When you have completed your exam and reviewed your answers, click Submit Exam. Answers will not be recorded until you hit Submit Exam. If you need to exit before completing the exam, click Cancel Exam.

Questions 1 to 20: Select the best answer to each question. Note that a question and its answers may be split across a page break, so be sure that you have seen the entire question and all the answers before choosing an answer.

1. One way to synthesize information from sources is to
   A. organize source notes in terms of relevance and reliability.
   B. arrange source notes alphabetically by author's name.
   C. categorize information according to your research questions.
   D. arrange source information according to publication date.

2. It's permissible to delete a word or phrase from a direct quotation as long as you don't change the meaning of the quote. To indicate your deletion in the quote, you would
   A. use a hyphen in place of the deleted word or passage.
   B. mark the deleted space with a comma before and after the deleted word.
   C. write the word "deleted" in that space.
   D. use an ellipsis to designate a deletion.

3. In academic writing, why would you prefer to rely on information from scholarly journals rather than magazines?
   A. Scholarly journals never include visuals.
   B. Scholarly journals are more difficult to find, and therefore more valuable.
   C. Magazines use every-day experiences and discuss popular topics.
   D. Authors in scholarly journals are generally specialists in their field.

4. The MLA format for citing a book has six parts, beginning with the author's name. What appears in the third position?
   A. Publisher
   B. Place of publication
   C. Medium
   D. Date

5. Which type of writing assignment would benefit the most from the use of outside sources such as scholarly works or reference works?
   A. The first act of a play about John F. Kennedy
   B. An essay describing your favorite kind of automobile
   C. An informative essay about the transformation of a caterpillar
   D. An essay about your last vacation with your family
6. You're conducting observations for an essay on working conditions in a shirt factory. Which of the following tips does your text offer for doing that effectively?
A. Finalize your thesis before beginning your research.
B. Evaluate your dominant first impressions.
C. Visit a different factory first so you can compare the two.
D. Skip taking notes since they can influence your opinion.

7. Which of the following is an example of maintaining academic integrity?
A. Summarizing source information and including a citation on the Works Cited page
B. Acknowledging a source when directly quoting, but not including quotation marks
C. Submitting an essay that a friend submitted several years ago
D. Using graphs, tables, or diagrams that someone else created, without citing them

8. Which of the following is a true statement about an MLA Works Cited page?
A. The Works Cited page should be alphabetized by author's name.
B. The Works Cited page requires no special formatting.
C. The Works Cited page should contain all information you found when completing research.
D. The Works Cited page should immediately follow the conclusion and be on the same page.

9. A keyword search of a library database will typically turn up
A. a detailed summary of the contents of relevant materials.
B. publication information.
C. author contact information.
D. who used the source last.

10. The MLA format for citing a newspaper article in a periodical has six parts. What appears in the second position?
A. The name of the newspaper
B. The author's first name
C. The article title
D. The name of the newspaper

11. When you search an online library catalog or a search engine, the first step is to enter ________, words or phrases that describe your topic.
A. FAQs
B. domain extensions
C. keywords
D. abstracts

12. When introducing an author for the first time using a signal phrase, you can help the reader understand the relevance of the source material by
A. citing the title, publisher, and publication date of the source.
B. enclosing the author's name in quotation marks.
C. including your assessment of the author's reliability.
D. including some background information about the author.

13. Which of the following statements is true about choosing sources?
A. It's most important to determine whether or not a source is reliable before using it.
B. If something is on the Internet, it must be true.
C. Books and articles written prior to the year 2000 are the most accurate.
D. A person's opinion makes the best source when you hear it yourself.

14. Which of the following items is not necessary to include in summary notes?
A. All the information that is relevant to your topic and purpose
B. Your comments and opinions about the source
C. Complete publication information
D. The time and date you read the source material

15. When evaluating the relevance of a source he plans to use, Marco needs to consider
A. the balance between words and visuals.
B. whether it's too general or too specialized for his intended audience.
C. whether the authorship of the source is specified.
D. the author's use of connotation and figurative language.

16. In MLA style, how long must a quote be to be a block quotation?
A. More than 8 lines
B. More than 4 lines
C. 50 words or more
D. More than 2 lines

17. Barry is writing a research paper about the drought conditions in California. Rather than simply write that "the drought has continued over the past four years," he would most likely need to use information from sources to
A. eliminate bias.
B. compare information about similar events.
C. make a general comment more specific.
D. reinforce an opinion with concrete evidence

18. If you're not assigned a topic for a research paper and are working to choose an interesting topic, which of the following terms would you avoid as a criterion for your choice?
A. Breaking
B. Practical
C. Manageable
D. Novel
19. When you emphasize words in a quotation by underlining or italicizing them, you must note it by
A. adding [sic].
B. inserting an endnote.
C. inserting a footnote.
D. adding (emphasis added).

20. Interviewing, surveying, and observing are all methods of
A. MLA formatting.
B. patterns of development.
C. conducting field research.
D. analyzing sources.

End of exam