

# Description of a Process

Due Oct 11 at 11:59pm	Points 5	Questions 10	Time Limit 30 Minutes
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## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	7 minutes	4.5 out of 5

⚠️ Correct answers are hidden.

Score for this quiz: **4.5** out of 5  
Submitted Dec 13 at 9:25pm  
This attempt took 7 minutes.

Question 1

0.5 / 0.5 pts

During your time at a university, you may encounter some process descriptions that you can use or read information on. Many will include visuals to clarify written information within the description. Which of the following would be an appropriate visual for a description on creating a resume for an internship?

☐ A photograph of two people talking.

☒ A sample resume header with information related to career experience.

This is correct. The addition of a sample resume header would help a reader understand what a resume might look like, or what the headings are in the document.

☐ An illustration of a person writing.

☐ A table of jobs that are hiring in New York and their starting salaries.

☐ An icon of a piece of paper.

## Question 2

0.5 / 0.5 pts

What is the difference between a process description and a mechanism description?



A mechanism description focuses on electronic devices, a process description focuses on physical devices.



A mechanism description is used by students, a process description is used by professors.



A mechanism description focuses on how physical devices are created, a process description focuses on the parts of a physical device.



A mechanism description focuses on physical devices and their parts, a process description focuses on how parts or concepts function to create an outcome.

This is correct.



They are the same thing.

## Question 3

0.5 / 0.5 pts

Visuals are an important part of descriptions because they help the reader understand information. Within technical writing, there are expectations for

how these visuals are incorporated with text and document design. When is it appropriate to label visuals in a description of a process?

- ☒ Visuals should always be labelled.

This is correct. Without a label, the reader will have a more difficult time determining what text the visual is related to. It also helps the author manage their visuals when creating a document.

- ☐ Visuals don't need to be labelled.

- ☐ When the visual is confusing.

- ☐ When the visual is an illustration.

- ☐ It depends on how the writer is feeling.

#### Question 4

0.5 / 0.5 pts

With the endless number of technical documents, it can sometimes be difficult to categorize genres. The process description can be distinguishable from others because of its operationalization of concepts and devices. All of the following are examples of a process description **except**:

- ☐ How vacuums clean carpet.

- ☐ How water is softened.

- ☒ The parts of a lawn mower.

This is not an example of a process description because it is about parts of a device. This is a description of a mechanism.

- ☐ How a car operates

- ☐ All of these are process descriptions.

### Question 5

0.5 / 0.5 pts

Process descriptions can be written for any audience and have different levels of complexity depending on the subject matter. Despite their differences, process descriptions have some commonalities that make them part of the genre. Which of the following is true about all process descriptions?

- ☐ They involve steps going in a set order.
- ☐ They describe function rather than parts.
- ☐ They often include visuals.
- ☐ They are similar to instructions.
- ☒ All of the above.

All of these attributes are true of a process description.

### Question 6

0.5 / 0.5 pts

There are standard and recommended sections and practices when creating a process description. A description of how to train for a marathon was written for new runners. It includes all of the steps, but they seem disconnected. What can the writer add to bring them together without adding additional steps that would cause confusion?

- ☐ A conclusion that relists the steps
- ☐ A list of steps at the top

☐ An appendix

☒ Transitions

This is correct. Transitions are particularly important with process descriptions because the reader needs to know how the steps are connected. Using language that explains how they are related is crucial.

☐ A glossary

### Question 7

0.5 / 0.5 pts

A college student is writing a description about condensation for his class project to his professor. How might the description of condensation change if the student's audience was elementary school students?

☐ The language would be simplified.

☐ Different types of visuals may be used such as illustrations rather than photographs.

☐ The description would likely be shorter.

☒ All of the above.

This is correct. The audience of a document can drastically change how the document is written and designed.

### Question 8

0.5 / 0.5 pts

One type of device can lead to multiple documents written about it, depending on the context and needs of the audience. A car, for example, will have several documents written about it during and after the manufacturing process. A description written about the parts of a car is a description of a \_\_\_\_\_. A description written about how to drive a car is a description of a \_\_\_\_\_.

☐ mechanism, mechanism

☐ process, process

☒ mechanism, process

This is correct. When dealing with physical parts, the description is of the mechanism itself. When a description is written about the operation of the parts, it is a process.

☐ process, mechanism

☐ None of the above.

## Question 9

0.5 / 0.5 pts

There are a variety of technical documents used in the workplace and other contexts. Thus far you've learned about two types of descriptions: Mechanism and Process. A student needs to write a description of finding a square root value. What type of description should they create?

☐ A mechanism, because you can physically test square root problems with a calculator.

☐ A mechanism, because it includes parts.



A process, because the parts of a square root test do not need to be in any particular order.



A process, because the steps to determine the square root value have to occur in a certain order and are not a physical device with parts.

This is correct. A process description is written when a theory or function needs to be described. A mechanism description is written about parts of a whole physical device.



Neither is appropriate to explain a concept.

Incorrect

### Question 10

0 / 0.5 pts

How is the outline for a description of a process and the description of a mechanism different?



They are different except they share an introduction and conclusion.

It can be confusing to separate the two because they are so similar in appearance. However, the process description focuses on the operationalization of a device or concept rather than just detailing its parts.



They are completely different.



A description of a mechanism includes a disclaimer.



They are the same.



They are the same except instead of parts there are steps.

Quiz Score: **4.5** out of 5