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1. When the presentation of information is based on the site or location, then it is called as:

- a) Ascending order
- b) Geographical arrangement
- c) Chronological
- d) Sequential arrangement

Correct answer: b) Geographical arrangement

2. What is meant by chronology?

- a) Information about the relevant subject
- b) Specific goals
- c) Investigating a chain of events
- d) All of the above

Correct answer: c) Investigating a chain of events

3. An essential element of every report you prepare will be a \_\_\_\_\_ in which you interpret your facts in a way that is significant to your readers.

- a) Facts
- b) Recommendations
- c) Needs
- d) Discussion

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Correct answer: d) Discussion

4. The following are things to do when writing a buffer except:

- a) Avoid saying no.
- b) Apologize for the inconvenience.
- c) Avoid a lengthy buffer.
- d) Avoid wordy and irrelevant phrases and sentences.

Correct answer: a) Avoid saying no.

5. How do readers want to use the information in general reports?

- a) None of the above
- b) Through official, legal, and interpersonal problem
- c) Through social, economic, and psychological problem
- d) Through social, personal, and organizational problem

Correct answer: c) Through social, economic, and psychological problem

6. The body of the report is referred to as the \_\_\_\_\_ of the report.

- a) Mind
- b) Heart
- c) Backbone
- d) Brain

Correct answer: c) Backbone

7. Conclusion of the investigation should be unbiased and free of personal likes and dislikes.

- a) True

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b) False

Correct answer: a) True

8. \_\_\_\_\_ includes the list of topics, their divisions, and subdivisions with their location in the report.

a) Index

b) Bibliography

c) Glossary

d) Appendix

Correct answer: a) Index

9. Which of the following aspects represents the function of the report?

a) All of the above

b) Limitations, sources, scope

c) Methods, authorization

d) Problem, purpose, background

Correct answer: d) Problem, purpose, background

10. Which of the following parts of a report includes letters of transmittal and authorization?

a) Prefatory

b) Supplementary

c) Terminal

d) Body

Correct answer: a) Prefatory

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