



MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF AGRICULTURAL SCIENCES

DEPARTMENT OF AGRICULTURAL EDUCATION AND EXTENSION

FOURTH YEAR FIRST SEMESTER EXAMINATION FOR

BACHELOR OF SCIENCE (AGRICULTURAL EDUCATION AND EXTENSION)

BACHELOR OF SCIENCE IN EDUCATION

AEE 412: TECHNICAL REPORT WRITING

DATE: 17/8/2021

TIME: 2.00-4.00 PM

INSTRUCTIONS:

Answer *ALL* questions from Section A and any other *TWO* from Section B:

SECTION A: COMPULSORY: (30 MARKS)

QUESTION ONE (30 MARKS)

- Explain the meaning of a technical report (4 marks)
- Describe the circumstances under which a table should be used to present data instead of graphs (4 marks)
- Explain the importance of syntax in writing a title of a technical report (3 marks)
- Differentiate between an abstract and an executive summary as used in technical report writing (4 marks)
- Explain the importance of including a brief biodata for each of the authors of a technical report (3 marks)
- Explain three attributes that can make scientists good writers (3 marks)
- Describe the ultimate goal of scientific writing (3 marks)
- Explain the meaning of contextualization of a technical report (3 marks)
- Explain seven fundamental questions that should be considered before getting started in writing a technical report (3 marks)

SECTION B: ANSWER ANY TWO QUESTIONS (40 MARKS)

QUESTION TWO (20 MARKS)

- Explain seven characteristics of a good technical report (14 marks)
- Describe three ways of organizing the technical content in a report (6 marks)

QUESTION THREE (20 MARKS)

- a) Explain seven functions of a technical report (14 marks)
- b) Explain six ways of classifying technical reports (6 marks)

QUESTION FOUR (20 MARKS)

Using a relevant example in each case, describe the components of a technical report

QUESTION FIVE (20 MARKS)

Using a relevant example in each case, justify the use of citations in writing scientific papers