



Final Term Examination January 2013

Answer the following questions

(Total: 40 Marks)

FIRST QUESTION (8 MARKS)

Choose the correct answer

انقل رقم السؤال ورقم اجابته الصحيحة فقط في كراسة الاجابة

1. A paragraph without a clear topic sentence
  - A. cannot be reading
  - B. can be very hard to follow
  - C. is a simple choice for better reading
2. Logical flow means: a logical movement of information
  - A. Between paragraphs
  - B. Within paragraphs
  - C. Both the above two answers are correct
  - D. None of the above answers are correct
3. A dissertation is the result of a master work whereas the thesis is the result of a Ph. D work
  - A. True
  - B. False
4. In a design report the managers' audiences are interested in how the design work and how effective the design is
  - A. True
  - B. False
5. An application form designed by graduate companies:
  - A. Allows you to gloss over your weaker points as a CV does
  - B. Usually contains more details than a personal CV
  - C. Both the above two answers are correct
  - D. None of the above answers are correct

لاحظ أن أسئلة الامتحان من 3 صفحات

6. The difference between standard academic reports field reports is
- The language used in field reports is simpler,
  - The language used in academic reports is personal
  - Both the above two answers are correct
  - None of the above answers are correct
7. The section explains how you will do your proposal techniques is called:
- Plan of Action
  - Management Plan
  - Criteria for Proposal Evaluation
8. The purpose of writing a Laboratory reports is:
- To communicate the laboratory work to management.
  - To archive the work so that it will not have to be done in the future.
  - Both the above two answers are correct
  - None of the above answers are correct

### SECOND QUESTION (16 MARKS)

Give a brief answer (اجابة مختصرة) to the following questions:

1. What is the effective writing? What makes text effective?
2. Differentiate between Macro and Micro Features in writing a report.
3. Differentiate (giving examples) between conjunctions and transition signals.
4. Define briefly: laboratory report, progress report, essay and thesis
5. What are the differences between formal and informal appendices in a design report?
6. Explain the contents of a proposal.
7. What is the function of a field report? What are the elements of that report?
8. What are the information that must be included in a CV?

لا حظ أن أسئلة الامتحان من 3 صفحات

### THIRD QUESTION (6 MARKS)

3.1. The following table shows reactor power levels (as a function of date and time) in Chernobyl before its explosion in April 1986. Rewrite the table in a correct form.

| D         | T        | P            |
|-----------|----------|--------------|
| 25 April  | 1:00 am  | 3200 000 kW  |
| 25 April  | 2:00 pm  | 1600 000 kW  |
| 25 April  | 11:10 pm | 1600 000 kW  |
| 4/26/1986 | 1:00 am  | 30 000 kW    |
| 4/26      | 1:19 am  | 200 000 kW   |
| 4/26      | 1:23 am  | 2,000,000 MW |

Table 1 : Table to show reactor power levels in Chernobyl

3.2. Rewrite the following references in a correct reference list

Reference (1)

Title: Penetration Level of Distributed Energy Resources with Anti-islanding Criteria

Authors: V. Thong, and R. Belmans

Date of publication: June 2006

Place of publication: Power Engineering Society General Meeting,

Reference (2)

Title: An Analytical Approach for DG Allocation in Primary Distribution Network

Author: N. Acharya

Place of publication: Journal of Electrical Power and Energy Systems Vol. 28,

Date of publication: 2009

### FOURTH QUESTION (10 MARKS)

4.1. Explain (اشرح) the steps for effectively planning a report? (5 Marks)

4.2. اشرح مع التوضيح بأمثلة أجزاء الرسالة الادارية في المراسلات الحكومية (5 Marks)

قارن بين انواع التقارير الادارية من حيث الفترة الزمنية

*With my Best Wishes*

*Prof. Dr. Magdi El-Saadawi*

*23/1/2013*