



**PAN AFRICA CHRISTIAN UNIVERSITY**

**END OF SEMESTER EXAMINATION FOR THE DEGREE OF:**

**BACHELORS OF ARTS IN BIBLE AND THEOLOGY**

**BACHELOR OF ARTS IN COUNSELING**

**BACHELOR OF ARTS IN COMMUNITY DEVELOPMENT**

**BACHELOR OF COMMERCE**

**BACHELOR OF BUSINESS LEADERSHIP**

**BACHELOR OF BUSINESS INFORMATION TECHNOLOGY**

**JANUARY – APRIL 2017**

**CAMPUS: VALLEY ROAD**

**DEPARTMENT: COMMUNICATION AND LANGUAGES**

**COURSE CODE: UCC103**

**COURSE TITLE: Research and Writing**

**EXAM DATE: TUESDAY 4<sup>th</sup> APRIL 2017**

**TIME: 5.30PM-8.30PM**

**INSTRUCTIONS**

- This exam script contains **FIVE (5)** Questions.
- Answer question ONE which is compulsory and any other **TWO** questions.
- Write your **STUDENT NUMBER** in the Answer Booklet given

## **SECTION A (30 marks)-COMPULSORY**

### **QUESTION 1**

- a) What is APA style in writing? (2mks)
- b) Explain what is a secondary source in academic writing ( 2 mks )
- c) Explain what a problem statement is and give an example in not more than eighty (80) words. ( 5 mks)
- d) Give five basic rules in writing a bibliography. ( 5 mks)
- e) With two examples for each, explain the following terms: (6 mks)
- i. Text citations
  - ii. Reference list entry
- f) Describe two ways of storing notes. (4 mks )
- g) Discuss three contrasts between two library classification methods commonly used in Kenya. ( 6 mks )

## **SECTION B: Answer any TWO questions**

### **QUESTION 2**

- a) Explain the following academic features with examples: ( 9 mks)
- i. Objectivity
  - ii. Formality
  - iii. Responsibility
- b) With an example, describe a tentative term paper outline. (6 mks)

### **QUESTION 3**

- a) Explain three ways of narrowing down your academic topic. (9 mks)
- b) Discuss with examples three topics to avoid in academic writing. (6 mks)

### **QUESTION 4**

- a) Discuss three styles of taking notes. (9 mks)
- b) Explain three ways of avoiding plagiarism. ( 6 mks)

### **QUESTION 5**

- a) With examples, explain three ways of data collection. (9 mks)
- b) Discuss any two organizational patterns in academic writing. ( 6 mks)