

CHUKA



UNIVERSITY

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UNIVERSITY EXAMINATIONS

**THIRD YEAR EXAMINATION FOR THE AWARD OF DEGREE OF
BACHELOR OF AGRIBUSINESS MANAGEMENT**

AGED 312: TECHNICAL WRITING AND REPORTING

STREAMS: B. AGBM Y3S1

TIME: 2 HOURS

DAY/DATE: TUESDAY 11/12/2012

11.30 A.M – 1.30 P.M.

INSTRUCTIONS:

Answer question One and any other two questions.

Question One:

- (i) There are various legal responsibilities in writing. Explain giving examples some of these legal aspects in writing. [10 marks]
- (ii) Discuss the principles of technical writing. [5 marks]
- (iii) The day to day activities calls for various needs to write and make reports. Therefore professionals write reports for various purposes. Hence it is important for them to know and understand their audience. Discuss the various types of audience showing how they influence technical writing and reporting. [15 marks]

Question Two:

- (i) There are different styles and techniques that can be used by a writer in order to achieve the essence of writing and to effectively communicate his idea to various kinds of audience. Discuss giving examples of five different types of techniques that you can use. [10 marks]
- (ii) Discuss the various types of informal reports. [8 marks]
- (iii) What is a referent? [2 marks]

Question Three:

Formal reports are presented in a special way to emphasize the importance of their contents. Clearly discuss the elements of a formal report in a sequential manner. Give relevant examples of each. [20 marks]

Question Four:

- (i) Distinguish the following two methods of citation that can be used in report writing:
 - (a) The American Psychological Association (APA) system. [2 marks]
 - (b) The Modern Language Association system. [2 marks]

- (ii) Discuss the kinds of information to be documented when writing any kind of a report. [8 marks]

- (iii) When writing a technical report different words should be defined. Explain different categories of words that the writer will encounter and need to be defined. [8 marks]
