

Technical Writing MCQs

Unit II

1. Major decisions in the workplace are based on what?
 - A) Personal opinions
 - B) Careful research with findings recorded in a report
 - C) Unverified assumptions
 - D) Quick judgments
 - **Correct Option: B**
2. What is the first procedural stage of the research process?
 - A) Recording your findings
 - B) Writing the document
 - C) Searching for information
 - D) Documenting your sources
 - **Correct Option: C**
3. The stages of critical thinking in the research process begin with what action?
 - A) Evaluating your findings
 - B) Asking the right questions
 - C) Exploring a balance of views
 - D) Interpreting your findings
 - **Correct Option: B**
4. The answers you uncover will only be as good as the:
 - A) Sources you use
 - B) Time you spend
 - C) Questions you ask
 - D) Tools you have
 - **Correct Option: C**
5. What does critical thinking help a researcher to do with essential questions?

- A) Avoid them
- B) Define and refine them
- C) Make them simpler
- D) Skip them

◦ **Correct Option: B**

6. What is the key to solving a problem in research?

- A) Finding the most convenient answer
- B) Avoiding a range of views
- C) Clearly defining the problem
- D) Rushing to a conclusion

◦ **Correct Option: C**

7. Ethical researchers rely on evidence that represents what?

- A) A single, definitive source
- B) The most comforting answer
- C) A fair balance of views
- D) Only the author's own biases

◦ **Correct Option: C**

8. Balanced research examines a broad range of evidence, while thorough research examines that evidence in:

- A) Sufficient depth
- B) A biased manner
- C) A superficial way
- D) Only a single viewpoint

◦ **Correct Option: A**

9. What is the main goal when evaluating your sources?

- A) Emphasizing findings that support your own biases
- B) Seeking out and reporting the most accurate answer
- C) Accepting every finding as equal

D) Distorting the information

◦ **Correct Option: B**

10. When interpreting findings, the document advises against forcing a simplistic conclusion on a complex issue, stating that a wrong conclusion is:

A) Better than no definite conclusion

B) Far worse than no definite conclusion at all

C) Always the best approach

D) The ultimate truth

◦ **Correct Option: B**

11. Primary research is defined as getting information directly from the source by what methods?

A) Reading books and articles

B) Conducting interviews and surveys

C) Searching online databases

D) Watching a documentary

◦ **Correct Option: B**

12. What is secondary research?

A) Information gathered from personal experience

B) Information obtained firsthand

C) Information obtained second hand by reading what other researchers have compiled

D) Information from an experiment you conducted

◦ **Correct Option: C**

13. Most information found on the Internet is considered a:

A) Primary source

B) Tertiary source

C) Secondary source

D) Unreliable source

◦ **Correct Option: C**

14. You should typically start your research with which type of source?

- A) Primary sources
- B) Secondary sources
- C) Unsolicited inquiries
- D) Personal communication

◦ **Correct Option: B**

15. How can working with primary sources add to the credibility of your work?

- A) They are readily available and simple to use.
- B) They help you expand upon what others have learned and add your own findings.
- C) They are always more accurate than secondary sources.
- D) They do not require documentation.

◦ **Correct Option: B**

16. What is a key characteristic of a subject directory?

- A) It is a search engine that scans for keywords.
- B) It is a list of Web sites compiled by editors.
- C) It is a forum for discussion.
- D) It is an academic journal.

◦ **Correct Option: B**

17. What is a key characteristic of search engines like Google and Yahoo!?

- A) They are indexes compiled by editors.
- B) They scan for Web sites that best match your query.
- C) They are exclusively used for academic research.
- D) They always provide the final, accurate word on a topic.

◦ **Correct Option: B**

18. You should use a Wikipedia entry for what purpose?

- A) As your final destination for information.

- B) To get an overview of a topic and locate other sources.
- C) To find peer-reviewed articles.
- D) To find conclusive answers.

○ **Correct Option: B**

19. What is "gray literature"?

- A) Published books found in a library.
- B) Information that is unpublished or not typically cataloged, like pamphlets or unpublished government documents.
- C) Information from online encyclopedias.
- D) Peer-reviewed journal articles.

○ **Correct Option: B**

20. What is a caution about using gray literature?

- A) It is always carefully scrutinized for content by editors.
- B) It is always a primary source.
- C) It can be unreliable and should be backed up by information from other sources.
- D) It is only available to experts.

○ **Correct Option: C**

21. What is "source bias"?

- A) A source that always reports the ultimate truth.
- B) When a source understates or overstates certain facts depending on whose interests it represents.
- C) An objective analysis of information.
- D) A source that has been peer-reviewed.

○ **Correct Option: B**

22. What are the three distinct levels of certainty research can yield?

- A) Fact, theory, and opinion
- B) The ultimate truth, the probable answer, and the inconclusive answer

C) Confirmed, unconfirmed, and debated

D) Definitive, likely, and unlikely

◦ **Correct Option: B**

23. What is an assumption?

A) A notion that has been proven to be true.

B) An idea we accept without proof.

C) A conclusion reached after research.

D) A type of primary source.

◦ **Correct Option: B**

24. What is the process of rewriting a passage in your own words to make it shorter while still retaining its essential message?

A) Paraphrasing

B) Quoting

C) Summarizing

D) Plagiarizing

◦ **Correct Option: C**

25. What is the process of a restatement, in your own words, of someone else's words?

A) Quoting

B) Summarizing

C) Paraphrasing

D) Plagiarizing

◦ **Correct Option: C**

26. When must you use quotation marks in your notes?

A) When you paraphrase information.

B) When you summarize a passage.

C) When you copy someone else's words, even a mere two or three in a row.

D) Only when you quote a full paragraph.

