

Fundamentals of Business Communication © 2012
Chapter 17: Writing Reports—Interactive Quiz Questions

- _____ 1. Progress reports are also known as _____ reports.
- A. annual
 - B. merit
 - C. performance
 - D. status
- _____ 2. The most important stage in preparing a report is _____.
- A. focus
 - B. identifying the audience
 - C. planning
 - D. research
- _____ 3. The information in a report can be presented in each of the following ways *except* _____.
- A. cause and effect
 - B. chronological order
 - C. problem-solution
 - D. systematic
- _____ 4. Informal reports fall into two categories, which are _____.
- A. chronological and sequential
 - B. formal and informal
 - C. narrative and standardized
 - D. persuasive and investigative
- _____ 5. The most common types of primary research for a business report include all of the following *except* _____.
- A. experiments
 - B. interviews
 - C. investigations
 - D. surveys
- _____ 6. The title page of a formal report should include the name of the report, the name of the person or group for whom the report was written, the author of the report, and _____.
- A. the city and state in which the report was produced
 - B. the date the report is distributed
 - C. the logo of the company
 - D. the report's publication information
- _____ 7. When developing an outline, organizing information *in order of time* is known as order of importance.
- A. True
 - B. False

Name _____ Date _____

- _____ 8. Organizing information by cause-and-effect works best when the report reflects some type of investigation.
A. True
B. False
- _____ 9. All material is automatically copyrighted as soon as it is in tangible form.
A. True
B. False
- _____ 10. To a large extent, the subject determines the manner in which you write the report.
A. True
B. False