

Assessment

Technical Writing in the Corporate World

First Edition

The objectives of this book are:

- To present general principles of excellence in technical writing
- To discuss procedures for specific types of writing
- To explain correctness in technical writing

Assessment Questions for Technical Writing in the Corporate World, First Edition

Select the best response.

1. Good technical writers:
 - A. Know the rules of grammar
 - B. Outline first
 - C. Are good speakers
 - D. Can explain technology through writing

2. “Writing helps us restructure our consciousness” means that good writing:
 - A. Is writing from the sub-conscious
 - B. Helps us think
 - C. Helps us understand grammar

3. “Technical documents are often argumentative” means:
 - A. Engineers tend to disagree with each other
 - B. Technical documents often require persuasive analysis

4. An audience may need:
 - A. A detailed report
 - B. A short memo
 - C. Background information
 - D. Any of the above

5. The more complex the information, the shorter your sentences should be.
 - A. True
 - B. False

6. In technical presentations, figures and tables:
 - A. Speak for themselves
 - B. Should be interpreted

7. Of invention, arrangement, and style in writing:
 - A. Invention is the most important.
 - B. Style is the least important.
 - C. All three are important.

8. Frequent use of *ion* words, like *remuneration* and *admonition* is:
 - A. Stuffy and stilted
 - B. Authoritative

9. The effective use of graphics is recommended to achieve coherence in technical writing.
 - A. True
 - B. False

10. Effective technical writing is:
 - A. Deductive
 - B. Analytical
 - C. Sectionalized
 - D. All of the above

11. Significant graphically displayed information should be in the Appendix.
 - A. True
 - B. False

12. Among other items, a business proposal should include:
 - A. Possible problems
 - B. Solutions to possible problems
 - C. Gains for the company
 - D. All of the above

13. Any important document should be:
 - A. Lengthy
 - B. Tested for its effectiveness
 - C. Written according to one format

14. An abstract of a long document is:
- A. A discussion of the ideas in the document
 - B. A short self-sufficient summary
 - C. A list of contents and figures
 - D. A list of reasons for a document
15. To learn how to write for a specific organization, you should:
- A. Read one old document of the organization
 - B. Use your own system
 - C. Evaluate organization writing samples with colleagues
16. In reviewing the report of a peer, it would be better to say:
- A. "I got confused on page 2."
 - B. "Did you mean *integrate* instead of *alienate* on page 2?"
17. Of greater importance in a trip report is:
- A. A narrative of the events of your trip
 - B. A summary of your conclusions
18. Words like *however* and *conversely* as transitions are used to show:
- A. Conclusion
 - B. Classification
 - C. Example
 - D. Contrast
19. In general, which is the better expression?
- A. A large number of
 - B. Many
20. A memo should include background:
- A. As a future frame of reference
 - B. For a possible unintended reader
 - C. In case of wide distribution
 - D. All of the above

21. Writing allows you:
- A. To clarify your ideas
 - B. To control your work environment
 - C. To accurately communicate problems and solutions
 - D. All of the above
22. Explain the error: *Your order has come in to the warehouse. It will be shipped today.*
- A. Semi-colon needed
 - B. Vague pronoun reference
 - C. Comma needed
 - D. Agreement error
23. Explain the error: *Because everyone is affected by the change we'll hold a meeting tomorrow.*
- A. Semi-colon needed
 - B. Vague pronoun reference
 - C. Comma needed
 - D. Agreement error
24. Explain the error: *The source of the problems are in the repair shop.*
- A. Semi-colon needed
 - B. Vague pronoun reference
 - C. Comma needed
 - D. Agreement error
25. Explain the error: *All employees were involved in the decision, however, only a few actually voted.*
- A. Semi-colon needed
 - B. Vague pronoun reference
 - C. Comma needed
 - D. Agreement error

**Answer Key for
Technical Writing in the Corporate World, First Edition**

Recommended response (Corresponding workbook page)

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|----------|------------|---------------|---------------|------------|
| 1. D (6) | 6. B (10) | 11. B (52) | 16. B (75) | 21. D (74) |
| 2. B (6) | 7. C (14) | 12. D (41-42) | 17. B (32) | 22. B (69) |
| 3. B (6) | 8. A (17) | 13. B (50) | 18. D (20) | 23. C (70) |
| 4. D (8) | 9. A (21) | 14. B (52) | 19. B (17) | 24. D (69) |
| 5. A (9) | 10. D (63) | 15. C (59) | 20. D (25-26) | 25. A (71) |