

# ***EMERGENCY SERVICES INSTRUCTOR***

## ***PRE-COURSE QUIZ***



***FIRE SERVICE  
TRAINING***



Overview

This is a 4 day course: 32 hours of instruction and 8 hours of certification evaluation. The course prepares the student to perform the duties of Instructor I.

The fee for the course is \_\_\_\_\_.

Course Prerequisites

NONE

Outcome Objectives

After completing the course the student will have met the sections required for Fire Instructor I in the National Fire Protection Association® (NFPA®) 1041, 2012 edition, professional qualifications standard. Students who successfully complete the certification process will be certified as Instructor I.

Text

The required text for the course is IFSTA's **Fire and Emergency Services Instructor**, 8<sup>th</sup> edition.

While not required, the IFSTA's **Fire and Emergency Services Instructor Study Guide** is a valuable tool to help prepare for each lesson in the course and for the certification exam. The manual and study guide are available from IFSTA or the FF museum.

Course Schedule

<b>Class Date</b>	<b>Chapter</b>	<b>Topic</b>	<b>Text Pre-Reading</b>	<b>Homework Assignment</b>
Day 1	1	The Instructor as a Professional	pp. 10-28	
Day 1	2	Principles of Learning	pp. 34-46	
Day 1	3	Instructional Planning	pp. 52-66	
Day 1	4	Instructional Materials and Equipment	pp. 71-103	
Day 2	5	Learning Environment	pp. 107-121	
Day 2	6	Classroom Instruction	pp. 125-188	

Day 3	7	Skills-Based Training Beyond the Classroom	pp. 194-220	
Day 3	8	Testing and Evaluation	pp. 226-241	
Day 4	9	Records, Reports, and Scheduling	pp. 245-251	

Any variation from this will be provided during the first class session.

### Course Evaluation Strategy

Students will be evaluated with a written test covering the content and the reading material assigned. Two practical evolutions will be completed the last day of class.

### Homework Assignment

Complete Quizzes for each chapter.

### Pre-Course Reading Assignment

Read all chapters 1-9. Complete all Quizzes for these chapters.

### Required Materials

8<sup>th</sup> Edition Manual, pen or pencil.

### Instructor Information

Contact information for the instructor will be provided at the first class session. The goal of the instructor is to help you be successful during the course. You should immediately contact the instructor if you have any questions about the course or course work.

### Attendance Policy

You are expected to attend each class session. Because each class session is 8 hours, a large amount of information will be missed by an absence. If an emergency arises, immediately inform the instructor and every effort will be made to accommodate the situation.

### Academic Dishonesty Policy

Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; assisting others in any such act; or attempts to engage in such acts. Any

incident of academic misconduct will result in the student being dropped from the course and the student's sponsoring agency being notified of the incident.

### Course Participation

The course utilizes lecture, open discussions, and learning activities to achieve the learning objectives. Every student is expected to:

- come to course prepared to actively participate in discussions,
- read the text prior to the next class session,
- complete all homework assignments,
- respect the beliefs, opinions, and values of other students,
- and have an open mind about the issues being discussed.

**Instructor I  
Certification Process - General Information**

**Written Exam Information**

Questions:	50
Type of Questions:	Multiple Choice
Minimum Score:	70%
Time Allowed for Exam:	1 hour

**Skills Exam Information**

Skill #1:	Teach from a prepared lesson plan.
Skill #2:	Design a learning environment.
Skill #3:	Modify a lesson plan.
Skill #4:	Preparing a Training Report.
Skill #5:	Evaluation of learning.

# Chapter 1 Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 1. Desire to teach is a characteristic that generates enthusiasm. (10)  
A. True  
B. False
- \_\_\_\_\_ 2. Instructors can motivate students by criticizing unsuccessful performances. (11)  
A. True  
B. False
- \_\_\_\_\_ 3. Instructors are effective leaders by first being followers within their organization. (12)  
A. True  
B. False
- \_\_\_\_\_ 4. An effective instructor does NOT have to lead by example within the organization. (12)  
A. True  
B. False
- \_\_\_\_\_ 5. A profession is a vocation that requires specialized knowledge and long, intense preparation. (16)  
A. True  
B. False

