

## Technical Writing MCQs

### Unit I

**1. What is the primary focus of technical communication, in contrast to academic writing?**

- A) Personal thoughts and feelings of the writer
- B) Showing mastery of a body of information
- C) Audience and purpose
- D) Literary style and creativity

Answer: C

**2. Which of the following is NOT one of the four basic communication skills mentioned for technical communication?**

- A) Listening
- B) Speaking
- C) Debating
- D) Writing

Answer: C

**3. What is the main purpose of technical communication?**

- A) To create new knowledge for a general audience
- B) To reinforce or change attitudes, motivate actions, or help readers with work-related tasks
- C) To get a good grade from an instructor
- D) To express personal experiences and opinions

Answer: B

**4. A public-health scientist creating a journal article, a press release, and a blog post about the same study is an example of tailoring content for what?**

- A) The writer's personal preference
- B) The required length of the document
- C) A particular audience
- D) The type of software used

Answer: C

**5. Technical communication is defined as the exchange of information that helps people interact with what?**

- A) Other people in social settings

- B) Technology and solve complex problems
- C) Abstract ideas and philosophical concepts
- D) Academic journals and books

Answer: B

**6. What is a key characteristic of technical documents regarding their audience?**

- A) They focus on the writer's personal thoughts
- B) They are reader-centered, with the needs of the readers coming first
- C) They are written to impress critics
- D) They are always highly technical and complex

Answer: B

**7. Which feature of an accessible and efficient technical document involves using heads, lists, and white space?**

- A) Worthwhile content
- B) Readable style
- C) Effective page design
- D) Effective visuals

Answer: C

**8. Who is typically involved in creating complex technical documents?**

- A) A lone writer
- B) A single subject matter expert
- C) Teams composed of various professionals like writers, engineers, and managers
- D) Only senior-level executives

Answer: C

**9. What is a key characteristic of technical writing?**

- A) Uses complex language and jargon
- B) Communicates complex information clearly, concisely, and accurately
- C) Focuses on the writer's perspective
- D) Is only delivered in digital format

Answer: B

**10. What is one of the key characteristics of technical writing?**

- A) Ambiguous

- B) Wordy
- C) Audience-Oriented
- D) Unstructured

Answer: C

**11. Why is technical writing considered a "foundational professional skill" and not a "soft skill" for engineers?**

- A) It is only required for senior-level roles
- B) It directly impacts the quality of their work and is a business imperative
- C) It is a skill you are born with
- D) It is only used for internal communication

Answer: B

**12. What is the purpose of an Engineering Notebook or Logbook?**

- A) To document personal feelings
- B) To protect intellectual property and provide a historical record of the design process
- C) To write poems about engineering
- D) To serve as a rough draft for a final report

Answer: B

**13. What is the goal of an internal memo or email within a company?**

- A) To showcase the writer's vocabulary
- B) To convey information quickly and efficiently to colleagues
- C) To express personal grievances
- D) To formalize every conversation

Answer: B

**14. What is the primary audience for a user manual?**

- A) Managers
- B) Investors
- C) End-users who may not have a technical background
- D) The wider scientific community

Answer: C

**15. Strong writing skills are a prerequisite for which type of roles?**

- A) Entry-level positions

- B) Internships
- C) Senior roles like Project Manager or Team Lead
- D) Research assistant

Answer: C

**16. What is described as the "ethical responsibility" of an engineer regarding technical documents?**

- A) To write only when asked
- B) To ensure documents are entertaining
- C) To provide clear instructions to prevent accidents and real-world consequences
- D) To use as much jargon as possible

Answer: C

**17. What are the four pillars of effective technical communication?**

- A) Grammar, punctuation, style, and tone
- B) Clarity, conciseness, accuracy, and audience focus
- C) Length, cost, visuals, and feedback
- D) Planning, drafting, revising, and editing

Answer: B

**18. What is the meaning of Clarity in technical communication?**

- A) Using complex and multi-syllabic words
- B) The quality of being easy to understand, with an unmistakable message
- C) The ability to write quickly
- D) Using a formal tone at all times

Answer: B

**19. What is the "inverted pyramid" style of writing?**

- A) Starting with a detailed introduction and ending with a brief conclusion
- B) Beginning with the least important information and building up to the main point
- C) Starting with the most important information first
- D) Writing in chronological order

Answer: C

**20. Why is Accuracy considered "non-negotiable" in engineering communication?**

- A) Inaccurate data can make a document look unprofessional

- B) It is a matter of personal pride for the writer
- C) Mistakes can lead to serious consequences like structural failure or user injury
- D) It is required by law in most countries

Answer: C

**21. What is the purpose of an Audience and Purpose Analysis?**

- A) To make the document longer
- B) To identify readers' characteristics and define the document's goal
- C) To find out what the writer already knows
- D) To avoid having to cite sources

Answer: B

**22. Who belongs to the "Primary audience" for a technical document?**

- A) The general public
- B) Auditors and future employees
- C) The direct recipients who use the document to make decisions or take action
- D) Legal experts

Answer: C

**23. Who is part of the "Secondary audience"?**

- A) The main client
- B) Reviewers or advisors who evaluate the document for accuracy and quality
- C) The end-user
- D) The writer's family

