

UNIVERSITY OF FORT HARE

FOUNDATION PROGRAMME FOR MANAGEMENT AND COMMERCE

<p>BUSINESS ENGLISH AEB 121 L & AEB121 F</p>
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SUPPLEMENTARY EXAMINATIONS
JANUARY
2019

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Time:	3 Hours
Subject:	English
Marks:	100

This paper consists of 4 pages including the cover page
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INSTRUCTIONS

1. Write your name, surname and student number in the folio paper provided
2. All answers should be written on the answer sheet, NOT the question paper
3. Number the ANSWER correctly with the question NUMBER.
4. Answer all questions in INK ONLY (no pencil)
5. You may NOT detach the staple on this question paper
6. Pay special attention to mark allocations
7. Also pay attention to spelling and grammar

Ms L. Seekoe

QUESTION 1: EMAILS, LETTERS, MEMOS

1.1) Provide one word that defines the following terminologies:

1.1.1) Tone

1.1.2) Style

1.1.3) Register

1.1.4) Function

1.1.5) Purpose

(5)

1.2) You are a university student in a first year level writing class. You know an assignment is due in a week that you will not be able to complete on time because of a test you have for another class. You also know that this professor has a policy where late work is penalized except when students inform the professor ahead of time that the work will be late. **Email** your professor to explain the situation and to ask for a one-week extension. (you do not have to include email addresses)

(5)

1.3) Write your own **CV and a cover letter** for a job application: Decide on a job that you would want to apply for in the near future and explain why the skills, experience and qualifications listed in your CV make you a valuable and useful addition to the organisation.

(20)

1.4) You are a sales consultant at *Virgin Active* and have noticed that one of your colleagues is getting paid more than you. You have brought it up to your other fellow colleagues and they have suggested that you write a memorandum to the rest of the staff concerning the issue. The purpose of this letter is to complain and the company's address is the following:

VIRGIN ACTIVE HEAD OFFICE
cnr Main Road & Campground Road
Claremont
Cape Town
7708

(10)

QUESTION 2: GRAMMAR

2.1) Create ONE sentence for the following Homophones (do not write two separate sentences). For example bear and bare: *Tom likes to walk around his house in bare feet. But I told him that he should wear some shoes when we go camping, because we might come across a bear or two.*

2.1.1) break, brake

2.1.2) it's, its

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2.1.3) your, you're

2.1.4) effect, affect

2.1.5) breath breathe

(5)

2.2) Write TRUE or FALSE to the following meaning of the suffixes:

2.2.1) these words have a long 'e' sound

Foreign, forfeit, height, weigh

2.2.2) We write 'e' before 'i', when words have a long 'e' sound

2.2.3) the spelling of these words is South African:

Analyze, fulfill, cozy, fiber

2.2.4) the noun in this sentence should be abbreviated

It is always windy and rainy in Port Elizabeth

2.2.5) The syntax within the sentence that is in italics is correct

Did you ever speak to him yesterday?

Yes, I spoke to him yesterday.

(5)

QUESTION 3: REPORTS

3.1) Draw a pie chart with your own title. Include a caption, name, key or label.

(5)

3.2) Draw a formal table for the following title: *The number of people in the Eastern Cape who shop at Woolworths*. Include a paragraph that interprets the table (120 – 150 words)

(10)

3.3) Draw a double bar graph for the following title: *Students at the University of Fort Hare who are studying BCom in Economics*. Include a paragraph that interprets the graph (120-150 words)

(10)

QUESTION 4: ORAL COMMUNICATION

4.1) What are the five steps one should follow when preparing for a speech.

(5)

4.2) Explain the function of the following terminology in one sentence:

4.2.1) Extemporaneous Speech

4.2.2) Notes/Cue Cards

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4.2.3) Repetition

4.2.4) Manuscript

4.2.5) Impromptu

4.2.6) Elaboration

(6)

QUESTION 5: VISUALS

5.1) Provide one advantage and one disadvantage of the following types of visual aids:

5.1.1) Handouts

5.1.2) Overhead Projectors

5.1.3) Audio Tapes

(6)

5.2) Write a paragraph explaining the differences of AID Action rule between the two adverts below.



