

Course Code CAE 106 (M) 2009

UNIVERSITY OF SWAZILAND

DEPARTMENT OF ADULT EDUCATION

PART-TIME CERTIFICATE IN ADULT EDUCATION YEAR I

FINAL EXAMINATION PAPER, MAY 2009

TITLE OF PAPER : PROFESSIONAL ENGLISH I

COURSE CODE : CAE 106

TIME ALLOWED : THREE (3) HOURS

INSTRUCTION : ANSWER ALL QUESTIONS.

THIS PAPER IS NOT TO BE OPENED UNTIL PERMISSION HAS BEEN GRANTED BY THE INVIGILATOR.

SECTION A**Answer all Questions in this Section****QUESTION 1**

Read the passage below and answer the following questions.

The Hot Deserts

1 The largest of the world's hot deserts, like the regions of snow and ice, have in the past offered few attractions
2 to human habitation. Most of them - the Sahara, the Kalahari of South-West Africa, the Aracama of Chile, and
3 the Great Desert of Australia-lie roughly between twenty and thirty degrees north or south of the equator. All
4 of them share a similar climate. By day they are burning hot and by night (because of the clear skies which allow
5 heat to be lost quickly to the atmosphere) cool or even cold. Not a drop of water falls on them for months at a
6 time, and when rain does come, moisture is very quickly lost because of the high rate of evaporation. Though
7 none of these deserts is composed entirely of sand, colossal areas of sand are a feature of all of them. In times
8 of high winds, swirling sand makes the atmosphere almost unbreathable.

9 Outside the oases little life of any kind exists except after the rare rains, when, as if by magic, large areas of desert
10 are suddenly but briefly carpeted with bright flowers. Even in these cases, most of which are formed round the
11 few natural springs, the range of living things is severely limited. There are few animals of any size except for the
12 goats, sheep and camels which man has brought there and reared there. Plants are mainly those equipped with
13 extremely long roots, some extending to ten times or more the length of the stem or trunk; some plants also have
14 leather-tough outer skins which help to prevent loss of moisture by evaporation. Perhaps the most characteristic
15 and the most useful tree of the oasis is the date palm. In desert lands its cool shade is valued almost as much as
16 its fruit.

17 Until a century or so ago almost the only inhabitants of the deserts of Africa and western Asia were nomadic Arab
18 tradersmen. Their shelter consisted of light tents which protected them from the heat by day and the cold by night.
19 Their clothing, often of white woven material, served the same purpose. Their loose flowing robes could also be

20 used to protect the wearer's face from sand and dust during sandstorms. Water, on which their lives hung as if
21 by thread, was stored in carefully made closed leather containers, to prevent loss by spilling or by evaporation.

22 The camel, which can store fat in its hump, lives on coarse grass and can travel large distances without water, was
23 their only means of transport. Only near the fringe of the desert were horses sometimes used.

24 Although the deserts of the Old World are still the home of tribesman who live in this way, those of the Middle
25 East now also hold human inhabitants of a quite different kind: geologists, oil prospectors and engineers who have
26 made the desert one of the world's greatest sources of petroleum. Near the oil fields of the desert settlements
27 have sprung up where western men live in much the same way as they would live in their own homelands. Newly-
28 constructed motor roads and airports bring these settlements within easy reach of the outside world.

29 It would be absurd to underestimate the size of the task which lies before man before he can put all the world's
30 deserts to good use. But at least he has made a start. The comparatively small deserts in the south-west of the
31 United States were once a terror to even the most stout-hearted pioneers. Today any casual traveller can cross
32 them in comfort on fast motor roads, and on the way he may pass near fine, well-irrigated orchards which were
33 once no more than poor oases.

QUESTIONS

A. Meaning in context

1. Give the meaning of each word or phrase as it is used in the passage.

- a) offered few attractions (1.1)
- b) feature (1.7)
- c) high winds (1.7,8)
- d) natural springs (1.11)
- e) nomadic (1.17)
- f) served the same purpose (1.19)
- g) bring within easy reach (1.28)
- h) put to good use (1.29,30)

- i) pioneers (1.31)
- j) casual traveller (1.31)

2. Give a synonym for each word as it is used.

- a) allow (1.4)
- b) quickly (1.5)
- c) entirely (1.7)
- d) colossal (1.7)
- e) kind (1.9)
- f) carpeted (1.10)
- g) severely (1.11)
- h) prevent (1.14)
- i) fringe (1.23)
- j) stout-hearted (1.31)

(10 marks)

B. In each case choose the best answer.

1. Which of these statements about the hot deserts is true?

- A They are made up entirely of sand.
- B They all have large areas of sand.
- C They consist mainly of rocks and stones.
- D They consist of an even mixture of rock and sand.

