



Version (1)-Model Answer

Answer the following questions:

Question (1): (2 Points)

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

- a) Abstract is where the major findings are presented along with recommendations for future research. **(F)**
Correction: Conclusion is where the major findings are presented along with recommendations for future research.
- b) A paragraph should contain one topic sentence, one development sentence and one concluding sentence. **(F)**
Correction: A paragraph may contain many development sentences
- c) When quoting a source you should use the same words as the original text. **(T)**
- d) Exaggeration is recommended in technical writing. **(F)**
Correction: In technical writing, simple, direct sentences are used to convey thoughts efficiently.

Question (2): (4 Points)

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

i) Topic Sentences of Contrast Paragraph:

- a) Even though Arizona and Rhode Island are both states of the U.S., they are strikingly different in many ways. **(Good: introduces the topic of the paragraph highlighting the contrast)**
- b) The Sky is blue, and the sea is blue too. **(Bad: very general and introduces similarities not differences)**

ii) Abstract Sentences:

- a) We proposed an extremely efficient approach. **(Bad: “extremely” is a strong word that shouldn’t be used in technical writing, and the use of “We” is not recommended.)**
- b) The proposed method outperforms the existing methods recording an 15 % increase in accuracy. **(Good: Describes the achievement of the research briefly)**

Question(3): (4 points)

Write an acceptance letter to accept the offer of working as a Java developer at XYZ Company. The offered salary is 400 EGP. And you should start working on the 1st of December, for 8 hours a day. Any extra working hours will be paid.



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Mid Term Exam
Second Year
Time: 40 min.
Subject: Report Writing (HUM 212)
Date: 15-Nov.-2015

Left for students but should contain:

Addressing the recipient. **(1 point)**

Contents of the acceptance letter. **(1 point)**

Greeting and signature. **(1 point)**

(1 point) for adhering to the template.

Good Luck :)