(8)

Table A-8. Critical values (at 5% and 1% significance levels) for Duncan's Multiple Range Test.

df	Number of consecutive means (p) to be compared																					
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	100
1	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97	17.97
2	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085	6.085
3	4.501	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516	4.516
4	3.927	4.013	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033	4.033
5	3.635	3.749	3.797	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814	3.814
6	3.461	3.587	3.649	3.694	3.694	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697	3.697
7	3.344	3.477	3.548	3.611	3.611	3.622	3.622	3.626	3.626	3.626	3.626	3.626	3.626	3.626	3.626	3.626	3.626	3.626	3.626	3.626	3.626	3.626
8	3.261	3.399	3.475	3.549	3.549	3.56	3.56	3.575	3.575	3.579	3.579	3.579	3.579	3.579	3.579	3.579	3.579	3.579	3.579	3.579	3.579	3.579
9	3.199	3.339	3.420	3.502	3.502	3.523	3.523	3.536	3.536	3.544	3.544	3.544	3.544	3.544	3.544	3.544	3.544	3.544	3.544	3.544	3.544	3.544
10	3.151	3.293	3.376	3.465	3.465	3.489	3.489	3.505	3.505	3.516	3.516	3.516	3.516	3.516	3.516	3.516	3.516	3.516	3.516	3.516	3.516	3.516
11	3.113	3.256	3.342	3.397	3.397	3.435	3.435	3.462	3.462	3.480	3.480	3.493	3.501	3.509	3.510	3.510	3.510	3.510	3.510	3.510	3.510	3.510
12	3.082	3.225	3.313	3.370	3.370	3.410	3.410	3.439	3.439	3.459	3.459	3.474	3.484	3.496	3.499	3.499	3.499	3.499	3.499	3.499	3.499	3.499
13	3.055	3.200	3.289	3.348	3.348	3.389	3.389	3.419	3.419	3.442	3.442	3.458	3.470	3.484	3.490	3.490	3.490	3.490	3.490	3.490	3.490	3.490
14	3.033	3.178	3.268	3.329	3.329	3.372	3.372	3.403	3.403	3.426	3.426	3.444	3.457	3.474	3.482	3.484	3.485	3.485	3.485	3.485	3.485	3.485
15	3.014	3.160	3.250	3.312	3.312	3.356	3.356	3.389	3.389	3.413	3.413	3.432	3.446	3.465	3.476	3.480	3.481	3.481	3.481	3.481	3.481	3.481
16	2.998	3.144	3.235	3.298	3.298	3.343	3.343	3.376	3.376	3.402	3.402	3.422	3.437	3.458	3.470	3.477	3.478	3.478	3.478	3.478	3.478	3.478
17	2.984	3.130	3.222	3.285	3.285	3.331	3.331	3.366	3.366	3.392	3.392	3.412	3.429	3.451	3.465	3.473	3.476	3.476	3.476	3.476	3.476	3.476
18	2.971	3.118	3.210	3.274	3.274	3.321	3.321	3.356	3.356	3.383	3.383	3.405	3.421	3.445	3.460	3.470	3.474	3.474	3.474	3.474	3.474	3.474
19	2.960	3.107	3.199	3.264	3.264	3.311	3.311	3.347	3.347	3.375	3.375	3.397	3.415	3.440	3.456	3.467	3.472	3.472	3.472	3.472	3.472	3.472
20	2.950	3.097	3.190	3.255	3.255	3.303	3.303	3.339	3.339	3.368	3.368	3.391	3.409	3.436	3.453	3.464	3.470	3.473	3.473	3.473	3.473	3.473
24	2.919	3.066	3.160	3.226	3.226	3.276	3.276	3.315	3.315	3.345	3.345	3.370	3.390	3.420	3.441	3.456	3.465	3.471	3.475	3.475	3.475	3.477
30	2.888	3.035	3.131	3.199	3.199	3.250	3.250	3.290	3.290	3.322	3.322	3.349	3.371	3.405	3.430	3.447	3.460	3.470	3.477	3.477	3.477	3.486
40	2.858	3.006	3.102	3.171	3.171	3.224	3.224	3.266	3.266	3.300	3.300	3.328	3.352	3.390	3.418	3.439	3.456	3.469	3.479	3.479	3.479	3.504
60	2.829	2.976	3.073	3.143	3.143	3.198	3.198	3.241	3.241	3.277	3.277	3.307	3.333	3.374	3.406	3.431	3.451	3.467	3.481	3.481	3.481	3.537
120	2.800	2.947	3.045	3.116	3.116	3.172	3.172	3.217	3.217	3.254	3.254	3.287	3.314	3.359	3.394	3.423	3.446	3.466	3.483	3.483	3.483	3.691
∞	2.772	2.918	3.017	3.089	3.089	3.146	3.146	3.193	3.193	3.232	3.232	3.265	3.294	3.343	3.382	3.414	3.442	3.466	3.486	3.486	3.486	3.735

