

NATIONAL OPEN UNIVERSITY OF NIGERIA,
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PLOT 91 CADASTRAL ZONE, NNAMDI AZIKIWE EXPRESSWAY, JABI – ABUJA
FACULTY OF SCIENCES

COURSE CODE: CIT 802

COURSE TITLE: Technical Report Writing

TIME ALLOWED: 3Hours

INSTRUCTION: Attempt any five (5) questions.

- 1a. Discuss “Interest” as a characteristic of technical report writing (2 marks)
- 1b. Enumerate the three (3) basic rules to follow in handling the citations and references of technical reports and scientific papers (6 marks)
- 1c. Briefly explain margin indicators and citation order system (6 marks)

- 2a. Outline the five (5) types of technical report when classified by contents (5 marks)
- 2b. List four (4) primary sources of materials in science and technology (4 marks)
- 2c. Enumerate the types of classification of a technical report (5 marks)

- 3a. What are the five (5) objectives of a technical report (5 marks)
- 3b. list the two classes of potential readers (4 marks)
- 3c. Explain the advantages of writing references in full irrespective of the journals or authorities one intends to submit manuscript? (5 marks)

- 4a. What is the job profile of a cartographers? (2 marks)
- 4b. What are the two major disadvantages of the name and year system? (4 marks)
- 4c. Enumerate any four (4) sources of material in science and technology (4 marks)
- 4d. Why should a table not be constructed unless repetitive data are presented? (4 marks)

- 5a. Outline the 3 ways conciseness can be achieved in technical report (6 marks)
- 5a. Outline the steps to inculcate effective communication in science (8 marks)

- 6a. Explain “technical proposal” and “technical brief” types of technical report (4 marks)
- 6b. When it comes to writing a long paper and technical reports that has many references, the use of citation order system is not good for the author and the reader. Clearly explain the reasons. (4 marks)
- 6c. Outline the six (6) areas where consistency should be presented in a technical report (6 marks)

- 7a. List the suggested rules for a good introduction (4 marks)
- 7b. Mention the injunctions which apply for a good introduction (6 marks)
- 7c. Mention the two major advantages of alphabet number system (2 marks)
- 7d. Define title page (2 marks)

