



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**FACULTY OF SCIENCE**  
**DEPARTMENT OF COMPUTER SCIENCE**  
**SEPTEMBER, 2020\_1 EXAMINATION**

**COURSE CODE: CIT 802**

**COURSE TITLE: TECHNICAL REPORT WRITING**

**CREDIT: 3 UNITS**

**TIME ALLOWED: 3 HOURS**

**INSTRUCTION: Answer question 1 and any four (4) others**

- 1a) Identify five (5) core functions or objectives of a technical report *(5 marks)*
- b) Differentiate between a technical proposal and a technical brief *(2 marks)*
- c) What objectives does clarity as a component of technical report seek to achieve *(3 marks)*
- d) Define citation index *(2 marks)*
- e) What factors should be considered in composing titles for a technical reports *(5 marks)*
- f) Explain how research materials should be described in scientific papers *(5 marks)*

- 2a) Identify four (4) secondary sources of materials for technical report writing in science *(2marks)*
- b) Relate technical accuracy with mechanical accuracy in report writing *(4 marks)*
- c) Write short notes on these technical reports components
  - (i) Distribution list *(1<sup>1/2</sup> marks)*
  - (ii) Transmittal letter *(1<sup>1/2</sup> marks)*
  - (iii) Executive summary *(1<sup>1/2</sup> marks)*
  - (iv) Appendix *(1<sup>1/2</sup> marks)*

- 3a) Correctly organize the components of a scientific paper to answer the following questions *(5 marks)*

S/N	Question	Scientific Paper Component
(i)	What was the problem?	
(ii)	What did you find?	
(iii)	How did you study the problem?	
(iv)	What does this finding mean?	
(v)	What were the cited literature?	

- b) What information constitutes acknowledgment in a technical report *(4 marks)*
- c) Enumerate three (3) basic recommendations expected in a technical report *(3 marks)*

- 4a) Identify seven (7) reasons for using citations in scientific papers *(7 marks)*
- b) List five (5) errors in the figure presented below *(5 marks)*



5a) Outline essential contents of a good introduction for a scientific paper

*(5 marks)*

b) Write short notes on the name and year system of citing references in scientific papers

*(7 marks)*

6a) Identify five (5) errors in the Table presented below

*(5 marks)*

		0 mg	15 mg	20 mg	25 mg
0 mg	Neutral	Light	Ebony	Melanin	
30 mg	Caramel	Fair	Ivory	Tan brown	
50 mg	Coffee Brown	Olive	Black brown	Dark	

b) Write short notes on the following approaches of organising technical reports

*(4 marks)*

(i) Chronological approach

*(3 marks)*

(ii) Concept development approach