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DMI-ST. EUGENE UNIVERSITY

ZAMBIA

DEGREE EXAMINATION – JUNE 2023

Semester: I

800LA101 FUNDAMENTAL ENGLISH I

Time: 3:00 Hours

Max. Marks: 100

Answer any FIVE Questions (5 x 20 = 100 Marks)

1. a) Verbs and Prepositions are parts of speech. Explain their functions in sentences. **(5 Marks)**

b) Explain the difference meaning between the following two words.
 - i) Practise **(2 Marks)**
 - ii) Practice **(3 Marks)**c) i) What is sentence? **(5 Marks)**
ii) Explain the two major parts of sentences **(5 Marks)**
2. a) Briefly discuss the following modes of communication. **(10 Marks)**
 - i) Face to Face communication
 - ii) Body language(kinesics)
 - iii) Visual communication
 - iv) Verbal communication
 - v) Non- verbal communicationb) Your company, quick fix holdings ltd, last month ordered the following items; 4 swivel chairs, 4 office desks and 6 filing cabinets. Last week you were told that your items had been sent. But when they arrived there were 2 swivel chairs, 4 office desks and you received 4 filing cabinets instead of 6. You had already paid for the ordered items and you feel you must have the correct items. Write a letter of complaint to the sales manager of furniture world, your suppliers in Kitwe. **(10 Marks)**
3. a) Effective communication is said to be complete only when the intended feedback is given. With the help of examples, show why feedback is important in the process of communication. **(10 Marks)**
b) Briefly explain barriers to effective listening. **(10 Marks)**
4. a) Maximum amount of time should be spent on revising the piece of written communication. Explain why this is important? **(10 Marks)**

b) Revision of the text does not bring the piece of writing to a close. Explain the next steps to done. **(10 Marks)**

5. a) Discuss the following types of reading. **(10 Marks)**

- i) Skimming
- ii) Scanning
- iii) Reviewing
- iv) Reading

b) The best system of communication is that which is achieved with the least paper work. Explain the advantages of Oral communication. **(10 Marks)**

6. a) In grammar, a question is a sentence

i) Explain the function of this kind of a sentence **(5 Marks)**

ii) Explain the function of a question tag is a statement **(5 Marks)**

b) With examples discuss:

i) An adjective **(5 Marks)**

ii) An adverb **(5 Marks)**

7. a) i)What is a paragraph is any piece of written communication?

ii)Explain a topical sentence in a paragraph. **(5 Marks)**

b) Write two paragraphs on the topic “How to prepare for examinations” **(5 Marks)**

c) Complete the following paragraph by filling in the missing words; **underline** the word that you fill in.

One important level in written communication is the paragraph. Only one or _____ ideas should be stated in a paragraph. Since all the paragraph form a _____ to provide the final meaning for the written text, there should be what we call a _____ at the start of the paragraph. This prepares the reader for what is to _____ follow in the rest of the paragraph. The last sentence should be a link between the foregoing and the forth coming statements in the new..... **(10 Marks)**