

Question 1: Please describe types of either verbal or non-verbal (Choice) communications and their examples. (6 MARKS) — CLO 1

2 Question 2: Describe personal grooming in a professional manner and quote example of student attire at their University. (3 MARKS) — CLO 3

3 Question 3: Describe the outlines below with a real world example. (4 MARKS) — CLO 2

☐ Employee Safety

☐ Work Safety

☐ Safety in Computer Field

☒ Types of Safety involved in Computing

4 Question 4: What are the main consequences of an unsafe working environment? Describe any two of your choice. (3 MARKS)

5 Question 5: What are the core responsibilities of a HRM department. Describe any two of your choice. (4 MARKS)

End of Exam