**Regional Micro-Enterprise Credential: Effective Writing Quiz**

(Updated: June 12, 2017)

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| **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 |

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| **Part 2: Logical Order** | | | | | | |
| **Indicate the logical order these sentences should be in, starting with the topic sentence.** | | | **Order (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 credit: Which of the sentences above has a spelling error? | | S1 | | S2 | S3 | S4 |

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| **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. |  |  |

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