



**PAN AFRICA CHRISTIAN UNIVERSITY**

**END OF TERM EXAMINATION**

**UCC103: RESEARCH & WRITING - VR**

**MONDAY NOVEMBER 24<sup>TH</sup>, 2014**

**1800HRS – 2100HRS**

**INSTRUCTIONS**

- This exam paper has **Two** Sections
- Answer **All** Questions in section **A** and **any other One** Question in Section **B**
- Write your **student number** on the answer booklet provided.
- Read all questions carefully before attempting.

Answer **ALL** Questions in Section A and any other **ONE** Question in Section B.

SECTION A

**Qn 1. ARGUMENTATIVE WRITING (20 marks)**

Write an argumentative essay that is approximately 450 words in length on one of the topics given below.

- i) Teenagers do not necessarily make poor parents.**
  
- ii) If penalties against drunk drivers are sharply increased, the rate of accidents on our roads will drastically reduce.**

**Qn 2a) DOCUMENTATION (15 marks)**

Arrange the following entries as they would appear in the list of references using the APA style of referencing.

Author: Vicky K. Bhatia  
Year: 1993  
Title: Analyzing Genre: Language in Professional Settings  
Publisher: Longman  
Place: London

Author: David Cadwell  
Journal title: Australian Review of Applied Linguistics  
Article title: Working with words: Appraisal in the Australian football league  
Year: (2009)  
Issue: 2  
Page: 1-13  
Volume: 32

Author: Johson Coulter  
Date: April 2014  
Magazine: parents Magazine  
Page: 10-15  
Article: Teenage Parenting in the 21<sup>st</sup> century

Author: Symon K. Mulwa  
Year: (2009)  
Text type: Unpublished M.A dissertation  
Title: Use of politeness strategies in conflict resolution.  
Place: Nairobi  
University: Kenyatta University Nairobi.

Authors: James R.Martin, DanielRose, Peter R. White  
Year: (2003).  
Title: Working with Discourse.  
Place: Great Britain  
Edition: second  
Publisher: Brookcraft Ltd.

**Qn 2b)Imagine you were reading a book on communication and you came across the following quotation:**

“Revising means that Revising is as much a stage in writing as prewriting, outlining, and doing the first draft. you rewrite a paper, building upon what has already been done, in order to make it stronger. Too many students think that a first draft is the paper. They start to become”

The quotation appeared on page 10 in a book entitled The Writing Process by Ben Warindi. It was published by Macmillan Publishers in Nairobi in 2010.

In two different ways, show how you would use the material above as a direct quote and correctly acknowledge the source using the APA documentation style. (5 marks)

## **SECTION B**

### **Question Three: PARAGRAPH DEVELOPMENT (20 marks)**

Imagine you are invited to give a talk on ‘the role of the church in unifying Kenyans.’ Write the following for the speech:

- i) An Outline
- ii) An introductory Paragraph

- iii) One developmental Paragraph
- iv) One concluding Paragraph

Your paragraphs should reflect the following aspects:

- a) Appropriate thesis statement
- b) Cohesion
- c) Unity

**Question Four: REPORT WRITING (20 marks)**

Imagine you are the chair of the development committee in your church .You require funding to be able to complete the construction of the church offices Write a progress report to the church treasurer and include the following aspects:

- i) Title
- ii) Introduction
- iii) Work completed
- iv) Work in Progress
- v) Work Remaining
- vi) Appraisal

**Question 5: PROPOSAL WRITING (20MARKS)**

Imagine you are the human resource manager in a company you work for. Currently, you have many workers doing clerical jobs and the company is running short of resources to pay their salaries. You want to write to the company directors to advise them to introduce computers and reduce the number of clerks. Write a brief practical proposal to the directors and include the following aspects:

- i) Cover page
- ii) Problem
- iii) Proposal
- iv) Justification
- v) Expected outcome
- vi) Conclusion
- vii) Signing off