Answer: B

**24. What is the main characteristic of the "Tertiary audience"?**

- A) They are the direct decision-makers
- B) They are the primary financial backers
- C) They interact with the document indirectly for reference or archival purposes
- D) They create the document

Answer: C

**25. Which of the following is NOT one of the four phases of the technical communication process?**

- A) Planning

- B) Drafting
- C) Revising
- D) Publishing

Answer: D

**26. What is the main goal of the Planning phase?**

- A) To start writing as fast as possible
- B) To perfect the grammar and spelling
- C) To define the audience, purpose, and scope before writing
- D) To get feedback from others

Answer: C

**27. What is the primary mindset for the Drafting phase?**

- A) Focus on grammar and punctuation
- B) Turn off the inner editor and focus on capturing the core message
- C) Write the introduction first
- D) Only use complex sentences

Answer: B

**28. What does "Revision" mean in the context of technical writing?**

- A) Fixing spelling and grammar mistakes
- B) Looking at the big picture of the document for clarity and flow
- C) Adding more jargon
- D) Making the document longer

Answer: B

**29. What is the purpose of the "Editing" phase?**

- A) To restructure the entire document
- B) To generate new content
- C) To fine-tune the details, checking for grammar, spelling, and consistency
- D) To define the audience and purpose

Answer: C

**30. Which of the following is an example of a "portable skill" that employers seek in college graduates?**

- A) The ability to program in any language

- B) The ability to get along with and motivate others
- C) Mastery of a single, highly specialized software
- D) The ability to work alone

Answer: B

**31. What is the main difference between academic writing and technical communication?**

- A) Academic writing is more complex
- B) Technical communication has a different focus on audience and purpose
- C) Academic writing is done in teams
- D) Technical communication is never persuasive

Answer: B

**32. Which of the following is a potential consequence of an engineer failing to communicate effectively?**

- A) Increased project funding
- B) Delays in project timelines
- C) A promotion
- D) A bonus

Answer: B

**33. What is the purpose of a Design Specification document?**

- A) To showcase the aesthetics of a product
- B) To define what a product or system must do
- C) To provide a list of project team members
- D) To justify the project's cost

Answer: B

**34. What is a key skill for a technical writer creating presentations and slide decks?**

- A) Using complex, jargon-filled language
- B) Translating technical jargon into visual and verbal narratives
- C) Reading directly from the slides
- D) Avoiding all visuals

Answer: B

**35. What is the goal of a Client Report?**

- A) To persuade the client to cancel the project
- B) To update the client on progress and justify design choices
- C) To provide a history of the company
- D) To critique the client's business model

Answer: B

**36. Why is it important to "read critically"?**

- A) To find mistakes in other people's writing
- B) To learn what makes a document good or bad
- C) To impress your colleagues
- D) To avoid writing your own documents

Answer: B

**37. What does the technical communication suggest you should do to achieve conciseness?**

- A) Use more complex sentence structures
- B) Eliminate wordy phrases and redundant information
- C) Repeat your main points multiple times
- D) Use a thesaurus to find longer words

Answer: B

**38. What is the purpose of citing sources in a technical document?**

- A) To make the document look longer
- B) To give credit to the original research or data and ensure accuracy
- C) To confuse the reader
- D) To show off your research skills

Answer: B

**39. What is a key question to ask when analyzing your audience?**

- A) What are their hobbies?
- B) What is my favorite color?
- C) How familiar might the audience be with technical details?
- D) How long will it take to write the document?

Answer: C

**40. What is a key skill for writing effective emails and internal memos?**

- A) Writing long, detailed paragraphs
- B) Using vague subject lines
- C) Writing clear subject lines and structuring information logically
- D) Using informal language and slang

Answer: C

**41. Technical writing is a "tool" for engineers. What does this analogy mean?**

- A) It is only used for very specific tasks
- B) It is a skill that can be mastered to make you a more effective engineer
- C) It is a temporary skill that will become obsolete
- D) It is a manual process that cannot be automated

Answer: B

**42. What is the benefit of a "sensible organization" in a technical document?**

- A) It makes the document look professional
- B) It guides the reader and emphasizes important material
- C) It allows the writer to express their feelings
- D) It is a requirement for all documents

Answer: B

**43. What is the purpose of a Test Plan & Report?**

- A) To provide a financial breakdown of the project
- B) To verify that the design meets its requirements and provides data for future improvements
- C) To list all the team members
- D) To explain how to use the final product

Answer: B

**44. A good technical document presents content in "short chunks" and avoids "long technical passages" to be what?**

- A) More entertaining
- B) More efficient and accessible
- C) More scholarly
- D) More challenging for the reader

Answer: B

**45. Which of the following is an example of an unethical communication?**

- A) Using technical jargon
- B) Using a direct and simple tone
- C) Inefficient style that confuses or misleads the audience
- D) Presenting factual information

Answer: C

**46. What is the purpose of a Project Proposal?**

- A) To get a good grade
- B) To secure funding and justify resource allocation
- C) To provide a list of materials used
- D) To summarize past projects

Answer: B

**47. What is the goal of academic papers and conference proceedings?**

- A) To get a promotion
- B) To share research findings and establish credibility within the engineering community
- C) To inform a non-technical audience
- D) To provide step-by-step instructions