2. After some rain, large areas of the desert

- A become flooded.
- B turn into oases.
- C burst into bloom.
- D are affected by erosion.

3. The plants in the desert

- A have adapted themselves to the arid conditions.
- B are all edible to man.
- C are all palms.
- D have leaves that lose no moisture to the air.

4. What have the geologists, oil prospectors and engineers done for the Middle East?
- A They have turned the area into one of the world's most industrialized regions.
 - B They have made the region one of the world's greatest producers of petroleum.
 - C They have succeeded in solving the area's housing problem.
 - D They have made the area suitable for agriculture.
5. Which statement is true?
- A Man will never be able to use the world's deserts.
 - B Man has already put all the world's deserts to good use.
 - C Man will have to strive long and hard before he can put the world's deserts to good use.
 - D With modern technology, man has had no difficulty in putting the world's deserts to use.
- [5 marks]
6. Answer these questions in your own words.
1.
 - i) Where are the world's largest hot deserts located? (1)
 - ii) What do they have in common? (1)
 2. In what ways have desert plants adapted to their environment? (2)
 3. How did the clothing of the nomadic Arab tribesmen serve them? (2)
 4. What effect have the newly-constructed roads and airports had on the settlements near the oil fields? (2)
 5. The writer says that a start has been made in putting the world's deserts to good use. What example does he provide in support of this statement? (2)
- [Total: 35 Marks]

SECTION B

QUESTION 2

- A. Punctuate the following sentences correctly to bring out their clear meaning.
- i) His mother who is a teacher helps him with the school work.
 - ii) This is the book which I enjoy reading.

- iii) The plan which they suggest is difficult to implement.
 - iv) This book which I enjoy reading has many interesting stories.
 - v) He has returned to India where his family lives.
 - vi) Let me introduce Mr. Wilson who is our sports instructor.
 - vii) Mr. Smith is the only teacher I consult on personal matters.
 - viii) The concorde which can fly at twice the speed of sound takes off from London airport.
 - ix) Any member who neglects to do his duty should not be in the committee.
 - x) The show which I saw last night depicts life in the twenty-first century. [10 marks]
- B.** Explain why punctuation is an essential aspect of learning how to write clearly. [5 marks]

QUESTION 3

From the list provided, pick the correct word or phrase to fill the blank in each sentence.

after although when as if if
so that wherever that unless than

- (a) You should tell them the time of your arrival they can meet you at the station.
- (b) She cried her heart would break.
- (c) He stayed up to finish the work he was tired.
- (d) Jill was jubilant she was announced the winner.
- (e) you do more serious work, you are likely to fail.
- (f) He makes friends easily he goes.
- (g) They quarrelled so fiercely the neighbours could hear everything.

- (h) Things turned out better I had dared to hope.
- (i) They cleared up the mess all the guests had left.
- (j) The child will improve you give him more encouragement. (10 marks)

SECTION C

QUESTION 4

Answer either A or B

A. You are the head of a department.

Write a memo to a colleague who heads another department which works closely with yours, informing him/her about the change of procedure (of your own choice) that will affect the way your two departments work.

Remember to be very clear about the procedure(s) you wish to change. [20 marks]

B. You left your home village many years ago and you have learned that there have been heavy floods in the area recently.

Write a letter to a relative (of your choice) enquiring about the safety of your family. It must be clearly expressed in your letter why you have decided to contact this particular relative rather than your parents. [20 marks]

QUESTION 5

A.

- (a) State four reasons why reports are important in organizations. (4 marks)
- (b) Give two characteristics of a routine report. (2 marks)
- (c) Why are headings and numbering important in report writing. (2 marks)
- (d) Why is it important for the person/people who compile a report to know the purpose for which the report is needed? (2 marks)

B.

List the sections of a five-point report in their logical order. (10 marks)