Mutliple-Choice Question Type

<question type="mc">
1. The term "measures of central tendency" refers to all of the following tools EXCEPT _____.

a. matrix.
b. mode.
c. median.
d. mean.

Analysis**:**
a. Correct. 'Matrix is not a measure of central tendency. A decision matrix is a type of grid that allows readers to look at a number of pieces of data at the same time.
b. Incorrect. 'Mode' is the number that occurs most frequently in the array of your data.
c. Incorrect. 'Median' is the number at the middle point of your continuum. If your data points run from 25 to 75, the median would be 50.
d. Incorrect. 'Mean' is what most people think of as the average. The mean is found by adding all of the data in your array and dividing by the number of items you have added.

<metadata>
Level of difficulty: Medium
</metadata>

<question type="mc">
2. Define the term 'range' as applied to analyzing data to prepare a business report.

a. Where the deer and the antelope play.
b. Range defines how wide the array of your data is.
c. Range defines the scope of any particular study.
d. Range describes what numerical criteria you are using in collecting your data points.

Analysis**:**
a. Incorrect. The deer and the antelope play on the HOME on the range, which is quite different.
b. Correct. Range defines how wide the array of your data is. The range is found by taking the largest data point, and subtract the smallest data point from it. If you take a sample of tire pressure of all cars that enter your service center and they range from 28pps to 37pps, the range would be 9pps (37-28=9).

c. Incorrect. Range does not define the scope of a study; it is a measure of central tendency used in numerical calculations.

d. Incorrect. Range is not a data collection term; it has nothing to do with the criteria you are using in collecting your data. It is a term used in data analysis.

<metadata>
Level of difficulty: Medium
</metadata>

<question type="mc">
3. When analyzing data while preparing an informal business report, what device would you most likely use to organize your numerical data by presenting it in columns and rows?

a. a grid.
b. a power point.
c. a table.
d. a concluding argument.

Analysis:
a. Incorrect. A grid is the device you would most likely use for non-numerical data.
b. Incorrect. While you could include such an infographic in a power point, the power point itself is not this device.
c. Correct. A table is the name of the device used to display numerical data in rows and columns.
d. Incorrect. You might refer to a table in making a concluding argument, but the table is not the concluding argument.

<metadata>
Level of difficulty: Medium
</metadata>

<question type="mc">
4. In analyzing data for a business report, what is mean by the term 'grid.?'

a. Grid is an acronym for Gauge Random Industrial Details.
b. A grid is a predesigned template form that allows you to fill in all of the appropriate blanks.
c. A grid is a way of placing two or more pieces of information, textual, visual or numerical in proximity of each other in order to create context.
d. A grid is a way of placing words, ideas, quotes, and other text-based materials in visual proximity of each other.

Analysis:
a. Incorrect. The term 'grid' is not an acronym for anything, it describes a series of boxes that indicate relationships between ideas by their proximity and visual relationship.

b. Incorrect. While a grid can certainly come from a template or predesigned form, it will most often be created uniquely for your report.

c. Incorrect. While a gird does contextualize information by visual proximity and special relationship, it is specifically one that does so for text-based material, not visual or numerical data.

d. Correct. A grid placed several pieces of text-based materials in context by their proximity and special relationships.

<metadata>
Level of difficulty:
</metadata>

<question type="mc">
5. In analyzing data for a business report, what is the name for two or more numerical trends that give the appearance of being interconnected?

a. A decision matrix.
b. Synchronicity.
c. A correlation.
d. Measures of central tendency.

Analysis:
a. Incorrect. A decision matric is a type of grid that allows a reader to compare a range of different factors at the same time, but it is not the name for two or more numerical trends that appear to be interconnected.

b. Incorrect. Synchronicity is not a professional term, but a common word for two events that happen at the same time and seem to have a connection.

c. Correct. Correlations are two or more numerical trends that appear to be connected. The correlation itself is not proof that the two items are connected, just the appearance.

d. Incorrect. The phrase 'measure of central tendency' refers to certain tools that are used to analyze data, such as mean, mode, median, and range.

<metadata>
Level of difficulty: Medium
</metadata>

<question type="mc">
6. In analyzing data for a business report, should you reach conclusions and recommendations, or is your job to simply give the information and let your readers come to their own conclusions and decisions?

a. You should offer both conclusions and recommendation.
b. You should offer conclusions, but not recommendations.
c. Allow them to come to their own conclusions, but offer recommendations.

d. It is entirely up to your discretion.

Analysis**:**
a. Correct. The reason for these reports in the first place is to present the reader with conclusions based on the data and recommendations for actions going forward. These recommendations may or may not be implemented, but they offer a good starting place for the readers consideration or further discussion.
b. Incorrect. Conclusions are important, but you need to offer recommendations, whether they are adopted or not.
c. Incorrect. Without coming to conclusions you will have no basis to make recommendations.
d. Incorrect. Without offering both your conclusions and your recommendations your task is not complete.

<metadata>
Level of difficulty:
</metadata>

True/False Question Type

<question type="true-false">
7. Data is information

T
Incorrect. Data can yield information, but until it is processed it is not yet information.
F
Correct. Once you have your data you need to process it to turn it into information.

<metadata>
Level of difficulty: Difficult
</metadata>

<question type="true-false">
8. A decision matrix is a grid.

T
Correct. A decision matrix is a particular kind of grid that offers the reader the chance to examine several different criteria from several different samples at the same time. The example given was the decision matrix that exists at the bottom of a product page for most products on amazon.com.
F
Incorrect. A decision matrix actually is a type of grid.

<metadata>
Level of difficulty: Moderate
</metadata>

```
</metadata>
```