

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**FACULTY OF INDUSTRIAL TECHNOLOGY**  
**DEPARTMENT OF INDUSTRIAL AND MANUFACTURING ENGINEERING**  
**ENGINEERING COMMUNICATION SKILLS: TIE 1102**  
**1<sup>st</sup> SEMESTER EXAMINATION – JANUARY 2011**

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**Instructions**

**Time allowed: 3 HOURS**

**Answer ALL questions**

**Each question carries 20 marks**

**QUESTION 1**

You have seen a job vacancy for a Technical Engineer in the Chronicle news paper, and you are interested in it.

- a) Write an application letter for the job to:  
Human Resource Manager  
P. O. Box 121  
Bulawayo [10]
- b) Prepare a concise Curriculum Vitae (CV) to be attached to the letter. [10]

**QUESTION 2**

You have been selected to be the chairperson of a board of six members.

- a) Explain the role of a chairperson during the meeting. [5]
- b) Prepare an agenda for the next board meeting to include two reports among other items. [10]
- c) Explain your expectations from the members of the board during the proceedings of the meeting. [5]

**QUESTION 3**

- a) Explain the following with examples:  
i) Bar charts [2]  
ii) Planning boards [2]
- b) i) Present the information given below in Table Q.3.1 using an appropriate chart.  
ii) Write explanatory notes on the suitability of the chart selected for your illustration.

TableQ.3.1

	Gold Fish	White Fish
20002	18	6
2003	11	12
2004	6	18
2005	10	13
2006	12	10
2007	16	7
2008	12	9

[4]

- c) i) Prepare the information given in Table Q3.2 in a comparison chart. [4]

Table Q3.2

	White fish	Gold fish	Blotchy fish	Black fish
1993	18%	32%	18%	32%
1994	18%	24%	28%	30%

- ii) Explain the advantages of the chart you have used in (c i) above [4]

**QUESTION 4**

- a) Explain how the communication process takes between two parties [10]  
b) Explain with examples five ways of communication [5]  
c) Discuss with reasons the importance of communication to individuals and groups of students. [5]

**QUESTION 5**

- a) What is the importance of communication between university faculties /departments and undergraduate students? [5]  
b) Prepare a brochure communication document that would advertise your department effectively. [5]  
c) Make a schematic plan of key information to be included in the brochure in (b) above. [10]

**END OF PAPER**