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Topic: Message Revising

Subtopic: Proofreading

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Mutliple-Choice Question Type

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1. When is the best time to proofread a business message that you have written?

- a. immediately upon completion; while it is still fresh.
- b. after a glass of wine or two.
- c. several hours or a day later.
- d. after you have distributed the document and have received the feedback of others.

Analysis:

- a. Incorrect. The best time to proofread a document is after taking a couple of hours break from it to regain your perspective. The best option is roughly 24 hours later, although your schedule will frequently not allow you that much time.
- b. Incorrect. The best time to proofread a document is after taking a couple of hours break from it to regain your perspective. The best option is roughly 24 hours later, although your schedule will frequently not allow you that much time.
- c. Correct. The best time to proofread a document is after taking a couple of hours break from it to regain your perspective. The best option is roughly 24 hours later, although your schedule will frequently not allow you that much time.
- d. Incorrect. The best time to proofread a document is after taking a couple of hours break from it to regain your perspective. The best option is roughly 24 hours later, although your schedule will frequently not allow you that much time.

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2. What is the best way for you to check the spelling of any business document you have written.

- a. Use your word processor's onboard spell-check.
- b. Use a spell check program that exists outside your word processor, like Grammarly.
- c. Check it the old fashioned way, by reading it.
- d. Check it using by both using an electronic spell-check and reading it yourself.

Analysis:

- a. Incorrect. Most spell-checking programs look for non-words. Because of this they will sometimes not catch words that are real words that you have misused, or homophones, words that sound the same but are spelled differently like “to,” “too,” and “two.” Use a program and then read it yourself.
- b. Incorrect. Most spell-checking programs look for non-words. Because of this they will sometimes not catch words that are real words that you have misused, or homophones, words that sound the same but are spelled differently like “to,” “too,” and “two.” Use a program and then read it yourself.
- c. Incorrect. Most spell-checking programs look for non-words. Because of this they will sometimes not catch words that are real words that you have misused, or homophones, words that sound the same but are spelled differently like “to,” “too,” and “two.” Use a program and then read it yourself.
- d. Correct. Most spell-checking programs look for non-words. Because of this they will sometimes not catch words that are real words that you have misused, or homophones, words that sound the same but are spelled differently like “to,” “too,” and “two.” Use a program and then read it yourself.

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3. Which of the following is NOT a good reason that you proofread for grammar and grammatical errors in business messages that you have written?

- a. with better grammar your writing will be clearer, and therefore better understood.
- b. with better grammar your writing will carry more authority since you will appear to be a stronger and surer communicator.
- c. good grammar is a longstanding tradition, and while many of the older rules do not apply today in spoken language, we still carry them forward in written communications.
- d. grammar-checking software is not infallible, and if you by proofreading yourself you are likely to catch more grammatical mistakes.

Analysis:

- a. Incorrect. Grammar is much more than a longstanding tradition, it is the set of rules by which we communicate the most clearly. If those rules are overlooked that clarity of your writing will suffer and you will be perceived as a less articulate person and lose authority. Since grammar checking software does not always catch everything, you need to supplement it by proofreading the material yourself.
- b. Incorrect. Grammar is much more than a longstanding tradition, it is the set of rules by which we communicate the most clearly. If those rules are overlooked that clarity of your writing will suffer and you will be perceived as a less articulate person and lose authority. Since grammar checking software does not always catch everything, you need to supplement it by proofreading the material yourself.
- c. Correct. Grammar is much more than a longstanding tradition, it is the set of rules by which we communicate the most clearly. If those rules are overlooked that clarity of your writing will suffer and

you will be perceived as a less articulate person and lose authority. Since grammar checking software does not always catch everything, you need to supplement it by proofreading the material yourself.

d. Incorrect. Grammar is much more than a longstanding tradition, it is the set of rules by which we communicate the most clearly. If those rules are overlooked that clarity of your writing will suffer and you will be perceived as a less articulate person and lose authority. Since grammar checking software does not always catch everything, you need to supplement it by proofreading the material yourself.

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4. What is wrong with the following sentence? "This trend and those from the previous three quarters is not an anomaly; they represent a truly exceptional shift in market trends."

- a. The subject and verb are not in agreement .
- b. The word "truly" is an unnecessary intensifier.
- c. The phrase "those from the previous three quarters" is unclear, the reader may not know what this refers to.
- d. Nothing, this sentence is absolutely fine as it has been written.

Analysis:

- a. Correct. The subject, "this trend and those from the previous three quarters," is plural, while the verb "is" is singular. The corrected phrase should read, "This trend and those from the previous three quarters are not ..."
- b. Incorrect. The subject, "this trend and those from the previous three quarters," is plural, while the verb "is" is singular. The corrected phrase should read, "This trend and those from the previous three quarters are not ..."
- c. Incorrect. The subject, "this trend and those from the previous three quarters," is plural, while the verb "is" is singular. The corrected phrase should read, "This trend and those from the previous three quarters are not ..."
- d. Incorrect. The subject, "this trend and those from the previous three quarters," is plural, while the verb "is" is singular. The corrected phrase should read, "This trend and those from the previous three quarters are not ..."

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5. What is wrong with the following sentence? "Those who have supported this initiative in the past had been derided but the recent shifts in market positioning have completely vindicated their faith."

- a. spelling.
- b. grammar.
- c. punctuation.
- d. nothing.

