

Name: _____ Date: _____

TEST 2

Comm 1234: Technical Writing Fundamentals
Winter 2016

Section 1: Business Communication

Imagine you recently started a job as a technician, and you were supposed to receive your first paycheck three days ago. Write a short email to the head of HR, Lucy Smith, to solve this problem. You have never met this person. You don't need to include a 'to:' or 'from:' line, but you should include a subject line, and the rest of your formatting should follow the standards of this course. (4 marks.)

Read the following passages and identify which ones are arguments. (1 mark each.)

1. Argument? Yes: ☐ No: ☐

Despite the thousands of words that the English language has to offer, Dr. Seuss often uses ones that do not exist. Furthermore, his nonsensical poems flout the boundaries of what readers can understand. And yet, Dr. Seuss is one of the best-known writers in modern children's literature.

2. Argument? Yes: ☐ No: ☐

Ever since I quit Facebook, my social life has improved significantly. I have been more productive, less vain, and much happier.

3. Argument? Yes: ☐ No: ☐

In wartime, all efforts should be directed toward the complete annihilation of the enemy. If armies instead focus on more merciful aims, then they are weakened and conflicts remain unresolved.

Read the following arguments. Put brackets around each premise, and underline the conclusion. (2 marks each.)

4. George W. Bush's inaugural speech in 2005 embodies the failure of modern language. The speech is riddled with pretentious and vague words, and is further weakened by uninventive and often paradoxical figurative language.
5. If we don't act now, sea levels will begin to rise. Countless species will go extinct. Cities will be flooded. We must institute a carbon tax!
6. The benefits of eating meat are overshadowed by the problems surrounding its production. The current trend of increasing meat consumption per capita is bound to have negative effects on the environment, and it will only impair efforts to help the 800 million people who are living in hunger.
7. Write a short critique of the following argument by evaluating the acceptability, relevance, and sufficiency of its premises. (6 marks)

You should hire me as a technician. I'm a hard worker, and I would love to gain experience with your company.

Section 2: Informal Reports

Match the following report types with their corresponding features. (5 marks)

- | | | |
|--------------------------|-------|---|
| A. Field report | _____ | Requires tact, if unsolicited |
| B. Investigation report | _____ | Often used to reassure clients |
| C. Recommendation report | _____ | Most companies make you fill out a form |
| D. Incident report | _____ | Usually done before a major project |
| E. Progress report | _____ | Might want to bring a camera |

Section 3: Job Applications

In what situation would it be more appropriate to use a functional resume instead of a chronological resume? (1 mark)

Why might a functional resume make some employers suspicious of your employment history? (1 mark)

Read the following job description that someone has put in their resume. Use action words to rewrite the bullet points in parallel form. (3 marks)

Labourer, 2012-2014

- Responsible for keeping site clean and maintained equipment
- I worked 10-hour shifts.
- Supervision of junior workers