

Đề thi cuối kỳ: Technical Writing and Presentation

Họ tên SV:..... MSSV.....
Mã HP.....Mã lớpNăm học: 2019 - 2020..... Ngày thi.....

Điểm bài thi				Chữ ký (các) cán bộ chấm thi:							Chữ ký của cán bộ coi thi				
<u>Ghi chú</u> <ul style="list-style-type: none">Thời gian làm bài 90 phútSinh viên được dùng tài liệu, không được dùng điện thoại và máy tính											Xác nhận của bộ môn				
Q	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A															
Q	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
A															

I. Multi-Choice questions (6 points):

Question 1: To select the content of your presentation, you should know?

- A. your purpose
- B. the time limit
- C. the audience's needs
- D. the available material

Question 2: When giving a presentation in front of an audience you should do all of the following except for?

- A. Speak loud and clear
- B. Provide handouts if needed
- C. Dress professionally
- D. Look at your screen and not the audience

Question 3: To whom should a presentation be aimed?

- A. The highest authority in the room, regardless of where they are
- B. The entire audience
- C. The people in the closest rows
- D. Your best friend in the room

Question 4: _____ is a good font size for headers?

- A. 18pt
- B. 11pt
- C. 16pt

D. 32pt

Question 5: Which of the following is not an easy to read font?

- A. Sego Script
- B. Times New Roman
- C. Calibri
- D. Arial

Question 6: Generally there are no more than _____ colors on one slide?

- A. 1
- B. 2
- C. 3
- D. 4

Question 7: You should always use animations and sound in your presentation to keep your audience engaged?

- A. True
- B. False

Question 8: What is the last Rule of Thumb when creating an effective presentation?

- A. Organize your information
- B. Spell check your presentation
- C. Keep it simple
- D. Minimize text on slides.

Question 9: You should use _____ and graphs as visuals for data?

- A. Spreadsheets
- B. Tables
- C. Charts
- D. Words

Question 10: During the creation of a slide show, the teacher has asked you enter each slide from the top. What special effect is needed?

- A. Animation
- B. Transition
- C. Audio
- D. Graphics

Question 11: For better readability, it is preferable that bullet points are?

- A. Page of text
- B. Complete paragraphs
- C. Long sentences
- D. Short phrases or partial sentences

Question 12: When an audience member without a microphone in a large audience asks a question during or after your presentation, it is important for the presenter to?

- A. Repeat the question for the benefit of others in the audience who might not have heard it
- B. Ask others in the audience to shout the question
- C. Respond to the question immediately
- D. Ask the audience member to come to the front of the room and ask the question

Question 13: In selecting presentation technologies, it is important to select technologies that are?

- A. Available and can be used at the presentation location
- B. The state-of-the-art in presentation technologies
- C. Freely available to download and use
- D. Commonly used by presenters

Question 14: Font size of the bullet points on presentation materials should be large enough?

- A. For the audience in the last row of the presentation room to view the presentation clearly
- B. For you to be able to read from the screen during the presentation

- C. For your team members to be able to view the presentation clearly
- D. For the audience in the first few rows of the presentation to view the presentation clearly

Question 15: The outline of a presentation should include?

- A. Acknowledgments
- B. A beginning, middle and an end of the presentation
- C. Possible questions from the audience
- D. References

Question 16: When delivering a presentation as part of a team it is important to?

- A. Make sure all the team members' names are listed in order on all the presentation materials
- B. Coordinate your portion with others in the team so you can present first
- C. Make sure all the team members have the same duration to present their portion
- D. Coordinate your portion with others in the team and not duplicate their presentations

Question 17: One advance preparation you can do to overcome initial nervousness when delivering a presentation is to?

- A. Hydrate yourself by drinking a lot of water before the presentation
- B. Walk into the room just before the presentation
- C. Introduce yourself to the audience before the presentation and get to know them
- D. Ask the audience write down their questions and give them to you in advance

Question 18: For better readability, the number of bullet points on a slide should be?

- A. Any number
- B. Less than 7
- C. 7 to 10
- D. More than 10

Question 19: Each figure within a report should have a title and a number?

- A. under the figure
- B. above the figure
- C. inside the figure
- D. in page footer

Question 20: Which of these must be avoided in a technical report?

- A. Facts

- B. Logical conclusion
- C. Objective evaluation
- D. Subjective evaluation

Question 21: Which of these tells us what the report is about?

- A. Abstract
- B. Summary
- C. Acknowledgements
- D. Table of contents

Question 22: Which of the following parts gives the substance of the report?

- A. Abstract
- B. Summary
- C. Preface
- D. Table of contents

Question 23: An abstract is _____ of the original report?

- A. 2-5 percent
- B. 5-10 percent
- C. 6-12 percent
- D. 7-13 percent

Question 24: We, us and our are examples of?

