



KAIMOSI FRIENDS UNIVERSITY
FIRST YEAR SECOND SEMESTER UNIVERSITY EXAMINATIONS
2025/2026 ACADEMIC YEAR

SPECIAL EXAMINATIONS

FOR THE DEGREE OF BACHELOR OF AGRICULTURAL ECONOMICS

COURSE TITLE: TECHNICAL WRITING AND REPORTING

COURSE CODE: AEX 102

DAY/DATE: TUESDAY 16TH JUNE 2026

TIME: 12-2 PM

INSTRUCTIONS TO STUDENTS

1. Answer **QUESTION ONE** and **ANY OTHER TWO** from the choices given.
2. Phones, smart watches, ear phones or any other unauthorized digital and AI gadgets and applications are **not allowed in** the examination room.
3. Answer all questions in the exam answer booklet provided.
4. Do not write on this question paper.
5. All KAFU examination rules and regulations apply.
6. **DURATION OF EXAMINATION: TWO (2) HOURS**

KAFU observes ZERO tolerance to examination cheating.
*This paper consists of **FOUR** printed pages. Please turn over.*



QUESTION ONE (30 marks)

- i) Define a report. (3 marks)
- ii) State three functions of reports in organizations. (3 marks)
- iii) List three characteristics of informal reports. (3 marks)
- iv) State three techniques used to improve readability in technical writing. (3 marks)
- v) Identify three phases of the technical writing process. (3 marks)
- vi) Differentiate between primary sources and secondary sources of information. (3 marks)
- vii) State three purposes of a literature review. (3 marks)
- viii) Identify three components of a Logical Framework Matrix (Logframe). (3 marks)
- ix) State three differences between Critical Path Method (CPM) and Program Evaluation and Review Technique (PERT). (3 marks)
- x) State three components of a research proposal. (3 marks)

QUESTION TWO (20 marks)

- a) Describe the idea generation and research phases of technical writing. Explain the key activities carried out at each stage. (6marks)
- b) Explain the planning and drafting phases of the technical writing process, highlighting the main activities involved. (8 marks)
- c) Describe the revising, editing/proofreading, and final document preparation stages of technical writing. (6 marks)

QUESTION THREE (20 marks)

- a) Explain the meaning, importance, and types of illustrations used in technical and engineering reports. (8 marks)
- b) Discuss the role of Gantt charts and the Logical Framework Matrix in project planning and reporting. (6 marks)
- c) Explain the use of CPM and PERT as project planning and scheduling tools. (6 marks)

QUESTION FOUR (20 marks)



- a) Explain the role of the title, background of the study, and problem statement in a research proposal. (6 marks)
- b) Describe the objectives and methodology sections of a research proposal and explain their importance. (8 marks)
- c) Explain the purpose of the budget and timeline in guiding a research study. (6 marks)

QUESTION FIVE (20 marks)

- a) Explain the principles of technical writing. (10 marks)
- (b) Describe the techniques used to enhance clarity and readability. (10 marks)

