

## Chapter 3—Composing Business Messages

### MULTIPLE CHOICE

1. Neil must develop a proposal for his supervisor that will describe the cost savings for an automated call center. Where should he begin?
  - a. Writing the proposal
  - b. Locating other proposals that he can copy
  - c. **Researching the proposal**
  - d. Determining an appropriate layout
2. Before composing a business document, you should gather information that will answer which of these questions?
  - a. *Will I have enough time to complete thorough research?*
  - b. **What is the receiver to do?**
  - c. *What information will be the easiest to locate?*
  - d. *How will I use this information?*
3. **Formal research** methods are generally required for what type(s) of business document(s)?
  - a. Routine e-mail messages
  - b. Routine memos
  - c. **Long reports and complex business problems**
  - d. All of these choices would require formal research.
4. Which of the following is a formal research method?
  - a. Talking with your boss
  - b. **Organizing a focus group**
  - c. Brainstorming
  - d. Looking in company files
5. Which formal research source is best to obtain firsthand information?
  - a. Internet Web sites and articles
  - b. Reference books
  - c. Electronic databases
  - d. **Interviews**
6. Stephanie is preparing a market analysis for her business plan. For firsthand information she should
  - a. search manually in her local library.
  - b. **conduct interviews and surveys or organize a focus group.**
  - c. search the Internet for related Web sites.
  - d. review scientific experiments conducted by experts.
7. Quality Building Materials Inc. has developed a new whole-house weather blanket and needs to determine the price point at which builders would switch to this new product. The best research method for this is a(n)
  - a. manual search of other companies' price lists.
  - b. interview with a local builder.
  - c. Internet search of insulation values for weather blankets.
  - d. **scientific experiment that presents price choices with controlled variables.**

# Chapter Writing Business Messages Multiple Choice Questions

**L Reisser**



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*Communication* Mary Ellen Guffey, 1996 *Business Communication Process and Product* introduces a unique teaching learning package that solves a major problem for instructors and students today It provides the atmosphere of an exciting real life business environment for business communication without sacrificing sound pedagogy This means that students experience the enrichment of real people and real business situations while at the same time learning a hands on process that they can carry with them to apply long after they leave the classroom *Business Communication Process and Product* takes students inside some of the country's best run and most respected organizations such as Liz Claiborne Ben Jerry's American Airlines Bank of America and Walt Disney Imagineering More importantly though it balances this exposure with a well developed and consistently applied process approach to communication Students need more than real business settings in which to frame their learning They need a process that outlines specific steps to follow in solving future communication problems a tangible strategy they can apply in their careers In addition to a process we provide ample products of that process **ESG**

**Certification Exam Study Guide** Al Marcella, Madeline Parisi, 2025-11-26 ESG impacts businesses globally and today it is interconnected with all aspects of business including but not limited to human resources labor issues risk management regulatory compliance establishing strategic direction and areas impacted by climate change Certifications currently available in the marketplace are sustainability specific rather than an all encompassing holistic approach The authors have developed the most comprehensive ESG certification program on the market This two tiered program is designed for professionals who possess a general understanding of ESG principles and concepts however desire to increase solidify and demonstrate that knowledge and understanding This Study Guide will assist candidates with the overall Certification program process from initial application to study materials and sample questions this Guide is designed to prepare the candidate to take the ESG Certification™ examination *Management and Business Research* Mark Easterby-Smith, Lena J.

Jaspersen, Richard Thorpe, Danat Valizade, 2021-04-28 This bestselling textbook has been fully updated and provides readers with a comprehensive overview of methods for conducting business and management research Highly visual and written in a clear and accessible way the book includes helpful learning features throughout including learning goals at the start of each chapter a research in action feature examples a Research Plan Canvas template and more The content has been brought up to date with the inclusion of big data predictive analytics and a dedicated chapter on machine learning Accompanying the book is a wealth of online resources to further enhance your learning experience including MCQs Video content Templates and data sets Glossary flashcards Additional case studies These can be accessed by students at [study.sagepub.com](http://study.sagepub.com)

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