

CHUKA



UNIVERSITY

**UNIVERSITY EXAMINATIONS
RESIT/SPECIAL EXAMINATION**

EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF ARTS

COMM 470: TECHNICAL WRITING

STREAMS: BA

TIME: 2 HOURS

DAY/DATE: THURSDAY 12/08/2021

2.30 P.M – 4.30 P.M.

INSTRUCTIONS

Answer Question 1 and any Two Questions from Section B.

Section A

Question 1

- a) You are the Human Resources Director of an Organization. Your organization wants to recruit a Communications Director. Design an advertisement that will appear in a local newspaper requesting qualified candidates to apply for this position. (15 marks)
- b) Describe any five characteristics of technical writing. (15 marks)

Section B

Question 2

- a) Describe five benefits of effective technical writing skills for a communication practitioner. (10 marks)
- b) Describe five important sections of a research proposal. (10 marks)

Question 3

Explain five ethical principles that should be upheld in technical writing. (20 marks)

Question 4

Effective technical writing requires research. Describe any five issues you need to research on when planning to do technical writing. (20 marks)

Question 5

Describe any four forms of technical writing legal profession.

(20 marks)
