

UNIVERSITY OF SWAZILAND

SUPPLEMENTARY EXAMINATION PAPER 2011/ 2012

TITLE OF PAPER: ACADEMIC COMMUNICATION SKILLS: ENGLISH FOR  
SPECIFIC PURPOSES (ESP)

COURSE NUMBER: ACS 103

TIME ALLOWED: 2 HOURS

INSTRUCTIONS: **1. Write the name of your Faculty and Programme on the cover of your answer book.**

**2. There are Two Sections (A and B). Answer TWO Questions (ONE from each section).**

THIS EXAMINATION PAPER CONSISTS OF THREE PAGES INCLUDING THE COVER PAGE.

THIS EXAMINATION PAPER IS NOT TO BE OPENED UNTIL PERMISSION IS GIVEN BY THE INVIGILATOR.

**SECTION B**

40 Marks

**PROFESSIONAL WRITING: - Letter / Memorandum**

Write a **letter** of not more than 250 words on **one** of the following topics:

- a. You are a concerned citizen; write a letter to the minister of finance advising him on how to prioritize on the national budget. In the letter give him priority areas and explain how you arrived at the priorities.
- b. Your concern is that too many accidents are caused by drunk drivers. Write a letter to the prime minister in which you suggest that drunk drivers should be imprisoned on the first offence.

Write a **memorandum** of not more than 250 words on **one** of the following topics:

- c. Imagine you are the person in charge of preparing the budget for the university (UNISWA). Write a memo to the Vice Chancellor, who is ultimately responsible for decision-making, advising him on what needs to be done to cut the cost of running the institution.
- d. You are the general manager of a big company that employs over 100 workers. The company wants to introduce a new policy of flexible hours to accommodate family responsibilities. Write a memo to the staff, detailing the policy and inviting input in the form of comments and suggestions on the policy to be sent to the Human Resource Department.

**PROFESSIONAL WRITING: - Letter / Memorandum**

Write a **letter** of not more than 250 words on **one** of the following topics:

- a. You are angry and very concerned about the bullying that your child is subjected to in the school hostel. Write a letter to the Principal of the school where your child is enrolled.
- b. Write a letter for publication in a local newspaper expressing your opinion on **one** of the following:
  - i. charity work
  - ii. the bus services in your community
  - iii. caring for the aged
  - vi. the health care system

Write a **memorandum** of not more than 250 words on **one** of the following topics:

- c. You have observed that there is a constant delay in the supply of books by the University Bookshop. Write a Memo to the Bookshop Student Representative and suggest ways to solve the problem. Copy the Memo to the SRC President.
- d. You are the secretary of UNISWA Charity Organisation (UNICO) and you are planning next academic year's programme. Write a memorandum to the Vice Chancellor inviting him to give a talk to the members on what will be the first meeting of the year. Give some details of the work of UNICO and what you are including in the programme as this will help in the planning of the talk.