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Continuing Education Course #384
Practical Guide to Writing Engineering Reports

1. A technical report that contains jargon, abbreviations, and acronyms would be best understood by which type of audience?
 - a. non-technical
 - b. semi-technical
 - c. very technical
 - d. your personal assistant
2. Effective technical reports use language that is
 - a. accurate
 - b. efficient
 - c. concise
 - d. all of the above
3. Technical reports avoid
 - a. clichés
 - b. orienting devices
 - c. quotations
 - d. headings, bullets, and lists
4. Bold, italics, and underline are examples of
 - a. pretentious language
 - b. highlighting devices
 - c. bulleted lists
 - d. titles
5. When incorporating the work of others into a report, which does NOT need to be cited?
 - a. public domain information
 - b. proprietary information
 - c. common knowledge
 - d. Internet information
6. Which device indicates an error in a direct quotation that is not your error?
 - a. ellipses
 - b. brackets
 - c. [sic]
 - d. lead in / lead out
7. Which type of graphic display shows rows and columns of numbers or words?
 - a. charts
 - b. graphs

- c. diagrams
- d. tables

8. Which of these supplementary materials gives the author, title, and publication information of the source?

- a. Works Cited or Bibliography
- b. appendix
- c. abstract
- d. letter of transmittal

9. Which type of report gives the standard operating practices to those who generally know how to perform the task?

- a. progress report
- b. proposal
- c. procedures
- d. incident report

10. Absolute statements, especially those using "always" and "never," can be limited or restricted by the use of which of these?

- a. qualifiers
- b. numerals
- c. directional adjectives
- d. executive summaries

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