

Technical Writing ENG-201-TE

This TECEP® assesses the ability to craft documents needed in the modern workplace. Attention is placed on formatting and the clear and concise sharing of information to enable the reader to take action. The study of a technical writing textbook or handbook is expected; the student must take into account both real-world examples and academic issues such as workplace morale, legal issues, and ethics. (3 s.h.)

- Test format: See below
- Passing score: 70% (70/100 points). Your grade will be reported as CR (credit) or NC (no credit).
- Time limit: 3 hours

PART 1

You will be asked to create an email on a general topic that will be provided. In addition to the content of the email, you must provide the subject line for the message.

Suggested time: 30 – 45 minutes

This part is worth 25 points.

PART 2

You will be asked to write directions how to complete a complex workplace task or procedure on a general topic that will be provided.

Suggested time: 30 – 45 minutes

This part is worth 25 points.

PART 3

You will be asked to answer two short questions about the appropriate use of visuals in context.

Suggested time: 30 minutes

This part is worth 15 points.

PART 4

You will be asked to write a longer piece of audience-focused writing on a general topic that will be provided.

Suggested time: 1 hour

This part is worth 35 points.

Tecep Technical Writing Guide

Xiang Xie



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