

LESSON 22 WRITING SHORT REPORTS

1. What is the primary purpose of a report?

- A) To entertain the reader
- B) To present focused, salient content to a specific audience
- C) To provide a personal opinion
- D) To narrate a story

Answer: B) To present focused, salient content to a specific audience

2. What is one key characteristic that makes a report a legal document in the workplace?

- A) The length of the report
- B) The precision, accuracy, and difficulty to misinterpret the content
- C) The format used for the report
- D) The use of complex vocabulary

Answer: B) The precision, accuracy, and difficulty to misinterpret the content

3. What should a business report prioritize for ensuring accuracy?

- A) Check the facts
- B) Use decorative language
- C) Include personal opinions
- D) Avoid using data

Answer: A) Check the facts

4. Which of the following is an example of a way to present facts accurately in a report?

- A) Use vague descriptions such as "sales have skyrocketed"
- B) Provide concrete terms such as "Sales have increased from Rs. 400,000 to Rs. 450,000"
- C) Give general opinions about sales performance
- D) Provide incomplete information

Answer: B) Provide concrete terms such as "Sales have increased from Rs. 400,000 to Rs. 450,000"

5. What is one of the main purposes of the content in a business report?

- A) To present information in a biased manner
- B) To show the writer's good judgment by organizing and presenting the facts effectively
- C) To entertain the reader with personal anecdotes
- D) To complicate the subject matter for the reader

Answer: B) To show the writer's good judgment by organizing and presenting the facts effectively

6. What is the main concern when choosing the format, style, and organization of a report?

- A) The writer's preferences
- B) The audience's needs
- C) The length of the report
- D) The time available for writing

Answer: B) The audience's needs

7. What should you avoid when presenting the results of a report?

- A) Using objective evidence
- B) Drawing conclusions from limited or incomplete information
- C) Providing sufficient data to support conclusions
- D) Keeping personal biases in check

Answer: B) Drawing conclusions from limited or incomplete information

8. What type of report is written to solve problems, analyze information, and provide recommendations?

- A) Informational report
- B) Analytical report
- C) Persuasive report
- D) Interim progress report

Answer: B) Analytical report

9. Which report type is often informal and may range from a one-page statement of facts to a more detailed presentation?

- A) Informational report
- B) Short report
- C) Analytical report
- D) Persuasive report

Answer: B) Short report

10. What is the most common format used for short informal reports within an organization?

- A) Manuscript
- B) Letter
- C) Preprinted form
- D) Memo

Answer: D) Memo

11. What is the function of the opening of a report?

- A) To introduce the subject and give a preview of the main ideas
- B) To provide detailed evidence supporting the conclusions
- C) To summarize the findings
- D) To present personal opinions

Answer: A) To introduce the subject and give a preview of the main ideas

12. Which section of a report helps the reader navigate through the content easily?

- A) Headings and lists
- B) Conclusion
- C) Introduction
- D) The opening

Answer: A) Headings and lists

13. Which phrase is an example of a smooth transition in a report?

- A) "For example"
- B) "On the other hand"
- C) "Let me explain"
- D) "In conclusion"

Answer: B) "On the other hand"

14. What is crucial to include in the ending of a report to establish credibility?

- A) A personal opinion
- B) A conclusion with emotional appeal

- C) Citations of sources to verify the reliability of the information
- D) A summary of unrelated facts

Answer: C) Citations of sources to verify the reliability of the information

15. When planning a short report, which of the following factors influences its length and format?

- A) The number of pages the report should have
- B) The audience, purpose, and subject matter
- C) The personal writing style of the author
- D) The deadline for completion

Answer: B) The audience, purpose, and subject matter

16. What does an informational report aim to achieve?

- A) To analyze a problem and provide recommendations
- B) To persuade the reader to take a particular action
- C) To explain a subject or provide information without analysis or conclusions
- D) To entertain the reader

Answer: C) To explain a subject or provide information without analysis or conclusions

17. In which type of report would you find extensive use of numerical data, often in tables?

- A) Informational report
- B) Analytical report
- C) Audit report
- D) Persuasive report

Answer: C) Audit report

18. Which section of the report provides a way to organize and structure the document clearly for the reader?

- A) The body
- B) The ending
- C) Headings and lists
- D) The introduction

Answer: C) Headings and lists

19. What is one purpose of a persuasive report?

- A) To present the facts in an unbiased manner
- B) To inform without drawing conclusions
- C) To sell an idea, service, or product
- D) To analyze and provide solutions to problems

Answer: C) To sell an idea, service, or product

20. What type of report is often used to update clients or stakeholders about the progress of a project?

- A) Interim progress report
- B) Analytical report
- C) Informational report
- D) Persuasive report

Answer: A) Interim progress report

LESSON 23 PLANNING LONG REPORTS

1. What is the first step in planning a report?

- A) Conduct research
- B) Analyze and interpret data
- C) Define the outline and purpose
- D) Prepare a work plan

Answer: C) Define the outline and purpose

2. Who typically defines the questions that the report should address?

- A) The writer of the report
- B) The person authorizing the report
- C) The audience
- D) The research team

Answer: B) The person authorizing the report

3. Which of the following is NOT a question to consider when defining the report's purpose?

- A) What needs to be determined?
- B) Who is involved in the situation?
- C) What personal opinion does the writer have?
- D) Why is this issue important?

Answer: C) What personal opinion does the writer have?

