

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

THIRD YEAR EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF SCIENCE IN AGRICULTURAL EDUCATION AND EXTENSION, AGRICULTURAL ECONOMICS, AGRIBUSINESS MANAGEMENT, ANIMAL SCIENCE, HORTICULTURE & AGRICULTURE GENERAL

AGED 314: TECHNICAL WRITING AND REPORTING

STREAMS: BSC (AGED), HORT, ANSC, AGECE, AGBM & AGRI TIME: 2 HOURS

DAY/DATE: FRIDAY 06/12/2019

8.30 A.M. – 10.30 A.M.

INSTRUCTIONS:

- **Answer question ONE (compulsory) and any other THREE**
- **Do not write on the question paper.**

Q1. (a) Explain the contents of the following parts of a report

- | | | |
|-------|------------------------|-----------|
| (i) | Abstract | (3 marks) |
| (ii) | Background information | (3 marks) |
| (iii) | Literature review | (3 marks) |
| (iv) | Discussion | (3 marks) |
| (v) | Recommendation | (2 marks) |

(b) Explain any four legal issues taken into consideration when writing a technical report. (4 marks)

(c) Outline six significance of a research proposal. (6 marks)

(d) Distinguish between description and argumentation as used in technical report writing. (1 mark)

Q2. Explain the uses of the following technical reports.

- (i) Feasibility reports (3 marks)
- (ii) Progress report (3 marks)
- (iii) Institutional reports (3 marks)
- (iv) Committee reports (3 marks)
- (v) Project proposals (3 marks)

Q3. Discuss the following principles of technical reporting and writing

- (i) Documentation (6 marks)
- (ii) Format (4 marks)
- (iii) Audience analysis (5 marks)

Q4. A non-governmental organization is interested in funding a project in your community in the area of food security which is one of the big four agenda in Kenya.

Since funding is made available on a competitive basis, you are required to prepare a project proposal to convince the directors and experts to fund your project.

Discuss the argument you would put forward in your proposal to convince each audience category that your project is worth funding. (15 marks)

Q5. (a) Explain five functions of literature review in technical report writing. (5 marks)

(b) The following results were obtained from field trials carried out by a research scientist in Tharaka Nithi County.

Temp	Water intake in Liters	Dry matter intake as a % of body weight
2	22	4.0
19	22	3.7
21	30	3.9
27	35	3.45
32	53	2.16
35	73	2.78

- (i) Illustrate the above results using a suitable visual aid. (4 marks)
- (ii) Discuss the results giving reasons for the relationship as indicated by the results in the table above. (6 marks)

