|  |  |
| --- | --- |
| **Writing Skills Quiz**Total Points : 100Passing Score : 60%(60 points) |  |
| **No** | **Questions** | **Points** |
| 1 | **You have a reasonably lengthy document to write. What is the first question you need to ask yourself? Is it:**

|  |  |  |
| --- | --- | --- |
| ( ) | What style of language should I adopt? |   |
| ( ) | How will I word the introductory statement? |   |
| ( ) | What is the purpose of my writing? |   |
| ( ) | What typeface should I choose? |   |
| ( ) | How many pages should I write? |   |

 | 10 pts |
| 2 | **Which structure is the ‘active’ construction:**

|  |  |  |
| --- | --- | --- |
| ( ) | Target, verb, agent? |   |
| ( ) | Agent, verb, target? |   |
| ( ) | Verb, target, agent? |   |

 | 10 pts |
| 3 | **Having drafted your document, set it aside and then returned to it, do you:**

|  |  |  |
| --- | --- | --- |
| ( ) | Critique then proofread it? |   |
| ( ) | Proofread then critique it? |   |
| ( ) | Don't do either because you've already spell-checked? |   |

 | 10 pts |
| 4 | **Where should you put your key message?**

|  |  |  |
| --- | --- | --- |
| ( ) | At the beginning of the sentence/paragraph/document. |   |
| ( ) | In the middle of your document so you can build up to it. |   |
| ( ) | At the end of the sentence/paragraph/document so it has lasting impact. |   |

 | 10 pts |
| 5 | **Which of these sentences is most likely to get someone to back up the computer?**

|  |  |  |
| --- | --- | --- |
| ( ) | Don't forget to back up the computer before you turn it off. |   |
| ( ) | Never turn off the computer until you have backed it up. |   |
| ( ) | Remember to back up the computer and then turn it off. |   |

 | 10 pts |
| 6 | **Your reader has agreed to take action but not yet done so. How do you respond?**

|  |  |  |
| --- | --- | --- |
| ( ) | State what was agreed, state it hasn't happened yet and get information to plan the way forward. |   |
| ( ) | Take a blunt, threatening approach to provoke immediate action. |   |
| ( ) | Take a soft approach, indicating that you may not have made yourself clear. |   |
| ( ) | You don't respond, preferring to keep quiet in the hope they will eventually take action. |   |

 | 10 pts |
| 7 | **To make your writing a pleasure to read, is it better to:**

|  |  |  |
| --- | --- | --- |
| ( ) | Write in the impersonal and passive styles? |   |
| ( ) | Use jargon and nominalizations wherever possible? |   |
| ( ) | Add long compound nouns to better illustrate your point? |   |
| ( ) | Use simple words and short sentences? |   |
| ( ) | Frequently introduce clauses to provide detail? |   |

 | 10 pts |
| 8 | **In which of these sentences are the apostrophes in the correct place?**

|  |  |  |
| --- | --- | --- |
| ( ) | It’s my cat and its’ fur is black. |   |
| ( ) | It’s my cat and its fur is black. |   |
| ( ) | Its’ my cat and its’ fur is black. |   |

 | 10 pts |
| 9 | **What does a ‘statement of purpose’ include?**

|  |  |  |
| --- | --- | --- |
| ( ) | The title of your document and a list of topics to be covered. |   |
| ( ) | A list of your readers and details of what is of real interest to them. |   |
| ( ) | What you want to achieve, what you want the reader to do and when. |   |

 | 10 pts |
| 10 | **How is a nominalization (verb turned into a noun) characterized? By:**

|  |  |  |
| --- | --- | --- |
| ( ) | Words ending in ‘ed’ or ‘er’? |   |
| ( ) | Words ending in ‘ing’, ‘ment’, ‘tion’? |   |
| ( ) | Short and simple sentences? |   |
| ( ) | Passive rather than active verbs? |   |
| ( ) | Use of quotation marks? |   |

 | 10 pts |

**Answers**

(Figures in brackets refer to the page numbers in the Pocketbook from where the questions are drawn.)

1. What is the purpose of my writing? (14)
2. Agent, verb, target? (50)
3. Critique then proofread it? (73)
4. At the beginning of the sentence/paragraph/document. (29)
5. Remember to back up the computer and then turn it off. (96)
6. State what was agreed, state it hasn't happened yet and get information to plan the way forward. (89)
7. Use simple words and short sentences? (39)
8. It’s my cat and its fur is black. (57)
9. What you want to achieve, what you want the reader to do and when. (16)
10. Words ending in ‘ing’, ‘ment’, ‘tion’? (52)