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UNIVERSITY OF SWAILAND
FACULTY OF EDUCATION
DEPARTMENT OF ADULT EDUCATION
DIPLOMA IN ADULT EDUCATION (LEVEL III)
MAIN EXAMINATION; DECEMBER 2017

COURSE NAME: REPORT WRITING

COURSE CODE: AED309

TIME ALLOWED: THREE HOURS

**INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER 3
QUESTIONS**

QUESTION 1 (Compulsory)

You are expected to write a research project report as one of the requirements of the Diploma in Adult Education. Describe how you would structure such a report. [25 marks]

QUESTION 2

With the aid of relevant examples, identify and describe three types of reports that are used in the work-place. [25 marks]

QUESTION 3

- A. Examine the importance of the following when writing a report:
- a) Planning [15 marks]
 - b) Editing [10 marks]
 - c) Referencing [10 marks]

QUESTION 4

With the aid of examples, illustrate how you would search for sources for your research topic. [25 marks]

QUESTION 5

- A. With the aid of examples, indicate how you could do the following citations in a document using the APA style:
- a) In-text citation of work by two authors
 - b) In-text referencing of an online source
 - c) In-text citation of work of more than two authors
 - d) A report from the Ministry of Education and Training
[3 x 4 = 12 marks]
- B. Explain what plagiarism is and advance reasons why it is regarded as a malpractice in academic writing [4 marks]
- C. Musa has taken a trip to supervise his workers at a new construction site. When he gets back to the office the secretary to his boss calls to tell him that the boss expects a report by 10 the following day. Describe the type of report that Musa is expected to produce. [4 marks]
- D. At what stage of report writing do you use a mind map? And how does the mind map help you as a writer? [5 marks]

QUESTION 6

Critically examine the key functions of a report. [25 marks]