

Name _____

Date _____

Proficient Digital Writing

Proficient **digital writing** means creating clear, engaging, and adaptive content for online platforms like **websites, blogs, social media, or emails**. It's important because it helps reach a wider audience, keeps readers engaged, and enhances communication using multimedia elements like links and images.

Read and choose the correct answer.

1. What is the best reason to include images in a digital report?

- A. To make the report look fun.
- B. To support the text with visual information.
- C. To fill up empty space.

2. What is the purpose of using headings in a digital document?

- A. To add more words to the document.
- B. To organize the text into sections.
- C. To make the document harder to read.

3. Which element makes a digital report easier to navigate?

- A. Random text placement.
- B. Clear headings and subheadings.
- C. Using only one long paragraph for the entire report.

4. Why is it helpful to use comments when collaborating on a document?

- A. To share feedback without changing the text directly.
- B. To add random notes to the document.
- C. To make the document shorter.

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Proficient Digital Writing – Answer Key

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