



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2015/2016

SCHOOL OF AGRICULTURE AND NATURAL RESOURCES MANAGEMENT

DEPARTMENT OF ENVIRONMENTAL STUDIES

FIRST SEMESTER EXAMINATION FOR DIPLOMA IN AGRICULTURAL
EDUCATION

EAG 0212 TECHNICAL WRITING AND REPORTING

Date: 26/4/2016

Time: 2:00 – 4:00 PM

INSTRUCTIONS

This paper consists of FIVE questions

Answer question one and other two questions in this paper

QUESTION ONE

- a) state the meaning of the following terms
 - i) Gantt chart
 - ii) PERT
 - iii) Hypothesis
 - iv) Bibliography
 - v) Research
 - vi) Foot notes (6 marks)
- b) Differentiate between an abstract and executive summary (4 marks)
- c) Describe three types of research (3 marks)
- d) State four sources of information in technical report writing (4 marks)
- e) State five factors to consider when editing technical reports (5 marks)

- f) Giving relevant examples, state five periodic reports (5 marks)
- g) Use an example to illustrate how referencing should be done using the APA style of referencing (3 marks)

QUESTION TWO

Describe the legal aspects in technical report writing (20 marks)

QUESTION THREE

Describe the components of a properly structured research Report (20 marks)

QUESTION FOUR

Discuss the principles of technical writing and reporting (20 marks)

QUESTION FIVE

- a) Describe the research process (10 marks)
- b) Describe the technique of making a summary. (10 marks)