

Chapter 3—Composing Business Messages

MULTIPLE CHOICE

1. Neil must develop a proposal for his supervisor that will describe the cost savings for an automated call center. Where should he begin?
 - a. Writing the proposal
 - b. Locating other proposals that he can copy
 - c. **Researching the proposal**
 - d. Determining an appropriate layout
2. Before composing a business document, you should gather information that will answer which of these questions?
 - a. *Will I have enough time to complete thorough research?*
 - b. **What is the receiver to do?**
 - c. *What information will be the easiest to locate?*
 - d. *How will I use this information?*
3. **Formal research** methods are generally required for what type(s) of business document(s)?
 - a. Routine e-mail messages
 - b. Routine memos
 - c. **Long reports and complex business problems**
 - d. All of these choices would require formal research.
4. Which of the following is a formal research method?
 - a. Talking with your boss
 - b. **Organizing a focus group**
 - c. Brainstorming
 - d. Looking in company files
5. Which formal research source is best to obtain firsthand information?
 - a. Internet Web sites and articles
 - b. Reference books
 - c. Electronic databases
 - d. **Interviews**
6. Stephanie is preparing a market analysis for her business plan. For firsthand information she should
 - a. search manually in her local library.
 - b. **conduct interviews and surveys or organize a focus group.**
 - c. search the Internet for related Web sites.
 - d. review scientific experiments conducted by experts.
7. Quality Building Materials Inc. has developed a new whole-house weather blanket and needs to determine the price point at which builders would switch to this new product. The best research method for this is a(n)
 - a. manual search of other companies' price lists.
 - b. interview with a local builder.
 - c. Internet search of insulation values for weather blankets.
 - d. **scientific experiment that presents price choices with controlled variables.**

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S Ashworth



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Excellence in Business Communication, 6th Ed., John V. Thill, Courtland L. Bovée William J. Wardrope,2005

Technical Communication for Engineers Shalini Verma,2015 *Technical Communication for Engineers* has been written for undergraduate students of all engineering disciplines It provides a well researched content meticulously developed to help them become strategic assets to their organizations and have a successful career The book covers the entire spectrum of learning required by a technical professional to effectively communicate the technicalities of his subject to other technocrats or to a non technical person at their proper levels It is unique inasmuch as it provides some thoughtful pedagogical tools that help the students attain proficiency in all the modes of communication Key Features Marginalia which are spread throughout the book to clarify and highlight the key points Tech Talk passages which throw light on the latest advancements in communication technology and their innovative use Application based Exercise which encourages the readers to apply the concepts learnt to real life situation Language based Exercise Grammar feel or experience the concepts and theories learnt and thereby gain hands on experience

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Bovee,2002-06 **Business Communication** H. Dan O'Hair,James S. O'Rourke,Mary John O'Hair,2001 The Annotated Instructor's Edition guides you through each chapter with teaching tips discussion opportunities homework ideas and lecture possibilities The excellent annotations will be refreshing for experienced professors and invaluable for new ones

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students experience the enrichment of real people and real business situations while at the same time learning a hands on process that they can carry with them to apply long after they leave the classroom Business Communication Process and Product takes students inside some of the country's best run and most respected organizations such as Liz Claiborne Ben Jerry's American Airlines Bank of America and Walt Disney Imagineering More importantly though it balances this exposure with a well developed and consistently applied process approach to communication Students need more than real business settings in which to frame their learning They need a process that outlines specific steps to follow in solving future communication problems a tangible strategy they can apply in their careers In addition to a process we provide ample products of that process

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