

CHAPTER 11 TEST**Proofreading Reports and Other Multiple-Page Documents**

Write the letter of the correct answer in the space provided.

1. Which of the following statements is true about memo reports? 1. _____
 - a. The format for guide words in memo reports is different from the format of a regular interoffice memorandum.
 - b. A memo report may have headings within the body of the report.
 - c. Headings are formatted to begin at the left margin on memo reports.
2. In a memo report, a centered heading is 2. _____
 - a. A summary of the report.
 - b. Typed in all-capital letters and bold.
 - c. Centered vertically.
3. Which of the following items is NOT a guide word for a memo report? 3. _____
 - a. MEMO TO
 - b. FROM
 - c. DATE
 - d. SUMMARY
4. Which of the following memo report headings is formatted correctly? 4. _____

a. To: A.L. Jong Form: P. Lee Date: May 5 <YEAR> SUBJ.: Holidays	b. TO: R. C. Long FROM: J. Kersey DATE: June 1, <YEAR> SUBJECT: Vacations
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5. The _____ heading is indented 0.5 inch from the left margin. 5. _____
 - a. Paragraph
 - b. Second-page
 - c. Side
6. The _____ heading of a report may be typed in all-capital letters and bold or initial-capital and small letters and bold. 6. _____
 - a. Side
 - b. Paragraph
 - c. Summary
7. Which of the following references is formatted correctly? 7. _____
 - a. Robert S. Jones, *Living for the Best* (St. Louis: Jones Publishing Co., 1999), 439
 - b. Johnson, Roger L. (1995). *Going Online in 2000*. Dallas, TX: Richards Book Co.
 - c. Davis, Rhonda. *Enthusiasm for Your Life!* New York: Johnston Publishing Co., 1997.
8. The _____ identifies who received the memo report, the page number of the report, and the date the report was submitted. 8. _____
 - a. Body
 - b. Address
 - c. Header

9. Use an approximate _____ top margin on front matter pages, the first page of the body of the report, and the first page of each section of the back matter. 9. _____
- a. 1-inch b. 2-inch c. 2.5-inch

For each item, write **True** in the space provided if the statement is true. Write **False** if the statement is false.

10. A letter of transmittal is appropriate for a formal report mailed to someone outside the organization. 10. _____
11. Reports may be single- or double-spaced. 11. _____
12. Double-spaced paragraphs do not require a tab indentation. 12. _____
13. Memo reports are usually internal documents while formal reports are prepared for use outside of the organization. 13. _____
14. Sources of information do not need to be documented for a formal report. 14. _____
15. A title page is not used on a formal academic report. 15. _____
16. Memo reports usually briefly describe the subject of the report. 16. _____
17. When proofreading a multiple-page document, you must make sure that the content is accurate and that the formatting is consistent. 17. _____
18. Headings within the body of a report are used to guide the reader through the report. 18. _____
19. A second-page heading that appears on one line across the page is called a block heading. 19. _____
20. Title pages usually display a printed number 1. 20. _____