



Chapter 7 Exercises

Lesson 7.1: Preparing to Write a Longer Text

1. Identify a task that is part of the drafting stage.
 - Adjusting the layout of the final draft
 - Writing the first version of the text
 - Making stylistic improvements to the final draft
 - Generating topic ideas
2. What stage of writing involves making improvements to content and organization?
 - Academic writing process
 - Drafting
 - Revising
 - Pre-writing
3. Identify three effective strategies for creating a writing schedule.
 - Use a planner to record all assignments.
 - Schedule six-hour writing sessions.
 - Schedule extra time in case you have technology issues.
 - Mark the paper's due date in a planner.
4. Identify two true statements about writing a longer text.
 - It's a good idea to view your personal deadlines as very flexible and casual.
 - Planning the purpose and genre of your text is part of pre-writing.
 - Making a writing schedule involves writing when you feel like it.
 - Thesis or purpose statements are written in the pre-writing stage.

Lesson 7.2: Understanding Genre and Purpose

5. Identify two true statements about genre and purpose.
 - Grammar is not important in professional genres of writing.
 - You should use the same conventions for all genres of writing.
 - Informal writing is acceptable in some genres.
 - Perfect grammar is less important in informal genres, like personal emails and text messages.
6. Identify two examples of academic writing.
 - Text messages
 - Narrative essays
 - Product flyers
 - Oral presentations

7. Identify the two key words that indicate the essay's purpose to inform.

The essay I've written discusses how to practice martial arts and demonstrates how different techniques are effective.

8. Identify two true statements about genre and purpose.

- You should adapt your writing to the conventions of your genre.
- All academic writing should use nonstandard English.
- The occasion for your writing is more important than your audience.
- One goal of writing is to meet the needs of your audience.

Lesson 7.3: Choosing a Topic and Scope for a Longer Text

9. Identify the narrowed topic with the purpose to reflect.

- The country should adopt a new voting system
- How to vote in local elections
- My first voting experience

10. What is the most helpful strategy for choosing a topic?

- Ask a friend to pick a topic for you.
- Consider what would interest your audience.

11. Which narrowed topic would be best for a persuasive essay on classic literature?

- Classic literature is the reason I decided to be an English major.
- Classic literature should include contemporary books that meet certain criteria.

12. Identify an effective strategy for choosing a topic and narrowing the scope.

- Use brainstorming strategies to start developing ideas.
- Make the essay longer than the guidelines require to impress your instructor.
- Consider the common grammatical errors you make.

Lesson 7.4: Writing a Thesis or Purpose Statement

13. What is the purpose of this thesis statement?

Because of ethical and financial concerns, free-range farming should not be subsidized by the government.

- To inform
- To persuade

14. Identify the strongest thesis statement.

- Local food bank charities provide food to those who need it.
- The government should pass a law requiring grocery stores to donate unsold food items.

15. Identify two examples of purpose statements.
- This paper will compare and contrast business writing with academic writing.
 - Writing is a skill that should be practiced often because it plays a role in many career fields.
 - This presentation will explain the steps of the writing process.
16. What is an idea or opinion that an author expresses about a topic?
- Statement of purpose
 - Controlling idea
 - Thesis statement

Lesson 7.5: Organizing and Outlining a Longer Paper

17. Which organizational pattern shares events in the order they occurred?
- Order of importance
 - Compare and contrast
 - Cause and effect
 - Spatial
 - Topical
 - Chronological
18. What is the best organizational pattern for outlining an essay that discusses different specializations in the medical field in no particular order?
- Cause and effect
 - Spatial
 - Order of importance
 - Compare and contrast
 - Topical
 - Chronological
19. Identify the two strongest headings for a topic outline.
- Communication Through Sign Language
 - Origins
 - The Results of Communication
20. Identify the true statement about organizing and outlining a text.
- A working outline should be very formal.
 - Outlines are a visual representation of the organization and ideas in your paper.
 - Once it is written, your working outline should not be changed.

Lesson 7.6: Writing with Technology

21. Identify an effective strategy for writing with technology.
- Print your paper and write in the page numbers with a pen.
 - Rely on spell check to catch every spelling mistake.
 - Save your work in two places.
22. Identify two more effective strategies for writing with technology.
- Keep all your work on the library computers.
 - Use spell check to help you proofread.
 - Save two versions of one document.
 - Use the same formatting for every project.
23. What is the term for the way text is arranged on a page or screen?
- Header
 - Layout
 - Page margin
24. Identify two effective formatting approaches.
- Use the Layout tab in Word to set page margins.
 - Use the Insert tab in Word to set up page headers.
 - Manually number each page.