4. A purpose statement should be:

- A) Vague and general
- B) Concise and goal-oriented
- C) Ambiguous and unclear
- D) Detailed and long

Answer: B) Concise and goal-oriented

5. How should an informational report be organized?

- A) In order of importance or sequence of events
- B) Based on the writer's opinions
- C) In a way that ignores facts
- D) By the writer's preferences

Answer: A) In order of importance or sequence of events

6. What organizational method would you use if you are studying a process in an informational report?

- A) Chronologically
- B) Geographically
- C) Sequentially
- D) Categorically

Answer: C) Sequentially

7. When dividing a topic into parts in an analytical report, what is important to remember?

- A) Use multiple bases for division
- B) Restrict yourself to one basis at a time
- C) Do not list all components
- D) Avoid distinct categories

Answer: B) Restrict yourself to one basis at a time

8. Which of the following is the first step in preparing a report's preliminary outline?

- A) Analyzing data
- B) Conducting research
- C) Organizing the elements of the report
- D) Writing the introduction

Answer: C) Organizing the elements of the report

9. What is the purpose of the preliminary outline in report planning?

- A) To provide a detailed analysis of findings
- B) To serve as a plan for organizing the report
- C) To summarize the final recommendations
- D) To collect primary data

Answer: B) To serve as a plan for organizing the report

10. Which system uses letters, numbers, and punctuation marks for organizing a report's outline?

- A) Decimal System
- B) Alphanumeric System
- C) Numeric System
- D) Symbolic System

Answer: B) Alphanumeric System

11. What is a key feature of the decimal system used in outlining reports?

- A) It uses only numbers and mathematical symbols
- B) It is based on alphabetical organization
- C) It is a place-value system that organizes topics numerically
- D) It does not require numbers

Answer: C) It is a place-value system that organizes topics numerically

12. Which of the following is part of preparing a work plan for a report?

- A) Writing the conclusion
- B) Organizing the document layout
- C) Discussing the sequence of tasks to be accomplished
- D) Reviewing the document after completion

Answer: C) Discussing the sequence of tasks to be accomplished

13. Which is a method for collecting primary data in report writing?

- A) Using secondary sources
- B) Conducting observations
- C) Searching the internet
- D) Reading books

Answer: B) Conducting observations

14. How does collecting primary data through surveys work?

- A) It involves using past research only
- B) It requires interviewing experts informally
- C) It gathers opinions from a cross-section of people
- D) It is based solely on observations

Answer: C) It gathers opinions from a cross-section of people

15. What is the final step in planning a report?

- A) Preparing the preliminary outline
- B) Conducting research
- C) Analyzing and interpreting data, drawing conclusions, and developing recommendations
- D) Writing the report

Answer: C) Analyzing and interpreting data, drawing conclusions, and developing recommendations

16. When preparing a work plan for a report, what should you include?

- A) The length of the report
- B) The number of pages required
- C) A description of the end result based on research and investigation
- D) A summary of the final conclusion

Answer: C) A description of the end result based on research and investigation

17. Which of the following organizational methods would you use if the report is studying a physical object?

- A) Geography
- B) Chronology
- C) Spatially
- D) Categorically

Answer: C) Spatially

18. In an analytical report, why might you investigate topics like “Salaries are too low” or “Our location is poor”?

- A) To analyze the issue and provide solutions
- B) To include irrelevant information
- C) To present personal views
- D) To provide a summary of facts without analysis

Answer: A) To analyze the issue and provide solutions

19. Which of the following best describes a purpose statement in a report?

- A) A long introduction of the topic
- B) A declarative sentence summarizing the topic and goals of the document
- C) An ambiguous description of the report's structure
- D) A detailed list of all the facts to be included in the report

Answer: B) A declarative sentence summarizing the topic and goals of the document

20. Which of these methods is used to ensure that the parts of a topic are divided clearly in an analytical report?

- A) Repeating the same method multiple times
- B) Dividing the topic by different, unrelated bases
- C) Using a guiding principle and making sure each group is separate and distinct
- D) Overlapping categories to provide more flexibility

Answer: C) Using a guiding principle and making sure each group is separate and distinct

LESSON 24 WRITING LONG REPORTS

1. Which of the following is the first step in writing a formal report?

- A) Editing and rewriting
- B) Planning and conducting research
- C) Drafting the report text
- D) Organizing the ideas

Answer: B) Planning and conducting research

2. Which section of a formal report includes the main and crucial content of the investigation?

- A) Prefatory parts
- B) Terminal section
- C) Appendix
- D) Body of the report

Answer: D) Body of the report

3. What is included on the title fly of a report?

- A) Title, date, and author
- B) Title and a summary of the report
- C) Only the title of the report
- D) Title and a preface

Answer: C) Only the title of the report

4. Which of the following is NOT included in the title page of a formal report?

- A) Title of the report
- B) The name and title of the person authorizing the report
- C) The content of the report
- D) Date of submission

Answer: C) The content of the report

5. Which part of the report includes a description of the purpose and an overview of the main ideas?

- A) Text
- B) Terminal section
- C) Introduction
- D) Appendix

Answer: C) Introduction

6. What is the function of the introduction in a formal report?

- A) Summarize the findings
- B) Analyze and interpret the data
- C) Summarize the contents and describe the report's purpose
- D) Provide recommendations

Answer: C) Summarize the contents and describe the report's purpose

7. What type of information is included in the terminal section of the body of a report?

- A) Detailed findings and analysis
- B) Summary, conclusions, and recommendations
- C) Authorization and background information
- D) A list of visual aids

Answer: B) Summary, conclusions, and recommendations

8. In which part of the report are tables, graphs, or charts typically included?

- A) Prefatory parts
- B) Body of the report
- C) Terminal section
- D) Appendix

Answer: D) Appendix

9. What does the bibliography section of a formal report list?

- A) The content of the report
- B) The visual aids used
- C) The sources of data and references
- D) The conclusions drawn from the data

Answer: C) The sources of data and references

10. Which of the following is true about the glossary in a report?

- A) It lists topics alphabetically with their page numbers
- B) It provides definitions of special terms used in the report
- C) It contains the author's opinion on specific terms
- D) It summarizes the findings of the report

