



**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMUNICATION AND INFORMATION SCIENCE**

**DEPARTMENT OF PUBLISHING STUDIES**

**ELEMENTARY WRITING SKILLS FOR EDITORS**

**IPU 1122**

**Part I First Semester Examination Paper**

**December 2024**

This examination paper consists of 2 pages

**Time Allowed:** 3 hours  
**Total Marks:** 100  
**Special Requirements:** None  
**Examiner's Name:** Dr. M.M. TAPFUMA

**INSTRUCTIONS**

1. Answer **FOUR** Questions
2. Each question carries 25 marks
3. Importance is attached to accuracy, clarity of expression and legible handwriting

**MARK ALLOCATION**

QUESTION	MARKS
1.	25
2.	25
3.	25
4.	25
5.	25
6.	25

1. Using a diagram, identify and discuss the steps involved in the writing process.  
(25 marks)
2. When one is writing an academic essay, language functions are essential. Explain the following functions, citing relevant examples.
  - i. Description (5 marks)
  - ii. Exemplification (5 marks)
  - iii. Classification (5 marks)
  - iv. Comparison and contrast (5 marks)
  - v. Cause and effect (5 marks)

**[Total 25 marks]**
3. The world is full of information, and it can overwhelm a researcher, using the CRAAP test to see if the information is rightly valuable is the mark of a good scholar. Give a detailed description of the CRAAP test.  
(25 marks)
4. Outline and describe the **six** techniques of writing, citing examples.  
(25 marks)
5. The essay is simply a document that adheres to certain rules, strategies and stylistic conventions, all of which can be learnt and mastered. Discuss.  
(25 marks)
6. Compare and contrast vertical and lateral reports using examples of a publishing company.  
(25 marks)

**END OF PAPER**