

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

Courtland L. Bovée, John Thill



Chapter Writing Business Messages Multiple Choice Questions:

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

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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Bovée, John Thill, 1988-10 **Business Communication Today S/G** 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. Management and Business Research Mark Easterby-Smith, Lena J. Jaspersen, Richard Thorpe, Danat Valizade, 2021-04-28 This bestselling textbook has been fully updated and provides readers with a comprehensive overview of methods for conducting business and management research. Highly visual and written in a clear and accessible way, the book includes helpful learning features throughout, including learning goals at the start of each chapter, a research in action feature, examples, a Research Plan Canvas template, and more. The content has been brought up to date with the inclusion of big data, predictive analytics, and a dedicated chapter on machine learning. Accompanying the book is a wealth of online resources to further enhance your learning experience, including MCQs, Video content, Templates, and data sets, Glossary, flashcards, and Additional case studies. These can be accessed by students at study.sagepub.com/easterbysmith7e. **ESG Certification Exam Study Guide** Al Marcella, Madeline Parisi, 2025-11-26 ESG impacts businesses globally and today it is interconnected with all aspects of business, including but not limited to human resources, labor issues, risk management, regulatory compliance, establishing strategic direction, and areas impacted by climate change. Certifications currently available in the marketplace are sustainability specific rather than an all-encompassing holistic approach. The authors have developed the most comprehensive ESG certification program on the market. This two-tiered program is designed for professionals who possess a general understanding of ESG principles and concepts, however, desire to increase solidify and demonstrate that knowledge and understanding. This Study Guide will assist candidates with the overall Certification program process, from initial application to study materials and sample questions. This Guide is designed to prepare the candidate to take the ESG Certification™ examination. **Business Communication Today** Courtland L. Bovée, John V. Thill, 2005 A book that addresses the need for skills building in today's competitive business environment. *Business Communication Today* has been completely revised and reworked to provide the most cutting-edge information available on the market. Combining a solid foundation of communication fundamentals with practical advice and insights, readers will be effectively prepared for the challenges they'll face when entering the job market. Thorough coverage and thoughtful integration of business communication technology sets this book apart from the competition. Every essential technology is covered, successfully demonstrating the importance of business etiquette, teamwork, proper short communication, memos, email, instant messaging, etc., and effective business reports and proposals. An especially useful tool for those entering the job market, this book is also a must-read for corporate trainers, office managers, and others that need to utilize effective communications on a day-to-day basis. **Business Communications** William C. Himstreet, Wayne Murlin Baty, Carol M. Lehman, 1993 For an undergraduate or possibly graduate course in introductory business communication.

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Business Communication Mary Ellen Guffey, 1996 *Business Communication Process and Product* introduces a unique teaching learning package that solves a major problem for instructors and students today It provides the atmosphere of an exciting real life business environment for business communication without sacrificing sound pedagogy This means that 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

The Vocational-technical Library Collection Bruce Reinhart, 1970 *Essential Business Communication* Mary Ellen Guffey, 1997-07 **Choice**, 2007

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