Organizing and Revising Essays Quiz (Answer key)
Sponsored by the Center for Teaching and Learning of UIS

1. From the list below, circle the six steps involved in the writing process
   Planning  Writing  Shaping  Anger  Denial  Drafting  Sadness  Revising  Editing  Proofreading

   Answer: Planning, Writing, Shaping, Drafting, Revising, Editing

2. T/F During the planning phase, you determine what your essay will be about, the topic and the thesis statement.

   Answer: True

3. T/F During the shaping phase, you pay no attention to how your essay will be laid out.

   Answer: False

4. T/F The Introduction of your essay must grab the reader's attention or they may stop reading it.

   Answer: True

5. T/F Once you have written your thesis statement you should not change it.

   Answer: False

6. T/F Conclusions are meant to repeat (verbatim) what you stated in your Introduction. It is okay to cut and paste your Introduction and use it as your conclusion.

   Answer: False

7. T/F When revising, you should look at the flow of your paragraphs and of the sentences within the paragraphs.

   Answer: True

8. T/F Topic sentences must make sense when read together.

   Answer: True

9. T/F Supporting sentences within each paragraph do not need to support the topic sentence of the paragraph, they only need to support the thesis.

   Answer: False

10. T/F When editing, do not worry about spelling because Spell Check is good enough.

    Answer: False

11. T/F When editing, replace vague nouns with details and vague verbs with strong verbs.

    Answer: True

12. T/F When proofreading, you only need to give yourself a few minutes as you can rush through this stage.

    Answer: False
13. T/F When proofreading, you should read your essay aloud because most mistakes in English are caught on a verbal level.

   Answer: True

14. T/F You should always have a trained, unbiased pair of eyes (like those in the CTL) look over your paper.

   Answer: True

15. T/F Never take breaks in between revisions because you will forget what your essay is about.

   Answer: False

16. T/F Cutting extraneous material means you cut out the information that is vital or key to your essay.

   Answer: False

17. T/F Only English teachers care about grammar.

   Answer: False

18. T/F A thesis statement gives the essay focus and purpose and point of view.

   Answer: True

19. T/F Body paragraphs contain topic sentences and supporting details.

   Answer: True

20. T/F Transitions tie together paragraphs and sentences.

   Answer: True