

Name: _____ Date: _____



Chapter 7 Review

Test Your Knowledge

Part 1: True or False

Instructions

Read each statement below, then select True or False.

1. A manual is a written book of instructions.
True False
2. Formal writing does not need to follow the writing process of planning, composing, editing, and publishing.
True False
3. Modified block style letters align all text to the left margin.
True False
4. Formal reports often include primary and secondary research.
True False
5. Editing copy for correct grammar, punctuation, and terminology is essential.
True False
6. An analytical report provides facts without necessarily examining the information and offering recommendations.
True False
7. A business report includes a title page, table of contents, abstract/executive summary, body, references, and appendix.
True False
8. When embarking on a new project, a writer does not need to analyze standards for appropriate use of standard and technical language.
True False
9. A writer can communicate information in a report by developing tables, charts, and figures.
True False
10. Observations and data are communicated in formal reports through research.
True False

9. Using a basic software application, write a letter to your instructor providing a self-evaluation of your performance in the class and how successful you are at meeting the learning objectives. Format your letter using block style or modified block style.

10. Identify the parts of a business report.

11. What is the difference between an analytical and informational report?