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 6. Which of the following is an instructor's obligation to the profession? (17)
- A. Being a positive role model and effective leader
  - B. Being aware of new improvements or developments
  - C. Providing training that supports the mission of the organization
  - D. Ensuring that the students perform their duties safely and skillfully
- \_\_\_\_\_ 7. Which challenge requires the instructor to be prepared to teach students of both genders? (18)
- A. Student diversity
  - B. Instructor priorities
  - C. Cooperative relationships
  - D. Changes in the profession
- \_\_\_\_\_ 8. Which of the following federal laws prohibits employment practices that discriminate based on race, color, religion, sex, or national origin? (21)
- A. Buckley Amendment
  - B. Title VII of the Civil Rights Act
  - C. Religious Freedom Restoration Act
  - D. Americans with Disabilities Act (ADA)
- \_\_\_\_\_ 9. What is a local law that applies to persons, things and activities in a jurisdiction? (22)
- A. Code
  - B. Standard
  - C. Ordinance
  - D. Regulation
- \_\_\_\_\_ 10. Laws arranged systematically and usually pertaining to one subject area are known as: (23)
- A. codes.
  - B. standards.
  - C. ordinances.
  - D. regulations.



**Directions:** Write a brief answer to the questions below.

11. What are five characteristics of an effective instructor? (10)

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12. What are three characteristics of a written code of ethics? (25)

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## Chapter 2 Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 1. People can only change their behavior or base of knowledge by engaging the five senses. (34)  
A. True  
B. False
- \_\_\_\_\_ 2. According to the cone of learning, people will remember a majority of what they read. (34-35)  
A. True  
B. False
- \_\_\_\_\_ 3. The term andragogy refers to the art of teaching adults. (36)  
A. True  
B. False
- \_\_\_\_\_ 4. Skills and information practiced or learned most recently is known as primacy. (37)  
A. True  
B. False
- \_\_\_\_\_ 5. Life experiences are so varied that they have little effect on how students learn. (38)  
A. True  
B. False
- \_\_\_\_\_ 6. Gender issues during instruction may have a negative effect on an organization as a whole. (40)  
A. True  
B. False

- \_\_\_\_\_ 7. The affective learning domain is the foundation of the other learning domains. (42)
- A. True
  - B. False
- \_\_\_\_\_ 8. A learning style refers to the way an individual gathers or processes information. (44)
- A. True
  - B. False

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 9. Which of the following is a sensory-stimulus that takes in the most information? (34)
- A. Seeing
  - B. Tasting
  - C. Hearing
  - D. Touching
- \_\_\_\_\_ 10. For which law of learning do adult students need the satisfaction of learning a new skill? (37)
- A. Disuse
  - B. Effect
  - C. Primacy
  - D. Exercise
- \_\_\_\_\_ 11. Which domain of learning is the foundation for the other two domains? (42)
- A. Cognitive
  - B. Motivation
  - C. Association
  - D. Psychomotor
- \_\_\_\_\_ 12. Which domain of learning takes the most time for the results to become observable? (43)
- A. Affective
  - B. Androgogy
  - C. Motivation
  - D. Psychomotor

- \_\_\_\_\_ 13. For which strategy do students prefer to use a step-by-step process? (45)
- A. Global
  - B. Abstract
  - C. Concrete
  - D. Sequential
- \_\_\_\_\_ 14. For which strategy do students prefer seeing true-to-life visuals and demonstrations? (45)
- A. Global
  - B. Abstract
  - C. Concrete
  - D. Sequential

**Directions:** Write a brief answer to the questions below.

15. Identify three motivation techniques. (45-46)

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## Chapter 3 Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 1. Locating required equipment is an important session preparation task. (53)  
A. True  
B. False
- \_\_\_\_\_ 2. A new instructor should NOT have a problem teaching a class on short notice. (54)  
A. True  
B. False
- \_\_\_\_\_ 3. Instructors should use different training aids for skills evaluation than those used in teaching. (59)  
A. True  
B. False
- \_\_\_\_\_ 4. The lack of funding or time may automatically prohibit the purchase or development of a training aid. (59)  
A. True  
B. False

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 5. Who is ultimately responsible for ensuring that all materials and equipment needed are determined and arranged for before the beginning of class? (55)  
A. Supervisor  
B. Instructor  
C. Logistics staff  
D. Administrative assistant