Answer: B

**48. Why is it important to "Embrace Feedback" on your writing?**

- A) It shows you are not a good writer
- B) It is a requirement for all technical writers
- C) To learn from your mistakes and improve
- D) To get others to do your work for you

Answer: C

**49. What is the recommended style for a technical document?**

- A) Informal and conversational
- B) A style that promotes fluid reading and accurate understanding
- C) A style that uses as many literary devices as possible
- D) A style that focuses on the writer's personal feelings

Answer: B

**50. What is the role of digital technology in technical communication?**

- A) It has made communication less frequent
- B) It has provided more ways to research and find information
- C) It has eliminated the need for critical thinking
- D) It has made professional standards for communication obsolete

Answer: B

## 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

o **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

o **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

o **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

o **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

o **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

o **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

o **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

o **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

o **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

o **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

o **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

o **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

o **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

o **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.

o **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.

o **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.

o **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.

o **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.

o **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.

o **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.

o **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

o **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.

o **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

o **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

o **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.

o **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.

o **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.

o **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.

o **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.

o **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.

- o **Correct Option: B**

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

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

- o **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.

- o **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.

- o **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.

o **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."

o **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

o **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.

o **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.

o **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.

o **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.

o **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?

o **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?

o **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.

o **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.

o **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

o **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

o **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.

o **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.

o **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.

o **Correct Option: B**

## **Technical Writing MCQs**

### **Unit III**

1. In technical writing, 'Coherence' primarily refers to:
  - A. The use of complex, sophisticated vocabulary.
  - B. The overall logical and unified connection of all ideas to a central topic.
  - C. The consistency of font size throughout the document.
  - D. The inclusion of source citations for every claim.

**Correct Option: C**

2. Which term describes the primary goal when writing descriptions of technical objects or processes?
  - A. Persuasive, subjective, and verbose.
  - B. Entertaining, dramatic, and artistic.
  - C. Clear, concise, and accurate.
  - D. Hypothetical, philosophical, and theoretical.

**Correct Option: C**

3. When developing effective step-by-step instructions, what characteristic is most crucial for each individual step?
  - A. It must include an illustrative photograph.
  - B. It should be combined with the next logical step to reduce list length.
  - C. It must be a separate, clear, and unambiguous action.
  - D. It must be written in the passive voice.

**Correct Option: C**

4. What is the fundamental role of visuals (graphics) in technical documents?
  - A. To fulfill the minimum page length requirement.
  - B. To entertain and decorate the document.
  - C. To communicate complex data and concepts more quickly and clearly than text alone.
  - D. To replace the need for any written explanation.

**Correct Option: C**

5. Which type of visual is best suited for illustrating the sequential steps and decision points in a process or workflow?
  - A. Pie chart.

B. Flowchart.

C. Line graph.

D. Bar graph.

**Correct Option: B**

6. Which type of graph is most effective for illustrating trends or changes in a variable over a continuous period of time?

A. Line graph.

B. Bar graph.

C. Exploded diagram.

D. Pie chart.

**Correct Option: A**

7. Which visual is used primarily to present exact numerical or text data in an organized, row-and-column structure?

A. Photograph.

B. Table.

C. Diagram.

D. Flowchart.

**Correct Option: B**

8. Which visual is best for representing the proportional parts or percentages that make up a whole system or budget?

A. Bar graph.

B. Line graph.

C. Pie chart.

D. Photograph.

**Correct Option: C**

9. Which visual is most suitable for illustrating the structure, function, or arrangement of component parts within a mechanism or system?

A. Bar graph.

B. Flowchart.

C. Diagram.

D. Table.

Correct Option: C

10. What should be done to a graphic if the document is long and it contains more than four or five visuals?

- A. It should be removed to reduce clutter.
- B. The document should include a List of Illustrations.
- C. All captions should be deleted.
- D. It should be converted into a table format.

**Correct Option: B**

11. When placing a graphic, the primary rule is to place it:

- A. Only in the Appendix section.
- B. As close as possible to the text that first references it.
- C. In the center of the page, regardless of text flow.
- D. Only on the left-hand side of the page.

**Correct Option: B**

12. If a graphic is placed in an Appendix, how should the text refer to it?

- A. Do not refer to it, as it is only supplementary.
- B. Refer to it with a general statement like 'see Appendix'.
- C. Cross-reference it with the appendix letter and page number (e.g., 'see Appendix B, page 19').
- D. Refer to it using a footnote.

**Correct Option: C**

13. When integrating graphics and text, what should the text explanation primarily state?

- A. The specific software used to create the graphic.
- B. The date and time the data was collected.
- C. What the readers should learn from the graphic.
- D. The author's subjective feelings about the data.

**Correct Option: C**

14. What textual element often accompanies graphics, sometimes ranging from a sentence to several paragraphs in length?

- A. Footnotes.
- B. The document's abstract.
- C. The graphic's caption.

D. The table of contents.

**Correct Option: C**

15. When a graphic's caption is several paragraphs long, it usually indicates:

- A. The author is being unnecessarily verbose.
- B. The graphic is highly complex and requires detailed explanation or interpretation.
- C. The graphic is irrelevant to the main body text.
- D. The author forgot to include the information in the main text.

