**Chapter Seven: Reports and Proposals**

**Quiz**

**Short Answer Questions**

Give brief answers to the questions below. Try not to refer to the book when answering:

1. What is the rationale for numbering report sections?

2. What factors should you consider when describing your project in a proposal?

3. What kind of information should you include in an appendix?

4. Who is the main audience of a business plan?

5. What is the difference between a feasibility analysis and a proposal?

**True/False Statements**

Decide if the following statements are true or false:

1. Report paragraphs tend to be shorter than essay paragraphs.

2. When responding to a RFP you submit an unsolicited proposal.

3. Proposals are a highly persuasive genre.

4. You should not describe your conclusions or findings in the executive summary.

5. An executive summary is the same as an introduction.