

FCIS-ASU Subject: Report Writing Second Year Students Mid-term Exam (8/12/2020) Duration: 45 Minutes	 Version A	Instructors: Dr. Hanaa Talha Dr. Wael Hamdy Department: Basic Sciences Academic Year: 2020-2021
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NAME:

Section:

Question (1):

(5 Points)

Indicate whether the following statements are (True or False) and correct the false ones:

- 1- In emails, we use the read receipt feature only for messages that are critical and time sensitive in nature. True
- 2- In a presentation, you are required to answer all questions even if they are not related to the topic you are presenting. (False) you should not answer irrelevant questions
- 3- You should not send large attachments to a business email without asking first. (True)
- 4- In an interview, you can say bad things about your old employer. (false) cannot
- 5- Project Time sheets are recorded weekly. (false)daily

Question (2):

(3 Points)

Choose the correct answer:

- 1- In the CV, the part indicates specific position for which you are applying for.
a- Objective b- Personal Information c- work experience
- 2- All the following are techniques for capturing attention during a presentation except:
a- Silence b- Introducing yourself c- Eye Contact
- 3- All the following are parts of the software release notes except:
a- Recent Changes b- Bug Fixes c- Price

Question (3):

(2 points)

Criticize the following, State if it is Good or Bad then state your reasons

Subject: ASSIGNMENT

i was told to do this on the homework i also wanted to ask if i can make up the homework to turn it in early because next thursday i will not be in town due to prior arrangements that can't be rescheduled

It is bad because:

- Use of capital letter words is considered as yelling.
- Subject is not informative.
- No greeting.
- Punctuation and formatting mistakes such as: I, Thursday and using dots.
- No signature.

Good Luck
Dr. Wael Hamdy