

LAGOS CITY POLYTECHNIC, IKEJA
SCHOOL OF MANAGEMENT AND BUSINESS STUDIES
DEPARTMENT OF OFFICE TECHNOLOGY MANAGEMENT
2016/2017 SEMESTER EXAMINATION

COURSE TITLE:	TECHNICAL ENGLISH II	NO OF QUESTIONS : 6
COURSE CODE:	OTM 202/GNS 202/OTM 217B	TIME ALLOWED: 2HRS
FOR WHOM:	ND YR II AC, BS, OTM, CE, EE	INSTRUCTIONS: ANSWER
ANY		FOUR

ND YR III CS

PT

QUESTIONS.

1. Discuss the techniques of writing for publication.

2. The management of your organisation has noticed that the input and general performance of a larger percentage of the members of staff have dwindled in recent times. In view of this, a committee of inquiry was constituted to investigate and submit its findings to the management. As the secretary of such a committee, prepare the report.

3. A reputable company in the country recently advertised some vacancies in one of the national dailies. As an interested person in one of the vacant positions, apply. Also, prepare a curriculum vitea which you would be attaching with the letter.

4. Write an article for publication on any one of these below:
 - (a) Improving education in the country through profound and constructive review of our education policies and the curriculum.

 - (b) Promoting tolerance and patriotism as the solution to ethnic, religious and political violence in the country.

5. You are the secretary to the board of directors in your company. And as secretary, it is part of your responsibility call for meetings on the instructions of the chairman and write other correspondences including minutes of meetings. In view of this, undertake the following
 - (a) Prepare the agenda for a board meeting.

 - (b) Write the minutes of the meeting for which the agenda had been prepared.

6. Examine the essentials of writing business correspondence.

