

WRITING FOR SUCCESS

This exam assesses students' knowledge and application of expository writing, emphasizing the importance of purpose and audience awareness in writing. The exam evaluates students' application of processes that build proficiency in academic and business writing while demonstrating confidence and competence in writing situations. (3 credits)

- **Test format:** 3 essays (33 or 34 points each)
- **Passing score:** 70% (70/100 points). Your grade will be reported as CR (Credit) or NC (No Credit).
- **Time limit:** 3 hours

Note: Dictionary and writing handbook permitted; one sheet of scratch paper at a time, can request additional sheets.

OUTCOMES ASSESSED ON THE TEST

- Describe and utilize common techniques used in expressive, narrative, and descriptive writing.
 - Demonstrate the ability to use analysis of a subject to inform a reader.
 - Evaluate audience type and writing format.
 - Compose effective analytical and evaluative essays.
 - Write a clear thesis statement and support it with related, logical supporting arguments.
 - Write meaningful and effective introductions and conclusions.
 - Write an effective explanatory essay.
 - Write a problem/solution essay.
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TOPICS ON THE TEST AND THEIR APPROXIMATE DISTRIBUTION

The table below indicates the main topics covered by this exam and the approximate percentage of the exam devoted to each main topic. Under the main topic heading is a list of related—but more specific—topics. It is important to review these topics to determine how much prior knowledge you have and/or how much additional study is necessary. To assist with refreshing and enhancing your knowledge of the ideas, concepts, and theories for this subject, links to free and openly licensed review materials are included for each topic.

Problem-Solution Description, Explanation, and Evaluation (15%) <i>Description of a problem, explanation of solution, evaluation of outcome.</i>
Resources
<i>Successful Writing</i> • Chapter 10: Rhetorical Modes ◦ Section 10.5: Process Analysis • Chapter 15: Readings: Examples of Essays ◦ Section 15.6: Process Analysis Essay
Analysis and Persuasion (15%) <i>Use of analysis to inform argumentative writing.</i>
Resources
<i>Successful Writing</i> • Chapter 10: Rhetorical Modes ◦ Section 10.5: Process Analysis • Chapter 15: Readings: Examples of Essays ◦ Section 15.6: Process Analysis Essay
<i>Methods of Discovery</i> • Chapter 1: All Writing is Argumentative
<i>Rhetoric and Composition</i> • Argument
Informative Writing (15%) <i>Use of description and audience awareness to inform a specific audience.</i>
Resources
<i>Successful Writing</i> • Chapter 6: Writing Paragraphs: Separating Ideas and Shaping Content ◦ Section 6.1: Purpose, Audience, Tone, and Content • Chapter 10: Rhetorical Modes



○ Section 10.3: Description ● Chapter 15: Readings: Examples of Essays ○ Section 15.4: Descriptive Essay
<i>Writing Commons</i> ● Describing
Thesis and Structure (30%) <i>Thesis statement, thesis support, introductions, conclusions, transitions.</i>
Resources
<i>Successful Writing</i> ● Chapter 6: Writing Paragraphs: Separating Ideas and Shaping Content ○ Section 6.2: Effective Means for Writing a Paragraph ● Chapter 9: Writing Essays: From Start to Finish ○ Section 9.1: Developing a Strong, Clear Thesis Statement ○ Section 9.4: Writing Introductory and Concluding Paragraphs
<i>Writers' Handbook</i> ● Chapter 6: Drafting ○ Section 6.1: Forming a Thesis ○ Section 6.3: Supporting a Thesis
Defining a Thesis Statement [video file]
<i>Writing Commons</i> ● How to Write an Engaging Introduction ● How to Write a Compelling Conclusion ● Paragraph Transitions
Proper Conventions of Written English (25%) <i>Grammar, mechanics, style, spelling, punctuation.</i>
Resources
<i>Successful Writing</i> ● Chapter 2: Writing Basics: What Makes a Good Sentence? ● Chapter 3: Punctuation ● Chapter 5: Help for English Language Learners
<i>Writers' Handbook</i> ● Chapter 15: Sentence Building
<i>Effective Technical Writing in the Information Age</i> ● Chapter 1: Improving Your Style ● Chapter 2: Punctuation, Mechanics, Capitalization, and Spelling



<i>Rhetoric and Composition</i> • Grammar and Mechanics
<i>Writing Commons</i> • Select an Appropriate Sentence Pattern • Write with Clarity • Paragraphs are United by a Single Purpose or Theme
<i>Boundless Writing</i> • Writing Effective Paragraphs: Organizing Your Ideas

STUDY MATERIALS

Below is a list of recommended study materials to help prepare you for your exam. We encourage you to explore these resources to make sure that you are familiar with multiple perspectives on the topics above. All of these resources are openly licensed, which means that they are free to be [revised, remixed, reused, redistributed, and retained](#), so long as their unique terms are followed. You can learn more about open licensing at [Adopting Open Educational Resources in the Classroom](#).

Resource Licensing Guide	
Title	License
McLean, S. (2012). Successful Writing (v. 1.0). 2012 Book Archive.	CC BY-NC-SA 3.0
Zemliansky, P. (n.d.). Methods of Discovery .	CC BY-NC-SA 3.0
(n.d.) Rhetoric and Composition . Wikibooks.	CC BY-SA 4.0
Moxley, J. (2019). Writing Commons .	CC BY-NC-ND 3.0
Schall, J. (n.d.). Effective Technical Writing in the Information Age .	CC BY-NC-SA 3.0
(2012). Writer's Handbook (v. 1.0). 2012 Book Archive.	CC BY-NC-SA 3.0
(2004). Guide to Grammar and Writing . Capital Community College Foundation.	See License
University of Victoria Libraries .	CC BY 4.0



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SAMPLE QUESTIONS

The questions below are designed to help you study for your TECEP. Answering these questions does not guarantee a passing score on your exam.

Please note that the questions below **will not** appear on your exam.

Directions: Respond to the question below by writing an essay of about 4-6 paragraphs using Standard American English. Your essay should be written for a college level audience and should include the following:

- A clear and complete thesis
- An introduction and conclusion
- Body paragraphs that develop each main idea

Use scrap paper to write a thesis and outline before typing or writing your essay.

1. Consider a problem that you have faced in your educational journey. Write an essay in which you describe the problem, explain how you addressed it, and evaluate your attempted solution. That is, explain why your attempted solution worked or did not work.
2. Write a review of an appliance or other electronic product in which you describe a certain aspect of the product. Analyze the value, strength, efficiency or user-friendliness for the review. The major point is to convince your audience that this is a great product OR a terrible product.
3. You have friends coming to visit you for two days in your current town (or one you have lived in or are familiar with). These friends are history buffs. Explain the best vacation for these friends by describing the historical sites and related activities that your friends could experience. Be sure to explain the best way to approach the activities across the two-day vacation. Also, be sure to describe each event so that your friends can decide whether or not they want to experience the things you have written about.

GRADING

Essays will be graded with the following rubric:

Degree to which student follows directions and completes the task:	40%
Thesis, thesis support, introductions, conclusions, transitions:	30%
Using proper conventions of written English:	30%

