

SECTION A: THIS QUESTION IS COMPULSORY

QUESTION 1

1.1 Explain the following terms in academic referencing:

1.1.1 Plagiarism (2 marks)

1.1.2 Indention (2 marks)

1.1.3 Paraphrasing (2 marks)

1.1.4 Ellipsis (2 marks)

1.2 Using the model recommended in your department re-write the following paragraph performing correct in-text referencing:

Teaching practice is an essential component of teacher training programmes as it provides pre-service teachers an induction into the profession says James, Collen and Robert in their 2016 journal article entitled Teachers' Magic Voice. However, Kazea, V. in her 2018 publication on page 38 argues that the teaching practice experience is not always all that it is hoped or expected to be. Pre-service teachers acquire a number of skills for effective professional classroom management such as planning, assessment, communication and classroom control as stated by Zhou and Moyo in 2015. In Beach and Schmit's 2020 publication, Martin and Tosh 2010 page 7 confirm that mentors need to have pedagogical knowledge to guide pre-service teachers in specific teaching practices. (7 marks)

1.3 Using the referencing model recommended in your Department, compile a reference list which contains the following sources:

1.3.1 A book written by Professor A. Holliday in 1994 under the title Appropriate Methodology and Social Context. The book was published in Cambridge by the Cambridge University Press. (3 marks)

1.3.2 An article written by R. Phillipson, Linguistic imperialism appears in a book titled Multilingualism: The Rhetoric, on pages 102 -120. The book was published in 1992 by the Oxford University Press in Cambridge. The book was edited by T. Robinson, and F. Brown. (3 marks)

1.3.3 An article titled Multilingual Writers and the Academic Community: Towards a Critical Relationship. The article is in the Journal of English for Academic

Purposes, Volume 3, Issue Number 7 and appears on pages 29–44. The article was authored by Canagarajah, A. S. in 2002. (3 marks)

1.3.4 A book by R. Zvobgo written in 1986 entitled, Transforming Education: The Zimbabwean Experience appears online at <http://www.educationzimexperience/> and you read this book today. (3 marks)

1.3.5 A report entitled, Education for All: Global Monitoring was published in 2015 by UNESCO in Paris by Government printers. (3 marks)

[TOTAL: 30 MARKS]

SECTION B: ANSWER ONE QUESTION IN THIS SECTION

QUESTION 2

2. Describe the following sections, and explain their functions in a general report:

2.1 Letter of transmittal (5 marks)

2.2 Introduction (5 marks)

2.2 Methods (5 marks)

2.4 Recommendations (5 marks)

[TOTAL: 20 MARKS]

QUESTION 3

3. Pick and Pay Zimbabwe is constructing a new branch in Gweru; Senga suburb. You are the Supervisor of this project. Write a progress report to the Chief Executive Officer explaining the work covered so far. Your report should focus on the following areas:

3.1 The title page (5 marks)

3.2 The research findings and discussions of the progress report. Use at least one visual to aid your discussion (10 marks)

3.3 The conclusions for the report (5 marks)

[TOTAL: 20 MARKS]

SECTION C: ANSWER ONE QUESTION IN THIS SECTION

QUESTION 4

4.1 Define the following terms in academic writing

4.1.1 Topic analysis (2 marks)

4.1.2 Paragraph (2 marks)

4.1.3 Topic sentence (2 marks)

4.1.4 First Draft (2 marks)

4.2 Discuss the significance of any three steps that can be used by a writer in coming up with a good academic essay. (12 marks)

[TOTAL: 20 MARKS]

QUESTION 5

5.1 Explain any four important factors to be considered when planning for an oral presentation (8 marks)

5.2 How does audience analysis (demographics, attitudinal and environmental) help a speaker in the preparation of a good oral presentation. (12 marks)

[TOTAL 20 MARKS]

QUESTION 6

6.1 Give the information presented under work experience in a Curriculum Vitae (12 marks)

6.2 Explain why work experience is required when one is applying for a job. (8 marks)

[TOTAL 20 MARKS]