



The course code:  
HUMI204

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)** (10 degrees)

- (a) Write the main attributes of good technical writing.
- (b) One of the largest national projects is “*The Golden Triangle Project in Upper Egypt*”.  
(مشروع المثلث الذهبي في صعيد مصر)

In Arabic language, write a *simple short article* about this subject. Explain in your article: the purpose of this project, where it is located, what this project includes (the different projects it includes), the number of stages and when it is completed, the company costing 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 Arab and African Youth Forum in Aswan (16-18 March 2019) (منتدى الشباب العربي والأفريقي) gained a great deal of media coverage around the world.

Write a *formal report* that expresses this topic, explaining: the purpose of the conference, its topics, the participated countries in the forum, ideas and suggestions of African & Arabian young people, the conference’s results, and its recommendations (توصيات). (**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) Write brief technical proposal of an engineering project that explain an idea in your mind. Your proposal must have the main points of the informal reports. (**Hint:** write your proposal in English)

**Question (4)** (10 degrees)

- (a) What are the main types of Oral Presentations? Draw a template presentation slide for each type.
- (b) One of the important elements in Oral presentation is visual aids. Mention some kinds of visual aids.
- (c) Write a complaint letter to the *Head* of your academic department in your collage that explains the drawbacks caused at the Computer Lab. (**Hint:** It's available to write the document in Arabic language)

*With my best wishes*

**Dr. Ghada Hamisa**  
Faculty of Engineering  
(Computer & Control Dept.)