

## CHAPTER 5 REVIEW QUESTIONS

CHAPTER 5 -- Some Specific Guidance on Army Correspondence

Questions: 32

INSTRUCTIONS: The following items will test your grasp of the material in this lesson. There is only one correct answer for each item. When you complete the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study that part of the lesson again before continuing. Answer the following 32 multiple-choice questions. Select the BEST answer for each question, and circle the letter of your choice.

1. What are the three most common modifications of the basic memorandum format?
  - A. The Memorandum of Understanding, the informal memorandum, and the policy memorandum.
  - B. The Memorandum for Record, the Memorandum of Agreement, and the informal memorandum.
  - C. The Memorandum of Commendation, the informal memorandum, and the policy memorandum.
  - D. The Memorandum of Agreement, the memorandum of reprimand, and the informal memorandum.
  
2. Which one of the following is the appropriate typing of the subject line?
  - A. SUBJ: Instructions for Completing Memorandums.
  - B. SUBJECT: Instructions for completing memorandums.
  - C. SUBJECT: Instructions for Completing Memorandums.
  - D. Subject: INSTRUCTIONS FOR COMPLETING MEMORANDUMS.
  
3. Which of the following best describes the beginning of a major section in a memorandum?
  - A. Indent four spaces and have clear headers.
  - B. Begin at the left margin and have no headers.
  - C. Begin at the left margin and have one word header.
  - D. Begin at the left margin and have clear headers and numbered.
  
4. How many lines below the subject line does the body of a memorandum begin?
  - A. Two.
  - B. One.
  - C. Four.
  - D. Three.
  
5. On a memorandum which line of each continuation page do you place the office symbol?
  - A. Six.
  - B. Five.
  - C. Nine.
  - D. Eight.
  
6. If the address line on a memorandum extends to a second line, indent the second line to start under the \_\_\_\_ letter of the word after \_\_\_\_\_.
  - A. First, for.
  - B. Third, for.
  - C. First, memorandum.
  - D. Third, memorandum.

7. How many lines below the office symbol do you place the MEMORANDUM FOR line?
- A. One.
  - B. Two.
  - C. Four.
  - D. Three.
8. Where do you place the page number on a memorandum?
- A. Centered on all pages.
  - B. Flush right on the bottom of all pages.
  - C. Centered on the top of the second and following pages.
  - D. Centered on the bottom of the second and following pages.
9. How many lines below the last paragraph or the authority line (if included) do you place the signature block on a memorandum?
- A. Six.
  - B. Five.
  - C. Four.
  - D. Three.
10. Where do you begin the enclosure line of a memorandum?
- A. Flush left and on the first line below the signature block.
  - B. Flush left and on the second line below the signature block.
  - C. Flush left and on the same line on which the duty position occurs.
  - D. Flush left and on the same line on which the signature block begins.
11. Where is the signature block typed on a memorandum?
- A. The signature block always begins at the center of the paper on the fifth line below the last paragraph.
  - B. The signature block is always centered on the page and begins on the fifth line below the last paragraph.
  - C. The signature block always begins at the center of the paper on the fourth line below the last paragraph.
  - D. The signature block is always centered on the page and begins on the fourth line below the last paragraph.
12. Which of the following does a staff study incorporate?
- A. Critical reasoning and thinking, elements of style, and five steps of effective writing.
  - B. Five steps of effective writing, elements of style, creative thinking, and critical thinking.
  - C. Critical reasoning and thinking, the four steps of effective writing, and elements of style.
  - D. Five steps of effective writing, critical reasoning, creative thinking, and the elements of style.
13. What principles of effective writing does the staff study incorporate?
- A. Accuracy, coherence, brevity, completeness, and objectivity.
  - B. Coherence, brevity, completeness, accuracy, and objectivity.
  - C. Completeness, unity, objects, coherence, accuracy, and clarity.
  - D. Objectivity, completeness, coherence, unity, accuracy, brevity, and clarity.

