

AGED 314: TECHNICAL WRITING AND REPORTING
RESIT/SPECIAL EXAM

STREAM: BSC AGED

TIME: 2HOURS

Instructions

- Answer question One and any other Three
- Do not write anything on the question paper

1a) With an aid of examples describe two kinds of preliminary sources/general reference tools that researchers consult when locating literature (10 marks)

b) Describe the purpose of each of the following reports (10 marks)

- i. Project proposal
- ii. Status report
- iii. Research proposal
- iv. Feasibility report
- v. Progress report

c) Explain the significance of a research proposal (5 marks)

2a). Enumerate the steps involved in literature search (12 marks)

b). Indicate four disadvantages of internet as a source of literature (4 marks)

c). Describe the parts of an abstract in a research report (9 marks)

3a) Describe five characteristics considered when analysing audiences in report writing (10 marks)

b). Describe three categories of people you are likely to thank on the acknowledgement page of a research report (10 marks)

c) Give five functions of technical reports (5 marks)

4a) Explain four factors considered when selecting an illustration to use in a report (8 marks)

b) Assuming that you have been contracted to undertake research to establish the causes of collapsed dairy cooperatives in country. What key subsections would you describe on the methods section of the research proposal? (12 marks)

5a) Explain five basic rules that must be adhered to when writing and formatting a resume (5 marks)

b) Describe any ten principles of technical report writing (20 marks)