**Correct Option: B**

16. In the sentence, "Figure 2 compares the costs of the three major types of coal gasification plants," the author is using which integration technique?

- A. Explicitly stating the point of the graphic.
- B. Providing a simple paraphrase of the graphic's title/subject.
- C. Drawing a complex conclusion from the data.
- D. Creating a transition to the next document section.

**Correct Option: B**

17. When a graphic is intended to make a specific point (e.g., one plant is more expensive), the text must be:

- A. Left unstated, as the graphic should speak for itself.
- B. Explicit, clearly explaining the significance and interpretation.
- C. Limited to a single word for conciseness.
- D. Removed, as this constitutes over-explanation.

**Correct Option: B**

18. To 'make the graphic clearly visible,' the material suggests methods like adding white space, placing rules (lines), or:

- A. Using all caps for the title.
- B. Putting a screen behind it, or enclosing it in a box.
- C. Converting it to black and white only.
- D. Shrinking the font size of the surrounding text.

**Correct Option: B**

19. What is the primary function of adding 'rules' (lines) above and below a graphic?

- A. To signify a required page break.

- B. To separate and clearly distinguish the graphic from the surrounding text.
- C. To meet a specific publisher's margin requirement.
- D. To prevent the graphic from being edited.

**Correct Option: B**

20. The difference between a simple paraphrase of a graphic's title and an 'explicit statement of the point' is that the latter:

- A. Provides the raw data points from the visual.
- B. Explains why the graphic is important or how to interpret its findings.
- C. Asks the reader a direct question about the graphic.
- D. Is only used in the Appendix section.

**Correct Option: B**

21. Headings and subheadings are essential for readability because they primarily:

- A. Provide space for decorative elements.
- B. Function as signposts, breaking the document into digestible, organized sections.
- C. Automatically generate the List of Illustrations.
- D. Increase the page count of the document.

**Correct Option: B**

22. Which phrase is an example of effective textual cohesion when introducing a change in topic direction?

- A. "In conclusion..."
- B. "As previously stated..."
- C. "However," or "On the other hand,"
- D. "The document's title is..."

**Correct Option: C**

23. What is the core characteristic that distinguishes technical instructions from general advice?

- A. They use subjective language to motivate the user.
- B. They are directive, clear, concise, and accurate, guiding the user through a precise procedure.
- C. They are always presented in a lengthy paragraph format.
- D. They omit the list of necessary materials or tools.

**Correct Option: B**

24. Why should a technical description avoid overly complex or verbose language?

- A. To save ink during printing.
- B. To maintain the characteristic of conciseness and clarity essential for technical communication.
- C. To reduce the need for source citations.
- D. To match the style of a fictional narrative.

**Correct Option: B**

25. Which of the following is an example of reducing wordiness for conciseness in technical writing?

- A. Replacing 'due to the fact that' with 'because'.
- B. Replacing 'because' with 'due to the fact that'.
- C. Replacing a short word with its longer, more formal synonym.
- D. Including five adjectives for every noun.

**Correct Option: A**

26. What must an effective caption provide to the reader?

- A. A summary of the document's conclusion.
- B. The author's biography.
- C. Enough context to understand the graphic's subject without reading the main text.
- D. The exact dimensions of the graphic in pixels.

**Correct Option: C**

27. The primary difference between 'cohesion' and 'coherence' is that cohesion deals with linking sentences, while coherence deals with:

- A. Paragraph indentations.
- B. The use of bulleted lists.
- C. The overall unity of the document's meaning.
- D. The number of paragraphs per section.

**Correct Option: C**

28. The instruction for integrating graphics emphasizes 'referencing.' What does this involve?

- A. Placing the graphic on the same page as its source citation.
- B. The use of explicit textual cues (e.g., "see Figure 3") to direct the reader to the visual.
- C. Using the same font in the graphic as in the text.

D. Ensuring the graphic is saved in a high-resolution format.

**Correct Option: B**

29. If a document title is vague or does not match the content, the material implies the consequence will be:

- A. The reader will be confused and the document will fail its communication goal.
- B. The document will require more visuals to compensate.
- C. The abstract must be written in a different language.
- D. The page margins must be increased.

**Correct Option: A**

30. A bar graph is most appropriate for comparing:

- A. Trends over a continuous 10-year period.
- B. The structure of a circuit board.
- C. The costs of three distinct prototype models.
- D. The proportion of market share held by five companies.

**Correct Option: C**

31. If the document is short and only contains one graphic, the List of Illustrations is generally:

- A. Still mandatory, regardless of document length.
- B. Unnecessary, as the graphic is easily found.
- C. Only required if the graphic is a photograph.
- D. Replaced by a footnote.

**Correct Option: B**

32. Using a 'screen' (light background tint) behind a graphic is a design choice aimed at achieving:

- A. Better print contrast only.
- B. Clear visibility and distinction from the surrounding text.
- C. Reduced file size.
- D. A professional academic look.

**Correct Option: B**

33. The recommendation to use transitions effectively is a core element of which document design principle?

- A. Cohesion.

- B. Conciseness.
- C. Accuracy.
- D. Plagiarism avoidance.

