

**cNATIONAL UNIVERSITY OF LESOTHO**

**FACULTY OF HUMANITIES**

**ELG SUPPLEMENTARY EXAMINATION – SECOND SEMESTER**

**ACADEMIC AND PROFESSIONAL COMMUNICATION**

**AUGUST 2023**

**100 MARKS**

**TIME: 3 HRS**

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**INSTRUCTIONS:**

- Answer all questions.
- Write legibly.
- Write answers only.
- Write your student number, course code and **group** clearly

**Section A – Professional Communication**

**Question 1**

The Independent Electoral Commission (IEC) is inviting applications from suitably qualified Basotho Nationals for the temporary position of Voter Educator for the up-coming general elections. The Voter Educators educate the public on electoral matters including new boundaries and constituencies. Qualities of a Voter Educator:

- Should have good communication skills
- Be able to work under pressure
- Be between 18 and 35 years

The applicants should be registered as electors and have at least a minimum Diploma of any discipline from a tertiary institution. Interested candidates should submit their application letters accompanied by detailed CVs to the following address:

The Director of Elections  
Independent Electoral Commission  
P.O. Box 198, Maseru 100

**Application letter** [30 marks]

**CV** [20 marks]

### Question 2: Oral Presentation Skills

Briefly discuss any four factors to consider when conducting an oral presentation. Clearly elaborate each factor, using examples where necessary. [20 marks]

### Section B- Remedial Grammar

#### Question 3: Subject-Verb Agreement

Read each sentence and choose the correct form of the verb from those in brackets. Write the answers only. [10 marks]

- a) Each of the three supervisors (**is/are**) contributing to my evaluation.
- b) There (**was/were**) a computer and a calculator for each employee.
- c) A collection of antique shoes and hats (**is/are**) on display at the museum.
- d) (**Is/Are**) Dr Lopez and the program director speaking at the seminar?
- e) Near the highway (**is/are**) a coffee shop, a gas station and a grocery store.
- f) Lupe, in addition to her neighbours, (**attends/attend**) the neighbourhood watch meeting.
- g) Next to the bus stop (**is/are**) a gas station, a car dealership and a tire store.
- h) Here (**is/are**) your new calendar and your new grade book.
- i) The set of antique chairs and tables (**belongs/belong**) to Ms. Georgia Green.
- j) Katleho (**feels/feel**) very ill.

#### Question 4: Paragraph writing

As a newly appointed SRC advisor, you have identified several causes of unstable learning environment. Write a paragraph on the topic **The impacts of protests on tertiary education**. Your paragraph should have a topic sentence and supporting sentences. Its length should be between 6 and 8 sentences. Marks will be awarded for cohesion and coherence, good grammar, correct spelling and punctuation. [20 marks]