

SECTION 1: SENTENCES

Circle the correct answer.

1. A sentence must express two main ideas.
b) False
2. A sentence can have less than one subject.
b) False
3. Is the following a complete sentence?
"Turn off the light"
a) Yes
4. A singular subject always takes a plural verb.
b) False
5. A phrase is a sentence that always includes 2 verbs.
b) False
6. Clauses only contain a subject, but not a verb.
b) False

SECTION 2: SUBJECT-VERB AGREEMENT

Choose the correct verb to complete each sentence.

1. There _____ 1000 meters in a kilometer.
a) is
2. Either your mom or your dad _____ going to have to make a decision.
a) is
3. All entries in your diary _____ to include the date.
b) have
4. Each student on a certain committee _____ either a manager or a director.
a) is
5. Upgrading the computers _____ the school's biggest priority.
a) was

SECTION 3: GENERAL PRINCIPLES OF TECHNICAL WRITING

Answer each question in one or two sentences.

1. What does conciseness refer to?

To be brief or to the point without losing the intent of your message.

2. What are some things you should consider to make your writing concise?

Sentences should be short. Avoid redundancies.

3. What is an ideal sentence length?

Answers will vary

SECTION 4: ERROR CORRECTION

Each passage below has an issue with clarity or conciseness. Identify the error and correct it.

1. *Place the new board in the slot. Then, the board should be pushed in gently until it clicks into place.*

Parallel Structure. *Place the new board in the slot. Then, push the board gently until it clicks into place.*

2. *The operator should follow the instructions in Part 2. Do not change the pin settings.*

Parallel Structure. *Follow the instructions in part 2. Do not change the pin settings.*

3. *When travelling at the speed of sound, the moon is approximately 320 hours away.*

Dangling modifier. *An object traveling at the speed of sound will reach the moon in approximately 320 hours.*

SECTION 5: PUNCTUATION

Add the necessary punctuation to the following sentences.

1. The safety of every employee at the company is a matter of great importance to us therefore, we will take immediate steps to correct any hazardous situations which are brought to management's attention.

Answer: *The safety of every employee at the company is a matter of great importance to us; therefore, we will take immediate steps to correct any hazardous situations which are brought to management's attention.*

2. When boiler is not in service manually shut off fuel supply.

Answer: *When boiler is not in service, manually shut off fuel supply.*

3. I am writing her about a number of problems that I have had with my word processor.

Answer: *I am writing her about a number of problems that I have had with my word processor.*

4. One of the tubes is attached to the manometer part of the instrument indicating the pressure of the air within the cuff.

Answer: *One of the tubes is attached to the manometer part of the instrument indicating the pressure of the air within the cuff.*