

Communication Questions & Answers

- (1) You have discovered an error in your report submitted to the main office. You should:
- (A) wait until the error is discovered in the main office and then correct it.
 - (B) go directly to the supervisor in the main office after working hours and ask him unofficially to correct the error.
 - (C) notify the main office immediately so that the error can be corrected if necessary
 - (D) do nothing, since it is possible that one error will have little effect on the total report
- (2) Of the following, the most important value of a good report is that it:
- ~~(A) reflect credit upon the person who submitted the report~~
 - (B) provides good reference material
 - (C) expedite official business
 - (D) express the need for official action
- (3) The supervisor who makes a special point of using long words in preparing written reports are, in general, probably being:
- (A) unwise, because a written report should be factual and accurate
 - (B) unwise, because simplicity in a report is usually desirable
 - (C) wise, because the written report will become a permanent record
 - (D) wise, because with long words he can use the right emphasis in his report
- (4) The most important requirement in report writing is:
- (A) neatness
 - (B) grammatical construction
 - (C) accuracy
 - (D) promptness in turning in reports
- (5) In the preliminary preparation of a written report, the writer should Consider:
- (A) the purpose
 - (B) the reader
 - (C) the circumstances and limitations
 - (D) the use of the report
 - (E) all of the above

- (6) One way to make written material more understandable to the reader is to avoid big words. Another good way is to:
- (A) report all the important words
 - (B) include only one idea in each paragraph
 - (C) use short sentences
 - (D) avoid using pronouns
 - (E) clearly define all terms
- (7) As a general rule in making a report to your supervisor, you should keep in mind that the chief importance of this report lies in the fact that it:
- (A) constitutes a document to which there will be frequent references
 - (B) constitutes a means of checking on your efficiency
 - (C) is a basis of information to be passed on to a higher level of supervisors
 - (D) permits your supervisor to exercise his function of direct supervision and control more effectively
- (8) With reference to the following principles of report writing, the competent supervisor would recognize that the principle which is least valid is:
- (A) know the purpose for which the report is required
 - (B) know who is to receive and read the report
 - (C) try to get everything you can into the report
 - (D) if possible, illustrate important points in the report
- (9) In writing a report, the best procedure is to:
- (A) give more information than is needed
 - (B) give only your recommendation but provide supporting information in an oral report
 - (C) merely indicate where the information may be found
 - (D) provide only the information that is needed

Social Supervisor - Making Reports

- (1) The use of an outline to help in writing a report is:
- (A) desirable in order to insure good organization coverage
 - (B) necessary so it can be used as an introduction to the report itself
 - (C) undesirable since it acts as a straight jacket and may result in an unbalanced report
 - (D) desirable if you know your immediate supervisor reads reports with extreme care and attention

- (2) Before turning in a report of an investigation you have made, you discover some additional information you didn't know about when writing the report. Whether or not you rewrite your report to include this additional information should depend mainly on the:
- (A) length of the report
 - (B) established policy covering the subject matter of the report
 - (C) bearing this new information will have on the conclusion of the report
 - (D) number of people who will eventually review the report

Key

- 1. C
- 2. C
- 3. B
- 4. C
- 5. E
- 6. C
- 7. C
- 8. C
- 9. D

- 1. A
- 2. C