

Time left 0:02:53

Question 1

Not yet answered

Marked out of 1.00

Select the true paragraph

- a. A fellow engineer may have only a little more understanding of what you are working on than does a layperson.
- b. A senior engineer has only a little more understanding of what you are working on than does a junior.

[Clear my choice](#)

Question 2

Not yet answered

Marked out of 1.00

Match between

Suggest a plan of action or respond to a request for a proposal

Propose



Provide information without necessarily expecting any action

Inform



Convince or "sell" my readers

Persuade



Question 3

Not yet answered

Marked out of 1.00

Sarah is chairing the new committee on marketing strategy.

Select one:

- True
- False

Question 4

Not yet answered

Marked out of 1.00

Revise (Re-write) the following:

Current Form: "This reference **article published in 2013 still** contains useful information."

Revised Form: "This reference contains useful information."

X Answer:

Question 5

Not yet answered

Marked out of 1.00

The organization and structure of a document can be readily apparent with the use of hierarchical headings.

Select one:

- True
- False

Question 6

Not yet answered

Marked out of 1.00

X chairs were manufactured today.

Question 7

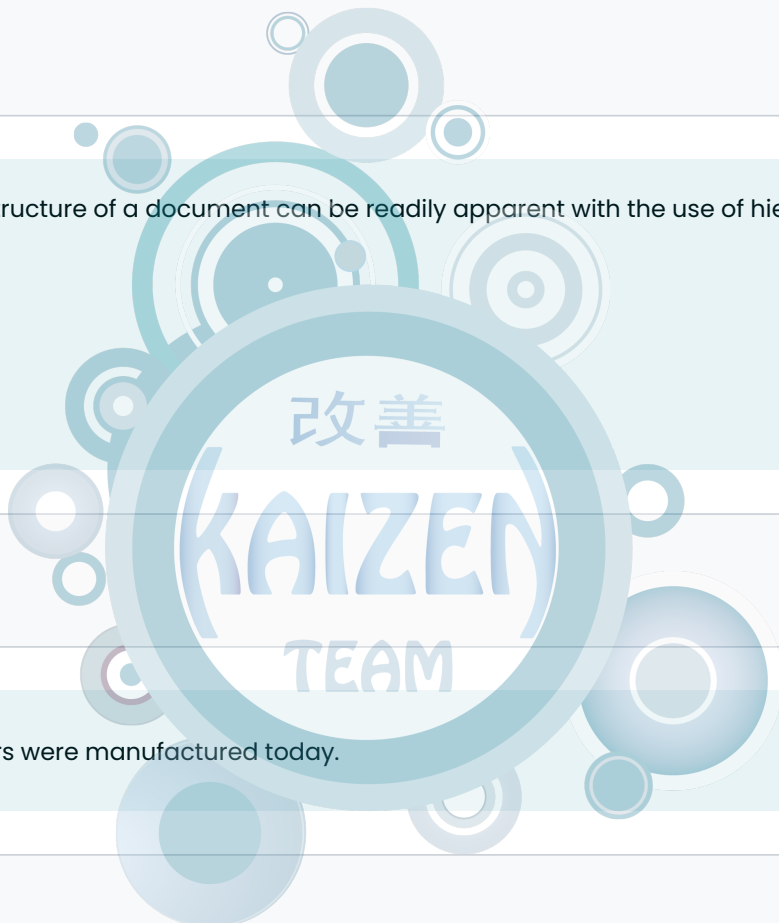
Not yet answered

Marked out of 1.00

The backup system should be efficient, should meet safety specifications, and should be completely reliable.

Select one:

- True
- False



Question 8

Not yet answered

Marked out of 1.00

instructions report

explains how to assemble, operate, or troubleshoot some new product your team is working on or how to operate equipment around the office, lab, or site.

Question 9

Not yet answered

Marked out of 1.00

Select the true paragraph

- a. All engineering students dislike writing
- b. Engineers write a lot.

[Clear my choice](#)

Question 10

Not yet answered

Marked out of 1.00

If you are writing to someone external to your company, use the memorandum format.

