

**UNIVERSITY OF ESWATINI  
FACULTY OF EDUCATION  
DEPARTMENT OF ADULT EDUCATION  
DIPLOMA IN ADULT EDUCATION LEVEL 3  
RE-SIT EXAMINATION, JANUARY 2019**

**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 PROVIDED.**

## SECTION A

### ANSWER TWO QUESTIONS FROM THIS SECTION

#### QUESTION 1

Outline and explain four purposes of a report. Of these, pick one purpose and explain how your organisation benefits from this purpose. [25 marks]

#### QUESTION 2

List and describe the stages of writing a report highlighting the contribution of each stage to the quality of the report. [25 marks]

#### QUESTION 3

Mr Msweli was involved in a car accident whilst driving a company car. At the accident scene, he was asked certain questions by the traffic police. When Mr Msweli got to work he was asked to write a report.

- i. Explain why you think it was important for him to respond to the police questions? [4 marks]
- ii. What type of report will the police produce? Justify your answer. [6 marks]
- iii. How would you classify the report that Mr Msweli is to submit at his workplace? [5 marks]

## SECTION B

### ANSWER TWO QUESTIONS FROM THIS SECTION

#### QUESTION 4

*You have been given an assignment by one of your lecturers and when you get to the library you find a journal article that seems to be addressing the assignment. Since you are busy these days you take the piece of writing and simply put your name to it, voilà you have met the deadline.*

- a) How would you classify this act? [4 marks]
- b) Discuss the violations that might be brought by the above act [6 marks]
- c) Explain why such an act is prohibited in academic writing [8 marks]
- d) What could be the possible penalties that this act would attract? [7 marks]

#### QUESTION 5

With the aid of examples, discuss the similarities and differences between an academic report and an official report that your employer may ask you to compile. [25 marks]

#### QUESTION 6

Explain how you would reference the following sources in an academic paper:

- a) An in-text work of two authors
- b) An in-text work of five authors
- c) An in-text citation of a government report

- d) An interview with the Director (Academic) of UNESWA
  - e) An Act or Bill by the government of Eswatini
- [5 x 5 = 25 marks]**