

State Fire Marshal Training Division

Fire and Emergency Services Instructor

IFSTA – FES Instructor Manual – 7th Edition

Lesson 6 — Report Writing and Record Keeping

Lesson Quiz

Name _____ Date _____

- _____ 1. Which of the following parts of a report provides a brief overview of the report in a single paragraph?
 - A. Heading
 - B. Introduction
 - C. Body
 - D. Conclusion/summary
- _____ 2. Which of the following statements about an executive summary is TRUE?
 - A. An executive summary should focus on opinions.
 - B. An executive summary should focus on facts.
 - C. An executive summary should be at least five pages.
 - D. An executive summary should not give recommendations.
- _____ 3. Which of the following describes the type of writing style that should be used in reports?
 - A. Concise and simple
 - B. Technical and lengthy
 - C. Complex and sophisticated
 - D. Brief and with few details
- _____ 4. Which of the following is NOT a reason for revising a record-keeping system?
 - A. Inaccuracies in the data collection process
 - B. Change in data requirements
 - C. Lack of adequate information
 - D. Keep up with similar departments
- _____ 5. Which of the following looks at the relationship between the key elements of the data and between similar information that is gathered from other incident reports?
 - A. Data analysis
 - B. Data collection
 - C. Needs analysis
 - D. Information planning

- _____ 6. Which of the following is NOT a component of an executive summary?
- A. Statement of the problem
 - B. Recommended solution
 - C. Individuals responsible for the problem
 - D. Benefits that will result from recommendation
- _____ 7. Federal and state/provincial laws protect information about an individual's _____.
- A. salary
 - B. chain of command
 - C. evaluation/testing scores
 - D. criminal background
- _____ 8. The NFPA recommends that the record-keeping system be audited _____.
- A. on a monthly basis
 - B. on an annual basis
 - C. every three years
 - D. every five years
- _____ 9. Which of the following would NOT be an item included in inventory and fixed assets records?
- A. Land
 - B. Materials
 - C. Personnel
 - D. Facilities
- _____ 10. Which of the following is performed to prevent damage from occurring and to extend the useful life of an item?
- A. Preventive maintenance
 - B. Corrective maintenance
 - C. Primary maintenance
 - D. Essential maintenance