



Date: 3/6/2009

Answer The Following Questions

- Q(1)** : If you are planning a *Technical Report*, your job is to define several points, define them through *Short Notes*. (3)
- Q(2)** : Define with a *very short notes* the general guidelines you should follow when writing a technical report. (4)
- Q(3)** : Define the basic structure of a Report, Presentation, and Refinement (*state points only*). (2)
- Q(4)** : Define through *short notes* the recommended strategy for producing a high-quality report. (2)
- Q(5)** : 1. What should be included in the title page? (1)
2. What should be included in the summary? (1)
3. What should be included in the introduction? (1)
4. What type information/material placed in the appendix? (1)
5. What is the difference between References and Bibliography? (1)
6. Why any report should include an acknowledgements? (1)
- Q(6)** : State the general characteristics points of a technical report. (4)
- Q(7)** : Define the common mistakes to be avoided. (2)
- Q(8)** : What are the relation of the report's introduction to the rest of the report? (2)
- Q(9)** : There are different points of views for illustrating and writing the introduction, define them *using short notes*. (3)
- Q(10)** : What should be included in the conclusions? (2)
- Q(11)** : What should be included in the recommendations? (1)
- Q(12)** : The report may be written in the "active" or "passive" voice, give example. (1)
- Q(13)** : Give an example structure to illustrate how one can layout the report titles, subtitles, etc. (1)
- Q(14)** : What are the points you should know about the audience, when you intend to deliver a speech for them. (2)
- Q(15)** : When you have to write reports, what is the first thing to do? (2)
- Q(16)** : Could you please, state the *checklist points* you have to do after you did finish your great report. (8)
- Q(17)** : CV, is an important document, especially when you are searching for a job. State only the main points which help you in writing your CV. (3)
- Q(18)** : Through a short notes, say how one can make a great presentation. (2)

Cultural Center for Children and Youth		مركز ثقافي للطفل	
Indoor Elements	Area	Notes	
Entry Hall and information desk	مدخل واستعلامات	---	تحدد مساحته تبعا لاحتياجات التصميم
Multi Purpose Unit (MPU)	قاعة متعددة الاغراض	120	
Temporary Exhibition	قاعة عرض مؤقت	80	
Library	مكتبة وملحقاتها	80	من الممكن وضعها في الدور العلوي
Administration offices	مكاتب ادارية	9	
Staff Lounge	استراحة موظفين	16	
Toilets and public services	حمامات وخدمات الجمهور	---	يفضل فصل حمامات الجمهور عن الموظفين
Outdoor Elements			
Element	Area	Notes	
Children Play Ground	مسطح للعب الاطفال	---	
Outdoor Exhibition	عرض مكشوف	---	
Parking Lot for at least 5 cars	موقف سيارات	---	
يسمح للطالب بالتعديل في مساحات العناصر المطلوبة بما لا يزيد عن 15% من مسطح العنصر بالزيادة أو النقصان تبعا لفكرة التصميم			
Requested Drawings	scale		
Concept studies	---		
Layout/plan	مسقط افقي يشمل الموقع العام	1:100 (30 درجة)	
2 Elevations	واجهتان	1:100 (20 درجة)	
Section	قطاع	1:100 (10 درجة)	
Isometric/ Perspective	---		
على الطالب استخدام اسلوب الاظهار الذي يراه ملائما للمشروع			

