**NAMES:**.....................................................................................................**STREAM**:………….

**END OF TERM I EXAMS 2024**

**S. 3. ENGLISH LANGUAGE**

**1 hour 30 minutes**

*Attempt* **the** *question in* **Section A**

*Choose* **one** *question in* **Section B**

**SECTION A**

**Question one**

Proper grooming and professional appearance are important to gain not just positive impression but also respect in the workplace. First impressions matter and the way you look and carry yourself create impact on people you get along with in the work setting. Proper grooming and professional appearance are important to both men and women. Lack of these ideals may create a poor image and may interfere with your chance of getting a good impression and positive feedbacks from your workmates and superiors. In today’s competitive and modern business world, it is highly essential to consider professional appearance and grooming for the workplace. If you have the desire to look your best at all times in social and professional settings, you need to keep in mind the following basic guidelines for good grooming in the workplace:

**5**

**10**

**15**

**20**

Have separate clothes for hanging out and going to the office. **It seems to be improper if you wear clothes with holes and stains in the workplace.**Wear the cleanest and most presentable outfit when going to work for this will surely help you look your best. However, you need to still comply with the dress code set by your company.

There are some clothes that require pressing or special care by a reliable dry cleaner. Pants and other clothing look better when they are professionally pressed. If you wanted to establish a credible and respectful image, you need to dress conservatively in the office. In the case of women, they are advised to avoid using clothes that are revealing. *Clothes must be in proper fit and length to ensure confidence and comfort upon wearing*.

These are just few of the many ways in which we can achieve ideal professional appearance and grooming for the workplace. Individuals also have to note that personal hygiene must be practiced in the workplace and not just at home. Professional appearance can further be enhanced by reporting to work early, wearing the best smile often and displaying positive attitude.

**Source**: [Professional Appearance and Grooming for the Workplace | FutureofWorking.com](https://futureofworking.com/professional-appearance-and-grooming-for-the-workplace/)

*Now respond to the following tasks in complete sentences.*

1. If you were a sanitary prefect in your school, what important tips in this passage would you use to develop a good address for the students on your school assembly? *(04 answers)*

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1. “It seems to be improper if you wear clothes with holes and stains in the workplace.’ Line 11-12. Explain why you think it is improper. *(01 answer)*

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1. Clothes must be in proper fit and length to ensure confidence and comfort upon wearing. (Use: **so that**….) *(01 answer)*

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1. What do you learn about the importance of looking good and dressing well before leaving the home? *(02 answers)*

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1. The speaker in the passage seems to be a careful person when it comes to her appearance and grooming. What else does the passage show you about the nature of this speaker?

*(02 answers)*

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**SECTION B**

**Choose** *one* **question**

**Either 2:** Rachael and Joshua have come to you for advice on how to plan a perfect wedding. They have been disappointed by many wedding planners. They believe that a wedding is the best thing they can give to themselves and to their relations in a tough journey of their bumpy love. You are popularly known for expertise in planning weddings and numerous other celebrations.

Advise your clients about the best way to invite their guests to the wedding celebrations. Use **not more than** onepage.

**Or 3:** The rate of corruption in the Republic of Osaka country is very alarming. A great number of investors are taking their money out of the country because everything seems to be turning ugly. A group of business partners in the country trust that you can make a good leader to deal with the challenges such as the present state of corruption if you were to consider your abilities seriously. You are to meet them for a good chat.

Prepare the message that you will give your business partners. Use **250-300** words.

**END**