**Correct Option: A**

34. What is the key difference between a technical description and an instruction set?
- A. Description is only about size; instruction is only about function.
  - B. Description is informative (what/how it works); Instruction is directive (how to perform a task).
  - C. Description is always in a list; Instruction is always in a paragraph.
  - D. Description is subjective; Instruction is objective.

**Correct Option: B**

35. In the context of visual communication, 'placement accuracy' means:
- A. The graphic must fit exactly into the text column width.
  - B. The graphic must be placed immediately following its first reference in the text.
  - C. The graphic must be centered on the page.
  - D. The graphic must be placed at the end of the report.

**Correct Option: B**

36. Why must technical instructions be written with accuracy?
- A. To make the document look scholarly.
  - B. To ensure the user can successfully and safely perform the task.
  - C. To increase the document's word count.
  - D. To impress the editor.

**Correct Option: B**

37. The text states that sometimes a simple paraphrase of the title is enough to explain a graphic. This applies when:
- A. The graphic is extremely complex and requires no further explanation.
  - B. The graphic's purpose is immediately obvious from its content.
  - C. The graphic is placed in an appendix.
  - D. The author runs out of space for detailed explanation.

**Correct Option: B**

38. What is the recommended treatment for a list of items that have a strict, ordered sequence or a specific number of steps?

- A. A bulleted list.
- B. A numbered list.
- C. A set of paragraphs.
- D. A flowchart only.

**Correct Option: B**

39. Which of the following is NOT listed in the course material as a type of visual aid?

- A. Tables.
- B. Bar graphs.
- C. Animated GIFs.
- D. Flowcharts.

**Correct Option: C**

40. If a piece of equipment's technical description focuses on its dimensions, material composition, and capacity, it is prioritizing:

- A. Persuasion.
- B. Subjectivity.
- C. Precision and objective detail.
- D. Artistic flair.

**Correct Option: C**

41. The benefit of using white space around a graphic is to:

- A. Increase the physical size of the graphic.
- B. Separate and visually distinguish the graphic from the dense surrounding text.
- C. Provide space for additional footnotes.
- D. Decrease the document's margin size.

**Correct Option: B**

42. Which of the following examples demonstrates a transition used to introduce a contrasting idea?

- A. "Furthermore,"
- B. "In addition,"
- C. "Consequently,"

D. "On the other hand,"

**Correct Option: D**

43. If the text says, "As Figure 2 shows, a high-sulfur bituminous coal gasification plant is more expensive...", this is an example of:

- A. A transition of comparison.
- B. Explicitly stating the point the graphic is intended to make.
- C. An overly vague statement.
- D. A definition of the graphic's components.

**Correct Option: B**

44. In long technical reports, what is the value of an extensive, well-organized system of headings and subheadings?

- A. To reduce the need for a title.
- B. To help the reader scan, navigate, and easily locate specific sections of information.
- C. To replace the need for an abstract or summary.
- D. To ensure the document looks aesthetically balanced.

**Correct Option: B**

45. For a graphic to be truly 'accessible' in a long document, which two elements are essential?

- A. High-resolution images and expensive paper.
- B. Clear labeling/captioning and clear textual cross-referencing.
- C. A dramatic title and complex color coding.
- D. Placement at the very beginning and a short caption.

**Correct Option: B**

46. What is a key purpose of using diagrams in a technical document?

- A. To provide comparative financial data.
- B. To show the external appearance of a product.
- C. To explain complex functional or structural relationships visually.
- D. To list the raw data points used for calculation.

**Correct Option: C**

47. To include an image file (e.g., PNG or JPG) within a LaTeX report, which package must be included in the preamble using the \usepackage{...} command?

- A. amsmath

- B. geometry
- C. graphicx
- D. hyperref

**Correct Option: C**

48. If you want to refer to a specific figure later in your text (e.g., 'as shown in Figure 3'), which command must you place *inside* the figure environment to mark it for reference?

- A. \reference{label\_name}
- B. \caption {Figure Title}
- C. \label{label\_name}
- D. \tag{...}

**Correct Option: C**

49. When using the classic BibTeX method for bibliography management, which command is typically placed at the end of the document body to include the bibliography from a .bib file (e.g., references.bib)?

- A. \include{references.bib}
- B. \bibliography{references}
- C. \printbibliography
- D. \input{bib.tex}

**Correct Option: B**

50. What is the minimum sequence of compilation steps required to correctly process a LaTeX document that includes both cross-references (\label, \ref) and a bibliography (\cite, BibTeX)?

- A. pdfLaTeX → pdfLaTeX
- B. pdfLaTeX → BibTeX → pdfLaTeX
- C. pdfLaTeX → BibTeX → pdfLaTeX → pdfLaTeX
- D. BibTeX →pdfLaTeX

**Correct Option: C**

## **Technical Writing MCQs**

### **Unit IV**

1. What is the primary function of a technical report as a 'Record and Reference' tool?
  - A. To persuade the audience to act based on the data.
  - B. To propose solutions to a technical problem.
  - C. To serve as a permanent archive of work completed, data collected, and conclusions reached.
  - D. To provide necessary data for non-technical managers for funding decisions.

