**Final Exam Review**

Material likely to be covered in the final exam and important notes regarding them:

The exam will have 6 questions - four worth 20% and two worth 10%

**Letter**

* Often on exam\*

**Mechanism description**

* Often on exam\*
* Remember to include visuals
* In the introduction, define term, give overall function, overall appearance
  + Overall appearance includes: colour, shape, size, texture, finish, material (must have all 6)

**Persuasion guidelines**

* Ethos, Logos, Pathos
  + Example of exam question
    - Given a text, find ethos, logos, pathos
    - Given sentences, determine ethos, logos, pathos
    - Given picture, determine the ethos, logos, pathos

**Abstract**

* Informative abstract only
* Usually couple 100 words
  + Example of exam question:
    - Cover each part of the article (structure)
    - Given article from newspaper

**Toulmin logic**

* + Example of exam question:
    - Given Press release and must find: Grounds, warrant, backing

**Other likely questions and their formats:**

* Sometimes proposal question combined with memo.
* Feasibility report – usually in form of recommendation
  + Example:
    - Must write a recommendation
* Given 5 words, define
  + Examples:
    - “write a technical definition of a bridge”
    - “write a technical definition of a key”

**REMEMBER:**

Instructions, process description, mechanism description, proposal REQUIRE VISUALS

Scroll down for letter layout.

Example of what a letter should look like:

Senderfirstname senderlastname

123 Concordia street

Montreal, Quebec

H7A 1Y1

December 6, 2014

recipientfirstname recipientlastname (or company name)

666 Exams avenue

Montreal, Quebec

H4P 1R9

RE: Skipping the Final Exam

Dear Mr. / Ms. / Dr. Recipentlastname,

This is the introduction. It explains the reason for the letter.

This is the body. It contains the actual content of the letter.

This is the conclusion. Briefly restate what you wrote.

Thank you for your consideration,

Signature

Encl: Student Record, Deed to my soul