

UNIVERSITY OF SWAILAND
FACULTY OF EDUCATION
DEPARTMENT OF ADULT EDUCATION
DIPLOMA IN ADULT EDUCATION (LEVEL III)
RE-SIT EXAMINATION, JULY 2018

COURSE NAME: WRITING REPORTS

COURSE CODE: AED309

TIME ALLOWED: THREE HOURS

INSTRUCTIONS: ANSWER FOUR QUESTIONS ONLY

QUESTION 1

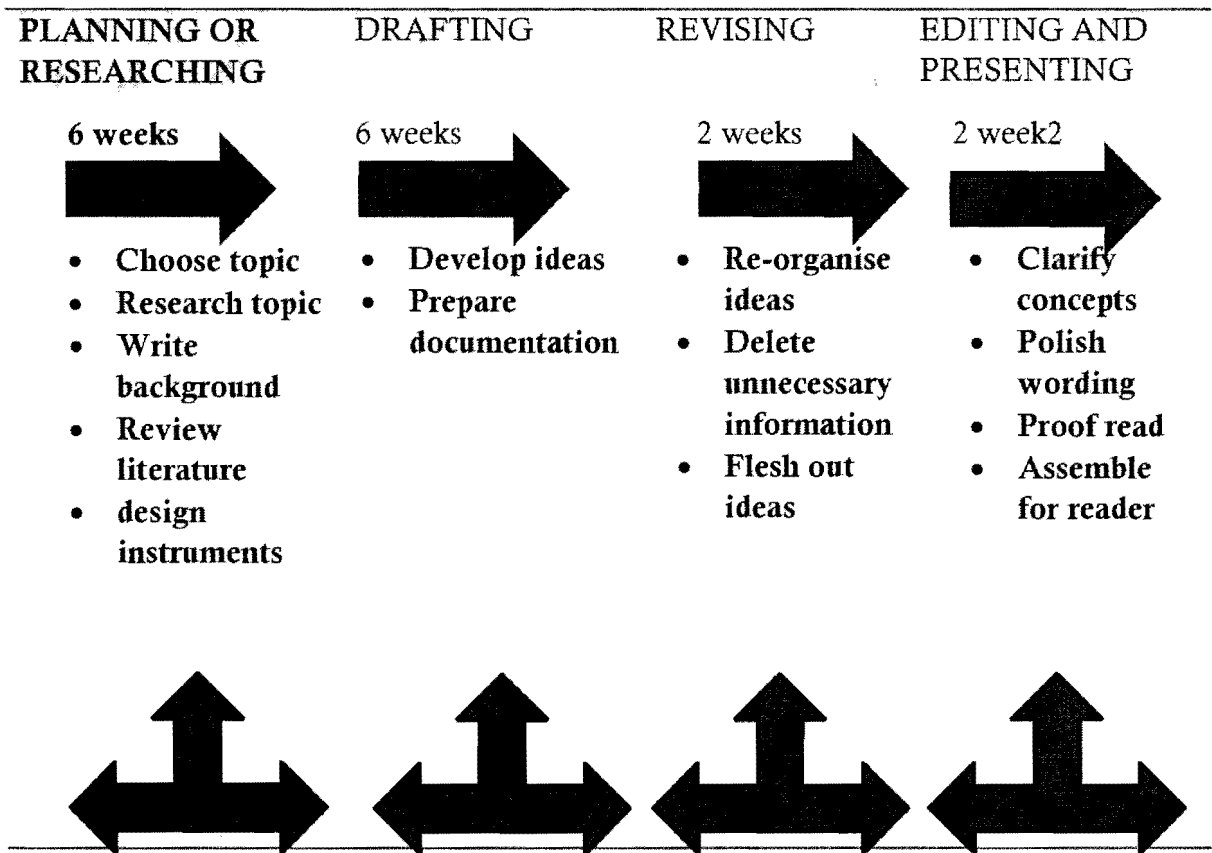
- a) Identify and describe at least four functions of a report.
- b) You get an instruction from your supervisor that there has been a traffic accident at Mahhala traffic circle and he needs you to attend to it. Write a report to your supervisor on this assignment. [15 marks]

QUESTION 2

- a) Musa receives his assignment from the course lecturer with a zero grade and a note that he has plagiarised his work. Make a critical analysis of what Musa could have done whilst writing his assignment. [10 marks]
- b) Write short notes on three referencing styles [15 marks]

QUESTION 3

SCHEDULE FOR A RESEARCH REPORT



- a) Examine the diagram above and critically discuss the significance of allocating time to the activities when writing a research report. [10 marks]
- b) What is the significance of the back arrows? [8 marks]
- c) What are the likely possibilities that may delay the completion of your report and how would you control for them. [7 marks]

Total marks 25

QUESTION 4

Distinguish between a formal and an informal report; and describe at least two reports from each of the above mentioned types that you are likely to be asked to write in your work place. **[25 marks]**

QUESTION 5

A literature review is regarded as an informal report. Critically describe the purpose of the literature review and describe how it will help you as a researcher if well-written.

[25 marks]

QUESTION 6

Critically examine the structure of a research report, highlighting the importance of each element involved. **[25 marks]**