

## ENG 1131 C & G Final Exam

W 2020

Start: April 18<sup>th</sup> @ 10:00 am

Ends: April 20<sup>th</sup> @ 10:00 am

### General Instructions:

- The exam is open book. However, you should **not** be using any secondary sources other than the ones that are provided to you within this exam.
- You must properly cite direct quotations and/or any other secondary material using APA; failure to do so will immediately result in a **grade of 0** for the exam and your case **will be submitted to the faculty for review**. The outcome of that review may result in further sanctions including failure of the course. You can review the university's Academic Fraud regulations [here](#).
- The recommended time to spend on this exam is three hours.
- **You must upload your exam to Brightspace by April 20<sup>th</sup> at 10:00 am.**
- **Late exams will not be accepted for any reason** (including "my computer crashed and I lost all my work" or "my internet connection died at 9:55 am on April 20<sup>th</sup> so I couldn't upload my exam" or "my cat walked across my keyboard and I forgot to save the document"). You have 48 hours to complete and upload your exam in order to account for any technological problems that may arise.
- If you upload your exam in an unreadable format or if you upload the wrong file, you will receive a grade of 0. Upload your exam as a doc., docx., or pdf. Double check that it is the correct file, and that it is readable and not corrupted.

The **purpose** of this exam is to test your knowledge of the course's content. Your exam will be evaluated on the basis of your ability to demonstrate your skills in drafting typical business letters and documents, in organizing the content of your documents into conventional patterns, in dividing your letters and reports into functional sections, and in writing well-structured paragraphs with clearly stated-topic sentences. Your answers will also be evaluated on the basis of your grammar, punctuation, style, and spelling.

The exam has three parts:

### Part One (20%): Grammar

1. Correct grammar errors we reviewed from quizzes #1-4 parts of the sentence; punctuation; sentence faults; emphasis.

### Part Two (60%): Letters and Memos

On the basis of the scenarios provided, write the following documents:

1. Summary and Analysis Memo
2. Sensitive Information Letter
3. Proposal Memo

### Part Three (20%)

1. APA in-text and works cited citations