Answer: B) It provides definitions of special terms used in the report

11. What does the index in a formal report provide?

- A) Definitions of technical terms
- B) A summary of conclusions
- C) A list of topics and their location in the report
- D) A chronological order of events

Answer: C) A list of topics and their location in the report

12. Which part of the report suggests a plan of action based on the findings and conclusions?

- A) Summary
- B) Introduction
- C) Recommendations
- D) Glossary

Answer: C) Recommendations

13. Which of the following is considered a visual aid used in reports?

- A) Summary
- B) Conclusion
- C) Line and surface charts
- D) Table of contents

Answer: C) Line and surface charts

14. What is the purpose of using visual aids in a report?

- A) To make the report longer
- B) To summarize the report

- C) To illustrate the text and make the message clearer
- D) To confuse the reader

Answer: C) To illustrate the text and make the message clearer

15. Which section of the report provides the authorization and scope of the study?

- A) Text
- B) Introduction
- C) Terminal section
- D) Appendix

Answer: B) Introduction

16. The conclusions section of a formal report:

- A) Provides the writer's personal opinion
- B) Interprets the facts without personal bias
- C) Recommends specific actions
- D) Summarizes the findings

Answer: B) Interprets the facts without personal bias

17. What is the correct order of the major divisions in a formal report?

- A) Prefatory parts, terminal section, body of the report
- B) Body of the report, terminal section, prefatory parts
- C) Prefatory parts, body of the report, supplementary parts
- D) Body of the report, prefatory parts, supplementary parts

Answer: C) Prefatory parts, body of the report, supplementary parts

18. Which of the following is true about the title page of a report?

- A) It only includes the title of the report
- B) It includes the names and titles of the person authorizing and preparing the report
- C) It lists all the sections of the report
- D) It includes recommendations and conclusions

Answer: B) It includes the names and titles of the person authorizing and preparing the report

19. Which part of a formal report provides detailed data and analysis from the investigation?

- A) Summary
- B) Body of the report
- C) Preface

D) Bibliography

Answer: B) Body of the report

20. Which section of the report includes additional details such as charts, graphs, or tables?

A) Body of the report

B) Appendix

C) Prefatory parts

D) Terminal section

Answer: B) Appendix

LESSON 25 GENERAL REPORTS

1. What is an example of a situation where a report might be one hundred pages long?

a) A report on a seven-month project to test high-speed engines for space vehicles

b) A report based on library research to determine reliable telephone companies

c) A report based on a manufacturing engineer's visit to a new plant

d) A report about the environmental impact of mining in Baluchistan

Answer: a) A report on a seven-month project to test high-speed engines for space vehicles

2. How long can a report be?

a) Exactly 100 pages

b) From two paragraphs to two hundred pages

c) 10 pages maximum

d) Always between 50 and 150 pages

Answer: b) From two paragraphs to two hundred pages

3. What is one of the typical goals for solving an organizational problem through a report?

a) To increase efficiency and profit

b) To satisfy individual preferences and values

c) To improve the general health of a community

d) To reduce social issues

Answer: a) To increase efficiency and profit

4. What question do readers typically ask about the facts presented in a report?

a) Are your facts reliable?

b) What is your opinion on the subject?

- c) How long did it take to write the report?
- d) Who is the author of the report?

Answer: a) Are your facts reliable?

5. Which of the following is part of the general superstructure of reports?

- a) Introduction
- b) Budget
- c) Summary of findings
- d) Product review

Answer: a) Introduction

6. What does the Introduction of a report aim to answer?

- a) What facts were gathered?
- b) What activities were performed during research?
- c) What will the reader gain from reading the report?
- d) What is the conclusion of the report?

Answer: c) What will the reader gain from reading the report?

7. What is discussed in the Method of Obtaining Facts section of a report?

- a) The significance of the facts
- b) How the facts will be interpreted
- c) The method used to gather facts, such as surveys or experiments
- d) What the report's conclusions will be

Answer: c) The method used to gather facts, such as surveys or experiments

8. In a report, what are the "facts"?

- a) The conclusions drawn from the data
- b) Individual pieces of information gathered from research or interviews
- c) Suggestions for future actions
- d) A summary of the report's findings

Answer: b) Individual pieces of information gathered from research or interviews

9. Why is the Discussion section of a report important?

- a) It provides a summary of the facts
- b) It answers the reader's question on how to apply the facts

- c) It explains how to interpret the facts in a way that is meaningful to the reader
- d) It includes all the sources used in the report

Answer: c) It explains how to interpret the facts in a way that is meaningful to the reader

10. What is the main purpose of the Conclusions section of a report?

- a) To summarize the facts
- b) To answer the question, “How are the facts significant to us?”
- c) To suggest what actions should be taken based on the findings
- d) To list all sources used in the report

Answer: b) To answer the question, “How are the facts significant to us?”

11. What do Recommendations in a report typically answer?

- a) What conclusions have been reached
- b) How the report was structured
- c) “What should we do, based on these conclusions?”
- d) What additional information is needed

Answer: c) “What should we do, based on these conclusions?”

12. What is an Executive Summary in the context of a longer report?

- a) A brief section that lists the facts presented in the report
- b) A detailed section addressing the methodology used in the report
- c) A concise summary of the entire report, typically addressed to decision-makers
- d) A lengthy analysis of the data collected during the research

Answer: c) A concise summary of the entire report, typically addressed to decision-makers

13. In what type of reports is an Executive Summary most commonly used?

- a) Short reports on personal problems
- b) Reports aimed at technical teams only
- c) Longer reports addressed to decision-makers
- d) Reports that are purely descriptive with no conclusions

Answer: c) Longer reports addressed to decision-makers

14. What should a report's Method of Obtaining Facts section help readers to do?

- a) Understand the author’s opinions
- b) Obtain similar information on the subject

- c) Predict the conclusions of the report
- d) Assess the reliability of the facts presented

Answer: b) Obtain similar information on the subject

15. Why is the Discussion section crucial for report readers?

- a) It lists the facts found during research
- b) It interprets the facts in a meaningful way for the readers
- c) It provides a conclusion without analysis
- d) It answers questions about methodology

Answer: b) It interprets the facts in a meaningful way for the readers

16. Which of the following is not typically a question readers ask when reviewing a report?

- a) What will we gain from your report?
- b) How can we implement your findings?
- c) What was the author's personal opinion on the topic?
- d) How are the facts significant to us?

