

Regional Micro-Enterprise Credential: Effective Writing Quiz

(Updated: June 12, 2017)

Part 1: Topic Sentence Quiz

| Are the sentences below topic sentences? (A topic sentence states the main point of a paragraph.) | | Yes | No |
|--|---|-----|----------|
| S1 | The vehicle that the home remodeling company will buy must have a variety of mission-critical capabilities. | | |
| S2 | The commercial van, customized with different drawers and shelves. | | |
| S3 | The commercial van has several advantages versus a pickup truck. | | |
| S4 | The pickup truck has superior towing capability but lacks secure storage space. | | |
| Extra credit: Which of the sentences above is not really a sentence, but instead is a "sentence fragment?" | | S1 | S2 S3 S4 |

Part 2: Logical Order

| Indicate the logical order these sentences should be in, starting with the topic sentence. | | Order (1 st , 2 nd , 3 rd , 4 th) |
|--|--|--|
| S1 | The commercial van provides secure storage for the very expensive cargo we carry to job sites. | |
| S2 | Our company should purchase a commercial van based on its advantages versus a pickup truck. | |
| S3 | The pickup truck, while more powerful, doesn't offer these security or marketing advantages. | |
| S4 | We can also use the side of the van as a type of billboard that shows our company name and logo. | |
| Extra credit: Which of the sentences above has a spelling error? | | S1 S2 S3 S4 |

Part 3: Additional Supporting Detail

| Indicate which sentences below are topic sentences, and which offer additional supporting detail. | | Topic | Detail |
|---|--|-------|--------|
| S1 | The pickup truck has both greater towing capacity and more interior room for co-worker passengers. | | |
| S2 | The pickup truck has several advantages versus a commercial van. | | |
| S3 | The commercial van's drawer and shelf configurations can be customized to support our business needs. | | |
| S4 | Interior drawers are available in different sizes and materials, and can be color-coordinated with our logo. | | |

Part 4: Standard Organization of a Business Memo

| List the correct order for each section of a business memo. | | Order (1 st , 2 nd , 3 rd , 4 th) |
|---|-------------------|--|
| | Recommendation | |
| | Supporting Points | |
| | Next Steps | |
| | Issue | |
| Extra credit: A business memo can use bullet points instead of full sentences as supporting points. | | Yes No |