

UNIVERSITY OF SWAZILAND
PART-TIME CERTIFICATE IN ADULT EDUCATION YEAR ONE
MAIN EXAMINATION PAPER – DECEMBER, 2015

TITLE PA PAPER : **PROFESSIONAL ENGLISH**

COURSE CODE : **CAE 216**

TIME ALLOWED : **THREE (3) HOURS**

INSTRUCTIONS : **1. ANSWER ALL QUESTIONS IN SECTION A.**

2. ANSWER TWO QUESTIONS IN SECTION B.

3. ANSWER QUESTION 5 IN SECTION C.

DO NOT OPEN THIS PAPER UNTIL THE INVIGILATOR HAS GRANTED PERMISSION.

SECTION A

This Section is Compulsory.

QUESTION 1

Read the following passage and answer the questions.

1 Precisely at that moment, one of Maria's sons dashed into view, yelling at the top of his
2 voice, "The bus, Mr. Dandi. Hurry, or you'll miss it again," and without wasting another
3 minute, Dandi tore down the main road that cut through Kasalanda Village like a
4 frightened hare, leaving his reluctant pupil in happy ignorance about her accounts.

5 Even so, he only just caught the bus and the bus conductor showed his disapproval by
6 being awkward about giving change for the five shilling note which was all Dandi had in
7 his pocket. Furthermore, the bus itself was terribly crowded and the only available seat
8 was next to a weird old man who kept giggling to himself and digging Dandi in the ribs.
9 Dandi endured this with his usual patience, but he became very cross when a stout lady,
10 accompanied by three grimy children and a pile of huge bundles, got on at the next stop.
11 She disregarded the fact that several passengers had alighted, thereby making other seats
12 vacant, and insisted on squeezing herself, family and bundles, on the narrow seat shared
13 by Dandi and his peculiar fellow traveller.

14 "Really, madam, "Dandi felt entitled to protest as a damp youngster was thrust onto the
15 trousers he had so carefully pressed that morning, "this is not the only seat on the bus!
16 You and your family are almost sitting on top of me." He was very correct and proper.

17 The woman was a formidable creature. She surveyed him with mock surprise and
18 announced in a voice that rang through the bus, "What a fine young gentleman we have
19 here. A real gentleman who thinks the bus is his Mercedes Benz."

20 There was a burst of good natured laughter at this remark but Dandi did not find it funny
21 at all. "I'd be grateful if you'd sit somewhere else," he said. "I've paid for my seat, and
22 one seat I shall have. So off you go."

23 His opponent's sole response was to wedge herself more firmly onto the seat and pile her
24 bundles higher on her lap. Then she gave him an impudent grin and cried, "Very well.
25 Move me if you want me to go. Go on, move me."

26 Everyone could see that the woman was enjoying herself, for it was obvious to all that
27 she weighed at least twice as much as Dandi. The laughter rose all around them and
28 Dandi could only glare at her in fierce impotence. "I don't intend to make trouble," he
29 said at last, his voice weak with defeat.

30 "Go on, man, try moving her," called a man who had so far found the journey tedious and
31 boring. "Yes." Echoed a few more, "try moving her." Soon everybody in the bus had
32 joined in the game and the woman seemed to be enjoying the fun more than anyone else,
33 for she kept rocking against Dandi and almost sitting on top of him.

34 As the laughter finally died down, Dandi began to feel that he was going through a
35 nightmare, and his temper did not improve when the woman and her children were asked
36 for their fares.

37 "He'll pay for me," she said. "He's the best friend I've got". Dandi spluttered with rage
38 but somehow maintained his dignity. "I have no intention of wasting my money on this
39 impudent woman and her disgusting children," he said proudly. "Go on," said someone
40 else, "then you can marry and share her children. You'll be happy for the rest of your life
41 then." And so it went on.

42 When Dandi made up his mind to get off the bus, even though it was still five miles from
43 Mengo, the woman's fares were still unpaid. Perhaps the amusement she had provided
44 was better than a fare – Dandi never found out; he never even wanted to know.

45 As the vehicle halted, he groped blindly for his beloved bag and staggered into the glare
46 of the noonday sun. With great relief he turned his back on the bus and its passengers
47 and sat down by the roadside to collect his thoughts and the remainder of his self-respect.

48 But suddenly a new commotion burst upon him. The bus, after travelling a few yards,
49 came to abrupt halt again, and to Dandi's utter amazement, the passengers poured out, all
50 yelling excitedly. Their former good humour was replaced by hostility and Dandi could
51 only sit humbly on the dried dusty grass as they came swarming at him like bees round a
52 flower.