Answer: c) What was the author's personal opinion on the topic?

17. When writing a report, which section helps answer the reader's question, "What will we gain from your report?"

- a) Method of Obtaining Facts
- b) Introduction
- c) Discussion
- d) Recommendations

Answer: b) Introduction

18. What type of problem is typically addressed in a report aimed at increasing efficiency and profit?

- a) Organizational problem
- b) Social problem
- c) Personal problem
- d) Ethical problem

Answer: a) Organizational problem

19. The Conclusions section of a report should focus on:

- a) The detailed method of research used
- b) General statements answering the significance of the facts
- c) A comprehensive review of the facts
- d) Specific steps the reader should take next

Answer: b) General statements answering the significance of the facts

20. How can the Method of Obtaining Facts section be useful to readers?

- a) It provides a summary of the conclusions
- b) It suggests how to replicate the research process
- c) It gives detailed results of the experiments conducted
- d) It lists the sources used for gathering facts

Answer: b) It suggests how to replicate the research process

LESSON 26 EMPIRICAL RESEARCH REPORT

1. What is the primary purpose of an empirical research report?

- a) To describe a theoretical concept
- b) To present results based on actual observation or experimentation
- c) To narrate personal experiences
- d) To summarize existing literature on a subject

Answer: b) To present results based on actual observation or experimentation

2. What is the first question that readers usually ask about empirical research reports?

- a) How do you interpret the results?
- b) What were you trying to find out?
- c) Why is the research important to us?
- d) Was your research method sound?

Answer: c) Why is the research important to us?

3. Which of the following is typically included in the superstructure of an empirical research report?

- a) Introduction
- b) Conclusion
- c) Recommendations
- d) All of the above

Answer: d) All of the above

4. When addressing the question "Why is the research important to us?", what is the first step in the introduction of an empirical report?

- a) State the relevance of the research to organizational goals
- b) Announce the topic of your research
- c) Review previous literature
- d) Provide detailed analysis of the results

Answer: b) Announce the topic of your research

5. How can the importance of your research be explained in the introduction of the report?

- a) By focusing only on your personal interests
- b) By reviewing the previously published literature on the subject
- c) By explaining the personal benefits of the research
- d) By stating the results of your research

Answer: b) By reviewing the previously published literature on the subject

6. What is the primary purpose of reviewing the existing literature in empirical research?

- a) To identify the gaps in knowledge that your research will fill
- b) To summarize personal opinions on the subject
- c) To collect data for your research
- d) To provide a general overview of the topic

Answer: a) To identify the gaps in knowledge that your research will fill

7. Which of the following is typically NOT a part of the introduction in an empirical research report?

- a) Explanation of the research topic
- b) Review of existing literature
- c) Statement of the research questions
- d) Statement of the results

Answer: d) Statement of the results

8. What do the objectives of the research in an empirical study typically define?

- a) The budget for the study
- b) The focus of the project and its research method
- c) The results and conclusions
- d) The personal goals of the researcher

Answer: b) The focus of the project and its research method

9. When reporting objectives, what is often stated in empirical research studies?

- a) The number of participants
- b) The methods of data collection
- c) The research questions or hypotheses
- d) The conclusions of the study

Answer: c) The research questions or hypotheses

10. Why is it essential to provide detailed information about the method used in empirical research?

- a) To make the report more readable
- b) To allow readers to assess the soundness of the research design
- c) To explain the results of the research
- d) To summarize the findings of other studies

Answer: b) To allow readers to assess the soundness of the research design

11. What are the typical formats used to present the results of empirical research?

- a) Sentences only
- b) Tables and graphs
- c) Paragraphs of text only
- d) Descriptive summaries

Answer: b) Tables and graphs

12. What is the purpose of the Discussion section in an empirical research report?

- a) To list the research questions
- b) To interpret the results and relate them to the original research questions
- c) To summarize the previous research
- d) To describe the methodology

Answer: b) To interpret the results and relate them to the original research questions

13. What is typically explained in the Conclusions section of an empirical research report?

- a) The methodology used in the research
- b) The original research questions and the significance of the results
- c) The literature review
- d) The number of participants involved in the study

Answer: b) The original research questions and the significance of the results

14. Why is the Recommendations section included in some empirical research reports?

- a) To present theoretical ideas
- b) To summarize the report
- c) To suggest practical actions based on the research results
- d) To introduce new research topics

Answer: c) To suggest practical actions based on the research results

15. What question do readers often ask regarding the method used in an empirical research report?

- a) Was your research method sound?
- b) How many people were interviewed?
- c) What were the research questions?
- d) What were the limitations of your research?

Answer: a) Was your research method sound?

