



NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, Plot 91, Cadastral Zone,
Nnamdi Azikiwe Expressway, Jabi, Abuja

FACULTY OF SCIENCES
JANUARY 2021 EXAMINATIONS ...

Course Code: CIT802
Credit Unit: 3
Course Title: Technical Report Writing
Time Allowed: 3 Hours
Instruction: Answer Question one (1) and any four (4) others

- 1). (a) There are many different types of reports, including business, scientific and research reports, but the basic steps for writing them are the same. Outline the basic steps. **5marks**
- (b) List the basic characteristics of technical report **5marks**
- (c) Analyze the characteristics of technical reports writing **6marks**
- (d) Briefly explain any four of the following:
- i) The Cover
 - ii) The Title Page
 - iii) The Table of Contents
 - iv) The Transmittal Letter
 - v) Terms of Reference
 - vi) Scope and Limitations
 - vii) Technical Terms and Symbols **6marks**
- Total marks: 22**
- 2) (a) Differentiate between 'Findings' and 'Results' **3marks**
- (b) Appraise the suggested rules for a good introduction **3marks**
- (c) A technical report in science and technology may be defined as a written document which presents the results or findings of an experiment or field observation in a coherent and logical manner. Analyze the underlined statements. **4marks**
- (d) As an expert, write out technical reports without classified *content*: **2marks**
- Total marks: 12**
- 3 (a) Differentiate between the 'technical proposal' and the 'technical brief' **3marks**
- (b) What is the purpose of 'Discussion' in research? **3marks**

(c) What is the difference between 'References' and 'Bibliography'? **3marks**

(d) Write short note on 'Methods of Data Collection' **3marks**

Total marks: 12

4 (a) Describe the major components of bibliographic and reference in research

4marks

(b) Before writing a technical report, what are the three questions that will come into your mind?

3marks

(c) Of what importance is a graph in scientific writing? **2marks**

(d) Your technical report must contain a set of recommendations which clearly set out to achieve what and what? **3marks**

Total marks: 12

5 (a) Outlined three aspects of the challenges facing African Scientists willing to publish in scientific journals

1 mark

(b) Briefly discuss the challenges facing African scientists willing to publish in scientific journals.

6 marks

(c) Differentiate between 'Endnote' and 'Footnote' **3 marks**

(d) Distinguish between clarity and brevity in writing the Findings of a technical report or scientific paper.

2 marks

Total marks: 12

6 (a) Explain the following;

i) *Occurrence report*

ii) *Field trip report*

iii) *Feasibility report*

iv) *Evaluation report*

4marks

(b) What is the difference between subheading and heading? **4marks**

(c) List the unlikely sources, which may at first seem a joke to you while writing a technical report.

2marks

(d) Why is the citation and reference tradition in science so important? **2marks**

Total marks: 12