

INSTITUTE OF TECHNOLOGY

BLANCHARDSTOWN

Year	Year 1
Semester	Semester 1 – Autumn Repeat
Date of Examination	(To be completed by the School and Institute) Tuesday 16 th August 2011
Time of Examination	(To be completed by the School and Institute) 10.00am – 12.00pm

Prog Code	BN002	Prog Title	Higher Certificate in Science in Computing in Information Technology	Module Code	COMPH1025
Prog Code	BN013	Prog Title	Bachelor of Science in Computing in Information Technology	Module Code	COMPH1025
Prog Code	BN104	Prog Title	Bachelor of Science (Honours) in Computing	Module Code	COMPH1025

Module Title	Personal and Professional Development
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Internal Examiner(s): Mr. Rónán Mullen

External Examiner(s): Dr Richard Studdert
Mr John Dunnion

Instructions to candidates:

- 1) To ensure that you take the correct examination, please check that the module and programme which you are following is listed in the tables above.
- 2) Students should answer Question 1 and any two other questions.
- 3) Question 1 is worth 40 marks. Questions 2, 3 and 4 are worth 30 marks each.

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Question 1 (Compulsory Question on English Usage)

(a) In the sentence below, please indicate which word or words are:

- (i) the subject of the sentence
- (ii) the verb in the sentence
- (iii) the adjective (s) in the sentence
- (iv) the adverb in the sentence
- (v) the proper noun in the sentence

The little French child, Clotilde, sang beautifully at the concert.

(10 marks)

(b) Punctuate, and rephrase if necessary, the following sentences:

- (i) driving along the road the stray black cow frightened my father
- (ii) i finished up early said jane because i had to go to a meeting
- (iii) i dont have a clue michael retorted do you
- (iv) look its tail is wagging mary said its a grand puppy john replied

(10 marks)

(c) Punctuate:

still smiling mary walked onto the stage winked at the floor manager picked up the microphone and sang its a blue blue christmas without you then the pang came o my god its so true she told herself

(10 marks)

(d) Vocabulary

Specify the correct word to be used in each sentence:

- (i) She was formally/formerly his secretary.
- (ii) The Gardaí tried to elicit/illicit information from the witness.
- (iii) He inferred/implied from the information given that she had stolen the money.
- (iv) When the French scored their/there second goal their/there was cheering in the stands.
- (v) I was a border/boarder in that school once.

(10 marks)

Total: 40 marks

Question 2

- (a) Credibility is at the heart of good public speaking, and it is founded on two pillars: careful preparation and effective delivery. Give five examples of careful preparation, and five of effective delivery. Explain in each case how your presentation would be enhanced by paying attention to these principles.
(10 marks)
- (b) Describe, in five steps, how you would go about researching an oral presentation.
(10 marks)
- (c) Discuss the importance of listening skills and list five ways in which a person can improve their listening skills.
(10 marks)

Total: 30 marks

Question 3

- (a) In a written report, what is a Management/Executive Summary and why would you include one in a report that you prepared?
(5 marks)
- (b) Give three examples of what might feature in the appendices to a formal report. Why would such material go into the appendices and not in the main body of the report?
(15 marks)
- (c) Explain the difference between a Routine Report and a Special Report. Briefly discuss the problems that can arise with Routine Reports.
(5 marks)
- (d) Name four different sections that might appear in any report, apart from those mentioned and highlighted above.
(5 marks)

Total: 30 marks

Question 4

- (a) “We can see conflict as a bad thing which is always fatal to good relationships between people. Or we can take a more optimistic view, and say that conflict, properly managed, can lead to organisational success and harmonious relationships between people.” Discuss.

(10 marks)

- (b) What does ‘SQ3R’ stand for? Explain its relevance to study.

(10 marks)

- (c) Discuss ways in which people can improve their reading speed and discuss *regression* and *vocalisation* in particular.

(10 marks)

Total: 30 marks