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Name: Business Communication Today (9th Edition)

Author: Courtland L. Bovee John V. Thill Test Bank

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Multiple Choice

1. The three sections of a formal report include all of the following *except*
 - a. prefatory parts.
 - b. text.
 - c. conclusions.
 - d. supplementary parts.

ANSWER: c; DIFFICULTY: easy; PAGE: 456; TYPE: concept

2. The prefatory parts of a report should
- help readers decide whether they need to read the report.
 - be prepared and written before the text of the report.
 - include an introduction to the report.
 - do all of the above.

ANSWER: a; DIFFICULTY: moderate; PAGE: 456; TYPE: concept

3. Which of the following is *not* included in the prefatory parts of a formal report?
- Cover
 - Letter of authorization
 - Introduction
 - Table of contents

ANSWER: c; DIFFICULTY: moderate; PAGE: 456; TYPE: concept

4. What would be the best title for a formal report on your company's proposed acquisition of Freedman's Nuts & Bolts?
- "To Acquire or Not to Acquire"
 - "A Study of the Feasibility of Angstrom Hardware Inc. Acquiring the Concern Currently Operating as Freedman's Nuts & Bolts"
 - "The Pros and Cons of Acquiring Freedman's Nuts & Bolts"
 - "Why Angstrom Should Forget About Acquiring Freedman"

ANSWER: c; DIFFICULTY: moderate; PAGE: 472; TYPE: application

5. The purpose of the title fly is to
- give the name of the company for which the report has been prepared.
 - add a touch of formality to the report.
 - protect the report from dirt and careless handling.
 - provide a page for the reader to make notes on.

ANSWER: b; DIFFICULTY: moderate; PAGE: 472; TYPE: concept

6. In addition to the title and submission date, the title page of a formal report should include information on
- the authorizer and the preparer.
 - the authorizer and the recipient.
 - the contents.
 - the copyright.

ANSWER: a; DIFFICULTY: moderate; PAGE: 472; TYPE: concept

7. The letter of transmittal
- a. may follow the direct or indirect plan.
 - b. has a more formal style than the report itself.
 - c. is usually included as an appendix.
 - d. does all of the above.

ANSWER: a; DIFFICULTY: moderate; PAGE: 472; TYPE: concept

8. The letter of transmittal should
- a. discuss the scope and methods of the project.
 - b. highlight important sections of the report.
 - c. thank the reader for the assignment, if appropriate.
 - d. do all of the above

ANSWER: d; DIFFICULTY: moderate; PAGE: 472-73; TYPE: concept

9. The table of contents should
- a. word headings as they appear in the text.
 - b. not include any of the headings in the text.
 - c. paraphrase the text headings.
 - d. not include the supplementary material.

ANSWER: a; DIFFICULTY: moderate; PAGE: 473; TYPE: concept

10. The table of contents for a complex formal report should include
- a. every level of heading in the report plus all illustration and table titles.
 - b. two tables: a high-level table that shows only major headings, followed by a detailed table that includes everything.
 - c. everything but prefatory parts.
 - d. everything but supplementary parts.

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