

CIT802

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1. Goal of technical writing is to?

Move people emotionally

--->> Administer people efficiently

Explain how things work and how people can perform specific tasks

Record and share scientific findings within academia

2. What rule states that if it is not written in the paper, it did not happen?

--->> Four corners rule

Four sides rule

Four papers rule

Four reports rule

3. Which of these is not a part of the main body?

Introduction

Conclusion

--->> Complaint

Recommendation

4. Which of these can be dependent or independent?

--->> Tables

Graphs

Figures

Charts

5. Which of these tells us what the report is about?

--->> Abstract

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Acknowledgements

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6. _____ is a written document that describes how you monitored and evaluated your program.

--->> Evaluation report

Occurrence report

Feasibility report

Technical report

7. _____ is a paper examines a proposed solution and evaluates whether it is possible, given certain constraints.

--->> Feasibility report

Occurrence report

Evaluation report

Report

8. A summary is _____ of the original report.

2-5 percent

--->> 5-10 percent

12-15 percent

15-20 percent

9. _____ is any of the headings under which each of the main divisions of a subject may be subdivided.

Heading

Paragraph

--->> Subheading

Title

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Can be kept as secret

--->> Can be communicated to others

Have some economic value

None of the Above

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