



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**FACULTY OF SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**  
**2024 1 EXAMINATION**

**COURSE CODE: CIT 802**  
**COURSE TITLE: TECHNICAL REPORT WRITING**  
**CREDIT: 3 UNITS**  
**TIME ALLOWED: 3 HOURS**  
**INSTRUCTION: ANSWER QUESTION 1 AND ANY OTHER THREE (3)**

**QUESTION ONE (25 Marks)**

- a. The components of a technical report writing have been arranged into three parts, state categorically these (3) parts. *(3 marks)*
- b. Outline fourteen (14) reasons for using citation. *(7 marks)*
- c. A technical report, whether commissioned, routine, or produced on the author's initiative, normally aims to achieve some objectives. State the purpose and functions of Technical Report. *(10 marks)*
- d. In technical report writing, the conclusion may include some headings, list them. *(5 marks)*

**QUESTION TWO (15 Marks)**

- a. Write short notes on the Name and year system of citing references in technical report writing. *(8 marks)*
- b. Write short notes on the following terms. *(7 marks)*
  - i. Chronological Approach
  - ii. Concept Development Approach

**QUESTION THREE (15 Marks)**

- a. Write briefly on these technical reports writing terms. *(12 marks)*
  - i. Distribution list
  - ii. Transmittal letter
  - iii. Executive summary
  - iv. Appendix
- b. Differentiate between Technical Proposal and Technical Brief. *(3 marks)*

**QUESTION FOUR (15 Marks)**

- a. Describe what an “**Alphabet Number System**” of reference are and state why writers at the beginning of their careers in science and technology tend to favour the Name and Year approach. *(5 marks)*
- b. Titles and Inclusive pages are very important in technical report writing. Should article titles be given in references? Discuss extensively. *(10 marks)*

**QUESTION FIVE (15 Marks)**

- a. What are the essential features of a good Discussion? Discuss extensively any five (5) of the features. *(12 marks)*
- b. Briefly differentiate between Endnote and Footnote. *(3 marks)*

Ans:

**QUESTION SIX (15 Marks)**

- a. State the main purpose of Materials and Method section in a technical report or scientific paper. *(2 marks)*
- b. Explain the reasons why Tabular presentation are more commonly used by writers in science and technology than writers in other disciplines. *(4 marks)*
- c. Why should an author, if possible, avoid using exponents in table headings? *(2 marks)*
- d. Outline the procedures that authors may consider before using abbreviations in technical report or scientific paper. *(7 marks)*