



**UNIVERSITY EXAMINATIONS**

**EXAMINATION FOR THE AWARD OF CERTIFICATE IN  
ANIMAL HEALTH AND PRODUCTION**

**AGED 00111: TECHNICAL REPORT WRITING AND COMMUNICATION  
SKILLS**

**STREAM: CERT ANHE Y1S2**

**TIME: 2 HOURS**

**DAY/DATE: MONDAY 12/4/2010**

**8.30A.M. – 10.30A.M.**

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**INSTRUCTIONS:**

Answer all the Questions.

1. (a) Define technical communication. [2 marks]
- (b) Outline four disadvantages of verbal communication. [4 marks]
- (c) State two examples of traditional forms of communication. [2 marks]
- (d) Briefly explain any three barriers to effective communication. [6 marks]
2. (a) Distinguish between formal and informal reports. [2 marks]
- (b) Name four examples of formal reports. [2 marks]
- (c) State three characteristics of formal reports. [3 marks]
- (d) Outline the importance of technical reports. [4 marks]
3. (a) State the information that must be included in the cover page of a technical report. [5 marks]

- (b) (i) Explain the importance of an abstract in report writing. [2 marks]
  - (ii) Describe briefly how to write a good abstract of a report. [5 marks]
  - (c) Briefly explain the function of the following parts of a report. [6 marks]
    - (i) Appendix
    - (ii) Index
    - (iii) Glossary
  - 4. (a) (i) Define illustration in regard to report writing. [20 marks]
  - (ii) Outline the criteria for producing effective illustrations for a report. [5 marks]
  - (b) After carrying out an experiment in the laboratory, state the type of information that must be included in the write up (report). [5 marks]
  - 5. (a) State five principles of technical writing. [5 marks]
  - (b) Briefly explain the major stages of preparing a technical report. [10 marks]
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