



# MURANG'A UNIVERSITY OF TECHNOLOGY

## SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF LIBERAL STUDIES

UNIVERSITY ORDINARY EXAMINATION

2018/2019 ACADEMIC YEAR

**THIRD YEAR SECOND SEMESTER EXAMINATION FOR, BACHELOR OF**

**CLC 207 – FUNCTIONAL WRITING**

DURATION: 2 HOURS

DATE:

TIME:

**Instructions to candidates:**

1. Answer question One and Any Other Two questions.
2. Mobile phones are not allowed in the examination room.
3. You are not allowed to write on this examination question paper.

**SECTION A: ANSWER ALL QUESTIONS IN THIS SECTION**

**QUESTION ONE (30 MARKS)**

- a) Explain the following terms as used in the functional writing
- (i) Agenda (2 marks)
  - (ii) Report (2 marks)
  - (iii) Minutes (2 marks)
  - (iv) Interviews (2 marks)
  - (v) Advertisement (2 marks)
- b) Your club is holding its Annual General Meeting before the end of the month write a memo inviting members for the meeting. (8 marks)
- c) (i) Describe three principles that should guide you when writing an official document (6 marks)
- (ii) Explain three qualities of a good report (6 marks)

**SECTION B – ANSWER ANY TWO QUESTIONS IN THIS SECTION**

**QUESTION TWO (20 MARKS)**

- a) Describe 3 factors you may consider when coming up with an advertisement (6 marks)
- b) Describe any 4 types of interviews (14 marks)

**QUESTION THREE (20 MARKS)**

- a) You are the secretary in your club; write a notification of a special meeting inviting the members. (15 marks)
- b) State any five roles of a secretary in an organization (5 marks)

**QUESTION FOUR (20 MARKS)**

- a) You've been invited for an interview in one of the companies. Write a letter to the dean through the chair requesting for a recommendation letter. (10 marks)
- b) Outline the components of official minutes. (10 marks)