16. When presenting results in a report, what is typically done with data?

- a) Data is omitted to maintain clarity
- b) Data is summarized briefly
- c) Data is presented using tables, graphs, or integrated discussion
- d) Data is explained without analysis

Answer: c) Data is presented using tables, graphs, or integrated discussion

17. Which of the following is NOT part of the objectives section of an empirical research report?

- a) Testing hypotheses
- b) Defining the research focus
- c) Describing the research questions
- d) Listing the conclusions

Answer: d) Listing the conclusions

18. What type of information should be included in the Method section of an empirical research report?

- a) Personal reflections on the research
- b) A step-by-step description of the procedures used

- c) The conclusions drawn from the results
- d) A summary of literature on the topic

Answer: b) A step-by-step description of the procedures used

19. In empirical research reports, which section typically follows the Results section?

- a) Introduction
- b) Discussion
- c) Conclusion
- d) Literature review

Answer: b) Discussion

20. What should be explained in the Conclusion section of an empirical research report?

- a) The general methodology used
- b) The significance of the research findings in relation to the original questions
- c) The budget and time taken to complete the study
- d) The recommendations for future studies

Answer: b) The significance of the research findings in relation to the original questions

LESSON 27 FEASIBILITY REPORTS

1. What is the main purpose of a feasibility report?

- a) To help decision-makers choose between two or more courses of action
- b) To suggest changes in company policy
- c) To provide a detailed technical analysis
- d) To report on past company performance

Answer: a) To help decision-makers choose between two or more courses of action

2. In a feasibility report, decision-makers ask, “Why is it important for us to consider these alternatives?” What does this question seek to understand?

- a) The financial cost of each alternative
- b) The reason for considering alternative courses of action

- c) The qualifications of the people conducting the study
- d) The historical context of the problem

Answer: b) The reason for considering alternative courses of action

3. What does the "Criteria" section of a feasibility report typically evaluate?

- a) The strengths and weaknesses of each alternative
- b) The potential risks of the study
- c) The standards used to evaluate the alternative courses of action
- d) The cost-effectiveness of the alternatives

Answer: c) The standards used to evaluate the alternative courses of action

4. Which of the following is NOT typically a question decision-makers ask when reviewing a feasibility report?

- a) Are your facts reliable?
- b) What are the important features of the alternatives?
- c) How much time will it take to implement the solution?
- d) What conclusions do you draw about the alternatives?

Answer: c) How much time will it take to implement the solution?

5. What is the significance of presenting criteria early in a feasibility report?

- a) It helps to explain why the study was delayed
- b) It ensures that the readers understand the scope of the study
- c) It allows for a detailed cost-benefit analysis
- d) It offers background information on the problem

Answer: b) It ensures that the readers understand the scope of the study

6. Which of the following are common types of criteria used in a feasibility report?

- a) Legal, financial, social, and political
- b) Will the course of action work, can it be implemented, is it affordable, is it desirable
- c) Time, cost, resources, and innovation
- d) Environmental, ethical, technical, and financial

Answer: b) Will the course of action work, can it be implemented, is it affordable, is it desirable

7. What is the purpose of the "Methods of Obtaining Facts" section in a feasibility report?

- a) To describe the alternatives considered
- b) To ensure the facts presented are reliable and valid
- c) To summarize the cost and benefits of each alternative
- d) To explain the project's background

Answer: b) To ensure the facts presented are reliable and valid

8. Which of the following is NOT a method for obtaining facts in a feasibility report?

- a) Library research
- b) Surveys
- c) Brainstorming sessions
- d) Interviews with experts

Answer: c) Brainstorming sessions

9. What is the "Overview of Alternatives" section of a feasibility report about?

- a) A detailed comparison of each alternative
- b) A presentation of the alternatives and their features
- c) The conclusions drawn about the alternatives
- d) The recommendations for action

Answer: b) A presentation of the alternatives and their features

10. What is the focus of the "Evaluation" section in a feasibility report?

- a) An overview of the alternatives considered
- b) A detailed assessment of the alternatives based on established criteria
- c) The methods used for gathering facts
- d) The project's potential financial return

Answer: b) A detailed assessment of the alternatives based on established criteria

11. What does the "Conclusions" section of a feasibility report provide?

- a) A summary of the alternatives considered
- b) An overall judgment on the feasibility of the alternatives
- c) A list of recommendations for action
- d) A detailed description of the data collection methods

Answer: b) An overall judgment on the feasibility of the alternatives

12. What is the function of the "Recommendations" section in a feasibility report?

- a) To describe the methods used to gather data
- b) To suggest a course of action based on the evaluation
- c) To summarize the conclusions of the report
- d) To discuss the potential risks and uncertainties

Answer: b) To suggest a course of action based on the evaluation

13. Which of the following is a typical structure for a feasibility report?

- a) Executive Summary, Problem Analysis, Solutions, Conclusion
- b) Introduction, Criteria, Method of obtaining facts, Overview of alternatives, Evaluation, Conclusions, Recommendations
- c) Background, Problem, Solution, Recommendations
- d) Introduction, Alternatives, Risk Assessment, Final Decision

Answer: b) Introduction, Criteria, Method of obtaining facts, Overview of alternatives, Evaluation, Conclusions, Recommendations

14. In Fawaz's feasibility report example, what problem was he addressing?

- a) The need to replace a telephone system
- b) Whether to increase salaries for managers
- c) The feasibility of substituting silicate extenders for titanium dioxide in paper production
- d) The possibility of opening a new bank branch

Answer: c) The feasibility of substituting silicate extenders for titanium dioxide in paper production

15. Which of the following is a criterion used by Shazi to evaluate the feasibility of opening a new branch for Al-Shami Bank?

