



**Answer 4 Questions Only :**

**Question (1) :**

What is specifications of Good Technical Writing ?

**Question (2):**

- a. What are the types of Technical reports ?
- b. Mention the main parts of a technical report, and then Explain laboratory report ?

**Question (3) :**

- a. What is the meant by a specification ?
- b. There are four basic steps in the process of writing specifications, Explain these steps ?

**Question (4) :**

Mention the four rules for using abbreviations ?

**Question (5) : Some of the following sentences contain mistakes, correct if any:**

1. The pilot-plant system contains 5 pumps, one fan, one duct and 2-heat exchangers.
2. The current is two point three four amperes.
3. The assignment was to read chapter 6, pages 31-39.
4. The current in the wire is calculated using:  
 $E = I R$  , here I is current, E is Electric potential, and R is resistance.
5. The full-scale system contains 15 pumps, 5 fans, 5 ducts and 3 heat exchangers.

Good luck

*Prof. Dr. Rasheed El-Awady*