1. technical readers will require more explanation of introductory concepts while nontechnical readers will want more detail.
    - True
    - False

2. : SRS is software Requirements specifications.
    - True
    - False

3. Graphs and picture are most commonly used in the result section
    - True
    - False

4. It is possible for writing to have a mixture of first-, second-, and third person elements
    - True
    - False

5. Conciseness can be achieved using measurable quantities and avoiding vague modifiers
    - True
    - False

6. Drafting means to deliver the document to some customer
    - True
    - False

7. Proposal is a document that submitted to a funding agency
    - True
    - False

8. .... is a combination of clarity and correctness?
    - Completeness
    - Consistency
    - Precision
    - Changeable

9. The most powerful technique for reducing incompleteness is to have .... read the material as possible
   - One person
   - Just a few people.
   - as many persons

10. Linguistic knowledge classified as product approach, whereas social context classified as genre approach
    - True
    - False

11. A revised manuscript will be much shorter than an early draft
    - True
    - False

12. The informal version is more appropriate for a senior management position
    - True
    - False

13. The technical person often finds logic errors that the nontechnical reviewer does not.
    - True
    - False

14. Listing your name formally is more appropriate for certain jobs.
    - True
    - False

15. Is inability to start putting words on paper and it stems from fear of writing
    - Writer's Block
    - Lengthy sentences
    - Big words
    - Technicales

16. In technical business communication .... is conventionally used.

- First person writing
- Second person writing
- Third person writing
- None of these

17. Good technical writers strive for consistency in the use of numbers, using of measure, equations, grammer?
- True
- False

18. The secret to successful writing is stopping after first Draft
- True
- False

19. you should be identifying your purpose after you begin writing
- True
- False

20. To make your figure or table be understandable without supporting explanation, you can use
- Numbering
- Callouts
- Caption
- Legend and footnotes

21. Tables should replace text not duplicate it
- True
- False

22......... are used to show trends in or relationships between data as well as pictorial representations of experimental components.
- Figures
- Tables
- Maps
- Graphs

23....... are for showing purely qualitative data, as well

as data between which you are not attempting to
show any trend or relationship.
- Figures
- Tables
- Maps
- Schemes

24. Schemes are used to show a progression of steps, such as a chemical
reaction
- True
- False

25. Any reference to the figure in the text is termed a
- Callout
- Caption
- Number
- Footnotes
26. You can end a section or chapter with a figure caption
- True
- False

27. Ambiguous is one of the Cs.
- True
- False

28. Is a kind of archival writing?
- Technical reporting
- Technical reports

29. Refers to internal documents or reports for customer's agencies
- Technical reporting
- Technical reports
30. Subsuming the product and the process approach under the genre
approach
- True

- False

31. The writing process is linear
    - True
    - False

32. Lab reports are rarely published
    - True
    - False

33. technique called........ helpful in recording and organizing ideas created during a brainstorming session.
    - clustering
    - mind mapping
    - mind map
    - a and b