

Career Professional Writing MCQ

Author: Mary Cohen

Published 2014

Create, Share, and Discover Online Quizzes.

QuizOver.com is an intuitive and powerful online quiz creator. [learn more](#)

Join QuizOver.com



How to Analyze Stocks

By Yasser Ibrahim

1 month ago
12 Responses

© iStock: Thomson Moter



Pre Employment English

By Katharina jennifer N

5 months ago
19 Responses

© iStock: Albin



Lean Startup Quiz

By Yasser Ibrahim

2 months ago
16 Responses

© iStock: Gekwiniel Olan

Powered by QuizOver.com

The Leading Online Quiz & Exam Creator

Create, Share and Discover Quizzes & Exams

<http://www.quizover.com>

Disclaimer

All services and content of QuizOver.com are provided under QuizOver.com terms of use on an "as is" basis, without warranty of any kind, either expressed or implied, including, without limitation, warranties that the provided services and content are free of defects, merchantable, fit for a particular purpose or non-infringing.

The entire risk as to the quality and performance of the provided services and content is with you.

In no event shall QuizOver.com be liable for any damages whatsoever arising out of or in connection with the use or performance of the services.

Should any provided services and content prove defective in any respect, you (not the initial developer, author or any other contributor) assume the cost of any necessary servicing, repair or correction.

This disclaimer of warranty constitutes an essential part of these "terms of use".

No use of any services and content of QuizOver.com is authorized hereunder except under this disclaimer.

The detailed and up to date "terms of use" of QuizOver.com can be found under:

<http://www.QuizOver.com/public/termsOfUse.xhtml>

eBook Content License

Mary Morley Cohen, PhD. Professional Writing. The Saylor Foundation,
<http://www.saylor.org/courses/prdv002/>

Creative Commons License

Attribution-NonCommercial-NoDerivs 3.0 Unported (CC BY-NC-ND 3.0)

<http://creativecommons.org/licenses/by-nc-nd/3.0/>

You are free to:

Share: copy and redistribute the material in any medium or format

The licensor cannot revoke these freedoms as long as you follow the license terms.

Under the following terms:

Attribution: You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.

NonCommercial: You may not use the material for commercial purposes.

NoDerivatives: If you remix, transform, or build upon the material, you may not distribute the modified material.

No additional restrictions: You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.

Table of Contents

Quiz Permalink: <http://www.quizover.com/question/professional-writing-mcq-quiz-by-mary-morley-cohen>

Author Profile: <http://www.quizover.com/user/profile/mary.cohen>

1. Professional Writing MCQ

- Unit 01: Know Your Audience and Purpose
- Unit 03: Polishing Your Writing
- Unit 02: The Art of Persuasion

4. Chapter: Unit 01: Know Your Audience and Purpose

1. Unit 01: Know Your Audience and Purpose Questions

4.1.1. A professional document should be organized around which of the fol...

Author: Mary Cohen

A professional document should be organized around which of the following?

Please choose only one answer:

- An outline
- A thesis statement or main point
- A five-paragraph structure
- An emotional appeal

Check the answer of this question online at QuizOver.com:

Question: [A professional document should be organized Mary Cohen @The Saylor](#)

Flashcards:

<http://www.quizover.com/flashcards/a-professional-document-should-be-organized-mary-cohen-the-saylor?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/a-professional-document-should-be-organized-mary-cohen-the-saylor?pdf=1505>

4.1.2. As a writer, what technique(s) can you use to motivate your readers?

Author: Mary Cohen

As a writer, what technique(s) can you use to motivate your readers?

Please choose only one answer:

- Establish your credibility
- Write a logical argument
- Write about issues that are timely and relevant
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [As a writer what technique s can you use to Mary Cohen @The Saylor](#)

Flashcards:

<http://www.quizover.com/flashcards/as-a-writer-what-technique-s-can-you-use-to-mary-cohen-the-saylor?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/as-a-writer-what-technique-s-can-you-use-to-mary-cohen-the-saylor?pdf=1505>

4.1.3. How does a paragraph function to support your thesis?

Author: Mary Cohen

How does a paragraph function to support your thesis?

Please choose only one answer:

- By reinforcing your main point
- Through clear organization
- By containing concise sentences
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [How does a paragraph function to support your Mary Cohen @The](#)

Flashcards:

<http://www.quizover.com/flashcards/how-does-a-paragraph-function-to-support-your-mary-cohen-the?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/how-does-a-paragraph-function-to-support-your-mary-cohen-the?pdf=1505>

4.1.4. What is the primary purpose of most professional documents?

Author: Mary Cohen

What is the primary purpose of most professional documents?

