

# TECHNICAL WRITING

This examination assesses the ability to craft documents needed in the modern workplace. Attention is placed on formatting and the clear and concise sharing of information to enable the reader to take action. The study of a technical writing textbook or handbook is expected; the student must take into account both real world examples and academic issues such as workplace morale, legal issues, and ethics. (3 s.h.) ENG-201-TE

This is a four-hour examination for which the passing score is **70** out of 100 points.

**You may bring a dictionary to use during the exam.**

The examination is divided into four parts.

## **PART 1.**

You will be asked to create an email on a general topic that will be provided. In addition to the content of the email, you will need to recreate the email composition screen in its entirety.

Suggested time: 1 hour  
This part is worth 25 points.

## **PART 2.**

You will be asked to write directions how to complete a complex workplace task or procedure.

Suggested time: 1 hour  
This part is worth 25 points.

## **PART 3.**

You will be asked to create a visual, using data that will be provided.

Suggested time: ½ hour  
This part is worth 20 points.

## **PART 4.**

You will be asked to prepare a persuasive business letter on a general topic that will be provided.

Suggested time: 1½ hours  
This part is worth 30 points.

## **Formatting instructions:**

Since you will be writing by hand in a test booklet, use the following notations to indicate the formatting you would use if you were word processing your work.

Bold – underline the word  
Bullets – use an asterisk

## **A textbook to help you prepare:**

Alred, Gerald et al. *Handbook of Technical Writing*  
Current edition. Boston: Bedford/St. Martin's Press

The graders will be looking for the following features of your writing. Point values for each feature are given in parentheses.

Part 1. Email

Email formatting (10)  
Tone and language (10)  
Spelling and grammar (5)

Part 2. Directions

Content (10)  
Following assignment guidelines (5)  
Formatting (5)  
Spelling and grammar (5)

Part 3. Visual

Using proper visual style for task (5)  
Formatting (10)  
Spelling and grammar (5)

Part 4. Letter

Tone and language (15)  
Formatting (10)  
Spelling and grammar (5)