Quiz 1-3 Answer Key



FROM THE VIGNETTES

1. c
2. e
3. a
4. b
5. d

WORD POWER!

6-11. quote, perused, rendered, compensated, fine, assets

ENGLISH WRITING SKILLS

12. c
13. a
14. d
15. b
16. (a) the contents would be aligned on the left margin; you would use 12 point font; you would type a heading, date, inside address, salutation, body, closing and signature
17. (a) an objective; your education; your previous employment; any awards or honors, community activities or skills; references
18. (a) memorandum
19. (f) only a, b and c

LIFE PRINCIPLES

20. *morality*
21. *freedom*
22. *maturity*
23. *faith*
24. *purpose*

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