

Chapter 6 writing process phase 2: research, organize, compose



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Chapter 6 Writing Process Phase 2: Research, Organize, Compose 1. Phase 2 of the 3-x-3 writing process begins with doing which of the following? a.) Writing the rough draft| b.) Deciding how to organize the message| c.) Selecting a communication channel| d.) Gathering necessary information| REF: p. 110 2. Spencer has been asked to find out what features his customers consider most important when purchasing a car. Probably the most useful way to research this information would be by a.) searching manually.| b.) searching electronically.| c.) investigating primary sources.| d.) experimenting scientifically.| REF: p. 110 3. Select the statement that most accurately describes brainstorming. a.) The goal of a brainstorming session is quality, not quantity.| b.) Critique and evaluate each idea as it is presented during a brainstorming session.| c.) To encourage the maximum number of ideas, avoid defining the problem at the beginning of a brainstorming session.| d.) A brainstorming session should be kept short and have an established time limit.| REF: p. 111 4. Formal research methods include a.) setting up an experiment.| b.) searching through previous correspondence.| c.) developing a cluster diagram.| d.) brainstorming.| REF: p. 111 5. Which of the following is an example of using an informal research method? a.) Gwen accesses an Internet database with her computer.| b.) Alex locates books on a subject in the public library's card catalogue.| c.) Marina searches the company's files for previous reports on an issue.| d.) Junko develops a survey to learn consumers' opinions about a product.| REF: p. 111 6. Informal research methods include a.) experimenting scientifically.| b.) accessing electronic databases.| c.) developing a cluster diagram.| d.) investigating primary sources.| REF: p. 111 7. Cluster diagramming helps writers a.) generate and organize ideas.| b.) gather primary information by sampling a

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group of individuals. | c. | gather information from indexes, encyclopedias, and references books. | d. | organize focus groups and develop outlines. | REF: p.

111 8. Which of the following is not a typical outline format? a. | Decimal | b. |

Alphanumeric | c. | Alpha decimal | d. | All of the above are typical outline

formats. | REF: p. 112 9. Outlining forces a writer to a. | focus on the topic. | b. |

identify major ideas. | c. | support ideas with details, illustrations, or

evidence. | d. | All of the above. | REF: p. 112 10. Ideas in an outline should

usually be grouped into a. | four to six major components or categories. | b. |

three to five major components or categories. | c. | five to ten major

components or categories. | d. | six to nine major components or categories. |

REF: p. 115 11. Each major category in an outline should be divided into at

least a. | three subcategories. | b. | four subcategories. | c. | five subcategories. |

d. | two subcategories. | REF: p. 115 12. Which of the following should be a

major category for this outline? a. | Setting margins and tabs | b. | Formatting

documents | c. | Changing line spacing | d. | Adding page numbers | REF: p. 115

13. Which of the following should be a major category for this outline? a. |

Travel arrangements | b. | Hotel reservations | c. | Car rental | d. | Airline

reservations | REF: p. 115 14. An outline that presents the main idea followed

by details, explanation, and evidence represents the a. | indirect

organizational pattern. | b. | direct organizational pattern. | c. | geographical

organizational pattern. | d. | informational organizational pattern. | REF: p. 116

15. If an audience will be receptive to a message, the most effective

organizational pattern is the a. | indirect pattern. | b. | direct pattern. | c. |

informational pattern. | d. | geographical pattern. | REF: p. 116 16.

Frontloading means a. | presenting the recommendations at the end of the

message where they will receive more emphasis. | b. | giving the details at

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the beginning of the message. | c. | supporting ideas with details. | d. | presenting the main idea at the beginning of the message. | REF: p. 116 17.

The direct organizational plan a. | saves the reader's time. | b. | ensures a fair hearing. | c. | minimizes a negative reaction. | d. | respects the feelings of the audience. | REF: p. 116 18. Which of the following should be organized in a direct pattern? a. | A sales letter encouraging current automobile insurance customers to purchase term life insurance | b. | A letter explaining why a customer's insurance rates have increased significantly | c. | A letter denying a customer's request for credit | d. | A memo informing new employees of the medical benefits they will receive | REF: p. 117 19. Which of the following should be organized in an indirect pattern? a. | A manual showing owners how to operate a new VCR | b. | A proposal submitted to a governmental agency requesting funding for a project | c. | A memo detailing the steps employees will follow when requesting vacation time | d. | A company's annual report to its stockholders | REF: p. 117 20. Which of the following should be organized in an indirect pattern? a. | A report focusing on the company's sales volume for the last quarter. | b. | A letter granting a customer's request for a refund on a defective tire. | c. | A letter requesting donations to a shelter for the homeless. | d. | A memo requesting that employees attend an upcoming conference. | REF: p. 117 21. Ideas that require persuasion should usually be organized a. | in an indirect pattern. | b. | by geographical area. | c. | in a direct pattern. | d. | in a pivoting pattern. | REF: p. 117 22. One effective way to overcome writer's block is to a. | stare at the page until you think of something to write. | b. | concentrate on finding the right word and perfect sentence structure before putting your ideas on paper. | c. | research your topic and prepare an outline before beginning to

