

الملحق الإجابة عن الاختبارات



إجابة اختبار (1) The answer of test "1"

Score: 10/ 10			
Report Stages		Report Content	
1	Introduction Section 1	Who requested the report	
2	Introduction Section 2	When the report was requested	
3	Introduction Section 3	Why the report was requested, and the Aim	
4	Introduction Section 4	Overview of the structure of the report	
5	Procedure Section 1	When the data was collected	
6	Procedure Section 2	How the data was collected	
7	Findings	Description of the information you discovered	
8	Conclusion Section 1	Summary of what you discovered	
9	Conclusion Section 2	Your ideas about the reasons for the things you discovered	
10	Recommendations	What you think should happen	

إجابة اختبار (2) The answer of test "2"

Score: 10/ 10			
Report Stages		Phrases	
1	Introduction - Who requested the report	This report was requested by...	
2	Introduction - When the report was requested	The report was requested on ...	
3	Introduction - Why the report was requested, and the Aim	The report aims to...	
4	Introduction - Overview of the structure of the report	The report presents ...	
5	Procedure - When the data was collected	Data for the report was gathered from ... to ...	
6	Procedure - How the data was collected	Primary data was collected by surveying...	
7	Findings - Description of the information you discovered	The survey respondents said that...	
8	Conclusion - Summary of what you discovered	In conclusion, the results show that...	
9	Conclusion - Your ideas about the reasons for the things you discovered	I believe that the reasons for this include...	
10	Recommendations - What you think should happen	These conclusions lead to a number of possibilities for further action. These are...	

إجابة اختبار (3) The answer of test "3"

Score: 8/8			
Type of Report		Description	
1	Incident Report	a report describing something that has happened	
2	Accident Report	a report describing how someone was hurt or something was damaged	
3	Sales Report	a report describing how many goods or services were sold, and the reasons for any differences from the plan	
4	Progress Report	a report describing how close you are to completing something you planned	
5	Feasibility Study / Report	a report on how practical a proposal is	
6	Recommendation Report	a report on what your organisation should do	
7	Site	a report on what has happened in a place, and how close your organisation is to finishing construction	
8	Case Study	an academic report on how and why something has changed over time	