

1

Question:

Which of the following statements is NOT correct concerning an opening speech at a conference?

Correct Answer:

Opening remarks written in an informal language will help show respect for a serious gathering.

2

Question:

Which of the following is the most formal welcome remark in an opening session?

Correct Answer:

May I take the opportunity to welcome you to this conference?

3

Question:

Which of the following elements are usually included in a closing speech?

Correct Answer:

Expressing thanks to keynote speakers, participants, moderator(s), organizer(s), and sponsor(s)

Evaluating the conference properly (achievements, significance, influence)

Reviewing or summarizing briefly what have been done at the conference

Announcing the closing of the conference

Extending invitation to the next conference

4

Question:

Academic presentation is a prepared and formal talk given by a speaker in public. It is a powerful way to transmit your message to an audience in a _____ way within a time limit.

Correct Answer:

clear and structured

5

Question:

A clear, attractive design of an instruction page should contain _____.

Correct Answer:

appropriate amount of information

6

Question:

For a job applicant, HONESTY in writing a resumé can never be achieved without _____.

Correct Answer:

removing falsifications, lies and exaggerations

7

Question:

On the issue of tone in email writing, which of the following expressions best represent the requirement?

Correct Answer:

Appropriate formality

8

Question:

For ethics in technical communication, four standards outlined by Ethicist Manuel G. Velasquez could be taken into consideration. They are _____.

Correct Answer:

rights, justice, utility and care

9

Question:

The four elements of a set of instructions are _____.

Correct Answer:

a title, an introduction, step-by-step instructions and a conclusion

10

Question:

An instruction contains the glossary part because _____.

Correct Answer:

it defines unfamiliar terminology

11

Question:

Which of the following statements about DESCRIPTIONS and INSTRUCTIONS is NOT true?

Correct Answer:

Instructions are process descriptions read by professionals.

12

Question:

A skills resumé, otherwise called a _____ resumé, includes a _____ section which emphasizes job skills and knowledge.

Correct Answer:

functional; separate

13

Question:

An Excerpt of the User Manual of HAIER LCD TV Model LT26K3A
STEPS OF CONNECTING A DVD PLAYER TO YOUR TV

Make sure that both the TV and DVD player are switched off before you connect them.

Which of the following connection options is Not proper?

Correct Answer:

3. You can now turn on the power of the TV first, then the DVD player.

14

Question:

An E-mail Sample

From: Ying Yang

To: Ms. Walker

Subject: Inquiry on New Office Equipment

Dear Ms. Walker,

We noticed your advertisement in the City Light Times about A one of your important products. The description matches our hope to equip our B corporate offices with modern facilities and we would like to make a comprehensive inquiry about it before we make the decision to initiate the purchase.

So please send us sufficient information about the product C in multiple respects, which include product specifications, especially the features of model 32, details of discount for bulk purchase, an estimate for the cost, and details D regarding terms of business and delivery dates.

Please respond to our inquiry at your convenience.

Yours sincerely

Ying Yang

Which of the four expressions (A, B, C and D) is Not proper?

Correct Answer:

one of your important products

15

Question:

Planning for Safety in a Users' Manual

Which of the following examples of the four signal words is Not proper in writing?

Correct Answer:

WARNING: to prevent SERIOUS INJURY to your ARMS AND HANDS, you must make sure that the ARM RESTRAINTS are IN PLACE before OPERATING THIS MACHINE.

Explanation:

Writers often use all-upercase letters for warning statements.

16

Question:

A Memo Sample

To: Staff members of Marketing Department, Gultra Electronics

From: Chris Dawkins, Marketing Manager, Gultra Electronics

Subject: A An Urgent Meeting on Sales Reduction

Date: December 12, 2017

The purpose of this memo is B presenting my impression of the board meeting on December 11. And on that impression we will have a meeting today...

Summary

As a participant I was sadly informed that considerably disastrous consequences have C emerged to our sales in the last quarter of 2017...

Discussion

Generally speaking, we were far from getting the results we had planned earlier in the year, especially with our fierce Chinese competitors overwhelmingly preying on us. Now is the time we need to do something about our D disappointing figures like that.

Correct Answer:

presenting my impression of the board meeting on December 11

17

Question:

Elaboration for a user manual

Inserting a digital card

Caution: To avoid damaging the digital card or the Slate, do not insert any type of adapter into the SD Card Reader. Caution: To prevent damage to the digital card connectors, use minimal force to insert a digital card.

Note: The SD Card Reader is located on the left edge of the Slate.

Hold the digital card label-side up, with the connectors toward the Slate, insert the card into the SD Card Reader, and then push in on the card until it is firmly seated.

You will hear a sound when the device has been detected, and a menu of options may be displayed.

Which of the following is the best revision strategy of the underlined paragraph?

Correct Answer:

1. Hold the digital card label-side up, with the connectors toward the Slate.
2. Insert the card into the SD Card Reader.
3. Push in on the card until it is firmly seated.

18

Question:

Safety information in a sample of instruction

It is highly advised that safety glasses be worn when inside this laboratory.

Which is the best revision strategy of the underlined part?

Correct Answer:

Do wear safety glasses in this laboratory!

19

Question:

Career Objectives in a résumé

Flawed Objectives: Seeking employment in business environment offering an opportunity for professional growth.

Which of the following is the best revision strategy of the flawed objectives?

Correct Answer:

Objectives: A position of management using my expertise in financial planning and counseling to help a company meet revenue goals.

20

Question:

Use visuals sparingly but effectively.

Correct Answer:

True

21

Question:

Do not exceed time limit. So you should rush through your presentation before time runs out.

Correct Answer:

False

22

Question:

It is common practice to provide appropriate acknowledgements and references in your academic presentation.

Correct Answer:

True

23

Question:

When delivering your presentation, pay attention to your voice volume, pace and pitch.

Correct Answer:

True

24

Question:

The conference presentation should be seen as an opportunity to impress the audience rather than inform them.

Correct Answer:

False

25

Question:

If you have no idea about how to introduce your laboratory, you may start by giving a general introduction of the lab's size, class and location.

Correct Answer:

True

26

Question:

Q&A sessions are often full of confrontation and thus not suitable for young scholars to attend.

Correct Answer:

False

27

Question:

An effective presentation usually includes the following parts:

- (1) Tell the audience what you're going to tell them (introduction);
- (2) Tell them about details of the main points (body development);
- (3) Tell them what you've told them (conclusion)

Correct Answer:

True

28

Question:

Tailor your presentation to the knowledge of your audience about the topic.

Correct Answer:

True

29

Question:

Do keep eye contact with the audience and make the take-home message persistent.

Correct Answer:

True