**Correct Option: C**

2. Which characteristic distinguishes an Informal Report from a Formal Report?
  - A. It is meticulously structured and uses an objective tone.
  - B. It includes an extensive Literature Review and Appendix.
  - C. It is characterized by a short, free-flowing format and a more casual language style.
  - D. It must always adhere to the IMRAD organizational structure.

**Correct Option: C**

3. Which type of research report emphasizes simplicity, attractiveness, minimal technical detail, and liberal use of charts/diagrams for a broad audience?
  - A. Technical or Scientific Report
  - B. Interim Report
  - C. Popular Report
  - D. Algorithmic Report

**Correct Option: C**

4. The main purpose of an Interim Report is to:
  - A. State the final conclusion and findings of the completed research.
  - B. Define an algorithm and its implementation steps.
  - C. Analyze project progress before completion and keep sponsors informed of status and delays.
  - D. Publish a brief, high-level statement about the objective and conclusion.

**Correct Option: C**

5. Which purpose of a technical report is fulfilled when the document provides the data and analysis necessary for a client or manager to decide whether to approve a design or switch materials?

- A. Knowledge Transfer
- B. Problem Solving
- C. Record and Reference
- D. Decision Making

**Correct Option: D**

6. An Algorithmic Research Report is defined by its focus on expressing the solution to a problem as a(n):

- A. Budget analysis and financial forecast.
- B. Detailed design specification document.
- C. Algorithm, including steps and implementation details.
- D. Executive Summary for non-technical leadership.

**Correct Option: C**

7. Who is typically listed last on a research paper, according to standard academic conventions?

- A. The author with the greatest writing contribution.
- B. The head of the research group or laboratory (senior author).
- C. The corresponding author who handles communication.
- D. The author responsible for generating initial data tables.

**Correct Option: B**

8. For search engine optimization and database retrieval, where are the keywords of a formal document typically indexed?

- A. In the Acknowledgement section.
- B. In the Appendix section.
- C. In the Title, Abstract, and a dedicated Keywords section.
- D. Only at the very beginning of the Methodology section.

**Correct Option: C**

9. What does the acronym IMRAD stand for, as the globally standardized structure for scientific papers?

- A. Introduction, Material, Results, Abstract, and Data

- B. Integration, Method, Research, Analysis, and Document
- C. Introduction, Method, Results, And, Discussion
- D. Investigation, Metrics, Rationale, Approach, and Data

**Correct Option: C**

10. What is the core question answered by the Introduction section of an IMRAD-structured paper?

- A. What did you find?
- B. Why did you do it?
- C. How did you do it?
- D. What does it mean?

**Correct Option: B**

11. Which approach is used in the Introduction to move the reader logically from the broad subject area to the specific research objective?

- A. The "Reverse Outline" approach.
- B. The "Chronological History" approach.
- C. The "Funnel" approach (General to Specific).
- D. The "LIFO (Last In, First Out)" approach.

**Correct Option: C**

12. Which of the following elements should NOT be included in a formal Abstract of a research paper?

- A. A brief summary of the methods used.
- B. The primary conclusion of the study.
- C. Figures, charts, tables, or references.
- D. A statement on the paper's relevance.

**Correct Option: C**

13. Why is it essential for the Materials and Methodology section to describe the study design in minute detail?

- A. To make the report longer and justify the budget.
- B. To allow other researchers to replicate and validate the work, ensuring reproducibility.
- C. To use the past tense and active voice exclusively.
- D. To list the names of all contributing authors and their roles.

**Correct Option: B**

14. What is the appropriate tense for writing the Materials and Methodology section, which describes completed actions?

- A. Present tense and active voice.
- B. Past tense and passive voice (e.g., 'The module was tested...').
- C. Future tense and active voice.
- D. A mix of all tenses to describe equipment features.

**Correct Option: B**

15. What is strictly prohibited in the Results section of an IMRAD paper?

- A. Reporting statistical and quantitative data.
- B. Using visual aids like Figures and Tables.
- C. Discussing the implications of the findings or comparing them with prior work.
- D. Referencing all Figures and Tables in the text.

**Correct Option: C**

16. In the Results section, the 'presentation of data' is primarily accomplished through:

- A. Textual descriptions written in a paragraph format.
- B. Figures, tables, and graphs.
- C. Interpretation and explanation of the data's meaning.
- D. A list of all equipment used in the experiment.

**Correct Option: B**

17. The Discussion section typically begins with the specific findings and ends with the general. What does the final, general part usually cover?

- A. The raw, unprocessed data points.
- B. The background and literature review.
- C. The project budget and timeline.
- D. The limitations, implications, and practical applications for future research.

**Correct Option: D**

18. Which two sections of the IMRAD structure are considered a 'pair' that provides both the problem (why) and the justified answer (what it means)?

- A. Abstract and Results
- B. Introduction and Discussion
- C. Methods and Conclusion

D. Acknowledgement and References

**Correct Option: B**

19. What is the key purpose of the Acknowledgement section in a research paper?

- A. To list all cited sources and references.
- B. To thank individuals or organizations who provided support but did not meet the criteria for authorship.
- C. To provide a high-level summary of the paper's findings.
- D. To define the scope and limitations of the research.

**Correct Option: B**

20. When selecting keywords for a research article, what is the best practice regarding terms already present in the Title?

