

Student Name: _____

Student ID Number: _____

Midterm Exam

Engineering 100, Section 250, Winter 2014

Technical Writing Section

This section is worth 30%.

Honor Code

I have neither given nor received unauthorized aid on this examination, nor have I concealed any violations of the Honor Code.

Sign and date

Exam date: 26 February 2014

Total: _____ %

Question 1

What problem is posed to a writer by a mixed audience? How does the structure of a memorandum as taught in the class, address that problem? (8%)

Question 2

Please explain the difference between the task statement of a memorandum and the purpose statement of a memorandum. (4%)

Example

Question 3

In the lecture on oral presentations, what method was suggested that, if used, allows a speaker to plan a talk of any given length and be certain that it will be that length?
(6%)

Question 4

What is the difference between an informational abstract and a descriptive abstract?
(6%)

Example

Question 5

Arguments of policy are often joined with or related to arguments of fact. When this happens, which comes first and why? (6%)

Example