

## Chapter 6 Review

### Test Your Knowledge

#### Part 1: True or False

#### Instructions

Read each statement below, then select True or False.

1. Informal writing uses appropriate vocabulary and adapts language based on audience, purpose, situation, and intent.  
True  False
2. Spelling is not an essential item to consider in informal writing.  
True  False
3. To organize and communicate information, writers use the writing process.  
True  False
4. Informal writing does not require using correct grammar, terminology, or punctuation.  
True  False
5. Writers use the writing process to produce e-mails and letters appropriate to task, purpose, and audience.  
True  False
6. Data and observations may be communicated in reports.  
True  False
7. Practicing editing copy for grammar, punctuation, and terminology helps a writer to stay sharp in recognizing areas of their writing to improve upon.  
True  False
8. Writers practice and apply basic software applications to produce informal writing.  
True  False
9. Informal writing does not follow the traditional writing process.  
True  False
10. In order to communicate in a clear, courteous, concise, complete, and correct manner, writers select language for audience and purpose.  
True  False





9. You are tasked with writing an email to a client who is requesting data about your company's latest product release. The client would like to know how the product is working for other customers and observations you can share on its effectiveness. How do you go about organizing and composing the message?