

LESSON 3 –TECHNICAL WRITING

EXERCICES-SELF EVALUATION: choose the right answer.
Only one response is correct. Each question scores one point.

EVALUATION:

<7 correct answers: INSUFFICIENT

7 correct answers: SUFFICIENT

8-11 correct answers: APPROVES

12-15 correct answers: EXCELLENT

PUNCTUATION

If the score obtained in this task is 7 or lower, it is recommended to read the Lesson 3 again before proceeding with the next tasks.

SELF EVALUATION TEST

1. A basic feature of the technical writing is the:
 - a. Passion.
 - b. Precision.
 - c. Exaggeration.
2. The technical writing, as literature, must generate emotions to the reader:
 - a. True.
 - b. False.
3. The following are considered as technical writings:
 - a. Technical reports, but in no case the technical textbooks.
 - b. Press, but in no case the manuals.
 - c. Technical reports and textbooks.
 - d. Press and manuals.
4. One of the most relevant aspects of technical writing is:
 - a. The use of broad vocabulary.
 - b. A literature shift.
 - c. To know the main type of reader.

- d. Complex writing structures.
5. A well-defined structure must answer the following questions in technical writing:
 - a. Why, how, what
 - b. Who, how, why
 - c. What, how, why
6. The main objective of an introductory chapter is to:
 - a. Expose the accomplished work in detail in order to set the context for the reader.
 - b. Expose the problem and its motivation in a clear manner.
 - c. Present a brief summary of the results obtained in this work.
7. The main objective of the discussion is to:
 - a. Discuss the studies published by other authors and compare with those obtained by you.
 - b. Discuss the methodology used to obtain the results and compare to bibliography.
 - c. Discuss the main findings of the study based on obtained results.
8. The methodology described in a technical writing must be reproducible:
 - a. True.
 - b. False.
9. The Results section:
 - a. Is always independent to the Discussion section.
 - b. Is sometimes merged with the Discussion section.
 - c. Is sometimes merged with the Materials and Methods section.
10. The graphs, images and tables are usually part of:
 - a. Introduction.
 - b. Materials and Methods.
 - c. Results.
 - d. Conclusions.
11. Choose the correct answer concerning bibliography and references:

- a. All the references within the list must be cited in the main text.
 - b. Only relevant references must be cited in the main text.
 - c. The format of the references is not relevant as long as they are well-referenced in the main text.
 - d. The format of the references is independent of the journal.
12. The use of vocabulary and graphical elements must provide the following aspects to the text:
- a. Precision and clarity.
 - b. Seriousness and intellectuality.
 - c. Value and prestige.
13. Choose the correct answer concerning the graphical elements:
- a. They are included as distracting elements of the text.
 - b. Their use is not recommended.
 - c. Must be visually attractive for the reader.
 - d. Must be well-numbered and referenced to the text.
14. Choose the following incorrect answer concerning the use of figures:
- a. Micrographs and maps must include a scale.
 - b. Vivid and attractive colors are recommended.
 - c. The figure caption is always placed below the figure.
 - d. Must facilitate the understanding of an idea.
15. Choose the correct answer concerning the writing process and tools:
- a. The document must be aligned to the left.
 - b. It is recommended to highlight a great number of ideas in bold, italics or underlined.
 - c. It is not recommended to automatically number the figures within long documents.
 - d. The use of styles facilitates the automatic creation of the Table of Contents.