



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2013/2014

**FIRST YEAR SECOND SEMESTER EXAMINATIONS FOR THE
DEGREE OF MASTER OF ARTS IN PROJECT PLANNING &
MANAGEMENT
(HOMA BAY CAMPUS)**

**PPM 834: REPORT WRITING AND PRESENTATION
TECHNIQUE**

Date: 13th April, 2014

Time: 2.00 - 5.00 p.m.

INSTRUCTIONS:

- Answer ANY FOUR questions.



PPM: 834- REPORT WRITING AND PRESENTATION TECHNIQUE
[Homa-Bay Campus]

ANSWER ANY FOUR QUESTIONS

QUESTION ONE

Write an essay on five types of reports. **(15marks)**

QUESTION TWO

Discuss the possible components of a conventional report. How do you identify the reader of your report? **(15marks)**

QUESTION THREE

- i) What would you look for in a good report? **(8 marks)**
- ii) What are the qualities of an effective presentation?
(7marks)

QUESTION FOUR

Examine the common problems with research report writing that you should avoid? **(15 marks)**

QUESTION FIVE

You're a student of Project Finance and your class mates have nominated you to present your Report on sources of finances to Ministry of finance, outline step by step presentation preparations you will make. **(15 Marks)**

QUESTION SIX

Discuss the similarities and differences between an essay and a report. **(15 marks)**