



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 Supplementary Examination Paper

July 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 a) Assess each of the following types of reports giving examples

- i. Vertical (5 marks)
- ii. Lateral (5 marks)
- iii. Verbatim (5 marks)

b) Both essays and reports need formal style, careful proof-reading and neat presentation, but there are some essential differences between the two. Critique those differences.

(25 marks)

- 2. Discuss the common problems a reporter should avoid in report writing. (20 marks)
- 3. 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. Examine the structure of an academic report. (20 marks)
- 4. State and explain various forms on which a report can be based. (20 marks)
- 5. Examine the factors that affect the design quality of a report in an organization. (20 marks)
- 6. Distinguish academic writing from management reports, giving examples. (20 marks)

END OF PAPER

Page 2 of 2

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