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Excellence in Business Communication, 12e (Thill/Bovee) Chapter 12 Writing Reports and Proposals 1) To gain credibility with your audience in business reports, verifying facts and references will help to ensure A) completeness. B) accuracy. C) the report is well balanced. D) the report is clear and logical. E) proper documentation. Answer: B

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Excellence in Business Communication, 12e (Thill/Bovee) Chapter 13 Completing Reports and Proposals 1) The four tasks involved in completing business reports and proposals include all of the following except A) distributing. B) revising. C) producing. D) illustrating. E) proofreading. Answer: D

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Table of Contents Excellence in Business Communication ... English Essentials Chapter 1: Understanding Business Communication. Multiple Choice True/False Essay Questions Internet Exercises Going Online Weblinks. Chapter 2: Communicating in Terms ... Writing Business Reports and Proposals. Multiple Choice True/False Essay Questions Internet ...

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Excellence in Business Communication, 12e (Thill/Bovee) Chapter 11 Planning Reports and Proposals 1) The ____ for a report describes what you plan to accomplish and outlines the boundaries of your work. A) mission brief B) statement of purpose C) outcome forecast D) intention statement E) scope Answer: B

Thill & Bovee, Excellence in Business Communication | Pearson

In this 13th Edition of Bovee and Thill's Excellence in Business Communication, the most significant and recent technology-related changes affecting the business world are thoroughly discussed. Not to be forgotten, the text continues to emphasize the fundamental skills and principles of business communication.

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Excellence in Business Communication, 12e (Thill/Bovee) Chapter 10 Writing Persuasive Messages 1) In general, the best persuasive messages ____ the audience's motivations. A) avoid mentioning B) downplay C) openly address D) dismiss E) eliminate Answer: C Explanation: C) The best persuasive messages pay close attention to their audience's

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