audience to agree to your plan.

- ☒ True
- ☐ False

Question 9 (1 point) ✓ *Saved*

Formal proposals rarely need front and/or end matter.

- ☐ True
- ☒ False

Question 10 (1 point) ✓ *Saved*

State your case indirectly in a proposal to allow readers to come to their own conclusions.

- ☐ True
- ☒ False

Question 11 (1 point) ✓ *Saved*

What approach should you use when writing a proposal for a nonexpert primary audience and an expert secondary audience?

- ☐ Write the text of the proposal in nontechnical language
- ☐ Write the entire proposal for the expert audience.
- ☒ Write the proposal in technical language, but include a glossary and appendices explaining technical information.
- ☐ Write a separate proposal for each audience.

Question 12 (1 point) ✓ *Saved*

A proposal that offers suggestions for improvement is a _____ proposal.

- ☒ solicited
- ☐ research
- ☐ sales
- ☐ planning

Question 13 (1 point) ✓ *Saved*

Which option below is the appropriate format for the informal proposal?

- ☒ For an informal proposal distributed internally, use email or memo format.
- ☐ For an informal proposal distributed internally, use letter format.
- ☐ For an informal proposal distributed externally, use memo format.
- ☐ For an informal proposal distributed externally, use email format.

Question 14 (1 point) ✓ *Saved*

Research (grant) proposals _____.

- ☐ are always unsolicited
- ☒ request approval to conduct a study
- ☐ always are written for nontechnical audiences
- ☐ rarely include a request for funding

Question 15 (1 point) ✓ *Saved*

Which of the following is an appropriate statement in a proposal for rebuilding a deck?

- ☐ Our company will install the best decking materials.
- ☐ We will install your deck as quickly as possible.
- ☒ Our choice in decking materials will eliminate any chance of environmental damage in the future.
- ☐ We will complete the last phase of the deck installation, installing the gates, by July 15, 2019.

Question 16 (1 point) ✓ *Saved*

Which of the following components should be included in any proposal?

- ☐ abstract
- ☐ table of contents
- ☒ introduction
- ☐ glossary

Question 17 (1 point) ✓ *Saved*

When working with sources to support your proposal, you should _____.

- ☒ cite all sources of common knowledge.
- ☐ limit your sources to major background studies.
- ☐ ignore the most recent studies.
- ☐ avoid sources with a point of view different from your own.