1. Technical writing is same as general writing.
a)True
b)False

2. Technical writing demands _____ use of language.
a)figurative
b)poetic
c)factual
d)dramatic

3. Which of these must be avoided in technical writing?
a) Facts
b) Grammar
c) Punctuation
d) Personal feelings

4. Which of these words is used in technical writing?
a) Apex
b) Top
c) Slanting
d) Bottom

5. Which of the following is true?

a. Your readers are a captive audience, so it is not important to write documents that help them find main points and ideas quickly.

b. The longer it takes readers to understand a document, the more important the document is.

c. It is important to write documents that help readers find main points and ideas quickly.

d. The clarity of your documents has no impact on your readers' productivity.

e. Your audience wants to read what you write.

6. Which of the following is/are true of technical writing?

a. Most of what you write for an organization will be reports.

b. Most of what you write for an organization will remain in the organization's archives indefinitely.

c. Documents you write will often be used in assessing your performance and in determining your promotion potential.

d. b and c only

e. all of the above

7. On the job, you will often write in order to

a. document your work.

b. persuade clients or other employees.

c. instruct your readers on how to perform specific tasks.

d. b and c only

e. all of the above

8. When sending an e-mail to a specific person, you

a. can always be sure who will read it.

b. might not know who will read it.

c. know that what you write will not be misconstrued.

d. can guarantee that it will not be forwarded.

e. can guarantee that the information it contains will be kept confidential.

9. As readers see your report or your e-mail subject line, they will ask themselves questions such as '

a. What am I going to have to do?

b. Why should I read this?

c. How does this affect me?

d. a and c only

e. all of the above

10. Writing at school and writing at work are different in all the following ways EXCEPT

a. purposes.

b. contexts.

c. products.

d. mechanics.

e. a and c

11. Because many readers will not read the whole document, when writing in the workplace you should

a. not worry about proofreading material in the middle of the document.

b. get to your main point quickly.

c. save the best for last.

d. write long documents so your reader will at least read something.

e. none of the above

12. Which is the most secure way of communication in an organization?

   ○ a. e-mail.
   ○ b. hard-copy reports.
   ○ c. memos attached to e-mails.
   ○ d. archived digital files.
   ○ e. a and c

13. If you want others in a company to read your e-mails, it is critical that you include

   ○ a. a carefully stated subject line.
   ○ b. an electronic signature.
   ○ c. an attachment.
   ○ d. a CC to the CEO.
   ○ e. b and d

14. The following are concerns to keep in mind in both school and workplace writing:

   ○ a. plagiarism.
   ○ b. mechanics.
   ○ c. security.
   ○ d. format.
   ○ e. a and b

15. Little flaws distract attention from the writer's main points and call into question the writer's literacy.

   ○ a. True
   ○ b. False

16. One of the job goals of your workplace writing is to document your work.

   ○ a. True
   ○ b. False