



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 :

INSTRUCTIONS TO CANDIDATES:

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

1. Communication is the Lifeblood in any business organization. Discuss.
2. Discuss any five strategies you may employ to enhance communication in a Public Presentation.
3. Explain how nonverbal cues may be manipulated to achieve effective communication in an interview setting.
4. Write notes on the following
 1. Upward communication
 2. Downward communication
 3. Horizontal communication
 4. Grapevine.
5. Write a business letter as a client/customer to an organisation whose services or products were not up to your expectancy.

END OF PAPER