



**Answer the following Four question:**

**Question (1)** (8 degrees)

- (a) What is Technical Writing?
- (b) What are the main attributes of good technical writing?

**Question (2)** (10 degrees)

- (a) Write the basic elements of the formal reports.
- (b) Solar energy in Egypt has become a special interest in recent decades. Write a *formal report* expresses this topic, explaining the reasons for the importance of solar energy in Egypt, the problems that we face. (*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) Writing style is an important attribute in technical reports. Discuss the elements of the technical documentation style.
- (b) Write a request to the director of the Iron and Steel Factory (مصنع الحديد والصلب) asking him to be employed at the company. Attach your Curriculum Viet to the request. (*Hint:* It's available to write the request in Arabic)

**Question (4)** (12 degrees)

- (a) Mention the types of the informal report.
- (b) Write the basic elements of the informal reports.
- (c) Write a complaint letter to the Dean of your collage that explains the drawbacks caused at the Logic and Electronic laboratory. (*Hint:* It's available to write the request in Arabic)

*With my best wishes*

*Dr Ghada Hamisa*