

GTS302: Technical Writing Midterm Mock Exam

curated by The Peanuts

Name.....ID.....Section.....Seat No.....

Conditions: Closed Book

Directions:

1. This exam has 7 pages (including this page).
2. Calculators are NOT allowed.
3. Write your name at the top.
4. Reading the problem is optional but highly recommended.
5. Solutions must be written in English only. Sorry, no Thai.
6. Phones must be completely turned off and stored away.
7. Crying is permitted but keep it to a whisper, others are still suffering.

*For solution, [click here](#).
Will be available soon, come and check every day :)*

Part A: MCQs (5 marks)

Choose the best answer for each question.

1. Taylor Swift _____ her new album next Friday.
 - a) releases
 - b) will release
 - c) has released
 - d) is releasing

2. The students _____ for their final exams right now.
 - a) study
 - b) studied
 - c) are studying
 - d) have studied

3. I _____ three cups of coffee today. (It's still morning)
 - a) drink
 - b) drank
 - c) have drunk
 - d) was drinking

4. She usually _____ to work by train.

- a) go
- b) goes
- c) going
- d) went

5. I _____ my grandmother last weekend.

- a) visit
- b) visited
- c) have visited
- d) am visiting

6. Look! It _____ heavily outside.

- a) rains
- b) rained
- c) is raining
- d) has rained

7. I _____ my homework yet.

- a) don't finish
- b) didn't finish
- c) haven't finished
- d) am not finishing

8. The train _____ at 6:30 AM every day. (Timetable)

- a) leaves
- b) left
- c) is leaving
- d) will leave

9. I promise I _____ you back tomorrow.

- a) call
- b) called
- c) am calling
- d) will call

10. They _____ married for 25 years now.

- a) are
- b) were
- c) have been
- d) had been

Part A: Fill in the Blanks (5 marks)

Complete each sentence with the correct form of the verb in brackets.

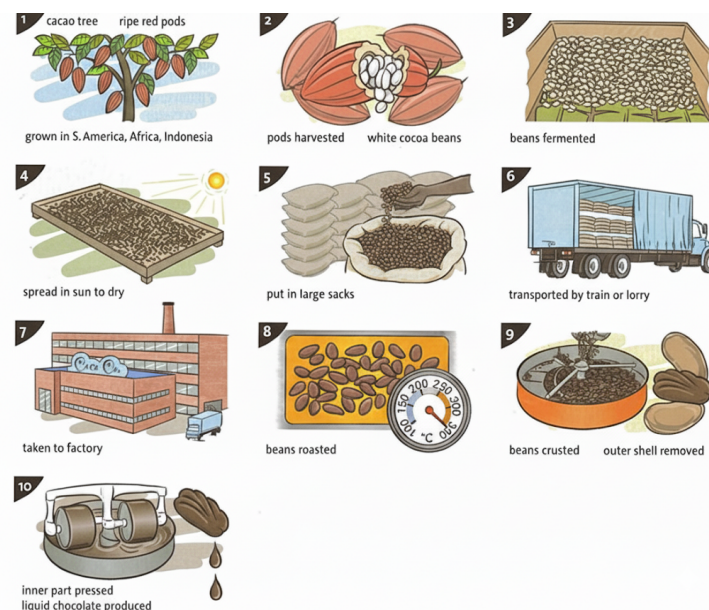
1. I _____ (live) in Bangkok since 2020.
2. She _____ (study) when her friends arrived.
3. The concert _____ (start) at 8 PM tomorrow.
4. They _____ (not finish) their project yet.
5. He always _____ (drink) coffee in the morning.
6. Look! The children _____ (play) in the garden.
7. I _____ (meet) Billie Eilish last year at a concert.
8. Water _____ (freeze) at 0 degrees Celsius.
9. I promise I _____ (help) you with your homework.
10. The students _____ (take) their exams right now.

Part B: Writing Section (20 marks)

Instructions: Choose ONE of the following two writing tasks.

Option 1: Process Description

The diagram below shows the process of chocolate production from cacao tree to liquid chocolate.



Write a process description explaining how chocolate is made.

Option 2: Bad News Memo

You are the Human Resources Manager at Peanuts Entertainment Company. Due to budget constraints, the company must cancel the annual employee retreat that was scheduled for next month. All employees were looking forward to this event, and deposits have already been paid.

Write a bad news memo to all employees informing them about the cancellation.

Begin your chosen writing task below: