MIDTERM EXAMINATION IN ENGL.001
Advanced Technical Writing
1st Semester, S.Y 2025-2026

Name: _____Course, Yr., &Section: _____ Score: _____

Instructions: Read each question carefully and understand them thoroughly. Choose the letter of the correct answer and encircle it. STRICTLY NO CHEATING.

1. What is the primary purpose of technical writing?
   A. To entertain readers
   B. To convey personal experiences
   C. To provide useful information and instructions
   D. To describe fictional events

2. Which of the following is NOT a characteristic of technical writing?
   A. Objective and unbiased tone
   B. Use of technical or scientific terminology
   C. Expressing personal emotions
   D. Providing clear and accurate information

3. How does technical writing differ from literary writing in terms of purpose?
   A. Both focus on entertainment
   B. Technical writing provides instructions, while literary writing entertains
   C. Technical writing is based on imagination
   D. Both are purely subjective

4. What kind of language is predominantly used in technical writing?
   A. Figurative and imaginative
   B. Colloquial and casual
   C. Formal and precise
   D. Playful and humorous

5. Why is it important for a technical writer to be observant?
   A. To enhance creativity
   B. To detect changes and ensure accuracy
   C. To make writing emotional
   D. To write in poetic style

6. Which of the following describes technical writing's tone?
   A. Personal and emotional
   B. Objective and impersonal
   C. Playful and imaginative
   D. Aggressive and persuasive

7. What is the purpose of a progress report in technical writing?
   A. To express personal opinions
   B. To narrate fictional stories
   C. To provide updates on the status of a project
   D. To criticize other writers

8. How would you differentiate technical writing from expressive writing?
   A. Technical writing focuses on personal thoughts
   B. Expressive writing is structured and formal
   C. Technical writing is objective and factual
   D. Expressive writing provides instructions

9. If you were tasked to write a manual for a machine, which writing style would be most appropriate?
   A. Narrative and descriptive
   B. Formal and straightforward
   C. Persuasive and imaginative
   D. Emotional and subjective

10. What should a technical writer do when unexpected events occur during report writing?
    A. Ignore them and proceed
    B. Analyze, interpret, and incorporate them into the report
    C. Completely rewrite the report
    D. Add emotional expressions to the report

11. If you were to create a technical document about a new software, what should be the main focus?
    A. Creative storytelling
    B. Clear instructions and functionality
    C. Descriptive metaphors
    D. Personal experiences

12. Which of the following best demonstrates the objectivity of technical writing?
    A. Using exaggerated expressions
    B. Including only relevant facts and evidence
    C. Writing from a personal perspective
    D. Incorporating poetic language

13. Which approach would best improve a poorly structured technical report?
    A. Adding more complex words
    B. Revising for clarity, coherence, and logical flow
    C. Using only figurative language
    D. Making it highly subjective

14. What is the most effective way to present data in technical writing?
    A. Using vague descriptions
    C. Adding personal experiences

B. Providing clear charts, tables, and graphs   D. Using emotional appeals

15. If you were to write a user guide for a new device, what essential parts would you include?
    A. Emotional reflections   C. Poems and stories
    B. Step-by-step instructions, diagrams, and troubleshooting tips   D. Personal experiences

16. Which aspect of technical writing focuses on the use of precise words and coherent sentences?
    A. Brevity   B. Coherence   C. Accuracy   D. Confidence

17. Why is brevity important in technical writing?
    A. To make writing sound artistic   C. To present information clearly and directly
    B. To eliminate important information   D. To increase word count

18. What does coherence in technical writing involve?
    A. Using complex language   C. Including personal anecdotes
    B. Ensuring logical flow and connection of ideas   D. Writing from an emotional perspective
19. Which principle ensures that the reader understands the writer's intended message immediately?
    A. Dignity   B. Emphasis   C. Brevity   D. Facility

20. What should a technical writer avoid when aiming for accuracy?
    A. Using precise words   C. Hedging expressions like 'may' or 'seem'
    B. Coherent sentences   D. Well-developed paragraphs

21. Which aspect of technical writing helps readers follow the logical progression of ideas?
    A. Confidence   B. Coherence   C. Accuracy   D. Dignity

22. What is the purpose of emphasis in technical writing?
    A. To show emotions   C. To guide the reader through important points
    B. To distract the reader   D. To confuse the audience

23. Which of the following best describes facility in technical writing?
    A. Using poetic language   C. Including personal stories
    B. Organizing information for ease of understanding   D. Writing in a humorous tone

24. Why is mechanical neatness important in technical writing?
    A. It shows creativity   C. It adds emotional appeal
    B. It enhances clarity and professionalism   D. It focuses on literary style

25. What does objectivity in technical writing require?
    A. Writing from a personal perspective
    B. Including emotional appeals
    C. Treating the subject matter as an unbiased observer
    D. Using informal language

26. Why is planning important in technical writing?
    A. To increase word count
    B. To ensure the content is well-organized and purposeful
    C. To include personal experiences
    D. To make writing subjective

27. What is the goal of thoroughness in technical writing?
    A. To leave out important details   C. To confuse the reader
    B. To provide comprehensive coverage of a topic   D. To use emotional expressions

28. How does unity contribute to effective technical writing?
    A. It adds emotional depth
    B. It ensures all content is relevant and supports the main point
    C. It makes writing more creative
    D. It encourages the use of metaphors

29. How would you apply coherence when writing a technical document?
    A. Writing random ideas   C. Using emotional language
    B. Ensuring logical transitions between sections   D. Including only opinions

30. Which writing style is most appropriate for a technical manual?
    A. Poetic and imaginative   C. Casual and humorous
    B. Formal and clear   D. Descriptive and emotional

