أساليب الكتابة العلمية

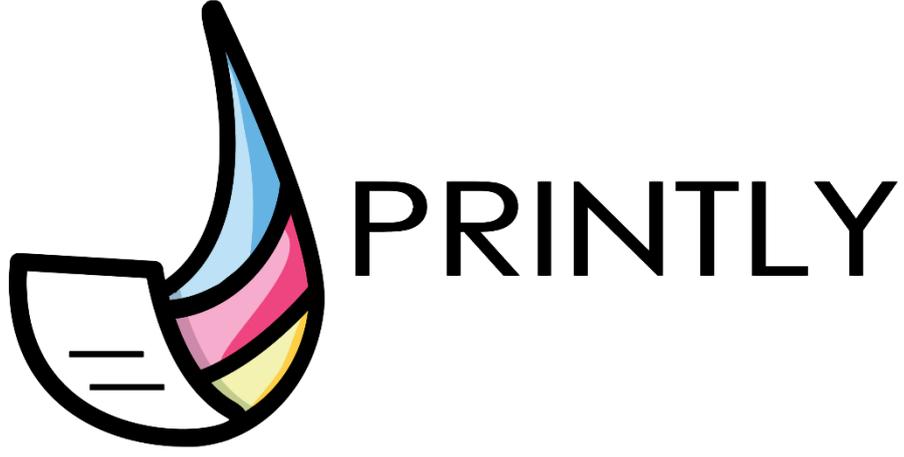## نماذج أسئلة اختبار و تدريبات

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المذكرة التي بين يديك ذات ملكية فكرية خاصة **لمنصة برنتلي** وشركاؤها العلميين ولا تباع أو توزع سوى في مقرها

فنرجو الالتزام بالأمانة العلمية واحترام ملكية الغير وعدم نسخها وتصويرها بأي وسيلة كانت

فمن سرق علماً أو فكرة كمن سرق مالاً

فلا تضيع أمانتك

لا نحلل نسخها ونسبها للغير

تنبيه هام:

Table of Contents

Chapter 1 : Introduction to Technical Communication

MCQ'S:

1- ………. is a method of researching and creating information about technical processes or products directed to an audience through media. The information must be relevant to the intended audience.

a- Technical communication.

b- Audience.

c- Knowledge of your topic.

d- Purpose.

2- The Correct Features of Academic Writing:

a- Purpose – Knowledge of your topic – Audience – Criteria for Evaluation – Graphic elements.

b- Purpose – Knowledge of your topic – Criteria for Evaluation – Graphic elements.

c- Purpose – Knowledge of your topic – Audience – Graphic elements.

d- Purpose – Knowledge of your topic – Audience – Criteria for Evaluation – Graphic elements – Content.

3- The Correct Features of Technical communication:

a- Purpose – Knowledge of your topic – Audience – Criteria for Evaluation – Graphic elements.

b- Purpose – Knowledge of your topic – Criteria for Evaluation – Graphic elements.

c- Purpose – Knowledge of your topic – Audience – Graphic elements.

d- Purpose – Knowledge of your topic – Audience – Criteria for Evaluation – Graphic elements – Content.

4- Academic Writing:

a- Displays your knowledge.

b- Plays a practical role on the job.

c- Completed by an informed writer to an uninformed reader.

d- Read by many readers

5- Academic Writing:

a- Completed by a student for a teacher.   b- Plays a practical role on the job.

c- Completed by an informed writer to an uninformed reader.   d- Read by many readers

6- Academic Writing:

a- Aims to satisfy one person, the teacher.   b- Plays a practical role on the job.

c- Completed by an informed writer to an uninformed reader.   d- Read by many readers

7- Technical Communication:

a- Displays your knowledge.   b- Completed by a student for a teacher.

c- Aims to satisfy one person, the teacher.   d- Plays a practical role on the job.

8- Technical Communication:

a- Displays your knowledge

b- Completed by a student for a teacher.

c- Aims to satisfy one person, the teacher.

d- Completed by an informed writer to an uninformed reader.

9- Technical Communication:

a- Displays your knowledge

b- Completed by a student for a teacher.

c- Aims to satisfy one person, the teacher.

d- Read by many readers.

10-   Analyzing Your Readers – in Obstacles for Readers : Readers Are

a- Always Interrupted.   b- Impatient.

c- Lack Your Technical Knowledge.   d- all of the above.

11-   Analyzing Your Readers – in Obstacles for Readers : Most Documents Have

a- More than one Reader.   b- one Reader.

c- not important if one Reader or greater than it.   d- no Reader.

