

W1-2-60-1-6

**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2017/2018**

**YEAR II SEMESTER II EXAMINATION FOR THE DIPLOMA IN PUBLIC RELATIONS**

**HSP 0209: REPORT WRITING**

**DATE: AUGUST 2018 TIME: 2 HOURS**

**INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

1. What is ‘report writing? [1 mark]
2. What is the purpose of report writing to an organization? [2 marks]
3. Comment on the general characteristics (layout) of report writing. [2 marks]

**QUESTION TWO (15 MARKS)**

1. Describe the basic features to be borne in mind when drafting a valid report. [16 marks]
2. After a report has been written, is should be checked for correctness. List any FOUR points to be considered while drafting the final report. [4 marks]
3. Write a formal report from a committee of Directors to the Board of Directors on the advantages of transferring the firm to one of the new towns. [5 marks]

**QUESTION THREE (15 MARKS)**

1. Outline the typical headings which will assist you in the construction of any special or technical report. [14 marks]
2. What is a progress report? [1 mark]

**QUESTION FOUR (15 MARKS)**

1. What is meant by the term “memorandum”? [1 mark]
2. Examine the relevance of the following to the conduct of meetings in their entirety;
3. Duty and rights of the Chairman [2 marks]
4. Attendance record. [2 marks]
5. Motions [2 marks]
6. Amendment [2 marks]
7. Quorum [2 marks]
8. Minutes [2 marks]
9. Agenda [2 marks]