

Virtual Workplace Experience II

04-26 Effective Writing Quiz



Name _____ **Date** _____ **Period** _____

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: Which of the sentences above is not really a sentence, but instead is a “sentence fragment”?			

Part 2: Logical Order

Indicate the logical order these sentences should be in, starting with the topic sentence.		1st/2nd/ 3rd/4th
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: Which of the sentences above has a spelling error?		

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.		1st/2nd/ 3rd/4th
	Recommendation	
	Supporting Points	
	Next Steps	
	Issue	
Extra: Can a business memo use bullet points instead of full sentences as supporting points?		Y / N

Adapted from BRAC Regional Micro-Enterprise Credential: Resource 03-08. Louisiana Department of Education