12322

Table of F-statistics P=0.05

df2 \ df1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	22	24	26	28	30	35	40	45	50	60	70	80	100	200	500	1000	df1/df2 > 1000	
3	10.13	9.55	9.28	9.12	9.01	8.94	8.89	8.85	8.81	8.79	8.76	8.74	8.73	8.71	8.70	8.69	8.68	8.67	8.67	8.66	8.65	8.64	8.63	8.62	8.62	8.60	8.59	8.59	8.58	8.57	8.57	8.56	8.55	8.54	8.53	8.54	3	
4	7.71	6.94	6.59	6.39	6.26	6.16	6.09	6.04	6.00	5.96	5.94	5.91	5.89	5.87	5.86	5.84	5.83	5.82	5.81	5.80	5.79	5.77	5.76	5.75	5.75	5.73	5.72	5.71	5.70	5.69	5.68	5.67	5.66	5.65	5.64	5.63	4	
5	6.61	5.79	5.41	5.19	5.05	4.95	4.88	4.82	4.77	4.74	4.70	4.68	4.66	4.64	4.62	4.60	4.59	4.58	4.57	4.56	4.54	4.53	4.52	4.50	4.50	4.48	4.46	4.45	4.44	4.43	4.42	4.41	4.39	4.37	4.36	5		
6	5.99	5.14	4.76	4.53	4.39	4.28	4.21	4.15	4.10	4.06	4.03	4.00	3.98	3.96	3.94	3.92	3.91	3.90	3.88	3.87	3.86	3.84	3.83	3.82	3.81	3.79	3.77	3.76	3.74	3.73	3.72	3.71	3.69	3.68	3.67	6		
7	5.59	4.74	4.35	4.12	3.97	3.87	3.79	3.73	3.68	3.64	3.60	3.57	3.55	3.53	3.51	3.49	3.48	3.47	3.46	3.44	3.44	3.43	3.41	3.40	3.39	3.38	3.36	3.34	3.33	3.30	3.29	3.27	3.25	3.24	3.23	7		
8	5.32	4.46	4.07	3.84	3.69	3.58	3.50	3.44	3.39	3.35	3.31	3.28	3.26	3.24	3.22	3.20	3.19	3.17	3.16	3.15	3.13	3.12	3.10	3.09	3.08	3.06	3.04	3.03	3.02	3.01	2.99	2.97	2.95	2.94	2.93	8		
9	5.12	4.26	3.86	3.63	3.48	3.37	3.29	3.23	3.18	3.14	3.10	3.07	3.05	3.03	3.01	2.99	2.97	2.96	2.95	2.94	2.92	2.90	2.89	2.87	2.86	2.84	2.83	2.81	2.80	2.79	2.78	2.76	2.75	2.74	2.71	2.71	9	
10	4.96	4.10	3.71	3.48	3.33	3.22	3.14	3.07	3.02	2.98	2.94	2.91	2.89	2.86	2.85	2.83	2.81	2.80	2.79	2.77	2.75	2.74	2.72	2.71	2.70	2.68	2.66	2.65	2.64	2.62	2.61	2.60	2.59	2.56	2.55	2.54	10	
11	4.84	3.98	3.59	3.36	3.20	3.09	3.01	2.95	2.90	2.85	2.82	2.79	2.76	2.74	2.72	2.70	2.69	2.67	2.66	2.65	2.63	2.61	2.59	2.58	2.57	2.55	2.53	2.52	2.51	2.49	2.48	2.47	2.46	2.43	2.41	2.41	11	
12	4.75	3.89	3.49	3.26	3.11	3.00	2.91	2.85	2.80	2.75	2.72	2.69	2.66	2.64	2.62	2.60	2.58	2.57	2.56	2.54	2.52	2.51	2.49	2.48	2.47	2.45	2.43	2.41	2.40	2.38	2.37	2.36	2.35	2.32	2.31	2.30	12	
13	4.67	3.81	3.41	3.18	3.03	2.92	2.83	2.77	2.71	2.67	2.63	2.60	2.58	2.55	2.53	2.51	2.50	2.48	2.47	2.46	2.44	2.42	2.41	2.39	2.38	2.36	2.34	2.33	2.31	2.30	2.28	2.27	2.26	2.23	2.22	2.21	2.21	13
