

Documentation & Ethics Test bank – Final Exam

1. Stilted writing is:

- a- easy to read
- b- not natural
- c- a requirement of good writing
- d- none of the above

2. the estimated cost of task A in project was 4000 JD .while preparing the progress report ,it was found that 50% of the task A was executed ,and its actually costed 1800 JD .which of the following statement is correct ?

- a- task A is 2200 over the estimated cost
- b- task A is 2200 under the estimated cost
- c- task A is 200 over the estimated cost
- d- task A is 200 under the estimated cost

3- which of the following is not recommended while writing a user manual:

- a- explain the problem being solved
- b- give more than they deserve
- c- present the concepts not just the features
- d- make it formal

4- don't lead your readers in and out of blind alleys before taking them to the final destination. This suggestion for developing and improving your writing style refers to:

- a-writing naturally
- b-guiding the reader
- c-getting to the point
- d-separating fact from opinion

5- which of the following statement is FALSE regarding memorandums:

- a-memorandums may include attachments
- b-date, sender and receiver must be specified in formal memorandums
- c-heading and bullets are not allowed to be used in memorandums
- d- some memorandums contain conclusions

6- the first of May has been recognized as Labor Day. this is an example of:

- a-facts
- b-opinions
- c-beliefs
- d-feelings

7- the section in the feasibility report should be written for all readers:

- a-forward
- b-summary
- c-details
- d- A and B.

8- if you are interested in presenting data and focusing on their exact values, you should use:

- a- Tables
- b- Figures
- c- Diagrams
- d- Graphs

9- Placement of tables and figures should adhere to the following priorities:

- a-on the same page following the first reference
- b-on the same page, visible from reference
- c-on the top of the following page
- d-all off the above

10- if you are writing a proposal to show how your product or service meets the needs of potential customers in a way that distorts the facts, then you are:

- a-Exaggerating Favorable Data
- b-Plagiarizing
- c-Suppressing unfavorable data
- d-Making false implications

11- which of the following is preferred to be put in the appendix:

- a-long mathematical derivations
- b-large number of symbols definition list
- c- detailed description of novel techniques
- d-All of the above

12-The report part that is considered as an important road map for the rest of your report, is called:

- a-Title
- b-Main Text
- c- Introduction
- d-References

13-in continuity, overusing _____ can slow the pace of your narrative.

a-transitional words

b-Paraphrasing

c-summarization

d-Citations

15- which of the following is TRUE about progress reports:

a-They are issued at predetermined intervals during the ongoing project

b- has a statement for the work planned for the next interval

c- has recommendations for a certain solution

d-A+B

16-the following reference example (Landa ,P.(1992 ,May).

Digital watermarking concept [online]. Available:

<https://www.nn.digital.edu/>

[1997, april,20].) is considered a reference to:

a- A book

b- A magazine article

c- A website

d- A confidence paper

17- One of the following is among the five general requirements of producing good reports:

- a-Objectivity
- b-Embalmed Abstractions
- c-Communication
- d-Clarification

18- One of the following is NOT correct about using equations:

- a- If they are in appendices, they are usually numbered according to the appendix in which they appear
- b- They must be centered between margins
- c- When a numbered equation is repeated, it must retain its original numbering and its exact form
- d- Once equations are used, they must never be repeated In the report

19- The Common subsections for the concluding sections:

- a- Summary of results
- b- Conclusions
- c- Concluding Remarks
- d- All of the above

20- are statements that cannot be proven either true or false. They usually indicate judgments, feelings, or beliefs:

- a- Facts
- b- Opinions
- c- Beliefs
- d- Feelings

22- the memos that are issued when the reader has identified a need for specific information

- a- informative memo
- b- information requesting
- c- Recommendation
- d- Progress report

24- the type of plagiarism that the writer incorrectly quotes and/or incorrectly cites a source they are using:

- a- coping plagiarism
- b- patchwork plagiarism
- c- Paraphrasing plagiarism
- d- Unintentional plagiarism

25- read the following two related statements, and then identify the targeted report requirement:

Before revision:

A total of four design alternative have been generated by us, and now that the process of their being tested on users has begun.

After revision:

We have generated four design alternative and begun testing them on users.

- a- Clarity
- b- Conciseness
- c- Continuity
- d- Objectivity

26-in order to achieve _____, your report must convey your exact meaning to the reader .

- a-Clarity
- b- Conciseness
- c-Continuity
- d-Objectivity

28- which of the following is NOT correct about Computer Ethics Guidelines (from the computer ethics institute)?

- a-don't use a computer to bear true witness
- b-don't use a computer to harm other people
- c-don't interface with other people's computer work
- d-don't appropriate other people's intellectual output

29- what type of readers you need to consider while writing a proposal?

- a-intuitive readers
- b-sensing readers
- c-thinking evaluators
- d-All of the above

30- the absolute correctness of the determination is called :

- a-accuracy
- b-precision
- c-reproducibility
- d-none of the above

31-given the following two sets:

set A :21.5, 22, 21, 20.

Set B:19.9, 19.8, 19.5, 20.2. Set B is considering more precise because:

- a-average B is less than A.
- b-average A is less than B.
- c- standard deviation of B is less than A.
- d-standard deviation of A is less than B.

