Mansoura University
Faculty of Engineering
Prod. Eng. & Mech. Design Dept.
First Year

Technical Report Writing
Date: 16/6/2013
Time allowed: 2Hrs.
Marks: 50

Answer the Following Questions

Q1: (15 Marks)

a) If you are planning a Technical Report, your job is to define several points, define them in detail.

b) What should be included in the following:

1. Title page 2. Summary 3. Introduction 4.Conclusion

3. References 6. Bibliography 7.Acknowledgement 8.Appendix

c) You normally need to do at least three things in any proposal you write to be successful in writing the report, define them in detail.

Q2: (15 Marks)

a) Define the following:

1. Formal Proposals 2. Informal Proposal 3. Progress Report

4. Feasibility & Recommendation Reports 5.. Research Report

b) Compare between descriptive and Informative Abstracts?

c) Define the common mistakes to be avoided in Technical Report.

Q3: (20 Marks)

a) Ethics definition in Technical Writing, what does mean?

b) What makes the behavior of technical writers ethical or unethical?

c) Your CV is your own personal advertisement, discuss this statement.

d) When sending your CV or job application form, you must include a covering letter, discuss the purpose of it.

e) It is normal to be nervous to some extent, it is a positive thing, but it should be controlled. So, what do you do for nervousness?

Good Luck for all of you

Prof.Dr. Tawfik Tawfik El-Midany