



KENYATTA UNIVERSITY
UNIVERSITY EXAMINATIONS 2011/2012

**FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF
SCIENCE (WATER ENGINEERING)**

SET 512: TECHNICAL WRITING

DATE: TUESDAY, 6TH DECEMBER 2011

TIME: 8.00 A.M. – 10.00 A.M.

SECTION A – WATER AND ENVIRONMENTAL ENGINEERING

INSTRUCTIONS:

- 1) Answer **THREE** Questions
- 2) Question **ONE** is Compulsory
- 3) Attempt any other **TWO** questions

Q1 i) The first and foremost action in technical writing is to select the specific topic, i.e , the ‘ research problem’, you want to carry a research project on. It is the idea- generating step.

Outline and clearly explain each, giving examples; the six ways you can pursue to get an idea of a research project. (12 Marks)

ii) Once you have generated a project idea, i. e the specific topic you want to carry a research project on, the next step is checking your proposed topic for usability.

Outline and clearly explain each, the three usability-determining factors. (12 Marks)

(iii) Once you conduct a research project and come up with new information in a given area, it is important to disseminate the finding to others, not to keep it wholly to yourself.

Name the two principle ways of disseminating research findings and discuss each in details. (16 Marks)

Q2 After collecting, processing, and analyzing data, in a research project, the final stage is report writing.

i) Name the key sections of a technical report. (10 marks)

ii) Discuss, in details, the contents of each section carries/reports. (10 marks)

Q3 After project idea generation and other subsequent stages, you have to write a “Project Proposal”, a pre-requisite for carrying out a research investigation.

- i) Explain ‘What is the purpose of a project proposal’, showing what it constitutes, and what should be spelt out in some details. (6 Marks)
- ii) Outline the six key sections of a project proposal; other than the title, and discuss, in details, the contents of each section, i.e What it carries. (14 Marks)

Q4 i) In one page explain what is meant by power of persuasion in technical writing. (2 Marks)

ii) In one page explain the differences between a report and a proposal. (2 Marks)

iii) In one page write a memorandum to your supervisor justifying why, as an engineer, you should be assigned a company car and allowed a fuel allowance for use in your work.

(4 Marks)

iv) Write a two page executive summary of a report on; the report has explained the clean technology involved in life straw and it has been recommended that a combination of life straw and bottled water be made available to recently flooded community where the risk of cholera is very high. (12 Marks)

Q5 A) (i) Give five (5) points you consider when setting an objective.

(ii) Write short notes on:

- plan the structure- proposal ‘4Ps’ (4 Marks)

- plan the structure- reports (2 Mark)

- Power of persuasion (4 Marks)

B) The more specific you can make your objective, the more easily you could start to write, the more easily you will be able to focus once you begin writing. Give three vital reasons why you focus and explain them. (10 Marks)

SECTION B - MANUFACTURING AND MECHANICAL ENGINEERING