



“Investing in Africa’s future”
COLLEGE OF BUSINESS, PEACE, LEADERSHIP AND GOVERNANCE

NBCS102: BUSINESS COMMUNICATION
END OF FIRST SEMESTER EXAMINATIONS

NOVEMBER 2022

LECTURER: DR P. DUBE

DURATION: 3 HOURS

INSTRUCTIONS

1. Section A is compulsory.DONOT repeat material.
2. Candidates are to answer any ONE question from section B and any ONE question from section C.
3. Marks will be awarded for clear, grammatically correct and well-constructed sentences

SECTION A:

Answer all Questions in this Section

QUESTION 1.

1.1. Briefly explain the following phrases/terms

- (a) Notice of a meeting [2 marks]
- (b) Business of the day [2 marks]
- (c) Minutes of previous meeting [2 marks]
- (d) Any other business [2 marks]
- (e) Vote [2 marks]

1.2. Draw a typical agenda for a business meeting to be held on the 15th of December 2022 in your board room [10 marks]

1.3. Write the business minutes for the held meeting as drawn from the agenda in 1.2 above. [15 marks].

1.4. Discuss the role played by various members of staff in a meeting [15 marks].

SECTION B:

Answer any one question from this section

QUESTION 2

You are the projects manager of non-governmental organization. You have been tasked with the construction of houses in Chimanmani area which were destroyed by cyclone Idai. Write an appropriate report to the donor who is funding the project.

focusing on the following areas **only**:

- i. The memo of transmittal [5 marks]
- ii. The contents page [5 marks]
- iii. Data presentation and analysis (work done so far, work in progress, work to be done) including at least one visual [10 marks]
- iv. Recommendations [5 marks]

QUESTION 3

There is advertisement which you saw in The Herald of 5 December 2022 for the post of a marketing officer in a prominent company. Using the formats taught in the module, craft Curriculum Vitae which you intend to use to apply for the job. [25 marks].

SECTION C:

Answer any one question from this section

QUESTION 4

Outline and discuss any 5 steps you would take to prepare for an effective oral presentation [25 marks].

QUESTION 5

You are the Human Resources Manager of a very prominent in Zimbabwe, because of the economic situation in the country, your company has decided to retrench some workers. Write a memo to the workers' committee highlighting reasons why you think this is the best option for the company [25 marks].

END OF PAPER