

UGANDA MARTYRS UNIVERSITY
SCHOOL OF ARTS AND SOCIAL SCIENCES
Diploma/BA DDS & LGHRS Year II & III Final Exam 2015/2016
Module 12: Communication Skills and Advocacy

Date: Monday 27th June 2016

Time: 10:00 am- 1:00 pm

Instructions

- *Section A is Compulsory*
 - *Attempt Two (2) Questions from Section B*
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SECTION A COMPULSORY

QUESTION ONE

Uganda Martyrs University is looking for suitable candidates for the position of assistant lecturer in the following departments: local governance (2 positions) and ethics and development (2 positions)

The candidates should possess a bachelors/ diploma in the relevant field. He/she should have at least 2 years working experience. Applications should be addressed to the director, human resource Uganda Martyrs University P.O Box 5498 Kampala Uganda.

- A. Write an application for the above job. Accompany the application with your curriculum vitae (15 marks)
- B. Suppose you have been called for an interview of the above job. Explain your roles as an interviewee: before, during and after the interview (15 marks)
- C. What is the importance of listening: during interviews, in meetings and in lectures? (10 marks)

SECTION B (CHOOSE TWO NUMBERS)

QUESTION TWO

- a. Communication is vital in the smooth running of any organisation / institution. Referring to any organisation of your choice, explain the value of communication: between the employer and the employee (15 marks)

- b. With relevant examples, explain the hindrances to effective communication in the organisation/ institution referred to in A above. (15MARKS)

Question three

Mr. Mukibi is the new director of Mk Transporters Company, he wishes to write his monthly progress report.

- a. Explain to him the pieces of information he should focus on while writing his report(10marks
- b. Explain the importance of such a report in the organization?(10marks
- c. His company is holding a meeting and you are the secretary. Write minutes of that meeting.(10marks

Question four

Simon is having a presentation about the effective use of media, its importance and how it has been misused. He has never been before a congregation.

- a. What steps can you give Simon to follow in preparing to have a successful presentation (15marks
- b. What strategies can he apply to have an effective oral delivery? (15marks

Question five

- a. Mary is a student at Uganda Martyrs University and for her to excel she has to read enough material. With examples explain the poor reading habits that are usually seen amongst readers?(10marks)
- b. How can readers overcome the above poor reading habits. (10marks)
- c. Explain any 6 characteristics of a good reader (10marks)

All the best