



Answer the following four questions:

(the total marks: 40)

1st Question

marks: 10

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

- 1- In Persuasive writing, facts and expert opinions are used to clarify your position.
- 2- Memos are sent to people outside your organization.
- 3- In CVs, you put your Education and Work Experience in chronological order.
- 4- Identifying the audience is the first step in writing user manuals.
- 5- You write what the code is doing to comment a piece of code.
- 6- A customized project proposal is needed to convince someone with your project.
- 7- We shouldn't overload the PowerPoint presentation with animations.
- 8- Figures are used to show many and precise numerical values in a small space.
- 9- The Abstract is the last part you write in the report.
- 10- The Introduction letter is used to establish contact with someone.

2nd Question

marks: 10

Choose the correct answer:

1- If you need an accurate definition for a technical term, what technique would you use in this situation to avoid plagiarism:
a- Quoting b- Paraphrasing c- Summarizing

2- In a business letter, what do you write in the salutation if you don't know the exact name of the receiver
a- Dear Person b- Dear Sir or Madam c- Leave it blank

3- What do you use to defend your position in a persuasive writing:
a- Personal Story b- Thesis Statement c- Reasons and details in body paragraphs

4- To which section of a project proposal you add the "description of existing similar systems"
a- Introduction b- Project Details c- Project Summary

5- All the following are ways to capture attention in presentations except:
a- Rhetorical Questions b- Eye Contact c- Reading out the presentation

6- The "Road map" for the rest of the report is included in:
a- Abstract b- Introduction c- Conclusion

7- When we send the same email and the recipients do not know each other, we use:
a- CC Field b- BCC Field c- To Field

8- Which of the following is not a main element of an acceptance letter:
a- Qualification for the position b- Restating the terms been accepted c- Thanking the receiver

9- To which section of the user manual you can include a "How to use this guide"
a- Glossary b- Index c- Preface

10- Which section of the report summarize the major findings and recommendations for future work.

a- Abstract b- Introduction c- Conclusion

3rd Question

marks: 8

1- Criticize the following, (Good or Bad) stating your reasons only for the bad ones

A- E-mail Subjects:

i- Final Report

ii- Project Meeting Monday, Feb. 10

B- Report Section Headings:

i- Management

ii- Overview of the organization

4th Question

marks: 12

1- Given the following topic sentence:

(5 marks)

Children's television in Australia is highly regulated in comparison with that in European countries.

a- What would you expect the paragraph to discuss:

i- A discussion of the harms of unregulated television viewing by children in Australia

ii- Information about regulation in European countries and how this differs from in Australia

iii- A profile of the kind of children who watch too much television

b- Considering this topic sentence, mention the type of the paragraph. Justify your answer.

2- Given the following Passage:

(7 marks)

Rap music, unlike disco or funk, is a new category of music. Disco and funk were variations of an already existing form, and therefore familiar. Rap music, presents an entirely new sound. This is one of the reasons rap music tends to be so misunderstood not only by the public, but also by "accomplished" music critics; it is completely unfamiliar."

Taken from Mtume ya Salaam's "The Aesthetics of Rap", *African American Review* 29 (2): Summer 1995; 303-315. (Passage cited is from page 306.)

a- Paraphrase the given passage.

b- Write the given reference in the proper citation form.

With My Best Regards,

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