

Soft Skills

WEEK 8

A. Write whether the statements in the following are True or False:

1. Report structure does not vary depending upon the requirements of organizations. (**False**/ True)
2. Peter Drucker says, “When the ship goes down, you don’t call a meeting. The captain gives an order or everybody drowns.” (**True**/ False)
3. A bibliography lists only textual references that may have informed your thinking but were not explicitly cited in your report or essay. (True/ **False**)
4. Glossary is an alphabetically arranged list of terms and topics. (**True**/ False)
5. Jargon is a language full of technical or special words used in a particular profession. (False/ **True**)

B. Select any of the two most appropriate options as your answer:

6. Which of the following should be considered while writing recommendations of an analytical report?
 - a) Recommendations should reflect the writer’s favourable personal opinions
 - b) Recommendations of an analytical report should be focused.**
 - c) Recommendations should be feasible and based on the report’s findings.**
 - d) Supporting materials should be included in the recommendation of the report.
7. Which of the following are the stages of group development described by Bruce Tuckman?
 - a. Collaborating
 - b. Storming**

- c. Adjusting
- d. Adjourning**

8. Which of the following are parts of the prefatory material in a report?

- a. Footnotes
- b. Abstract**
- c. Acknowledgement**
- d. References

9. What are the purposes of a forwarding letter in a technical report?

- a. To authorize the report**
- b. To talk about the section divisions of the report
- c. To state the scope of the report**
- d. To glorify the achievements of the report writer

10. Which of the following do/does the title page of a report include?

- a. Title and subtitle**
- b. Acknowledgement
- c. Date and place of publication**
- d. List of illustrations