



The course code:
EE10023

This course is based on the following 10's according to (NABT) 2007
(15-101-613)

Answer the following *Four* question:

Question (1) (10 degrees)

- (a) In technical documents, basic factors should be considered. It is named by the *Writing Strategy*. Write the elements of Writing Strategy.
- (b) Several *mega-projects* (المشروعات العملاقة) in Egypt have been announced in recent five years. Some of these projects have been implemented (نفذت) and others are still under implementation. In Arabic language, write a *simple short article* about this subject. Explain in your article: number of projects (*no less than five projects*), a brief summary of each project, including: where it is located, the time period of finishing the project, the number of stages of the project, the total cost of the project, and your recommendation about that.

Question (2) (10 degrees)

- (a) Mention the basic elements of the formal reports.
- (b) The *Giant Ship stranded in the Suez Canal*, (السفينة العملاقة الجانحة في قناة السويس) was one of the most important crises (أزمة) faced by the Egyptian administration in March 2021.

Write a *formal report* that expresses this topic, explaining: the purpose of knowing that event, period the ship took in the Suez Canal to float (التعويم), the efforts (جهود) of Egyptian state did towards that crisis, the repercussions (الآثار) of that crisis, the lesson learned from this crisis worldwide (عالمياً) and the recommendations (توصيات) made by the Egyptian state. (**Hint:** a) Take in your attention the main elements of the formal report. b) It's available to write the report in Arabic)

Question (3) (10 degrees)

- (a) *i*) Mention the types of the informal report. *ii*) Write the basic elements of the informal reports.
- (b) *i*) Write an *inquire letter* your Head of Department to inquire about the summer training places authorized by the college for the students to be trained.
- ii*) Write the reply of your head of department to your inquire. (**Hint:** write the documents in Arabic)

Question (4) (10 degrees)

- (a) What are the main types of Oral Presentations?
- (b) One of the important elements in Oral presentation is *visual aids*. Mention some kinds of visual aids.
- (c) Construct presentation slides that present a *technical proposal of an engineering project* that explain an idea in your mind. Your slides must have rules of presentation. (**Hint:** You are free to write your proposal in English or Arabic)

With my best wishes

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