

# Unit 04: Specific Genres and Design

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## 1. Unit 04: Specific Genres and Design

## 4. Chapter: Unit 04: Specific Genres and Design

### 1. Unit 04: Specific Genres and Design Questions

#### 4.1.1. An executive summary consists of which of the following?

Author: Steve Gibbs

An executive summary consists of which of the following?

Please choose only one answer:

- A description of objectives
- Detailed technical analyses
- Budget details
- Detailed personnel needs

Check the answer of this question online at QuizOver.com:

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#### 4.1.2. The memorandum or memo is typically used in which of the following ...

Author: Steve Gibbs

The memorandum or memo is typically used in which of the following situations?

Please choose only one answer:

- Job application
- Intra-office communication
- Request for bids
- Proposal accompaniment

Check the answer of this question online at QuizOver.com:

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### 4.1.3. In order to request funding for another year's work from your super...

Author: Steve Gibbs

In order to request funding for another year's work from your supervisor's boss, which genre document would be most appropriate?

Please choose only one answer:

- Letter
- Proposal
- White Paper
- Memo

Check the answer of this question online at QuizOver.com:

Question: [In order to request funding for another year Steve Gibbs @The](#)

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#### 4.1.4. In order to present results of last year's work to your supervisor ...

Author: Steve Gibbs

In order to present results of last year's work to your supervisor and possibly others, which genre document would be most appropriate?

Please choose only one answer:

- Letter
- Memo
- Progress Report
- White paper
- Proposal

Check the answer of this question online at QuizOver.com:

Question: [In order to present results of last year's Steve Gibbs @The Saylor](#)

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#### 4.1.5. How does the "assertion-evidence" method of slide design differ fro...

Author: Steve Gibbs

How does the "assertion-evidence" method of slide design differ from that prompted by typical presentation software?

Please choose only one answer:

- The assertion-evidence method makes use of bulleted lists.
- The assertion-evidence method makes use of complete sentences as headlines.
- The assertion-evidence method uses no graphics.
- The assertion-evidence method uses no color.

Check the answer of this question online at QuizOver.com:

Question: [How does the assertion-evidence method of Steve Gibbs Saylor Foundat](#)

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#### 4.1.6. In your reference material, the phrase "extemporaneous speaking" im...

Author: Steve Gibbs

In your reference material, the phrase "extemporaneous speaking" implies which of the following?

Please choose only one answer:

- Speaking after brief preparation and with the aid of notecards
- Speaking after exhaustive preparation and without the aid of notes or a script
- Reading directly from a script
- Giving a memorized speech

Check the answer of this question online at QuizOver.com:

Question: [In your reference material the phrase Steve Gibbs Saylor Foundat](#)

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#### 4.1.7. Your supervisor asks you to write a paper for the Transactions of t...

Author: Steve Gibbs

Your supervisor asks you to write a paper for the Transactions of the Society of Mechanical Engineers of Waaland. How would you format the paper and citations? I. Using APA style II. Using the American Society of Mechanical Engineers style III. Using Chicago Style IV. None of the above

Please choose only one answer:

- II only
- I or III only
- I, II, or III
- IV only

Check the answer of this question online at QuizOver.com:

Question: [Your supervisor asks you to write a paper Steve Gibbs @The Saylor](#)

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#### 4.1.8. In order to advocate a new solution to an organization outside of y...

Author: Steve Gibbs

In order to advocate a new solution to an organization outside of yours, which document genre would be most appropriate?

Please choose only one answer:

- Memo
- Report
- Letter
- White paper
- Proposal

Check the answer of this question online at QuizOver.com:

Question: [In order to advocate a new solution to an Steve Gibbs @The Saylor](#)

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