Unit 03: Polishing Your Writing

Author: Mary Cohen

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4. Chapter: Unit 03: Polishing Your Writing

Author: Mary Cohen

Which of the following are places where you want to maintain professionalism?

Please choose only one answer:

- Facebook
- LinkedIn
- Business memo
- All of these answers

Check the answer of this question online at QuizOver.com:
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4.1.2. Which of the following is an effective proofreading technique?

Author: Mary Cohen

Which of the following is an effective proofreading technique?

Please choose only one answer:

- Ignore the content and focus on mechanics.
- Read your paper out loud and slowly.
- Read your paper backwards, beginning with the final sentence.
- All of these answers

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4.1.3. Which of the following is an example of an effective sentence pattern?

Author: Mary Cohen

Which of the following is an example of an effective sentence pattern?

Please choose only one answer:

- Consistently short, clear sentences
- A sentence in which the subject and verb are close together near the beginning of the sentence
- Variation between longer and shorter sentences, to avoid choppiness
- Sentences with a consistently professional tone

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

Which of the following is an example of an error that commonly occurs when adapting an existing document, such as a cover letter, for a new audience?

Please choose only one answer:

- A tone inappropriate for the audience
- Information intended for a different audience
- Typographical errors
- All of these answers

Check the answer of this question online at QuizOver.com:
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4.1.5. Which of the following is an effective editorial technique?

Author: Mary Cohen

Which of the following is an effective editorial technique?

Please choose only one answer:

- Use the most up-to-date grammar review software.
- Read your document silently before sending it.
- Have a trusted friend or colleague read a draft of your document.
- Always use spell checking software.

Check the answer of this question online at QuizOver.com:
Question: Which of the following is an effective editorial Mary Saylor Foundat

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