Question 1 (1 point)   ✓ *Saved*

Readers of printed pages tolerate longer passages of text than do readers of Web pages.

- ◉ True
- ○ False

Question 2 (1 point)   ✓ *Saved*

In technical documents, alphanumeric notations are preferred over decimal notations.

- ○ True
- ◉ False

Question 3 (1 point)   ✓ *Saved*

The topic sentence usually appears first in the paragraph.

- ◉ True
- ○ False

Question 4 (1 point)   ✓ *Saved*

Chunking is relevant only for Web-based documents.

- ◉ True
- ○ False

Question 5 (1 point)   ✓ *Saved*

A storyboard is useful only during the drafting phase of a document.

- ○ True
- ◉ False

Question 6 (1 point)   ✓ *Saved*

Transitions and connectors help create a coherent paragraph.

- ◉ True
- ○ False

Question 7 (1 point)   ✓ *Saved*

A sentence outline lists the topic sentences for each paragraph.

- ◉ True
- ○ False

Question 8 (1 point)   ✓ *Saved*

An overview is placed near the end of a document.

- ○ True
- ● False

Question 9 (1 point)   ✓ *Saved*

All cultures consider digression harmful to a document's unity and purpose.

- ○ True
- ● False

Question 10 (1 point)   ✓ *Saved*

A support paragraph provides transition within a document.

- ○ True
- ● False

Question 11 (1 point)   ✓ *Saved*

When creating formal outlines, you should include which of the following?

- ○ lowercase letters for the introduction, body, and conclusion.
- ○ at least three subtopics for each level of division.
- ○ at least two subtopics for each level of division.
- ● numbers, letters, and decimals at all levels.

Question 12 (1 point)   ✓ *Saved*

A conclusion is a good place to _____.

- ○ provide an overview
- ○ announce the topic of the document
- ○ present the writer's viewpoint
- ● suggest further research

Question 13 (1 point) ✓ *Saved*

A coherent paragraph will have _____.

○ a topic sentence embedded in the middle

◉ a connected line of thought

○ few transitions

○ no concluding sentence

Question 14 (1 point) ✓ *Saved*

Which statement below is the most accurate statement regarding organizing documents for readers?

◉ Visual chunking is a helpful strategy.

○ All documents should include an overview.

○ Coherence is not important in technical documents.

○ Topic statements should be limited to one sentence.

Question 15 (1 point) ✓ *Saved*

Support paragraphs _____.

○ rarely have topic sentences

○ should never be able to stand alone in meaning

◉ typically have an introduction-body-conclusion structure

○ are the same as concluding paragraphs

Question 16 (1 point) ✓ *Saved*

Which of the following statements correctly describes effective use of paragraphs?

○ Support paragraphs must never be longer than 300 words.

○ Key points should be emphasized in long paragraphs.

○ Short paragraphs are particularly useful for documents read on a computer screen.

◉ Short paragraphs are key to include because they increase organization.

Question 17 (1 point) ✓ *Saved*

Which is the *best* strategy for organizing information for social media postings?

◉ Make sure all of the message is visible on a single page

○ Include an extensive paragraph summarizing the main points

○ Avoid distractions of visuals

○ Use only a couple sentences with a link to more information