



(University of Choice)

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

MAIN CAMPUS

UNIVERSITY EXAMINATIONS
2021/2022 ACADEMIC YEAR

FIRST YEAR SECOND SEMESTER EXAMINATIONS
FOR THE DEGREE OF BSC. AGRICULTURE & BIOTECHNOLOGY,
AQUACULTURE AND ANIMAL PRODUCTION
(MAIN EXAMINATION)

COURSE CODE: AEX 301

COURSE TITLE: TECHNICAL WRITING AND REPORTING

DATE: 25/04/2022

TIME: 3-5 PM

INSTRUCTION TO CANDIDATES

Question ONE (1) is compulsory

Answer TWO (2) questions

TIME: 2 hours

MMUST observes ZERO tolerance to examination cheating

This paper consists of 3 printed pages. Please Turn Over

SECTION A (30 MKS) COMPULSORY

Question One

- a) Define Technical Reporting (4 marks)
- b) Name the two types of reports (2 marks)
- c) What are the functions of a report? (4 marks)
- d) Discuss the SIX basic principles of Technical Writing. (20 marks)

SECTION B (40MARKS) :ANSWER ANY TWO QUESTIONS FROM THIS SECTION

Question Two

- a) Describe the writing process, citing the FIVE phases. (10 marks)
- b) Why is report writing an important form of communication? (10 marks)

Question Three

- a).Discuss the importance of planning in technical writing? (10 marks)
- b) List five ways on how to plan your writing. (5 marks).
- c) Name FIVE sources of information for report writing? (5 marks)

Question Four

- i) What is a research proposal? (3 marks)
- ii) State the importance of a research proposal. (3 marks)
- iii) Outline the components of a research proposal (14 marks)

END