Select one:

- True
- False

Question 11

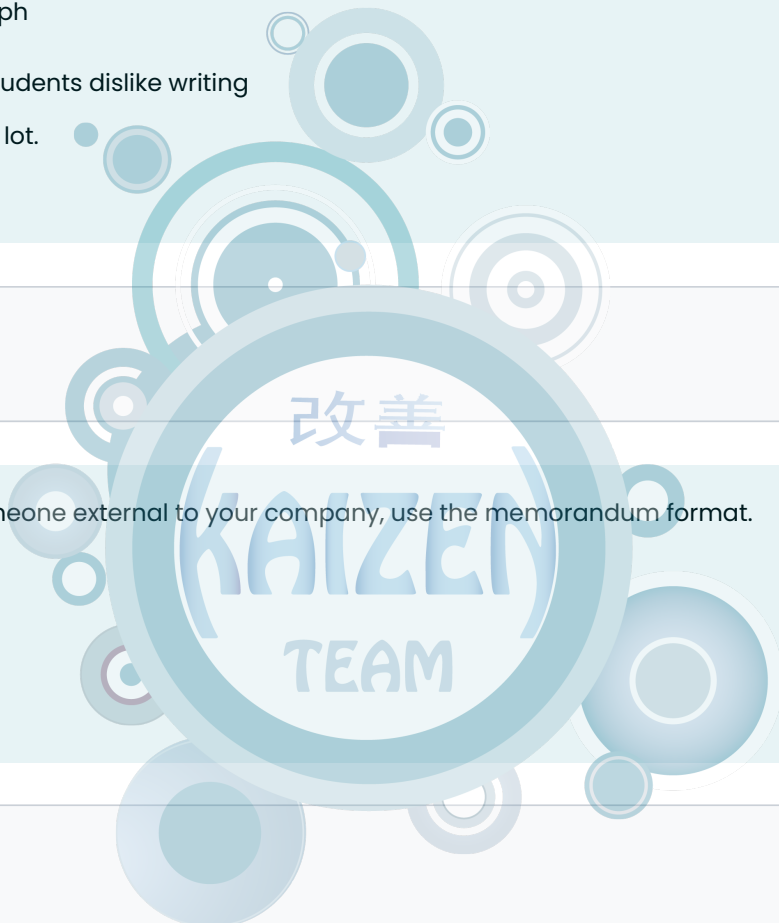
Not yet answered

Marked out of 1.00

Select the true paragraph

- a. The vast body of technical information available in the world today has its genesis in the writing and speaking of engineers
- b. The need for clear and efficient prose of readings is the same whether it appears on a computer or sheet of paper.

[Clear my choice](#)



Question 12

Not yet answered

Marked out of 1.00

Select the noise-free statement

- a. An investigation of all possible sources of noise was undertaken.
- b. All possible noise sources were investigated.

[Clear my choice](#)

Question 13

Not yet answered

Marked out of 1.00

Select the true paragraph

- a. It is not expected to produce a masterpiece of writing on your first try.
- b. It is expected to produce a masterpiece of writing on your first try.

[Clear my choice](#)

Question 14

Not yet answered

Marked out of 1.00

She decided to major in industrial engineering even though it would take five years.

Select one:

