1. A business or technical report should contain a table of contents.  
   True  
   False

2. One of the most important items to include at the beginning of a report is:  
   a. A catchy title.  
   b. A succinct introduction.  
   c. A title page graphic.  
   d. A report cover.  

3. A business or technical report should be written in conversational tone.  
   True  
   False

4. Page numbers are optional in a business or technical report.  
   True  
   False

5. What type of graphic would best represent the following: This population is 60% Caucasian, 30% Hispanic and 10% African American.  
   a. Table  
   b. Bar Graph  
   c. X and Y Axis  
   d. Pie Chart