

## 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.**

# Chapter Writing Business Messages Multiple Choice Questions

**Julia Schneider**



**Chapter Writing Business Messages Multiple Choice Questions:**

## Unveiling the Magic of Words: A Report on "**Chapter Writing Business Messages Multiple Choice Questions**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Chapter Writing Business Messages Multiple Choice Questions**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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