**Model Answer**

**Answer all the following questions: (20 degrees)**

***Question No. 1: complete the following (9 degrees):***

1. The major types of documents in technical writing can be grouped into four major categories **Reports, (Technical papers, magazine articles, books, and theses for purposes of education, teaching, and the sharing of information and knowledge), Patents, and (Operational manuals, instructions, or procedures)**
2. The general attributes of technical writing are **It pertains to a technical subject, It has a purpose, It has an objective, It conveys information/facts/data, It is impersonal, It is concise, It is directed, It is performed with a particular style and in a particular format, It is archival, and It cites contributions of others.**
3. The verbs that are probably associated with factual statements such as **Determined, Solved, Built, Accepted, Rejected, Completed, Passed, Failed, Broke, Approved, Cancelled, Invented, Designed, Developed, Discovered, Uncovered, Deduced, and Studied.**

but the Verbs that are often not associated with factual statements include **Think, May be, Suggest, Appear, Suppose**

1. The document style **is the way that you write**

but the document format **is the ordering and physical layout of a document.**

1. The abstract should contain four elements **The purpose of the study, what was done (Methods), what was found (Results), and what was concluded (Discussion)**
2. The types of technical studies are **Solving Problems, Research a Mechanism, Develop Something New, Feasibility Study, and Failure Analysis**
3. The generic steps in a failure analysis study are **Acquiring background information, Planning the investigation, Testing, Analyzing acquired data, Testing the hypothesis, and Writing a final report**
4. An invention can be patented only if it meets three requirements **It must be new, It must be useful, and It is not obvious.**
5. The three major aspects of all technical documents **Content, Presentation technique, Use of the language**

***Question 2 put True (T) or False (F) in the following (6 degrees):***

1. Writing a book obviously requires much more discipline than the writing of reports. **(T)**
2. In the technical report, the author must present his opinion. **(F)**
3. Technical documents usually contains the following words like I, you, we. **(F)**
4. Lawyers usually write patents. **(T)**
5. Laboratory reports are generally a good example of an informal report. **(T)**
6. You must create an acronym in the report. **(F)**

***Question 3 Answer the following (5 degrees):***

**If you asked to write a report about the problem of Nile pollution. What are the Common Components of this Report?**

1. Outline
   * Decide to write a document on some aspect of your work.
   * The next step is to decide on readership.
   * The reasons for writing the report (purpose)
   * Start with just a preliminary working title.
   * State the objective of the work.
2. Title Page ( Propose a title)
3. Abstract
   * The purpose of the study (the central question);
   * A brief statement of what was done (Methods);
   * A brief statement of what was found (Results);
   * A brief statement of what was concluded (Discussion).
4. Nomenclature (is a tabulated listing of the variables (and their units) that will be used in the document).
5. Chapters/Sections 6. References