

UNIVERSITY OF DAR ES SALAAM

COLLEGE OF HUMANITIES

CENTRE FOR COMMUNICATION STUDIES

CL 111 TIMED ESSAY QUESTIONS TO BE DONE ON WEEK 10

(Monday 20 January – Friday 24 January, 2020)

1. Nonverbal communication can complement or contradict verbal communication. Discuss the statement in relation to the types of nonverbal communication.
2. What is the structure of a business letter? What are its elements? How important is it to analyse the readers before writing a business letter?
3. What is style and format of report writing? How style and format of a report differ from that of a literary article?
4. Discourse markers signal the reader tells the reader ‘what and ‘how’ to read. Do you agree? With vivid examples discuss the five types of discourse markers and the way they enhance understanding of the text.