

## **Skill Quiz**

**Choose the correct answer:**

- 1. What is the correct order for sentences in a paragraph?**
  - a. topic sentence, concluding sentence, supporting sentences**
  - b. concluding sentence, supporting sentences, topic sentence**
  - c. topic sentence, supporting sentences, concluding sentence**
  
- 2. What is a good way to put supporting sentences in a clear order?**
  - a. Put words in alphabetical order.**
  - b. Put related ideas together.**
  - c. Put unrelated ideas together.**
  
- 3. Putting related sentences together**
  - a. helps make your ideas clear.**
  - b. may confuse your reader.**
  - c. gives a conclusion.**
  
- 4. It is important to be confident at work. Which sentence is related to this sentence?**
  - a. For example, try not to be nervous when you speak during meetings.**
  - b. It is a good idea to wear a dark suit.**
  - c. You should make eye contact with your teacher.**
  
- 5. First impressions are important. Which sentence is related to this sentence?**
  - a. An organized office helps you stay organized.**
  - b. Bonnie's office has casual Fridays.**
  - c. It is always good to dress neatly.**

**6. Keep your work area neat and clean. Which sentence is related to this sentence?**

- a. A neat hairstyle makes a good impression.**
- b. A messy office can make a bad impression.**
- c. It takes practice to give a good speech.**

**7. Stand up straight when you give a presentation. Which sentence is related to this sentence?**

- a. Your chair should be near your desk.**
- b. It makes you look confident.**
- c. Speak with a clear voice on the phone.**

**8. A paragraph always has**

- a. interesting information.**
- b. sentences about the same topic.**
- c. several main ideas.**

**9. Always indent the ..... line in a paragraph.**

- a. first**
- b. second**
- c. last**

**10. Leave ..... spaces between a period and a new sentence.**

- a. zero**
- b. one**
- c. about five**