- \_\_\_\_\_ 6. When assembling equipment and materials, the FIRST step should be to: (56)
- A. review operations.
  - B. arrange room layout.
  - C. check for missing items.
  - D. find replacements or make repairs.
- \_\_\_\_\_ 7. Which of the following can limit interaction with a large class? (57)
- A. Student diversity
  - B. Weather conditions
  - C. Changing instructors
  - D. Classroom arrangement
- \_\_\_\_\_ 8. Instructors who decide to schedule training during inclement weather conditions should: (62)
- A. always place a student in charge.
  - B. always place personnel safety first.
  - C. only schedule training in warm conditions to prevent frostbite.
  - D. only schedule training in cold conditions to prevent heat stroke.
- \_\_\_\_\_ 9. Continuity is maintained in instructional resource variations when the: (62)
- A. lessons include a variety of teaching methodologies.
  - B. visual aids are used to enhance the learning process.
  - C. instructor knows the budget availability for equipment and materials.
  - D. information is available to all course instructors as they plan course presentations.
- \_\_\_\_\_ 10. When do instructors and training divisions lose credibility? (64)
- A. When students require a variety of teaching methodologies
  - B. When an instructor asks for a substitute instructor to teach a lesson
  - C. When safety factors have been the primary responsibility of the instructor
  - D. When information has NOT been checked for accuracy and consistency



**Directions:** Write a brief answer to the questions below.

11. List the benefits of good organizational skills. (52)

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12. What are two levels of knowledge for which instructors may need to adjust their presentation? (63-64)

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## Chapter 4 Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 1. Training aids save lecture time. (102)
- A. True
  - B. False

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 2. Which of the following components of a lesson plan is a restatement or reemphasis of the key points of the lesson to clarify uncertainties, prevent misconceptions, and increase learning? (73)
- A. Job or topic
  - B. Lesson summary
  - C. Lesson outline
  - D. Learning objective
- \_\_\_\_\_ 3. Which of the following components of a lesson plan are a summary of the information to be taught? (74)
- A. Jobs or topics
  - B. Prerequisites
  - C. Lesson outlines
  - D. Learning objectives
- \_\_\_\_\_ 4. What is the difference between a lesson outline and lesson plan? (76)
- A. An outline is designed for a single lesson.
  - B. A plan may be useful when training needs to continue.
  - C. An outline is developed for a large course or curriculum.
  - D. A plan only involves training aids and additional resources.

- \_\_\_\_\_ 5. Which of the following provides real world examples of lesson topics in practice? (81)
- A. Research papers
  - B. Resource materials
  - C. Major point summaries
  - D. Performance evaluations
- \_\_\_\_\_ 6. What protects the work of artists, photographers, and authors and gives them right to publish or reproduce? (81)
- A. Personal work submissions
  - B. Standard operating procedures
  - C. Job performance requirements
  - D. Copyright laws and permissions
- \_\_\_\_\_ 7. Which of the following is a nonprojected training aid? (84)
- A. Audio recordings
  - B. Video presentations
  - C. Overhead projectors
  - D. Computer-generated slides
- \_\_\_\_\_ 8. Training devices that represent systems, processes, or environments are called: (94)
- A. simulators.
  - B. training props.
  - C. projected training aids.
  - D. nonprojected training aids.
- \_\_\_\_\_ 9. Which of the following would be a routine maintenance performed by an instructor? (101)
- A. Filling gas tanks
  - B. Turning off a computer
  - C. Replacing a projector bulb
  - D. Providing protective equipment for students
- \_\_\_\_\_ 10. Which of the following is a training aid benefit? (102)
- A. Decreasing agency costs
  - B. Enabling larger classes
  - C. Reducing need for instructors
  - D. Increasing student acceptance

**Directions:** Write a brief answer to the questions below.

11. What are the factors that protect the right of privacy? (83-84)

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12. List four training props. (96-99)

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## Chapter 5 Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 1. The lead instructor is responsible for providing a safe training environment for all instructors and students. (115)
- A. True
  - B. False
- \_\_\_\_\_ 2. A warehouse is an example of a potential remote training site. (117)
- A. True
  - B. False
- \_\_\_\_\_ 3. Students should inspect the area to determine the condition of the facility and training props. (119)
- A. True
  - B. False

