



ZIMBABWE EZEKIEL GUTI UNIVERSITY

FACULTY OF HUMANITIES, EDUCATION & SOCIAL SCIENCES

DEPARTMENT OF THEOLOGY

EXAMINATION PAPER

COURSE CODE : ATR 200
COURSE TITLE : ENGLISH FOR PROFESSIONAL PURPOSES
DURATION : 3 Hours
DATE :

25 MAR 2021

INSTRUCTIONS TO CANDIDATES:

1. Answer any THREE questions only.
2. Each question carries 100 Marks.
3. Start each question on a new page of your answer sheet.

1. Ms Barbs is the Managing Director of Panashe Business Systems. Three managers report to her in charge of Sales, Marketing, Accounting and Public Relations. Supervisors directly responsible for staff members each report to the managers. Draw an organogram to illustrate the hierarchy in the organisation.

.b) Illustrate the (five) benefits of effective communication in an organisation.

2. Illustrate why it is important for a manager in an organization to take note of the grapevine.

3. Explore any five causes of conflict in an organisation and suggest how they can be eliminated.

4. Draft a notice with an agenda and a notice without an agenda.

List the qualities of a good secretary during meetings.

5. Briefly answer the following interview questions for any position of your choice

Tell us about yourself

What are your strengths

What are your weaknesses

Why should we hire you

What gives you the most job satisfaction

What motivates you

What value are you going to give to the organisation

What attracted you to this position

ASK ANY TWO QUESTIONS TO THE PANEL

END OF PAPER