



**Benha University**  
**English Language Teaching System**  
**Surveying Engineering Department**  
**“Technical Reports Writing” Final Exam**  
**Second Year Students / First Semester**

**Examiner:**

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### **Model Answer**

**I- Structure (15 marks)**

**A. Change the following sentences into the passive voice**

- 1) I've never been spoken to like that before.  
Or: I haven't been spoken to like that before.
- 2) The dam would be broken by A sudden increase in water pressure.
- 3) Can you get the translation done?
- 4) Weren't you taught how to behave?  
Or : were you never taught how to behave?
- 5) Mary decided to have the children vaccinated.

**B. Match the if-clauses to the suitable main clauses**

- 1- If I were stronger , **D) I'd help you carry the piano**

2- He would have repaired the car himself if **C) he had had the tools.**

3- If I don't get a cheap flight, **E) I won't travel to London.**

4- If Jack had ridden his old bike more carefully, **A) he'd not have broken his arm.**

5- I wouldn't go to school by bus if **B) I had a driving license.**

**C. Choose the correct answer:**

1- The man **whom** I met yesterday lent me some money.

2- This is the car **which** I use every day.

3- Marry is a good typist **who** gets high salary.

4- Put it above the table ( **which – where** ) the meeting will be held on.

5- They are building a hospital in the street **where** we live.

**D. Determine and correct the subject-verb agreement errors in each of the following sentences:**

1- The music on a compact disk (CD) is **recorded** by lasers.

2- Alaska has more active glaciers **than** the rest of the inhabited world combined.

3- One type of Australian frog lays up to 25 eggs at a time and then swallows **them** for protection.

4- The Spanish introduced not only horses **but** also cattle to the North American continent.

5- The first gummed postage stamps **were issued** in New York City in 1842.

## II-Technical Report

(10 Marks)

- A technical report is a formal report designed to convey technical information in a clear and easily accessible format. It is divided into sections which allow different readers to access different levels of information.

### Discuss

1- What is the commonly accepted format for a technical report?

2- Then in details explain the purposes and information involved in each section

### Structure of the technical report:

A technical report should contain the following sections;

Section	Details
Title page	Must include the title of the report. Reports for assessment, where the word length has been specified, will often also require the summary word count and the main text word count
Summary	A summary of the whole report including important features, results and conclusions
Contents	Numbers and lists all section and subsection headings with page numbers
Introduction	States the objectives of the report and comments

	on the way the topic of the report is to be treated. Leads straight into the report itself. Must not be a copy of the introduction in a lab handout.
The sections which make up the body of the report	Divided into numbered and headed sections. These sections separate the different main ideas in a logical order
Conclusions	A short, logical summing up of the theme(s) developed in the main text
References	Details of published sources of material referred to or quoted in the text (including any lecture notes and URL addresses of any websites used.
Bibliography	Other published sources of material, including websites, not referred to in the text but useful for background or further reading.
Acknowledgements	List of people who helped you research or prepare the report, including your proofreaders
Appendices (if appropriate)	Any further material which is essential for full understanding of your report (e.g. large scale diagrams, computer code, raw data, specifications) but not required by a casual reader

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### **III- Writing (10 Marks)**

**Write a well-organized essay of at least 5 paragraphs  
about “Geomatics”**

The answer of this question will be assessed according to the instructors' points of view. Student's writing will be assessed in the following areas:

1. The proper development and organization of the ideas in the paragraph(s) throughout the entire summary. (4 Marks)
2. The correctness of both spelling and grammatical structures. (4 Marks)
3. Using punctuation marks and linkers. (2 Marks)

**Best of Luck**