**Revision Activities**

## A descriptive abstract should:

**• Establish the topic of the research.  
• Give the research problem and/or main objective of the research (this usually comes first).  
• Indicate the methodology used.  
• Present the main findings.  
• Present the main conclusions.**

**2) Do as directed:**

**a. Rewrite the following statements using a simple writing style. Top of Form**

1. The data provided by direct examination of samples under the lens of the microscope are insufficient for the purpose of making a proper identification of the components of the substance.***We can't identify the components by looking at the substance under the microscope.***
2. We have found during conversations with customers that even the most experienced of extruder specialists have a tendency to avoid the extrusion of silicone profiles or hoses.***Apparently even extruder specialist don't extrude silicone profiles or hoses.***

**b. State at least three purposes that audiences may have behind reading a technical document. [3]**

**f. Arrange the information below into the correct order that would be appropriate for a title page: [4]**

**A) 27 May 2006  
B) City of Wolverhampton College  
C) Manjit Sandhu  
D) Report on Sporting Activities Available in Wolverhampton**

**g. How are the following sentences discussing the same thing different from each other? [3]**

|  |  |
| --- | --- |
| The wind was blowing fiercely and the air outside was growing chilled. | Onshore winds traveling at 45km per hour brought temperatures down to 15 degrees Celsius. |

**h. Remove nominalization from the following sentences.**

1. The budget cuts for the Writing Center were the topic of our debate.

2. The intention of the jury is to reach a decision.

3. There is a need for reinforcement of this law.

4. We did a study of the progression of prostate cancer.

5. The delay of the flight was caused by the storm.

6. There was scorching of vegetation by the 2007 fires in Morgan Hill.

7. Our presentation was about a new regulation.

8. It was expected that our collection of data would be quick.

9. The coroner did an examination of the body.

10. A demand must exist for clean energy.

**i. Instructions: Each sentence provided below is subjective and lacks objectivity. Your task is to rewrite each sentence to make it objective and remove any personal opinions or biases.**

* "The professor's lectures are boring and hard to follow."
* "This textbook is the best one I've ever used for this subject."
* "I find the lab assignments to be too difficult and time-consuming.":
* "The engineering project we worked on was a disaster because of poor leadership."
* "The software interface looks outdated and unattractive."
* "I believe that renewable energy is the best solution for addressing climate change."
* "In my opinion, Shakespeare's plays are the greatest literary works ever written."
* "This programming language is far superior to any other language out there."
* "I think the government's economic policies are misguided and ineffective."

**j. Fix faulty pronoun references.**

* When the Army pharmacist prepared a flu shot for the officer, he winced.
* The buyer called the mortgage office, but they didn't pick up.
* President George Washington and his vice president, John Adams, had a difficult relationship, which he wrote about in letters to friends.
* American students differ from European students in that they expect more personalized attention.
  1. **Write a set of instructions for the tasks given below:**

**"Registering for a Course on Flex"**

**“Applying for grade change request on Flex”**

**Assume that your readers are beginners and have no experience of using the technology. Provide clear background information. Specify the type and brand of the cell phone.**

* 1. **As an employee at the corporate office of SBCL, you just received the job of writing a set of instructions for completing performance appraisal reviews (PARs). The instructions will be included in a memo that goes to all supervisors at all branches of the firm, along with related forms. To help you get started on the instructions, you have been given a narrative description of the process (see the following). Your task is to convert this narrative into simple set of instructions to go into the memorandum to supervisors. [15 marks]**

PARs are conducted annually for each employee, during the month in which the employee was originally hired. Several days before the month in which the PARs are to be conducted, the corporate office will send each supervisor a list of employees in that supervisor’s group who should receive PARs. The main part of PAR process is an interview between the supervisor and the employee receiving the PAR. Before this interview takes place, however, the supervisor should give the employee a copy of the ‘SBCL PAR Discussion Guide,’ which offers suggestions for the topics and tone of a PAR interview. The supervisor completes a ‘PAR Report Form’ after each interview and then sends a copy to corporate and to the employee, with the original staying in the personnel files of that respective supervisor’s branch. If for any reason a PAR interview and report form are not completed in the required month, the supervisor must send a memo of explanation to the corporate Human Resource Department, with a copy to the supervisor’s branch manager.

* 1. **In response to the following advertisement, make a resume and write a cover letter within 100 to 150 words. Follow the block format. [15 marks]**

|  |
| --- |
| Software Engineer - Intern at Softech Bottom of Form Job Description Intern having great knowledge in every aspect of **Java,PHP & Wordpress** is required. The required Software/Android Intern must be capable of performing assigned task related to Java. He/She shall be responsible for developing content in a finalized report form as per customer requirements on diverse topics.  **Requirements**   * Minimum Bachelor’s Degree in Computer Science or Software Engineering. * Clear written and oral communications - must speak English fluently * Must be a team player and self-starter * Java Software * Android Studio |

* 1. **Imagine that you are working on a project in which you have to conduct a survey in your university to explore students' most used mobile phone applications. You have to follow the scientific research procedure to carry out this investigation and then compose a formal report based on your study. You have been given 5 weeks to complete the task and you are supposed to email a weekly progress report regarding your work to your course instructor. You have already mailed 2 progress reports. Write a third report indicating the time period covered along with other details. [15 marks]**
  2. **Choose the best answer. Please write the option number in your answer copy. [10]**

1. Scholarly articles are most often found in which of the following? Choose one.
2. Google
3. Google Scholar
4. Social Media
5. Every Library Database
6. Research can begin with general background reading in Google, but expert research should be based on what? Choose one.
7. Social Media
8. Newspapers and magazines
9. The internet
10. Scholarly journal articles
11. The academic integrity of your research is demonstrated by using what? Choose one.
12. Websites
13. Search engines
14. Cut and paste
15. Citations
16. In a report, the results section must include which of the following? Select all relevant options.
17. Figures
18. Tables
19. Comparison of actual results to theory
20. Motivation for the project
21. Determining your purpose means defining...
22. who you are as author
23. why you are writing
24. what you want to achieve
25. ii and iii
26. Identify which of the points below can go in the introduction (you should identify all points that can go in).
27. What sources you used
28. Motivation for the study
29. What you found out
30. What the purpose of the report is
31. A summary of the report
32. Who requested it and why
33. What methods of research were used
34. Scope of the study
35. Which section includes derivations of equations, tables of raw data, sample equations, and so forth.
36. [Appendix](http://www.vuzs.info/)
37. Specifications
38. Recommendations
39. Introduction
40. In report writing, the summaries are often called executive summaries because they are usually addressed to……….
41. Advisors
42. Implementers
43. Decision-makers
44. [None of above](http://www.vuzs.info/)
45. It is customary to place definitions of technical terms in all the following parts of a technical report except…………..
46. Footnotes
47. Abstract
48. Introduction
49. Review of Literature
50. An informative abstract is
51. One which presents the conclusion of the study
52. One which reports only the motivation for the study
53. One which elaborates the methodology
54. One which reports a summary of every section of the report/paper