

1 — Modes of Written Communication

You will be asked to write in a variety of situations for several uses, as explained in the next section. For all assignments, your audience, purpose, information, and organization will greatly affect your writing effectiveness.

Which form of communication would work best in this situation?

- a. Email
- b. Memo
- c. Text
- d. Physical media, such as

2 — Composing Effective Messages and Documents

You are in the military and have been asked to prepare a lengthy report for a group of politicians and other officials. It is critical that everything in the report be clearly understood by the audience so that the politicians' hearing would be well-informed and accurate. There are numerous military assignments in the report that may not be familiar to your audience.

How should you write the report?

- a. Write with acronyms and jargon and include them in the report.
- b. Explain all of the acronyms of the report but not use all acronyms.
- c. Include a list of acronyms in the end of the report, as is common.
- d. Define each acronym in the text at its use in the report.

3 — Structuring an Email Message or Memo

You are drafting a new organizational policy for employees to protect confidential information in their personal and work-related email folders.

In the message, you should place the most important information where?

- a. In the closing
- b. In the opening
- c. In the middle
- d. In the body

All content in memos is straightforward and easy to read. The writer should write in a straightforward, clear manner about the all components of the memo. The focus is naturally centered about the issue.

What are the most important strategies for the most successful email messages?

Interpreting Written Communication Study Guide

Ying Liu



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