



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS**  
**MARCH/APRIL 2016 EXAMINATION**

**SCHOOL OF SCIENCE AND TECHNOLOGY**

**COURSE CODE:** CIT802  
**COURSE TITLE:** Technical Report Writing

**TIME ALLOWED:** 3Hours  
**INSTRUCTION:** Answer any five (5) questions.

- 1a.. List any four (4) sources of material in science and technology (4 marks)
- 1b. Define graphs and list the basic rules in determining a preferable graph (4 marks)
- 1c. Write a short explanation on margin indicators and citation order system (6 marks)
  
- 2a. Outline the three(3) basic rules to follow in handling the citations and references of technical reports and scientific papers (6 marks)
- 2b. Enumerate the five (5) injunctions which apply to a good introduction (5 marks)
- 2c. Explain the name and year system (3 marks)
  
- 3a. Outline the steps to inculcate effective communication in science (8 marks)
- 3b. Outline the six (6) areas where consistency should be presented in a technical report (6 marks)
  
- 4a. What are the advantages of writing references in full irrespective of the journals or authorities one intends to submit manuscript? (6 marks)
- 4b. What are the two major disadvantages of the name and year system? (4 marks)
- 4c. List the suggested rules for a good introduction (4 marks)
  
- 5a. Enumerate three (3) major attributes of the citation and reference tradition in science (6 marks)
- 5b. Write the two(2) reasons why a table should not be constructed unless repetitive data must be presented (4 marks)
- 5c. Explain why citation order system is not good for the author and the reader when it comes to long paper and technical reports with many references (4 marks)
  
- 6a. What is a Caption? (2 marks)

- 6b. Mention the two major advantages of alphabet number system (2 marks)
- 6c. List the five (5) objectives of a technical report (5 marks)
- 6d. Outline the five (5) types of technical report classified by contents (5 marks)
- 7a. Explain technical proposal and technical brief types of technical report (4 marks)
- 7b. Mention the two classes of potential readers (2 marks)
- 7c. Describe the term “cartographers” (4 marks)
- 7d. Discuss the following characteristics of technical report writing (4 marks)
- I. Persuasiveness
  - II. Technical Accuracy