

Test Bank for Business Communication Essentials 7th Edition by Bovee

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Business Communication Essentials, 7e (Bovee/Thill) Chapter 5 Completing Business Messages

1) When proofreading, which of the following should be accomplished on the first round of proofreading?

- A) Spelling and grammar
- B) Overall tone
- C) Ensuring overall goals are accomplished
- D) Clarity
- E) Conciseness

Answer: C

Explanation: C) Start with the "big picture," making sure that the document accomplishes your overall goals, before moving to finer points such as readability, clarity, and conciseness.

Learning Obj.: LO 5.1: Discuss the value of careful revision and describe the tasks involved in evaluating your first drafts and the work of other writers.

Learning Outcome: Revise, complete and distribute business messages

Difficulty: Moderate

Classification: Concept

AACSB: Written and oral communication

2) Which of the following can help determine the scope of the revision process?

- A) The medium and nature of the message
- B) The audience and the medium used
- C) The audience and the nature of the message
- D) Available time and skill level
- E) Available time and location of the audience

Answer: A

Explanation: A) The scope of the revision task can vary somewhat, depending on the medium and the nature of your message. For informal messages to internal audiences, particularly when using short-message tools such as IM and email, the revision process is often as simple as quickly looking over your message to correct any mistakes before sending or posting it.

Learning Obj.: LO 5.1: Discuss the value of careful revision and describe the tasks involved in evaluating your first drafts and the work of other writers.

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Classification: Concept

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