

## Answer sheet

1. A signpost word helps guide the reader through a text by indicating the structure and direction of the argument. For example, "Furthermore" is a signpost word used to add additional information.
2. Focus on Action or Result: In technical writing, the focus is often on the process, result, or action rather than the person performing the task. For example, in a scientific report, instead of saying, "We conducted the experiment," the passive voice shifts focus to the experiment itself: "The experiment was conducted." This emphasizes the procedure over the individual.
- Objectivity and Formality: Passive voice contributes to a formal, impersonal tone that is common in technical writing. It removes personal bias and highlights the importance of the data or findings, maintaining an objective and professional style.

Example:

Active: "The engineer designed the system."

Passive: "The system was designed." (The emphasis is on the system, not the engineer.)

3. Concord refers to the agreement between the subject and the verb in a sentence.

For example, "She writes" (singular) versus "They write" (plural).

4. A project report is a detailed document that describes the objectives, methodology, findings, and conclusions of a project. It serves to communicate the results and insights gained from a research or practical project to stakeholders.

Two common types of project reports are technical reports and feasibility reports.

5. Citing sources is important to acknowledge the original authors, avoid plagiarism, and provide evidence for the claims and data presented in the report.

Citation styles vary, but one of the most common is the IEEE format. The citation typically includes the author's name, publication year, title, journal name, volume, issue number, and page numbers.

Example

Smith, J. (2020). The role of nanotechnology in sustainable energy. *Journal of Renewable Energy*, 45(3), 123-134.

In this example:

- **Smith, J.** is the author.
  - **2020** is the publication year.
  - **The role of nanotechnology in sustainable energy** is the article title.
  - **Journal of Renewable Energy** is the journal name.
  - **45** is the volume, **3** is the issue, and **123-134** are the page numbers.
6. Name two tools used to detect plagiarism.
- **Turnitin:** Compares submissions against a vast database of academic work and online sources, providing a similarity report highlighting potential plagiarism.
  - **Grammarly:** Offers a plagiarism checker that scans text against billions of web pages to identify copied content.
  - **Copyscape:** Detects duplicate content on the web, useful for ensuring original content in online publications.