- a) The level of competition in the market
- b) The cost of the building
- c) The number of employees available
- d) The expected deposit volume from the new branch

Answer: d) The expected deposit volume from the new branch

16. Why is it important to evaluate alternatives based on specific criteria in a feasibility report?

- a) It provides a detailed cost breakdown of each alternative
- b) It helps decision-makers assess the strengths and weaknesses of each option
- c) It ensures that every alternative is considered equally
- d) It allows the writer to present a balanced view of the project

Answer: b) It helps decision-makers assess the strengths and weaknesses of each option

17. What is the goal of the "Methods of Obtaining Facts" section?

- a) To describe how the facts were collected and ensure their reliability
- b) To evaluate each alternative course of action
- c) To provide detailed background information
- d) To summarize the conclusions drawn from the alternatives

Answer: a) To describe how the facts were collected and ensure their reliability

18. In a feasibility report, why is it important to explain the "Overview of Alternatives"?

- a) To highlight the strengths and weaknesses of each alternative
- b) To ensure readers understand what each alternative entails before detailed evaluation
- c) To calculate the financial cost of each alternative
- d) To identify the preferred course of action

Answer: b) To ensure readers understand what each alternative entails before detailed evaluation

19. When writing a feasibility report, why might the "Conclusions" section be presented multiple times in the report?

- a) To provide a detailed analysis of each alternative
- b) To clarify the final decision-making process
- c) To summarize the facts gathered throughout the study
- d) To ensure that the conclusions are properly linked to the alternatives evaluated

Answer: d) To ensure that the conclusions are properly linked to the alternatives evaluated

20. What type of content would typically be found in the "Recommendations" section of a feasibility report?

- a) An introduction to the report's structure
- b) A review of the literature on the subject
- c) A suggestion for the best course of action
- d) A detailed evaluation of the facts collected

Answer: c) A suggestion for the best course of action

LESSON 28 PROGRESS REPORT

What is the primary purpose of a progress report?

- A) To provide detailed explanations of the technical aspects of a project.
- B) To report the progress made toward the goal during the reporting period.
- C) To make final conclusions about the success or failure of a project.
- D) To provide a comprehensive list of every action taken during the project.

Answer: B

Which of the following is one of the main objectives of a progress report?

- A) To evaluate the financial outcome of the project.

- B) To manage and monitor the project's progress and accountability.
- C) To complete the project entirely.
- D) To solve technical problems related to the project.

Answer: B

What type of situations typically require the preparation of progress reports?

- A) Personal updates unrelated to work.
- B) Projects involving only a single team member.
- C) Reporting on either a specific project or multiple ongoing projects.
- D) Financial audits or budget reviews.

Answer: C

In Lee's situation, what is the purpose of the progress report submitted every two weeks?

- A) To provide a historical overview of all previous projects.
- B) To inform the city engineer and supervisor about the study's progress.
- C) To announce the conclusion of the project.
- D) To address issues unrelated to the project's technical details.

Answer: B

Jacqueline's periodic progress reports cover multiple projects. What is one of the primary uses of her reports?

- A) To report only the outcomes of individual projects.
- B) To help her team work on additional products outside her department's scope.
- C) To inform her superiors about the progress of various projects and provide insights for other departments.
- D) To keep her team members informed of her personal goals.

Answer: C

What is the common concern of most readers of a progress report?

- A) They are only interested in past events.
- B) They primarily focus on managing future actions based on the report's content.
- C) They want to know every minor detail of the project.
- D) They are only interested in the financial aspects of the project.

Answer: B

Why do readers care about the results of past work in a progress report?

- A) To understand the reasons for a project's failure.
- B) To help plan for future work and manage interdependencies with other projects.
- C) To criticize the work done thus far.
- D) To record all technical details for future reference.

Answer: B

Which of the following is NOT a typical question readers ask when reviewing progress reports?

- A) What is the purpose of the work being reported?
- B) Is the work progressing as expected?
- C) What are the expected costs in the future?
- D) What work is covered in the report?

Answer: C

What does the "Facts" section of a progress report generally address?

- A) A summary of personal challenges faced by the writer.
- B) A comparison of actual progress against the planned schedule or budget.
- C) Financial calculations and predictions.
- D) Detailed information on how to improve future reports.

Answer: B

How should you organize the "Discussion" section of a progress report if covering multiple projects?

- A) By listing each individual action taken on each project.
- B) By organizing around time periods or projects/tasks.
- C) By simply narrating the sequence of events as they occurred.
- D) By focusing solely on the positive outcomes of each project.

Answer: B

What is an important factor to consider when discussing "Preliminary Results" in a progress report?

- A) Whether the results are final and completely conclusive.
- B) The certainty or uncertainty of the results and their potential use.
- C) How long it will take for the results to be confirmed.
- D) The complexity of the methodology used to achieve the results.

Answer: B

When should you include detailed technical information in a progress report?

- A) Always, since technical information is critical for all readers.
- B) Only when the details help readers make decisions or improve their work.
- C) When the report is being written for a technical audience only.
- D) Never, because it distracts from the main goals of the report.

Answer: B

How can the "Conclusions" section of a progress report help readers?

- A) It can summarize the results and the implications of the project.
- B) It should introduce new projects unrelated to the current report.
- C) It is used to critique team members' performances.

D) It should list every detail of the work completed.

Answer: A

What is typically included in the "Recommendations" section of a progress report?

- A) A breakdown of project costs.
- B) Suggestions for improving the project or altering the course of action.
- C) A list of all the people involved in the project.
- D) A final evaluation of the project's success.

Answer: B

What should the introduction of a progress report typically address?

- A) The financial details and budget analysis of the project.
- B) A description of what work is being reported on and its purpose.
- C) A detailed list of challenges encountered during the project.
- D) A deep analysis of how the project will be managed in the future.

Answer: B

What is an effective way to organize the discussion of multiple projects or tasks?

- A) By comparing the overall goals of the projects.
- B) By organizing each project's progress separately, followed by what's expected next.
- C) By grouping projects based on their financial importance.
- D) By writing about each project without clear distinctions.

Answer: B

Why should problems encountered in a project be emphasized in a progress report?

- A) Because they are the primary reason for delays.
- B) Because they may require readers to alter their plans or make adjustments.
- C) Because problems are only relevant to internal team discussions.
- D) Because readers are only concerned with what went wrong.

Answer: B

How does the superstructure of a progress report help the writer?

- A) It creates a formal format that guides the writer to cover key points.
- B) It ensures the writer includes every single detail of the project.
- C) It is a way to organize personal reflections and unrelated project details.
- D) It allows the writer to avoid discussing results or recommendations.

