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# UNIVERSITY OF SWAZILAND

DEPARTMENT OF ACADEMIC COMMUNICATION SKILLS

SUPPLEMENTARY EXAMINATION, JULY 2014

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

**COURSE CODE:** ACS 103

**TIME ALLOWED:** 2 HOURS

**INSTRUCTIONS:**

1. **Write the name of your Faculty and Programme on the cover of your answer book.**
2. Answer **TWO** Questions: **one** from Question 1 and **one** from Question 2
3. This paper consists of **3 pages**, cover page included.

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

### QUESTION 1: ESSAY WRITING

60 marks

**Choose one of the following topics and write an essay of about 400 words.**

- a. Swaziland has introduced a heavy penalty against “drinking-and-driving”. Explain why you do or do not favour the imposition of such penalty on offenders.
- b. In some universities, most lecturers have the right to ban electronic devices such as laptops, cellphones or mobiles in their classroom. Explain why you favour or oppose such a ban.
- c. Some say dagga should be legalized others say it should not. Discuss what in your view would be advantages and disadvantages of legalising the use of the drug.
- d. Nowadays it is more difficult for children to concentrate or pay attention in school. Discuss the causes and propose a solution
- e. High school graduates usually spend about nine months idle before they go to college or university. Suggest ways in which students can constructively use this time.

**QUESTION 2: PROFESSIONAL WRITING: - Letter / Memorandum**

40 marks

**Choose one of the following topics and write a letter or a memorandum of not more than 200 words.**

**Letter**

- a. You travelled by plane last week and your suitcase was lost. You have still heard nothing from the airline company. Write to the airline company about the delay in receiving your luggage.
- b. In anticipation of the approaching long vacation, write an application letter seeking temporal employment in a company of your choice.

**Memorandum**

- c. You serve on the committee organising the annual UNISWA Young Heroes Awards. Write a memorandum to the Dean of Student Affairs outlining the activities and arrangements that have been made for the awards ceremony.
- d. As the Editor of a local newspaper, a few years ago you surveyed your subscribers and they complained about the quality of the reporting and writing in the paper. Since that time you have made a concerted effort to hire more experienced journalists. Write a memorandum to the Managing Editor of the paper showing how hiring these more experienced journalists has helped improve the readership.