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1. Which types of reports are used to assess opportunities, to solve problems, and to support decisions?

- a) Analytical Reports
- b) Feasibility Reports
- c) Progress Reports
- d) Information Reports

Correct option: a) Analytical Reports

2. A _____ does not carry a cover, table of contents, or any special display; it is personal, informal, and relaxed in style.

- a) Long report
- b) Feasibility report
- c) Short report
- d) All of the given

Correct option: c) Short report

3. An essential element of every report you prepare will be a _____ in which you interpret your facts in a way that is significant to your readers.

- a) Needs
- b) Facts

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c) Recommendations

d) Discussion

Correct option: c) Recommendations

4. Supplementary parts of a report include _____.

a) Appendix

b) All of the above

c) Glossary and Index

Correct option: b) All of the above

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5. Readers want to use the information of a general report to solve _____ problem/s.

a) Organizational

b) Social

c) Personal

d) All of the above

Correct option: d) All of the above

6. Conclusion of the investigation should be unbiased and free of personal likes and dislikes.

True or False?

Correct option: True

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7. A professional report stresses the _____.

- a) Finding ways to make a profit
- b) Provision of details
- c) Importance of the subject
- d) Details of cost on the project

Correct option: c) Importance of the subject

8. Title fly is a plane sheet with only the title of the report on it.

True or False?

Correct option: False

9. A formal survey is a way of finding out what a cross-section of people think about something.

True or False?

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Correct option: True

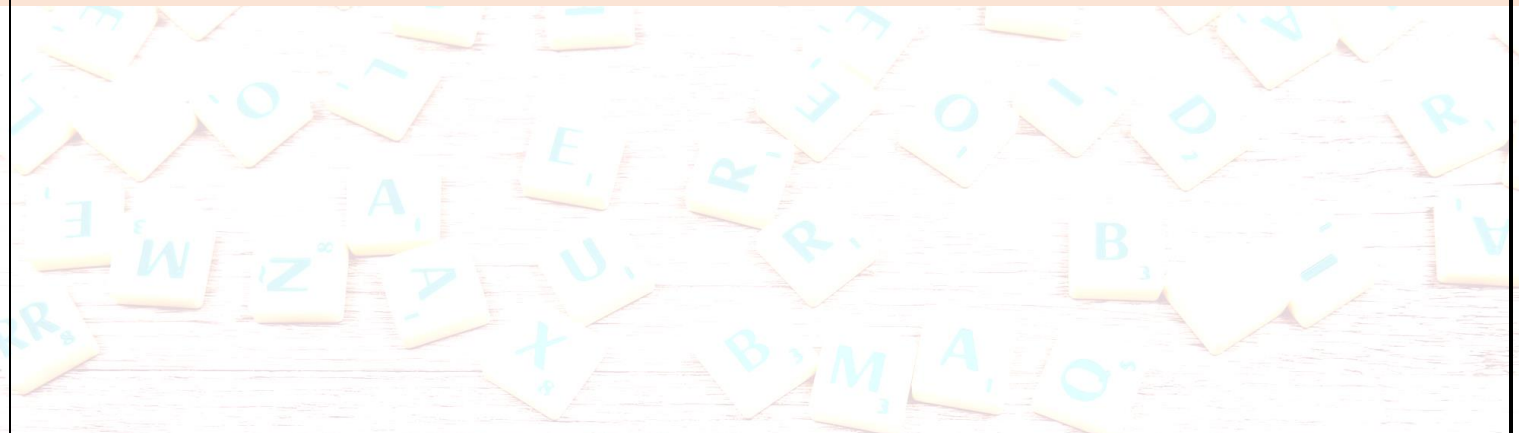
10. The purpose of an informational report is to _____.

- a) Explain
- b) Analyze
- c) Recommend
- d) Contradict

Correct option: a) Explain

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A collection of yellow and light blue Scrabble tiles scattered on a light-colored wooden surface. The tiles are arranged in a way that suggests the word 'NEWBORN' might be formed, though the letters are not perfectly aligned.

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