

**UNIVERSITY OF ESWATINI**  
**FACULTY OF EDUCATION**  
**DEPARTMENT OF ADULT EDUCATION**  
**DIPLOMA IN ADULT EDUCATION LEVEL 3**  
**MAIN EXAMINATION, DECEMBER 2018**

**COURSE NAME: REPORT WRITING**

**COURSE CODE: AED309**

**TIME: THREE HOURS**

**INSTRUCTIONS: ANSWER FOUR QUESTIONS, TWO FROM EACH SECTION**

**QUESTIONS CARRY EQUAL MARKS**

**THE QUESTION PAPER IS NOT TO BE OPENED UNTIL PERMISSION IS GRANTED BY THE CHIEF INVIGILATOR. YOU ARE NOT ALLOWED TO WRITE ANYWHERE IN THE QUESTION PAPER, ALL ROUGH NOTES MUST BE WRITTEN IN THE ANSWER BOOKLET.**

## SECTION A

### ANSWER TWO QUESTIONS FROM THIS SECTION

#### QUESTION 1

- a) What do you understand by report as a concept? [5 marks]
- b) Outline and discuss three types of reports that are used in organisations [20 marks]

#### QUESTION 2

You have to write a research report in partial fulfilment of the requirements for the award of the Diploma in Adult Education. Outline and explain each element that must be included in such a report. [25 marks]

#### QUESTION 3

Outline and with the aid of relevant examples, describe the functions that organisations could use reports for.

## SECTION B

### ANSWER TWO QUESTIONS FROM THIS SECTION

#### QUESTION 4

- a) Write brief notes on the following:
- b) Informational report [15 marks]
- c) Analytic report [5 marks]
- d) Accident report [5 marks]

#### QUESTION 5

- a) What do you understand by the APA style of referencing? [3 marks]
- b) Explain how you would do an in-text citation of three or more sources in APA style and show how this differs in the reference list. [10 marks]
- c) Explain why as a writer you need to acknowledge sources? [7 marks]
- d) What do you understand by the term plagiarism? [5 marks]

#### QUESTION 6

- a) Using examples to strengthen your answer, identify and describe the key stages of report writing. [12.5 marks]
- b) What do you understand by the report writing process? Explain why as a writer you have to adhere to the process? [12.5 marks]