



MASENO UNIVERSITY

UNIVERSITY EXAMINATIONS 2015/2016

FIRST YEAR EXAMINATIONS FOR THE DEGREE OF MASTER OF ARTS IN PLANNING AND ARCHITECTURE

HOMABAY CAMPUS

APP 834: REPORT WRITING AND PRESENTATION TECHNIQUES

Date: 20th December, 2015

Time: 9.00 - 12.00pm

INSTRUCTIONS:

- Answer any FOUR Questions.

1. Discuss five key components to consider when organizing a written report. (15 Marks)
2. Briefly explain the following:
 - a) Five types of referencing in academic writings. (5 Marks)
 - b) Note system of referencing. (5 Marks)
 - c) Parenthetical systems of referencing. (5 Marks)
3. Discuss in details the use of oral presentation and facilitation skills in presenting academic writing. (15 Marks)
4. Examine major challenges of effective report writing. (5 Marks)
5. Using the APA standard of citation:
 - a. Write a full citation of a book written by James Moe with the title; Ten ways of success. Published by Rhyne publisher's inc. and the city of Doha in the year 2005. Accessed from the internet on 30th of November 2014 at 9.00 am. (5 marks)
 - b. Examine the similarities between the Harvard and APA styles of citation. (10 marks)
6.
 - a. Discuss five common problems with research report writing that you should take care to avoid. (10 marks)
 - b. How would you ensure that your report is reader friendly? (5 marks)