

Fundamentals of Business Communication © 2012
Chapter 15: Reading with a Purpose—Interactive Quiz Questions

- _____ 1. Reading for detail relies heavily on knowing your purpose for reading, evaluating through listening to your thoughts, taking note of information in and out, and _____.
A. scanning and skimming for information
B. using prior knowledge
C. researching any words you do not know
D. None of the above.
- _____ 2. Which of the following is *not* a primary reason for reading?
A. Reading to follow directions.
B. Reading to research.
C. Reading persuasive writing.
D. Reading for information.
- _____ 3. Reading for detail relies heavily on all of the following *except* _____.
A. prior knowledge
B. life experiences of the reader
C. how the reader marks the text
D. the reader's interpretation of aspects of the text
- _____ 4. Which of the following actions is *not* a solution to a noisy reading environment?
A. Highlighting reading materials.
B. Arrive at work early before others arrive.
C. Learn to block out distractions.
D. Take reading home.
- _____ 5. Which of the following is the correct order when reading for information?
A. Read for detail, scan, skim.
B. Scan, read for detail, skim.
C. Scan, skim, read for detail.
D. Skim, scan, read for detail.
- _____ 6. When should you evaluate what you read?
A. Before you read.
B. As you read.
C. After you read.
D. Both B and C.
- _____ 7. Which of the following is *not* a tip for skimming e-mails and letters?
A. Skim the body of the message.
B. Check to see if others were copied.
C. Look for words that are underlined, italicized, boldfaced, or in all uppercase letters.
D. Identify as specifically as possible the information you must find.

Name _____ Date _____

- _____ 8. In most cases, you can determine the writer's purpose before you start reading.
A. True
B. False
- _____ 9. The writer's purpose is the same as your purpose for reading.
A. True
B. False
- _____ 10. When reading for specific information, you should combine skimming, scanning, and reading for detail.
A. True
B. False