Name: _____

Date: _____ Grade: _____

SECTION QUIZ 1-3



Remember:
Score an 85% or higher on all three quizzes, and you may be exempt from the chapter test!



Congratulations! You have completed this section!
Answer the following questions to test your understanding of the material. When you are finished, hand in your quiz to your teacher. Each answer is worth 4 points.

FROM THE VIGNETTES

Matching: Choose the correct answers.

1. _____ *Technology*
2. _____ George Washington's letter to the president of Congress
3. _____ Bill Porter
4. _____ preparing for a better place in life
5. _____ Prudence Crandall

(a) diagnosed with cerebral palsy but became one of America's top grossing door-to-door salesmen
(b) requires focusing and aligning your life to achieve higher goals; requires physical and mental work, preparation and energy
(c) the discipline dealing with the art of science of applying scientific knowledge to practical problems
(d) dedicated to education of students regardless of opposition
(e) proposal of the Constitution as agreed upon by the members of the Congress

WORD POWER!

Complete the paragraph: Choose the vocabulary words from the Word Bank.

WORD BANK

rendered ***compensated*** ***quote*** ***assets*** ***perused*** ***fine***

6-11. The teacher was given a _____ by the merchant on the price of the supplies. The teacher _____ his list of goods and counted his change. The price _____ him penniless; however, he knew he would be _____ for his expenditures. The _____ supplies would be _____ to the learning environment of the school.

ENGLISH WRITING SKILLS

Matching: Choose the correct answers.

12. _____ technical writing
13. _____ résumé
14. _____ memorandum
15. _____ "how-to" report

(a) a document that lists a person's qualifications for a position within a company or business
(b) a chronological explanation of the process or steps involved in achieving an end result
(c) writing that reflects the specific communication needs of a profession, such as instructions, charts, business letters, résumés, memorandums and "how-to" reports
(d) a brief document that is used to communicate information between employees within a business environment

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SECTION QUIZ 1-3

Multiple Choice: Choose the correct answers.

16. Which of the following would apply if you were writing a business letter? _____
_____
_____

(a) the contents would be aligned on the left margin; you would use 12 point font; you would type a heading, date, inside address, salutation, body, closing and signature
(b) the contents would be centered; you would capitalize the beginning of each line; you would list your reasons for writing the letter
(c) the contents would be aligned on the right margin; you would use 8 point font; you would italicize the heading and bold the date; a colon would follow the salutation

17. If you prepared a résumé to assist your search for employment, you would include:
_____
_____.

(a) an objective; your education; your previous employment; any awards or honors, community activities or skills; references
(b) a salutation to your prospective employer; a research paper about the company
(c) a history of your entire life, regardless if the elements were applicable to the prospective position of employment

18. If you needed to send information to your supervisor informing him of your progress on a certain project, which type of correspondence would you use? _____
(a) a memorandum (b) a letter of application (c) a "how-to" report

19. In a "how-to" report, the author should include: _____
_____
_____.

(a) an informative title and an introduction that attracts the audience's attention
(b) a body that thoroughly explains the process, especially if the audience is ignorant of the process
(c) a conclusion that summarizes the report and encourages the audience to try the process
(d) a list of other processes that you will discuss
(e) all of the above
(f) only a, b and c
(g) only a, b and d
(h) only b, c and d

LIFE PRINCIPLES

Fill in the blank: Write the correct answers.

20. *"Personal _____ leads to social morality."*

21. *"Only a virtuous people are capable of _____."*

22. *"Conflict, controversy and difficulty are part of life; how we handle these realities is a measure of our _____."*

23. *"Your _____ fuels your vision."*

24. *"You live abundantly when you realize that you were designed for a _____."*

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