

**NATIONAL UNIVERSITY OF LESOTHO**  
**COMMUNICATION AND STUDY SKILLS UNIT**  
**ELG 1306: ACADEMIC AND PROFESSIONAL COMMUNICATION FOR**  
**EDUCATION**

**MAY 2023**

**MARKS: 100**

**TIME: 3 HOURS**

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**INSTRUCTIONS:**

- Answer **ALL** questions
  - Write legibly
  - Marks will be awarded for grammar and style.
  - Write your surname and initials, student number and group number
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**QUESTION 1**

Public Eye, 4<sup>TH</sup> May 2023

**PEKA HIGH SCHOOL**

**DEPARTMENT OF LANGUAGES**

**TEACHER REQUIRED IN THE DEPARTMENT OF LANGUAGES**

Applications are invited from suitably qualified candidates for the position of a teacher.

**Minimum Qualifications and Requirements:**

- At least a Bachelor of Education in English and Sesotho;
- Applicants should be able to teach the above mentioned subjects.
- Applicants should have at least three (3) years' experience of teaching at high school level.
- Applicants should demonstrate a commitment to continued professional and academic development.

**Duties and Responsibilities:**

- Teaching the above two mentioned subjects.
- Fully participating in the programmes designed for the betterment of the school.

**Type of Employment:**

Permanent and pensionable

**Information Required from Candidates:**

- Sign the application letter.
- Provide a current CV (including telephone and email contact details, **be aware that this part must not be given here but in No. B**)
- Provide names and contact details of three (3) contactable professional referees.

**All applications should be e-mailed to:**

The Chairperson of the school board

Peka High School

P.O. Box 10

Leribe 300

Lesotho

**Disclaimer: If you do not receive any response within three months after the closing date, you must consider yourself unsuccessful.**

**A.** You have read the above advertisement and have noticed that Peka High School has advertised a post of a teacher to teach English Language and Sesotho from Form A – E. Apply for that post.

[30]

**B.** Attach the Curriculum Vitae (CV) to the application letter that you wrote in **Question A** above.

[20]

## QUESTION 2

- (a) Discuss the functions (importance) of a chairperson in 10 – 15 lines. (10)
- (b) State six purposes of a meeting. (6)
- (c) Give any three qualities of the following office bearers:
- (i) The chairperson (3)
- (ii) The secretary (3)
- (iii) The treasurer (3)
- [25]

## QUESTION 3

- a) Fill in the missing words and indicate the word class of the word.
- i) Thabo is a \_\_\_\_\_ tall boy.
- ii) My aunt, \_\_\_\_\_ comes next week \_\_\_\_\_ Wednesday.
- iii) He will go and see \_\_\_\_\_ father on Sunday.
- iv) The stone came in \_\_\_\_\_ the open window. (10)
- b) Choose the correct form of the verb in the brackets in the following sentences.
- i) What I missed most (is/are) the friends I left behind.
- ii) Either Leboela or his sisters (is/are) most welcome to the forthcoming function.
- iii) Ninety percent of the general public (elects/elect) with scrutiny.
- iv) Half of men (is /are) ill.
- v) The wages of sin (is /are) death. (5)
- c). Analyse the following sentences into clause elements:
- i) We drank lots of beer last night. (4)
- ii) I am a student of English. (3)
- iii) Mad dogs and English men go out in the midday sun. (3)
- (10)

[25]