Answer: A

What should be included in the "What progress do you expect during the next reporting period?" section of a progress report?

- A) A detailed analysis of past mistakes.
- B) Expected progress, potential challenges, and adjustments to plans.
- C) A list of tasks that will not be completed.

D) A discussion of team members' personal progress.

Answer: B

What is the main reason for including the "Purpose of the Work" in a progress report?

A) To explain the personal motivations of the project leader.

B) To help readers understand how the work fits into the broader goals of the organization.

C) To demonstrate technical competence.

D) To provide a detailed history of the project's development.

Answer: B

LESSON 29 PROPOSALS

1. What is the primary purpose of a proposal?

A) To outline a project and ask for permission to carry it out.

B) To describe the progress of a project.

C) To request feedback on an ongoing project.

D) To promote a product in a marketing campaign.

Answer: A

2. What is one of the key differences between Helen's proposal and the TV station writers' proposal?

A) Helen's proposal involved a large team, while the TV station writers worked alone.

B) Helen's proposal required approval from multiple administrators, while the TV station writers' proposal did not.

C) Helen's proposal did not need any competition consideration, while the TV station writers' proposal faced significant competition.

D) Helen's proposal was written in competition with others, while the TV station writers' proposal was submitted on its own merits.

Answer: C

3. What do readers of proposals typically ask regarding the problem?

A) How much the proposed solution will cost.

B) What problem the proposal addresses and why it is important to them.

C) How the project will be evaluated.

D) Who is responsible for completing the project.

Answer: B

4. What do proposal readers commonly assess about the solution proposed?

A) The personal motivations of the writer.

B) Whether the solution is a successful fit for the problem.

- C) How much time the writer has spent on the project.
- D) The qualifications of the reader evaluating the proposal.

Answer: B

5. In a proposal, why do readers evaluate costs carefully?

- A) They want to understand how much the project will save them.
- B) They want to ensure the cost is justified relative to the expected benefits.
- C) They are focused only on the financial aspects of the proposal.
- D) They are concerned with the proposal's timeline.

Answer: B

6. Which of the following is a critical aspect of a proposal when persuading readers?

- A) Including only personal opinions and assumptions.
- B) Providing data to justify costs and benefits.
- C) Ignoring deadlines and schedules.
- D) Limiting discussions to the scope of the problem without solutions.

Answer: B

7. What is one key feature of proposals in different writing situations?

- A) They always follow the same structure and format.
- B) They always require multiple drafts and reviews.
- C) They may be written in competition with other proposals or submitted independently.
- D) They are only considered by one reader.

Answer: C

8. Which of the following is typically part of the conventional superstructure for proposals?

- A) Introduction, Problem, Solution, and Costs.
- B) Background information and references.
- C) Personal experiences and preferences.
- D) Past work performance and career goals.

Answer: A

9. What is a common reason for including qualifications in a proposal?

- A) To provide a history of the company involved.
- B) To show that the writer is capable of completing the project successfully.
- C) To outline the timeline of the project.
- D) To discuss the previous successes of the company.

Answer: B

10. What should you include in the "Method" section of a proposal?

- A) Only a general description of the problem.
- B) Detailed steps and procedures for achieving the objectives.
- C) Justifications for the project's cost.
- D) A list of people involved in the proposal's development.

Answer: B

11. What do readers most want to know about a proposed product or solution?

- A) How the product will impact their budget.
- B) How the proposed product will address the problem effectively.
- C) What risks are associated with the project.
- D) The historical significance of the product.

Answer: B

12. Why is a schedule included in many proposals?

- A) To provide a clear timeline for completing the project.
- B) To explain how much time was spent on research.
- C) To justify the need for additional resources.
- D) To explain how the project will be monitored.

Answer: A

13. What is often the primary concern for proposal readers when it comes to costs?

- A) The impact of the project on future profits.
- B) Whether the project will stay within the specified budget.
- C) The reputation of the writer.
- D) The time commitment required for the project.

Answer: B

14. What can influence the length of a proposal?

- A) The availability of resources and equipment.
- B) The complexity of the project and the amount of detail needed.
- C) The number of team members involved.
- D) The personal preferences of the writer.

Answer: B

15. What might happen in a situation where the writer is submitting a proposal independently (without being asked)?

- A) The proposal will be shorter than those submitted upon request.
- B) The writer must conduct more research to define the problem and provide a solution.
- C) The proposal will be automatically rejected.

D) The writer is exempt from including a schedule.

Answer: B

16. Which of the following is true about the introduction of a proposal?

A) It is usually long and filled with background history.

B) It provides a brief announcement of what the proposal is about.

C) It is only used in lengthy proposals.

D) It should avoid mentioning the problem until later in the proposal.

Answer: B

17. What happens after a proposal is written in some situations, like Helen's?

A) The proposal is sent to external stakeholders for review.

B) The proposal must go through multiple approval stages before it can be submitted.

C) The proposal must undergo extensive research before it can be completed.

D) The proposal is automatically approved without review.

Answer: B

18. How are resources typically discussed in a proposal?

A) To assure readers that the required equipment and materials will be properly managed.

B) To list all available resources without explaining their use.

C) To focus only on the human resources involved.

D) To criticize the current resources in use.

Answer: A

19. What is an important aspect of writing a proposal to ensure success?

A) Using technical jargon that only experts will understand.

B) Focusing solely on the product without addressing potential risks.

C) Ensuring the proposal is persuasive and addresses key concerns of the readers.

D) Avoiding the use of any formal structure or format.

Answer: C

20. In the superstructure for proposals, which topic discusses the schedule of activities?

A) Introduction

B) Problem

C) Schedule

D) Management

Answer: C

LESSON 30 INSTRUCTIONS

1. What is one of the key factors to consider when writing instructions?

- A) Focusing only on the task and ignoring reader attitudes.
- B) Ignoring visual aids as they add unnecessary complexity.
- C) Shaping the reader's attitudes towards the instructions.
- D) Writing instructions in a way that avoids technical details.

