

## 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   |  |