

## English 149 Sample Quiz Items

Here are some of the types of items you can expect to see on my quizzes (in no particular order):

1. Name the two most important aspects to consider once you have selected a topic.
2. Name the two parts of an effective title and give an example to illustrate.
3. Which type of font should you use for body text (serif or sans serif)?
4. Give an example of a complete and effective inside address along with its appropriate salutation.
5. How should you handle bad news in a business letter, memo, or email?
6. Name the first five steps of the Paramedic Method. Give an example to illustrate.
7. What are the four parts of a thesis statement? Give an example to illustrate.
8. Name two differences between a process analysis and instructions. Give examples for each difference.
9. What does RFP stand for?
10. What is the deepest level of research? Give an example.

Here are some of the kinds of sentences you will need to change:

1. It is an observable fact that the essay that he was required to convey into this writer's possession on the appropriate date was not received by this party at that specific time. (You would want to make this sentence as simple as possible without changing the meaning.)
2. The paper must be printed out before it can be handed in. (Get rid of both passives.)
3. We will deliver the coffee shipment on May 3<sup>rd</sup>. (You want to use you-attitude here instead.)
4. That bothers me. (You want to add specific details to show what you mean by both "that" and "bothers".)