Questions

- A. 1. What is the name of the village where the story begins? [1]
2. Why was Dandi unhappy with his seat even before the stout woman got on the bus? [2]
3. Which two phrases tell us that Maria did not really want to know how to keep her accounts in good order? [2]
4. "The bus conductor was awkward about giving change for Dandi's five shilling note." This sentence tells us something about what he said and he said it. What do you think he said? Choose the best answer: [2]
- (a) I haven't enough change for that. You'll have to find something smaller.
- (b) I'm going to be awkward about changing that note.
- (c) I'm sorry, Sir, but it's going to be difficult to change that note.
5. Did the large woman have to sit next to Dandi? Explain. [2]
6. Find one example of sarcastic language from the speeches of the large woman. [2]
7. When Dandi said, "this is not the only seat on the bus" (line 15), what was he really trying to say? [2]
8. When the woman said, "Go on, move me" (line 25), why did everyone laugh?

9. What did she really mean? Choose the best answer:
- (a) The woman gave him an impudent grin.
 - (b) The woman was enjoying herself.
 - (c) This would have been an impossible task for Dandi for she weighed much more than he did.
 - (d) She had too many bundles and children to move. [1]
10. When Dandi said, "I don't intend to make trouble", do you think he spoke in a loud or quiet voice? Give a reason for your answer referring to the story. [2]
11. At what point of the story do you begin to feel sorry for Dandi? [2]
- B. 1. What is your opinion of the stout woman? Write a paragraph basing your answer on her behaviour and what she says to Dandi. [5]
2. Do you think Dandi was right to protest? Explain clearly. [5]
3. In what ways he made to look foolish? [5]
4. What do you find amusing about this passage and why? [5]

TOTAL: 40

SECTION B

Answer two questions from this section.

QUESTION 2

Complete the following sentences with the correct preposition from the bracket.

1. After losing her job, she had to cut down _____ the money she spent each week (from, on, to, though)
2. I wanted to see him growing _____ to be a responsible citizen (over, in, up, on).
3. He arrived _____ the meeting long after the president had made his speech (in, at, for, to).

4. In general the supply of food does not keep up _____ the number of hungry people (at, on, with, for).
5. Attend all classes so that you may keep up _____ the teacher. (at, on, with, for)
6. I am looking forward _____ the week end so that I can visit my friend. (in, at, to, for).
7. If I had known, I would not have taken _____ employment so far away from home. (in, up, over, on).
8. She was asked to look _____ the number in the telephone directory. (into, over, up, at)
9. Do not let the idea that success is automatic run away _____ you. (to, with, for, at)
10. She walked out _____ him after he lost his job. (for, with, on at).

(20)

QUESTION 3

Fill in each blank space with the correct word or group of words from A, B, C, or D.

1. Although he has made many mistakes, he has not been cured of _____ hastily.
A. Being acted B. to act C. acting D. act
2. If you were to go yourself you _____ what I mean.
A. Would have understood B. understood C. would understand
D. had understood
3. Usually Thembi _____ shopping everyday but last week she did not go at all.
A. is going B. did go C. went D. goes
4. Please get _____ from the office so that I can write a letter.
A. some papers B. some paper C. a paper D. newspaper
5. _____ speaking French and German, he can understand Spanish.
A. Altogether B. Besides C. Ever D. already

6. He cannot afford a radio, but he intends to buy one _____ .
 A. Although B. anyway C. besides D. already
7. When the teacher comes in everybody _____ talking.
 A. Stopped B. the more C. as much D. the most
8. The better educated we are _____ we realize we have to learn.
 A. More B. the more C. as much D. the most
9. "I would go if I could, but I can't. Can you?" "Yes _____".
 A. I go B. I can C. I do D. I am
10. The trial _____ held at this moment.
 A. Has been B. had been C. being D. is being

QUESTION 4

In this passage there are gaps numbered 1-10. From the list of alternatives A to E choose the one which best fills each gap. Each word may be used more than once.

- A. Near B. in C. by D. along E. through

The car raced _____ 1 the night, _____ 2 a narrow road, bordered _____ 3 low hedges behind which rolled well cared for fields. The lights of a town shone _____ 4 the distance. The car slowed down and went _____ 5 the quiet town slowly until it reached the centre. In the square stood a policeman holding a torch _____ 6 his hand. When the car was _____ 7 him, it stopped and the driver peered _____ 8 the window, seeming, _____ 9 his attitude, to be wondering what to do. The policeman drew _____ 10 the car. (20)

SECTION C

This section is compulsory

QUESTION 5

Answer in complete sentences

- a) What main purpose are reports used for in organisations?
- b) State the main characteristic of a reliable report.
- c) What is the main difference between Findings and Conclusions in a special report?
- d) Name four functions of punctuation in both written and spoken language.
- e) What is the main difference in use between a memorandum and a letter?
- f) Explain in your own words when it is appropriate to use:
A special report;
A routine report.
- g) Why is the ability to write clearly essential in the work place?
- h) Explain why a curriculum vitae (CV) is considered an essential component of an application letter.