12-   Analyzing Your Readers – Ways to Understand Readers : Write Down What You
       Know About Your

a- Report.   b- Friend.

c- Reader.   d- Manage.

13-   Analyzing Your Readers – Technical Levels

a- Managers – Experts – General Readers.

b- Experts – Operators – General Readers.

c- Managers – Experts – Operators – General Readers.

d- Managers – Experts – Operators.

14-   in "Analyzing Your Readers" – there are ….. Technical Levels:

a- one.

b- two.

c- three.

d- four.

15-   Managers readers expect:

a- background information.

b- definitions of technical terms.

c- lists and other format devices that highlight points.

d- All of the above.

16-   Experts readers expect:

a- background information.

b- definitions of technical terms.

c- lists and other format devices that highlight points.

d- None of the above.

17-   Experts readers expect:

a- thorough explanations of technical details.

b- data placed in tables and figures.

c- references to outside sources used in writing the report.

d- All of the above.

18-   Operators readers expect:

a- clear table of contents.

b- definitions of technical terms

c- frequent use of graphics like charts and photos

d- clear distinction between facts and opinions

19-   Operators readers expect:

a- easy-to-read listings for procedures or instructions.

b- definitions of technical terms

c- clear statement of how document affects their jobs

d- All of the above.

20-   General Readers – "Laypersons" readers expect:

a- definitions of technical terms.

b- frequent use of graphics like charts and photos.

c- clear distinction between facts and opinions.

d- All of the above.

21-   Decision-Makers:

a- Translate information into action.   b- Give advice to those who make decisions.

c- Receive information contained in document.   d- There is no answer.

22-   Advisers:

a- Translate information into action.   b- Give advice to those who make decisions.

c- Receive information contained in document.   d- There is no answer.

23-   Receivers:

a- Translate information into action.   b- Give advice to those who make decisions.

c- Receive information contained in document.   d- There is no answer.

24-   Organize information for technical readers:

a- Experts.   b- Managers.

c- General Readers.   d- None.

25-   Organize information for technical readers:

a- Operators.   b- General Readers.

c- Managers.   d- None.

26-   Organize information for less technical readers:

a- Operators.   b- Operators.

c- Managers.   d- None.

27-   Organize information for less technical readers:

a- Experts.   b- General Readers.

c- Operators.   d- None.

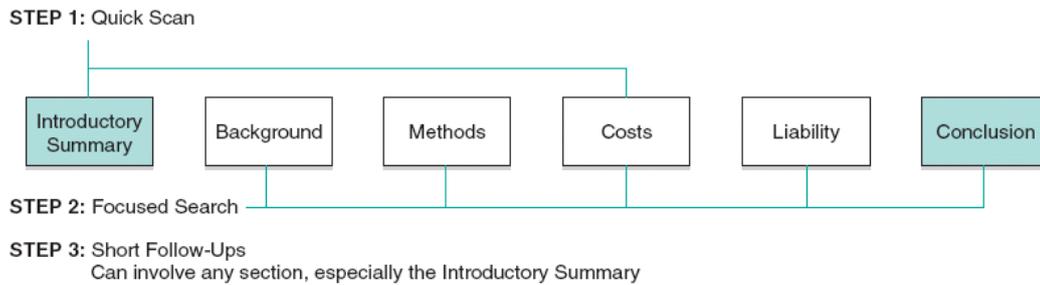28-   Organize information for all readers:

a- Experts – General Readers.   b- Managers.

c- Operators.   d- all of the above.

29-   Be Honest:

a- Relate information accurately and on time

b- Convey the same information to others that you would want presented

c- Use positive words and actions

d- Answer A+B.

Use the following Picture to Answer Question 30.

STEP 1: Quick Scan

Introductory Summary | Background | Methods | Costs | Liability | Conclusion

STEP 2: Focused Search

STEP 3: Short Follow-Ups
Can involve any section, especially the Introductory Summary

30- this picture belongs to:

a- Three Principles of Organization.   b- Repeat Key Points.

c- Ethics on the Job.   d- None.

31- Do No Harm:

a- Use Negative words and actions

b- Use positive words and actions

c- Respect differences in culture

d- Show appreciation to collaborators

32- Do No Harm:

a- Consider the impact words and deeds have on others.   b- Meet deadlines.

c- Join a professional organization.   d- None.

33- Do No Harm:

a- Make the working world a better place.   b- Meet deadlines.

c- Join a professional organization.   d- None.

34- Be Fair

a- Respect differences in culture.   b- Meet deadlines.

c- Join a professional organization.   d- None.

35-   Be Fair

a- Treat others fairly, regardless of differences in race, religion, disability, age, or gender.

b- Meet deadlines.

c- Join a professional organization

d- None.

