Mansoura University
Faculty of Engineering
BME Engineering Program

Technical Report Writing: UNR-131
August-2018G: 28-8-2018G
Time/Time Allowed: 10AM-12PM/2 Hours

Please Attempt All Questions.   **Full Mark is 50 and the success level is 15.**

Q-1: Discuss the Following Items   **[10 Marks]**
a. The 6 basic negotiation skills.
b. Win-Win negotiation Skills.
c. Cone of learning.
d. The Win-Win Negotiator phases.
e. Personality Types and Communication Styles.
f. Conflict Negotiation in Engineering Project Teams.

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Q-2: Give Short Notes About: **[10 Marks]**
a. Define the term plagiarism.
b. Why plagiarism is important.
c. Tackling plagiarism.
d. Breaking plagiarism.
e. Using Turnitin tool for detection of plagiarism.

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Q-3: Briefly explain the following items: **[10 Marks]**
a. What is a technical writing?
b. The types of abstraction?
c. The relation between audience and purpose?
d. Elements of Technical writing.
e. Technical Writing Mechanics?
f. Writing Styles?
g. Overall organization of the research paper?

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Q-4:   **[10 Marks]**
a. What are the main steps for building a literature review?
b. What are the four main steps to make a successful technical presentation?
c. Mention two main slide organization and two main design consideration tips in technical presentation preparation process.

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Q-5:   **[10 Marks]**
a. For the Given aims, select the most suitable reference resource from the given resources (your answer should be number-letter, one number can match many letters)

	Aim		Reference Resource
1-	The current currency inflation rate	a-	The Economist
2-	Latest scientific contributions in E-health	b-	White and Green Papers
3-	Current Governmental Project	c-	Nature Publisher
		d-	Harvard Business Review

b. Match the given paragraphs to the **most** suitable heading in a project proposal

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Paragraph	Heading
1- The importance of developing a constraint-free and reliable work plan has long been recognized by the industry. However, numerous construction projects are still plagued by delays and cost overruns, which can frequently be traced to ineffective identification and treatment of constraints. First, when a constraint is not properly identified during scheduling, subsequent conflicts in the field are inevitable. Today's projects are becoming more and more technically complex and logistically challenging, which exposes construction operations to even more complex constraints. Second, the traditional scheduling methods, bar charts and Critical Path Method (CPM) which are widely used as a basis for constraint analysis, greatly limit our capability in modeling and resolving constraints during look-ahead scheduling. These methods have long been blamed for their limitations in modeling and communicating constraints, including inability to cope with non-time-related precedence constraints and difficulty to evaluate and communicate inter-dependencies at the field operation level (e.g. Sriprasert and Dawood 2002; Chua and Shen 2001). In summary, there is a need for a better understanding of constraints in construction and a structured approach in identifying and modeling constraints to ensure a constraint-free work plan.	a- Introduction
2- The primary research method for this study is literature review and conceptual modeling. Constraint identification and classification through a structured approach is the very first step toward a "zero-constraint" environment. This study will first review various types of constraints in construction and their characteristics. Based on this understanding, a classification method will be developed to categorize constraint factors for the purpose of constraint identification and modeling. In the second stage of this study, existing constraint modeling methods will be identified based on a comprehensive review of current industry practices and academic researches. Finally, once the constraint classification and modeling techniques are identified, a conceptual framework for total constraint management will be outlined. This study will be conducted between September 2010 and May 2011.	b- Problem Statement
3- A Conceptual Framework for Scheduling Constraint Management	c- Methodology
4- This look-ahead scheduling and constraint analysis procedure is also a critical component of the last-planner methodology proposed by Ballard (2000). This research project will provide an overview of state-of-art schedule constraint analysis practice during look-ahead scheduling. In addition, it will propose a conceptual framework for managing constraints.	d- The title

With All Best Wishes

Q-1 : Discuss the following Items.

a. The 6 basic negotiation skills.

1. Active Listening	3. Effective Questioning
2. Summary	4. Discovering Needs and
5. Creating Options	Interests that exist below
for mutual gain	Positions.
6. Assessing options.	

b. Win-Win negotiation skills.

Negotiations in which both parties come away winners and both parties are committed to upholding their ends of the agreement. Negotiation: Mutual discussions for the purpose of arriving at the terms of a transcation or agreement.

Successful negotiating is a skill. It is not something you have or don't have. becoming an effective negotiator is a skill that can be learned.

