

UNIVERSITY OF SWAZILAND
INSTITUTE OF DISTANCE EDUCATION
CERTIFICATE IN PSYCHOSOCIAL SUPPORT
SUPPLEMENTARY EXAMINATION EXAMINATION, JULY 2015

TITLE OF PAPER: **PROFESSIONAL ENGLISH II**
COURSE CODE: **CAE 118**
TIME ALLOWED: **THREE (3) HOURS**
TOTAL MARKS: **100 MARKS**

INSTRUCTIONS:

1. Read instructions in each section.
2. Answer **all** questions in Section A
3. Answer **all** questions in Section B
4. Answer **two** questions in section C
5. Questions carry marks as indicated
6. Start each question on a fresh page
7. This paper contains **six** printed pages including the cover page.

Do not open the paper until permission is granted by the invigilator.

SECTION A: Answer all questions

Read the following passage before attempting the questions

1. We do not know how people discovered fire. We do know, however, that its discovery is of immense importance. The ability to make fire raises humans above the beasts, for without it we would still be eating all our food uncooked. If our ancestors long ago had not learned how to harness fire, civilisation as we know it would not exist.
2. The earliest fuel was wood, which was burnt to cook food and provide heat. Later, it was used to smelt metal to make tools and weapons. Wood is still widely used as a fuel today but it has disadvantages compared with other fuels because it is in very short supply. Those who use wood find it increasingly difficult to obtain, and long distances have to be covered to obtain it. Unless wood is used in very large quantities, it does not give off intense heat, and accumulates excessive amount of ash. If wood is used in industrial processes, the smelting of iron for example, it is best made to charcoal first for it provides more intense heat with less smoke ash.
3. In some parts of the world other easily available fuels have been used, and are still used to cook food and heat dwellings. For example, animal dung is dried and used as a fuel. For centuries peat, which is thick vegetation found in marshy land, has been dug up and used as fuel. Then came the discovery that a certain stone dug out of the ground would burn with great heat but causing little ash. Coal has been discovered as a fuel. Using coal, humans were able to develop steam power to drive trains and great steamships, as well as to heat homes and cook.
4. Coal is also used to make gas, which is also burnt for heat in homes and industry, and in recent years natural gas has been discovered in vast quantities under the sea, usually in underground pipes directly to the places where it is used. Sometimes this natural gas is piped into homes and factories hundreds of miles away from its source. Two of the gases in natural gas, namely butane and propane, can be turned into liquid under pressure. In this form they can be put into metal containers called "bottles" and used for heating, cooking and lighting where sources of power such as electricity are not easily available.
5. Oil is probably the most widely used fuel. It is found underground on land and sea in many parts of the world. From it we get petrol to drive cars, diesel which powers the engines of most lorries and buses, and kerosene, which is used to power jet aeroplanes. In addition, it is widely used to heat homes, schools, offices and factories.
6. Wood, coal and oil are natural fuels, in the sense that they are derived from the earth. Thus they are in limited supply and can run out one day. Further, the use of such fuels often requires the destruction of our surroundings. For these reasons, we are turning more and more to alternative forms of energy to provide the power that we need: we are seeking to use the strength of the wind, water and the sun. Wind has been used for centuries since the first human raised a sail on a boat to power it along. Later, windmills

were built which were used to grind grain and to drive machinery. Once again we are turning to the wind to provide power. New devices to drive new ocean-going ships are being tried and already a large and growing number of modern windmills are facing turning to produce electricity, which is used for light, heat and power. Windmills are also used to pump water from deep beneath the ground.

