Question 1 (1 point)   ✓ *Saved*

Email, rather than chat or texting, is the appropriate digital tool to use for quick turnarounds during the writing process.

- (●) True
- (○) False

Question 2 (1 point)   ✓ *Saved*

Typographical errors include issues such as missing page numbers and inconsistent spacing.

- (○) True
- (●) False

Question 3 (1 point)   ✓ *Saved*

The process for technical writing differs in many ways from the process of essay writing.

- (●) True
- (○) False

Question 4 (1 point)   ✓ *Saved*

Proofreading multiple times is better than once.

- (●) True
- (○) False

Question 5 (1 point)   ✓ *Saved*

Save all drafts of a document because you may need to retrieve useful material from an early draft.

- (●) True
- (○) False

Question 6 (1 point) ✓ *Saved*

Once you have reached the drafting stage of the writing process, the planning stage is complete.

- ● True
- ○ False

Question 7 (1 point) ✓ *Saved*

Proofreading need not involve reading every word; skimming a document is effective.

- ● True
- ○ False

Question 8 (1 point) ✓ *Saved*

The actual composition of text is just a small part of the technical writing process.

- ● True
- ○ False

Question 9 (1 point) ✓ *Saved*

Which digital technologies would help at the revision stage of the writing process?

- ○ social media
- ○ tracking systems
- ● apps that turn word-processing documents into Web pages
- ○ storyboarding software

Question 10 (1 point) ✓ *Saved*

Which of the following statements is *most* accurate about the writing process?

- ○ Revision guarantees improvement.
- ○ No one step in the writing process is complete until the whole is complete.
- ● Always begin the writing process by brainstorming.
- ○ When drafting a document, you should write the introduction first.

Question 11 (1 point) ✓ *Saved*

A human resources manager asking "how can I help employees understand the new time-off policy?" is trying to solve what kind of problem?

- ○ persuasion problem
- ○ collaboration problem
- ○ ethics problem
- ● information problem

Question 12 (1 point) ✓ *Saved*

Using "effect" when you should be using "affect" in a sentence is an example of which type of error?

- ○ typographical error
- ○ punctuation error
- ● usage error
- ○ sentence error

Question 13 (1 point) ✓ *Saved*

Which of the following questions is crucial to answer at the planning stage of the document?

- ○ Is the style readable?
- ○ Is the organization sensible?
- ● Who is my audience?
- ○ Does the tone seem too formal?