

**CHUKA**



**UNIVERSITY**

**UNIVERSITY EXAMINATIONS**

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

**AGED 0282: TECHNICAL WRITING AND REPORTING**

**STREAMS: DIPLOMA ANHE Y3S2**

**TIME: 2 HOURS**

**DAY/DATE: TUESDAY 11/12/2018**

**2.30 P.M. – 4.30 P.M.**

**INSTRUCTIONS:**

- **Question one is compulsory.**
- **Answer any three questions.**
- **Do not write anything on the question paper.**

- (i) Give two main types of reports. (2 marks)
    - (ii) Explain five differences between reports stated in 1(a) (i) above. (10 marks)
  - (b) Briefly explain the following formal reports.
    - (i) Project proposal (2 marks)
    - (ii) Research proposal (2 marks)
    - (iii) Progress reports (2 marks)
    - (iv) Feasibility reports (2 marks)
  - (c) Outline any five common mistakes in technical writing that need to be avoided to ensure a good technical report. (5 marks)
2. Describe any five categories of audience in technical writing and considerations taken into account when writing a report to each category. (15 marks)
3. Following the correct sequence, discuss the various elements of research proposal. (15 marks)

4. (a) Outline five reasons why it is necessary to have a literature review in a formal report. (5 marks)

(b) Give five qualities of a good report. (5 marks)

(c) Outline any five areas where technical writing and reporting is applicable in livestock industry in Kenya. (5 marks)

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

(i) Abstract (3 marks)

(ii) Background information (3 marks)

(iii) Literature review (2 marks)

(iv) Discussions. (2 marks)

(v) Recommendations (1 mark)

(b) Briefly explain any four legal issues taken into account when writing a technical report. (4 marks)

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