

UNIVERSITY OF ESWATINI
FACULTY OF EDUCATION
DEPARTMENT OF ADULT EDUCATION
DIPLOMA IN ADULT EDUCATION (LEVEL III)
RE-SIT EXAMINATION, JANUARY 2020

COURSE NAME: REPORT WRITING

COURSE CODE: AED309

TIME ALLOWED: THREE HOURS

INSTRUCTIONS: ANSWER FOUR QUESTIONS ONLY

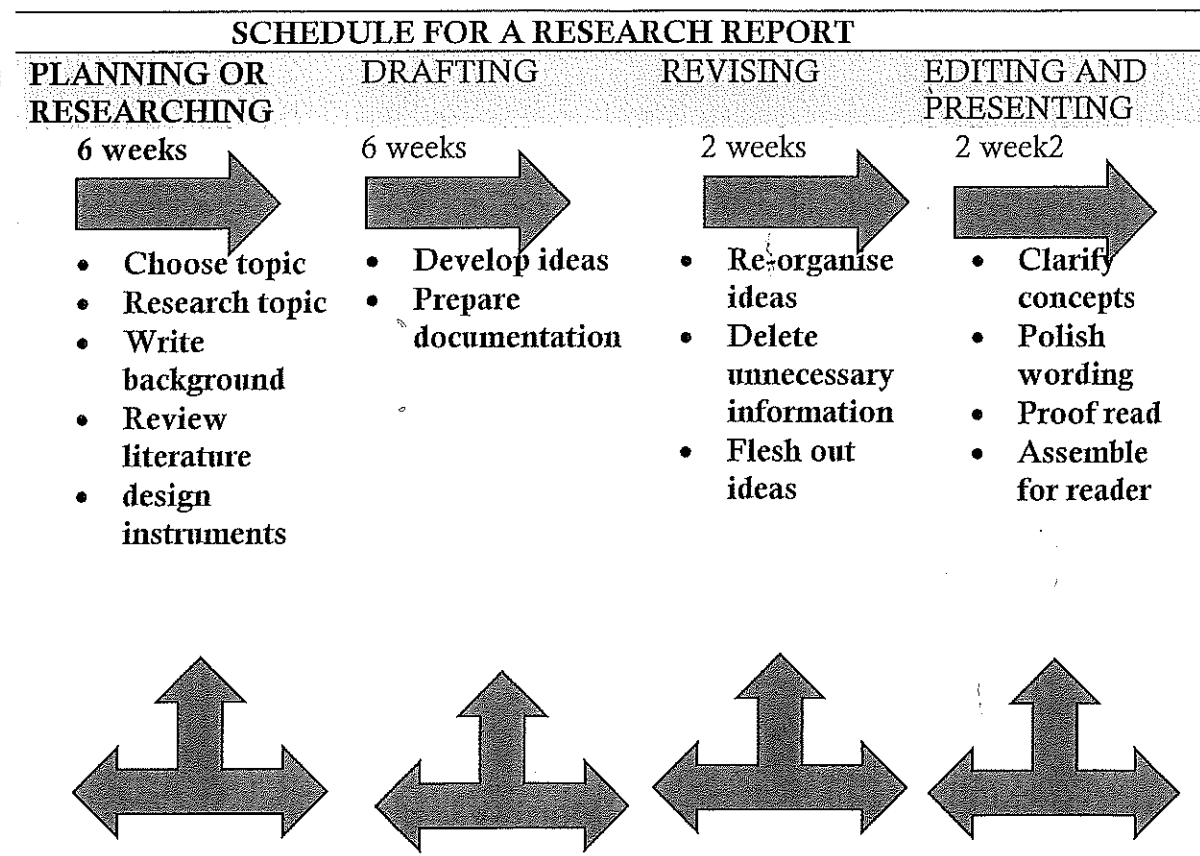
QUESTION 1

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

QUESTION 2

- Laura receives her assignment from the course lecturer with a zero grade and a note that she has plagiarised her work. Make a critical analysis of what Laura could have done whilst writing her assignment. [10 marks]
- Write short notes on three referencing styles known to you. [15 marks]

QUESTION 3



- Examine the diagram above and critically discuss the significance of allocating time to the activities when writing a research report. [10 marks]
- What is the significance of the back arrows? [8 marks]
- 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

- a) Identify and describe at least four functions of a report. **[10 marks]**
- b) You get an instruction from your supervisor that there has been a traffic accident at Ngwane Park and he needs you to attend to it. Write a report to your supervisor on this assignment. **[15 marks]**