Ain Shams University

Faculty of Computer and Information Sciences

Mid Term Exam
Second Year
Time: 40 min.
Subject: Report Writing
Date: 1-Dec.-2014

Version (3)

Answer the following questions:

Question (1): (2 Points)

Indicate whether the following statements are True or False and correct the false ones:

a) The caption of the table is placed at the top of it. (True)
b) When planning for a presentation you shouldn't consider your audience. (False)
   Correction: The first thing to consider in planning the presentation is "Who are the audience".
c) A recommendation letter acknowledges that you received something. (False)
   Correction: An acknowledgement letter acknowledges that you received something.
d) If needed, an abstract can include tables and figures. (False)
   Correction: Abstract shouldn't contain any tables, figures, or references.

Question (2): (4 Points)

Criticize the following, (Good or Bad) stating your reasons

i) Addressing a business letter to someone you don't know:

   a) Dear Sir/Madam, (Good)
      Reason: It is formal and suitable for addressing unknown recipients.
   b) Dear Emy, (Bad)
      Reason: It is not recommended to address unknown recipients with first name.

ii) Report Section Headings:
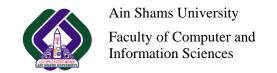
   a) Overview. (Bad)
      Reason: Should be specific, self-explanatory, and precise.
   b) Tips and Guidelines of Good Technical Writing in the Field of Computer Science and Information Systems. (Bad)
      Reason: Too long and doesn't fit in one line.

Question(3): (4 points)

Write a contrast paragraph about soft skills and hard skills.

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Left for students but should contain:

A topic sentence specifying that it is a contrast paragraph. **(1 points)**

Development sentences highlighting the differences. **(1 points)**

A concluding sentence that summarizes the paragraph. **(1 point)**

(1 point) for adhering to the paragraph structure.

Good Luck ☺