***Chapter 2, “Developing a good style”***

*Multiple choice questions*

1. What is the problem with passive voice?

a. a bureaucratic tone

b. a sentence containing less information than the writer realizes

c. both of the above

d. none of the above

2. Which of these verbs is passive?

a. was revised

b. has revised

c. both of the above

d. none of the above

3. Which of these verbs is passive?

a. has destroyed

b. could have seen

c. both of the above

d. none of the above

4. When is passive voice all right?

a. when the writer doesn’t know who the actor is

b. when everybody knows who the actor is

c. when the emphasis doesn’t need to be on the actor and nobody will be confused

d. all of the above

5. What problems does avoiding pronouns cause?

a. poor fluency

b. worse sentence structure

c. passive voice

d. all of the above

6. Which of these is a good score on the Flesch Reading Ease?

a. 10

b. 8

c. 11

d. 60

7. In business writing, no single sentence should be shorter than:

a. 10 words

b. 8 words

c. 5 words

d. none of the above

8. You should normally try to stay under what average sentence length?

a. 17 words

b. 23 words

c. 30 words

d. none of the above

9. What should your maximum per cent of passive sentences normally be?

a. under 20%

b. under 15%

c. under 10%

d. 0%

10. Using personal pronouns:

a. causes you to write almost automatically in passive voice

b. creates a more readable sentence structure

c. both of the above

d. none of the above

*True or false questions*

11. A score of 8.2 on the Flesch-Kincaid Grade Level index is significantly better than a score of 8.4.

a. true

b. false

12. It is important to avoid ordinary words when you write for business.

a. true

b. false

13. Passive voice is wrong, and you should avoid it entirely for business writing.

a. true

b. false

14. Most professional writers use personal pronouns.

a. true

b. false

15. Most professional writers use contractions.

a. true

b. false

*Fill-in-the-blank questions*

What are simpler, Plain English replacements for these words and phrases?

16. afford an opportunity

17. close proximity

18. subsequent

19. in the event that

20. concur

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1. c

2. a

3. d

4. d

5. d

6. d

7. d

8. a

9. c

10. b

11. b

12. b

13. b

14. a

15. a