GTS302: Technical Writing

Final Mock Exam

curated by The Peanuts

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

Conditions: Closed Book

Directions:

1. This exam has 10 pages (including this page).

2. This exam contains 3 parts over multiple pages. Make sure you have all pages.

3. Write your name clearly at the top.

4. Use only black or blue pens. Using Comic Sans ink is prohibited.

5. Manage your time wisely. This is a mock exam, but your panic may be real.

6. You may NOT use your notes and materials.

For solution, **click here***.*

Part I: Information (10 points)

Choose the best answer for each question. (10 questions, 1 point each)

1. Which of the following is NOT a characteristic of technical writing?

  a) Uses clear and precise language

  b) Focuses on factual information

  c) Primarily aims to entertain readers

  d) Serves specific purposes and audiences

2. A technician possesses skilled knowledge and implements experts' ideas. Which type of audience is this?

  a) Lay reader

  b) Expert

  c) Manager

  d) Secondary audience

3. The primary audience of a document is:

  a) Anyone who might read it

  b) The person who will scan headings only

  c) The person who authorized it and will use it to make decisions

  d) The person with the most technical expertise

4. Which of the following is the correct order of sections in a science lab report?

a) Title, Results, Materials, Method, Introduction, Discussion, Conclusion

b) Title, Introduction, Materials, Method, Results, Discussion, Conclusion

c) Introduction, Title, Materials, Results, Method, Conclusion, Discussion

d) Title, Materials, Introduction, Results, Method, Discussion, Conclusion

5. In the method section of a science lab report, which tense and voice should be used?

a) Present tense, active voice

b) Past tense, active voice

c) Present tense, passive voice

d) Past tense, passive voice

6. An incident report is important because:

a) It can become legal evidence used in court

b) It helps employees remember what happened

c) It is required by all companies

d) It improves workplace morale

7. In instructions, when should hazard alerts be placed?

a) At the end of all steps

b) After the reader makes a mistake

c) Before the reader is likely to do anything dangerous

d) In a separate appendix

8. In a progress report, the "Work Scheduled" section should use which tense?

a) Past tense

b) Present tense

c) Future tense

d) Past perfect tense

9. For a receptive (solicited) audience, the recommendation report structure should be:

a) Introduction, Scope, Discussion, Recommendation

b) Introduction, Recommendation, Scope, Discussion

c) Recommendation, Introduction, Scope, Discussion

d) Introduction, Discussion, Recommendation, Scope

10. An unsolicited proposal is:

a) One the reader asked the writer to create

b) Written in response to an RFP

c) Begun independently without a request

d) Always rejected by management

Part II: Grammar (10 points)

Section A: Sentence Construction (5 points)

Rearrange the following into properly constructed sentences. Write your answer in the space provided. (10 questions, 0.5 points each)

1. to / study / want / I / harder / next / semester

_____

2. gave / teacher / the / homework / us / a lot of / yesterday

_____

3. Taylor Swift / concert / amazing / an / performed / last / night

_____

4. in / meeting / the / will / room / conference / the / be / held / tomorrow

_____

5. data / analyzed / the / was / team / by / research / the / thoroughly

_____

6. new / bought / company / equipment / the / expensive / some / last / month

_____

7. report / writing / am / I / progress / a / about / project / the / renovation

_____

8. students / many / library / study / the / in / every / day

_____

9. recommend / we / purchasing / chairs / ergonomic / new / for / office /
the

_____

10. completed / successfully / experiment / was / the / weeks / four / in

_____

Section B: Structure Identification (5 points)

Identify the CORE STRUCTURE of each sentence. Write your answer in the space provided. (10 questions, 0.5 points each)

OPTIONS: SVO, SV, SVC, SVOO, SVOC, SVA, SVOA
Note: Ignore modifiers that are not part of the core structure.

1. The student submitted the assignment. _____

2. She became a successful engineer. _____

3. The meeting ended early. _____

4. They painted the room blue. _____

5. I gave my friend the book. _____

6. The experiment failed completely. _____

7. We put the equipment in the laboratory. _____

8. The proposal seems reasonable. _____

9. The committee approved the budget. _____

10. He placed the samples carefully on the shelf. _____

Part III: Writing (20 points)

Instructions: Choose *ONE* of the following two questions to answer. You may create your own details and information to support your writing.

Question 1: Progress Report

Write a 3rd progress report *in memo format* about the ongoing renovation of SIIT Main Building entrance roof and surrounding roundabout area.

Question 2: Proposal

Write a short informal proposal *in memo format* requesting additional shuttle bus service from Rangsit campus to Bangkadi campus.

Choose Question 1 or Question 2 and begin your answer on the next page.

ANSWER SHEET

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....

....