

Solutions to Chapter 17 Checkpoint Questions

Page 399

1. What is a report?

Answer: A report is a document used to present information in a structured format.

2. Describe a progress report.

Answer: Progress reports are written in a specified format and periodically submitted (monthly, quarterly, annually). These types of reports can be as simple as a one-page update using a template or as complex as an annual report from a corporation written for its stockholders.

Page 402

1. What is the first step in writing a report?

Answer: In writing a report, begin with the first step in the writing process: identifying your purpose and audience.

2. List four steps in the planning stage of a report.

Answer: Identify and name the topic, plan your introduction, outline the main ideas, and think ahead to your closing.

3. What are the four basic types of organization?

Answer: You can choose to organize by chronological/sequential order, order of importance, cause and effect, or problem-solution.

Page 408

1. What are the three basic parts of an informal report?

Answer: Introduction, body, and conclusion.

2. List three types of informal reports.

Answer: Period reports, informal study reports, and idea and suggestion reports.

Page 418

1. What is the difference between primary research and secondary research?

Answer: Primary research is conducted by the writer in preparation for writing a report. Secondary research is data and information already assembled and recorded by someone else.

2. List three types of primary research.

Answer: Interviews, surveys, and experiments.

3. What is plagiarism?

Answer: Plagiarism is use of another's work without permission and is illegal.

4. When is material copyrighted?

Answer: All material is automatically copyrighted as soon as it is in tangible form, regardless of whether or not a copyright statement appears on the work.

Page 420

1. List the four basic guidelines that pertain to all narrative business reports.

Answer: Know the readers, make the purpose clear, make the report believable, and make the report readable.

2. Identify three graphic elements that may make a report more readable.

Answer: (any three) Tables, illustrations, charts, graphs, and photographs.

Page 430

1. What four elements appear on the title page?

Answer: Name of the report, name of the person or group for whom the report was written, name of the author of the report, and date the report is distributed.

2. What does the table of contents list?

Answer: The table of contents lists the major sections and subsections within the report with page numbers.

3. What is an executive summary?

Answer: An executive summary summarizes the main points in the report.

4. In which section is all of the information, data, and statistics presented?

Answer: The body of the report contains all of the information, data, and statistics you assemble.