

# Writing Techniques – Test 4

## May 2008

(Lessons 10-12)

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I. Write TRUE or FALSE in the blank provided.

- \_\_\_\_\_ 1) The number in the upper left-hand corner of each bibliography card is called the card number.
- \_\_\_\_\_ 2) The card number refers back to the biography card from which the reference was taken.
- \_\_\_\_\_ 3) The bibliography card for an encyclopedia includes the title of the Encyclopedia.
- \_\_\_\_\_ 4) A parenthetical citation is citing the source in parenthesis within the text of your paper, when you want to give credit for a quotation, paraphrase, or summary that required documentation.
- \_\_\_\_\_ 5) The facts of publication include the editor, the author, and the state where published.
- \_\_\_\_\_ 6) A “periodical” is a magazine or newspaper printed daily, weekly, monthly.
- \_\_\_\_\_ 7) When writing a bibliography card for a World Wide Web Page, the title of the document is placed in parenthesis.
- \_\_\_\_\_ 8) The date you accessed a world wide web page should be enclosed in quotation marks.
- \_\_\_\_\_ 9) “Although” is a good replacement for the phrase, “in spite of the fact that.”
- \_\_\_\_\_ 10) “Free” is a simpler word than “emancipate,” but means the same thing.
- \_\_\_\_\_ 11) Good writers use as few words as possible.
- \_\_\_\_\_ 12) “If” is a good replacement for the phrase, “in the event that.”
- \_\_\_\_\_ 13) A page full of two-sentence paragraphs is exciting.
- \_\_\_\_\_ 14) *So, very, really, truly, actually*, and *just* are “no-no” words in writing.
- \_\_\_\_\_ 15) In dialogue, each speaker is given a new paragraph.
- \_\_\_\_\_ 16) Ponderous nouns end with: *tion, ment, or ence*.
- \_\_\_\_\_ 17) The phrase, “it is often the case that” can be replaced with “frequently.”
- \_\_\_\_\_ 18) “Dawn” means the same thing as “early morning light.”
- \_\_\_\_\_ 19) If a lesson requires some instruction in subjects that are less than conclusive, “*in my opinion*” is a good phrase to use.
- \_\_\_\_\_ 20) If a speaker changes subjects, he should not change paragraphs.
- \_\_\_\_\_ 21) When writing a non-fiction story, the writer enters unexplored territory. The ground can remain rock-solid or crumble.
- \_\_\_\_\_ 22) In fiction, the viewpoint is not as treacherous, as the ground is well-known to the writer.
- \_\_\_\_\_ 23) Both main and minor character viewpoint may be written in third or first person.
- \_\_\_\_\_ 24) When deciding which viewpoint to use, ask, “Whose story is this?”
- \_\_\_\_\_ 25) Be careful of the use of imagination when using minor character viewpoint to write a Bible story.
- \_\_\_\_\_ 26) In the story of the prodigal son, minor character viewpoint would answer the question, “What would the elder son know about life in the city?”
- \_\_\_\_\_ 27) Beginning writers are advised to stay away from omniscient viewpoint.
- \_\_\_\_\_ 28) Using main character viewpoint, Jesus gave no indication what the father felt as he divided his goods between his boys.
- \_\_\_\_\_ 29) The Book of Job was written from the main character viewpoint.
- \_\_\_\_\_ 30) Usually, the story belongs to the main character, so it is easiest told from the main character viewpoint.
- \_\_\_\_\_ 31) The hyphen is the most misused and abused punctuation mark in the English language.
- \_\_\_\_\_ 32) An apostrophe is never used to form the plural of a family name.
- \_\_\_\_\_ 33) The hyphen is the punctuation mark used to separate coequal words.
- \_\_\_\_\_ 34) Use ellipses to separate complete thoughts joined by *and, or, nor, for, but*.
- \_\_\_\_\_ 35) Another name for ellipses is “suspension points.”
- \_\_\_\_\_ 36) An apostrophe is the mark used to show the possessive of plural nouns that are formed by adding this only.
- \_\_\_\_\_ 37) Use ellipses when the last part of a quoted sentence is omitted and what remains is still grammatically complete, showing the omission.

- \_\_\_\_\_ 38) In informal contexts the first two digits of a particular year are often replaced by an apostrophe.
- \_\_\_\_\_ 39) The omission of a word, phrase, line, paragraph, or more from a quoted passage is also designated by an apostrophe.
- \_\_\_\_\_ 40) A comma is used to separate independent adjectives.
- \_\_\_\_\_ 41) Verbosity is the use of more words than you need, or too many words.
- \_\_\_\_\_ 42) Failure to give proper credit is plagiarism – an ethical and legal offense.
- \_\_\_\_\_ 43) Use a hyphen to connect sound effect words like *tick-tock*.
- \_\_\_\_\_ 44) This sentence uses the quotation marks and apostrophes correctly: “Did he say ‘I don’t know’?”
- \_\_\_\_\_ 45) The hyphen is used correctly in this sentence: *Fire consumed the two-story building*.
- \_\_\_\_\_ 46) An article, essay, or other component part by one author in a work edited by another author is called an “anthology.”
- \_\_\_\_\_ 47) If you are using two or more volumes of a work, identify the specific volume in the citation.
- \_\_\_\_\_ 48) Neither the Bible, nor its individual books are underlined or put in quotation marks.
- \_\_\_\_\_ 49) It is not necessary to identify the version of the Bible being quoted or cited.
- \_\_\_\_\_ 50) For a source obtained from an on-line service, the citation should contain either the author’s name or the title of the work (or portion of the work) cited.

## II. SHORT ANSWER/LISTING

1. List five (5) things that must be footnoted. [5]

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

2. List three (3) major points to remember when using quotes. [3]

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

3. List and briefly explain the four (4) kinds of research as described in *The Professional Writers Guide*. [8]

- 1) \_\_\_\_\_  
\_\_\_\_\_  
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- 2) \_\_\_\_\_  
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- 3) \_\_\_\_\_  
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- 4) \_\_\_\_\_  
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4. List and briefly explain four (4) resources for information. [8]

- 1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5. Read the following Scripture text. Answer the questions about viewpoint from this particular text. [5]

Scripture text: **Genesis 29:1-30**

1) Who is the main character? \_\_\_\_\_

2) What does the main character feel? \_\_\_\_\_

3) What does the main character see or hear? \_\_\_\_\_

4) What does the main character know? \_\_\_\_\_

5) List some things the main character does not know. \_\_\_\_\_

6. Reduce the following quote to the fewest words possible. [1]

*"Sir, my gastronomical satiety admonishes me that I have reached that state of deglutition consistent with dietetic integrity."*

7. List the two (2) aspects given to point of view in writing. [2]

1) \_\_\_\_\_

2) \_\_\_\_\_

8. List three (3) questions to ask when evaluating the validity of your information source.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_