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