- A. Keywords must be identical to the terms in the Title to ensure maximum indexability.
- B. Terms in the Title should be avoided, and alternate, relevant terms should be used instead.
- C. Use the main verb from the Title as the first keyword.
- D. Keywords are only necessary if the Title is vague or uses too much jargon.

**Correct Option: B**

21. What is the main objective of the Problem Statement section within a technical proposal?

- A. To list the required personnel and their labor costs.
- B. To clearly and compellingly define the knowledge gap or need, building urgency and justifying the project.
- C. To detail the specific steps and tools for solution implementation.
- D. To define the start and end dates of the project.

**Correct Option: B**

22. Which element of a technical proposal is responsible for linking the proposed deliverables to the exact problem identified in the Problem Statement?

- A. The Solution (The 'What').
- B. The Timeline (The 'When').
- C. The Budget (The 'Cost').
- D. The Assumptions (The 'If').

**Correct Option: A**

23. What is the primary purpose of the Methodology (Work Plan) section in a technical proposal?

- A. To provide an executive summary-level overview of the benefits.
- B. To justify the total cost against the project's overall revenue.
- C. To explain the execution process step-by-step, proving the proposing team's feasibility and competence.
- D. To define the key milestones and deliverables without a specific schedule.

**Correct Option: C**

24. What core principle justifies every line item listed in the Budget section of a technical proposal?

- A. The line item must be a fixed cost, excluding indirect costs.
- B. The total cost must be less than the projected revenue of the solution.
- C. Every budget item must be logically justifiable by the tasks outlined in the Methodology section.
- D. Personnel costs must always be presented as labor hours without corresponding rates.

**Correct Option: C**

25. In the Timeline (Schedule) section of a proposal, what is the danger of presenting an overly optimistic schedule?

- A. It necessitates including a detailed breakdown of all indirect costs.
- B. It undermines the project's credibility and the proposing team's technical judgment.
- C. It requires too many specific, verifiable Key Milestones.
- D. It forces the use of a complex Gantt Chart.

**Correct Option: B**

26. In a proposal, the deliverables are the tangible items or outcomes, while the benefits are:

- A. The specific labor hours required to complete the project.
- B. The justification for why the problem is important.
- C. The practical value and positive impact derived from implementing the solution.
- D. The detailed description of the technology used.

**Correct Option: C**

27. What is the most effective way to visually represent the dependencies and parallel tasks within a complex project timeline?

- A. A simple numbered list of tasks.

- B. A chronological history of all prior related projects.
- C. A Gantt Chart or network diagram.
- D. A bulleted list of personnel and their roles.

**Correct Option: C**

28. In which scenario should a writer prefer to use the passive voice in a technical document?

- A. When the goal is to emphasize the researcher/engineer performing the action.
- B. When detailing the conclusion in the Discussion section.
- C. When the agent (the one performing the action) is unknown, unimportant, or less important than the action itself.
- D. When generating a Title for a research article.

**Correct Option: C**

29. The sentence "The engineer tested the module" is written in which voice, and what is the effect?

- A. Passive voice; emphasizes the action.
- B. Passive voice; minimizes the engineer's role.
- C. Active voice; emphasizes the agent (engineer).
- D. Active voice; is only appropriate for informal reports.

**Correct Option: C**

30. What is the appropriate tense for stating a permanent truth or general conclusion in the Discussion section (e.g., "Water freezes at 0°C")?

- A. Past tense.
- B. Present tense.
- C. Future tense.
- D. Past perfect tense.

**Correct Option: B**

31. What is the primary reason for avoiding ambiguity (using vague words or phrases) in technical writing?

- A. To make the document longer and more formal.
- B. To ensure legal compliance in all sections.
- C. To prevent misinterpretation of technical instructions or data.
- D. To allow the use of only the active voice.

**Correct Option: C**

32. The "funnel structure" is used not only in the Introduction but also in the Abstract when following which format?

- A. Descriptive Abstract
- B. Summary Report
- C. Informative Abstract (IMRAD structure)
- D. Structured Abstract

**Correct Option: C**

33. What is the 'Golden Rule' of AI usage that an engineer must follow when incorporating AI-generated content into a technical document?

- A. Always use the passive voice for AI-generated text.
- B. Input proprietary data into general-purpose AI tools for drafting.
- C. Fact-check and validate every technical claim, number, and citation against raw data and primary sources.
- D. Prioritize the speed of AI drafting over the final document's clarity.

**Correct Option: C**

34. What is the primary benefit of using Large Language Models (LLMs) for Drafting and Ideation in the engineering workflow?

- A. Automating the full statistical validation process.
- B. Generating initial drafts and frameworks, helping to overcome writer's block and save time.
- C. Enforcing a specific company style guide across all documents.
- D. Generating complex animated GIFs for final presentations.

**Correct Option: B**

35. A 'Strong Prompt' to an LLM, unlike a 'Weak Prompt,' must provide clear constraints, including the:

- A. Financial budget, project timeline, and list of team members.
- B. Source code for the entire project.
- C. Role, Goal, Audience, and Format.
- D. Full history of all prior failed attempts at drafting.

