Question 1 (1 point)   ✓ *Saved*

Instead of a summary, a thesis or topic sentence is usually sufficient to preview the contents of letters and memos.

- ⦿ True
- ◯ False

Question 2 (1 point)   ✓ *Saved*

Readers expect a summary to be complete, yet concise.

- ⦿ True
- ◯ False

Question 3 (1 point)   ✓ *Saved*

A closing summary appears at the very end of a document, after the concluding section.

- ◯ True
- ⦿ False

Question 4 (1 point)   ✓ *Saved*

Readers always prefer a technical style in summaries.

- ◯ True
- ⦿ False

Question 5 (1 point)   ✓ *Saved*

An effective strategy for writing a summary is to underline or highlight thesis statements, topic sentences, findings, and conclusions as you read the text.

- ⦿ True
- ◯ False

Question 6 (1 point)   ✓ *Saved*

Summaries are not useful for social media contexts.

- ◯ True
- ⦿ False

Question 7 (1 point)   ✓ *Saved*

A good strategy is to write your own document's summary before you compose the main text.

- ⦿ True
- ◯ False

Question 8 (1 point) ✓ *Saved*

Summaries are helpful when researching.

- ⦿ True
- ○ False

Question 9 (1 point) ✓ *Saved*

When preparing a summary, you should _____.

- ○ begin composing the summary before reading the entire document
- ○ use direct quotations liberally
- ○ rely on your personal interpretation
- ⦿ verify that you have preserved the original message

Question 10 (1 point) ✓ *Saved*

Which is the best type of abstract for managers who don't have time to read the full report?

- ○ a technical abstract
- ○ a closing summary
- ○ a descriptive abstract
- ⦿ an executive abstract

Question 11 (1 point) ✓ *Saved*

Where do writers generally place informative abstracts?

- ○ just before the title page
- ⦿ on the title page
- ○ just after the title page
- ○ at the end of the document

Question 12 (1 point) ✓ *Saved*

An effective summary accurately conveys a document's _____.

- ⦿ essential message
- ○ specific details
- ○ partial message
- ○ alternative meanings

Question 13 (1 point) ✓ *Saved*

A summary should _____.

- ○ be integrated rather than separated from the main text
- ○ be understandable only after the entire document is read
- ◉ be able to stand alone
- ○ include a cliffhanger for interest

Question 14 (1 point) ✓ *Saved*

Which of the following is an appropriate strategy for writing summaries for social media?

- ○ add material to augment the original document
- ○ shift the original document's point of view to personalize the message
- ○ add eye-catching graphics that shift the meaning for attention
- ◉ reword the message to make the original meaning more accessible to a wider audience

Question 15 (1 point) ✓ *Saved*

As you edit your summary, which strategy should you use?

- ○ include technical details
- ○ spell out numbers rather than using numerals
- ○ avoid transitional expressions
- ◉ combine related ideas to show relationships