

**UGANDA MARTYRS UNIVERSITY**  
**DEPARTMENT OF LANGUAGES AND COMMUNICATION STUDIES**  
**BUSINESS ENGLISH EXAMINATION (2015-2016)**  
**BSC III, AGRIC III, BAM III AND DDS III**

**DATE: 1<sup>ST</sup> DECEMBER 2015**

**TIME: 09.30 AM – 12.30 PM**

**INSTRUCTIONS**

- 1. Answer THREE (3) questions in all.**
- 2. Question 1 is COMPULSORY.**
- 3. Start each question on a new page.**

**QUESTION 1**

Imagine that your company has had one meeting with customers on the behavior of security guards at your business premises. Another meeting is scheduled to take place in a month's time. Using fictitious information:

- |  |            |
|--|------------|
| a) Write minutes of the previous meeting.                            | (25 marks) |
| b) Write a notice of the meeting that is to take place as scheduled. | (5 marks)  |
| c) Attach relevant documents.  | (10 marks) |

**QUESTION 2**

A friend of yours, the CEO of a big company has approached you to ask for help. His problem is that he has had several strikes in his company and the company runs the risk of running aground. He has two specific questions he would like you to answer as part of the solution to his problems. As a form of help for your friend, write a letter to him/her explaining how he/she can solve his problems by answering his questions, which are:

- i) What are the possible causes of the problems?
- ii) What can I do to either improve the situation or solve the problems? (30 marks)

### **QUESTION 3**

Your husband/wife has told you that you should get rid of the telephone from your business and also stop "wasting money" on mobile phone services so as to save money. What is your reaction to this suggestion? Give reasons. (30 marks)

### **QUESTION 4**

Imagine that a colleague of yours has told you that he likes business meetings because that is the time he/she has to sms all his/her friends and catch up with facebook chats. What advice would you give your colleague? (30 marks)

### **QUESTION 5**

For the last three months of conducting monthly meetings in your company you have not received satisfactory minutes. Before the new secretary started her job you had no problems with the minutes. Discuss what could have brought the change. (30 marks)

### **QUESTION 6**

Language plays a big role in business. Explain, using examples. (30 marks)

**END**