



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF PUBLISHING STUDIES

REPORT WRITING: THEORY AND PRACTICE

IPU 1203

Part I Second Semester Examination Paper

May 2016

This examination paper consists of 2 pages

Time Allowed: 3 hours

Total Marks: 100

Special Requirements: None

Examiner's Name: Mrs. S. Nkomo

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

MARK ALLOCATION

QUESTION	MARKS
1.	40
2.	20
3.	20
4.	20
5.	20
6.	20

1. You are the Managing Director of Platinum Publishers and your company outsources printing services from Hot Fire Printers. A crisis has arisen, Hot Fire Printers cannot deliver the new English set book that was due in a week's time, and they can only deliver in three weeks' time. As the Managing Director you need to write a report to each of the following personnel stating various reasons on how to manage the situation.

- a) Warehouse Manager **(10 marks)**
- b) Sales and Marketing Manager **(10 marks)**

b) Language functions are essential in writing various reports. Explain the following functions, citing relevant examples

- i. Description **(5 marks)**
- ii. Argument **(5 marks)**
- iii. Classification **(5 marks)**
- iv. Comparison and contrast **(5 marks)**

2. Platinum publishers use templates for their structure/format, when compiling their reports. State and explain the merits and demerits of using such tools. **(20 marks)**

3. Assess the extent to which the size of an organization may affect the structure of a management report. **(20 marks)**

4. Distinguish between academic and management reports, giving examples. **(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 the purposes of management reports. **(20 marks)**

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

- a) Informative abstract **(10 marks)**
- b) Descriptive abstract **(10 marks)**

End of Paper

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