



The course code:  
HUM1204

This course intend the following iLOS according to (NARS 2009):

a (9, 10) - b (4, 8) - c (2, 9, 12)

**Answer the following Four question:**

**Question (1)** (15 degrees)

- (a) Writing Strategy is very important factor in writing *any* technical documents. What are the main elements of *Writing Strategy*? Explain briefly.
- (b) Social media has a great importance in our life now-days as a one of the modern technologies on internet. In Arabic language, write a *simple short article* about this subject. Explain in your article: kinds of social media, positive and negative points, and your recommendation about that.

**Question (2)** (13 degrees)

- (a) Write *all* the basic elements of the formal reports.
- (b) For the first time, from 6-8 May 2018, a committee (from the National Authority for Quality Assurance of Education and Accreditation- الهيئة القومية لضمان جودة التعليم والاعتماد) visited the Faculty of Engineering-- Kafr Elsheikh University to examine the quality of education in our college.

Write a *formal report* that expresses this topic, explaining: the purpose of this visit, the period of time taken for this visit, how was the welcome the committee, what the committee did in its visit, the result of the committee , conclusion and recommendations (توصيات) of their oral report at the end of the visit. (**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)** (12 degrees)

- (a) Mention the types of the informal report.
- (b) Write the *reply* of your collage Dean to your inquire letter. [Your inquiry letter was about, the Graduation Ceremony (حفل التخرج) and how you can participate in it and where it will be.] (**Hint:** It's available to write the request in Arabic)

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

- (a) There are important rules must be considered during presentation (preparing or presenting). Mention them.
- (b) Write and draw a brief template of presentation slides (4-to-6 slides), that explain a small proposal to apply a project idea in your mind. Your presentation must contain the main points of Oral presentations rules. (Hint: write your presentation by English language)

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*With my best wishes*

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