



ANSWER THE FOLLOWING:

Q. No. (1) (20 marks)

The guide of the Institution of Engineering and Technology, IET, in England suggests ten laws for good technical report writing. Write these laws and explain briefly, the meaning of each.

Q. No. (2)(15 marks)

How do you treat a technical report for the next three cases?

- The reader is closely involved with the report materials,
- The reader knowledge is not much about the report materials, and
- Some readers know great deals and others very little about the report materials.

Q. No. (3)(10 marks)

If the following data of two references are used in your report, show how you do write them in the references list in your report once according to Harvard system, and another according to Menoufiya university system. State also the citations of both references in the text for the two systems.

Reference - 1:

Title: Report writing for engineers. Author: van Emden, Joan.
Publisher: Palgrave Macmillan, 3rd edition, Pages: 205 - 210. Date: 2005.

Reference - 2:

Title: Leadership challenges in an engineering environment.
Authors: Hawley, Robert and Egon Krause.
Publisher: Engineering management Journal.
Volume: 6. Number : 5, Pages: 102 - 120, and Date: 1996.

Q. No. (4): ... (20 marks)

Using figures, tables and equations are conventionally in technical engineering report writing.

- Give one example for a figure, a table and an equation in the report.
- Show how the citation of the figure, the table and the equation should be done in the report-text.
- How could you show in your report a figure which is copied from published someone else's work?

Q. No. (5):..... (10 marks)

Which of the following three section headings are grammatically consistent?

Option 1

1.0	Car A
1.1	The Materials we selected
1.2	Emissions
1.3	How the safety features Work
1.4	What Accessories are included?

Option 2

1.0	Car A
1.1	Materials selection
1.2	Emissions
1.3	Safety features
1.4	Accessories

Option 3

1.0	Car A
1.1	The Materials Selected
1.2	Emissions
1.3	Safety features of the car
1.4	Accessories included

Give reasons for your choices.

Q. No. (6)(25 marks)

i) What tasks should the Lab report involved? (5 marks)

ii) Name the structure sections of the Lab report and state briefly what each section of the structure includes. Give examples, if required, to explain your answers. (15 marks)

iii) Choose the scientific writing stiles used in the Lab report for the following expressions:

- a) We tested the machine. Vs. The machine was tested.
- b) The performance curves were measured. Vs. I measured the performance curves.
- c) It was found that Vs. I found that
- d) We concluded that Vs. It was concluded that
- e) The measurements are carried out. Vs. The measurements were carried out.

(5 marks)

-----End of Exam. - Good Luck!