Analysis:

- a. Incorrect. This sentence requires a comma before the coordinating conjunction "but." Running this sentence through a grammar checker and reading it out loud would reveal this omission and allow you to correct it prior to distribution.
- b. Incorrect. This sentence requires a comma before the coordinating conjunction "but." Running this sentence through a grammar checker and reading it out loud would reveal this omission and allow you to correct it prior to distribution.
- c. Correct. This sentence requires a comma before the coordinating conjunction "but." Running this sentence through a grammar checker and reading it out loud would reveal this omission and allow you to correct it prior to distribution.
- d. Incorrect. This sentence requires a comma before the coordinating conjunction "but." Running this sentence through a grammar checker and reading it out loud would reveal this omission and allow you to correct it prior to distribution.

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6. When the name of a person or organization appears in draft of your business message, but it appears with several different spellings, what is your best course of action?

- a. Use the spelling that appears earliest in the document and make sure all other occurrences of this work match it.
- b. Leave it as it is, since one of the spellings are bound to be correct.
- c. Look up the name to make sure that it is always spelled correctly.
- d. Rewrite those passages so that you do not refer to the person or organization by name.

Analysis:

- a. Incorrect. It is of the utmost importance to make sure that you spell names correctly whether they are people or organizations. If you are not 100% sure of the spelling of a name, look it up to make certain and then make sure it is correct every time it appears.

- b. Incorrect. It is of the utmost importance to make sure that you spell names correctly whether they are people or organizations. If you are not 100% sure of the spelling of a name, look it up to make certain and then make sure it is correct every time it appears.
- c. Correct. It is of the utmost importance to make sure that you spell names correctly whether they are people or organizations. If you are not 100% sure of the spelling of a name, look it up to make certain and then make sure it is correct every time it appears.
- d. Incorrect. It is of the utmost importance to make sure that you spell names correctly whether they are people or organizations. If you are not 100% sure of the spelling of a name, look it up to make certain and then make sure it is correct every time it appears.

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7. When you are proofreading an electronic document on a computer, what is the preferred way to mark up your document in preparation of making revisions and track versions as you go?
- a. Mark using post it notes on your screen; save each version with a different numerical suffix.
 - b. Mark using Comments; turn on Track Changes to keep a record of the document over time.
 - c. Make changes directly onto the document; save different versions to different hard drives.
 - d. Make changes through email ;get a copy of old and new versions in receipt.

Analysis:

- a. Incorrect. Use the “Comments” in your word processor to indicate changes or adjustments that you want to make. Track changes using the Track Changes function of your word processor.
- b. Correct. Use the “Comments” in your word processor to indicate changes or adjustments that you want to make. Track changes using the Track Changes function of your word processor.
- c. Incorrect. Use the “Comments” in your word processor to indicate changes or adjustments that you want to make. Track changes using the Track Changes function of your word processor.
- d. Incorrect. Use the “Comments” in your word processor to indicate changes or adjustments that you want to make. Track changes using the Track Changes function of your word processor.

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8. How many times should you read a business message that you are proofreading?
- a. 1-2.
 - b. 2-3.

- c. 4-5.
- d. as many times as you need.

Analysis:

- a. Incorrect. You should read each document once for word meaning and intent, and a second time for grammar and other technical aspects of writing. Longer documents should be read a third time to check formatting.
- b. Correct. You should read each document once for word meaning and intent, and a second time for grammar and other technical aspects of writing. Longer documents should be read a third time to check formatting.
- c. Incorrect. You should read each document once for word meaning and intent, and a second time for grammar and other technical aspects of writing. Longer documents should be read a third time to check formatting.
- d. Incorrect. You should read each document once for word meaning and intent, and a second time for grammar and other technical aspects of writing. Longer documents should be read a third time to check formatting.

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9. Which is the preferable means of proofreading?
- a. Proofread from a printed document.
 - b. Proofread on a computer screen.
 - c. Proofread by having your document read to you.
 - d. Proofread using computer spelling and grammar checking software.

Analysis:

- a. Correct. Whenever possible you will proofread more accurately when you do so from a document that has been printed onto a page of paper.
- b. Incorrect. Whenever possible you will proofread more accurately when you do so from a document that has been printed onto a page of paper.
- c. Incorrect. Whenever possible you will proofread more accurately when you do so from a document that has been printed onto a page of paper.
- d. Incorrect. Whenever possible you will proofread more accurately when you do so from a document that has been printed onto a page of paper.

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10. There are some important steps that you do not need to take when proofreading a simple document that you should use when you proofread a complex document. Which of the following is NOT one of those steps?

- a. Place your initials or some other mark on the bottom of pages that you have already checked.
- b. Print a hard copy, double-spaced, to read from.
- c. Congratulate yourself on catching your errors, rather than criticizing yourself for making them in the first place.
- d. Read slowly, focusing on words rather than thoughts.

Analysis:

- a. Correct. You do not need to mark the pages that you have already checked with your initials. Hopefully you will remember having checked those pages.
- b. Incorrect. You do not need to mark the pages that you have already checked with your initials. Hopefully you will remember having checked those pages.
- c. Incorrect. You do not need to mark the pages that you have already checked with your initials. Hopefully you will remember having checked those pages.
- d. Incorrect. You do not need to mark the pages that you have already checked with your initials. Hopefully you will remember having checked those pages.

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