



**MONDAY: 1 August 2022. Afternoon paper.**

**Time Allowed: 3 hours.**

**Answer any FIVE questions. ALL questions carry equal marks. Do NOT write anything on this paper.**

**QUESTION ONE**

- (a) Distinguish between "solicited proposal" and "unsolicited proposal". (4 marks)
  - (b) Explain four roles of a sender in the communication process. (4 marks)
  - (c) Analyse six circumstances which might necessitate a presenter to make use of visual aids. (12 marks)
- (Total: 20 marks)**

**QUESTION TWO**

- (a) Explain four functions of non-verbal communication. (4 marks)
  - (b) Discuss four types of listening. (8 marks)
  - (c) Assume you are a manager in an organisation, describe four factors that you might take into consideration when giving oral instructions to employees to perform a task. (8 marks)
- (Total: 20 marks)**

**QUESTION THREE**

- (a) Justify five reasons why an executive summary is important in a report. (5 marks)
  - (b) Suggest five ways in which a code of conduct might assist an organisation in promoting ethical behaviour. (5 marks)
  - (c) You have been tasked by your organisation to create a media advertisement of a new product. Assess five factors that you may consider while creating the advertisement to avoid criticisms. (10 marks)
- (Total: 20 marks)**

**QUESTION FOUR**

- (a) (i) Explain the meaning of "letter of transmittal". (2 marks)
  - (ii) Highlight four items that should be included in a letter of transmittal. (4 marks)
  - (b) Explain four physical barriers to effective communication. (4 marks)
  - (c) Citing relevant examples, analyse five effects of modern communication. (10 marks)
- (Total: 20 marks)**

**QUESTION FIVE**

- (a) Summarise five demerits of grapevine communication. (5 marks)
  - (b) Explain five tips that you could use when writing an official memo. (5 marks)
  - (c) You have been requested by a manager of Ring long organisation to write a speech for him for an occasion he had been invited as a guest. Describe ten preparatory steps you could take to develop an effective speech. (10 marks)
- (Total: 20 marks)**

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## **Table of Contents Management Assistant Communication Nquestion Papers**

1. Understanding the eBook Management Assistant Communication Nquestion Papers
  - The Rise of Digital Reading Management Assistant Communication Nquestion Papers
  - Advantages of eBooks Over Traditional Books
2. Identifying Management Assistant Communication Nquestion Papers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Management Assistant Communication Nquestion Papers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Management Assistant Communication Nquestion Papers
  - Personalized Recommendations
  - Management Assistant Communication Nquestion Papers User Reviews and Ratings
  - Management Assistant Communication Nquestion Papers and Bestseller Lists
5. Accessing Management Assistant Communication Nquestion Papers Free and Paid eBooks
  - Management Assistant Communication Nquestion Papers Public Domain eBooks
  - Management Assistant Communication Nquestion Papers eBook Subscription Services
  - Management Assistant Communication Nquestion Papers Budget-Friendly Options



6. Navigating Management Assistant Communication Nquestion Papers eBook Formats
  - ePub, PDF, MOBI, and More
  - Management Assistant Communication Nquestion Papers Compatibility with Devices
  - Management Assistant Communication Nquestion Papers Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Management Assistant Communication Nquestion Papers
  - Highlighting and Note-Taking Management Assistant Communication Nquestion Papers
  - Interactive Elements Management Assistant Communication Nquestion Papers
8. Staying Engaged with Management Assistant Communication Nquestion Papers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Management Assistant Communication Nquestion Papers
9. Balancing eBooks and Physical Books Management Assistant Communication Nquestion Papers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Management Assistant Communication Nquestion Papers
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Management Assistant Communication Nquestion Papers
  - Setting Reading Goals Management Assistant Communication Nquestion Papers
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Management Assistant Communication Nquestion Papers
  - Fact-Checking eBook Content of Management Assistant Communication Nquestion Papers
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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