**Quiz on Tutorial for Writing Reports**

1. After you identify the content that needs to be communicated, the tutorial recommends what as the next step in the writing process?

a. Write an outline

b. Write a working title

c. Write a summary

d. Write an introduction

e. Analyze the constraints of audience, purpose, and occasion

1. True or False: A single style of writing exists for all technical documents.
2. True or False: The title of a technical document should be "short and sweet."
3. Every detail in the summary of a technical document should appear in at least
that much detail in the main text of the document.

True

False

1. The tutorial defines what as the most important goal(s) of scientific writing?

a. to be concise

b. to have a pleasing sound ("it don't mean a thing, if it ain't got that swing")

c. to be concise, but melodic

d. to be precise and clear

e. to be "short and sweet"

1. True or False: In technical writing, when you want the meaning of "because," you should choose the word because rather than the word as, because the word because
has only one meaning.
2. True or False: In technical writing, you should not place a comma after an introductory phrase or clause because commas are on their way out in modern writing.
3. True or False: In technical writing, rather than placing a noun after the word this, you should let the word this stand alone to reduce the number of words in your writing.
4. True or False: In technical reports, as soon as you mention an illustration, you should break the paragraph, insert the illustration, and then continue the paragraph below.
5. True or False: In engineering and science, an equation is not only a part of the paragraph but grammatically part of the sentence that introduces it.