7. Water is being used to create energy, for flowing water can turn water wheels and the power can be used to turn machines to grind grain and to work other machines, water wheels can also be used to produce electricity. Huge dams are used to produce hydro-electric power when the power of successful attempts to produce electricity by harnessing the energy of the waves of the sea and the power of tidal rivers.
8. Much of the world's energy comes from the sea, and nowadays people are trying to discover even more effective ways of using solar power. There are various ways devices which use the sun to heat water for warming homes and schools, solar batteries can produce enough electricity to power electronic calculators and even to produce electricity by harnessing the energy of the waves of the sea and the power of tidal waves.
9. Some attempts have been made to utilise geo-thermal energy- that is, to use the heat from the hot rocks beneath the earth's crust. One method of harnessing this source of power is to pump cold water deep into the ground and then recover and use the very hot water that is produced. This can be used directly for heating or it can be used in the production of electricity. This is another promising source of energy for the future.
10. Finally, there is the power that can be obtained from the atom- nuclear power. This is derived from minerals such as uranium and plutonium. Many countries have nuclear power stations. However, there have been serious accidents in Russia and USA. As a result, the release of nuclear radiation with the devastating effects it can have on humans and animals has contributed to a growing concern about this solution to the world's energy problems.

(Adapted from: Certificate English for Senior Secondary by R. Bevan)

Questions

1. List the three uses of wood mentioned in paragraph 2. [3]
2. In your own words as far as possible, give **four** reasons why wood is a satisfactory source of energy. [4]
3. Name the two gases people derive from coal. [2]
4. Give two natural fuels mentioned in paragraph 6 and explain why they are known as natural fuels. [3]
5. What are the two important reasons why people want to use the alternative forms of energy? [2]
6. What, according to paragraph seven, are the **three** alternative sources of energy? [3]
7. Give **three** specific uses of water. [3]
8. What is geo-thermal energy and how is it generated? [4]
9. A. "Unless wood is used in very large quantities, it does not give off *intense* heat, and what is given off *accumulates* excessive *amount* of ash." (Paragraph 2). Rewrite this sentence to give the same meaning but do not use the **four** italicised words. [4]
10. What is atom-nuclear power? [2]
11. Give two reasons why it is not a good solution to the world's energy problems. [2]
12. For each of the following words, give one word or short phrase of not more than seven words that has the same meaning as the word:
 - a. Immense (paragraph 1)
 - b. Harness (paragraph 1)
 - c. Dwellings (paragraph 3)
 - d. Derived (paragraph 7)
 - e. Devices (paragraph 9) [5]

[Total marks= 40]

Section B Answer all questions in this section.

Question 2

- a. Name four types of reports. [4]
- b. Which type of letter is written when relieving an employee of his duties? [2]
- c. Give the name of the letter that accompanies a business report. [2]
- d. Give any **three** important sections found in a business report. [3]
- e. Give **five** types of memoranda. [3]
- f. Give **five** important components of a memorandum. [5]
- g. Give **one** advantage of a telephone conversation. [1]

[Total marks: 20]

Question 3

- a. What is the significance of the following in an academic essay:
 - i. Introduction [2]
 - ii. Body [2]
 - iii. Conclusion [2]
 - iv. Topic sentence [2]
 - v. Supporting sentences [2]
 - vi. Closing sentence [2]
- b. Rewrite the following paragraph and organise it into topic sentence, supporting details and a closing sentence.

All these are skin problems that are problematic to people worldwide. Such problems are caused by a number of factors including hormonal changes, contraceptives, pregnancy, smoking, alcohol and dehydration. Many people are riddled with skin problems. They include pimples dark spots, pigmentation, skin unevenness and blemishes. [8]

[Total marks= 20]

Section C

Answer **one** question from this section

Question 4

- a) Give any **three** purposes for reading. [3]
- b) What does reading for comprehension mean? [2]
- c) Why is it important to draw up an agenda of a meeting? [3]
- d) Your friend has just received an invite for a job interview. Give **three** helpful hints you would give your friend during the interview. [6]
- e) Give **one** significance of a CV. [1]
- f) Name **five** sub-titles you would include in your CV. [5]

[Total marks: 20]

Question 5

You are the Human Resource Manager in a reputable International organisation dealing with vulnerable children. You have just received a donation of school shoes from a local beverage company. Write an email to the CEO of the donor company thanking them for the kind donation.

[20]

End of examination