



NATIONAL OPEN UNIVERSITY OF NIGERIA
PLOT 91, CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESSWAY, JABI-ABUJA
FACULTY OF COMPUTING
DEPARTMENT OF COMPUTER SCIENCE
2025_1 EXAMINATION

COURSE CODE: CIT 802

COURSE TITLE: Technical Report Writing

TIME ALLOWED: 3Hours

INSTRUCTION: Answer Question ONE (1) and any other THREE (3) Questions

QUESTION 1

- a) Mention the five (5) injunctions which apply for a good introduction. (10 marks)
- b) List 4 items that strengthens the Results and Findings section of a technical report or scientific paper. (4 marks)
- c) Identify two main ingredients contained in the findings section of a technical report. (2 marks)
- d) List and describe 5 technical reports classified by content. (6 marks)
- e) Briefly describe the composition of the main body of a technical report. (3 marks)

QUESTION 2

- a) Differentiate between 'Findings' and 'Results'. (3 marks)
- b) What are the characteristics of technical reports writing. (6 marks)
- c) When is it most appropriate to illustrate data with a graph in a scientific report. (2 marks)
- d) List four components of preliminary matter. (4 marks)

QUESTION 3

- a) Explain the term *Cartographers*. (5 marks)
- b) Describe the following terms:
 - i. The Scientific paper. (5marks)
 - ii. The Caption. (5 marks)

QUESTION 4

- a) 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. Analyse the underlined statement. (5 marks)
- b) State two major advantages of alphabet number system. (5 marks)
- c) Consistency in presentations is a characteristic of technical reports, identify any 6 requirements to satisfy this characteristic. (5 marks)

QUESTION 5

- a) Describe three major characteristics of bibliographic and reference styles. (3 marks)
- b) List any four (4) sources of material in science and technology. (4 marks)
- c) Explain the following characteristics of technical report writing. (8 marks)
 - i. Persuasiveness
 - ii. Technical Accuracy
 - iii. Conciseness
 - iv. Interest

QUESTION 6

- a) Enumerate 5 major attributes of the citation and reference tradition in science. (10 marks)
- b) 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. (5 marks)