

**Section one:**

1/ The Explanation of how citing long quotations: (02 marks)

- Use a block format in which all lines of the quotation are indented approximately half an inch from the left margin.

- Do not use quotation marks.

- Introduce the quotation with a complete sentence and a colon.

- At the end of the quotation, we write between parentheses the last name of the author, year of publication, and page number. If the author is named in our sentence, we follow it by the year of publication, writing the page number at the end of the quote.

2/ The Explanation of how citing a document that has no page or paragraph numbers but does have headings: (02 marks)

If the document has no page or paragraph numbers but does have headings, use the heading (with capitals and no quotation marks) of the section you are taking information from and then give the number of the paragraph under it that contains the information you are incorporating in your essay.

**Section two:** The definition of the following terms: (06 marks)

**Global plagiarism:** When you use someone else's paper, you are committing plagiarism because you are pretending that the words and ideas are yours. Using someone else's work includes, for example, having a friend or family write the text for you or buying an essay from a so-called essay mill.

**Copy-and-paste plagiarism:** Also known as direct plagiarism, means using a paragraph from another source without a citation.

**Structured questionnaires:** are those questionnaires in which there are definite, concrete and pre-determined questions.

**Participant observation:** . If the observer observes by making himself, more or less, a member of the group he is observing so that he can experience what the members of the group experience, the observation is called as the participant observation.

**Section three:** (05 marks)

Journal name	Page we take the information from	Year	Volume	Article title	Authors	Page range
Journal of Development and Education	15	2004	28	Reading and learning strategies	Simpson, M.L., Stahl, N. A., and Francis, M. A	2-15

1/

Simpson, Stahl, and Francis (2004) explained that learning (stated that, or believed that... ) "procedural knowledge would help them understand the steps and how to modify those steps"(p.15).

2/

Simpson, M. L., Stahl, N. A., & Francis, M. A. (2004). Reading and learning strategies. Journal of Developmental Education, 28, 2–15.

**Section four:** (05 marks)

The merits of the questionnaires are as follows:

1. There is low cost even when the universe is large and is widely spread geographically.
2. It is free from the bias of the interviewer; answers are in respondents' own words.
3. Respondents have adequate time to give well thought out answers.
4. Respondents, who are not easily approachable, can also be reached conveniently.
5. Large samples can be made use of and thus the results can be made more dependable and reliable.