

**CENTRAL UNIVERSITY**



**END OF SEMESTER II EXAMINATIONS 2016/2017**

**FACULTY OF ARTS AND SOCIAL SCIENCES  
DEPARTMENTS OF LANGUAGES (ENGLISH)  
CUVL 104: ENGLISH PROFICIENCY II 3 CREDITS  
LEVEL 100  
AUGUST, 2017  
DURATION: 2 HOURS**

**STUDENT ID No.....**

**INSTRUCTIONS**

**ANSWER QUESTIONS FROM ALL THE SECTIONS**

**DO NOT TURN OVER THIS PAGE UNTIL YOU HAVE BEEN TOLD TO DO SO BY  
THE INVIGILATOR**

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END OF SEMESTER II EXAMINATIONS – 2016/2017  
(FEBRUARY COHORTS)

CUVL 104: ENGLISH PROFICIENCY SKILLS II DURATION: 2 HOURS

SECTION A: OBJECTIVE QUESTIONS

Answer all the questions in this section

1. An interviewer's obligations in organizing an interview must exclude

- (A) Securing the venue
- (B) Bugging the venue
- (C) Being punctual
- (D) Putting the interviewee at ease

2. Essentially an interview session is a(n)

- (A) Informal meeting
- (B) Semi-formal meeting
- (C) Bilateral engagement
- (D) Multilateral engagement

3. A quorum refers to

- (A) A fairly good number of attendants at a meeting
- (B) A constitutionally prescribed minimum number that can hold a meeting and take decisions
- (C) A constitutionally prescribed maximum number that can hold a meeting and take decisions
- (D) An unconstitutionally prescribed minimum number that can hold a meeting and take decisions

4. A record of a formal meeting is known as.

- (A) Agenda
- (B) Minute
- (C) Minutes
- (D) Resolution

5. An issue that is suggested by a member at a formal meeting to be debated upon is a

- (A) Motion
- (B) Mission
- (C) Submission
- (D) None of the above

6. A point of order is raised at a formal meeting when

- (A) The agenda is followed strictly
- (B) Someone talks rather loudly
- (C) Someone acts contrary to regulations guiding the conduct of the meeting
- (D) All of the above

7. Decisions taken after a vote in a formal meeting are...

- (A) Consensus
- (B) Revolutions
- (C) Revelations
- (D) Resolutions

8. A vote is said to be.... when an issue submitted for a vote is accepted

- (A) Confirmed
- (B) Proposed
- (C) Carried
- (D) Agreed

9. The proceedings of a meeting are recorded by the...

- (A) Chairman
- (B) Presiding officer
- (C) Organizer
- (D) Secretary

10. A solicited proposal

- (A) May be internal or external
- (B) May be external or unsolicited
- (C) Unsolicited and internal
- (D) None of the above

11. The sole objective of a proposal is to

- (A) Help a stated cause
- (B) Seek support for realizing a proposed project
- (C) Sell a product or service
- (D) Buy a product or a service

12. An executive summary of a formal report functions to

- (A) Expound upon the report
- (B) Translate the report to executives
- (C) To help busy executives learn the salient points of the report quickly
- (D) To clarify the report

13. A formal report must have all but one of the following features:

- (A) Heading
- (B) Terms of reference
- (C) Findings and conclusion
- (D) Prologue

14. An audience analysis exercise will not consider

- (A) Education
- (B) Nationality
- (C) Religion
- (D) Choice of spouse

15. Non-verbal imperatives in public speaking include all of the following except

- (A) pauses
- (B) dress code
- (C) carriage
- (D) gestures

16. The primary objectives of public speaking are

- (A) Showmanship and amusement
- (B) Propaganda and misinformation
- (C) Education, entertainment and motivation
- (D) None of the above

17. The topic of a public speech must be

- (A) Interesting to the speaker
- (B) Uninteresting to the audience
- (C) Fitting to the occasion
- (D) All of the above

18. Physical appearance, eye contact, nodding, gestures, posture are all forms of .....

- a. Human Elements communication
- b. Verbal Elements communication
- c. Non-verbal communication
- d. By-pass communication

20. Trying to ..... the work of a professional is a task best left to the experienced

- a. Access
- b. Accept
- c. Assess
- d. Assert

18. The senior students labored ..... to finish their projects before the deadline

- a. Amicably
- b. Assiduously
- c. Controllably
- d. Variably

19. The adolescent writer ..... to write and publish the great American novel someday

- A. Attempts
- B. Agrees
- C. Aspires
- D. Forces

20. True wisdom has been ..... to those who seek goodness, truth, and virtue above all else.

- A. Approved
- B. Amassed
- C. Ascribed
- D. Accrued

## SECTION B ACADEMIC ESSAY WRITING

1. Choose any one of the following topics and write an essay of not more than 200 words on it:
  - a. Comprehensive state funding of education should be extended to the tertiary level
  - b. The fight against galamsey is essentially a fight against corrupt leadership.
  - c. Authentic Ghanaian culture is under threat from negative acculturation.

## SECTION C: BUSINESS COMMUNICATION AND PUBLIC SPEAKING

2. Gargarin Ernegia, an energy company has advertised for tenders to supply some specified goods, most of which your company deals in. Write a proposal in response to this advertisement.
3. As secretary to the board of an organization, write the minutes of the last board meeting.
4. You are the chairman of a committee commissioned to investigate the cause of a recent labour unrest and make recommendations to forestall a recurrence. Write a report on the committee's findings.
5. You are the guest speaker at a speech and prize giving event of your old school. Write an appropriate speech for the occasion.
6. Identify any two organizational barriers in your department and prescribe remedial solutions to them.
7. What is audience analysis? Explain in detail why audience analysis is crucial to the success of a speech.
8. Explain the roles of interview in the recruitment process.