

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**FACULTY OF COMMUNICATION AND INFORMATION SCIENCE**  
**BACHELOR OF SCIENCE HONOURS DEGREE IN PUBLISHING STUDIES**  
**PART I SECOND SEMESTER AUGUST 2013 SUPPLEMENTARY EXAMINATIONS**  
**IPU 1203 REPORT WRITING: THEORY AND PRACTICE**  
**TIME 3 HOURS**

INSTRUCTIONS TO CANDIDATES

1. ANSWER QUESTION 1 AND ANY OTHER THREE (3) QUESTIONS
  2. QUESTION 1 CARRIES 40 MARKS AND EACH OF THE OTHER QUESTIONS CARRIES 20 MARKS
  3. IMPORTANCE IS ATTACHED TO ACCURACY, CLARITY OF EXPRESSION AND LEGIBLE HANDWRITING
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1. (a) As an editor and project manager of a recently published English textbook, you have decided to develop a Teacher's Book to support the new title. Write a report to the Investment Committee, justifying your decision. **(25 marks)**  
(b) Distinguish between vertical and lateral reports giving examples. **(15 marks)**
2. Evaluate the common problems with report writing that a reporter should take care to avoid. **(20 marks)**
3. Examine the factors that affect the design quality of a report in an organization. **(20 marks)**
4. The components of a report normally conform to a standard pattern of presentation. This is because they are conventional working documents which must be easily consulted for specific information. Discuss the structure of an academic report. **(20 marks)**
5. A report could be described as a formal statement of the results of an investigation, or of any matter on which definite information is required, made by some person or body. State and explain various forms on which a report can be based. **(20 marks)**

6. The abstract is of utmost importance, for it is read by 10 to 500 times more than the entire article. Distinguish the following types of abstracts giving examples:

a) Informative abstract

**(10 marks)**

b) Descriptive abstract

**(10 marks)**

**END OF PAPER**