

UNIVERSITY OF FORT HARE

FOUNDATION PROGRAMME FOR MANAGEMENT AND COMMERCE

BUSINESS ENGLISH

AEB 121 L

EXAMINATION
NOVEMBER 2019

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Time: 3 Hours

Subject: English

Marks: 100

Internal examiners: Prof C.Uwah

This paper consists of 4 pages including the cover page

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

SECTION A:

1. Match the alphabet (example: K) with the correct number (example: 0)

e.g:0	Subject Line	K	specifying the topic of the letter
1.1	Letterhead	A	A greeting
1.2	Purpose	B	To convince a reader
1.3	Informative	C	the reason for addressing the audience or reader
1.4	Directive	D	Address of the sender
1.5	Formal	E	Friendly/warm. Rude/Cold
1.6	Tone	F	Passive: Less detailed. Active: Detailed information
1.7	Register	G	Using complete, grammatically correct sentences, and avoid colloquialisms, slang or abbreviations
1.8	Salutation	H	The address of the recipient
1.9	Persuade	I	Influencing the audience to respond in a desired manner
1.10	Inside Address	J	provide specific details to assist audience in making a decision

(10)

2. Compose a CV and a cover letter for the following Job Advert:

Vacancy Details

Employer: RPO Services

Position: Pharmacy Manager

Are you a qualified Pharmacist, with extensive supervisory / management experience in the private hospital sector?

Are you looking for growth in your career, to be able to manage a large hospital pharmacy?

If yes, then we have your dream job you have been looking for!

Our client represents a private hospital in a small town in the Eastern Cape, who is now looking for an individual such as yourself to manage their hospital pharmacy as the Pharmacy Manager and Responsible Pharmacist.

Send your application along with a CV to the following address:

Unit B207, Buchanan Square, 160 Sir Lowry Rd, Woodstock, Cape Town, 7925

(20)

3.1 Create a sentence for the following Homophones. 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.

3.1.1. threw, through

3.1.2. knot, not

3.1.3. weather, whether

3.1.4. accept, except

3.1.5. effect, affect

3.2. Write TRUE or FALSE to the following meaning of these grammar rules:

3.2.1 these words have a short 'e' sound

Achieve, hygiene, diesel, believe

3.2.2 We Capitalise a word when naming seasons and names of historical periods.

3.2.3 The spelling of these words is South African:

Color, defense, judgment, theatre, travelled, center

3.2.4 the noun in this sentence should be written in full.

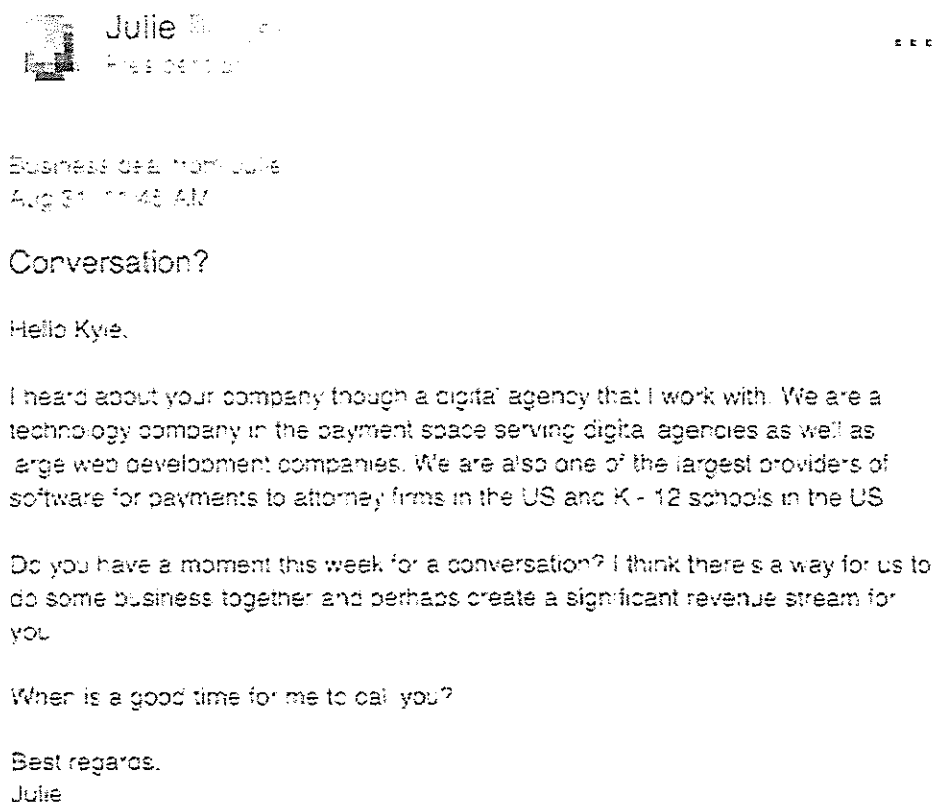
The E.C is one of the poorest provinces in South Africa

3.2.5 This is the definition of a homophone.

Homophones are pairs of words that sound the same and have the same meanings.

(10)

4. Identify the tone, register, style, function and purpose in the following email and provide a reason for your answer:



(10)

12 NOV 19

08:30

125

SECTION B:

1. Provide the term that belongs to each of its definitions:

- 1.1. Should solve problems that have been investigated and provide instructions
- 1.2. To compile information, illustrate information and analyze information
- 1.3. To inform and Advise
- 1.4. Synopsis of the entire document on one page including purpose, findings, conclusion and recommendations.
- 1.5. Must not end the report but reflect the findings and the meaning of the evidence.
- 1.6. repetitive
- 1.7. Informative and evaluative.
- 1.8. A logical order with each section beginning on a new page.
- 1.9. background information that will assist the reader in the understand the point of the project.
- 1.10. It includes special problems encountered, recommendations and appreciation for participating individuals

(10)

2. Answer the following question:

You are lecturer in the English Department at the University of Fort Hare. The Head of Department, Prof. Chijioke Uwah has requested a report from you regarding the progress of Foundation students from the Commerce Faculty. Write a **memorandum** using the following address:

50 Church St, East London Cbd, East London, 5200

(20)

3. Answer the following questions for data interpretation:

3.1. Draw a pie chart for the following data:

Time spent by a child during the day: Sleep: 8 hours, School: 6 hours, Homework: 4 hours, Play: 4 hours, Others: 2 Hours

3.2. Represent the above-mentioned information in the form of a bar graph.

Time spent by a child during the day: Sleep: 8 hours, School: 6 hours, Homework: 4 hours, Play: 4 hours, Others: 2 Hours

(10x2)