# CHAPTER 4 WRITING BUSINESS MESSAGES

#### **Multiple Choice**

- Good organization in business messages
  - a. is the same the world over
  - b. differs from culture to culture
  - c. is very different even between the U.S. and Canada
  - d. all of the above

ANSWER: b. The idea of what makes for good organization differs from culture to culture. DIFFICULTY: moderate: PAGE: 70; OBJECTIVE: 1: TYPE: concept

- 2. Good organization helps your audience
  - a. understand your message
  - b. accept your message
  - c. save time
  - d. all of the above

ANSWER: d. Good organization helps your audience in all of the ways listed. DIFFICULTY: easy: PAGE: 71: OBJECTIVE: 1: TYPE: concept

- Activities that can help you organize business messages effectively include all of the following except
  - a. defining the main idea
    - b. broadening the scope
    - c. grouping the supporting points
    - d. selecting a direct or an indirect approach

ANSWER: b. When organizing a business message, you should limit the scope of your message rather than broaden it.

DIFFICULTY: difficult; PAGE: 71; OBJECTIVE: 2; TYPE: concept

- 4. In a business message, the main idea
  - a. is the same as the topic
  - b. makes a statement [[]] about that topic
  - c. is less complicated when you are being persuasive
  - d. all of the above

ANSWER: b. Your main idea makes a statement about your topic. It is more complicated if it is persuasive.

DIFFICULTY: difficult; PAGE: 71; OBJECTIVE: 2; TYPE: concept

# <u>Chapter Writing Business Messages Multiple Choice</u> <u>Questions</u>

H. Dan O'Hair, James S. O'Rourke, Mary John O'Hair

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