**Correct Option: C**

36. The main function of an editorial AI tool (like Grammarly or DeepL Write) in the engineering workflow is to:

- A. Generate boilerplate comments directly from source code.
- B. Suggest entirely new, more professional sentence structures and improve clarity while preserving technical meaning.
- C. Analyze external research articles and extract variables and limitations.
- D. Track a document's overall score against a required safety standard.

**Correct Option: B**

37. Which AI augmentation task is most effective for explaining a complex engineering concept to a non-technical executive?

- A. Active Voice Conversion.
- B. Simplification (Rewriting a section for an audience with no prior knowledge).
- C. Formal Tone Check.
- D. Brevity Prompt (Condensing into bullet points).

**Correct Option: B**

38. The engineer must always review AI suggestions flagged for Clarity because:

- A. Clarity suggestions often violate the IMRAD format.
- B. Clarity suggestions are generally incorrect and always introduce typos.
- C. The AI lacks technical context and may try to 'correct' technically correct terms or specialized acronyms, sacrificing precision.
- D. Clarity checks only relate to the document's score and are not mandatory for submission.

**Correct Option: C**

39. What is the primary risk area for an engineer when using AI tools for Data Retrieval from technical standards or documents?

- A. The inability to generate an accompanying animated GIF of the data.
- B. The retrieved value having Unit Errors or Context Mismatch (e.g., outdated data, wrong operating conditions).
- C. The inability to find the data point at all due to AI limitations.
- D. The data cannot be converted into a markdown table.

**Correct Option: B**

40. What is the main distinction between an AI-driven Extractive Summary and an Abstractive Summary?

- A. Extractive summaries copy exact sentences; Abstractive summaries rewrite concepts in simpler, synthesized terms.

- B. Extractive summaries are used for reports; Abstractive summaries are for journal articles.
- C. Extractive summaries require the IMRAD format; Abstractive summaries use the P-S-A format.
- D. Abstractive summaries are longer and less concise than extractive summaries.

**Correct Option: A**

41. What is the primary risk associated with inputting proprietary, confidential, or sensitive project data into general-purpose public AI tools?

- A. The AI might respond with a generic, useless paragraph.
- B. The AI will fail to convert the text into a diagram.
- C. The data may be used to train the model, creating a critical security risk to the intellectual property (IP).
- D. The AI will violate the IMRAD format.

**Correct Option: C**

42. The ethical failure of the "Copy-Paste" Intern case study resulted primarily from the intern's failure to perform:

- A. Audience adaptation.
- B. Source code documentation.
- C. Critical Evaluation and Verification of the 'hallucinated' statistic.
- D. Automated draft generation.

**Correct Option: C**

43. The "Human-in-the-Loop" Engineer, in contrast to the intern, performs which two critical actions on AI-generated content?

- A. Verification and Rewriting/Transformation.
- B. Automated formatting and passive voice conversion.
- C. Budget calculation and timeline creation.
- D. Abstract generation and keyword testing.

**Correct Option: A**

44. What is the main benefit of using Chain Prompting when generating technical content with an LLM?

- A. It guarantees that the output will be free of 'hallucinations.'
- B. It allows the writer to ask for everything at once in a single, complex prompt.

C. It improves the final output by breaking a complex task into sequential steps, refining each step's output before moving on.

D. It is required for converting unstructured text into a markdown table.

**Correct Option: C**

45. What does the "SECURE" point on the Critical Evaluation Checklist primarily address?

A. Ensuring the AI output is grammatically correct.

B. Ensuring the output is safe from bias.

C. Ensuring the tool used is approved and secure for the type of data being input (i.e., not a general-purpose tool for confidential data).

D. Ensuring the content is transformed and rewritten.

**Correct Option: C**

46. How do AI tools help an engineer achieve Consistency and Terminology in technical documentation?

A. By generating simple animated GIFs from text prompts.

B. By automatically tracking the total word count and reducing it by 64%.

C. By enforcing a specific style guide and checking for the consistent use of specialized engineering terms.

D. By drafting initial boilerplate text for the Introduction section.

**Correct Option: C**

47. In a technical proposal, the Technical Lead's credentials and experience are typically presented in which section?

A. Budget and Cost Analysis.

B. Statement of Work.

C. Team Qualifications and Personnel.

D. Executive Summary.

**Correct Option: C**

48. Why is it important for a figure's caption and number to be included beneath the figure in a technical document?

A. To guarantee that the font size in the image is readable.

B. To align with the IMRAD format's Discussion section.

C. To ensure the figure is understandable without having to read the surrounding text.

D. To give credit to other authors and add credibility to the work.

**Correct Option: C**

49. If an engineer is using an LLM to simplify a jargon-heavy paragraph for a general audience, what is the best next step if the AI's first attempt still uses too much specialized language?

- A. Give up and rewrite it manually.
- B. Use the same prompt again, hoping for a better result.
- C. Refine the prompt to include a specific instruction to replace the jargon (e.g., "Replace the term 'stochastic optimization' with 'randomized testing'").
- D. Add a full Literature Review to the prompt for more context.

**Correct Option: C**

50. What does the "TRANSFORM" point on the Critical Evaluation Checklist refer to regarding AI content?

- A. Converting the text into a diagram.
- B. Rewriting the content in your own words to create original work and meet your organization's standards.
- C. Verifying every fact against a primary source.
- D. Checking for bias and inclusive language.

**Correct Option: B**