UNIVERSITY OF FORT HARE

PROFESSIONAL COMMUNICATION
CMP322

NOVEMBER EXAMINATION

2024

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Time: 3 hours

Subject: CMP322

Marks: 100

This paper consists of 2 pages including the cover page

Internal Examiners
Dr S. Marawu

External Examiners
Professor Dr Jean Rossmann

INSTRUCTIONS

Answer TWO questions from the list of given questions

Question 1

Discuss the importance of effective communication in the workplace (50)

Question 2

Discuss the core principles of business writing under the following:

- Clarity
- Conciseness
- Structure
- Accuracy

(50)

Question 3

You have been asked to develop a report by your supervisor. Write an essay in which you give the steps you would take to compile the report. State the type of report you would write and explain what each step entails and give justification for its use. (50)