

# Gbs 233 quiz 13



**ASSIGN  
BUSTER**

How much extra time is Rob's boss likely to demand Rob set aside in order to ensure he will be able to accurately edit his reports and proposals? Double to triple

Which of the following is NOT an example of an external audience to whom a proposal should almost always be formal? Coworkers

All of the following are content items in the introductory section of a report except?

Criteria

An RFP guarantees \_\_\_\_\_ nothing

Who is in charge of client relations after his company submits its proposal. What does that mean he likely does? He asks if the clients have any questions

The section of the proposal that briefly reviews the situation at hand, establishes a need for action, and explains how things could be better is the background or statement of the problem

Why is proper distribution and proofreading of reports and proposals so important in today's workplace environment? In a competitive environment, even a minor error can ruin a good report or proposal, regardless of how it is delivered.

Amir Stanton wants to include a \_\_\_\_\_ in his report, but his supervisor thinks it is too formal and a waste of paper

title fly

How should one approach a synopsis or an executive summary in a formal proposal versus a formal report? Only include them if the document is long

The part of the report that is a single sheet of paper with only the title of the report on it is the \_\_\_\_\_

title fly

Which of the following is NOT a prefatory part of a formal report?

Appendix

Which of the following is considered a supplementary element in a proposal? Appendices

The parts you include in a detailed report depend on all of the following except which one? How much your employer pays you to prepare the report

Which of the following is a primary difference between the components of reports and proposals? Reports typically have longer supplementary sections

Bill is working on a report and he is currently preparing the scope of the report.

Which sections is Bill working on? Introduction Jane sent a proposal to several prospective clients on behalf of her company, but the responses have not been what she expected. Of those who have actually responded, all have turned down Jane's company. She thinks she may have been too vague with her proposal, but her associate Robyn believes Jane may have used a pushy or demanding tone that didn't sit well with the prospective clients. Which of the following questions best exemplifies the primary point at issue between Jan and Robyn? What has Jane done wrong when writing her proposal? The following are all tasks involved in completing longer messages except which one? Marketing Which of the following suggestions is NOT associated with preparing a formal report for online publication? Using tight, efficient writing for skimming What type of file is best to use when submitting a proposal electronically? PDF Which part of the report indicates in outline form the coverage, sequence, and relative importance of the information in the report? Table of contents Rodrigo is writing a lengthy proposal. In what part of the proposal should he include a short overview? Executive summary All of the following are content items in the introductory section of a proposal except which one? Work Plan Which of the following is generally not considered a necessary element in a report? Title fly Pam wants her neighbors to start a Block Watch in their small community. What will her proposal most likely be like? Short and informal