14	4.60	3.74	3.34	3.11	2.96	2.85	2.76	2.70	2.65	2.60	2.57	2.53	2.51	2.48	2.46	2.44	2.43	2.41	2.40	2.39	2.37	2.35	2.33	2.32	2.30	2.28	2.26	2.25	2.22	2.20	2.19	2.18	2.16	2.15	2.14	2.13	14	
15	4.54	3.68	3.29	3.06	2.90	2.79	2.71	2.64	2.59	2.54	2.51	2.48	2.45	2.42	2.40	2.38	2.37	2.35	2.34	2.33	2.31	2.29	2.27	2.26	2.24	2.22	2.20	2.19	2.17	2.16	2.15	2.14	2.12	2.10	2.08	2.07	15	
16	4.49	3.63	3.24	3.01	2.85	2.74	2.66	2.59	2.54	2.49	2.46	2.42	2.40	2.37	2.35	2.33	2.32	2.30	2.29	2.28	2.25	2.24	2.22	2.21	2.19	2.17	2.15	2.14	2.12	2.11	2.09	2.08	2.07	2.04	2.02	2.01	16	
17	4.45	3.59	3.20	2.96	2.81	2.70	2.61	2.55	2.49	2.45	2.41	2.38	2.35	2.33	2.31	2.29	2.27	2.26	2.24	2.23	2.21	2.19	2.17	2.16	2.15	2.12	2.10	2.09	2.08	2.06	2.05	2.02	2.00	1.99	1.97	1.96	17	
18	4.41	3.55	3.16	2.93	2.77	2.66	2.58	2.51	2.46	2.41	2.37	2.34	2.31	2.29	2.27	2.25	2.23	2.22	2.20	2.19	2.17	2.15	2.13	2.12	2.10	2.08	2.07	2.05	2.04	2.02	2.00	1.99	1.98	1.95	1.93	1.92	18	
19	4.38	3.52	3.13	2.90	2.74	2.63	2.54	2.48	2.42	2.38	2.34	2.31	2.28	2.26	2.23	2.21	2.20	2.18	2.17	2.16	2.13	2.11	2.10	2.08	2.07	2.05	2.03	2.01	2.00	1.98	1.97	1.96	1.94	1.91	1.89	1.88	19	
20	4.35	3.49	3.10	2.87	2.71	2.60	2.51	2.45	2.39	2.35	2.31	2.28	2.25	2.23	2.20	2.18	2.17	2.15	2.14	2.12	2.10	2.08	2.07	2.05	2.04	2.02	2.00	1.99	1.98	1.97	1.95	1.93	1.92	1.91	1.88	1.86	1.85	20
22	4.30	3.44	3.05	2.82	2.66	2.55	2.46	2.40	2.34	2.30	2.26	2.23	2.20	2.17	2.15	2.13	2.11	2.10	2.08	2.07	2.05	2.03	2.01	2.00	1.98	1.96	1.94	1.92	1.91	1.89	1.88	1.86	1.85	1.82	1.80	1.79	1.78	22
24	4.26	3.40	3.01	2.78	2.62	2.51	2.42	2.36	2.30	2.25	2.22	2.18	2.15	2.13	2.11	2.09	2.07	2.05	2.04	2.03	2.00	1.98	1.97	1.95	1.94	1.91	1.89	1.88	1.86	1.84	1.83	1.82	1.80	1.77	1.75	1.74	1.73	24
26	4.23	3.37	2.98	2.74	2.59	2.47	2.39	2.32	2.27	2.22	2.18	2.15	2.12	2.09	2.07	2.05	2.03	2.02	2.00	1.99	1.97	1.95	1.93	1.91	1.90	1.87	1.85	1.84	1.82	1.80	1.79	1.78	1.76	1.73	1.71	1.70	1.69	26
28	4.20	3.34	2.95	2.71	2.56	2.45	2.36	2.29	2.24	2.19	2.15	2.12	2.09	2.06	2.04	2.02	2.00	1.99	1.97	1.96	1.93	1.91	1.90	1.88	1.87	1.84	1.82	1.80	1.79	1.77	1.75	1.74	1.73	1.69	1.67	1.66	28	
30	4.17	3.32	2.92	2.69	2.53	2.42	2.33	2.27	2.21	2.16	2.13	2.09	2.06	2.04	2.01	1.99	1.98	1.96	1.95	1.93	1.91	1.89	1.87	1.85	1.84	1.81	1.79	1.77	1.76	1.74	1.72	1.71	1.70	1.66	1.64	1.63	30	
