Congratulations! You passed!
Grade received 97.50%
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To pass 80% or higher
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1. When you create an email, in what section should you clearly state what the email is about?   1 / 1 point

    ○ Header
    ○ First line of the email
    ○ Closing line of the email
    ◉ Subject line

    ⊘ Correct

2. Which of the following can be a tool to communicate information with your team members quickly?   1 / 1 point

    ◉ Instant messaging
    ○ Google Docs
    ○ Video conferencing.
    ○ Keypoint slides

    ⊘ Correct

3. Fill in the blank: _____ meetings have an agenda, time limit, and designated notetaker.   1 / 1 point

    ○ Impromptu
    ◉ Structured
    ○ Informal
    ○ Broadcast

    ⊘ Correct

4. Which three of the following are ways to make a meeting more collaborative?   1 / 1 point

    ☑ Provide a digital, shared meeting document.

    ⊘ Correct

    ☐ Set a timebox for a meeting comment period.
    ☐ Allow participants to set the meeting's purpose and expectations.
    ☑ Let participants respond in their preferred communication style.

    ⊘ Correct

    ☑ Ensure the agenda is not full of presentations without discussion.

    ⊘ Correct

5. A project manager wraps up the execution phase of a project and needs to schedule a meeting to reflect on what went well and potential   1 / 1 point
    improvements for the future. What type of meeting can they schedule?

    ○ Project kickoff
    ○ Project status updates
    ◉ Retrospective
    ○ Stakeholder review

    ⊘ Correct

6.   Which of the following is a best practice when trying to clearly state what you want in an email?   1 / 1 point

  ○ List your request in the last paragraph of the email.
  ○ Avoid associating calls-to-action with your request.
  ◉ Include your request in the subject line of the email.
  ○ Use acronyms whenever possible to keep email short.

  ✓ Correct

7.   What actions may help make a meeting accessible for someone who is hard of hearing? Select all that apply.   1 / 1 point

  ☑ Add closed captions or subtitles to videos.

  ✓ Correct

  ☑ Include all the information presented in a spoken presentation on slides.

  ✓ Correct

  ☐ Speak loudly and slowly.
  ☑ Face the person you are speaking with.

  ✓ Correct

8.   What can be done during a meeting to facilitate a more productive meeting? Select all that apply.   0.75 / 1 point

  ☐ Discourage open-ended and personal questions.
  ☑ Encourage everyone to participate, including remote participants.

  ✓ Correct

  ☐ Clearly state the meeting's goals at the beginning of the meeting.
  ☑ Practice active listening and non-verbal communication.

  ✓ Correct

  > You didn't select all the correct answers

9.   What does a project manager have to communicate clearly when managing team documents? Select all that apply.   1 / 1 point

  ☑ How often the documents are updated

  ✓ Correct

  ☑ Who has access to the documents

  ✓ Correct

  ☐ Who originally created the documents
  ☑ How documents are used

  ✓ Correct

10. In what type of meeting does the project manager meet with participants one-on-one in order to cover topics most relevant to them and to better understand their concerns?   1 / 1 point

  ◉ Stakeholder review
  ○ Status update
  ○ Project kickoff
  ○ Retrospective

⊘ Correct

⊘ Correct