

INSTITUTE OF TECHNOLOGY BLANCHARDSTOWN

Academic term	2011/12
Year	Year 1
Semester	Semester 1
Date of Examination	Thursday 12 January 2012
Time of Examination	12.30pm – 2.30pm

Prog Code	BN002	Prog Title	Higher Certificate in Science in Computing in Information Technology	Module Code	COMP H1033
Prog Code	BN013	Prog Title	Bachelor of Science in Computing in Information Technology	Module Code	COMP H1033
Prog Code	BN104	Prog Title	Bachelor of Science (Honours) in Computing	Module Code	COMP H1033

Module Title	Personal and Professional Development
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Internal Examiner(s): *Mr Ronán Mullen*

External Examiner(s): *Dr Richard Studdert*

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 table above.
- 2) Question 1 is worth 40 marks and is compulsory.
- 3) All other questions are worth 30 marks. Answer any two of these.
- 4) Attempt all parts of each question chosen.

DO NOT TURN OVER THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

Question 1 (Compulsory Question on English Usage)

(a) Parts of Speech

- (i) Write a sentence in which there is a subject, verb and object and indicate clearly which word/words constitute the subject, verb and object.
- (ii) Write a sentence with a preposition in it, and underline the preposition.
- (iii) Write out the subject pronouns and write out the object pronouns.

(10 marks)

(b) Punctuation

Write out the following passage and insert in full stops, commas, dashes, capital letters, quotation marks, brackets and anything else that is required:

crossing to the podium mrs delaney obviously nervous picked up her cue cards adjusted her glasses cleared her throat and began distinguished visitors honoured guests ladies and gentlemen thats been a moving exciting exhilarating evening dont you think however all good things er come to you know an end

(10 marks)

(c) Non-verbal communication

“The thing about Non-verbal Communication is that you should never assume too little and you should never assume too much. NVC varies from culture to culture, it’s sometimes ambiguous and more often than not it’s unconscious.” Discuss.

(20 marks)

Total: 40 marks

Question 2

- (a) Discuss the different methods of assessing candidates for a job and comment on the relative value of each method. Comment on the choice of interviews in particular and on the relative advantages of one or more persons sitting on an interview panel. (10 marks)

- (b) Briefly explain the following:
- biographical interviews
- structured interviews
- stress interviews
- probing questions
- situational questions (10 marks)

- (c) If you were preparing a written report on some topic, why would you include an 'executive summary'?

What would be the purpose of 'appendices'?

What would be the difference between 'references' and 'bibliography'?

Name five main stages in the production of such a report.

(10 marks)

Total: 30 marks

Question 3

- (a) Discuss the factors that can affect a person's self-esteem positively and negatively in a workplace situation. (10 marks)

- (b) Briefly define the following terms:
- synergy
- norms
- groupthink
- homogenous groups
- social loafing (10 marks)

- (c) What was the 'Milgram Obedience Experiment' and what lesson can be drawn from it in relation to teamwork? (10 marks)

Total: 30 marks

Question 4

- (a) Name five different types of meetings. (5 marks)
- (b) Give five different reasons for holding meetings. (5 marks)
- (c) Briefly explain the following terms in the context of meetings:
- agenda
- minutes
- point of order
- amendments
- quorum (10 marks)
- (d) The first thing to do when preparing an oral presentation is to 'identify your audience'. Explain what you understand by this. (5 marks)
- (e) Presenters should usually visit the venue for the presentation beforehand. Say why, giving five issues to be considered. (5 marks)

Total: 30 marks