

Name: _____ Date: _____



Chapter 5 Review

Test Your Knowledge

Part 1: True or False

Instructions

Read each statement below, then select True or False.

1. Analytical and informational reports are written using technical language to impart and analyze information.
True False
2. Demonstrating use of appropriate vocabulary means a person uses homonyms, synonyms, and antonyms accordingly.
True False
3. The four steps of the writing process are reading, analyzing, editing, and polishing.
True False
4. Block and modified block style letters using open and mixed punctuation are examples of how font size and style contribute to overall graphic design of a written document.
True False
5. Writers must be able to practice and apply software applications to produce publishable written document.
True False
6. When organizing and communicating written information, it is not necessary to state a main idea.
True False
7. Applying desktop publishing to create products using typography concepts includes taking into consideration font size and style.
True False
8. Graphic design is the production of printed matter by means of a desktop computer having a layout program that integrates text and graphics.
True False
9. Publications take into consideration formatting digital information for effective communication in a product by defining the intended audience and purpose.
True False
10. Principles of page design include balance, alignment, proportion, and white space.
True False

