



MACHAKOS UNIVERSITY

University Examinations for 2019/2020 Academic Year

SCHOOL OF AGRICULTURAL SCIENCES

DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION

FOURTH THIRD YEAR SPECIAL/ SUPPLEMENTARY EXAMINATION FOR

BACHELOR OF SCIENCE IN AGRICULTURAL EDUCATION AND EXTENSION

**AEE 412: TECHNICAL REPORT WRITING IN AGRICULTURAL EDUCATION AND
EXTENSION**

DATE: 22/01/2021

TIME: 2.00-4.00 PM

INSTRUCTIONS:

Answer question ONE and any other TWO questions

QUESTION ONE (30 MARKS)

- a) Differentiate between a project report and a project proposal (4 marks)
- b) Describe the meaning of biodata as used in scientific publications (3 marks)
- c) Explain THREE characteristics of a good technical report (6 marks)
- d) Describe two ways of organizing technical matter in a technical report (6 marks)
- e) using TWO examples in each case, differentiate between primary and secondary source materials for literature review (6 marks)
- f)
 - i) Explain why trade names should not be used when describing scientific materials for conducting experiments (3 marks)
 - ii) Differentiate between an executive summary and an abstract in a scientific writing (2 marks)

SECTION B: ANSWER ANY THREE QUESTIONS (60 MARKS)

QUESTION TWO (20 MARKS)

- a) Explain FIVE rules that should be followed in developing a good introduction for a scientific report
(10 marks)
- b) Discuss the FIVE components of the discussion section in a scientific paper (10 marks)

QUESTION THREE (20 MARKS)

- a) Explain FIVE functions of a technical report (10 marks)
- b) Discuss FIVE ways of categorizing technical reports (10 marks)

QUESTION FOUR (20 MARKS)

- a) Explain FOUR styles of citing references in a scientific publication (2 marks)
- b) Giving a relevant example in each case, describe the components of a technical report (18 marks)

QUESTION FIVE (20 MARKS)

Explain writing of titles in scientific journals under the following

- a) Syntax (5 marks)
- b) Specificity (5 marks)
- c) Length (5 marks)
- d) Abbreviations and jargon (5 marks)