



**CENTRAL
UNIVERSITY**
FAITH • INTEGRITY • EXCELLENCE

END OF SECOND SEMESTER EXAMINATION: 2018/2019
DEPARTMENT OF COMMUNICATION STUDIES AND
LANGUAGES

CUVL104: ENGLISH PROFICIENCY SKILLS 11

TIME ALLOWED: TWO HOURS

2019 MAY RESIT

STUDENT ID No.....

INSTRUCTIONS:

ANSWER ONE QUESTION FROM EACH SECTION

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THE INVIGILATOR**

CENTRAL UNIVERSITY
FACULTY OF ARTS AND SOCIAL STUDIES
DEPARTMENT OF COMMUNICATION STUDIES AND LANGUAGES
RE-SIT AND SUPPLEMENTARY EXAMINATIONS- 2018/2019

DURATION: 2 HOURS

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SECTION A: ESSAY: ANSWER ONLY ONE QUESTION FROM THIS SECTION

1. EITHER A. Select ANY ONE of the following topic sentences and write one coherent paragraph of not more than eight sentences with it:

- i. Effective communication offers a number of benefits in different contexts.
- ii. Poor planning and corruption are the bane of Ghana's sports.

OR B: Write an essay of about 250 words on ONLY ONE of the following topics:

- iii. Argue for or against the view that building a national cathedral in a developing country like Ghana is a misplaced priority.
- iv. Three ways to prevent road accidents in Ghana.

SECTION B: COMPREHENSION

Read the passage below and answer all the questions on it:

Communication is an indispensable part of everyday life. It is important for us because it lies at the heart of whatever work people do. No matter how people earn their living – building houses, selling cars, running offices or providing legal advice – the most important skill they will need in order to work successfully is the ability to communicate with other people. Communication, whether oral, written or non-verbal is what makes us human and makes us build relationships and carry out our daily work.

Though we take the act of communication for granted, it involves people in a wide range of activities: speaking, listening, reading, writing, editing, proofreading, revising, smiling, nodding, frowning, studying pictures, diagrams and charts, using numbers instead of words. By using one or more of these communicating skills required in the performance of these activities, messages may be transmitted from one person to another in order to run the business, school, factory, supermarket or bank.

The ability to communicate well requires more than just the skills needed to take a telephone message, write a letter or to sell an item to a customer. For example, people do not work entirely on their own. Instead, they rub shoulders with typists, clerks, machine operators, directors, colleagues (older/younger, senior/junior), etc. Also, in the course of their work, many people may handle classified information, such as details of a new motor car design, of plans to cut prices or of personal details of a member of staff. The good communicator will therefore need to develop not only skills which will enable him or her work alongside others, but also the personal of tact and discretion so that confidences are not betrayed or feelings of others hurt in careless talk.

2a Find an equivalent word/phrase to replace the following words/phrases as used in the passage:

- i. Indispensable
 - ii. Relationships
 - iii. Transmitted
 - iv. Rub shoulders
- b. State three reasons for the importance of communication in human activities that are said to involve communication, according to the passage.
- c. Apart from personal communicative skills, what two other requirements are demanded of a good communicator?
- d. Summarise the passage in not more than 60 words.

SECTION C: BUSINESS CORRESPONDENCE

Answer ONLY ONE of the following questions:

3. As secretary to a course group association meeting, write the minutes of the meeting.
4. In response to an advertised job offer which suits your qualification and training, write a letter to accept the offer.
5. You are the Secretary of Central University Sports Union which has hosted other sister universities to a sporting competition. Write a report on the events and make recommendations.
6. You have been invited by your alma mater to give a speech at this year's Speech and Prize Giving Day. Write the speech you will present on the topic, "Education is a tool for nation building".

SECTION D: GRAMMAR

Answer ONLY ONE question from this section.

7. Choose the correct word from the brackets to complete the sentences below:
 - a. After the thaw (comes, come, coming) the floods.
 - b. There (are, is, be) oranges in the refrigerator.
 - c. The fruit I like best (are, is, were) seedless grapes.
 - d. Why (doesn't, don't, aren't) she take the back road?
 - e. On the Sixth of March (come, comes, have come) our national day.
 - f. The combative opposition politician has now been (lied, layed, laid) low by illness.
 - g. Predators usually (lie, lay, laid) in wait for their victims.
 - h. The prisoners' (faith, fate, feith) will be determined sooner than later.

- i. The students (piled, philed, filed) past the dais.
- j. The MC (paraphrased, paraphrassed, paraphrases) what the speaker says.

8. Change the sentence to the tense in bracket

- a. The baby cries. (present continuous)
- b. Pat gives me my book. (future tense)
- c. The food was cooked. (past perfect tense)
- d. I already have a car and do not need a new one. (future perfect tense)
- e. The players will play in Nigeria this evening. (present tense)

State the function of the sentences that follow.

Eg. Esi is a woman.

Ans. Declarative sentence

- f. Hey! Come here this instant!
- g. What is the purpose of this tool?
- h. May I know your vision for the next ten years?
- i. Give me my money.
- j. Ghana practices democracy.

9. Construct sentences to illustrate the following terms; underline the term used in the sentence.

- a. Subject
- b. Object (direct)
- c. Object (indirect)
- d. Noun or noun phrase complement
- e. Complement (adverbial)