

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

COURSE NAME: REPORT WRITING

COURSE CODE: AED309

TIME ALLOWED: THREE HOURS

INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER 3
QUESTIONS

THIS PAPER IS NOT TO BE OPENED UNTIL THE INVIGILATOR GRANTS
PERMISSION TO DO SO.

QUESTION 1 (Compulsory)

You are expected to write a research project report as one of the requirements for the award of the Diploma in Adult Education. Outline the elements of this report and describe how you would structure such a report.

[25 marks]

QUESTION 2

- A. With the aid of examples, indicate how you could do the following citations in a document **using the APA style**:
- In-text citation & reference list of work by two authors
 - In-text referencing & reference list of an online source
 - In-text citation & reference list of work by more than two authors
 - In-text and reference list of a report by the Ministry of Education and Training
- [3 x 4 = 12 marks]
- B. Explain what plagiarism is and give reasons why it is regarded as a malpractice in academic writing [4 marks]
- C. Musa has taken a trip to supervise his workers at a new construction site. When he gets back to the office the secretary to his boss calls to tell him that the boss expects a report by 10 A.M. the following day. Name and describe the type of report that Musa is expected to produce.
[4 marks]
- D. At what stage of report writing do you use a mind map? And how does the mind map help you as a writer? [5 marks]

QUESTION 3

- A. Examine the importance of the following when writing a report:
- Planning [15 marks]
 - Editing [10 marks]
 - Referencing [10 marks]

QUESTION 4

With the aid of examples, illustrate how you would search for sources for your research topic using the library and search engines.

[25 marks]

QUESTION 5

With the aid of relevant examples, identify and describe three types of reports that are used in the work-place. [25 marks]

QUESTION 6

Critically examine at least five key functions of a report. [25 marks]