

Assessment

Fat-Free Writing

First Edition

The objectives of this book are:

- To introduce the reader to the principles of Shirtsleeve English
- To empower the reader's writing using verbs
- To update the reader's style by keeping things short and simple
- To deploy information on the page for the reader's eye

■ CRISP_{series}

Disclaimer: This assessment was written to test the reader on the content of the book. The publisher and author shall have neither liability nor responsibility to any person with respect to any loss or damage caused or alleged to be caused directly or indirectly by the assessment contained herein.

Assessment Questions for *Fat Free Writing, First Edition*

Select the best response.

1. The best example of “Shirtsleeve English” is:
 - A. “After reviewing the document, we are pleased to inform you of our acceptance.”
 - B. “We have approved your request.”

2. If your writing is direct and sometimes abrupt, your communication style is probably:
 - A. The Doer
 - B. The Thinker
 - C. The Feeler
 - D. The Creator

3. “Sounds good to me” or “That rings a bell” are phrases indicating a speaker may be:
 - A. A visual learner
 - B. A kinesthetic learner
 - C. An auditory learner

4. It is a good idea to adjust your writing according to the style preference of your reader.
 - A. True
 - B. False

5. Business writers today should:
 - A. Use many long words
 - B. Adopt a negative tone
 - C. Eliminate time-wasters
 - D. Be vague and abstract

6. The phrase without word weeds is:
 - A. Past history
 - B. Next Tuesday
 - C. Short in duration
 - D. Bald-headed
 - E. None of the above

7. The sentence with a time-waster is:
 - A. There are some problems we need to discuss.
 - B. We need to discuss some problems.

8. The notice most likely to get a positive response from the reader is:
 - A. Thank you for your cooperation in keeping the break room clean.
 - B. Please don't leave the break room messy.

9. The most specific request is:
 - A. Please return the form to me as soon as possible.
 - B. Please order several copies of the manual.
 - C. Please deliver 30 copies of the report by Tuesday.

10. The instructions worded in parallel form are:
 - A. Forms should be read first, accurately completed, and returned to us.
 - B. The form should be filled out, signed, and then return it to us.
 - C. Fill out the form, signing it, and then return it to us.

11. The statement with a verb in the active voice is:
 - A. The machine was repaired by the technician.
 - B. The reporter interviewed the robbery suspect.
 - C. A mistake was made.

12. The best illustration of a powerful verb is:
 - A. Dr. Hall conducted an investigation of the effects herbs have on pain relief.
 - B. Dr. Hall investigated the effects herbs have on pain relief.

13. An example of Wimp-Speak is:
- A. I think we should go with the blue one.
 - B. Please purchase the software next week.
 - C. I'll try to get the report to you by Wednesday.
14. K.I.S.S. stands for:
- A. Keep it subtle and sophisticated!
 - B. Keep it short and simple!
15. The best email subject line is:
- A. June 15 Meeting Canceled
 - B. Update on the Status of the Meeting Scheduled for June 15
 - C. Urgent notice about Meeting!
16. The best transition to indicate contrast is:
- A. "Furthermore"
 - B. "Similarly"
 - C. "Meanwhile"
 - D. "Even though"
17. The best wording for a sign in a building is:
- A. All brewing devices on the premises must be disconnected upon departure.
 - B. Please turn off appliances before leaving.
18. "Pursuant to our conversation, enclosed please find the attachments" is best described as:
- A. Short
 - B. Simple
 - C. Stuffy
19. A positive way to apologize for your company's mistake is:
- A. We will be sure to send your next shipment on time.
 - B. We're sorry we made this terrible error.
 - C. The problem occurred because you neglected to include the part number.

20. In writing a straightforward memo about a new procedure, the best word to include is:

- A. "Inception"
- B. "Commence"
- C. "Start"

21. To make a page easy to read, avoid:

- A. Bullet points
- B. Headings
- C. A cluttered look

22. Research shows it is easier to read text that is:

- A. Fully justified (left and right margins are both equally aligned)
- B. Left justified (left margin is straight; right margin is jagged)

23. When writing email, you should:

- A. Include several topics in one message
- B. Type a lengthy subject line
- C. Make your message scannable

24. Proofreading isn't necessary when sending email.

- A. True
- B. False

25. To proofread effectively, it is a good idea to:

- A. Take a break before hunting for errors
- B. Single space rather than double space text
- C. Look for errors when you are tired

**Answer Key for
Fat Free Writing, First Edition**

Recommended response (Corresponding workbook page)

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|-----------|------------|------------|------------|------------|
| 1. B (iv) | 6. E (15) | 11. B (48) | 16. D (68) | 21. C (75) |
| 2. A (3) | 7. A (21) | 12. B (50) | 17. B (34) | 22. B (76) |
| 3. C (4) | 8. A (28) | 13. C (52) | 18. C (25) | 23. C (86) |
| 4. A (6) | 9. C (32) | 14. B (57) | 19. A (29) | 24. B (86) |
| 5. C (9) | 10. A(100) | 15. A (62) | 20. C (10) | 25. A (95) |