

Question 1: What is meant by intended reader?

- Simple reader
- Complex reader
- A member of a target audience
- Unplanned reader

Question 2: _____ is like an abstract in a report, briefly telling about the product or service and how it meets the requirements and exceeds expectations.

- Market Analysis
- Executive Summary
- Market Plan
- Financial Plan

Question 3: Which type of sequential number is given to pages in a book or document?

- Number
- Symbol
- Enumeration
- Pagination

Question 4: How many elements are found in general superstructure of reports?

- Three
- Two
- Six
- Five

Question 5: What is meant by task-facilitating roles?

- Suggesting decision-making procedures that will move the group towards the goal
 - Drawing out other members by showing verbal support
 - Offering to yield on a point in the interest of reaching mutually acceptable decision
 - Drawing out other members by showing verbal and non verbal support, praise or agreement
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Question 6: The basic purpose of _____ is to clarify the meaning of words when voice or "body language" cues are removed.

- writing style
- grammar
- punctuation
- punctuation and grammar