



**TAKORADI
TECHNICAL
UNIVERSITY**



**CENTRE FOR
LANGUAGES
& LIBERAL STUDIES**

**TAKORADI TECHNICAL UNIVERSITY
CENTRE FOR LANGUAGES AND LIBERAL STUDIES
COMMUNICATION AND MEDIA STUDIES
SECOND SEMESTER RESIT EXAMINATION- 2023**

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| PROGRAMME | 4 YEAR BTECH |
| COURSE TITLE AND CODE | COMMUNICATION SKILLS/COS 101 |
| FACULTY | ALL FACULTIES |
| TIME ALLOWED | TWO HOURS |
| INSTRUCTIONS | ANSWER SECTION A AND ANY TWO QUESTIONS IN SECTION B |

SECTION A (COMPULSORY)

SECTION A

Answer both questions from this section (40 Marks)

1. a. Indiscriminate absenteeism among the staff of your company has been on the ascendency for the past six (6) months. The Human Resource Manager of your company has therefore instructed a five-member committee to investigate the factors responsible for this misnomer and suggest some corrective measures. As the secretary to the committee, write your report to the Human Resource Manager.

b. Write a transmittal letter as a cover to your report above.

SECTION B

Answer any two questions from this section

1. In the Ghanaian Times of 07th November, 2020, Ghana Institute of Engineering advertised their need for qualified Engineers to occupy various national positions in the association. As a professional in your field of engineering, write a letter to the president of the association, via Postal Address 2027, applying for a position you are capable of occupying. Attach a well-developed Curriculum Vitae to your application above. (30 marks)
2. Read the following passage carefully and answer the questions that follow

We have often hard students making wild assertions that the public examining bodies are their worst enemies. Some, in fact, see the officials of these public examining bodies as wicked souls scheming day and night to devise ways of failing them. How correct are these assertions? The facts will speak for themselves. The task of setting an examination paper begins long before the examination day. Indeed, months or years before then, seasoned experts in the various subjects are given the teaching and examination syllabuses and requested to set questions. These are compiled for subsequent scrutiny. Then a second set of experts is invited to examine the questions critically, make necessary modifications and come up with questions that conform to