

**CHUKA**



**UNIVERSITY**

## **UNIVERSITY EXAMINATIONS**

### **EXAMINATION FOR THE AWARD OF DIPLOMA IN ANIMAL HEALTH AND PRODUCTION**

#### **AGED 0112: TECHNICAL WRITING AND REPORTING**

**STREAMS:**

**TIME: 2 HOURS**

**DAY/DATE: MONDAY 4/12/2017**

**2.30 P.M- 4.30 P.M**

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#### **INSTRUCTIONS:**

- **Question one is mandatory and pick any other three questions**

1. (a) Discuss any five functions of reports. [10marks]  
(b) Give five reasons for literature review. [5marks]  
(c) Explain the various types of audience and how you would write for each group to effectively communicate. [10marks]
2. (a) Explain the legal concepts that govern technical writing. [8marks]  
(b) Write brief notes explaining what a progress report is and its contents. [7marks]
3. (a) Explain any five techniques of technical writing. [10marks]  
(b) Discuss the common mistakes likely to occur when writing a technical report. [5marks]
4. (a) Differentiate between an informal and a formal report. [10marks]  
(b) Explain the content of an abstract in a technical research proposal. [5marks]
5. (a) Explain the significance of writing a technical report. [5marks]

(b) Discuss the sub-sections covered in the introduction of a technical research report.  
[10marks]

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