

UNIVERSITY OF ESWATINI
FACULTY OF EDUCATION
DEPARTMENT OF ADULT EDUCATION
MAIN EXAMINATION 28 NOVEMBER 2019

PAPER TITLE: REPORT WRITING

COURSE CODE: AED309

**INSTRUCTIONS: ANSWER QUESTION 1 AND ANY OTHER TWO
 QUESTIONS.**

TIME ALLOWED: THREE (3) HOURS

TOTAL MARKS ALLOCATED: 100

QUESTION 1

You have been invited to attend training in Brussels for a week. Your supervisor tells you that you need to write a minute through the PS to the Cabinet Office.

- a) Write the minute to the Cabinet Office stating the type of training you are going for and explaining the importance for you to attend such training. **[20 marks]**
- b) How would you classify the report you have written in a) above and what is the justification for such a classification? **[10 marks]**
- c) State at least three specific functions of the report you have just written. **[12 marks]**
- d) Briefly describe the functions of an analytical report. **[8 marks]**

QUESTION 2

- a) With the aid of relevant examples, explain the importance of citing sources in academic writing. **[10 marks]**
- b) What do you understand by the term plagiarism? **[3 marks]**
- c) Explain why plagiarism is not acceptable in academic writing. **[10 marks]**
- d) List two types of referencing that you could use when writing your academic paper. **[2 marks]**

QUESTION 3

Outline and describe the elements of a research report. **[25 marks]**

QUESTION 4

- a) With the aid of relevant examples, describe how you could write the following citations in APA style
 - i. In-text citation of work by 5 authors
 - ii. A reference list of the same work by these authors
 - iii. An in-text citation of work by the same author produced in the same year**[4 x 3 = 12 marks]**
- b) What do you understand by report editing? **[2 marks]**
- c) What are the purposes of editing? **[5 marks]**
- d) Write explanatory notes on the importance of the following in report planning:
 - i) Audience
 - ii) Purpose of the report**[3 x 2 = 6 marks]**

QUESTION 5

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