University	:	Menoufia		Date	:	1/4/2019
Faculty	:	Electronic Engineering		Time	:	1 Hours
Department	:	Computer Sci & Eng		No. of pages :		2
Academic level :		2nd Year		Full Mark	:	10 Marks
Course Name	:	Technical Writing		Exam	:	Mid-Term Exam
Course Code	:	UR 227		Examiner	:	Dr. Mohamed Moawed

الفرقة الثانية

Answer all the following questions: (10 degrees)

Question 1: Choose the correct answer: (5 degrees)

1. Technical writing must (**A.** conveys opinion – **B.** directed - **C.** personal – **D.** dilation)
2. The (**A.** objective – **B.** subject – **C.** purpose – **D.** method) of a technical report is the overall reason for doing the work.
3. The verb that is probably associated with factual statements (**A.** suggested – **B.** thought - **C.** invented – **D.** appear).
4. (**A.** Format – **B.** Purpose – **C.** Style – **D.** Objective) is the way that you write.
5. (**A.** Capital letters – **B.** lower case - **C.** Italics or Roman numerals – **D.** Numbers) can be used for B-heads,
6. A plan or strategy for writing is (**A.** outline– **B.** introduction – **C.** abstract – **D.** purpose)
7. The title page is used to convey (**A.** Author affiliation – **B.** Purpose – **C.** Objectives – **D.** References)
8. (**A.** Nomenclatures – **B.** References – **C.** Outlines – **D.** Appendices) contain information which is important, though in most cases secondary to the purpose of the document
9. The process of gathering facts that can be used to make business decisions is (**A.** Failure Analysis – **B.** Feasibility Study – **C.** Develop Something New – **D.** Research a Mechanism)
10. The (**A.** purpose – **B.** scope – **C.** readership – **D.** objective) of a document is defined by boundaries of what needs to be discussed.
11. The objective is determined by (**A.** government – **B.** reader – **C.** sponsor – **D.** scientists)
12. The objective of most (**A.** analytic – **B.** politic – **C.** economic – **D.** scientific) studies is a finding that adds value to the sponsor or benefits the world
13. The middle of any formal report contains (**A.** procedures – **B.** introduction – **C.** abstract – **D.** recommendations)
14. The most important document that can be written in many industries is (**A.** formal report – **B.** patent – **C.** Informal report – **D.** letters)
15. The documents that concern temporal matters, and they are considered to be transient documents (**A.** formal report – **B.** patent – **C.** papers - **D.** informal report)
16. (**A.** Technical Report – **B.** Patent – **C.** Memoranda – **D.** Published Work) has different forms such as Budget, organization, and management directives

17. (**A.** Bias – **B.** Plagiarism – **C.** Nomenclature – **D.** Acronym) means using another's words without attribution.
18. A technical document is said to be good if it has (**A.** unclear Purpose – **B.** plagiarism – **C.** bias – **D.** cite to other work)
19. To increase the language skills in technical writing, you mustn't use (**A.** Jargon – **B.** concision– **C.** mixed sentences – **D.** active voice)
20. Using (**A.** plagiarism – **B.** bias – **C.** illustrations - **D.** acronym) helps in increasing interesting and reducing reader boredom

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Question 2: Choose (A) for TRUE sentences and (B) for FALSE sentence on the following: (5 degrees)

21. Technical writing may be personal.
22. Manuals, instructions, and procedures often have legal/liability implications.
23. Books on technical topics are most often written by academicians.
24. Technical documents aren't often "serious documents".
25. The exact title can be finalized first.
26. Abstract is usually one or two paragraphs.
27. It is better to make the outline with more details.
28. The table of contents is a listing of the main headings of the document.
29. It may be easy to make the studies unbiased.
30. A successful study always result in the achievement of an ultimate goal.
31. The objective of most engineering projects is increased company profit.
32. Objectives are the short-term reasons for writing.
33. Technical document will be formal if it refers to work of others.
34. Laboratory reports are generally a good example of an informal report.
35. An invention can be patented if it is obvious.
36. The highest document in the hierarchy of reports is an e-mail note.
37. The solution to the problem mayn't be stated in a written document.
38. Formal reports should have specific sections.
39. Putting in a skipped line between paragraphs helps readability.
40. You must create an acronym.