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1. A letter of authorization is included in which part of a report?

- a) Ending parts
- b) Supplementary parts
- c) Prefatory parts
- d) Introductory parts

Correct option: c) Prefatory parts

2. Which of the following appears at the end of the report?

- a) Endnotes
- b) Citations
- c) Footnotes
- d) All of the given

Correct option: a) Endnotes

3. Mark as TRUE or FALSE: A formal survey is a way of finding out what a cross-section of people think about something.

Correct option: TRUE

4. Which of the following sentences is correctly punctuated?

- a) Today is Tuesday, April 14 2014.
- b) Today is Tuesday, April 14, 2014.

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c) Today, is Tuesday April 14, 2014.

d) Today, is Tuesday, April 14, 2014.

Correct option: b) Today is Tuesday, April 14, 2014.

5. ----- reports are written to solve problems, analyze information, draw conclusions, and make recommendations.

a) Analytical

b) Feasibility

c) Informational

d) Recommendation

Correct option: a) Analytical

6. Which of the following is one of the supplementary parts of a report?

a) Conclusion

b) Bibliography

c) Summary

d) Recommendations

Correct option: b) Bibliography

7. When the presentation of information is based on the site or location, then it is called as _____.

a) Geographical arrangement

b) Ascending order

c) Chronological

d) Sequential arrangement

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Correct option: a) Geographical arrangement

8. Which one of the following belongs to the supplementary part of a report?

- a) Letter of transmittal
- b) Index
- c) Letter of authorization
- d) List of illustrations

Correct option: d) List of illustrations

9. In report writing, a ----- is a declarative sentence that summarizes the specific topic and goals of a document.

- a) Topic sentence
- b) Thesis statement
- c) Concluding sentence
- d) Purpose statement

Correct option: d) Purpose statement

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