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 4. When the seating arrangement is NOT effective for the planned lesson, the instructor should: (108)
- A. change it.
  - B. contact administration.
  - C. ask for a room change.
  - D. use what was provided.
- \_\_\_\_\_ 5. Which seating arrangement permits students to easily see and hear an instructor and works effectively in small groups? (108)
- A. Fan
  - B. Chevron
  - C. Auditorium
  - D. Conference

- \_\_\_\_\_ 6. Which of the following is similar to the traditional seating arrangement? (108)
- A. Fan
  - B. Chevron
  - C. Conference
  - D. Horseshoe or U-shape
- \_\_\_\_\_ 7. The primary source of lighting in a permanent classroom should consist of what type of lighting? (111)
- A. Natural
  - B. Dimmed
  - C. Fluorescent
  - D. Incandescent
- \_\_\_\_\_ 8. Which of the following is an action instructors should take when adjusting heating, ventilation, and air conditioning (HVAC) systems? (111)
- A. Wait until students arrive to determine their comfort with the temperature.
  - B. Set the temperature cooler than intended to achieve comfortable temperature.
  - C. Set the temperature warmer than expected to achieve comfortable temperature.
  - D. Make any climate adjustments within adequate time for the temperature to change.
- \_\_\_\_\_ 9. Where should the chairs be arranged if training is taking place in an apparatus bay? (114)
- A. Facing the apparatus
  - B. Facing away from the apparatus
  - C. 25 feet (7.6 m) from the apparatus
  - D. The outer edge of the apparatus



**Directions:** Write a brief answer to the questions below.

10. List three potential considerations to address during the inspection and planning processes at remote sites. (117-119)

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## Chapter 6 Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 1. In the five basic elements of interpersonal communication, who is the "sender" in a classroom situation?(126)
- A. Student
  - B. Instructor
  - C. Classmates
  - D. Organization
- \_\_\_\_\_ 2. Which of the following purposes of interpersonal communication seeks to control, direct, or manipulate behavior? (128)
- A. Learning
  - B. Relating
  - C. Helping
  - D. Influencing
- \_\_\_\_\_ 3. In nonverbal communication, the majority of a message is transmitted by: (130)
- A. body language.
  - B. vocal pitch and volume.
  - C. personal appearance.
  - D. vocal tone and inflection.
- \_\_\_\_\_ 4. Which of the following is an active process that includes attending, understanding, remembering, evaluating, and responding to the speaker? (132)
- A. Seeing
  - B. Hearing
  - C. Listening
  - D. Teaching

- \_\_\_\_\_ 5. Which of the following characteristics of effective speakers involve relevant examples, story telling, and metaphors? (133)
- A. Good delivery skills
  - B. Good development of ideas
  - C. Good organization of ideas
  - D. Good vocal characteristics
- \_\_\_\_\_ 6. Which of the following refers to varying the tone (pitch) of words, syllables, or phrases to emphasize important points? (134)
- A. Inflection
  - B. Enunciation
  - C. Projection
  - D. Pronunciation
- \_\_\_\_\_ 7. Which of the following methods of sequencing begins with information that students are familiar with or already know before leading them into unfamiliar material? (136)
- A. Step-by-step
  - B. Whole-part-whole
  - C. Simple-to-complex
  - D. Known-to-unknown
- \_\_\_\_\_ 8. Which of the following words would be BEST for use as a transition? (138)
- A. Finally
  - B. Lastly
  - C. In addition to
  - D. In conclusion
- \_\_\_\_\_ 9. Which of the following is a characteristic of the mastery approach to teaching? (139)
- A. Instructor driven
  - B. Limited feedback
  - C. Norm-referenced testing
  - D. Criterion-referenced testing

