Question 1 (1 point)   ✓ *Saved*

The passive voice should always be avoided.

- ○ True
- ● False

Question 2 (1 point)   ✓ *Saved*

Jargon can be useful in communications among specialists.

- ● True
- ○ False

Question 3 (1 point)   ✓ *Saved*

Whenever possible, you should preface your assertions with "I think," "In my opinion," "I believe," or some other qualifier.

- ● True
- ○ False

Question 4 (1 point)   ✓ *Saved*

Nominalizations add credibility and efficiency to your writing.

- ● True
- ○ False

Question 5 (1 point)   ✓ *Saved*

Avoid using short sentences in technical writing.

- ○ True
- ● False

Question 6 (1 point)   ✓ *Saved*

Combining sentences can help de-emphasize some ideas and emphasize others.

- ● True
- ○ False

Question 7 (1 point) ✓ Saved

Negative expressions are now preferred by readers.

○ True
● False

Question 8 (1 point) ✓ Saved

Inefficient style is not only difficult to read but also potentially unethical when it confuses the audience.

● True
○ False

Question 9 (1 point) ✓ Saved

Each step in a list of instructions should begin with a noun.

○ True
● False

Question 10 (1 point) ✓ Saved

Avoid everyday speaking language in documents.

● True
○ False

Question 11 (1 point) ✓ Saved

A noun that has been formed from a verb and often ends in *ion* is called a _____.

Nominalization

Question 12 (1 point)   ✓ *Saved*

Whereas repetition is saying the same thing twice using the same words, _____ is saying the same thing twice but using different words.

> Redundancy

Question 13 (1 point)   ✓ *Saved*

_____ is the accepted phrases, terms, and shorthand individuals in a profession use to communicate with each other efficiently.

> Jargon

Question 14 (1 point)   ✓ *Saved*

Sentences using passive voice _____.

○ include a clear agent performing the action

○ might be too blunt to be effective

● might be appropriate if the object is more important than the subject

○ provide more credibility to a document

Question 15 (1 point)   ✓ *Saved*

In choosing the appropriate tone, you should do which of the following?

○ Use a semiformal tone when you want to sound conversational.

○ Use a formal tone with subordinates.

○ Use an informal tone with superiors.

● When in doubt, avoid being too casual.

Question 16 (1 point) ✓ *Saved*

Digital editing tools _____.

- ● are able to identify words that are used incorrectly
- ○ will not search for clutter words
- ○ will not catch an instance of "its" that should be "it's"
- ○ always give the best advice to a writer

Question 17 (1 point) ✓ *Saved*

Which of the following statements about tone is *most* accurate?

- ○ Never use contractions.
- ● Vary the tone of a document from section to section as needed.
- ○ Never use "I" or "we" in a technical document.
- ○ Using "you" and "your" will help a writer connect with readers.

Question 18 (1 point) ✓ *Saved*

To avoid biased language, which approach is *most* appropriate?

- ○ use person-first language for people with disabilities
- ○ refer to a female head of a board as the "chairwoman" instead of "chairman"
- ○ avoid the term "Ms."
- ● use "underdeveloped" instead of "Third World"

Question 19 (1 point) ✓ *Saved*

Which is the *best* practice for writing fluently?

- ○ Create long sentences for special emphasis.
- ○ Use a consistent sentence length.
- ○ Use a consistent sentence construction.
- ● Combine related ideas.

Question 20 (1 point)   ✓ *Saved*

"Nancy told Rhianna that she was too nervous" is a sentence with which of the following?

○ an ambiguous pronoun

○ a qualifier

○ a strong verb

◉ a nominalization