Please choose only one answer:

- To convey information in a formal manner
- To avoid controversy
- To motivate readers to do something
- To be as brief as possible

Check the answer of this question online at QuizOver.com:

Question: [What is the primary purpose of most professional Mary Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/what-is-the-primary-purpose-of-most-professional-mary-saylor-foundat?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/what-is-the-primary-purpose-of-most-professional-mary-saylor-foundat?pdf=1505>

4.1.5. What is the primary reason to conduct audience research before you ...

Author: Mary Cohen

What is the primary reason to conduct audience research before you begin writing a professional message?

Please choose only one answer:

- So you can craft a message that will be perceived as meaningful to them
- Conducting audience research is a key recommendation in the "Business Communication for Success" textbook.
- To give yourself extra time so that you avoid writing a message while you are angry
- To ensure that you don't miss an important recipient

Check the answer of this question online at QuizOver.com:

Question: [What is the primary reason to conduct audience Mary Cohen Saylor](#)

Flashcards:

<http://www.quizover.com/flashcards/what-is-the-primary-reason-to-conduct-audience-mary-cohen-saylor?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/what-is-the-primary-reason-to-conduct-audience-mary-cohen-saylor?pdf=1505>

4.1.6. Which of the following formats require(s) a professional writing st...

Author: Mary Cohen

Which of the following formats require(s) a professional writing style?

Please choose only one answer:

- Memorandums
- E-mail
- Text
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [Which of the following formats require s a Mary Cohen Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/which-of-the-following-formats-require-s-a-mary-cohen-saylor-foundat?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/which-of-the-following-formats-require-s-a-mary-cohen-saylor-foundat?pdf=1505>

4.1.7. Before you begin writing for a business context, what is the first ...

Author: Mary Cohen

Before you begin writing for a business context, what is the first thing you should do?

Please choose only one answer:

- Brainstorm
- Identify your audience
- Research your topic
- Choose your format or "genre"

Check the answer of this question online at QuizOver.com:

Question: [Before you begin writing for a business context Mary @The Saylor](#)

Flashcards:

<http://www.quizover.com/flashcards/before-you-begin-writing-for-a-business-context-mary-the-saylor?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/before-you-begin-writing-for-a-business-context-mary-the-saylor?pdf=1505>

4. Chapter: Unit 03: Polishing Your Writing

1. Unit 03: Polishing Your Writing Questions

4.1.1. Which of the following are places where you want to maintain profes...

Author: Mary Cohen

Which of the following are places where you want to maintain professionalism?

Please choose only one answer:

- Facebook
- LinkedIn
- Business memo
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [Which of the following are places where you Mary Cohen Saylor Professional](#)

Flashcards:

<http://www.quizover.com/flashcards/which-of-the-following-are-places-where-you-mary-cohen-saylor-professi?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/which-of-the-following-are-places-where-you-mary-cohen-saylor-professi?pdf=1505>

4.1.2. Which of the following is an effective proofreading technique?

Author: Mary Cohen

Which of the following is an effective proofreading technique?

Please choose only one answer:

- Ignore the content and focus on mechanics.
- Read your paper out loud and slowly.
- Read your paper backwards, beginning with the final sentence.
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is an effective Mary Cohen Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/which-of-the-following-is-an-effective-mary-cohen-saylor-foundat?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/which-of-the-following-is-an-effective-mary-cohen-saylor-foundat?pdf=1505>

4.1.3. Which of the following is an example of an effective sentence pattern?

Author: Mary Cohen

Which of the following is an example of an effective sentence pattern?

Please choose only one answer:

- Consistently short, clear sentences
- A sentence in which the subject and verb are close together near the beginning of the sentence
- Variation between longer and shorter sentences, to avoid choppiness
- Sentences with a consistently professional tone

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is an example of an Mary Cohen Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/which-of-the-following-is-an-example-of-an-mary-cohen-saylor-foundat?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/which-of-the-following-is-an-example-of-an-mary-cohen-saylor-foundat?pdf=1505>

4.1.4. Which of the following is an example of an error that commonly occu...

Author: Mary Cohen

Which of the following is an example of an error that commonly occurs when adapting an existing document, such as a cover letter, for a new audience?

Please choose only one answer:

- A tone inappropriate for the audience
- Information intended for a different audience
- Typographical errors
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is an example of an Mary Cohen Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/which-of-the-following-is-an-example-of-an-mary-cohen-saylor-f-7640752?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/which-of-the-following-is-an-example-of-an-mary-cohen-saylor-f-7640752?pdf=1505>

4.1.5. Which of the following is an effective editorial technique?

Author: Mary Cohen

Which of the following is an effective editorial technique?

Please choose only one answer:

- Use the most up-to-date grammar review software.
- Read your document silently before sending it.
- Have a trusted friend or colleague read a draft of your document.
- Always use spell checking software.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is an effective editorial Mary Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/which-of-the-following-is-an-effective-editorial-mary-saylor-foundat?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/which-of-the-following-is-an-effective-editorial-mary-saylor-foundat?pdf=1505>

4. Chapter: Unit 02: The Art of Persuasion

1. Unit 02: The Art of Persuasion Questions

4.1.1. What are the best ways to avoid ethical problems in your writing?

Author: Mary Cohen

What are the best ways to avoid ethical problems in your writing?