36-   Be Professional

a- Represent your profession well.   b- Act honorably.

c- Meet deadlines.   d- All of the above.

37-   Be Professional

a- Remain current on research and technology in your field.

b- Join a professional organization

c- Act honorably.

d- All of the above.

38-   the Three Principles of Organization are :

a- Write Different Parts for Different Readers.   b- Emphasize Beginnings and Endings.

c- Repeat Key Points.   d- All of the above.

39-   Busy readers expect to find information in predictable places such as…

a- The beginnings of paragraphs.

b- The beginnings of report sections.

c- The beginning of the entire document.

d- All of the above.

40-   we use Abstract for:

a- Details for All Readers.   b- Wrap-Up Leading to Next Step.

c- Decision-Makers.   d- None of the above.

41-   we use Body for:

a- Details for All Readers.   b- Wrap-Up Leading to Next Step.

c- Decision-Makers.   d- None of the above.

42-   we use Conclusion for:

a- Details for All Readers.   b- Wrap-Up Leading to Next Step.

c- Decision-Makers.   d- None of the above.

43-   Ethics and Legal Issues in Writing:

a- Acknowledge Sources for Information Other Than Common Knowledge

b- Seek Written Permission Before Borrowing Extensive Text.

c- Seek Written Permission Before Borrowing Graphics

d- all of the above.

Matching Questions:

1. Abstract	a)	Clear purpose statement
2. Abstract	b)	Most important points for decision-makers
3. Abstract	c)	List or description of main sections that follow abstract
4. Abstract	d)	Introduction
5. Body	e)	Background of the project
6. Body	f)	Details of any conclusions, recommendations, or proposals
7. Body	g)	Separate fact from opinion
8. Body	h)	Adopt a format that reveals much structure
9. Body	i)	Use graphics whenever possible
10. Body	j)	Headings identify topics in each section
11. Conclusion	k)	Provides closure to the document
12. Conclusion	l)	Leads to the next step in writer's relationship
13. Conclusion	m)	Closing
14. Conclusion	n)	Closing Remarks
15. Conclusion	o)	Conclusions and Recommendations
16. Conclusion	p)	Listings
17. Conclusion	q)	Summary paragraphs
18. Body	r)	Field, lab, office, or other work upon which the document is based
19. Abstract	s)	Summary
20. Abstract	t)	Executive Summary
21. Abstract	u)	Introductory Summary
22. Abstract	v)	Overview
23. Body	w)	Includes supporting information
24. Technical communication	x)	is a method of researching and creating information about technical processes or products directed to an audience through media. The information must be relevant to the intended audience.
25. Academic Writing	y)	Aims to satisfy one person, the teacher.
26. Operators	z)	Organize information for technical readers
27. Managers	aa)	Organize information for less technical readers
28. Be Honest	bb)	Convey the same information to others that you would want presented

True/False Questions:

1- Technical communication is a method of researching and creating information about technical processes or products directed to an audience through media. The information must be relevant to the intended audience.

2- in Academic Writing the "Purpose" is Demonstrate your knowledge of the topic

3- in Academic Writing the "Your Knowledge of Topic" is Less than the teacher

4- in Academic Writing the "Audience" is the teacher

5- in Academic Writing the "Criteria for Evaluation" Depth, logic, clarity, unity, and grammar.

6- in Academic Writing the "Statistical and Graphic Support" Sometimes used to explain and persuade.

7- some Examples of Academic Writing : Essays – Exams – Papers.

8- in Technical communication the "Purpose" is Accomplish a task.

9- in Technical communication the "Your Knowledge of Topic" is Greater than the reader.

10- in Technical communication the "Audience" Variety of people with differing technical backgrounds.

11- in Technical communication the "Criteria for Evaluation" Clearly organized ideas that meet the needs of busy readers.

12- in Technical communication the "Statistical and Graphic Support" Used to explain conditions and present alternative courses of action.

13- some Examples of Technical communication: In-house correspondence – short / long reports – Proposals – Websites.

14- Determining the Purpose : Why am I writing this document ? answer in one or two sentences.

15- Determining the Purpose : Why am I writing this document ? answer in three sentences.

16- Determining the Purpose : Why am I writing this document ? Move to the beginning of your outline

17- Determining the Purpose : What response do I want from readers? Pinpoint what you want your audience to know, think, or feel.

