

UNIVERSITY OF ESWATINI
FACULTY OF EDUCATION
DEPARTMENT OF ADULT EDUCATION
DIPLOMA IN ADULT EDUCATION (LEVEL III)
MAIN EXAMINATION, FEBRUARY 2021

COURSE NAME: REPORT WRITING

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. **[10 Marks]**
- b) You get an instruction from your supervisor that there has been a traffic accident at Maphiveni and he assigns you to attend to it. Write a report to your supervisor on this assignment. **[15 marks]**

QUESTION 2

- a) Bhekifa 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 at least three (3) things that Bhekifa could have done whilst writing his assignment. **[10 marks]**
- b) Identify and write short notes on three referencing styles known to you **[15 marks]**

QUESTION 3

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. **[12.5 x 2 = 25 marks]**

QUESTION 4

Write brief notes on the following reports:

- a) Informational reports **[15 marks]**
- b) Analytic report **[5 marks]**
- c) Accident report **[5 marks]**

QUESTION 5

Identify and critically examine eleven (11) elements in the structure of a research report, highlighting the importance of each element involved. **[25 marks]**