
CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

**EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF SCIENCE IN
EDUCATION AND EXTENSION**

AGED 312/314: TECHNICAL WRITING AND REPORTING

STREAMS: SB

TIME: 2 HOURS

DAY/DATE: THURSDAY 06/12/2018

2.30 P.M – 4.30 P.M

INSTRUCTIONS

- **Answer question one (compulsory) and any other three questions**
 - **Do not write on the question paper**
1. (a) Explain the functions of the following sections of a technical report.

(i) Table of content	[2 marks]
(ii) Title page	[4 marks]
(iii) Abstract	[5 marks]
(iv) Literature review	[4 marks]
(v) Recommendation	[2 marks]

(b) Explain five ways of avoiding plagiarism when writing a technical report. [8 marks]
 2. (a) Using examples explain two main documentation styles. [10 marks]
(b) Apart from plagiarism discuss any other five legal issues to be considered when writing technical reports. [5 marks]
 3. Discuss the various elements of an evaluation report. [15 marks]
 4. Discuss the various types of audiences. Citing how you would improve writing for each category. [15 marks]
 5. (a) Distinguish the following pairs of terms used in technical writing.

(i) A table and a figure.	[2 marks]
(ii) Description and argumentation	[2 marks]

- | | |
|--|-----------|
| (iii) Operational and negative definition. | [2 marks] |
| (iv) Induction and deduction. | [2 marks] |
| (v) Note and foot note | [2 marks] |
| (vi) Formal and informal report. | [5 marks] |
-