

TEST CHAPTER 1 & 2

CHAPTER 1

MULTIPLE CHOICE

1. Which of the following represents a goal for business writers?
 - a. You should concentrate on your feelings in business messages.
 - b. You should get your audience to believe and accept your ideas.
 - c. You should create messages that are lengthy to demonstrate your superior intellect and language skills.
 - d. You should write business messages from your perspective.
2. When preparing a business message, you should make your writing audience oriented. *Audience oriented* means you should
 - a. write to solve a problem or convey information.
 - b. attempt to get your audience to believe and accept your message.
 - c. present ideas clearly but concisely.
 - d. concentrate on looking at the problem from the receiver's perspective.
3. Business writing should be purposeful. In this context *purposeful* can best be defined as
 - a. presenting ideas clearly and concisely.
 - b. concentrating on the receiver's perspective instead of your own.
 - c. solving problems and conveying information.
 - d. getting your audience to believe and accept your message.
4. Business writing should be economical. In this context *economical* can best be defined as
 - a. presenting ideas clearly and concisely.
 - b. concentrating on the receiver's perspective instead of your own.
 - c. solving problems and conveying information.
 - d. getting your audience to believe and accept your message.
5. Business writing should be persuasive. In this context *persuasive* can best be defined as
 - a. presenting ideas clearly and concisely.
 - b. concentrating on the receiver's perspective instead of your own.

Iahcsmmppractice Test Chapter 1 4

Tobias Bleicker



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