



KENYATTA UNIVERSITY
UNIVERSITY EXAMINATIONS 2009/2010
INSTITUTIONAL BASED PROGRAMME
EXAMINATION FOR THE DEGREE OF BACHELOR SCIENCE
(COMPUTER TECHNOLOGY)
SCT 205: TECHNICAL WRITING

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DATE: Thursday, 2nd September, 2010

TIME: 2.00 p.m. – 4.00 p.m.

INSTRUCTIONS

Answer question ONE (1) and any other Two(2) Questions.

Question One

- a) Explain what you understand by the following terms: (4 marks)
- i) Topic sentence
 - ii) Dangling modifier
 - iii) Fused sentence
 - iv) Fragment
- b) Briefly describe three (3) types' of oral presentations and outline three (3) factors to consider in the selection of a visual aid during a presentation. (6 marks)

- c) Write T or F next to the number provided to indicate whether the statement is True or False. (5 marks)

1.	Persuasive writing combines the emotions of fiction writing and expressive writing.	
2	When you write a memo to your superior you expect no reaction and no suggestions.	
3	In technical writing the audience factor is not important.	
4	To achieve clarity in technical use sexist terminologies.	
5	The fact about audience in technical writing is that when audience do not understand anything during a presentation they will ask questions.	
6	Prewriting allows you to plan your technical writing.	
7	One of the tasks carried out in rewriting is to simplify complex words and phrases to allow for easier understanding.	
8	In technical writing people misread or fail to see the negative word.	
9	Technical writing is about producing clear and understandable instructions to be followed by your audience.	
10	Technical writing may have clarity and conciseness but if its inaccurate you have wasted your time.	

- d) A comma splice occurs when two independent clauses are joined by a comma rather than a period or semicolon.

Required

- i) Outline five (5) ways that can be used to correct this error in technical writing. (5 marks)
- ii) Rewrite the following sentences by filling the correct way as mentioned in d (i) above:
- He was an excellent employee __ he got a promotion.
 - He was an excellent employee__ He got a promotion.
 - He was an excellent employee__ __ he got a promotion
 - He was an excellent employee__ __ __ he got a promotion
 - ____she was an excellent employee ____ she got a promotion
- iii) Define what you understand by the term “tone” and outline four (4) types of tones likely in various writings. (5 marks)

Question Two

Commas and semicolons are used for many different purposes in technical writing:

Required

- i) State five (5) rules you can apply in the use of a semicolon. (10 marks)
- ii) Rewrite the following statements by placing the comma and semicolon in the right places. (5 marks)
- I have paid my dues therefore I expect all the privileges listed in the contract.
 - As we discussed you will bring two items i.e. a sleeping bag and a tent are not optional.
 - You will want to bring many backpacking items for example sleeping bags pans, and warm clothing
 - This conference has people who have come from Nakuru Rift Valley Province Nyeri Central province and Garissa North Eastern Province.
 - If he can he will attempt that feat and if his wife is able she will be there to see him.
- iii) Outline five (5) areas where commas are used. (5 marks)

Question Three

- a) Outline four (4) things to do in order to achieve clarity. (4 marks)
- b) Outline three (3) requirements of an outline in technical writing. (3 marks)
- c) Outline three (3) things to avoid in order to achieve conciseness. (3 marks)
- d) Outline four (4) things to do in order to preserve editorial modulation in technical writing. (4 marks)
- e) Outline three (3) things to do in order to achieve optimization of signal to noise ratio in technical writing. (3 marks)
- f) Outline three (3) techniques that can be used as organizational aids in technical writing. (3 marks)

Question Four

- a) Define the term “Chunking” as used in technical writing and outline five (5) techniques used in chunking. (6 marks)
- b) Outline two (2) functions of formal definition. (2 marks)
- c) Outline three (3) components of a technical description. (3 marks)
- d) Outline three (3) elements of a physical description. (3 marks)
- e) Using appropriate examples, show how the following are written in technical writing. (6 marks)
 - i) Numbers that start a sentence.
 - ii) Fractions that express exact measurements.
 - iii) Fractions that express general measurements or approximations.
 - iv) Precise measurements of time, distance, capacity, dimension, amount, and percent.
 - v) Pages, ages, chapters of books, graphs, charts, and tables.
 - vi) A number following another number.

Question Five

- a) Outline five (5) things to do to create effective icons in technical writing. (5 marks)
- b) Outline five (5) guidelines to follow in the preparation of line drawings. (5 marks)
- c) Briefly describe five (5) elements of a formal instruction. (10 marks)