Answer: C

2. Why is good visual design important in instructions?

- A) It reduces the need for written instructions.
- B) It makes the instructions more appealing, encouraging use.
- C) It ensures the instructions are lengthy and complex.
- D) It helps the writer focus on the content without considering layout.

Answer: B

3. What can poor visual aids in instructions cause?

- A) They can confuse and frustrate the reader.
- B) They can make the instructions look more professional.
- C) They are helpful for readers who need more information.
- D) They are not essential and can be omitted.

Answer: A

4. Why is testing instructions often essential?

- A) It guarantees the instructions will be free of mistakes.
- B) It allows the writer to check for clarity and missing details.
- C) It helps the writer find an alternative task to complete.
- D) It ensures the instructions are concise and minimal.

Answer: B

5. What is the first element in the conventional superstructure for instructions?

- A) Description of equipment
- B) Theory of operations
- C) Introduction
- D) List of materials and equipment

Answer: C

6. Which element of instructions describes the scope of what the instructions will cover?

- A) Organization
- B) Aim
- C) Intended readers

D) Scope

Answer: D

7. What is the purpose of the "aim" in instructions?

A) To describe the background of the task.

B) To explain what the procedure will help the reader achieve.

C) To list the equipment needed for the task.

D) To describe the theory behind the task.

Answer: B

8. What might readers wonder when reading the "intended readers" section of instructions?

A) Whether the instructions are too detailed.

B) Whether the instructions are written for someone with a similar knowledge level.

C) If they should skip parts of the instructions.

D) Whether they can use the instructions for another task.

Answer: B

9. What kind of information is typically included in the "organization" section of instructions?

A) A list of alternative procedures.

B) A description of how the information is structured in the document.

C) A detailed background on the equipment.

D) A motivational statement.

Answer: B

10. What does the "usage" section in instructions help the reader understand?

A) The importance of following the instructions step-by-step.

B) The specific materials needed for each step.

C) The background theory behind the task.

D) How to navigate the document efficiently.

Answer: D

11. What should you do to motivate readers to follow your instructions?

A) Use a dry and technical tone to show authority.

B) Avoid explaining why the instructions are important.

C) Use a friendly tone and explain the benefits of following the instructions.

D) Limit the use of visuals and focus solely on written steps.

Answer: C

12. What kind of background information might be included in instructions?

- A) A list of alternative solutions to the task.
- B) Descriptions of equipment and the theory of operations.
- C) Detailed explanations of the industry behind the task.
- D) Motivational quotes to keep the reader engaged.

Answer: B

13. How should directions in instructions be presented?

- A) In paragraphs with background information.
- B) In a continuous, unbroken narrative.
- C) In a list, providing one step at a time.
- D) With minimal detail to encourage readers to explore further.

Answer: C

14. Which mood is recommended for writing instructions?

- A) Subjunctive mood
- B) Imperative mood
- C) Conditional mood
- D) Past tense

Answer: B

15. Why should warnings be placed prominently in instructions?

- A) To make the instructions look more technical.
- B) To ensure that readers see them before performing risky steps.
- C) To increase the length of the instructions.
- D) To make the instructions appear more professional.

Answer: B

16. When providing alternative steps in instructions, what should the writer do?

- A) Give all alternatives in a long list for the reader to choose.
- B) Help the reader quickly find the alternative step they need.
- C) Avoid mentioning alternatives to avoid confusion.
- D) Provide only one alternative and leave the reader to decide.

Answer: B

17. What is a key benefit of including illustrations in instructions?

- A) They allow for more detailed explanations of each step.
- B) They add to the length of the document.
- C) They provide clarity and show what the result should look like.

D) They make the instructions look more colorful.

Answer: C

18. What should you avoid when designing the page layout for instructions?

- A) Ensuring the text is easy to read.
- B) Using headings and titles to guide the reader.
- C) Making the layout dense and difficult to follow.
- D) Including visual aids that correspond to the steps.

Answer: C

19. What is the role of the "description of equipment" in instructions?

- A) To explain the theory behind the equipment's operation.
- B) To provide background history of the equipment.
- C) To describe the parts and functions of the equipment the instructions pertain to.
- D) To list the costs associated with the equipment.

Answer: C

20. Why is it essential to test instructions before finalizing them?

- A) To ensure the instructions are written in a professional tone.
- B) To confirm that the instructions are clear and usable by the target audience.
- C) To check for grammatical errors.
- D) To verify that the instructions are as brief as possible.

Answer: B

21. What can poor page design in instructions lead to?

- A) Increased reader satisfaction.
- B) Difficulty in finding the necessary steps.
- C) Better understanding of the task.
- D) More effective visual aids.

Answer: B

22. In what way does the "motivation" section of instructions help the reader?

- A) It lists additional steps not included in the main directions.
- B) It persuades readers to follow the instructions rather than relying on common sense.
- C) It provides a detailed explanation of the task's background.
- D) It discusses the potential risks of the task.

Answer: B

23. How should each step in instructions be written?

- A) In long paragraphs with plenty of background information.
- B) In a concise and clear manner, using the active voice.
- C) With a focus on theoretical explanations.
- D) In a series of optional suggestions.

Answer: B

24. What is the best way to present alternative steps in instructions?

- A) Provide a single alternative to simplify the process.
- B) Use a numbered list for each possible step.
- C) Provide clear and quick access to the most relevant alternative step.
- D) Leave alternatives out to avoid confusion.

Answer: C

25. What should be included in the "theory of operations" section of instructions?

- A) A detailed history of the task.
- B) The technical explanation of how and why the equipment works.
- C) Personal opinions on the task.
- D) A step-by-step guide to completing the task.

Answer: B