

**W1-2-60-1-6**

**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2016/2017**

**YEAR 1 SEMESTER II EXAMINATION FOR THE DEGREE OF BACHELOR OF DEVELOPMENT STUDIES/PUBLIC MANAGEMENT/COMMUNITY DEVELOPMENT AND ENVIRONMENT**

**HSC 2108: ACADEMIC AND PROFESSIONAL WRITING SKILLS**

**DATE: June 2017 TIME: 2HOURS**

**INSTRUCTIONS:**

**Answer Question One and Any Other Two Questions**

**QUESTION ONE (30 marks) COMPULSORY**

1. Define and identify the purpose of writing. (10marks)
2. Discuss the four stages involved in writing an academic piece of work. (16marks)
3. Highlight any four fallacies in academic writing (4marks)

**QUESTION TWO (20 marks)**

1. Define the word profile and highlight its importance in academic writing. (8marks)
2. Explain the qualities of good writing (12marks)

**QUESTION THREE (20 marks)**

1. Explain the three basic formats of business letter. (5marks)
2. Discuss elements of a business letter (15marks)

**QUESTION FOUR (20 marks)**

You have seen an advertisement in the Daily Nation on a position you are interested.

1. Write a cover letter for the job. (6marks)
2. Write a resume to accompany the letter (14marks)

**QUESTION FIVE (20 marks)**

1. Explain the term plagiarism and why it is not condoned in academia. (4marks)
2. Outline the steps one can follow in order to avoid plagiarism (8marks)
3. Explain why is the APA style of referencing referred to as author/date style? (2marks)
4. Arrange the following information correctly using the APA style of documentation (6marks)
5. A book edited by Jane Kiiru, Wayne Musungu and John Wafula. The book is entitled Worders of God and it was published by Mwalimu publishers in Nairobi in the year 2005.
6. A 3rd edition of a book edited by Elizabeth Andeyo. The book is entitled Academic Day. It was published by Longhorn Publishers in Nairobi. The year of publication is 2004.
7. A book written by Kenya Instituted of Education in 2001 and published by Government Printers and has the title English Hand Book for Teachers. The town of publication is Nairobi.
8. A 10th edition of a book written by S.J. Hopkins with the title Drugs and Pharmacology for nurses. It was published by Churchill Livingstone in 1989 at Melbourne.
9. An article written by Charles Otieno. It appeared in the Sunday Nation. The month of May 23rd. The title of the article is Enforce Smoking Ban. It is on page 12. The year it appeared in the newspaper is 2006.