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**Version (4)**

**Answer the following questions:**

**Question (1):** (2 Points)

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

- a) The essential parts in the front matter of a report are title page, abstract, and table of contents. (True)
- b) The general rule in business writing is to use long, complex sentences. (False)  
Correction: In business writing, the general rule is to stress on specificity and accuracy.
- c) Graphs and figures should never be associated with references. (False)  
Correction: Graphs and figures can be associated with source references.
- d) The date on a business letter should appear after the salutation. (False)  
Correction: The date appears before the salutation.

**Question (2):** (4 Points)

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

i) Beginning of a presentation

- a) Good morning ladies and gentlemen. I'm here to introduce XYZ technology to you. (Good)  
Reason: Captures listeners' interest from the beginning showing the subject of the presentation
- b) Please shut up! I want to start. (Bad)  
Reason: It is impolite.

ii) Report Section Headings:

- a) Introduction to Key-Frame Animation. (Good)  
Reason: It is specific, self-explanatory, and precise.
- b) Guidelines for technical writing. (Bad)  
Reason: It should have title case.

**Question(3):** (4 points)

Write a comparison paragraph about planning for a presentation and planning for writing a report.



**Left for students but should contain:**

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

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

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

**(1 point)** for adhering to the paragraph structure.

**Good Luck ☺**