Technical Communication Final Exam Study Guide
W19 E100-250: Microprocessors & Toys

Q&A Study Session
Sunday, April 28 1:30 – 2:30
107 GFL * Snacks provided

The technical communication final exam may include any content covered throughout the semester. This guide will help you focus your study efforts.

Document Level Organization
You should be able to…
- Explain the purpose of an overview
- Identify the different parts of memos and formal reports that act as overviews
- Identify readers who may need an overview
- Identify contents of different types of overviews
- Name and define, or provide examples of, organizational strategies used to help readers find information in reports

Writing Style & Grammar
You should be able to…
- Describe the type of writing that characterizes tech comm
- Describe good paragraph structure for tech comm reports
- Identify and define or describe things that make writing hard to understand
- Identify and define, describe, or illustrate ways to use clear expression in writing

Argumentation & Persuasion
You should be able to…
- Name, define, and describe different ways to structure arguments
- Name the types of appeals most commonly found in technical communication
- Describe different types of proof acceptable in technical communication
- Identify faulty reasoning in an argument and describe what might be necessary to fix it

Visuals
You should be able to…
- Describe characteristics of visuals most often used in tech comm
- Identify, define, and describe types of visuals commonly used in tech comm and their uses
- Describe how and why one would use a visual in a presentation or a written paper
- Distinguish between a good and poor visual, identify reasons the visual is good/poor, and describe ways to improve upon poor visuals
- Name and explain a few general principles for using visuals in technical communication

Report Types
You should be able to…
- Describe the audiences for and purposes of the reports you’ve prepared
- Describe the organizational structure for the reports you’ve prepared