



TAKORADI TECHNICAL UNIVERSITY
CENTRE FOR LANGUAGES AND LIBERAL STUDIES
RESIT SECOND SEMESTER EXAMINATIONS- 2023 DECEMBER

PROGRAMME	DIPLOMA OF TECHNOLOGY
COURSE TITLE AND CODE	COMMUNICATION SKILLS 2 (COS 102)
TIME ALLOWED	TWO HOURS
INSTRUCTIONS	ANSWER SECTION A AND ANY OTHER TWO QUESTIONS FROM SECTION B

SECTION A (COMPULSORY)

For the past two years, the customer patronage at Marble Beach Resort has reduced drastically. The CEO has set up a five-member committee to look into the situation to know why people are not coming to the facility as before. You have been appointed as secretary to the committee. Write your report to the CEO.

(40marks)

SECTION B

Question One

A LANBAK Mining, a mining company at Takwa, is looking for qualified people to occupy various positions in their outfit. The company advertised in The Mirror of 22nd March 2023. Write an application letter and CV to the manager of LANBAK Mining via postal address C224.

(30marks)

Question Two

Write an expository essay on three reasons why every foreign tourist should visit Ghana. Your essay should be about 300 words.

(30marks)