



# UNIVERSITY OF EMBU

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2016/2017 ACADEMIC YEAR

SECOND SEMESTER EXAMINATION

FOURTH YEAR EXAMINATION FOR BACHELOR OF SCIENCE IN AGRICULTURAL  
EDUCATION AND EXTENSION

AEX 402: TECHNICAL WRITING AND REPORTING

**DATE: APRIL 5, 2017**

**TIME: 11:00AM-1:00PM**

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**INSTRUCTIONS:**

**Answer Question ONE and ANY Other TWO Questions.**

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**QUESTION ONE:**

- a) Explain the meaning of the following terms as used in reading
- i) Evaluation
  - ii) Inferring
  - iii) Interpreting (5 marks)
- b) What factors are likely to hinder reading? (5 marks)
- c) State the key sections you would consider when surveying reading materials. (5 marks)
- d) Discuss any four information resources that can be used in writing a term paper (5 marks)
- e) Define the term bibliography and state five elements (5 marks)
- f) Explain five qualities of a term paper (5marks)

**QUESTION TWO:**

- a) i. What is a paragraph? Write a short paragraph to illustrate your answer (2 marks)

- ii. Identify and explain the characteristics of a well written paragraph. Illustrate each characteristic with suitable illustrations. (8 marks)
- b) Explain five data collection tools that you may use when collecting data for a research (10 marks)

**QUESTION THREE:**

- a) Explain the four types of reading. (10 marks)
- b) Using relevant examples explain the five factors that you may consider when selecting a suitable topic for a research project

**QUESTION FOUR:**

- a) You have been invited by your former secondary school to give a speech to students on good study skills. Explain the stages of preparing your speech and the factors that you would consider in the presentation. (12 marks)
- b) Explain four features of academic writing (8 marks )

**QUESTION FIVE:**

- a) You have been given an assignment to write a term paper on; *“The development and impact of Information Communication Technology on Education in Kenya”*. Discuss the strategies that you will employ in the library to get the required information to enable you accomplish the task. (10 marks)
- b) Explain five elements that should be included in a report (10 marks)  
(20 marks)

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