18- Analyzing Your Readers – Ways to Understand Readers : Talk With Colleagues Who Have Written to the Different Readers

19- Analyzing Your Readers – Ways to Understand Readers : Talk With Colleagues Who Have Written to the Same Readers

20- Analyzing Your Readers – Ways to Understand Readers : Remember That All Readers Prefer Simplicity

21- in "Analyzing Your Readers" – there are four Technical Levels

22- Experts readers expect clear statements about what should happen next

23- Managers readers expect clear statements about what should happen next

24- Experts readers expect clearly labeled appendices for supporting information.

25- The Decision-Makers are First-Level Audience.

26- The Advisers are Second-Level Audience.

27- The Receivers are Third-Level Audience.

28- Ethical Guidelines for Work – Honor Intellectual Property Rights: Show appreciation to collaborators

29- Ethical Guidelines for Work – Honor Intellectual Property Rights: Credit the work of others

30- Ethical Guidelines for Work – Honor Intellectual Property Rights: Respect copyright, patent, and trademark laws.

31- Ethical Guidelines for Work – Honor Intellectual Property Rights: Respect copyright, impatient, and trademark laws.

32- Don't Repeat important information in different sections for different readers

33- We use ABC format for documents

34- Obtain written permission after sharing employer or client materials

35- Respect Confidentiality Remember that you are acting on behalf of your employer and clients.

36- Ethics and Legal Issues in Writing : Seek Legal Advice When You Cannot Resolve Complex Questions

37- Ethics and Legal Issues in Writing : Seek Legal Advice When You Can Resolve Complex Questions

Writing Questions :

1- Arrange them in the Correct way (Analyzing your readers – Determining the purpose – Collecting information – Completing an outline – planning layout and graphics – Writing initial drafts – Reviewing layout and graphics – Editing for mechanics – Editing for grammar – Adjusting content – Editing for style)

Planning	Drafting	Revising

2- Write the Decision-Making Levels:

1.

2.

3.

ANSWERS

MCQ'S:	
1)	a
2)	a
3)	a
4)	a
5)	a
6)	a
7)	d
8)	d
9)	d
10)	d
11)	a
12)	c
13)	c
14)	d
15)	d
16)	d
17)	d
18)	a+b
19)	d
20)	d
21)	a
22)	b
23)	c
24)	a
25)	a

26)	c
27)	b
28)	d
29)	d
30)	a
31)	b
32)	a
33)	a
34)	a
35)	a
36)	d
37)	d
38)	d
39)	d
40)	c
41)	a
42)	b
43)	d

Matching Questions:

الإجابات موجودة أمام كل سؤال

True/False Questions

1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	

10)	T
11)	
12)	
13)	
14)	
15)	F
16)	
17)	T
18)	F
19)	
20)	
21)	T
22)	F
23)	
24)	
25)	
26)	
27)	
28)	
29)	
30)	T
31)	F
32)	F
33)	T
34)	F
35)	T
36)	
37)	F
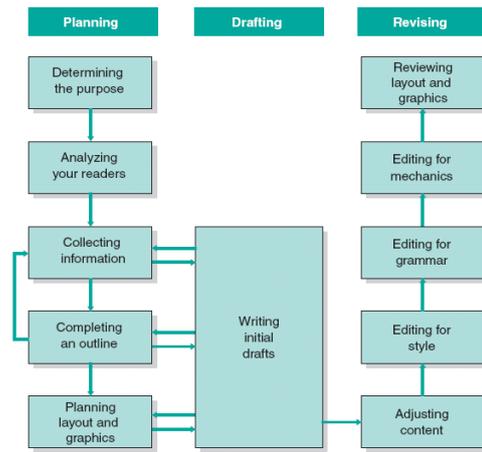
Writing Questions :	
1)	
2)	Decision-Makers Advisers Receivers

إذا عندك أي طباعة لملفاتك الدراسية مثل: الملخصات، السلايدات، الكتب الدراسية، كتاب مشروع التخرج وغيرها،،

استخدم منصة برنتلي للخدمات الطلابية

أسعار طباعة ورقة الA4:

- أسود وأبيض: ٨ هللات.
- ملون: ٥٠ هللة.

كود خصم : H10

أساليب الكتابة العلمية

- تتميز بأنها أول ملزمة تدريبية لمقرر أساليب الكتابة العلمية (Technical Communication Fundamentals).

- تحتوي على أسئلة الكتاب المقرر.

- تحتوي على أكثر من ٥٠٠ سؤال.

- أسئلة منوعة مثل: الاختيارات - الصواب والخطأ – التوصيل – الرسم – أسئلة مقالية – أفكار الواجبات مع الإجابات.

- تحتوي على ثلاثة نماذج تدريبية للاختبار.

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برنتلي
PRITNLY

للحصول على خصم ، استخدم الكود **H10**

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