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

Technical Report Writing
Date: 15/6/2014
Time allowed: 2Hrs.
Marks: 50

Answer the Following Questions

Q1: (15 Marks)

a) There are some few suggestions known as general guidelines, define the most important points?

b) Define what does mean by the following:

1. Proposals   2. Formal Proposals

3. Informal Proposals   4. Progress Report

c) Writing a progress report typically requires that you do three things, define them.

Q2: (15 Marks)

a) Define what should be included in the following points:

1. Summary   2. Acknowledgement   3. References

4. Conclusion   5. Appendix

b) Define:

1. Feasibility & Recommendation Reports

2. Stages required in report writing

Q3: (20 Marks)

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

b) Define the reasons of the covering letter when sending your CV or job application form.

c) Define the important points which you should consider in your presentations.

d) What makes a Technical presentation effective?

Good Luck for all of you
Prof.Dr. Tawfik Tawfik El-Midany