

Question 1 of 20

Which of the following statements is accurate?

- ☐ A. Even a complex effect has only one cause.
- ☐ B. Faulty statistical reasoning rarely produces numbers that are deceptive or inaccurate.
- ☐ C. Evidence that contradicts your own assumptions should be ignored.
- ☐ D. Terminology used to report statistics often hides their real meaning.

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Question 2 of 20

A conclusion is a good place to:

- ☐ A. provide an overview.
- ☐ B. take a position, make recommendations, or suggest further research.
- ☐ C. announce the topic of the document.
- ☐ D. add new information.

5.0 Points

Question 3 of 20

Which of the following is an example of faulty statistical analysis?

- ☐ A. Undefined average
- ☐ B. Sanitized statistics
- ☐ C. Bogus ranking
- ☐ D. All of the above.

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A coherent paragraph will have:

- ☐ A. a topic sentence embedded in the middle.
- ☐ B. an accessible line of reasoning.
- ☐ C. no transitions.
- ☐ D. no concluding sentence.

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Abstracts are a type of:

- ☐ A. bibliography.
- ☐ B. glossary.
- ☐ C. summary.
- ☐ D. conclusion.

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5.0 Points

Which of the following statements is LEAST accurate?

- ☐ A. Support paragraphs must never be longer than 300 words.
- ☐ B. A well-placed short paragraph can highlight a key point.
- ☐ C. Short paragraphs are particularly useful for documents read on a computer screen.
- ☐ D. Too many short paragraphs can make a document appear unorganized.

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5.0 Points

The position average in a set of numbers is the:

- ☐ A. mean.
- ☐ B. majority.
- ☐ C. median.
- ☐ D. mode.

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5.0 Points

Formal outlines:

- ☐ A. must include at least two subtopics for each level of division.
- ☐ B. use lowercase letters for the introduction, body, and conclusion.
- ☐ C. use no indentation.
- ☐ D. must include at least three subtopics for each level of division.

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5.0 Points

The following statement is true:

- ☐ A. Correlation implies causation.
- ☐ B. Computer analyses always produce unbiased results.
- ☐ C. Reliable research produces results that can be replicated.
- ☐ D. The most recent information is always the most reliable.

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5.0 Points

As you edit your summary:

- ☐ A. omit technical details and examples.
- ☒ B. cross out unnecessary prefaces to sentences.
- ☒ C. combine related ideas to show relationships.
- ☐ D. All of the above.

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5.0 Points

The numerical measure of the strength of the relationship between variables is called:

- ☐ A. causation.
- ☐ B. a confounding factor.
- ☐ C. correlation.
- ☐ D. a meta-analysis.

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5.0 Points

The best type of abstract for readers who don't have time to read the full report and who want writers to help guide their thinking is a(n):

- ☐ A. informative abstract.
- ☒ B. closing summary.
- ☐ C. descriptive abstract.
- ☐ D. executive abstract.

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5.0 Points

Which of the following is NOT valid?

- ☐ A. Correlation implies causation.
- ☐ B. Sample size is important to the strength of a percentage.
- ☒ C. Anecdotal evidence is not sufficient support for a claim.
- ☐ D. Assumptions are ideas that we accept without proof.

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5.0 Points

Unified paragraphs:

- ☐ A. extrapolate from implicit assumptions.
- ☐ B. answer embedded questions.
- ☐ C. expand upon the topic sentence.
- ☐ D. are often digressive.

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5.0 Points

Evaluating sources involves:

- ☐ A. identifying a study's sponsor.
- ☐ B. ignoring corroborating sources.
- ☐ C. assessing the reputation of a printed source.
- ☐ D. determining the quality of Web sources.

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5.0 Points

A summary should:

- ☐ A. never be separated from the main text.
- ☐ B. be understandable only after the entire document is read.
- ☐ C. be able to stand alone.
- ☐ D. None of the above.

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5.0 Points

Which of the following is true?

- ☐ A. Instead of a summary, a thesis or topic sentence is usually sufficient to preview the content of letters and memos.
- ☐ B. Readers expect a summary to be complete, yet concise.
- ☐ C. Never assume that global audiences will understand facts that you consider common knowledge.
- ☐ D. All of the above.

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5.0 Points

The informative abstract:

- ☒ A. describes the main document and appears just after the title page.
- ☐ B. presents the message of the main text and appears just after the title page.
- ☐ C. summarizes the full document and appears at the very end.
- ☐ D. gives an outline of the document and appears before the title page.

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5.0 Points

Which of the following statements is MOST accurate?

- ☐ A.
Information should be ordered in a logical progression.
- ☐ B.
An overview is required in all technical documents.
- ☐ C.
Questions should be avoided as headings.
- ☒ D.
Topic statements are never longer than one line.

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5.0 Points

A good paragraph:

- ☐ A. restates previous material.
- ☐ B. expands upon the topic sentence.
- ☐ C. is over a half page long.
- ☐ D. is always a call to action.

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