

# GTS302: Technical Writing Midterm Mock Exam

curated by The Peanuts

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**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 *→ sound more like predictions*
  - 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 *used when the exact time is not mentioned*
- 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.

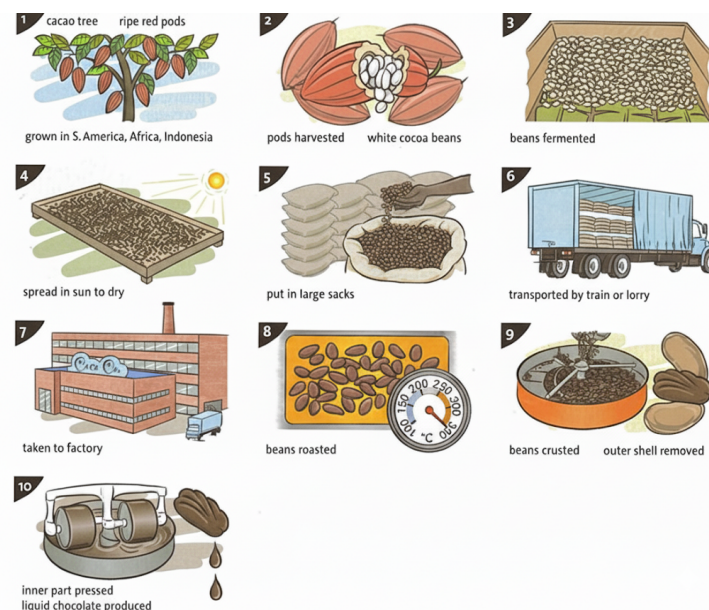
1. I have lived (live) in Bangkok since 2020.
2. She was studying (study) when her friends arrived.
3. The concert will start (start) at 8 PM tomorrow.
4. They haven't finished (not finish) their project yet.
5. He always drinks (drink) coffee in the morning.
6. Look! The children are playing (play) in the garden.
7. I met (meet) Billie Eilish last year at a concert.
8. Water freezes (freeze) at 0 degrees Celsius.
9. I promise I will help (help) you with your homework.
10. The students are taking (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.

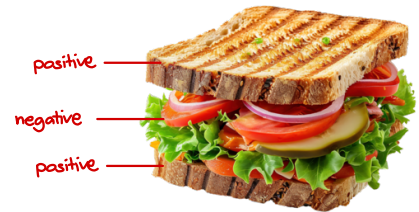
### Option 2: Bad News Memo

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:

Option 2:



#### MEMORANDUM

To: All employees  
From: Human Resources Team  
Date: Sep 12, 2025  
Subject: An Update on Our Annual Retreat

Every year, our retreat has been one of those special moments we all look forward to, it's a time away from the office, a chance to recharge, and most importantly, to connect as a team. Your energy and spirit are what Peanuts Entertainment more than just a workplace.

This makes it harder to share that, due to budget constraints, we won't be able to hold this year's retreat. We know that this is disappointing news, especially since many of you were already making plans. The good news is, all deposits will be fully refunded to you in the coming weeks.

Even though we won't be packing our bag this time, that doesn't mean we can't celebrate. Grab your teammates, plan a dinner, a movie night, or just coffee together, sometimes the best memories come from the simplest moments. We're confident that with a little more time and planning, the retreat will be back on your calendar.

Thank you for your understanding