

# Technical Communication A Practical Approach 8th Edition Pfeiffer Test Bank

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**TRUE/FALSE.** Write **T** if the statement is true and **F** if the statement is false.

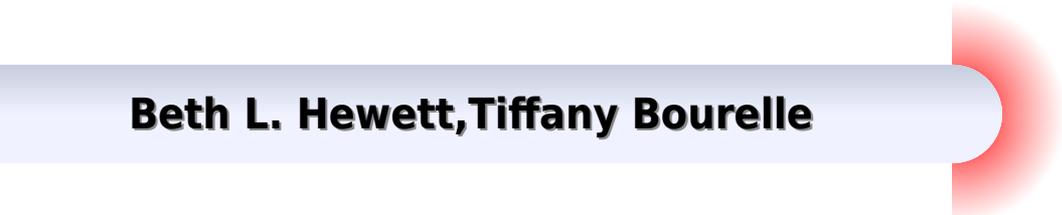
- 1) Definitions and descriptions only appear in certain areas of a document. 1) \_\_\_\_\_
- 2) Good definitions support findings, conclusions, and recommendations throughout your document. 2) \_\_\_\_\_
- 3) When using definitions, you should ask questions like "How often are the definitions used?" and "Where should definitions be placed?" 3) \_\_\_\_\_
- 4) Descriptions often open with short descriptions. 4) \_\_\_\_\_
- 5) Definitions should be as detailed as possible. 5) \_\_\_\_\_

**MULTIPLE CHOICE.** Choose the **one** alternative that best completes the statement or answers the question.

- 6) Which of the following is not a format for writing a definition? 6) \_\_\_\_\_  
A) Expanded.                      B) Informal.                      C) Formal.                      D) Complex.
- 7) Informal definitions appear 7) \_\_\_\_\_  
A) Right after the terms are defined.  
B) As one-word synonyms.  
C) As features that distinguish the term from others in the same class.  
D) All of the above.  
E) A and B.
- 8) "All grantors (persons from whom the property was obtained) are listed on the following chart" is 8) \_\_\_\_\_  
what type of definition?  
A) Informal.                      B) Expanded.                      C) Parenthetical.                      D) Formal.
- 9) A formal definition lists 9) \_\_\_\_\_  
A) The term to be defined.  
B) The class to which it belongs.  
C) The features that distinguish the term from others in the same class.  
D) All of the above.  
E) B and C.
- 10) Which of the following is not a part of an expanded definition? 10) \_\_\_\_\_  
A) An overview.                      B) \_\_\_\_\_  
C) \_\_\_\_\_  
D) \_\_\_\_\_  
E) \_\_\_\_\_

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**Beth L. Hewett, Tiffany Bouelle**



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