



GTS302: Technical Writing

Final Mock Exam

curated by The Peanuts

Name. Nonprawich I. ID. 6622772422 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~~

Technician is
sorry I.T

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

I want to study harder next semester

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

The teacher gave us a lot of homework yesterday

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

Taylor Swift performed an amazing concert last night

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

The meeting will be held in the conference room tomorrow

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

The data was thoroughly analyzed by the research team

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

The company bought some expensive new equipment last month

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

I am writing a progress report about the renovation project

8. stud~~e~~nts / man~~y~~ / libr~~a~~ry / stud~~y~~ / the / in / ever~~y~~ / da~~y~~

Many students study in the library every day

9. recom~~m~~end / we / purch~~a~~sing / chair~~s~~ / ergonom~~i~~c / new / for / off~~ice / the~~

We recommend purchasing new ergonomic chairs for the office

10. completed / success~~fully / exper~~iment / wa~~s~~ / the / week~~s~~ / fo~~r~~ / in~~~~

The experiment was successfully completed in four weeks

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. SVO
2. She became a successful engineer. SVC
3. The meeting ended early. SV
4. They painted the room blue. SVOC
5. I gave my friend the book. SVOO
6. The experiment failed completely. SV
7. We put the equipment in the laboratory. SVOA
8. The proposal seems reasonable. SVC
9. The committee approved the budget. SVO
10. He placed the samples carefully on the shelf. SVOA

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.

Question 1

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ANSWER SHEET

TO: All Employees/Students

FROM: Campus Infrastructure Renovation Committee

DATE: November 27, 2025

SUBJECT: Progress Report 3: Renovation of Main Building Entrance Roof and Roundabout Area

We are making steady progress on the renovation of the SITT Main Building's entrance roof and surrounding roundabout area. This report outlines the work completed during the recent reporting period, the tasks that remain, and the challenges currently affecting the project timeline.

WORK COMPLETED (November 10 - November 27, 2025)

Structural Demolition

Contractors successfully removed the original roundabout structure, including all decorative elements and concrete foundations. The soil underneath has been excavated to prepare for underground utility installation. In addition, the old roof panels above the main entrance were dismantled to allow access for structural reinforcement.

Safety and Site Management

The entire construction zone has been fully closed to the public to prevent accidents. Heavy-duty metal barriers and opaque safety boards have been placed around the perimeter to keep debris contained and to maintain a safe distance between construction workers and students.

WORK SCHEDULED

Roof Reconstruction

The engineering team will begin installing new steel support beams for the redesigned entrance roof. After the beams are secured, workers will place insulated roofing panels and apply waterproof sealing.

Roundabout Redesign

Landscape contractors will outline the new roundabout layout and prepare underground conduits for lighting and irrigation systems. Once complete, they will pour the concrete base and begin installing greenery and signage.

PROBLEM / PROJECTIONS

Heavy rainfall during the past two weeks has slowed the delivery of steel materials required for the entrance roof structure. As a result, the roof installation timeline has shifted slightly, and some tasks have been rescheduled to avoid unsafe working conditions.

We expect all renovation work, including the entrance roof, roundabout landscaping, and lighting systems, to be fully completed by late January 2026.