35	4.12	3.27	2.87	2.64	2.49	2.37	2.29	2.22	2.16	2.11	2.08	2.04	2.01	1.99	1.96	1.94	1.92	1.91	1.89	1.88	1.85	1.83	1.82	1.80	1.79	1.76	1.74	1.72	1.70	1.68	1.66	1.65	1.63	1.60	1.57	1.56	35	
40	4.08	3.23	2.84	2.61	2.45	2.34	2.25	2.18	2.12	2.08	2.04	2.00	1.97	1.95	1.92	1.90	1.89	1.87	1.85	1.84	1.81	1.79	1.77	1.76	1.74	1.72	1.70	1.68	1.66	1.64	1.62	1.61	1.59	1.55	1.53	1.52	40	
45	4.06	3.20	2.81	2.58	2.42	2.31	2.22	2.15	2.10	2.05	2.01	1.97	1.94	1.92	1.89	1.87	1.86	1.84	1.82	1.81	1.78	1.76	1.74	1.73	1.71	1.69	1.66	1.64	1.63	1.60	1.59	1.57	1.55	1.51	1.49	1.48	45	
50	4.03	3.18	2.79	2.56	2.40	2.29	2.20	2.13	2.07	2.03	1.99	1.95	1.92	1.89	1.87	1.85	1.83	1.81	1.80	1.78	1.76	1.74	1.72	1.70	1.68	1.66	1.65	1.63	1.61	1.59	1.57	1.54	1.52	1.48	1.46	1.45	50	
60	4.00	3.15	2.76	2.53	2.37	2.25	2.17	2.10	2.04	1.99	1.95	1.92	1.89	1.86	1.84	1.82	1.80	1.78	1.76	1.75	1.72	1.70	1.68	1.66	1.65	1.63	1.61	1.59	1.57	1.54	1.52	1.48	1.44	1.41	1.40	1.39	60	
70	3.98	3.13	2.74	2.50	2.35	2.23	2.14	2.07	2.02	1.97	1.93	1.89	1.86	1.84	1.81	1.79	1.77	1.75	1.74	1.72	1.70	1.67	1.65	1.64	1.62	1.60	1.59	1.57	1.54	1.52	1.49	1.47	1.45	1.40	1.37	1.36	70	
80	3.96	3.11	2.72	2.49	2.33	2.21	2.13	2.06	2.00	1.95	1.91	1.88	1.84	1.82	1.79	1.77	1.75	1.73	1.72	1.70	1.68	1.65	1.63	1.62	1.60	1.59	1.57	1.54	1.52	1.48	1.46	1.45	1.43	1.38	1.35	1.34	80	
100	3.94	3.09	2.70	2.46	2.31	2.19	2.10	2.03	1.97	1.93	1.89	1.85	1.82	1.79	1.77	1.75	1.73	1.71	1.69	1.68	1.65	1.63	1.61	1.59	1.57	1.54	1.52	1.49	1.48	1.45	1.43	1.41	1.39	1.34	1.31	100		
200	3.89	3.04	2.65	2.42	2.26	2.14	2.06	1.98	1.93	1.88	1.84	1.80	1.77	1.74	1.72	1.69	1.67	1.66	1.64	1.62	1.60	1.57	1.55	1.53	1.52	1.49	1.48	1.46	1.43	1.41	1.39	1.36	1.32	1.26	1.22	1.19	200	
500	3.86	3.01	2.62	2.39	2.23	2.12	2.03	1.96	1.90	1.85	1.81	1.77	1.74	1.71	1.69	1.66	1.64	1.62	1.61	1.59	1.56	1.54	1.52	1.50	1.48	1.45	1.42	1.40	1.38	1.35	1.32	1.30	1.28	1.21	1.16	1.14	500	
1000	3.85	3.00	2.61	2.38	2.22	2.11	2.02	1.95	1.89	1.84	1.80	1.76	1.73	1.70	1.68	1.65	1.63	1.61	1.60	1.58	1.55	1.53	1.51	1.49	1.47	1.43	1.41	1.38	1.36	1.33	1.31	1.29	1.26	1.19	1.13	1.11	1000	
> 1000	1.04	3.00	2.61	2.37	2.21	2.10	2.01	1.94	1.88	1.83	1.79	1.75	1.72	1.69	1.67	1.64	1.62	1.61	1.59	1.57	1.54	1.52	1.50	1.48	1.46	1.42	1.40	1.37	1.35	1.32	1.30	1.28	1					