



**LIBERAL STUDIES DEPARTMENT
ENGLISH DEPARTMENT
ORAL COMMUNICATION GROUP WORK**

Instructions

1. This work will be done in groups of **3 to 7 students**. (do not exceed this limit)
2. **Discuss** the tasks and **attempt** the questions, giving relevant examples and quoting the sources.
3. Each group should be ready with a first draft of their work which will be used for short presentations for grading and revision.
3. Each group **must bind** their final document and on the **cover page** indicate name of institution, name of department and section, group number, list of members, their admission numbers and signatures, task, name of receiving trainer, and date of presentation.
5. Each class should pick the number of questions that correspond to its size e.g a class of 9 should pick Q1-3, a class of 24 should pick question 1-4 or more and use the other extra questions for revision.
6. Final write ups should be submitted on or before 3rd March, 2023.

GROUP 1

- a. Describe the characteristics of an effective interview. (15 marks)
- b. As a principal of a technical institution offering CBET based training, explain how you would prepare for an interview hosted by a media company. (15 marks)
- c. Outline the role of the following in an interview: (20 memebbers)
 - i) Chairman
 - ii) Panel members
 - iii) interviewee

GROUP 2

- a. Using examples from a learning situation discuss the following types of meetings.
(30 marks)
 - i. Annual General Meeting
 - ii. Special meeting
 - iii. Statutory meeting

- iv. Disciplinary meeting
- v. Adhoc meeting
- vi. Counseling meeting
- b. Discuss the role played by the members in a meeting. (10 marks)
- d. Clarify five characteristics of an effective meeting. (10 marks)

GROUP 3

- a. Explain the function of the following meeting documents. (15 marks)
 - i) Agenda
 - ii) minutes
 - iii) constitution
 - iv) Attendance list
- b. Describe the procedure of conducting a staff meeting. (10 marks)
- c. Outline five major roles of the following participants in a meeting. (25 marks)
 - i) Chairperson
 - ii) Secretary
 - iii) In attendance
 - iv) members

GROUP 4

- a. Using examples from a school situation explain the methods of persuasion a principal would use to encourage students to participate in co-curricular activities. (20 marks)
- b. Discuss five persuasive techniques that a trainer could adopt in the classroom. (15 marks)
- c. Describe 5 qualities of persuasive speech. (15 marks)

GROUP 5

- a. Describe the procedure of preparing an effective speech. (15 marks)
- b. Outline five ways of involving the audience in a speech delivery session. (20 marks)
- c. Explain five skills of persuasive speech. (15 marks)

GROUP 6

You are the chairman of an interview panel preparing to interview a technical assistant in your department.

- a. Describe the qualities of a good interviewer. (10 marks)
- b. Highlight the points that the interviewees need to take into consideration while preparing to attend the above interview. (15 marks)
- c. Formulate 10 questions that the candidates are likely to be asked. (10 marks)
- d. State five positive traits that you and members of your panel would look for in the right candidate. (15 marks)

GROUP 7

- a. Describe the language of an interview. (10 marks)
- b. How can interviewers contribute to ineffective interviews? (10 marks)
- c. Differentiate face – to – face meetings from online meetings. (10 marks)
- d. Using examples from a meeting you attended recently discuss the benefits of meetings in learning institutions. (10 marks)
- e) Explain how the teaching staff would contribute to effective meetings in a Technical institute. (10 marks)

GROUP 8.

You are the new head of an institution that has been recording poor results in the last 4 years. The local community has also been complaining about the students' bad conduct. The parents have requested for a meeting to discuss possible remedies.

- a. Explain how you would apply the four action goals of persuasion in your speech to persuade the students and their parents to adopt a new approach to academic performance. (20 marks)
- b. Discuss the ethics of persuasion. (15 marks)
- c. Explain each of the following persuasive techniques: (15 mark)
 - i) Good communication skills
 - ii) Active listening
 - iv) Interpersonal skills
 - v) Negotiation skills

vi) Cultivating trust

GROUP 9

- a. Discuss five practical public speaking techniques. (15 marks)
- b. Explain the benefits of public speaking skills to a trainer. (10 marks)
- c. Outline the causes and effects of stage flight? (15 marks)
- d. State 6 characteristics of effective public speakers. (10 marks)

GROUP 10

- a. Describe the procedure of a formal exit interview. (10 marks)
- b. Explain the reasons why each of the questions below are asked in an interview. (15 marks)

- i) Tell me about yourself?*
- ii) What are your strengths?*
- iii) Why are you leaving your current job?*
- iv) Why should we hire you?*
- v) Where do you see yourself in the next 5 years?*
- vi) How would your last boss describe you?*
- vii) Tell me about a time when you disagreed with a decision made at work.*

- c. Discuss the different types of questions asked during recruitment interviews. (15 marks)
- d. Outline the factors considered in selecting a recruitment interview panel. (10 marks)

GROUP 11

- a. Using examples from a learning environment, differentiate between formal and informal meetings. (10 marks)
- b. Describe the strategies of running a formal meeting. (15 marks)
- c. Discuss the Do's and Dont's of effective meetings. (15 marks)
- d. Describe the skills a chairperson of a meeting requires to be effective. (10 marks)

