

Mid Term Exam Second Year Time: 40 min.

Subject: Report Writing Date: 16-Nov.-2014

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

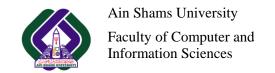
b) Please shut up! I want to start. (Bad) Reason: It is impolite.

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.



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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 ©