

# Career Professional Writing MCQ

Author: Mary Cohen

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## 1. Professional Writing MCQ

- Unit 01: Know Your Audience and Purpose
- Unit 03: Polishing Your Writing
- Unit 02: The Art of Persuasion

## 4. Chapter: Unit 01: Know Your Audience and Purpose

### 1. Unit 01: Know Your Audience and Purpose Questions

#### 4.1.1. A professional document should be organized around which of the fol...

Author: Mary Cohen

A professional document should be organized around which of the following?

Please choose only one answer:

- An outline
- A thesis statement or main point
- A five-paragraph structure
- An emotional appeal

Check the answer of this question online at QuizOver.com:

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#### 4.1.2. As a writer, what technique(s) can you use to motivate your readers?

Author: Mary Cohen

As a writer, what technique(s) can you use to motivate your readers?

Please choose only one answer:

- Establish your credibility
- Write a logical argument
- Write about issues that are timely and relevant
- All of these answers

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### 4.1.3. How does a paragraph function to support your thesis?

Author: Mary Cohen

How does a paragraph function to support your thesis?

Please choose only one answer:

- By reinforcing your main point
- Through clear organization
- By containing concise sentences
- All of these answers

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#### 4.1.4. What is the primary purpose of most professional documents?

Author: Mary Cohen

What is the primary purpose of most professional documents?

Please choose only one answer:

- To convey information in a formal manner
- To avoid controversy
- To motivate readers to do something
- To be as brief as possible

Check the answer of this question online at QuizOver.com:

Question: [What is the primary purpose of most professional Mary Saylor Foundat](#)

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#### 4.1.5. What is the primary reason to conduct audience research before you ...

Author: Mary Cohen

What is the primary reason to conduct audience research before you begin writing a professional message?

Please choose only one answer:

- So you can craft a message that will be perceived as meaningful to them
- Conducting audience research is a key recommendation in the "Business Communication for Success" textbook.
- To give yourself extra time so that you avoid writing a message while you are angry
- To ensure that you don't miss an important recipient

Check the answer of this question online at QuizOver.com:

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#### 4.1.6. Which of the following formats require(s) a professional writing st...

Author: Mary Cohen

Which of the following formats require(s) a professional writing style?

Please choose only one answer:

- Memorandums
- E-mail
- Text
- All of these answers

Check the answer of this question online at QuizOver.com:

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#### 4.1.7. Before you begin writing for a business context, what is the first ...

Author: Mary Cohen

Before you begin writing for a business context, what is the first thing you should do?

Please choose only one answer:

- Brainstorm
- Identify your audience
- Research your topic
- Choose your format or "genre"

Check the answer of this question online at QuizOver.com:

Question: [Before you begin writing for a business context Mary @The Saylor](#)

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## 4. Chapter: Unit 03: Polishing Your Writing

### 1. Unit 03: Polishing Your Writing Questions

#### 4.1.1. Which of the following are places where you want to maintain profes...

Author: Mary Cohen

Which of the following are places where you want to maintain professionalism?

Please choose only one answer:

- Facebook
- LinkedIn
- Business memo
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [Which of the following are places where you Mary Cohen Saylor Professional](#)

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#### 4.1.2. Which of the following is an effective proofreading technique?

Author: Mary Cohen

Which of the following is an effective proofreading technique?

Please choose only one answer:

- Ignore the content and focus on mechanics.
- Read your paper out loud and slowly.
- Read your paper backwards, beginning with the final sentence.
- All of these answers

Check the answer of this question online at QuizOver.com:

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#### 4.1.3. Which of the following is an example of an effective sentence pattern?

Author: Mary Cohen

Which of the following is an example of an effective sentence pattern?

Please choose only one answer:

- Consistently short, clear sentences
- A sentence in which the subject and verb are close together near the beginning of the sentence
- Variation between longer and shorter sentences, to avoid choppiness
- Sentences with a consistently professional tone

Check the answer of this question online at QuizOver.com:

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#### 4.1.4. Which of the following is an example of an error that commonly occu...

