

**Fundamentals of Business Communication © 2012**  
**Chapter 8: Writing Style—Interactive Quiz Questions**

- \_\_\_\_\_ 1. Business writing must be clear and specific instead of vague, pretentious, or \_\_\_\_\_ to the reader.
- A. familiar
  - B. simple
  - C. understandable
  - D. unfamiliar
- \_\_\_\_\_ 2. An example of a bias-free word/phrase is \_\_\_\_\_.
- A. secretary
  - B. server
  - C. waitress
  - D. young man
- \_\_\_\_\_ 3. An example of a euphemism is \_\_\_\_\_.
- A. cheap
  - B. affordable
  - C. cost-efficient
  - D. less expensive
- \_\_\_\_\_ 4. Written messages will sound \_\_\_\_\_ when personal pronouns are used.
- A. meaningful
  - B. normal
  - C. professional
  - D. unprofessional
- \_\_\_\_\_ 5. Try to avoid negative language when writing; but, if negative language is the only option, seek to use \_\_\_\_\_ words.
- A. contextual
  - B. diverse
  - C. neutral
  - D. precise
- \_\_\_\_\_ 6. \_\_\_\_\_ is *not* one of the four C's of communication.
- A. Clear
  - B. Concise
  - C. Contextual
  - D. Correct
- \_\_\_\_\_ 7. A message written in \_\_\_\_\_ voice will come across in a stronger tone.
- A. active
  - B. directive
  - C. objective
  - D. passive

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- \_\_\_\_\_ 8. If planning to use \_\_\_\_\_ voice in writing, thought should be given to the purpose it serves.
- A. active
  - B. directive
  - C. objective
  - D. passive
- \_\_\_\_\_ 9. When communicating bad news, it is best to use the \_\_\_\_\_ approach.
- A. comfort
  - B. direct
  - C. indirect
  - D. preventative
- \_\_\_\_\_ 10. The \_\_\_\_\_ approach is used most often in business communications.
- A. comfort
  - B. direct
  - C. indirect
  - D. preventative