



NATIONAL OPEN UNIVERSITY OF NIGERIA
FACULTY OF COMPUTING
DEPARTMENT OF COMPUTER SCIENCE
2024_2 EXAMINATION

COURSE CODE: CIT 802

COURSE TITLE: TECHNICAL REPORT WRITING

CREDIT: 3 UNITS

TIME ALLOWED: 3 HOURS

INSTRUCTION: ANSWER QUESTION 1 AND ANY OTHER THREE (3)

QUESTION ONE (25 Marks)

- a. Given that the education or training of scientists is so overwhelmingly committed to doing science that its communication aspects are neglected or ignored, what must be done to inculcate effective communication in science? Describe briefly four (4) practical steps to take. **(8 marks)**
- b. Mention the seven (7) specific components of Preliminary Matter in technical report writing. **(7 marks)**
- c. The most critical stage in planning a technical report writing are in sourcing for materials. State the primary and secondary sources. **(5 Marks)**
- d. Mention ten (10) designing principles in writing a technical document report **(5 marks)**

QUESTION TWO (15 Marks)

- a. Mention ways that research materials should be described in scientific papers. **(7 marks)**
- b. State the main components of bibliographic and reference in research. **(5 marks)**
- c. There are three questions that comes to your mind before writing a technical report, list those questions. **(3 marks)**

QUESTION THREE (15 Marks)

- a. Briefly differentiate Technical Accuracy from Persuasiveness. **(6 marks)**

- b. Mention any four (4) main elements of Technical Report writing. **(4 marks)**
- c. The components of scientific paper answers the following question. State the scientific components of the questions. **(5 marks)**
 - i. What was the problem?
 - ii. What did you find?
 - iii. How did you study the problem?
 - iv. What does this finding mean?
 - v. What were the cited literature?

QUESTION FOUR (15 Marks)

- a. There are several advantages in writing out all your references in full at all times, irrespective of the journal or authorities to which you intend to submit your manuscript. State the advantages. **(6 marks)**
- b. Discuss briefly the two ingredients of the Findings section in a technical report. **(6 marks)**
- c. Define a citation index in a technical report or scientific paper. **(3 marks)**

QUESTION FIVE (15 Marks)

- a. What are the essential features of a good Discussion? Mention any five (5). **(5 marks)**
- b. Rearrange the following references in a correct formal reference. **(6 marks)**

University of Ibadan, Aiyepetu, W.O. (2000). "Using computer graphics in scientific communication and research." Unpublished lecture notes.

How to Write and Publish a Scientific Paper. Day, Roberts A. (1983). Philadelphia: ISI Press. (2nd ed.).

Aiyepetu, W.O. (1987). *First International Congress on Ethical, Legal and Societal Aspects of Digital Information*, Monte Carlo, Monaco, 10-12 March, 1997. 12p.

'Towards information highways relevant to Africa's development: addressing the challenge of content through CASIS.' Paper prepared for publication at *INFOethics '97*:

- c. Clearly state the two (2) major advantages of Alphabet Number System. **(4 marks)**

QUESTION SIX (15 Marks)

- a. State briefly and clearly why you should use headings and subheadings in your Materials and Methods. (**6 marks**)
- b. Elaborate in detail the term “*Strive for Clarity*” on Results and Findings section of your technical report or scientific paper. (**9 marks**)