

TECEP® Test Description for ENG-201-TE

TECHNICAL WRITING

This exam assesses students' ability to recognize and address the relationship between effective communication and professional success. In particular, the exam evaluates students' ability to communicate necessary information in clear and concise writing. As a result, it differs sharply from typical composition courses and assessments. Technical Writing focuses on the workplace and the needs of a professional, rather than on an academic setting and the needs of a student. (3 credits)

- **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.

You may use a dictionary during the test.

Students please note:

You will use the following notations to indicate formatting on your exam:

- Bold – use CAPS
 - Bullets – use an asterisk
 - Indent – use the space bar (online testing)
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OUTCOMES ASSESSED ON THE TEST

- Selecting the appropriate technical communications style for a given audience
- Describing communication goals to readers in the workplace
- Applying strategies for writing clear English
- Utilizing effective page layout and design
- Explaining how visuals aid understanding
- Integrating effective planning and revision into technical communications
- Differentiating among models for instruction, description, definition, and summary



TEST FORMAT

PART 1: Writing email – 25%

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.*

PART 2: Writing directions for workplace tasks – 25%

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.*

PART 3: Using visuals – 15%

You will be asked to answer two short questions about the appropriate use of visuals in context. *Suggested time: 30 minutes.*

PART 4: Writing on general topics – 35%

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.*

STUDY MATERIALS

Below is a list of recommended study materials to help prepare you for your exam. Most textbooks in this subject include the topics listed above and will prepare you for the test. If you choose another text, be sure to compare its table of contents against the topic list to make sure all topics are covered.

Title
Picket, A., et al. <i>Technical English: Writing, Reading and Speaking</i> . New York, NY: Addison Wesley Longman.
Alred, G., et al. <i>Handbook of Technical Writing</i> . Boston, MA: Bedford/St. Martin's Press
Markel, m. <i>Technical Communication</i> . Boston, MA: 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 (25%)

- Email formatting (10%)
- Tone and language (10%)
- Spelling and grammar (5%)

Part 2: Directions (25)

- Content (10%)
- Following assignment guidelines (5%)
- Formatting (5%)
- Spelling and grammar (5%)

Part 3: Understanding visuals (15%)

- 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 (35%)

- Tone and language (15%)
- Audience awareness (10%)
- Formatting (5%)
- Spelling and grammar (5%)

