

CHAPTER 2

The Writing Process

Directions: *Circle the letter of the choice that best completes each statement.*

1. The first step in the writing process is to
 - a. write a draft.
 - b. generate ideas.
 - c. organize your ideas.
 - d. proofread.

2. The last step in the writing process focuses on
 - a. arranging ideas logically.
 - b. expressing ideas.
 - c. rearranging ideas.
 - d. checking for errors.

3. The technique for generating ideas in which you list everything you can think of that is associated with your topic is called
 - a. freewriting.
 - b. brainstorming.
 - c. diagramming.
 - d. journaling.

4. When you are using technology to draft a paper, you should
 - a. format your paper only after you are completely finished writing.
 - b. save your work frequently and every time you leave your computer.
 - c. rely on a spell-checker to catch every misspelling and typing mistake.
 - d. automatically accept any changes suggested by a grammar and style checker.

5. The purpose of an expressive essay is to
 - a. tell about feelings and experiences.
 - b. present information.
 - c. explain how to do something.
 - d. persuade readers to accept a particular viewpoint.

6. Tone can best be described as
 - a. the writer's goal for writing.
 - b. how the reader responds to a topic.
 - c. how the writer sounds to the reader.
 - d. the writer's choice of person, or point of view.

7. When you use an outline to organize your ideas, you should
 - a. focus on following the outline format exactly.
 - b. write complete sentences whenever possible.
 - c. list the details on the left side and main ideas on the right.
 - d. make sure each heading is indented further than the one above it.

8. To be effective, a topic sentence should
 - a. announce the topic.
 - b. express a view about the topic.
 - c. include supporting details.
 - d. appear last in the paragraph.

9. An essay is organized so that
 - a. the thesis statement appears in each paragraph.
 - b. the topic is established in the introductory paragraph.
 - c. there is only one paragraph in the body of the essay.
 - d. the thesis statement is restated in the concluding paragraph.

10. The process of revision involves
 - a. changing a word or two.
 - b. rearranging a few sentences.
 - c. correcting spelling, punctuation, and grammar.
 - d. making significant improvements to a draft.

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1. b
2. d
3. b
4. b
5. a
6. c
7. b
8. b
9. b
10. d