- \_\_\_\_\_ 10. Which of the following is an advantage of instructor-led training? (143)
- A. Economical
  - B. Individualized
  - C. Reduction in costs
  - D. Motivation of students
- \_\_\_\_\_ 11. Which of the following discussion techniques involves students generating as many ideas as they possibly can, operating under the principle that there are no bad ideas? (151)
- A. Brainstorming
  - B. Group developing
  - C. Nominal group process
  - D. Agenda-based process
- \_\_\_\_\_ 12. Which of the following types of questions does NOT necessarily have one correct answer, and may not even call for a spoken response? (158)
- A. Open
  - B. Closed
  - C. Direct
  - D. Rhetorical
- \_\_\_\_\_ 13. In which of the following methods of instructional delivery do individual students work at their own pace to accomplish course objectives in any way they choose? (163)
- A. Self-directed learning
  - B. Individualized instruction
  - C. Computer-based training
  - D. Instructor-led training
- \_\_\_\_\_ 14. Which of the following discuss detailed accounts of past events and then allow students to analyze the situation? (166)
- A. Simulations
  - B. Case studies
  - C. Role playing games
  - D. Field and laboratory experiences

- \_\_\_\_\_ 15. Which of the following permit students to experience a situation and see the results of their decisions without the negative results that can occur at an actual emergency? (168)
- A. Simulations
  - B. Case studies
  - C. Role playing games
  - D. Field and laboratory experiences
- \_\_\_\_\_ 16. Which of the following types of students may fall under the U.S. *Americans with Disabilities Act (ADA)*? (172)
- A. Students with gifted abilities
  - B. Students with social issues
  - C. Students with low incomes
  - D. Students with learning disabilities
- \_\_\_\_\_ 17. Which of the following is a basic method for helping students with learning disabilities? (173)
- A. Tutoring
  - B. Groupwork
  - C. Less homework
  - D. No reading assignments
- \_\_\_\_\_ 18. Privacy of records and test scores are an example of a: (177)
- A. student's equal privilege.
  - B. student's right.
  - C. student safety regulation.
  - D. student classroom guideline.
- \_\_\_\_\_ 19. What is the BEST action to prevent problems in the classroom before they occur? (178)
- A. Being proactive
  - B. Counseling openly
  - C. Acting intimidating
  - D. Providing information

**Directions:** Write a brief answer to the questions below.

20. List the parts of the four-step method of instruction. (140)

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## Chapter 7 Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 1. In the United States, state and local regulations will always be the same as national regulations. (195)  
A. True  
B. False
- \_\_\_\_\_ 2. Skills demonstrations begin with giving an explanation of the skill. (202)  
A. True  
B. False
- \_\_\_\_\_ 3. Emergency Medical Services (EMS) training is similar to fire service training in that there are specific competencies that need to be taught and many of them adhere to national standards. (215)  
A. True  
B. False

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 4. The Underwriters Laboratories Inc. (UL): U.S. and Canada (ULC) is considered a (an): (196)  
A. federal government agency.  
B. standards-writing organization.  
C. environmental protection agency.  
D. professional accredited organization.
- \_\_\_\_\_ 5. Who is the primary safety role model? (198)  
A. Students  
B. Instructors  
C. Senior firefighters  
D. Accredited organizations

- \_\_\_\_\_ 6. Repairing facilities is part of: (200-201)
- A. logistics.
  - B. evolution control.
  - C. planning for safe training.
  - D. psychomotor skill demonstration.
- \_\_\_\_\_ 7. Which element of evolution control is used when instructors apply the elements of the National Incident Management System – Incident Command System (NIMS-ICS) to control the evolution? (202)
- A. Teaching
  - B. Managing
  - C. Monitoring
  - D. Supervising
- \_\_\_\_\_ 8. Which of the following is an example of a simple training evolution? (203)
- A. Lifting and setting a ground ladder
  - B. Doing large frame aircraft firefighting
  - C. Performing a high-angle victim rescue
  - D. Establishing technical decontamination
- \_\_\_\_\_ 9. Which of the following is additional hazard exposure training that may be required (214-215)
- A. Ice rescues
  - B. Wildland fire
  - C. Water supply
  - D. Small prop fire
- \_\_\_\_\_ 10. What is the term that describes legal responsibility? (216)
- A. Liability
  - B. Sincerity
  - C. Conviction
  - D. Prosecution

**Directions:** Write a brief answer to the questions below.

11. What are two federal agencies under the Department of Homeland Security?  
(195)

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12. What six issues should be considered and addressed before live-fire training is attempted ? (208)