32-essential if the reader is to find the information he needs quickly and to follow the writer's train of thought within a complex discussion, refers to the following style step:

- a-planning
- b-gathering information
- c-organizing the contents
- d-writing and editing the draft

33-the section in which you can acknowledge significant contribution directly related to the substantive content of your work is:

- a-acknowledge section
- b-reference section
- c-appendix section
- d-abstract section

34-the structure of an informative memorandum is as follows:

- a- Introduction / discussion / future work
- b- Introduction / discussion /recommendations
- c- Introduction / discussion / request(optional)
- d- Introduction / discussion

35-the conclusions subsection may introduce new material not presented in the main text:

- a-true
- b-false

36-in proposals, if you hide material that would indicate your company is not suited for the work it proposes to do, then you would

- a- Exaggerate Favorable data
- b- Make false implications
- c- Plagiarize
- d- Suppress Unfavorable Data

37- a subsection that may be used when it is not possible to draw clear cut conclusions is:

- a-summary of results
- b-conclusions
- c-abstract
- d-concluding remarks

38- The introduction function that is interested in:” what is going to be considered in the report” is:

- a- statement of subject
- b- statement of purpose
- c- statement of organization and scope
- d- statement of dates and places

39-in writing you CV, if you make your qualification more than you are qualified to win the competition, then you are:

- a- Suppressing Unfavorable Data
- b- Exaggerating Favorable data
- c- Making false implications
- d- Plagiarizing

40- Effectiveness, as a general criterion used to evaluate a proposed solution to a problem in feasibility reports, is concerned with evaluating:

- a- The technology required by the solution
- b- Whether the solution solves the problem posed
- c- The different alternatives of a solution
- d- The cost of implementing and maintaining the solution

41-One of the following statements is NOT correct regarding accuracy or precision

- a- It is possible for an instrument to be precise but not accurate
- b- The most accurate set of measurements is the one which is most close to accepted value
- c- The most accurate set of measurements is the one which has the maximum average
- d- The most precise set of measurements is the one which has the least standard deviation

42-the section where you include enough description to give an overall picture of the operations and conditions used in your calculations is:

- a-introduction
- b-test procedure section
- c-analytical section
- d-symbol section

43- If you present the words and sentences of others as your own ,then you would

-
- a- Suppress unfavorable data
 - b- Exaggerate favorable data
 - c- Make false implications
 - d- Plagiarize

46- the best place for acknowledgment in a report is:

- a-at the end of the report
- b-before the title
- c-at the back of the title page
- d-in the summary

47-one of the following is NOT an unusual aspect that should be mentioned in the introduction

- a- A computer program supplement
- b- Dates
- c- A microfiche
- d- A videotape

48- which of the following is CORRECT about Fair Use Law?

- a- allows of the use of limited portions of a work that has copyright while citing the source
- b- allows of the use of limited portions of a work that has copyright without citing the source
- c-limited portion is determined by adding just one sentence so that the other work is safe without citing the source
- d- it is a type of plagiarism

49- to avoid plagiarism, you have to:

- a- Be honest when you've used a source in your document
- b- Put in quotations everything that comes directly from the text (copying someone else's work)
- c- Cite your source properly
- d- All of the above

50- one of the following is incorrect about achieving conciseness in technical reports:

- a- Omit everything irrelevant to the results and conclusions
- b- Don't be disappointed if a report that describes a lengthy program is only a few pages long. Report quality is often inversely (oppositely) related to report length.
- c- Your readers are busy, so they will be interested in your conclusions and the supporting evidence and will want to get these as quickly as possible
- d-make your reports brief and incomprehensible

EXTRA:

A- one of the following is NOT correct about using equations:

- a- They must be centered between margins
- b- Once equations are used, they must never be repeated in the report
- c- When the number equation is repeated .it must return its original numbering and its exact forms
- d- If they are in the appendices, they are usually numbered according to the appendix in which they appear

B-which of the following is true about conclusion subsection:

- a-conclusion should be general
- b-they should be presented in the order of important
- c-do not conclude already known facts
- d-all of the above

C- if you want to add figures to your report, make sure that:

- a- They are numbered
- b- they can add value to your report
- c- the title of figures appears above the figure itself
- d- all of the above

D- What is the name of this type of Creative Commons licenses Combinations?



- a- Attribution Non-commercial No Derivatives
- b- Attribution Share Alike
- c- Attribution No Derivatives
- d- Attribution Non-commercial Share Alike

E- What is the name of this type of Creative Commons licenses Combinations?



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F- What is the name of this type of Creative Commons licenses Combinations?



a- Attribution Non-commercial No Derivatives

b- Attribution Share Alike

c- Attribution No Derivatives

d- Attribution Non-commercial Share Alike

Answers Table

1	B	15	D	31	C	46	C
2	D	16	C	32	C	47	B
3	D	17	A	33	A	48	A
4	C	18	D	34	C	49	D
5	C	19	D	35	B	50	D
6	A	20	B	36	D	A	A
7	D	22	B	37	D	B	D
8	A	24	D	38	A	C	D
9	D	25	B	39	B	D	A
10	A	26	A	40	B	E	C
11	D	28	A	41	C	F	D
12	C	29	D	42	B		
13	A	30	A	43	D		