



## Activity Quiz: Prepare for Your Job Search – Final Corrected Answers

---

### 1. What should the objective section in an executive summary address?

Select all that apply:

- ☒ The target goal(s) of the project
- ☒ The impact of the project
- ☐ The broader business needs
- ☐ Recommendations



*Correct! The objective section should clearly state what the project aims to achieve and the expected impact. Broader business needs and recommendations are typically addressed elsewhere.*

---

### 2. What does the overview accomplish in an executive summary?

- ☐ It uses numbers and/or visuals to represent the data or outcomes.
- ☐ It describes the actions the team plans to take.
- ☒ It provides a high-level perspective of the project.
- ☐ It states the target goal(s) and impact of the project.



*Correct! The overview gives a concise summary of the project's purpose and scope.*

---

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

- ☒ The results
- ☐ The overview
- ☐ The objective
- ☐ The next steps








*Correct! The results section often includes charts, metrics, and visuals to support findings.*

---

### 4. What do executive summaries accomplish?

Select all that apply:

-  **Give decision makers a brief overview of relevant information**
-  Provide an in-depth analysis of each part of the project
-  **Summarize the most important points about a project**
-  **Help new team members become acquainted with the project**

 *Correct! Executive summaries are concise and informative, designed to quickly orient decision-makers and team members.*