

أجب عن جميع الأسئلة على نفس الورقة

Q1. Choose the best answer from the provided alternatives:

(15 pts)

- 1. A cover and label may be used if the report is:**(a) over 10 pages long (b) over 20 pages long (c) over 50 pages long (d)over 100 pages long.
- 2. For a good slide structure, the number of slides per minute of your presentation should be** (a) 1-2 (b) 3-4 (c) 5-6 (d) 7-8
- 3. For well-established facts, we use**(a)present tense(b) past tense(c) present perfect tense (d) past perfect tense.
- 4. In a good slide presentation:**(a)the background should be dark and the text should be light (b) the background should be light and the text should be dark (c) a good contrast between background and text should be maintained (d) all answers are correct.
- 5. In writing a technical report, the suggested order of writing is as follows:**
(a) Abstract, Introduction, Methodology, Results, Discussion and Conclusions
(b) Introduction, Abstract, Methodology, Results, Discussion and Conclusions
(c) Methodology, Conclusions, Introduction, Results, Discussion and Abstract
(d) Results, Methodology, Discussion, Conclusions, Introduction and Abstract.
- 6. Use color to emphasize a point in a slide show**(a) always (b) never (c) occasionally (d) once.
- 7. Which of the following is NOT a part of the front matter in a scientific report?** (a) Title Page (b) Abstract (c) Summary (d) Table of Contents .
- 8. Which of the following principles is WRONG for improving clarity & precision of written documents** (a) Be concise (b)Be specific (c) Keep related sentence elements apart (d)Don't make nouns out of good, strong "working verbs".

9. **A label is placed on the cover to identify:** (a) Report title and subtitle (b) Author's name (c) Date of publication (d) all are correct.

10. **The introduction section contains the following:** (a) System of measurement (b) Types of equipment used and accuracy (c) subject, purpose, and scope of the report (d) all are correct.

11. **In writing a technical report the suggested order of writing is as follows:**
(a) Abstract, Introduction, Methodology, Results, Discussion and Conclusions
(b) Introduction, Abstract, Methodology, Results, Discussion and Conclusions
(c) Methodology, Conclusions, Introduction, Results, Discussion and Abstract
(d) Results, Methodology, Discussion, Conclusions, Introduction and Abstract.

12. **Which of the report sections is described by the following phrase "Accurate and complete account of what you did in the lab and what materials you used"?** (a) introduction (b) methods (c) discussion (d) conclusions.

13. **Which of the report sections is described by the following phrase "You show that you understand the experiment beyond the simple level of completing it."?** (a) introduction (b) methods (c) discussion (d) conclusions.

14. **Which of the report sections is described by the following phrase "State what you know as result of lab."?** (a) introduction (b) methods (c) discussion (d) conclusions.

15. **The table of contents lists:** (a) the title and beginning page number of each figure within the report (b) the title and beginning page number of each major section within the report (c) the title and beginning page number of each table within the report (d) all answers are correct.

Q2. State whether the following statements are True (T) or False (F). If the statement is false, write down the correct one. (10 marks)

1. A paragraph should end with a topic sentence that sets the stage clearly, for what will follow. ()

2. Discussion should begin with a short restatement of the most important points from your results.()
3. For a good presentation, it is better to use a standard font like Times New Roman or Arial()
4. In the results section we normally discuss how was the experiment designed()
5. Introductions and conclusions are generally the easiest parts in report writing.()

Q3. Define the following (20 marks):

1. *Technical writing.*
2. *The Abstract*
3. *Figure.*
4. *The results and discussion*
5. *Table of contents.*

Q4. Write a summary of your report? (5 marks):

Good luck!