- A. Contractions
- B. Pronoun usage
- C. Name usage
- D. Noun

Question 25: What is the purpose of the conclusion in a research report?

- A. It just a summary what the article already said
- B. It summarizes the key findings in relation to the research questions
- C. It contains a useful review of the relevant literature
- D. It outlines the methodological procedures that were employed

Question 26: Which question is not relevant to an experiment mentioned in a technical report?

- A. What outcome do you expect?
- B. Will successful results confirm an effective sponsorship?
- C. What resources should be measured?
- D. What are appropriate sources of test data?

Question 27: First step engrossed in writing instruction, regarded as?

- A. organization of steps

- B. clarifying the audience
- C. reviewing instruction criteria
- D. detail analysis

Question 28: The possible order of points for describing the steps for doing something in sequence is known as?

- A. Topical order
- B. Causal order
- C. Spatial order
- D. Chronological order

Question 29: Which of these statements best describes the purpose of transitional words?

- A. They create a clear connection between a reason and its supporting evidence.
- B. They add more descriptive detail to the claim's supporting evidence.
- C. They clarify how the writer feels about the claim being made in the essay.
- D. They identify the reasons being used to support the writer's claim.

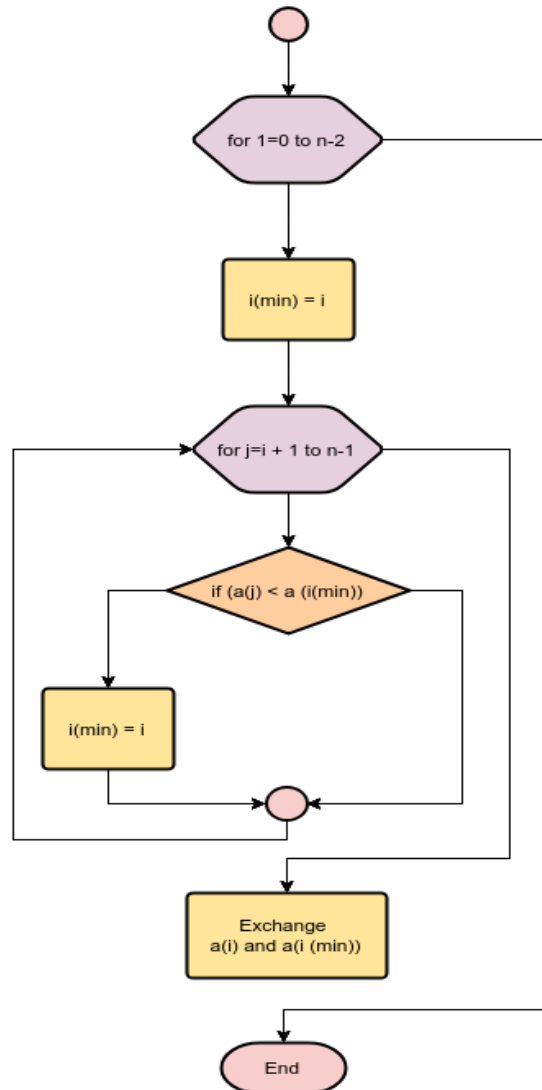
Question 30: Please choose the correct reference for this resource:

"Adapting Historical Citations to APA Style" is a journal article by Donald Godfrey that was published in 2005 in the Journal of Broadcasting & Electronic Media. The journal's volume number is 49, the issue number is 4, and the article appears on pages 544-547. The DOI for the article is 01.1207/s15506878jobem4904_15.

- A. Godfrey, D. (2005). Adapting Historical Citations to APA Style. *Journal of broadcasting & electronic media*, 49(4), 544-547. DOI: 01.1207/s15506878jobem4904_15
- B. Godfrey, D. (2005). Adapting Historical Citations to APA Style. *Journal of broadcasting & electronic media*, 49, 4, 544-547. DOI: 01.1207/s15506878jobem4904_15
- C. Godfrey, D. *Journal of broadcasting & electronic media*, Adapting Historical Citations to APA Style. 49-4, 544-547, 2005. DOI: 01.1207/s15506878jobem4904_15
- D. Godfrey, D. Adapting Historical Citations to APA Style. *Journal of broadcasting & electronic media*, 49(4), 544-547, 2005. DOI: 01.1207/s15506878jobem4904_15

II. Writing

Exercise 1 (2 points): Write a paragraph to describe the bubble sort algorithm. The flowchart of this algorithm is shown below.



It compares each pair of adjacent elements from the start of the array and, if they are not in the right order, they get swapped. If at least one swap has occurred, you repeat step one until no numbers get swapped.

Exercise 2 (2 points): Write a short essay (~ 400 words) on the topic of using Deep learning and AI to forecast ATM cash demand. The essay should include introduction to the problem of ATM cash demand forecasting, the methods and results presented in 3 given papers, and your ideas about this problem.