31. How would you enhance clarity in your writing?
    A. Using complex words unnecessarily   C. Using simple, precise language
    B. Writing in an unclear structure   D. Adding personal anecdotes

32. How would you use emphasis effectively in technical writing?
    A. By exaggerating details
    B. By clearly highlighting key points
    C. By using figurative language
    D. By making it overly creative

33. If you were to explain a complex process to beginners, what should you include?
    A. Technical jargon without explanation
    B. Simple language and clear visuals
    C. Highly abstract concepts
    D. Personal experiences

34. What should you do if your writing lacks clarity?
    A. Use complex metaphors
    B. Add unrelated information
    C. Revise for clear and precise language
    D. Write with emotional language

35. How would you ensure thoroughness in a technical report?
    A. Including all relevant data and providing detailed explanations
    B. Ignoring contradictory information
    C. Writing only brief summaries
    D. Using literary techniques

36. If you were writing a user guide for software, what should be the priority?
    A. Making it sound poetic
    B. Using only creative storytelling
    C. Providing clear, step-by-step instructions
    D. Including only technical jargon

37. How would you apply objectivity in technical writing?
    A. Adding emotional appeals
    B. Presenting facts without bias
    C. Using flowery language
    D. Writing from a personal perspective

38. What would be the most effective way to organize a technical report?
    A. Using random topics
    B. Writing in chronological order and using headings
    C. Mixing unrelated concepts
    D. Focusing only on creativity

39. Which of the following best demonstrates accuracy in technical writing?
    A. Using vague expressions
    B. Presenting well-researched and precise information
    C. Writing in a casual tone
    D. Focusing on emotional appeal

40. How would you identify flaws in a technical report?
    A. By checking for consistency, coherence, and accuracy
    B. By ignoring factual errors
    C. By using emotional language
    D. By avoiding logical analysis

41. Which scenario best illustrates a poorly organized technical report?
    A. Using clear headings and subheadings
    B. Jumping between unrelated topics without explanation
    C. Presenting information in a logical order
    D. Including relevant diagrams

42. What should you do if conflicting information appears in your report?
    A. Ignore it
    B. Present all sides and explain the discrepancy
    C. Remove the data entirely
    D. Write creatively instead

43. How can a technical writer improve coherence in a document?
    A. By adding creative stories
    B. By enhancing the logical flow of ideas
    C. By avoiding factual evidence
    D. By focusing only on literary style

44. What is the best way to enhance objectivity in technical writing?
    A. Using emotional descriptions
    B. Presenting well-researched evidence
    C. Including personal opinions
    D. Writing in a humorous tone

45. What would be the most effective way to present complex data in a technical report?
    A. Ignoring visuals
    B. Using clear charts, graphs, and explanations
    C. Adding emotional expressions
    D. Including unrelated information

46. How would you structure a technical manual for beginners?
    A. Using complex jargon
    B. Providing clear visuals and step-by-step instructions
    C. Writing in a poetic style
    D. Using unrelated concepts

47. Imagine you are tasked to create a technical document for a new device. What would be your first step?
    A. Writing creative stories
    B. Planning the content layout and identifying key topics
    C. Using metaphors
    D. Ignoring the audience's needs

48. What is plagiarism in the context of ethical writing?
    A. Using someone else's work without proper attribution
    C. Using creative language

B. Writing with proper citation   D. Following ethical guidelines

49. Which stage of the writing process involves gathering relevant information?
    A. Drafting   B. Editing   C. Researching   D. Proofreading

50. Why is ethical writing important in technical writing?
    A. To impress the reader   C. To use emotional appeals
    B. To avoid plagiarism and ensure credibility   D. To make writing creative

51. What is the purpose of outlining in the writing process?
    A. To avoid writing altogether
    B. To create a structured framework for organizing ideas
    C. To add personal stories
    D. To make the document sound artistic

52. Why is proofreading an essential part of the writing process?
    A. To increase word count   C. To identify and correct errors before submission
    B. To enhance creativity   D. To avoid using citations

53. How does drafting contribute to the writing process?
    A. It allows the writer to generate ideas and develop a rough structure
    B. It ensures the final document is perfect
    C. It replaces research
    D. It eliminates the need for revisions

54. What is the correct format for an in-text citation for a direct quote in APA style?
    A. (Author, year)   C. (Author: page number)
    B. (Author, year, p. page number)   D. Author (year, page number)

55. How would you handle conflicting information during the writing process?
    A. Ignore it   C. Remove all conflicting information
    B. Present all sides and explain the discrepancies   D. Focus on creativity

56. What is the proper APA in-text citation format for paraphrasing?
    A. (Author, year)   C. (Author, page number)
    B. (Author, year, p. page number)   D. Author (year)

57. Which of the following is an example of an APA in-text citation for a quote?
    A. (Smith, 2023, p. 45)   C. Smith (2023)
    B. (Smith 2023)   D. Smith, 2023

58. Which approach is most effective in ensuring the ethical integrity of a technical document?
    A. Ignoring evidence   C. Including unverified information
    B. Properly citing all sources used   D. Writing from a biased perspective
59. Why is it important to consider copyright when writing technical documents?
    A. To increase creativity
    B. To avoid plagiarism and respect intellectual property rights
    C. To focus only on writing style
    D. To enhance emotional appeal

60. How does data privacy affect technical writing?
    A. It allows writers to freely share all information without restriction.
    B. It requires writers to handle personal and sensitive information responsibly.
    C. It encourages the use of biased sources.
    D. It eliminates the need for citations.

Prepared by: Reviewed by: Approved by:

MARY JOY C. CARNAZO   **CIRILO B. RUBIN JR., MIT**   **ELBREN O. ANTONIO, DIT**
Instructor   Program Chair, BSIT   Dean, College of Computer Studies