



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**PLOT 91 CADASTRAL ZONE, NNAMDI AZIKWE EXPRESSWAY, JABI, ABUJA**  
**FACULTY OF SCIENCES**  
**DEPARTMENT OF COMPUTER SCIENCE**  
**OCTOBER, 2019 EXAMINATIONS**

**COURSE CODE: CIT 802**

**COURSE TITLE: Technical Report Writing**

**CREDIT: 3 UNITS**

**TIME ALLOWED: 2½ HOURS**

**INSTRUCTION: ANSWER QUESTION 1 AND ANY OTHER FOUR (4) OTHER QUESTIONS**

1. a) Select two (2) advantages and two disadvantages of “Alphabet Number System” of citation **(4mks)**
  - b.) Assess the effects of the following on a technical report
    - i) Faulty Syntax **(1mk)**
    - ii) Lengthy title **(1mk)**
    - iii) Findings **(1mk)**
    - iv) Acknowledgements **(2mk)**
  - c.) Propose the approaches of report organization **(3mks)**
  - d.) Give the advantages and disadvantages of “Name and Year System” **(5½mks)**
  - e.) Distinguish between staff report and audit report? **(3mks)**
  - f.) State the ultimate objectives of science. **(1½ mks)**
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- 2 a) Provide four (4) rules of writing a good introduction **(4mks)**
  - b.) Analyse four (4) essential features of a good discussion in a technical report. **(4 mks)**
  - c.) State any four (4) base units that form the foundation of SI units **(4 mks)**
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- 3a) Analyse the main qualities of technical reports **(10 mks)**
  - b.) Explain the dimensions potential readers who may view Titles of report to function as labels. **(2mks)**
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- 4a.) State three basic rules for handling citations and references of technical report **(6 mks)**
  - 4b.) Rationalize the use of tables and graphs in report writing? **(2 mks)**
  - 4c.) Select the general guidelines for drawing of graphs **(4 mks)**
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- 5a) Give the definition of a scientific paper according to CBE? **(2 mks)**
  - b) State which section of a Technical report has answers to the following questions **(5 mks)**
  - c) Validate the basis for classifying technical reports and outline any two type of reports based on content **(5mks)**
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- 6a.) What guidelines would you adopt while constructing a good title? **(3mks)**
  - b.) Organise the activities that precede the writing of the introduction **(4mks)**
  - c.) Justify with 10 reasons, why citations are used in technical reports **(5 mks)**