

**FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI,  
DIRECTORATE OF GENERAL STUDIES  
2019/2020 HARMATTAN SEMESTER EXAMINATIONS  
MGT 405/ENG 313: TECHNICAL REPORT WRITING  
TIME: 2 HRS**

**INSTRUCTIONS:** This paper has two sections: A and B. Section A comprises fifteen (15) compulsory subjective questions. Section B has five questions, out of which, two questions are to be answered. Answers to Sections A and B are to be written in the supplied answer booklet.

**SECTION A:**

1. A report about the viability or otherwise of a business venture is called-----
2. LIST any two types of research report presented by students in the course of their academic programmes.
3. In report writing, the area of coverage in the investigation given to the report writer is called -----
4. An introductory summary that gives a reader an idea about the content of a report and how the research was conducted is called-----
5. A technical report could be on a technical or non-technical subject, true or false?
6. LIST any two visual aids that can assist your illustrations in a report.
7. In research, using another persons published idea as if it comes from you is called-----
8. ----- makes communication a cyclic process
9. Communication within an individual is called-----
10. When communication fails to achieve the desired purpose, there is -----
11. Communication that involves other media outside the human language is called-----
12. Wrong spelling of words could be a source of noise in communication, true or false?
13. Salutation is a necessary part of the content of a memo, true or false?
14. In official correspondence, exchange of pleasantries is necessary, true or false?
15. In official correspondence, which one comes first between the writer's signature and the writer's name?

**SECTION B:**

1. A cyber security company based in Abuja has just placed an advert for vacancies in the areas of internet crime research, detection and control. Write an application in respect of the advert attaching your curriculum vitae.
2. The Niger Delta Development Commission NDDC has chosen the Federal University of Technology Owerri as one of the universities in the oil producing states where a significant impression has to be made on youth development. With the mandate of the Dean of Students Affairs, you have been asked by the students union FUTO to present a feasibility study for a youth-based resource centre. Present your feasibility report to the Dean of Students Affairs.
3. In the aftermath of the second wave of the pandemic, your community is among the villages to be visited by the National Centre for Disease Control NCDC on the campaign for compliance with COVID-19 safety protocols. As the youth president of your village, present a welcome address at the occasion.
4. The schematic report is systematic. Discuss.
5. Analyze the key issues that could constitute barriers to communication.