◦ **Correct Option: C**

27. What is a key reason for taking notes accurately?

A) To avoid getting a grade of C.

B) To ensure you can plagiarize without being caught.

C) To prevent unintentional plagiarism and ensure the quality of your finished product.

D) To make the document longer.

◦ **Correct Option: C**

28. You can use a Wikipedia entry to get an overview of a topic and what else?

A) Find the conclusive truth.

B) Locate other, more reliable sources.

C) Get a definitive peer review.

D) Find a single, unbiased viewpoint.

◦ **Correct Option: B**

29. What does it mean for research to be "reliable"?

A) It produces findings that can be replicated.

B) It is published in a book.

C) It is based on opinions.

D) It is conducted by a well-known person.

◦ **Correct Option: A**

30. To what does the term "relevance" refer in the context of research depth?

A) The number of sources you find.

B) The quality and pertinence of the information you find.

C) The ease of finding information online.

D) The speed at which you conduct your search.

◦ **Correct Option: B**

31. What is the primary function of documentation?

- A) To make your document look more professional.
- B) To help you acknowledge your debt to sources, establish credibility, and help readers find your sources.
- C) To make the document longer.
- D) To avoid having to write your own words.

◦ **Correct Option: B**

32. The failure to document a source, whether intentional or unintentional, is called:

- A) Summarizing
- B) Quoting
- C) Paraphrasing
- D) Plagiarism

◦ **Correct Option: D**

33. What three kinds of material should always be documented?

- A) Common knowledge, opinions, and graphics.
- B) Quotations, paraphrased ideas, and graphics.
- C) Summaries, conclusions, and introductions.
- D) Theories, facts, and beliefs.

◦ **Correct Option: B**

34. In APA style, for material that you have summarized or paraphrased, what must you include in the parentheses immediately following the borrowed information?

- A) The author's name and the publication date.
- B) The title and page number.
- C) The author's last name and page number.
- D) The volume and number.

◦ **Correct Option: A**

35. When citing a source with three to five authors for the first time in APA style, what should you do?

- A) Include all the names.
- B) Use only the first author's last name followed by *et al.*
- C) Use the title of the work.
- D) Use only the last author's name.

◦ **Correct Option: A**

36. In APA style, what should you do if the source has no author?

- A) Use the phrase "Unknown Author."
- B) Use a shortened version of the title.
- C) Omit the citation.
- D) Use the phrase "Anonymous."

◦ **Correct Option: B**

37. In APA style, what does "n.d." stand for in an electronic citation?

- A) No data
- B) Not documented
- C) No date
- D) Non-digital

◦ **Correct Option: C**

38. How is the reference list in APA style arranged?

- A) Alphabetically by author's last name.
- B) By date of publication.
- C) By the order of citation in the text.
- D) By the title of the work.

◦ **Correct Option: A**

39. What is a key difference between APA and IEEE textual citations?

- A) APA uses a numbered list, while IEEE uses the author's name and date.
- B) APA uses the author's name and publication date, while IEEE uses bracketed numbers keyed to a reference list.
- C) APA does not require page numbers, while IEEE always does.

D) APA uses only the title, while IEEE uses the author's name.

◦ **Correct Option: B**

40. In IEEE style, what happens once a reference has been listed?

A) It is not used again.

B) A new number is assigned each time it is cited.

C) The same number is used in all subsequent citations of that source.

D) The citation is omitted.

◦ **Correct Option: C**

41. What is an example of an informational interview?

A) A survey you conduct with 100 people.

B) An email to a company's general information account.

C) Spending time with an expert and asking pertinent questions.

D) Reading an article in a journal.

◦ **Correct Option: C**

42. What is one of the questions an ethical researcher should ask when evaluating a finding?

A) Is this information easy to find?

B) Does this finding support my personal bias?

C) Is this information accurate, reliable, and relatively unbiased?

D) Can I ignore conflicting information?

◦ **Correct Option: C**

43. In the case study about EMFs, what additional question arose after preliminary reading?

A) Do townspeople care about the issue?

B) Do power lines present the greatest hazard as a source of EMFs?

C) How many people live in the town?

D) What is the public health manager's job title?

◦ **Correct Option: B**

44. What is the importance of a well-defined research question?

- A) It guarantees an easy research process.
- B) It guides the entire research work.
- C) It eliminates the need for any further research.
- D) It ensures the answer will be what you expected.

○ **Correct Option: B**

45. What is one of the things you should skim in a book to gauge the quality and relevance of information?

- A) The entire index.
- B) A few paragraphs from different portions of the text.
- C) The copyright date.
- D) The front cover.

○ **Correct Option: B**

46. What is the process of rewriting a passage in your own words while retaining its essence?

- A) Quoting
- B) Plagiarizing
- C) Summarizing
- D) Citing

○ **Correct Option: C**

47. When using a reference work, what is it important to check to ensure you are accessing the most current information?

- A) The number of pages
- B) The title
- C) The font size
- D) The copyright date

○ **Correct Option: D**

48. What is a key caution about using commercial (.com) or organizational (.org) websites for research?

- A) They are always biased and should be avoided.
- B) The information may be affected by an effort to sell something or a particular social/political agenda.
- C) They are always peer-reviewed.
- D) They do not need to be documented.

◦ **Correct Option: B**

49. What is a "conclusive answer" or "ultimate truth" in research?

- A) What a single expert believes.
- B) The answer that has been proven to be true and agreed upon by all who investigate it.
- C) The most convenient answer.
- D) An answer that is subject to revision.

◦ **Correct Option: B**

50. What is the stance on using a Google search for research?

- A) It should be the only source you use.
- B) It's fine to start with a Google search to brainstorm ideas, but you will need to narrow down your findings.
- C) You should never use Google for research.
- D) It is only useful for academic papers.

◦ **Correct Option: B**