

<b>FCIS-ASU</b> <b>Subject: Report Writing</b> <b>Second Year Students</b> <b>Mid-term Exam (8/12/2020)</b> <b>Duration: 45 Minutes</b>	 Version B	<b>Instructors:</b> <b>Dr. Hanaa Talha</b> <b>Dr. Wael Hamdy</b> <b>Department: Basic Sciences</b> <b>Academic Year: 2020-2021</b>
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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- The index in a user guide gives a definition of the terms discussed in the guide.  
(False) The glossary gives these definitions, Index provides a listing of where the terms appear in the guide
- 2- Gross income is the amount of salary paid to the individual by an employer, before any deductions are taken (true)
- 3- Project proposal explains how to use a software application in language that a non-technical person can understand. (false user manual)
- 4- Deployment Guide provides relevant information regarding the installation , deployment, configuration of system (true)
- 5- It is ok to arrive up to 15 minutes late to an interview (false) you must arrive on time

**Question (2):**

(3 Points)

**Choose the correct answer:**

- 1- In an email, people who are required to respond are placed in:  
a- BCC                      b- CC                      **c- TO**
- 2- All the following are steps soft skills except:  
a- Leadership                      **b- Computer Programming**                      c- Communication
- 3- All the following are steps of planning a presentation except:  
**a- Introducing yourself**  
b- Knowing the audience  
c- Preparing the title of the presentation

**Question (3):**

(2 points)

**Criticize the following education section in a CV, State if it is Good or Bad then state your reasons**

- St. Louis High School, 1994
- St. Louis, MO
- Diploma, College Prep, GPA: 3.0
- SLU, 1998
- St. Louis, MO
- B.S., Finance, GPA: 2.75
- Beta Fraternity, Party Planning Committee Member
- Elected to Student Government

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- Led campus movement for reelection of State Senator I.M. Partisan

**It is bad because:**

- **Cannot use abbreviating the university name.**
- **listing a non-stellar GPA (Only put your GPA on your resume if it was 3.0 or higher.)**
- **Did not use reverse chronological order**
- **listing college activities that are professionally irrelevant.**

**Good Luck**  
**Dr. Wael Hamdy**