Author: Mary Cohen

Which of the following is an example of an error that commonly occurs when adapting an existing document, such as a cover letter, for a new audience?

Please choose only one answer:

- A tone inappropriate for the audience
- Information intended for a different audience
- Typographical errors
- All of these answers

Check the answer of this question online at QuizOver.com:

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#### 4.1.5. Which of the following is an effective editorial technique?

Author: Mary Cohen

Which of the following is an effective editorial technique?

Please choose only one answer:

- Use the most up-to-date grammar review software.
- Read your document silently before sending it.
- Have a trusted friend or colleague read a draft of your document.
- Always use spell checking software.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is an effective editorial Mary Saylor Foundat](#)

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## 4. Chapter: Unit 02: The Art of Persuasion

### 1. Unit 02: The Art of Persuasion Questions

#### 4.1.1. What are the best ways to avoid ethical problems in your writing?

Author: Mary Cohen

What are the best ways to avoid ethical problems in your writing?

Please choose only one answer:

- Use credible sources, cite your sources, and don't share information that violates company policies.
- Always write in a professional tone that avoids offending your readers.
- Write using concrete characters and clear actions.
- Manage the flow of information, so your argument is less likely to be misunderstood.

Check the answer of this question online at QuizOver.com:

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#### 4.1.2. Where in your document should you reinforce your main point?

Author: Mary Cohen

Where in your document should you reinforce your main point?

Please choose only one answer:

- Thesis statement
- Topic sentences
- Document title
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [Where in your document should you reinforce Mary Cohen @The Saylor](#)

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### 4.1.3. Which of the following is an example of an ethical problem in profe...

Author: Mary Cohen

Which of the following is an example of an ethical problem in professional writing?

Please choose only one answer:

- An e-mail to a friend sharing confidential company information
- Enhancing an annual report with a photo from a website that allows people to download images for personal use
- A memo that contains research from a biased news source
- All of these answers

Check the answer of this question online at QuizOver.com:

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#### 4.1.4. Which of the following sentences contains a verb that describes the...

Author: Mary Cohen

Which of the following sentences contains a verb that describes the most important action?

Please choose only one answer:

- The sound of the fire alarm indicates that it is time to evacuate.
- Staff must immediately evacuate the building upon hearing the fire alarm.
- The ringing fire alarm means staff must immediately evacuate.
- Evacuation procedures require staff to leave as soon as the fire alarm rings.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following sentences contains a Mary Cohen Saylor Professional](#)

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#### 4.1.5. Which of the following sentences contains clear "characters?"

Author: Mary Cohen

Which of the following sentences contains clear "characters?"

Please choose only one answer:

- The sound of the fire alarm indicates that it is time to evacuate.
- Staff must immediately evacuate the building upon hearing the fire alarm.
- The ringing fire alarm means staff must immediately evacuate.
- Evacuation procedures require staff to leave as soon as the fire alarm rings.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following sentences contains Mary Cohen Saylor Foundat](#)

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#### 4.1.6. Why is it important to write using concrete "characters" and clear ...

Author: Mary Cohen

Why is it important to write using concrete "characters" and clear "actions?"

Please choose only one answer:

- English sentence structure tends to place an emphasis on nouns and verbs.
- Simple nouns and verbs are easier to understand.
- Professional writing is very similar to creative writing or storytelling.
- Readers understand your story better when they can easily recognize who is doing what.

Check the answer of this question online at QuizOver.com:

Question: [Why is it important to write using concrete Mary Cohen @The Saylor](#)

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#### 4.1.7. What is the most effective way to make an immediate connection with...

Author: Mary Cohen

What is the most effective way to make an immediate connection with your readers?

Please choose only one answer:

- Getting right to the point
- A direct salutation
- A clear thesis statement
- Error-free writing

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