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write. | d. | write your ideas on paper to be transferred to the computer at a later time. | REF: p. 119 23. Which of the following is a phrase? a. | Such as a businessperson | b. | I like movies | c. | Since Jim organized the event | d. | Although we decided to participate | REF: p. 120 24. Which of the following is a phrase? a. | Joan and I attended | b. | who joins the committee | c. | if you wish to go | d. | to be decided by the board of directors | REF: p. 120 25. Clauses that begin with words like if, when, because, and as are usually a. | independent. | b. | dependent. | c. | direct. | d. | indirect. | REF: p. 120 26. Independent clauses have a a. | subject. | b. | verb. | c. | complete thought. | d. | All of the above. | REF: p. 120 27. Dependent clauses contain a a. | subject. | b. | verb. | c. | complete thought. | d. | a and b only. | REF: p. 120 28. Which of the following is a dependent clause? a. | Running up and down the street | b. | During the course of the semester | c. | If we were to win the election | d. | I was pleased with the results of the election | REF: p. 120 29. Which of the following is an independent clause? a. | When the board decided | b. | In case of a change in plans | c. | Schedule the meeting for tomorrow. | d. | None of the above. | REF: p. 120 30. Which of the following is an independent clause? a. | If Carol thinks the plan will solve the problem | b. | In the decision-making process | c. | Since we are certain of the outcome of the election | d. | Then the decision was made | REF: p. 120 31. To be easily understood, sentences should a. | be at least 15 words in length. | b. | be about 20 or fewer words. | c. | be no longer than 30 words. | d. | average about 28 words. | REF: p. 121 32. Important ideas receive the most emphasis by placing them a. | in the middle of a sentence. | b. | either in the middle or at the end of a sentence. | c. | at the beginning of a sentence. | d. | in the middle of a paragraph. | REF: p. 121 33. In which of the following sentences does the board receive the most emphasis? <https://assignbuster.com/chapter-6-writing-process-phase-2-research-organize-compose/>

a. | The board approved the plan. | b. | The plan was approved by the board. |

c. | At its last meeting, the board approved the plan. | d. | This announcement is to inform all employees that the plan has been approved by the board. |

REF: p. 121 34. Select the passive sentence. a. | A change was indicated in the note at the bottom of the page. | b. | Both companies agreed to the

merger. | c. | Global competition forces businesses to re-evaluate their products and services. | d. | Entry-level employees must complete the training

by June. | REF: p. 121 35. To direct attention away from people and focus on an action, use a. | dependent clauses. | b. | passive voice. | c. | active voice. | d. |

independent clauses. | REF: p. 121 36. Select the active-voice sentence. a. |

Your vacation request must be submitted by this Friday. | b. | Europeans

usually take four-week vacations in the summer. | c. | The suggestion will be

implemented as soon as funding is available. | d. | The performance appraisal

was conducted by Mr. Jones. | REF: p. 121 37. To be hired, an application

form must be completed is a sentence that contains a a. | limiting sentence. |

b. | dangling modifier. | c. | limiting clause. | d. | misplaced dangler. | REF: p. 122

38. By changing the schedule, production was increased substantially is a

sentence that contains a a. | limiting clause. | b. | pivoting clause. | c. | limiting

sentence. | d. | dangling modifier. | REF: p. 122 39. The patient was referred to

a psychiatrist with a severe emotional problem is a sentence that contains a

a. | misplaced modifier. | b. | pivoting sentence. | c. | misplaced dangler. | d. |

limiting clause. | REF: p. 122 40. Which of the following sentences avoids a

dangling or misplaced modifier? a. | While pumping gas, an unoccupied car

rolled into mine. | b. | Please take time to examine the brochure that is

enclosed with your family. | c. | Reported stolen, the car was located by the

police. | d. | As the winner of the contest, the judge awarded a prize to Lisa. |

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REF: p. 122 41. The train was late that pulled into the station is a sentence that contains a a.) limiting clause. b.) dangling sentence. c.) misplaced modifier. d.) limiting sentence. REF: p. 122 42. A paragraph that describes a new procedure for scheduling a leave of absence would most likely follow the a.) direct paragraph plan. b.) indirect paragraph plan. c.) pivoting paragraph plan. d.) linked paragraph plan. REF: p. 123 43. A paragraph that begins with a limiting sentence before presenting the main sentence follows the a.) indirect paragraph plan. b.) direct paragraph plan. c.) modified paragraph plan. d.) pivoting paragraph plan. REF: p. 123 44. Use the pivoting paragraph plan to a.) describe an action to be taken. b.) clarify a new procedure. c.) build a rationale for an idea. d.) compare and contrast ideas. REF: p. 124 45. A paragraph that begins with supporting sentences followed by the main sentence follows the a.) direct paragraph plan. b.) indirect paragraph plan. c.) pivoting paragraph plan. d.) linked paragraph plan. REF: p. 123 46. Which of the following is not a useful technique for linking ideas in a paragraph? a.) Dovetailing sentences b.) Pivoting sentences c.) Sustaining the key idea d.) Using pronouns REF: p. 124 47. Furthermore, as a result, however, and on the other hand are examples of a.) limiting phrases. b.) dovetailing. c.) supporting modifiers. d.) transitional expressions REF: p. 125 48. For instance, likewise, and similarly are transitions that introduce a.) examples. b.) contrasting thoughts. c.) comparisons. d.) analogies. REF: p. 125 49. Paragraphs are generally easier to read when they contain a.) eight or fewer printed lines. b.) eight or fewer printed sentences. c.) five or fewer printed sentences. d.) at least five printed lines. REF: p. 127