



Answer the following four questions:

(the total marks: 40)

1<sup>st</sup> Question

marks: 10

Choose the correct answer:

- 1- A list of all the sources you have used in the process of researching your work.  
a- List of Abbreviations      b- List of Tables/Figures      c- List of References
- 2- To which section of a project proposal you add the "project time plan"  
a- Introduction      b- Project Details      c- Project Summary
- 3- The ..... is the last part to be written in the technical report.  
a- Conclusion      b- Abstract      c- Materials and methods
- 4- You do not need to provide references in the following situations except:  
a- When you use information you gain through interviewing another person.  
b- When you are using common knowledge.  
c- When you are using generally-accepted facts.
- 5- In the CV, the ..... part indicates specific position for which you are applying for.  
a- Personal Information      b- Objective      c- work experience
- 6- In the User guide, the ..... covers all abbreviations and terms used in the document.  
a- Index      b- Glossary      c- Preface
- 7- All the following are techniques for capturing attention during a presentation except:  
a- Silence      b- Eye Contact      c- Introducing yourself
- 8- The cover letter could be included in the  
a- Application letter  
b- Project proposal  
c- Application letter and project proposal
- 9- All the following are used to group information while preparing for writing a report except:  
a- Synthesis Grid      b- Figure      c- Mind Maps
- 10- The ..... is used to introduce and clearly state the main idea of the paragraph  
a- Concluding sentence      b- Topic sentence      c- Development sentence

2<sup>nd</sup> Question

marks: 8

Correct the underlined part in following wrong statements:

- 1- Writing a memo is to persuade a reader to adopt a certain point of view or to take a particular action.
- 2- Project proposal explains how to use a software application in language that a non-technical person can understand.

- 3- A Rhetorical question is used to mark different stages of your presentation.
- 4- Emails are notes kept regarding what are important topics discussed in a meeting and what are important decisions.
- 5- Introduction letter is used to gather additional information about a candidate for employment, graduate study or other opportunity.
- 6- Summarizing is restatement of a text or passage in other words at the same level of detail.
- 7- Figures are used to show the presence or absence of specific characteristics.
- 8- Abstract introduces the field of the report and summarizes previous research.

marks: 14

### 3<sup>rd</sup> Question

1- What would you do in each of the following situations: (8 marks)

- a) What type of technical report would you write if you want to get a fund for your project. *State the reason for your choice*
- b) What will you do if you were asked a question you don't know its answer during a presentation. *Justify your answer*
- c) What technique would you use to avoid plagiarism if you want to list the main features of an existing system. *State the reason for your choice*
- d) You want to recognize the effort of someone in another organization for completing a research task in a specific topic.

2- Analyze the following paragraph then answer the following questions:

Advertisements are one of the most frustrating part of watching television. The reasons for this are as follows. In the first place, due to the frequent advertisements, much time is wasted. In the second place, the advertisements interrupt the viewers, which leads to the viewers losing their appetite for the good show. In the third place, they make people under constant economic pressure because the advertisements make many products look very attractive than they really are. Since advertisements could not disappear from TV screen, the TV viewers must be aware and critical of the advertisements in order to endure them.

- a- Mention the type of the paragraph. (2 marks)
- b- Highlight the keywords that highlight your answer in question (a). (4 marks)

marks: 8

### 4<sup>th</sup> Question

As a team leader, write an E-mail to your team members informing them about the next monthly meeting on 21<sup>st</sup> of January to discuss team progress in the assigned project. You should send a copy of the mail to your manager. In the email you should also send a document containing the agenda for the meeting.

Note: Write all the elements of the email except the To and From fields.

*With Our Best Regards,*

*Dr. Hanyan Toiba*