

**Fundamentals of Business Communication © 2012**  
**Chapter 7: Writing as a Process—Interactive Quiz Questions**

- \_\_\_\_\_ 1. The writing process includes prewriting, writing, post-writing, and \_\_\_\_\_.  
A. editing  
B. planning  
C. publishing  
D. researching
- \_\_\_\_\_ 2. In the prewriting stage, which of the following is *not* a task to complete?  
A. Document sources for bibliography.  
B. Plan the content.  
C. Read/research as needed to gather information.  
D. Think about the topic and purpose.
- \_\_\_\_\_ 3. The writing stage includes \_\_\_\_\_.  
A. creating rough drafts  
B. getting ideas on paper  
C. revising the content  
D. All of the above.
- \_\_\_\_\_ 4. During the post-writing stage, the work \_\_\_\_\_.  
A. is proofread  
B. receives feedback  
C. is reviewed  
D. All of the above.
- \_\_\_\_\_ 5. Gathering information, researching ideas, organizing thoughts, and choosing a medium are part of the \_\_\_\_\_ stage.  
A. post-writing  
B. prewriting  
C. publishing  
D. writing
- \_\_\_\_\_ 6. To begin the \_\_\_\_\_ stage, start by creating a first draft.  
A. post-writing  
B. prewriting  
C. publishing  
D. writing
- \_\_\_\_\_ 7. Feedback requires the writer to \_\_\_\_\_.  
A. answer questions to help solve problems  
B. be a good listener  
C. suggest changes  
D. re-read the document alone

- \_\_\_\_\_ 8. Which of the following is *not* a guideline for proofreading?
- A. Enlist a coworker to be a partner.
  - B. Print a copy to mark errors.
  - C. Read aloud.
  - D. None of the above.
- \_\_\_\_\_ 9. The first step in proofreading is to \_\_\_\_\_.
- A. print a hard copy
  - B. proofread on the computer screen
  - C. use your software's grammar and spelling checker
  - D. utilize another person to review the document
- \_\_\_\_\_ 10. Considerations in \_\_\_\_\_ include typeface, font size, and layout.
- A. formatting
  - B. layout
  - C. publishing
  - D. readability