

Question 1

When drafting website content, how does the inverted pyramid style of presenting information help the reader?

- A) Readers will choose only the additional layers they want to
- B) Readers will trust the accuracy of the content
- C) The website will appear more authoritative
- D) Information will be viewed as concise but skimmable
- E) Main ideas will be easier to link

Answer: <https://biology-forums.com/index.php?topic=1869115>

Question 2

What should you do if you have a particularly long message to share with one or more recipients via digital means?

- A) Send it as a series of instant messages
- B) Include the information in the body of an email message
- C) Follow up with a print document
- D) Send it as an attachment to an email message or provide it as web content
- E) Break it into a series of tweets

Answer: <https://biology-forums.com/index.php?topic=1869091>

Question 3

Which of the following should you verify when you evaluate the organization of content in your document?

- A) A variety of sentence lengths
- B) Paragraphs are short and easy to find
- C) Bullets and lists are incorporated
- D) Clarity, logic, and a reader orientation
- E) Descriptive headings and subheadings

Answer: <https://biology-forums.com/index.php?topic=1869441>

Question 4

Which of the following is a mini version of a report?

- A) A descriptive synopsis
- B) An executive summary
- C) An indirect report
- D) An abstract
- E) A table of content

Answer: <https://biology-forums.com/index.php?topic=1869442>

Question 5

Identify and describe six ways to use topical organization when writing an informational report.

Answer: <https://biology-forums.com/index.php?topic=1869389>

Question 6

Which of the following includes patents, copyrighted material, and trade secrets?

- A) Contracts
- B) Stealth marketing
- C) Ethics audits
- D) Transparency
- E) Intellectual property

Answer: <https://biology-forums.com/index.php?topic=1868703>

Question 7

In an unsolicited proposal, which of the following would replace the synopsis and executive summary typically found in a formal report?

- A) Call to action
- B) Analysis
- C) Appendix
- D) Introduction
- E) Letter of transmittal

Answer: <https://biology-forums.com/index.php?topic=1869443>

Question 8

It is as important to appear to be fair as it is to actually be fair.

[b][True or False?][b]

Answer: <https://biology-forums.com/index.php?topic=1868933>

Question 9

When providing information on the company and your priorities, which type of information are you providing to those who respond to your RFP?

- A) Decision criteria
- B) Proposal requirements
- C) Submission and contact information
- D) Company background
- E) Project description

Answer: <https://biology-forums.com/index.php?topic=1869447>

Question 10

Which of the following is one way to help the audience understand your message?

- A) Tell the audience what software you are using
- B) Use images and designs your audience is familiar with
- C) Tell the audience your goals and needs
- D) Embed links to more detailed discussions about your topic
- E) Tell the audience your expectations of them

Answer: <https://biology-forums.com/index.php?topic=1868672>

Question 11

What step can you take to help ensure your audience will be interested in your message?

- A) Develop a general purpose
- B) Time your message carefully
- C) Develop an audience profile
- D) Make sure the purpose is acceptable to the organization
- E) Develop a specific purpose

Answer: <https://biology-forums.com/index.php?topic=1868863>

Question 12

Which of the following is one of the key questions employers attempt to answer during an interview?

- A) Is the candidate a good fit for the organization and the position?
- B) Can the organization afford the candidate?
- C) Can the candidate learn new skills for future use?
- D) Is the candidate going to be able to fulfill his or her personal goals?
- E) Will the candidate be able to pass a background check?

Answer: <https://biology-forums.com/index.php?topic=1869568>

Question 13

Body movement can send an unintentional message based of which nonverbal cue?

- A) Facial expression
- B) Gesture and posture
- C) Vocal characteristics
- D) Personal appearance
- E) Time and space

Answer: <https://biology-forums.com/index.php?topic=1868765>

Question 14

Which format is usually most effective when rejecting suggestions and solicited proposals?

- A) Direct
- B) Persuasive
- C) Negative
- D) Indirect
- E) Positive

Answer: <https://biology-forums.com/index.php?topic=1869291>

Question 15

Which types of information should be included when writing a summary for a business plan?

Answer: <https://biology-forums.com/index.php?topic=1869388>

Question 16

All feedback should deliver criticism and allow the receiver to determine how to improve the process.

[b][True or False?][b]

Answer: <https://biology-forums.com/index.php?topic=1868725>

Question 17

All important research information is now available online.

[b][True or False?][b]

Answer: <https://biology-forums.com/index.php?topic=1869347>

Question 18

Which of the following is/are the simplest form(s) of virtual meetings?

- A) Videoconferencing
- B) Telepresence
- C) Virtual whiteboards
- D) Online brainstorming
- E) Instant messaging and teleconferencing

Answer: <https://biology-forums.com/index.php?topic=1868740>

Question 19

When using the indirect approach to write a proposal, where is the call to action placed?

- A) At the end of the report
- B) In the supplemental section
- C) In the executive summary
- D) In the appendix
- E) In the introduction

Answer: <https://biology-forums.com/index.php?topic=1869444>

Question 20

What is the process of recording audio or video files for online distribution?

- A) Skimming
- B) Wireframing
- C) Information architecture
- D) Mapping
- E) Podcasting

Answer: <https://biology-forums.com/index.php?topic=1869120>