



**NATIONAL UNIVERSITY OF LESOTHO
INSTITUTE OF EXTRA MURAL STUDIES
RESEARCH, EVALUATION & MEDIA DEPARTMENT
DIPLOMA IN MASS COMMUNICATION
2022/2023 ACADEMIC YEAR**

**MAC 0201 – Functional English – Year 2
First Semester Final Examination Paper**

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January 2023

Marks: 60

Time: 3 hrs.
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Instructions:

- Read all questions carefully before you answer.
- **Section A is compulsory. In Section B, answer one (1) question.**
- Number your answers exactly the same way they appear on the question paper.
- Please ensure that you proof-read all your answers.
- Marks will be deducted for untidy and/or illegible handwriting and grammar mistakes.
- Each question must be answered on a separate page.

SECTION A – 40 Marks. Question 1 is compulsory.

Question 1

- A. Discuss the significance of the introductory and concluding paragraph when writing the letter of complaint. [6]
- B. Mention any five features of a good report. [5]
- C. Provide any two differences between the formal and informal report. [4]
- D. Read the passage below. Then answer questions about errors in the passage:

This morning, I were making toast for b) brekfast. Then I went to the basement c) put some clothes in the washer. I heard the d) smouke alarm. I e) think, "Someone is burning f) something I put the soap in the washer. When I got g) up to stairs, everybody was running outdoors. Two fire trucks and a police car were outside of my house. Smoke was coming out of my apartment! My kids h) standing outside. They were i) wering their j) pjamas. My kids! Oh no! My toast!

Correct all the errors in the passage above. [10]

- E. A short account of an accident that took place in the Wordywise store is given below. Read the account and then extract the necessary information to complete the accident report form. Compile the accident report as though you were the sales assistant who witnessed the accident.

It was Monday 1 June, the first day of Wordywise summer sale. The store had opened at 8.30 am. It was going to be a busy trading day.

Half an hour after opening time, Joan Davies arrived at the store to buy clothes for her summer holidays. She heeded straight for the fashion department on the ground floor. She was so intent on searching for bargains that she failed to see the rail of clothes that had been left in the aisle. Joanna stripped and fell to the floor, cutting her left knee.

A sales assistant working nearby saw what happened and rushed to her aid. First of all, she found a chair for Joanna to sit on, then called for a first-aider. The first aider cleaned the wound and applied a dressing. Fortunately, the cut was not too deep and Joanna soon got over the shock. After giving the sales assistant details for the accident report form, she carried with her bargain hunting.

[15]

SECTION A – 20 Marks and answer one (1) question.

Question 2

The following advertisement appeared in a weekly Lesotho Times dated 12th to 19th January 2023.

The Lesotho National Broadcasting Services (LNBS) is looking for an enthusiastic and organised news assistant to join its team. This is a great opportunity to learn and work alongside a group of experienced correspondents covering the country.

Applicants should have an interest in financial and economic journalism, be familiar with political and other news in the country. In addition, applicants should have:

- At least two years of journalism experience.
- Strong organisational skills.
- Lesotho nationality or permanent residency.

REQUIREMENT: Submit a covering letter (letter of application) suitable for the above position. **[20]**

OR

Question 3

In Lesotho, climate change is seen to be heightening existing environmental problems. These include drought, land degradation, heat waves, loss of biodiversity and reduction of sustainable agriculture.

TASK – As an environmental issues journalist, write a feature article for your newspaper where you discuss actions that can be taken to lessen the impact of climate change in Lesotho. Among others, you may include the following as some of your writing points:

- Preservation of water resources.
- Reduction of emissions of textile industries in Ha Thetsane.
- Conservation of flora and fauna in highlands of Lesotho (i.e., valuable plants and animals).

[20]