NATIONAL OPEN UNVERSITY OF NIGERIA
University Village, Plot 91, Cadastral Zone,
Nnamdi Azikiwe Expressway, Jabi, Abuja

FACULTY OF SCIENCES
DEARTMENT OF COMPUTER SCIENCE
2021_2 EXAMINATIONS

Course Code: CIT802

Course Title: Technical Report Writing

Time Allowed: 2.5 hours

Credit Units: 3

Instructions: Answer Question 1 and any other four (4)

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**

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' 3**marks**

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**

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' **3marks**

   (d) Distinguish between clarity and brevity in writing the Findings of a technical report or scientific paper. **2marks**

6 (a) Describe what constitutes the content of the Results/Findings section of a technical report or scientific paper. **2marks**

   (b) Rewrite the following references in a correct formal reference list:

   i) *Scientific Writing for Graduate Students.* Woodford, R.P. (Ed.). (1968). New York: The Rockefeller University Press. (A Council of Biology Editors Manual).

   ii) "Exploring the potential of digitized information for Africa's development by broadening UNESCO's agenda on INFOethics." Aiyepeku, W.O. (1998). Nigeria's position paper prepared for delivery at the *INFOethics '98* conference, Monte Carlo, Monaco, 01403 Oct., 1998. 12p. **5marks**

   (c) In rhetorical writing of a technical document reports, what are the designing principles? **3marks**

   (d) Explain in clear terms method(s) of scientific investigation in technical report **2marks**