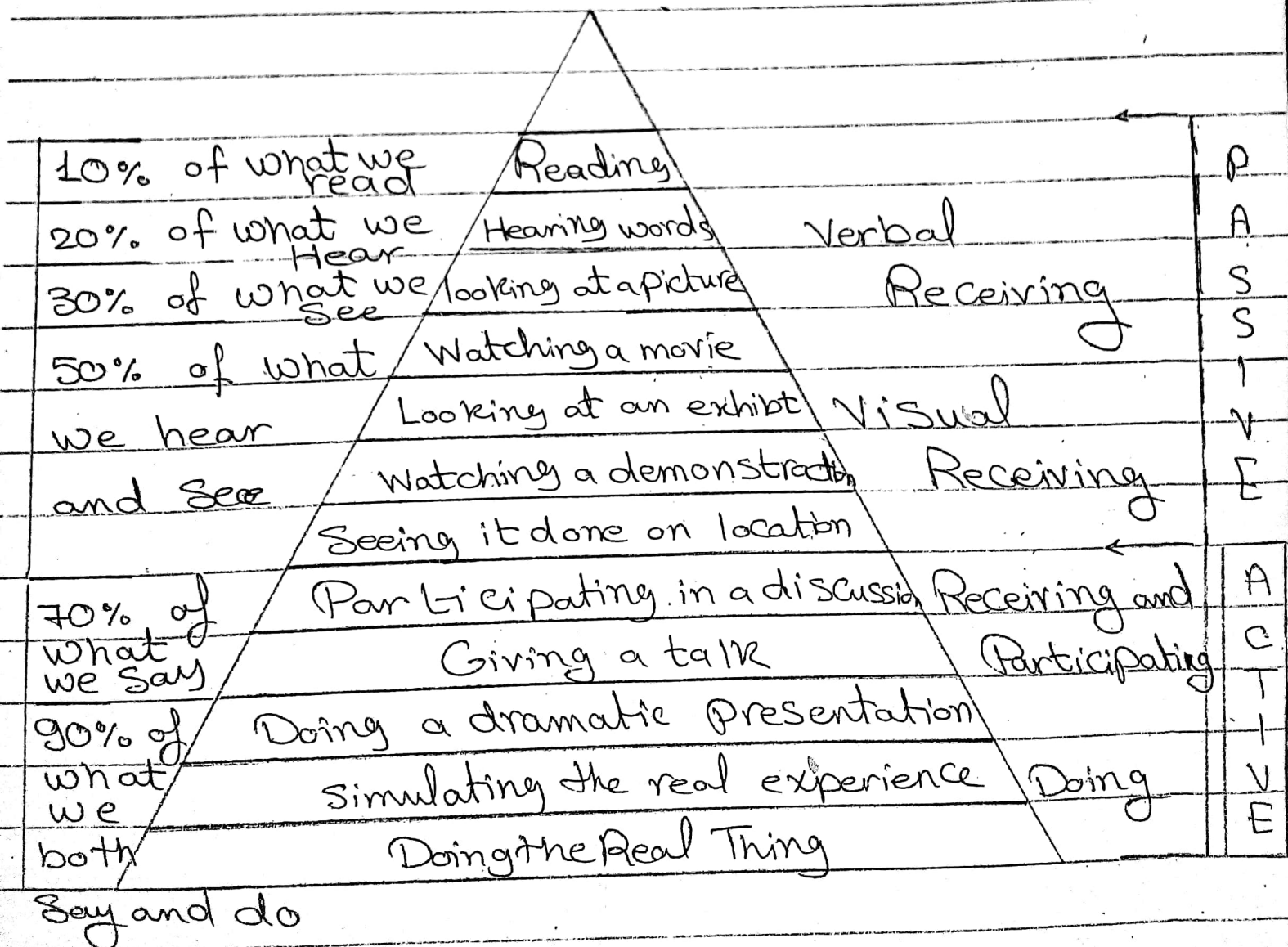Some people have a natural talent for it. others do not.

If you don't have a natural inclination for negotiating, you can learn how to do it.

and do it well.

if you have a natural talent for it, you can improve that skill with training and practice.

c. Cone of learning.

we tend to remember our level of involvement

%	Activity		Mode
10% of what we read	Reading		P A S S I V E
20% of what we Hear	Hearing words	Verbal	
30% of what we See	looking at a picture	Receiving	
50% of what we hear and See	Watching a movie		
	Looking at an exhibt	Visual	
	Watching a demonstraction	Receiving	
	Seeing it done on locaton		
70% of what we Say	Participating in a discussio	Receiving and	A C T I V E
	Giving a talk	Participating	
90% of what we both Say and do	Doing a dramatic presentation		
	Simulating the real experience	Doing	
	Doing the Real Thing		

d. The Win-Win Negotiator phases

- Fundamental principle in negotiations - need satisfaction.
- Look for creative ways to satisfy your and your counter part's needs
- Establish a friendly climate of mutual interests and trust.
- Negotiation is the beginning of a process, not the end, Look for a long-term mutually beneficial relationship.
- Don't be afraid to give up something to get something.
- Be open to creative ways to satisfy critical needs - look beyond current situation for win-win.
- Everyone is better off than before the negotiation.

e. Personality Types and Communication Styles.

