VIDEO 5: Writing Test Preview

Hello and welcome back to my garage.

My apologies for getting this video out to you late, but the good news is, there is not that much information you need to digest.   
  
You may want to take notes, but more importantly, you should have your planner ready.   
  
The writing test is coming up on Friday the

This is a short exam that asks you to write critically about document types and writing concepts that have been introduced in the writing portion of this class. That includes

Professional Emails

Meeting Minutes  
Memos

And

Resumes

You will have some choice about what you will be able to write about, so you should be able to choose a topic that you feel confident in, as long as you feel confident about anything introduced in the videos.

You will be writing 4 paragraphs that asks you to analyze a document using a term that was introduced in these videos. So, if you really want to study, you may want to rewatch some or all of the videos that have been published.  
  
You will be graded based on a rubric that assesses Audience, Purpose, and Clarity. I will be publishing the rubric this week, so you will see how all of that breaks down.  
  
The total points available for the quiz will be 60, while all four quizzes totalled 40.

The quiz is timed, so after you read the quiz prompt, set a timer for one hour, one and a half hours or two hours if you are

The purpose of the essay is to take the concepts you have learned in this class and process them.

You have got a lot of writing to do in this class, and a lot of writing to do in this life. This writing exam is a way to get you to solidify your understanding of the concepts that support clear and professional documentation, and will hopefully help you communicate not only in this class, but in your future career.

SPEAKING OF SPRING, I will be around in Spring to offer videos to help you specifically with writing your project report. I look forward to working with you then.