



**MASENO UNIVERSITY**

**UNIVERSITY EXAMINATIONS 2014/2015**

FIRST YEAR FIRST SEMESTER EXAMINATIONS FOR THE  
DEGREE OF MASTER OF ARTS IN PROJECT PLANNING AND  
MANAGEMENT

(CITY CAMPUS)

**PPM 834: REPORT WRITING AND PRESENTATION  
TECHNIQUES**

Date: 25<sup>th</sup> March 2014

Time: 5.30 - 8.30 p.m.

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**INSTRUCTIONS:**

- Answer ANY FOUR questions.

## PPM- 834 REPORT WRITING AND PRESENTATION TECHNIQUES

Answer any four (4) questions.

1. Discuss the main sections of an academic report. (15 marks)
2. Examine good qualities of an abstract and its purpose in a report. (15 marks)
3. With illustrations, discuss the use of visual aids in report presentations. (15 marks)
4. Discuss the following;
  - a. Body language in presentations. (7 marks)
  - b. Steps in creating and giving presentations. (8 marks)
5. Explain the following;
  - a. Reasons for referencing in a report. (10 marks)
  - b. What to reference in a report. (5marks)
6. Writing style is important for a report. Discuss. (15 marks)