



ZIMBABWE EZEKIEL GUTI UNIVERSITY

FACULTY OF HUMANITIES, HERITAGE AND SOCIETAL ADVANCEMENT

DEPARTMENT OF DEVELOPMENT, PROGRAMMING AND MANAGEMENT

EXAMINATION PAPER

LEVEL 2 SEMESTER 2 (2:2)

COURSE CODE : ATR200
COURSE TITLE : English for Professional Purposes
DURATION : 3 Hours
DATE : 27 NOV 2024

INSTRUCTIONS TO CANDIDATES:

1. Answer **Three** questions only
2. Section **A** is **COMPULSORY**
3. Choose any other **TWO** questions from section **B**
4. Each question carries 25 Marks.
5. Start each question on a new page of your answer sheet.
6. Use relevant examples in answering your questions

SECTION A

1. 'There is no one model of communication that can sufficiently service the needs of all communication efforts.' As head of your department at your place of work, outline the instances where you would use each of the three models and justify your reasons.

SECTION B

2. As a student on work related learning, it is part of your duties to attend meetings both within your department and those organisation-wide. A few months into the job you realise most of the meetings are quite dull and boring. Imagine you become a chair in one of the meetings, outline any **five** factors you would consider to ensure you do not chair dull and boring meetings.
3. You are part of the audience at one very important workshop which is unfortunately facilitated by a poor speaker who lacks essential public speaking qualities. Since you still have to report back to your organisation, outline the essential skills you would need to be an effective listener.
4. When communicating with a group of youth about a sensitive topic like sexual abuse, various factors can influence the encoder's ability to effectively convey the message. Identify and analyse **five** such factors, providing examples to illustrate their impact. Discuss strategies that can be employed to mitigate these factors and enhance communication effectiveness
5. You came across the internship vacancy notice below. Create a resume in response to this vacancy. Your resume can not be over two pages and it should be sufficiently marketing.

15/154 AM

Project Intern (Attachee)



Work In Zimbabwe
Harare

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Internship

Impact Hub Harare is a leading organization in the field of social impact and innovation. As a hub for change-makers and entrepreneurs, we provide a dynamic space for collaboration, learning, and growth.

Our mission is to empower individuals and organizations to create positive change in their communities. With a strong commitment to fostering innovation, we offer a supportive and inspiring environment where ideas thrive.

Impact Hub Harare is looking for a motivated Project Intern (Attachee) to join our team. As an intern, you will have the opportunity to gain practical experience and be mentored by highly qualified professionals in the field. This role is designed to provide you with hands-on tasks and responsibilities related to various projects.

Join our dynamic team and contribute to creating social impact while developing essential skills. Remuneration and other incentives will be provided to the right candidate.

Duties and Responsibilities:

- Assist in the creation of process and project documentation.
- Obtain weekly project status updates from team members.
- Prepare and assist in project documentation, requisitions, and schedules.
- Support company communications via social media platforms.
- Organize and schedule team meetings.
- Provide research on required information.
- Data capturing for project information.
- Collaborate with team members on project-related tasks.
- Assist in coordinating project logistics.
- Contribute to the development and implementation of project plans.
- Undertake any other duties as assigned.

Qualifications and Experience:

- Currently studying towards a degree or equivalent professional education in Social Work, Communications, or Marketing from a recognized institution.
- Strong communication skills, both verbal and written.
- Excellent time management and organizational skills.
- Attention to detail and ability to grasp concepts quickly.
- Proficiency in using technology and software for project-related tasks.

To apply for this position, please submit your CV by December 20, 2023. Note that resumes without references will not be considered.

Work In Zimbabwe