

## CHAPTER 2 REVIEW QUESTIONS

LESSON 2 – Steps to Effective Communication

Questions: 25

INSTRUCTIONS: The following items will test your grasp of the material in this lesson. There is only one correct answer for each item. When you complete the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study that part of the lesson again before continuing. Answer the following 25 multiple-choice questions. Select the BEST answer for each question, and circle the letter of your choice.

1. What is the most logical sequence to follow in preparing to write?
  - A. Choose the right format, make an outline, and select a pattern of organization.
  - B. Perform research, develop an outline of the topic, and choose the right format.
  - C. Check the accuracy, brevity and completeness, clarity, coherence, and unity of your paper.
  - D. Define the problem, state your purpose, identify your audience, do research, and relate the writing to the reader.
  
2. What are the chronological steps to effective communication?
  - A. Plan, research, draft, proof, and go final.
  - B. Research, draft, revise, proof, and go final.
  - C. Plan, research, draft, revise, proof, and produce a final draft.
  - D. Research, plan, draft, revise, proof, and produce a final draft.
  
3. How many distinct characteristics make up the research process?
  - A. Six.
  - B. Five.
  - C. Four.
  - D. Seven.
  
4. Research begins with a question which has a definite audience. What else is important to research?
  - A. A stated purpose, a definite plan of action, and the written paper.
  - B. A stated purpose, subproblems, a hypothesis, a plan of action, and what data to accept.
  - C. A stated purpose with clear subproblems, and a hypothesis supported by specific data.
  - D. A stated purpose, a hypothesis to prove, a plan of action, and supported by selected data.
  
5. What does research data consist of?
  - A. Facts and observations relevant to the problem.
  - B. Experiences and evidence relevant to the problem.
  - C. Primary and secondary information relevant to the problem.
  - D. All of the above.
  
6. What is true about data?
  - A. Is always relevant.
  - B. Is not always significant.
  - C. Consists of facts that can stand alone.
  - D. Cannot stand alone, it demands interpretation.

7. What is the first step in research?
- A. To clarify the purpose underlying the task.
  - B. To provide an answer to the commander.
  - C. To identify the conclusion(s) you are to reach.
  - D. To identify what data you need to answer the problem.
8. What is the purpose of mindmapping?
- A. Create an outline.
  - B. Organize the research data.
  - C. Clarify what they don't know about a subject.
  - D. Identify relationships between and within ideas.
9. What is the very heart of any paper you write?
- A. Your topic.
  - B. Your thesis statement.
  - C. Your purpose for the paper.
  - D. Your intention for the paper.
10. What is the value of a thesis statement?
- A. Clarifies the problem.
  - B. Tells the reader your purpose for writing.
  - C. Tells the reader the purpose of your paper.
  - D. Tells the reader why you have an interest in the topic.
11. What does your thesis statement consist of?
- A. The topic.
  - B. Your interest in the topic.
  - C. What others have said about the topic.
  - D. The topic plus your assertion on the topic.
12. What is the value of a written outline?
- A. It prepares the reader for what is to come.
  - B. It assists in selecting topical headings for paragraphs.
  - C. It helps you to ensure you have covered the topic in detail.
  - D. It ensures you have an introduction, a body, and a conclusion.
13. What is a good outline like?
- A. A trapezoid.
  - B. A pyramid with the major points on top with the evidence and analysis supporting.
  - C. A pyramid with the thesis statement on top, supported by the major points, which in turn are supported by layers of evidence and analysis.
  - D. A pyramid with the thesis statement as the foundation, the major points stand on the foundation, and finally we have evidence and analysis.

14. What is your purpose as a communicator?
- A. To communicate an outline of your topic.
  - B. To only give evidence that supports your thesis.
  - C. To only analyze evidence that supports your thesis.
  - D. To show through analysis how the evidence supports your thesis.
15. What are three reasons why writers don't revise?
- A. They don't know how, it is too difficult, and they don't like to revise.
  - B. It is too difficult, they don't like to revise, and they don't see the value.
  - C. They don't know how, it is too difficult, and they don't schedule enough time.
  - D. They are proud of what they wrote, they don't have time, and it is too difficult.
16. What does it mean when we say our writing exhibits good logic?
- A. The words do not contradict.
  - B. The writing is free of emotion and is logical.
  - C. The words support the commander's intent.
  - D. The words are mutually supporting and make sense in order and combination.
17. What is your task when writing the first draft?
- A. To write quickly as the ideas come to mind.
  - B. To ensure you capture each idea with the right word.
  - C. To ensure you select the right word(s) that support each sentence.
  - D. To write slowly and carefully ensuring each idea is properly supported.
18. What should be your focus when writing the first draft?
- A. To use a computer to compose the draft.
  - B. To keep focused on the substance and organization of the paper.
  - C. To write slowly and carefully ensuring each idea is properly supported.
  - D. To organize your material to support the substance and organization of the paper.
19. What does clarity in writing require?
- A. Your readers understand your intent.
  - B. Elimination of jargon that only a few would understand.
  - C. That you explain, illustrate, and give examples as needed.
  - D. All of the above.
20. What does accuracy mean?
- A. A statement is not superficial.
  - B. A statement is precise and specific.
  - C. The evidence is relevant to the question at issue.
  - D. The evidence supports your assertions and is verifiable.

21. What is the meaning of precision?
- A. A statement is not superficial.
  - B. A statement is clear and accurate.
  - C. A statement is precise and specific.
  - D. A statement supports your assertions and is verifiable.
22. What is the meaning of significance?
- A. The same as relevance.
  - B. The data is not superficial.
  - C. You have shown how the data affect the problem.
  - D. You have selected only data that supports the problem.
23. What does "proofing from the bottom to the top" mean?
- A. To use your computer and perform a grammar check.
  - B. Looking for correctly spelled words that are not the right words.
  - C. To reassess your paper to determine if you are saying what you want.
  - D. Reading your paper backwards beginning at the end and proceeding to the beginning.
24. What is the meaning of breadth?
- A. You have shown how your position resolves the issue.
  - B. You have identified and considered other points of view.
  - C. You have identified the complexities underlying the subject.
  - D. You have included sufficient detail to support your position.
25. What is a hypothesis?
- A. A factor that directly affects your task.
  - B. An educated guess based on specific assumptions.
  - C. A subordinate problem that directly affects your purpose.
  - D. An assumption that you need to complete your research.