

Language Arts Lesson 5

Writing Applications (7th - 8th Grades)



Practice Exercise 5-5

Answer the following questions:

1. How is technical writing different from novels, poetry or journals? _____
 - a. technical writing uses a lot of figurative language
 - b. technical writing is primarily intended to communicate information
 - c. technical writing mainly records personal experience
 - d. technical writing requires a dialogue between writer and reader

2. Which two items work together to create the tone of a document? _____
 - a. spelling and punctuation
 - b. organization and coherence
 - c. theme and topic
 - d. purpose and audience

3. What usually determines the purpose of a technical writing? _____
 - a. the goals of the writer
 - b. the title of the document
 - c. the needs of the audience
 - d. all of the above

4. Which of these statements is false? _____
 - a. Writing is an extension of your interpersonal communication skills at work.
 - b. Poor writing reveals that you can neither think clearly nor communicate your thoughts effectively.
 - c. Your writing ability will never affect your job performance.
 - d. Good writing tells your audience that you can think logically and communicate your thoughts clearly.

5. When writing a business letter you should do all of the following EXCEPT: _____
 - a. use a lot of words and terms to show how smart you are
 - b. state your main cause in the first paragraph
 - c. decide what you want the result of your letter to be
 - d. put yourself in your reader's place

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Answer Key

1. b

2. b

3. c

4. c

5. a