- True
- False

Question 15

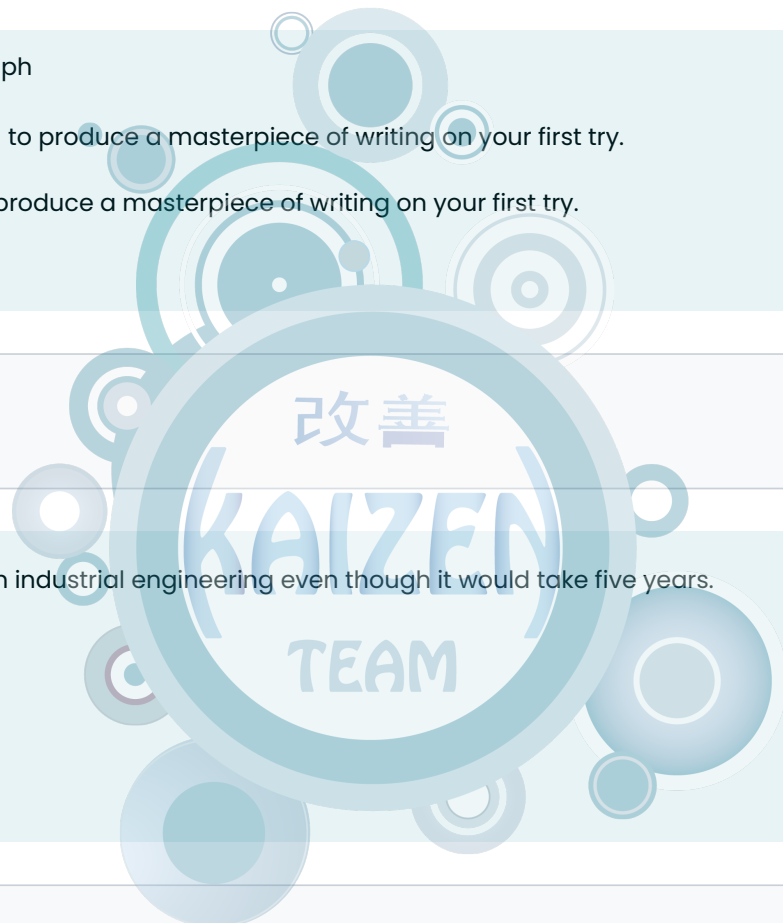
Not yet answered

Marked out of 1.00

Specifications focus on construction, operational, and performance details. Accuracy, the precision of detail, and clarity are critical.

Select one:

- True
- False



Question 16

Not yet answered

Marked out of 1.00

Select the true paragraph

- a. If you work for a large company and don't see a lot of high-level managers, those same managers cannot gain an impression of by what your immediate supervisor tells them
- b. If you work for a large company and don't see a lot of high-level managers, those same managers can still gain an impression of you by the quality of your written reports as well as by what your immediate supervisor tells them.

[Clear my choice](#)

Question 17

Not yet answered

Marked out of 1.00

Dont uild your documents on the needs of your audience.

Select one:

- True
- False

Question 18

Not yet answered

Marked out of 1.00

Your are correct when you write them down and your are presented as such until adequate evidence is provided to verify them.

Question 19

Not yet answered

Marked out of 1.00

Revise (Re-write) the following:

Current Form: "The house, that has the red color is mine".

Revised Form: "The has the red color is mine".

Answer:

Question **20**

Not yet answered

Marked out of 1.00

Twelve ounces of adhesive was added.

Select one:

- True
 False

Question **21**

Not yet answered

Marked out of 1.00

To express yourself clearly, break paragraphs that go on too long and challenge the reader's attention span.

Select one:

- True
 False

Question **22**

Not yet answered

Marked out of 1.00

The organization and the structure of a document can be better when avoiding referring to the text of a heading with "this" or other pronouns.

Select one:

- True
 False

Question **23**

Not yet answered

Marked out of 1.00

Select the true paragraph

- a. Writing is easy for most of us; it takes practice just like programming, woodworking, or playing the bagpipes
 b. Writing is not easy for most of us; it takes practice just like programming, woodworking, or playing the bagpipes

[Clear my choice](#)



Question **24**

Not yet answered

Marked out of 1.00

Progress report



presents to your clients or supervisors the status of your work.

Question **25**

Not yet answered

Marked out of 1.00

Select the true paragraph

- a. Every initial draft of a document, whether it's a one-page memo or a fifty-page set of procedures, needs to be worked on and improved before being sent to its readers.
- b. Every initial draft of a document, whether it's a one-page memo or a fifty-page set of procedures, needs to be worked on and improved after being sent to its readers.

[Clear my choice](#)

Question **26**

Not yet answered

Marked out of 1.00

Select the noise-free statement

- a. a large number of
- b. many

[Clear my choice](#)

Question **27**

Not yet answered

Marked out of 1.00

As much as practical, the laboratory or field report should enable readers to replicate the experiment so that they can verify the results for themselves.

Select one:

- True
- False



Question **28**

Not yet answered

Marked out of 1.00

is a bid, offer, or request to do a project plus supporting information necessary to gain approval to do the project.

Question **29**

Not yet answered

Marked out of 1.00

results from permitting words like they and it to point to more than one possible referent in a sentence.

Question **30**

Not yet answered

Marked out of 1.00

The plural form of is by adding a lowercase s.