14. How do we begin each major section in the body of a memorandum?
- A. With a paragraph that is not numbered and flush with the left margin.
  - B. With a numbered paragraph that is not indented from the left margin.
  - C. With a numbered paragraph that is indented four spaces from the left margin.
  - D. With a paragraph numbered with Roman numerals and is indented four spaces from the left margin.
15. What should the staff study's problem paragraph include?
- A. The subject of the staff study.
  - B. A full definition of all elements involved.
  - C. An explanation of how the problem arose.
  - D. A statement of the problem, its scope, and limitations.
16. What must the recommendation paragraph of a staff study include?
- A. A solution to the problem.
  - B. An explanation of the contradictions in the conclusion.
  - C. How the study conforms to the desires of the commander or senior official initiating the study.
  - D. A statement showing why the commander or senior official should adopt the study's conclusion.
17. Why is coordination important to a staff study?
- A. Because the writer is in doubt about the facts.
  - B. Because the differences of opinion exist between interested activities.
  - C. Because the views of each agency involved are available to the commander.
  - D. Because it makes other agencies equally responsible for the results of the staff study.
18. What are some of the most common problems of staff studies?
- A. Does not introduce irrelevant material.
  - B. Incomplete discussion; reader must look at annexes for answers.
  - C. Topic clearly defined with a detailed discussion that clarifies major points.
  - D. Criteria clear, adequately detailed, and gives a valid benchmark to measure each course of action.
19. Which of the following BEST identifies the conclusion section of a staff study?
- A. Definitions of key terms used in the study.
  - B. A brief statement of the best solution that answers the problem statement.
  - C. Isolated facts that, without further information, are impossible to evaluate.
  - D. A brief restatement of the solution to the problem with further argumentation reinforcing the conclusion.
20. When is a possible course of action suitable?
- A. It can be incorporated quickly.
  - B. It is worth the risk or cost involved.
  - C. It can be implemented with available resources.
  - D. It resolves the problem or achieves the mission.

21. What should the problem paragraph of a staff study include?
- A. A full definition of all elements involved.
  - B. An explanation of how the problem arose.
  - C. A concise statement of the problem as a task.
  - D. A recommendation of a specific course of action.
22. Why is criteria important for evaluating each course of action?
- A. Because they are required.
  - B. Because they are self-evident conditions.
  - C. Because the command has already established their reliability.
  - D. Because they are required, absolute standards each course of action must meet.
23. When you have nonconcurrences to a staff study you should do which of the following?
- A. Objectively consider each nonconcurrency.
  - B. Reroute the study to agencies that have previously concurred.
  - C. Try to reach an informal agreement with the nonconcurring office.
  - D. Objectively state the reasons showing why you disagree with the nonconcurrency under the heading "Consideration of Nonconcurrences."
24. How many spaces should you indent all first-level subparagraphs and second-level subparagraphs?
- A. Five spaces ... ten spaces.
  - B. Four spaces ... eight spaces.
  - C. Three spaces ... six spaces.
  - D. Six spaces ... twelve spaces.
25. How many paragraphs are part of a staff study?
- A. Ten.
  - B. Five.
  - C. Eight.
  - D. Seven.
26. How many paragraphs are part of a decision paper?
- A. Ten.
  - B. Five.
  - C. Eight.
  - D. Seven.
27. A staff study examines all possible courses of action. However, how many courses of action does a staff study include?
- A. All.
  - B. One.
  - C. Two.
  - D. Three.

28. What is the subject of paragraph 5 of a staff study?
- A. Criteria.
  - B. Assumptions.
  - C. Courses of action.
  - D. Recommendations.
29. What is the subject of paragraph 2 of a decision paper?
- A. IMPACTS.
  - B. PURPOSE.
  - C. For DECISION.
  - D. RECOMMENDATION.
30. What is the purpose of a decision paper?
- A. To summarize the issues.
  - B. To provide a syntheses of facts.
  - C. To present feasible alternatives.
  - D. To give essential information to make a decision.
31. What is the subject of paragraph three of a decision paper?
- A. IMPACTS.
  - B. PURPOSE.
  - C. For DECISION.
  - D. RECOMMENDATION.
32. Which paragraph in a decision paper discusses BACKGROUND AND DISCUSSION?
- A. Six.
  - B. Five.
  - C. Four.
  - D. Seven.