Chapter 9 Writing Reports

True/False
Indicate whether the sentence or statement is true or false.

____ 1. Reports may be formal or informal in style.
____ 2. The main purpose of an analytical report is simply to present facts.
____ 3. Determining the objective is the first step in planning a report.
____ 4. The bibliography of a report identifies what will be covered in the report.
____ 5. Conducting a survey is a type of secondary research.
____ 6. When evaluating data for a report, validity means that the data presented give accurate facts.
____ 7. Identifying the sources of information used in research is called documentation.
____ 8. When using a direct quote, changing words in the quote is appropriate.
____ 9. You should use direct order when you expect your report to receive an unfavorable response.
____ 10. A report written in an impersonal style emphasizes the facts rather than the writer.
____ 11. A memo report may be appropriate for sending information to others within your organization.
____ 12. A manuscript report is appropriate only when the receivers are outside your organization.
____ 13. Direct or indirect order can be used for a formal report.
____ 14. Formal reports are usually written in personal style to make the report sound objective.
____ 15. An appendix is a preliminary part of a formal report.

Multiple Choice
Identify the letter of the choice that best completes the statement or answers the question.

____ 16. A report that discusses a problem, draws conclusions, and make recommendations is
   a. an analytical report
   b. an informational report
   c. always written in indirect order
   d. both b and c
____ 17. A report may be formatted as a
   a. letter
   b. memo
   c. manuscript
   d. all the above
____ 18. When planning a report
   a. begin by collecting the data
   b. analyze the data before developing a timeline
   c. develop a timeline before collecting the data
   d. begin by drawing conclusions for the report
19. A schedule for collecting data, analyzing data, and writing a report is
   a. a timeline
   b. the report scope
   c. the report statement
   d. none of the above

20. An interview is
   a. an example of primary research
   b. an example of secondary research
   c. the same as a survey
   d. none of the above

21. Observation is
   a. the same as a survey
   b. is not a primary research method
   c. watching or monitoring people or things in an effort to learn something
   d. both b and c

22. Secondary research may involve
   a. conducting surveys
   b. doing interviews
   c. reading journal articles
   d. all the above

23. Boolean operators
   a. may not be used to narrow a keyword search
   b. may be used to broaden a keyword search
   c. can be used with paper documents but not online searches
   d. are the same thing as wildcards

24. When evaluating data for a report, consider whether the information is
   a. relevant to the topic
   b. true or accurate
   c. reliable and current
   d. all the above

25. A report outline may be
   a. in a topical format that uses complete sentences
   b. in a discussion format that uses complete sentences
   c. organized by alternatives
   d. both b and c

26. In a report, the section that tells what should be done is called the
   a. conclusions
   b. recommendations
   c. scope
   d. appendices

27. A document that introduces a formal report to the reader is
   a. the report background section
   b. the report scope
   c. a letter or transmittal
   d. none of the above
28. Informal reports always have what three main parts?
   a. opening, body, and conclusions
   b. opening, body, and closing
   c. opening, conclusions, and recommendations
   d. body, conclusions, and closing

29. An executive summary of a report
   a. provides a brief overview of the report
   b. is also called an abstract
   c. is not the same as a synopsis
   d. both a and b

30. For a formal report
   a. do not use headings to organize and present the data
   b. use different margin settings for each page
   c. use parallel form for headings of the same level
   d. including visual aids, such as tables, is not appropriate

Matching

Match the terms to their definitions below.

a. alternative  
   b. analyze  
   c. bibliography  
   d. executive summary  
   e. interview  
   f. observation  
   g. primary research  
   h. scope  
   i. secondary research  
   j. survey

31. A possible solution or course of action that may be selected
32. A set of questions or statements used to learn facts or opinions
33. A conversation between two or more people for the purpose of gaining facts, ideas, or opinions
34. Gathering new data for a report or other purpose
35. To examine, closely study, or evaluate in order to better understand something
36. Locating data that already has been gathered and reported
37. A brief overview of a report
38. Watching or monitoring people or things in an effort to learn something
39. The boundaries of a report or what will be included
40. A list of sources used in preparing a report or other written work
Chapter 9 Writing Reports
Answer Section

TRUE/FALSE

1. ANS: T
2. ANS: F
3. ANS: T
4. ANS: F
5. ANS: F
6. ANS: T
7. ANS: T
8. ANS: F
9. ANS: F
10. ANS: T
11. ANS: T
12. ANS: F
13. ANS: T
14. ANS: F
15. ANS: F

MULTIPLE CHOICE

16. ANS: A
17. ANS: D
18. ANS: C
19. ANS: A
20. ANS: A
21. ANS: C
22. ANS: C
23. ANS: B
24. ANS: D
25. ANS: D
26. ANS: B
27. ANS: C
28. ANS: B
29. ANS: D
30. ANS: C

MATCHING

31. ANS: A
32. ANS: J
33. ANS: E
34. ANS: G
35. ANS: B
36. ANS: I
37. ANS: D
38. ANS: F
39. ANS: H
40. ANS: C