Lesson 7.7: Writing a First Draft

25. Identify a step in the drafting stage.
- Use spell check to proofread.
 - Use research notes to fill out the content.
 - Choose a format and layout for the final draft.
26. Identify a true statement about writing a first draft.
- The first draft does not have to be perfect.
 - The first draft should be as polished as possible.
27. Identify two *false* statements about writing a first draft.
- You should gather supplies and materials before you begin writing.
 - While writing the first draft, you don't need to worry about supporting your thesis.
 - You should always write in order, starting with the introduction.
 - Your first draft doesn't have to be perfect.
28. Identify two effective preparation strategies for writing.
- Keep your brainstorming notes nearby as you draft.
 - Create a workspace that helps you focus.
 - Put off starting as long as possible.

Lesson 7.8: Using Paragraphs Effectively

29. Which section of a longer work shares supporting details and evidence?

- Body
- Conclusion
- Introduction

30. What type of paragraph slowly builds toward stating the thesis of a paper?

- The introduction
- The conclusion
- The body

31. In the following passage, which sentence signals a transition?

I was gripping the chair tight, bracing myself. My eyes were closed, and my mouth was clenched. I opened one eye to see my friend smirking. "Relax," he said, "It'll be worse if your muscles are tense." I thought getting a tattoo hurt until I fell off my bike a few years later.

32. Which term matches this definition?

A paragraph that ties together the ideas in a paper and summarizes the main points

- Signpost word
- Conclusion
- Transition sentence
- Bridge paragraph

Lesson 7.9: Revising a Longer Text

33. Identify two questions that can effectively guide revising for focus and development.

- Have I used easy-to-read fonts and colors?
- Have I discussed my topic specifically and in depth?
- Do I need to change the design when I upload my text?
- Have I included author analysis to explain my main points?

34. Which step is part of the revision process?

- Revising for page length
- Revising ideas
- Revising for word count

35. Identify three narrowed topics that would allow for a well-developed text.

- Education
- Physical effects of disordered eating
- Forensics
- Arguments favoring a meat-heavy diet
- Benefits of a younger legal drinking age

36. Which term matches this definition?

Clear communication and support of a main idea

- Editing
- Development
- Revising
- Focus

Lesson 7.10: Participating in Peer Review

37. Identify an effective peer review strategy.

- Practice actively reading the text.
- Read the text as quickly as possible.
- Make as many comments as possible.

38. As an author whose work is being peer reviewed, what is an effective strategy for benefitting from the process?

- Use every suggestion from the reviewer.
- Remember that the final decisions are yours.
- Remember that the reviewer is always right.

39. Is this an example of constructive criticism?

I really enjoyed the introduction once I got into it, but the beginning didn't grab me right away. Using a quote or anecdote might draw in the audience better.

- No, this feedback is not constructive.
- Yes, this feedback is constructive.

40. Identify two benefits of a peer review.

- It helps you identify your strengths and weaknesses as a writer.
- It's an opportunity to get feedback before submitting the final version for a grade.
- It allows someone else to be completely responsible for revising your work.
- It guarantees a good grade.

Lesson 7.11: Submitting a Longer Text

41. Identify two tasks involved with submitting an assignment.

- Selecting a narrowed topic
- Choosing a layout and design
- Adding appropriate visuals

42. Identify two true statements about publishing your work.

- The first step in submitting a longer text is choosing a layout and design.
- Your purpose does not influence which images you add to your work.
- Images should follow the same design guidelines as the rest of the text.
- Once your work has been printed or uploaded, it no longer requires revision.

43. Identify two true statements about consistent design.

- It helps the audience easily perceive key points.
- It creates an organized appearance.
- It makes up for disorganized and unsupported ideas.
- It is only important when submitting an academic paper.

44. Which statement about submitting your work is true?

- Publishing is always the end of the writing process for a text.
- Genre does not affect the layout and design of your work.
- The design of your text involves the way your writing is arranged on the page or screen.
- The layout and design of your work will probably be affected by the genre.