



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

PAPER CODE TDCH111	PROGRAMME NDCR, NDICT, NDRA, NDAE, NDLT, NDME, NDWE, NDCE, NDA, NDEE YEAR I, SEMESTER I	DATE WEDNESDAY, 21 ST DECEMBER 2022
SERIES NOV/DEC 2022	PAPER NAME COMMUNICATION SKILLS AND HUMANITIES	TIME ALLOWED 3 HOURS
YOU SHOULD HAVE THE FOLLOWING FOR THIS EXAMINATION Answer booklet Blue/Black pen		

INSTRUCTIONS TO CANDIDATES

1. This paper consists of **eight** questions.
2. Answer only **five** questions.
3. All questions carry **equal** marks.
4. All answers to each question should begin on a **fresh page**.
5. **Do not** write anywhere on this question paper.
6. All rough work should be done in the official answer booklet provided.
7. Read other instructions on the answer booklet.

Question One

Tapu Engineering Company has appointed you as a site supervisor to manage new projects.

- (a) Outline **four** instances under which you would use oral communication. (04 marks)
- (b) Explain **four** non-verbal symbols to observe during the execution of your duties. (08 marks)
- (c) Describe **four** essentials of effective oral communication. (08 marks)

Question Two

You have been in charge of health and safety at a site with VBZ Engineering Company Ltd. On 15th April 2022, some of the workers got involved in an accident while executing their duties. You have been instructed by the project manager to prepare a report about the incident.

- (a) Describe any **two** types of reports which you can prepare. (04 marks)
- (b) Explain **four** qualities these reports should have. (04 marks)
- (c) Describe **six** components that this report should have. (12 marks)

Question Three

Following the recent job advert by JB Production Company, you applied and have been invited to attend an interview for the position of site supervisor starting at 9:30am in the company's boardroom on 15th January 2023.

- (a) Write an acceptance letter to appear for the interview. (12 marks)
- (b) Explain **four** things you would put into consideration when preparing for the interview. (04 marks)
- (c) Discuss **four** characteristics of speaking that you will exhibit during this interview. (04 marks)

Question Four

You are the secretary of the Red Cross society in your institution. The district coordinator has instructed you to organize a meeting with students to sensitize them about blood donation. The meeting will start at 10:30am in the main hall.

- (a) State **four** reasons for this meeting. (04 marks)
- (b) Outline a **six** item agenda that suits this meeting. (06 marks)
- (c) Write a **notice** inviting students for the meeting. (10 marks)

Question Five

- (a) Explain the following terminologies in relation to gender;
 - (i) Gender equality (02 marks)
 - (ii) Gender inequality (02 marks)
 - (iii) Affirmative action (02 marks)
- (b) Explain **two** roles played by women in African traditional society. (04 marks)
- (c) Human rights have been violated in Uganda. Describe **five** instances where they have been violated. (10 marks)

Question Six

- (a) Differentiate between **autocracy** and **democracy** as types of government. (04 marks)
- (b) Identify **four** principles of taxation in Uganda. (08 marks)
- (c) Explain **four** roles of trade unions in Uganda. (08 marks)

Question Seven

- (a) Explain the following terminologies as applied to specific trade communication;
 - (i) Contractor (02 marks)
 - (ii) Client (02 marks)
 - (iii) Consultant (02 marks)
- (b) You were recruited recently by Jamadeke as a consultant to supervise their new projects in Ibanda District.

- (i) Explain **four** reasons for inspecting projects. (04 marks)
- (ii) Describe **five** precautions you would consider while communicating with the projects' contractor. (10 marks)

Question Eight

A group of youths have approached you claiming that their leaders have not helped them.

- (a) Describe the **three** arms of government that can help them. (06 marks)
- (b) Explain to them **four** roles of Parliament in Uganda. (04 marks)
- (c) As one of the leaders, write an **apology** to the students. (10 marks)

END