

LAIKIPIA



UNIVERSITY

UNIVERSITY EXAMINATIONS

1ST SEMESTER 2022/2023 ACADEMIC YEAR

THIRD YEAR EXAMINATIONS FOR BACHELOR OF SCIENCE IN AGRICULTURAL EXTENSION AND EDUCATION

AGED 312: TECHNICAL WRITING AND REPORTING

STREAM: R

TIME: 2 HRS

DAY: MONDAY (14.30-16.30PM)

DATE: 19/12/22

THIS QUESTION PAPER CONSISTS OF THREE (3 PAGES)

PLEASE DO NOT OPEN UNTIL THE INVIGILATOR SAYS SO.

INSTRUCTIONS: Answer a question **ONE** and any other **TWO** questions

QUESTION ONE (30 MARKS)

- a) List three ways through which sources of literature cited in the text of a formal report can be documented **(3 marks)**

- b) Provide a formal definition for each of the following terms.
 - (i) Acceleration **(3 marks)**
 - (ii) Evaporation **(3 marks)**

- c) Discuss the circumstances that may necessitate the placement of definition in either the text or footnote. **(3 marks)**

- d) Why are line graphs the most popular type of graph in illustration of statistical information **(3 marks)**

- e) Explain the information sought during the process of data collection **(3 marks)**

- f). You have been appointed as the production manager of Home grown limited. Based on the table below answer the following questions as you prepare a report for board of directors. Note that previously **field 1** had maize and **field 2** had beans.

Nitrogen application leve (Kg/ha)	Yield in Kg	
	Field 1	Field 2
0	600	800
5	800	1000
10	1000	1600
15	1600	2000
20	1800	2600
25	2400	2200
30	2200	2000

- a) Illustrate the information using visual aid **(2 marks)**

- b) Discuss the general trend shown by results **(5 marks)**



- c) Explain why field 2 had better yield **(1 mark)**
- d) State your conclusion **(2 marks)**
- e) Make a recommendation for board of directors **(2 marks)**

QUESTION TWO (20 MARKS)

- a) Explain the importance of table of contents **(3 marks)**
- b) Discuss the importance of an abstract **(3 marks)**
- c) Outline the functions of a letter of transmittal **(4 marks)**
- d) Differentiate between descriptive and informational abstracts **(4 marks)**
- e) Discussion is the longest section in a formal report. Discuss common features of these section **(6 marks)**

QUESTION THREE (20 MARKS)

- a) Differentiate between conclusion and recommendations as used in a formal report **(4 marks)**
- b) Why must we reference materials **(2 marks)**
- c) Which aspects and in what order must appear in the citation of a text book using the Name Year System **(4 marks)**
- d) Explain reasons for stating the purpose of a technical report **(3 marks)**
- e) Discuss the guidelines on effective illustration in a technical report **(4 marks)**
- f) Explain precautions in drafting questions to be used in a questionnaire **(3 marks)**

QUESTION FOUR

Discuss the characteristics of a technical report **(20 marks)**

