

كلية الهندسة
القسم: هندسة النفط
الزمن : ساعتان
أستاذ المقرر: د. مفتاح شتوان
رقم الطالب:

جامعة مصراتة
خريف 2015/2014
الامتحان النهائي لمقرر/كتابة تقارير فنية
تاريخ الامتحان: 2015/03/18
أسم الطالب:

Neatly and briefly answer all the questions

1. (15 marks)

- Define technical reports, and why are they produced? (3 marks)
- When does communication in writing be selected? (4 marks)?(3 marks)
- Briefly, state the common characteristics of written reports? (4 marks)
- Briefly discuss the rule "the reader is the most important person". (5 marks)

2. (15 marks)

- Neatly, illustrate the general outline of a typical full-length report. (4marks)
- Define the summary of a report, and show the process of developing it? (5 marks)
- What information should be included in introduction, and conclusion? (6 marks)

3. (15 marks)

- How are the following numbers written in reports? (3 marks)
((0.5, 6.24, 62, 600, 624 and 6000)).
- State the elements that should be considered for producing effective written reports? (5 marks)
- "Plan" is one phase of the Document Development Cycle of a report; state and briefly describe the activities of phase "plan"? (7 marks)

4. (15 marks)

- In writing a technical report, what is the most helpful assistance of beginning with a report outline, and using a rough draft? (4 marks)
- How is the logical sequence of organizing a report improved by the addition of an abstract and the insertion of the headings? (5 marks)
- Thesis is an academic report that is subjected to a certain evaluation procedures. Briefly illustrate how the thesis is evaluated. (6 marks)

***** *Good Luck* *****