**Cm 1607 ECS - TECHNICAL WRITING QUIZZES Lecture 2 handout 4**

1. Technical writing is a style of communication used to do which one of the following? Choose the best answer
2. Convey information about devices and equipment
3. Convey information about a group of subjects
4. Convey information on a specific subject
5. Convey information about the pros and cons of subjects
6. Which of the following is true?
7. Your readers are a captive audience, so it is not important to write documents that help them find main points and ideas quickly.
8. The longer it takes readers to understand a document, the more important the document is.
9. It is important to write documents that help readers find main points and ideas quickly.
10. The clarity of your documents has no impact on your readers' productivity
11. Your audience wants to read what you write.
12. Which of the following is/are true of technical writing?
13. Most of what you write for an organization will be reports.
14. Most of what you write for an organization will remain in the organization's archives indefinitely.
15. Most of what you write for an organization will remain in the organization's archives indefinitely.
16. Documents you write will often be used in assessing your performance and in determining your promotion potential.
17. b) and c) only
18. all of the above
19. On the job, you will often write in order to
    1. document your work.
    2. persuade clients or other employees.
    3. instruct your readers on how to perform specific tasks.
    4. b and c only
    5. all of the above
20. When sending an e-mail to a specific person, you
    1. can always be sure who will read it
    2. might not know who will read it.
    3. know that what you write will not be misconstrued
    4. can guarantee that it will not be forwarded.
    5. can guarantee that the information it contains will be kept confidential.
21. As readers see your report or your e-mail subject line, they will ask themselves questions such as '
22. What am I going to have to do?
23. Why should I read this?
24. How does this affect me?
25. a and c only
26. all of the above
27. Writing at school and writing at work are different in all the following ways EXCEPT
28. Purposes b) contexts c) products d) mechanics e) a and e
29. Because many readers will not read the whole document, when writing in the workplace you should
30. not worry about proofreading material in the middle of the document
31. get to your main point quickly
32. save the best for last
33. write long documents so your reader will at least read something
34. none of the above
35. Which is the most secure way of communication in an organization?
36. e-mail
37. hard-copy reports
38. memos attached to e-mails
39. archived digital files
40. a and c
41. If you want others in a company to read your e-mails, it is critical that you include
42. a carefully stated subject line
43. an electronic signature
44. an attachment
45. a CC to the CEO
46. b and d
47. The following are concerns to keep in mind in both school and workplace writing:
48. plagiarism
49. mechanics
50. security
51. format
52. a and b
53. Little flaws distract attention from the writer’s main points and call into question the writer’s literacy.
54. True
55. False
56. One of the job goals of your workplace writing is to document your work.
57. True
58. False

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