TECEP® Test Description

**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.
Outcomes assessed on the test

• Select the appropriate technical communications style for a given audience
• Describe communication goals to readers in the workplace
• Apply strategies for writing clear English
• Utilize effective page layout and design
• Explain how visuals aid understanding
• Integrate effective planning and revision into technical communications
• Differentiate among models for instruction, description, definition, and summary

Formatting instructions

You will use the following notations to indicate formatting.

Bold – use CAPS
Bullets – use an asterisk
Indent – use the space bar (online testing)

Study materials

Many college-level texts can help you prepare for this test. If you choose one, compare its table of contents to the topics on the first page of this Test Description, to make sure everything is covered. Below are a few text suggestions you may find helpful. Use the current or the previous edition.

*Technical English: Writing, Reading and Speaking.* Ann Picket et al.
New York: Addison Wesley Longman

*Handbook of Technical Writing.* Gerald Alred et al.
Boston: Bedford/St. Martin’s Press

*Technical Communication.* Mike Markel
Boston: Bedford/St. Martin’s Press
Grading

The graders will be looking for the following features of your writing. Point values for each feature are given in parentheses.

**Part 1. Email**
- Email formatting (10)
- Tone and language (10)
- Spelling and grammar (5)

**Part 2. Directions**
- Content (10)
- Following assignment guidelines (5)
- Formatting (5)
- Spelling and grammar (5)

**Part 3. Understanding visuals**
- Identifying proper visual style for task (2)
- Explaining why visual is correct (2)
- Explaining what visual should include (3)
- Explaining how visual should be formatted (3)
- Spelling and grammar (5)

**Part 4. Audience-focused writing**
- Tone and language (15)
- Audience awareness (10)
- Formatting (5)
- Spelling and grammar (5)