

Take-Home Quiz for
"How to Write" & "A Margin for Error"
By James Poitras & Barbara Westberg

I. MODIFIED TRUE/FALSE – In the blanks provided, write TRUE if the statement is true. If the statement is false, DO NOT write false. Write the word that best replaces the underlined word, making the statement become true.

- _____ 1) Ideas come the same way you get a sermon to preach.
- _____ 2) The Spirit drops a thought into your heart from a message you heard or something you read.
- _____ 3) Brainstorming is done alone or with others.
- _____ 4) Write first from your head. Let the words flow, and do not edit while you write the rough draft.
- _____ 5) There are two sides to the brain. The left side deals with the creative.
- _____ 6) The right side of the brain deals with analysis or criticism.
- _____ 7) You can be creative and critical at the same time.
- _____ 8) Professionals make the mistake of writing all they know in one sitting.
- _____ 9) All quotations or other sources must be properly documented.
- _____ 10) Illustrations should be chosen carefully in order to be relevant to the culture involved.
- _____ 11) The pronoun "he" should be avoided in writing lessons.
- _____ 12) Scriptural quotations should be quoted exactly, including exact punctuation.
- _____ 13) It is up to the editor how many marks are allowed in the margin before a manuscript is tossed in the garbage (file 13).
- _____ 14) Make a sentence you want to emphasize into a separate paragraph.
- _____ 15) Writing should be at a grade eight (class eight) level.
- _____ 16) Any version of the Bible other than the King James Version must be identified.
- _____ 17) Minimize the use of Bible Scriptures, themes, and stories.
- _____ 18) When writing dialogue (what someone says), each speech is a new paragraph.
- _____ 19) Read what you have written aloud.
- _____ 20) Do not abbreviate the books of the Bible.
- _____ 21) Writing is talk written down, so write like you talk (for your rough draft).
- _____ 22) Writing involves talking.
- _____ 23) When doing research for your seed thought, look up scriptural references, and read books and articles.
- _____ 24) During investigation, ask what God and His Word has said about your writing.
- _____ 25) The aim answers the critic's question: "What do you want me to know when I'm finished?"
- _____ 26) The chief aim behind all we write is three-fold: evangelize the lost, edify the body, or educate others in God's Word.
- _____ 27) The aim is a clear, precise, practical, relevant statement of what you hope to do.
- _____ 28) Be able to state your aim in one sentence.
- _____ 29) The aim allows you to know what you want the reader to be able to learn and take away to apply to his life.
- _____ 30) Be positive, not negative, when writing.
- _____ 31) When listing Scriptures, separate them with a colon.
- _____ 32) Too much information will cause the reader to be tired.
- _____ 33) John Wesley would read his sermons to his servant girl, and rewrite everything she did not understand.
- _____ 34) Minimize the use of "you" by changing it to "we." This sounds less judgmental to the reader.
- _____ 35) Try not to use the same word twice in one sentence.
- _____ 36) Use short sentences – fifteen words per sentence would be a good goal.
- _____ 37) Some suggest 8-10 words per sentence is the best.
- _____ 38) Get others to proofread your material.
- _____ 39) Give special attention to your heading. It is the first thing people see.
- _____ 40) Make use of variety in styles of writing and expression of thoughts.