



FIRST QUESTION (TOTAL 35 MARKS)

Answers the following questions

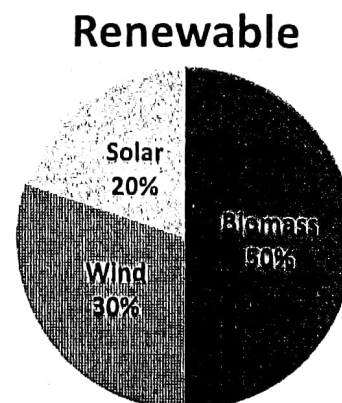
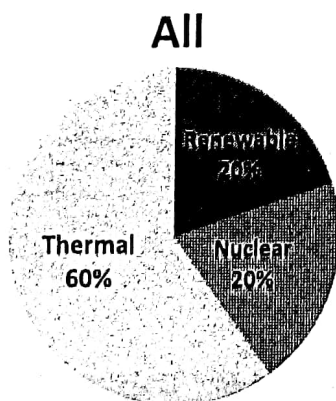
[5 Marks for each point]

1. Define the technical writing; state five types of Technical reports.
2. Enumerate the attributes of Technical writing.
3. Enumerate five of the Ethical rules required in Technical writing.
4. Discuss the main guidelines for effectively planning your report.
5. Explain the main sections of scientific paper.
6. Define the proposal and explain its format.
7. Define the plagiarism and explain how to avoid it.

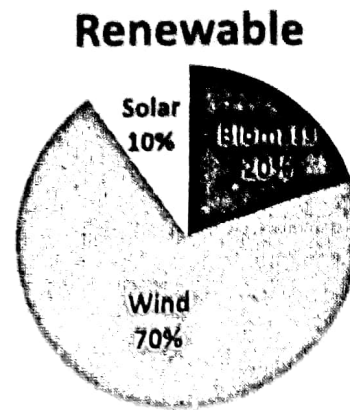
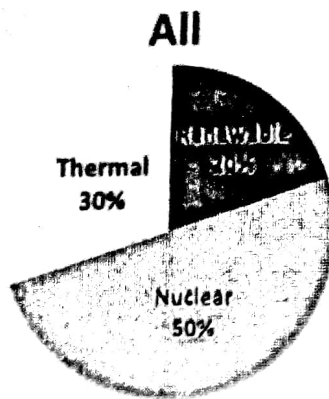
SECOND QUESTION (15 MARKS)

The pie charts show the electricity generated in Germany and France from all sources and renewables in the year 2010

Germany Electricity Generation, 2010, 500 Billion KWh



France Electricity Generation, 2010, 450 Billion KWh



Summarize the information by selecting and reporting the main features and make comparisons where relevant. Write at least 150 words.

Good Luck

Dr. Islam Ismael

First Question:-

① Technical writing:-

it's a type of writing that concerns about written contents to inform, educate, explain product services and processed work.

Types of technical reports:-

- 1) Policies, Procedures for organization
- 2) Facility reports
- 3) Recommendation Reports
- 4) Business Plans
- 5) Background reports
- 6) Technical Specifications
- 7) Research reports

② The attributes of Technical writing:-

- 1) It pertains Technical Subject.
- 2) It is directed
- 3) It has a Purpose
- 4) It has an objective
- 5) It is impersonal
- 6) It is Concise
- 7) It takes a Particular Format and style.

③ Ethical rules :-

1) the Code of the ethics already developed by Your field's Professionals

2) the ethical Code is set in a place by Your Company

3) Your own Personal Ethics.

4) legality

5) Honesty

6) Fairness

7) Professionalism

8) Confidentiality

④ main guidelines :-

1) Decide the subject/objective

2) understand the Audience

3) Repeat formats and types

4) Executive Summary

5) body

6) introduction

7) Conclusion

8) Readability

9) Edit

10) Structure the report

11) insert known Facts and information.

⑤ Main sections of Scientific Paper :-

1) Abstract

2) Introduction

3) Materials and methods

4) results

5) Discussion

6) literature Cited

7) Appendices

⑥ Proposal is :-

A ~~presentation~~ presentation of an idea that you wish to pursue and making start ups from it

Formats :-

- 1) Cover letter for separate proposal
- 2) Cover memo for separate proposal
- 3) Business letter proposal
- 4) memo proposal for your own standard office.

⑦ Plagiarism: taking writings from another person and passing ~~it~~ them off as one's own, It's a way of piracy and a violation of Copyright laws.

How to avoid it:-

- 1) to know about historical and scientific facts
- 2) Provide acknowledgements.
- 3) Provide foot notes.
- 4) add quotation marks whenever required.
- 5) Describe all sources of information.
- 6) Attribute references.

Second Question:-

The Pie charts show electricity generated in both Countries, Germany and France ~~at~~ From all Sources and renewables in 2010.

It is obvious From Pie charts that the major Source of electricity in Germany is thermal energy as it represents about 60% of all Sources. The renewable and nuclear energy have the same Percent For electricity generation in Germany, that is 20% of all Sources. According to France, the major Source of electricity differs clearly from Germany, that is nuclear energy. France has the same Percent of electricity generated by renewable energy as Germany that is 20% but the thermal energy increases about 10% from Germany. As both Countries have the same Percent of electricity generated by renewable energy they differs in the way of generating it.

obviously the renewable energy in Germany depends in a great way on Biomass as it represents about half of it in Germany, In Contrast it depends in a very great way on wind in France (70% of it)

To Conclude, There is a great difference of how to generate electricity in Germany and France.