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## Chapter 8 Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 1. Criterion-referenced and \_\_\_\_ referenced are the two ways to assess or evaluate. (226)
- A. norm-
  - B. median-
  - C. principle-
  - D. traditional-
- \_\_\_\_\_ 2. Which of the following measures the accomplishment of one student against that of another? (226)
- A. Norm-referenced
  - B. Median-referenced
  - C. Criterion-referenced
  - D. Traditional-referenced
- \_\_\_\_\_ 3. For criterion-referenced assessments, the criteria students must meet are stated in the: (226)
- A. training manual.
  - B. course textbook.
  - C. learning objectives.
  - D. instructor handbook.
- \_\_\_\_\_ 4. Which type of test typically measures improvement and gives the instructor and students feedback on learning progress? (227)
- A. Prescriptive
  - B. Formative
  - C. Summative
  - D. Progressive

- \_\_\_\_\_ 5. Which test evaluates the knowledge of course objectives? (227)
- A. Prescriptive
  - B. Formative
  - C. Summative
  - D. Progressive
- \_\_\_\_\_ 6. Which test measures students' ability to perform skills and tasks as they would on the job? (229)
- A. Oral
  - B. Written
  - C. Performance
  - D. Progressive
- \_\_\_\_\_ 7. Eliminating testing distractions should occur: (231-232)
- A. before the test.
  - B. during the test.
  - C. after the test.
  - D. when students complain about them.
- \_\_\_\_\_ 8. In performance testing, when should an instructor record student scores on performance checklists? (233)
- A. During breaks in testing
  - B. As each student takes the test
  - C. After all students have taken the test
  - D. After feedback has been given to the student
- \_\_\_\_\_ 9. When should an instructor identify a maximum of three strengths and three weaknesses of an answer? (236)
- A. When scoring an essay question
  - B. When figuring final course grades
  - C. When evaluating a performance test
  - D. When teaching distance-learning courses
- \_\_\_\_\_ 10. What type of test can be very subjective? (238)
- A. Oral
  - B. Written
  - C. Performance
  - D. Comprehensive

- \_\_\_\_\_ 11. When test results indicate an abnormal number of students did NOT pass the course: (239)
- A. prerequisites for entry should be increased.
  - B. it should be noted but does NOT need to be addressed.
  - C. the grades should be recalculated using a bell-shaped curve.
  - D. the teaching style, course curriculum, or testing system should be reevaluated and altered as appropriate.
- \_\_\_\_\_ 12. Requiring students to use an assigned password to limit access to computer-administered tests is a: (240)
- A. step in the grading process.
  - B. step during test administration.
  - C. requirement for providing feedback.
  - D. guideline for preventing academic misconduct.





## Chapter 9 Quiz

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Write the correct answers on the blanks provided.

- \_\_\_\_\_ 1. Which of the following is an account of past events or of actions taken by an individual, unit, or organization? (245)
- A. File
  - B. Report
  - C. Record
  - D. Assignment
- \_\_\_\_\_ 2. Which of the following is factual accounts of an incident, response, or training event, presented either verbally or in writing? (246)
- A. File
  - B. Report
  - C. Record
  - D. Assignment
- \_\_\_\_\_ 3. Which of the following is documentation of scores on individual exams given during coursework? (246)
- A. Test record
  - B. Training report
  - C. Attendance record
  - D. Application for certification
- \_\_\_\_\_ 4. All training records should be: (247)
- A. open to the public.
  - B. sealed by the agency.
  - C. considered private.
  - D. available to mutual aid agencies.

- \_\_\_\_\_ 5. What level of instructor is assigned report-writing responsibilities according to NFPA® 1041, *Standard for Fire Service Instructor Professional Qualifications*? (248)
- A. Level I
  - B. Level II
  - C. Level III
  - D. All the levels
- \_\_\_\_\_ 6. Which of the following parts of a report includes the basic information such as date or author? (248)
- A. Body
  - B. Heading
  - C. Conclusion
  - D. Introduction
- \_\_\_\_\_ 7. What information can be found in the body of a written report? (248)
- A. Date
  - B. Author
  - C. Time period
  - D. Reason for report
- \_\_\_\_\_ 8. The conclusion summarizes the main points and: (248)
- A. recommends changes.
  - B. restates the introduction.
  - C. requests input from others.
  - D. places blame on individual

