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