- Research by Swiss psychologist Carl Jung suggested there are recognizable difference in personality types among people.
- Isabel Briggs Myers and her mother Katharine Briggs extended and refined Jung's theory into what is now known as the Myers-Briggs type indicator.

f. Conflict Negotiation in Engineering Project Teams.

Conflict is a form of interaction among Parties that differ in interest, Perceptions, and preferences.

Interpersonal Effectiveness Learning Objectives.

- Understanding Conflicts that affect the team process.
- Ability to handle team Conflicts.
- Knowledge of negotiation
- Improved Communication through deeper exposure to ways of listening.

Cp-2 : Give Short Note About.

a. Define the term Plagiarism.

Plagiarism is passing off other's work as your own, whether intentionally or unintentionally to your benefit. The work can include ideas, Compositions, designs, images, Computer Code, and, of Course, "words".

b. Why Plagiarism is important.

Any attempt by a student to gain unfair Advantage over another student in the Completion of an assessment, or to assist someone else to gain an unfair advantage, is cheating. Cheating undermines the standards of the University's awards and disadvantages those students who have attempted to Complete assessments honestly and fairly. It is an offence against the values of the Academic Community of which student's and Staff are both part...

c. Tackling Plagiarism

. Detection (ongoing).
- Looking out for changes in style.
- "Googling" a student's suspect phrase.
- Using Plagiarism Detection Software.

. Prevention (Preferred).
- Teaching everyone what Plagiarism is.
- Ensuring all students complete a formative assignment.

. Remedial (Time-Consuming).
- Disciplinary procedures / possible expulsion
- Resubmission of work.

d. Breaking Plagiarism.

* Use Google Search:
   Take a few sentences out of the submitted document and put double quotation marks around them. Then put them into the search window.

* Limitations:
   Only web documents are searchable

Paper documents and documents made by other students cannot be searched.

e. Using Turnitin tool for detection of Plagiarism

- Comprehensive software dealing with student's paper submission, originality checking or Plagiarism detection, peer/self reviewing, and grading.
- Japanese language capable.
- Can be integrated with Moodle.

Q-3: Briefly explain the following items:

a - What is a technical writing.

Writing (Communcation) is an essential skill for all professionals.

— Technical writing is the writing of those involved in the technical fields, science and engineering.

b - The Types of abstraction?

— Abstracts are genre-sensetive, (Components very according to discipline).

— An Abstract of a social science or scientific work may contain the scope, purpose, results and contents of the work.

— An Abstract of a humanities work may contain the thesis, background, and conclusion of the larger work, an abstract is not a review, nor does it evaluate the work being abstracted.

c. The Relation between audience and Purpose

- Almost always known.
- Typically know who the audience is.
- Typically know why you are writing the document and what required Content is.
- Technical writing is usually very visual.
- With today's Computer assisted writing, in-line pictures / figures are expected.

d. Elements of Technical writing.

- Title.
- Abstract (Executive Summary)
- Introduction.
- Theory and Analysis.
- Experimental Procedures.
- Results and Discussion.
- Conclution (s)
- Acknowledgments.
- References.
- Appendix.

e. Technical writing Mechanics.

- check Spelling.
- check grammar.
- Minimize the use of Acronyms.
- If Acronyms are necessary, always define them at the first use.
- Number all questions, tables, and figures.
- All tables and figures must have Captions
- All figures must have labeled axes.
- All quantities must have units.
- Try to avoid footnotes.

f. Writing Styles.

- Depends on the audience
- More lively Writing (usually preferred)
  First person, Action voice, Past / Present Tense
- More Formal writing
  Third person, Passive voice, Past/Present Tense
- Never use slang.

8. Overall organization of the Reserch Paper.

Introduction   general

                              ↓

                            Particular

Procedure

                            Particular.

                              ↓

Discussion   general.

Q-4:

a. What are the main steps for building a literature rev...

① Survey the literature in your chosen subject.
② Synthesize the information in that literature into a summary.
③ Critically Analyze the information gathered.
④ Present the literature in an organized way.

b. What are the four main steps for building to make a successful technical presentation?

① Understand the Audience.
② Determine your Objective.
③ Prepare your Outline.
④ Create your Slides.

c. Two main Slide organization

① Slide titles: Use descriptive Slide titles.
② Don't use the same title on multiple Slides. Choose a descriptive title that helps the audience to appreciate what the specific contribution of this slide is.

② Outline Slide

outline slide can be useful, especially in a talk that runs longer than 30 minutes, because it helps the audience to regain its bearings and keep in mind your argument structure.

Two main way Design Consinderation.

① Figures. Make effective use of figures. Avoid a presentation misses important opportunities to Covey information

② Color. About 5% of American males are Color-blind, so argument Color with other emphasis where possible.

(Q-5)

(a) 1 ————▷ a
     2 ————▷ c
     3 ————▷ b

(b) 1 ————▷ b
     2 ————▷ c
     3 ————▷ d
     4 ————▷ a