

1. There are two main differences between technical and nontechnical writing:
  - precision and intent
  - precision and clean
  - Difficulty and inform
  - Correctness and completeness
2. technical writing has three purposes expect:
  - Inform
  - Instruct
  - Direct
  - Search
3. Technical writing is characterized by two features- conciseness and precision.
  - True
  - False
4. An electronic file containing a book and intended to be read on an electronic reader?
  - Electronic book
  - Electronic magazine
  - Electronic reader
5. Writing that is from the point of view of the author.
  - First-person writing
  - Second person writing
  - Third person writing
6. writing homogenization problem is a document has clearly been written by multiple
  - authors
  - writers

7. transmittal letter is letter that accompanies another artifact also known as

- cover letter
- cover book
- cover magazine

8. third person writing from the perspective of the other as

- pioneer
- observer
- reader

9. CV (curriculum vitae) is a resume for any person

- True
- False

10. digital archive is a collection of published works that are placed in a digitally accessible, web-based library

- True
- False

11. The stage of technical writing process that we can name it "pre\_writing" is?

- Drafting
- Revising
- Brainstorming
- Editing

12. Glossary is a list of terms and their definitions?

- True
- False

13. A reference letter is a formal document

- True

- False

14. The editing process is the hardest part in the writing process

- True

- False

15. In any process will the 5 Cs be applied?

- Brainstorming

- Publishing

- Drafting

- Editing

16. Technical procedures are descriptive documents?

- True

- False

17. .... is a word that sounds similar to an intended word but is logically wrong?

- Glossary

- Malapropism

- Emoticons

- Existential

18. In Revising process, they advise having at least 3 people review technical writing?

- True

- False

19. In the phase revising we need .... people to review technical writing?

- One

- Two

- Three

- None of these

20. The drafting process is easy part in technical writing?

- True

- False

21. The Executive Summary is always written with the introduction?

- True

- False

- in any way

22. ' S ' in "SWOT" means?

- Strategies

- Scientific

- Scope

- Strengths

23. Abstract is to make reference to another work

- True

- False

24. The key to writing procedures manuals is to assume the reader is an expert

- True

- False

25. The Executive Summary is always written last

- True

- False

26. You shouldn't always identify your purpose before you begin writing?

- True

- False

27. A mind map is

- A \_ the process recording your ideas on paper

- B \_ a diagram used to visually organize information

- C \_ hierarchical and shows relationship among pieces of the whole

- A and B

- A and B and C

28. Resume is a brief summary of personal and professional experiences

- True
- False

29. pedagogically oriented technical writing focus on....

- teaching
- learning
- jobs
- another answer

30. SWOT refer to:

- Strong, weaknesses, opportunities, hearts.
- Strengths, weaknesses, opportunities, hearts.
- On one of those

31. "Pre\_Writing" refer to:

- Revising
- Publishing
- Brain storming
- No one of those

32. professionally oriented technical writing focus on....

- teaching
- theoretical and applied searching
- service the needs of various professionals
- another answer