



## GTS302: Technical Writing

### Final Mock Exam

curated by The Peanuts

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

**Conditions:** Closed Book

**Directions:**

1. This exam has 16 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**

*Choose the best answer for each question.*

**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. When determining the scope of a document, you should ask:**

- a) What medium will I use?
- b) How thorough will my coverage be?
- c) Who authorized this document?
- d) What is my deadline?

**4. In a memo or email, the subject line should be:**

- a) A complete sentence with a full stop
- b) A brief noun phrase without a full stop
- c) Written in all lowercase letters
- d) At least 10 words long

**5. 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

**6. 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

**7. 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

**8. 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

**9. A trip report should focus on:**

- a) Every detail of the trip including meals and hotels
- b) Only the parts of the trip most useful to the organization
- c) Personal impressions and feelings about the destination
- d) Tourist attractions visited during free time

**10. Forensic reports typically use which citation style?**

- a) MLA
- b) Chicago
- c) APA
- d) IEEE

**11. 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

**12. What is the highest level of hazard alert?**

- a) WARNING
- b) CAUTION
- c) DANGER
- d) ALERT

**13. In recipe instructions, which of the following is REQUIRED in the primary structure?**

- a) Graphics
- b) Introduction
- c) List of ingredients
- d) Equipment list

**14. A progress report describes:**

- a) A completed project
- b) What has been done during a specified time on an ongoing project
- c) Plans for a future project
- d) Problems with an employee's performance

**15. 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

**16. The key difference between a recommendation report and a proposal is:**

- a) Recommendation reports are longer
- b) Proposals compare multiple alternatives
- c) Recommendation reports compare alternatives; proposals focus on one solution
- d) Proposals are always external documents

**17. 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

**18. In a recommendation report, criteria should be:**

- a) Listed alphabetically
- b) Ranked from most to least important
- c) Presented in random order
- d) Always exactly five factors

**19. 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

**20. A grant proposal primarily seeks to:**

- a) Sell a product or service
- b) Obtain approval for research
- c) Secure funding for a project
- d) Persuade an audience to take action

## Part II: Grammar

### Section A: Fill in the Blanks (5 points)

*Fill in the blanks with the most appropriate verb form. The verb is provided for you along with extra instructions/context where necessary.*

1. The committee \_\_\_\_\_ (to meet) every Tuesday for the past month. (They still meet regularly).
2. I \_\_\_\_\_ (to submit) my report by Friday. (It is a firm plan).
3. She \_\_\_\_\_ (to work) on this project since January. (She is still working on it now).
4. They \_\_\_\_\_ (not/to decide) on the final design yet. (Make it negative).
5. By the time you read this, we \_\_\_\_\_ (to complete) the installation.

### Section B: Multiple Choice (5 points)

*Choose the most appropriate option. Choose only one option.*

1. The team \_\_\_\_\_ the proposal since Monday, but they haven't finished it yet.
  - a) has been working on
  - b) have been working on
  - c) is working on
  - d) works on

**2. Instructions must always \_\_\_\_\_ with imperative verbs.**

- a) begin
- b) began
- c) beginning
- d) to begin

**3. If you \_\_\_\_\_ the button, the machine will start automatically.**

- a) press
- b) pressed
- c) will press
- d) would press

**4. She \_\_\_\_\_ three reports this week, and she still has two more to write.**

- a) writes
- b) wrote
- c) has written
- d) had written

**5. The experiment \_\_\_\_\_ in the laboratory last Friday.**

- a) conducts
- b) was conducted
- c) has been conducted
- d) is conducting

6. I suggest that he \_\_\_\_\_ more research before making a decision.

- a) does
- b) do
- c) did
- d) will do

7. The company \_\_\_\_\_ a new system next month.

- a) implements
- b) is implementing
- c) will implement
- d) implemented

8. Rarely \_\_\_\_\_ such detailed documentation in technical reports.

- a) we see
- b) do we see
- c) we are seeing
- d) have we seen

9. The data \_\_\_\_\_ into three categories during the analysis phase.

- a) was divided
- b) were divided
- c) divides
- d) has divided

**10. I wish I \_\_\_\_\_ more time to complete the project.**

- a) have
- b) had
- c) will have
- d) would have

**11. The manager \_\_\_\_\_ the budget proposal tomorrow at 2 PM. (It's a scheduled appointment)**

- a) reviews
- b) is reviewing
- c) will review
- d) has reviewed

**12. \_\_\_\_\_ you ever \_\_\_\_\_ a forensic report?**

- a) Did / write
- b) Have / written
- c) Do / write
- d) Are / writing

**13. The samples \_\_\_\_\_ carefully before analysis.**

- a) must label
- b) must be labeled
- c) must be labeling
- d) must have labeled

**14. If I were the project manager, I \_\_\_\_\_ the deadline.**

- a) extend
- b) will extend
- c) would extend
- d) extended

**15. The equipment \_\_\_\_\_ properly, so we had to delay the experiment.**

- a) didn't install
- b) wasn't installed
- c) hasn't installed
- d) isn't installing

**16. They \_\_\_\_\_ in the field for over twenty years and are considered experts.**

- a) work
- b) worked
- c) have been working
- d) are working

**17. The report \_\_\_\_\_ by the time the meeting starts.**

- a) will finish
- b) will be finished
- c) finishes
- d) is finishing

**18. Identify the sentence in the IMPERATIVE mood:**

- a) The temperature should be monitored carefully.
- b) Monitor the temperature carefully.
- c) We monitor the temperature carefully.
- d) The temperature is being monitored carefully.

**19. Which sentence uses the FIRST CONDITIONAL correctly?**

- a) If you heat ice, it melts.
- b) If it rains tomorrow, I will bring an umbrella.
- c) If I were rich, I would buy a house.
- d) If you had studied, you would have passed.

**20. The progress report \_\_\_\_\_ to management last Monday.**

- a) submits
- b) submitted
- c) was submitted
- d) has submitted

## **Part III: Writing**

**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.

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

## ANSWER SHEET

