

## Question 1

Which element of an executive summary uses numbers and/or visuals?

- The next steps
  - The objective
  - The overview
  - ☒ **The results**
    - ✓ The results section typically includes data, metrics, and visuals to support findings.
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## Question 2

What do executive summaries accomplish?

*Select all that apply.*

- ☒ **Help new team members become acquainted with the project**
    - ✓ Summarizes key points for onboarding or context.
  - ☒ **Give decision makers a brief overview of relevant information**
    - ✓ Executive summaries are designed for quick, high-level understanding.
  - ☒ **Summarize the most important points about a project**
    - ✓ They highlight goals, outcomes, and recommendations.
  - ☒ **Provide an in-depth analysis of each part of the project**
    - ✗ Executive summaries are concise and do not include detailed analysis.
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## Question 3

What does the overview accomplish in an executive summary?




- It describes the actions the team plans to take
  - It uses numbers and/or visuals to represent the data or outcomes
  - It states the target goal(s) and impact of the project
  - ☒ **It provides a high-level perspective of the project**
    - ✓ The overview sets the context and scope without going into detail.
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## Question 4

What should the objective section in an executive summary address?

*Select all that apply.*

- ☒ **The impact of the project**
  - ✓ Shows why the project matters.

-  **The target goal(s) of the project**
  - ✓ Clarifies what the project aims to achieve.
-  **Recommendations**
  - ✗ These are typically part of the conclusion or next steps.
-  **The broader business needs**
  - ✗ These are addressed in the context or background, not in the objective section.