

Technical writer

 Test duration: 45 minutes  Difficulty level: **Moderate**



1. Which of the following sentences is grammatically correct?

- A) The software's functionality were described in detail.
- B) The software's functionality was described in detail.
- C) The software functionality was describe in detail.
- D) The softwares functionality were described in detail.

Correct answer: B) The software's functionality was described in detail.

2. In technical writing, which of the following is the best approach to explain a complex technical concept?

- A) Use technical jargon extensively to demonstrate expertise
- B) Break down the concept into smaller, simpler steps and use analogies if necessary
- C) Assume the reader already understands the concept
- D) Provide only a brief overview to avoid overwhelming the reader

Correct answer: B) Break down the concept into smaller, simpler steps and use analogies if necessary

3. What is the purpose of a "glossary" in a technical document?

- A) To provide a detailed explanation of all concepts in the document
- B) To list references used in the document
- C) To define technical terms and abbreviations used in the document
- D) To summarize the main points of the document

Correct answer: C) To define technical terms and abbreviations used in the document

4. When writing a user manual, what is the most effective way to structure the content?

- A) Present all the information in a single, continuous text block
- B) Use numbered steps, headings, and bullet points to organize the content logically
- C) Include lengthy paragraphs without breaks to ensure comprehensive coverage
- D) Write in an informal tone to make the manual more engaging

Correct answer: B) Use numbered steps, headings, and bullet points to organize the content logically

5. In technical writing, what does the term "audience analysis" refer to?

- A) Analyzing the target audience's feedback after they have read the document
- B) Understanding the knowledge level, needs, and expectations of the document's intended audience before writing
- C) Determining the number of people who will read the document
- D) Assessing how the audience will perceive the tone of the document

Correct answer: B) Understanding the knowledge level, needs, and expectations of the document's intended audience before writing

6. Which of the following is an example of a well-written instructional step in a technical manual?

- A) "Click on the button."
- B) "First, you might want to consider clicking the button."
- C) "To proceed, click the green 'Start' button located at the bottom right of the screen."
- D) "Users should think about clicking the button, but it's not always necessary."

Correct answer: C) "To proceed, click the green 'Start' button located at the bottom right of the screen."

7. What is the primary purpose of using screenshots in a technical document?

- A) To make the document look more professional
- B) To provide visual guidance that complements the written instructions
- C) To reduce the amount of text needed in the document
- D) To fill space in the document

Correct answer: B) To provide visual guidance that complements the written instructions

8. When editing a technical document, which of the following should be prioritized?

- A) Reducing the word count as much as possible
- B) Ensuring technical accuracy, clarity, and consistency throughout the document
- C) Making the document more entertaining
- D) Adding as many technical terms as possible to show depth of knowledge

Correct answer: B) Ensuring technical accuracy, clarity, and consistency throughout the document

9. Which of the following tools is commonly used by technical writers to create and manage documentation?

- A) Microsoft Excel
- B) Adobe Photoshop
- C) MadCap Flare
- D) Final Cut Pro

Correct answer: C) MadCap Flare

10. What is the best approach to take when you are asked to write about a technical subject you are not familiar with?

- A) Copy and paste information from other sources
- B) Conduct thorough research, consult with subject matter experts, and ensure you fully understand the topic before writing
- C) Write based on assumptions and hope it is correct
- D) Avoid writing about the topic altogether

Correct answer: B) Conduct thorough research, consult with subject matter experts, and ensure you fully understand the topic before writing