



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2013/2014

**FIRST YEAR SECOND SEMESTER EXAMINATIONS FOR
THE DEGREE OF MASTER OF ARTS IN PROJECT
PLANNING AND MANAGEMENT
(CITY CAMPUS – EVENING)**

**PME 831: REPORT WRITING AND PRESENTATION
TECHNIQUES**

Date: 18th July, 2014

Time: 5.30 – 8.30 p.m.

INSTRUCTIONS:

- Answer ANY FOUR questions.



PPM 831 REPORT WRITING AND PRESENTATION TECHNIQUES

1. Analyze reporting and feedback mechanisms **(15 marks)**

2. Discuss the following
 - a) rationale/purpose for referencing and citation in academic reports **(5marks)**
 - b) With examples APA citation and referencing **(5 marks)**
 - c) With examples MLA citation and referencing **(5 marks)**

3. a) Describe in detail the 9 key skills you require to make an effective presentation **(10 marks)**
b) Review five (5) key challenges faced during presentations **(5 marks)**

4. Discuss in detail the four stages of literature review **(15marks)**

5. Describe key considerations to put in place when writing academic reports **(15marks)**

6. Deliberate on ten key components of a report and what is required in order to deliver an effective report **(15marks)**