Please choose only one answer:

- Use credible sources, cite your sources, and don't share information that violates company policies.
- Always write in a professional tone that avoids offending your readers.
- Write using concrete characters and clear actions.
- Manage the flow of information, so your argument is less likely to be misunderstood.

Check the answer of this question online at QuizOver.com:

Question: [What are the best ways to avoid ethical problems Mary Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/what-are-the-best-ways-to-avoid-ethical-problems-mary-saylor-foundat?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/what-are-the-best-ways-to-avoid-ethical-problems-mary-saylor-foundat?pdf=1505>

4.1.2. Where in your document should you reinforce your main point?

Author: Mary Cohen

Where in your document should you reinforce your main point?

Please choose only one answer:

- Thesis statement
- Topic sentences
- Document title
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [Where in your document should you reinforce Mary Cohen @The Saylor](#)

Flashcards:

<http://www.quizover.com/flashcards/where-in-your-document-should-you-reinforce-mary-cohen-the-saylor?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/where-in-your-document-should-you-reinforce-mary-cohen-the-saylor?pdf=1505>

4.1.3. Which of the following is an example of an ethical problem in profe...

Author: Mary Cohen

Which of the following is an example of an ethical problem in professional writing?

Please choose only one answer:

- An e-mail to a friend sharing confidential company information
- Enhancing an annual report with a photo from a website that allows people to download images for personal use
- A memo that contains research from a biased news source
- All of these answers

Check the answer of this question online at QuizOver.com:

Question: [Which of the following is an example of an Mary Cohen Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/which-of-the-following-is-an-example-of-an-mary-cohen-saylor-f-7640911?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/which-of-the-following-is-an-example-of-an-mary-cohen-saylor-f-7640911?pdf=1505>

4.1.4. Which of the following sentences contains a verb that describes the...

Author: Mary Cohen

Which of the following sentences contains a verb that describes the most important action?

Please choose only one answer:

- The sound of the fire alarm indicates that it is time to evacuate.
- Staff must immediately evacuate the building upon hearing the fire alarm.
- The ringing fire alarm means staff must immediately evacuate.
- Evacuation procedures require staff to leave as soon as the fire alarm rings.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following sentences contains a Mary Cohen Saylor Professional](#)

Flashcards:

<http://www.quizover.com/flashcards/which-of-the-following-sentences-contains-a-mary-cohen-saylor-professi?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/which-of-the-following-sentences-contains-a-mary-cohen-saylor-professi?pdf=1505>

4.1.5. Which of the following sentences contains clear "characters?"

Author: Mary Cohen

Which of the following sentences contains clear "characters?"

Please choose only one answer:

- The sound of the fire alarm indicates that it is time to evacuate.
- Staff must immediately evacuate the building upon hearing the fire alarm.
- The ringing fire alarm means staff must immediately evacuate.
- Evacuation procedures require staff to leave as soon as the fire alarm rings.

Check the answer of this question online at QuizOver.com:

Question: [Which of the following sentences contains Mary Cohen Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/which-of-the-following-sentences-contains-mary-cohen-saylor-foundat?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/which-of-the-following-sentences-contains-mary-cohen-saylor-foundat?pdf=1505>

4.1.6. Why is it important to write using concrete "characters" and clear ...

Author: Mary Cohen

Why is it important to write using concrete "characters" and clear "actions?"

Please choose only one answer:

- English sentence structure tends to place an emphasis on nouns and verbs.
- Simple nouns and verbs are easier to understand.
- Professional writing is very similar to creative writing or storytelling.
- Readers understand your story better when they can easily recognize who is doing what.

Check the answer of this question online at QuizOver.com:

Question: [Why is it important to write using concrete Mary Cohen @The Saylor](#)

Flashcards:

<http://www.quizover.com/flashcards/why-is-it-important-to-write-using-concrete-mary-cohen-the-saylor?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/why-is-it-important-to-write-using-concrete-mary-cohen-the-saylor?pdf=1505>

4.1.7. What is the most effective way to make an immediate connection with...

Author: Mary Cohen

What is the most effective way to make an immediate connection with your readers?

Please choose only one answer:

- Getting right to the point
- A direct salutation
- A clear thesis statement
- Error-free writing

Check the answer of this question online at QuizOver.com:

Question: [What is the most effective way to make an Mary Cohen Saylor Foundat](#)

Flashcards:

<http://www.quizover.com/flashcards/what-is-the-most-effective-way-to-make-an-mary-cohen-saylor-foundat?pdf=1505>

Interactive Question:

<http://www.quizover.com/question/what-is-the-most-effective-way-to-make-an-mary-cohen-saylor-foundat?pdf=1505>