



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business Education Certificate Examinations

COMMUNICATION SKILLS

CBMS114

YEAR I, SEMESTER I

2½ HOURS

MONDAY, 10TH DECEMBER, 2018

INSTRUCTIONS TO CANDIDATES

1. This paper consists of **two** sections **A** and **B**.
2. Section **A** is compulsory and carries **20** marks.
3. Section **B** consists of **six** questions. Answer only **four** questions from this section.
4. All questions carry equal marks.
5. All answers to each question should begin on a fresh page.
6. **Do not** write on the question paper.
7. All answers and rough work should be written in the official answer booklet provided.
8. Read other instructions on the answer booklet.

SECTION A - (20 MARKS)

Answer all questions in this section.

Question One

- (a) Read the following direct quotation and complete the sentences that follow using tenses in reported speech.

Lydia said, "I have often used the internet to do research. Last year, I used Google Scholar to find out previous theses on the relationship between internal audit and financial performance of organizations. The website is very productive. I am also interested in latest clothing fashions, and I search the internet for information on the latest designs in Nigeria and the best clothing designs for my new project."

- (i) Lydia said that _____. (02 marks)
- (ii) She emphasized that _____. (02 marks)
- (iii) She stressed that _____. (02 marks)
- (iv) She also reported that _____. (02 marks)
- (v) Finally she state that _____. (02 marks)

- (b) Read the passage and answer the questions that follow.

"Apple Inc. plans to use a larger screen on the next-generation iPhone and has been expected to place orders for the new displays from suppliers in South Korea and Japan", said a source familiar with the situation said on Wednesday.

"The new iPhone screens will measure 4 inches from corner to corner", one source said. That would represent a roughly 30 percent increase in viewing area, assuming Apple keeps other dimensions proportional. Apple has used a 3.5 inch screen since introducing the iPhone in 2007.

Early production of the new screens has begun at three suppliers: Korea's LG Display Co. Ltd, Sharp Corp. and Japan Display Inc., a Japanese government-brokered move combining the screen production of three companies.

It is likely that all the three screen suppliers will get production orders from Apple and this could begin as soon as June, 2019. That would allow the new iPhone to go into production as soon as August, 2019 if the company follows its own precedent in moving from orders for prototypes for key components to launching original and genuine products. Apple's decision to equip the next iPhone with a larger screen represents part of a competitive response to Samsung Electronics Co. Ltd. Samsung unveiled its top-of-the line Galaxy smartphone with a 4.8 inch touch-screen and a faster processor earlier this month.

With consumers becoming more and more comfortable using smartphones for tasks they once performed on laptops, like watching videos, other smartphone manufacturers have moved towards bigger displays.

(Adopted from www.businessenglishsite.com)

Questions

- (i) Who are the suppliers of the new screens? (03 marks)
- (ii) Why did apple decide to use a larger screen on the next iPhone? (02 marks)
- (iii) What is the difference in the inches between the Samsung galaxy smart phone screen and that of the new iPhone? (02 marks)
- (iv) With reference to the article, who is Apple competing against? (02 marks)
- (v) Suggest a suitable title for the passage. (01 mark)

SECTION B - (80 MARKS)

Answer only four questions from this section.

Question Two

Uganda Institute of Information and Communications Technology (UICT) advertised a job vacancy for the post of "Assistant Personnel Officer". Required is an application letter and a curriculum Vitae.

Assuming you have already written your application letter, draft the curriculum vitae that you will send alongside the application letter. (20 marks)

Question Three

Re-write the following sentences into two clauses.

- (a) The Manager continued presenting the report despite the audience being bored. (02 marks)
- (b) Despite the fact that the traffic is nosy, it does not disturb the staff in the meeting. (02 marks)
- (c) Although the man rang the police, the fire had gutted all his property. (02 marks)
- (d) Our former Member of Parliament was eloquent but failed to win the election this term. (02 marks)
- (e) Moses is too productive to be punished. (02 marks)
- (f) Peter is very clever and hardworking although his parents cannot afford to pay his tuition. (02 marks)
- (g) Although I don't talk, I know what goes on in the company. (02 marks)
- (h) The Engineer was highly qualified but the Manager did not employ him. (02 marks)
- (i) In spite of Jim working tirelessly, the Supervisor does not appreciate his work. (02 marks)
- (j) The Head of Department is sick but he is still working. (02 marks)

Question Four

Write a composition of 300-400 words on the topic:

"WhatsApp has done more harm than good".

(20 marks)

Question Five

Punctuate the following sentences:

- (a) The staff who knew that his boss was about to arrive ran quickly towards the gate to welcome him. (02 marks)
- (b) Jane loves pizza chicken and fish (02 marks)
- (c) Wow what a wonderful experience (02 marks)
- (d) The Manager only had one thing on his mind profit (02 marks)
- (e) I was absolutely amazed with your presentation. The manager said. (02 marks)
- (f) The technician would like tea I Would prefer coffee (02 marks)
- (g) do you know what time it is (02 marks)
- (h) This is the best exam i have ever done (02 marks)
- (i) The lecturers in question (peter, Mary and John have to attend the meeting. (02 marks)
- (j) My mother in law is a very friendly lady. (02 marks)

Question Six

With the use of examples where necessary, construct sentences using each of the following vocabulary in a business context.

- (a) Profit (02 marks)
- (b) To plan (02 marks)
- (c) To prioritize (02 marks)
- (d) Decision making (02 marks)
- (e) To authorize (02 marks)
- (f) To advertise (02 marks)

- (g) Customers (02 marks)
- (h) To recruit (02 marks)
- (i) To complete (02 marks)
- (j) Update (02 marks)

Question Seven

Change the following sentences to past tense.

- (a) Kate is to work here for one year. (02 marks)
- (b) Peter will have to do the remaining work. (02 marks)
- (c) Kim and Jim are to succeed in life if they work very hard on innovations. (02 marks)
- (d) We may have to do without the project since there is no money. (02 marks)
- (e) The accountant has to report here first as he comes back. (02 marks)
- (f) I am to be punctual for UBTEB exams, otherwise I shall miss them. (02 marks)
- (g) Mary is to study up to Makerere University next year if all goes well. (02 marks)
- (h) We shall have to choose team members of our choice in order to have positive results. (02 marks)
- (i) The engineers are to survey the area tomorrow. (02 marks)
- (j) The class coordinators have to complete their tasks in two days if we are to meet the deadline. (02 marks)

END