

CHAPTER 1

An Overview of the Reading Process (with Writing)

Directions: *Select the choice that best completes each statement.*

1. One difference between active and passive readers is that *active* readers
 - a. read everything at the same speed.
 - b. accept whatever is in print as true.
 - c. analyze the purpose of a reading assignment.
 - d. use the same methods for every assignment.
2. The primary purpose of previewing an assignment is to
 - a. figure out how long it will take you to read it.
 - b. get a brief overview of the assignment's organization and content.
 - c. determine whether you already know enough about the subject.
 - d. decide whether you agree with the author's treatment of the subject.
3. To highlight effectively, you should do all of the following *except*
 - a. read the material before highlighting it.
 - b. highlight key portions of any topic sentence.
 - c. highlight at least half of the material on every page.
 - d. make sure your highlighting reflects the ideas stated in the passage.
4. The primary purpose of annotating as you read is to
 - a. identify key information.
 - b. mark information that has not been highlighted.
 - c. emphasize the material you have highlighted.
 - d. record your own thinking about key ideas.
5. When you are making an outline, it is most important to
 - a. use complete sentences.
 - b. follow the outline format exactly.
 - c. copy information directly from the text.
 - d. make sure all the information under each heading belongs there.

6. Writers use diagrams to
 - a. explain an object, idea, or process by outlining parts or steps or by showing the object's organization.
 - b. show whole/part relationships or how parts of a unit have been divided.
 - c. compare quantities or amounts using bars of different lengths.
 - d. display facts, figures, statistics and other data in a condensed, orderly sequence.
7. The first step in the SQ3R system involves
 - a. revising.
 - b. summarizing.
 - c. previewing.
 - d. self-testing.
8. When you write a paraphrase, you should do all of the following *except*
 - a. substitute appropriate and accurate synonyms.
 - b. consider the connotative meanings of words.
 - c. replace every word in a sentence with a synonym.
 - d. reword and rearrange sentence parts.
9. Periodic review refers to
 - a. briefly reviewing previously learned material on a regular basis.
 - b. repeating information aloud to learn it in a particular order.
 - c. thinking about material as soon as possible after learning it.
 - d. making a last check of material right before a test or an exam.
10. The learning and recall strategy which involves connecting new information with previously acquired knowledge is called
 - a. association.
 - b. categorization.
 - c. visualization.
 - d. mnemonics.

Name Section _____
Number right _____ Date _____
_____ X 10 points = Score _____ %

CHAPTER 2

An Overview of the Writing Process (with Reading)

Directions: *Select the choice that best completes each statement.*

1. All of the following statements about good writing are true *except*:
 - a. Good writing achieves a purpose.
 - b. Good writing is directed toward an audience.
 - c. Good writing expresses ideas clearly.
 - d. Good writing never requires revision.
2. The primary purpose of supporting details in a paragraph is to
 - a. state the one key point of the writing.
 - b. explain the key point(s) of the writing.
 - c. make connections among ideas.
 - d. connect all ideas back to the key point.
3. The first step in the writing process is to
 - a. write a draft.
 - b. generate ideas.
 - c. organize your ideas.
 - d. proofread.
4. The technique for generating ideas in which you make a list of everything you can think of about a topic is called
 - a. freewriting.
 - b. brainstorming.
 - c. branching.
 - d. questioning.
5. Finding a topic may involve reacting to your world by
 - a. recalling activities you have participated in recently.
 - b. being alert for possible topics in the news.
 - c. considering a subject that relates to your major.
 - d. doing all of the above.

6. In the writing process, an idea map is used to
 - a. generate a series of questions about a topic.
 - b. show the relationship of ideas to one another.
 - c. rule out ideas that are not interesting or usable.
 - d. establish your tone and purpose for writing.
7. Writing an effective first draft involves all of the following *except*
 - a. expressing your main point and developing each idea fully.
 - b. experimenting with different ways of organizing your ideas.
 - c. concentrating on correct grammar, spelling, and punctuation.
 - d. being flexible about changing your focus and starting over as necessary.
8. The process of revising a draft involves
 - a. changing a word or two.
 - b. rearranging a few sentences.
 - c. correcting spelling errors.
 - d. making significant improvements.
9. Your first step in revising a draft should be to make sure you have
 - a. created idea map that correctly reflects your draft.
 - b. corrected any errors in grammar or punctuation.
 - c. included a variety of visuals throughout your draft.
 - d. expressed your main point clearly, directly, and completely.
10. Questions that will help you address your audience appropriately include:
 - a. What is my relationship with the audience?
 - b. How is the audience likely to react to my message?
 - c. What does the audience already know about the situation?
 - d. all of the above.