

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

AW Rasmussen



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Business Communication, **Essential Bus Comm E5 Im/Tb/Sm** Guffey,2000-06 *Study Guide [to Accompany] Excellence in Business Communication, 6th Ed., John V. Thill, Courtland L. Bovee* William J. Wardrobe,2005 *Wiley Pathways Business Communication* Marty Brounstein,Arthur H. Bell,Dayle M. Smith,2006-08-18 You can get there Where do you want to go You might already be working in a business setting You may be looking to expand your skills Or you might be setting out on a new career path Wherever you want to go Business Communication will help you get there Easy to read practical and up to date this text not only helps you learn fundamental business communication concepts it also helps you master the core competencies and skills you need to succeed in the classroom and beyond The book s brief modular format and variety of built in learning resources enable you to learn at your own pace and focus your studies With this book you will be able to Incorporate active listening assertive speaking and non verbal communication techniques into your daily communications Resolve conflicts effectively Choose the best words and voice for your audience Craft persuasive business letters Avoid common writing mistakes Plan and lead successful business meetings Overcome your fears of public speaking Write winning business proposals Create a resume that helps you get the job you want Present yourself professionally in an interview Wiley Pathways helps you achieve your goals When it comes to learning about business not everyone is on the same path But everyone wants to succeed The new Wiley Pathways series in Business helps you achieve your goals with its brief inviting format clear language and focus on core competencies and skills The books in this series Business Communication Finance Marketing Business Math and Real Estate offer a coordinated curriculum for learning business Learn more at www.wiley.com/go/pathways

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