



## UNIVERSITY COLLEGE TATI (TATIUC)

## FINAL EXAMINATION QUESTION BOOKLET

COURSE CODE : DGE 2222  
COURSE : TECHNICAL ENGLISH III  
SEMESTER/SESSION : 2, 2022/2023  
DURATION : 2 HOURS

MATRIC NUMBER : \_\_\_\_\_

PROGRAM : \_\_\_\_\_

DESK NUMBER : \_\_\_\_\_

LECTURER'S NAME : JULIANI HUSSAIN

Instructions:

1. This booklet contains 2 sections. **Answer All questions.**
2. All answers should be written in this **QUESTION BOOKLET.**
3. Write legibly and draw sketches wherever required.
4. If in doubt, raise up your hands and ask the invigilator.

**DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO**  
**THIS BOOKLET CONTAINS 11 PRINTED PAGES INCLUDING COVER PAGE**

**SECTION A– READING COMPREHENSION (20 MARKS)**

Questions 1 to 10 are based on the following article. **Answer all questions.**

**STAGE FRIGHT**

Do you have stage fright when you make a speech in public? To find out, ask a friend how you look and sound as you practice a speech, or as you give a speech in a real situation. Or make a tape recording of yourself as you speak or practice. But to really prove to yourself that you do indeed look much more confident than you feel, watch a video tape recording of yourself. Today, that is a lot easier to do than you may think.

Record a brief statement – just a minute or two of your speaking in your style. When you watch the tape being played back, ignore those details that most people concentrate on the first time they see themselves on TV. Forget the tie that may be crooked, the ruffled blouse, the lipstick that is too dark, the hair out of place. Instead focus on what you say and how you say it. Replay the recording and look with honesty and objectivity for any telltale signs that may show nervousness. Sure, some will be seen – a fumbled word, a repeated gesture, a silly smile.

But most of these little signs of stage fright will not be noticed by most viewers. You will spot them, you will worry about them, you will feel your own nervousness, but your audience rarely does. After all, how often do you notice the signs of nervousness shown by your minister, teacher, TV newscaster, when they speak?

After you have given your first speech, you will continue to learn that stage fright really isn't that big a problem. Sure, you will be nervous. But you will continue to gain control of your nerves. The reason? You will gradually begin to realize that your audience is there to hear you succeed, not fail. Think of your own reactions when you are a member of an audience. In the moments before the speaker begins, what goes through your mind? Do you think: Sure, hope this is a lousy speaker! Hope he does a poor job. Hope he is a failure.

Of course, you do not think of such negative thoughts. Virtually all listeners think just the opposite. We hope that the speaker we are about to hear will be interesting, stimulating, tell others about with pride, even making them envious that they have missed this speech.

Research indicates that **empathy** or a feeling of mutual support between speaker and listeners, actor and audience, is the **surest relief** from stage fright. Once you as the speaker receive that first positive reaction from an audience, you will suddenly feel much more confident and relaxed.

When you see some of your listeners nod in agreement with something you say, much of your stage fright will disappear immediately. That is one major reason why so many experienced speakers often begin their talks by telling a joke – the laughter from the audience relaxes both the speaker and his listeners. Listeners look forward to a successful speech as the way the athlete concentrates on the game for success.

Concentrate on what you are saying, not on how you are saying it. Concentrate on the ideas, the importance, the relevance of what you are telling your audience, you will further control and reduce your nervousness. Many speakers tend to focus their thoughts on insignificant, distracting details. New speakers may worry about their voice, choice of words, gestures, movement, emphasis, sentence structure. don't let such details distract you. Focus on the 'big picture' of your message, and not your delivery.

Learn to relax. Some professionals, knowing they are going to be nervous, develop their own outlets. Some simply wring their hands. Others meditate. deep breathing helps. Many speakers find relaxation exercises helpful.

1. Give one example of how to find out whether we have stage fright.

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(2 marks)

2. Based on paragraph two, what are the 3 'little signs of stage fright'?

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(3 marks)

3. How does the audience respond to the little signs of stage fright?

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(2 marks)

4. Based on paragraph six why does the writer say that stage fright is not a big problem?

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(2 marks)

5. What is the attitude of the audience towards the speaker's stage fright problem?

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(2 marks)

6. What is meant by "empathy" in paragraph 6 line 25?

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(2 marks)

7. What action represents 'surest relief' from stage fright in paragraph 6 line 26?

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(2 marks)

8. What is the advantage of 'telling a joke' when we start a speech?

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(2 marks)

9. Give two examples of how to reduce stage fright.?

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(2 marks)

10. Why should you observe certain boundary when you tend to be humorous?

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(1 mark)

**SECTION B – SHORT ANSWER (30 MARKS)****Answer all questions**

1. Attention grabber is one of the crucial domains to capture audience attention and retain it. Provide the situation below with an appropriate attention grabber.

1. Would you like to save 400 per cent on your next purchase of diskettes for your computer class? Would you be willing to give just a few minutes to learn to format your own diskettes instead of paying 400 per cent more for preformatted ones? Today I want to talk about how to format diskettes.

Technique 1 \_\_\_\_\_ (2 marks)

2. According to Prophet Muhammad p.b.u.h. '*Seeking knowledge is obligatory on every Muslim.*' Technique 2 \_\_\_\_\_ (2 marks)

3. If you want to know, my grandfather was Chinese origin before they converted to Islam. Technique 3 \_\_\_\_\_ (2 marks)

4. John and David were both patients in a Mental Hospital. One day, while they were walking, they passed the hospital swimming pool and John suddenly dove into the deep end. He sank to the bottom and stayed there. David promptly jumped in and saved him, swimming to the bottom of the pool and pulling John out. The medical director came to know of David's heroic act. He immediately ordered that David be discharged from the hospital as he now considered him to be OK. The doctor said, "David, we have good news and bad news for you! The good news is that we are going to discharge you because you have regained your sanity. Since you were able to jump in and save another patient, you must be mentally stable. The bad news is that the patient that you saved hung himself in the bathroom and died after all." David replied, "Doctor, John didn't hang himself. I hung him there to dry."

Technique 4 \_\_\_\_\_ (2 marks)

5 A young man lies desperately ill in intensive care. Every treatment the doctors try is unsuccessful and his condition worsens every day. His family turns to unconventional treatments and over the objections of his doctors he is given an extremely high dose of a vitamin. Overnight his condition improves and, in a few days, he is out of intensive care and well on the road to recovery. This case is widely reported in the media. Technique 5 \_\_\_\_\_ (2 marks)

2. Study slide below and suggest **four solutions** to improve PowerPoint Presentation.

## Risk Management is Key to Project Management Success

A Generic Company

- Risk Management's goal is to increase the impact and probability of positive risks and decrease them for negative risks. The point is not only avoiding failure, but to bring about opportunities. Time and energy can be spent avoiding, transferring to a third party, and mitigating potential failures. They can be similarly be spent on accepting, sharing with third parties and enhancing opportunities. It is task of Risk Management to determine how much time and energy should be on avoiding failures and promoting opportunities.
- Risk management includes six main processes in PMBOK theory<sup>1</sup>. These are risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, and risk monitoring and control.

<sup>1</sup> Project Management Body of Knowledge (PMBOK), page 237

1) \_\_\_\_\_ (2 marks)

2) \_\_\_\_\_ (2 marks)

3) \_\_\_\_\_ (2 marks)

4) \_\_\_\_\_ (2 marks)

3. In your own words, explain why it is important to master presentation skills?

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(2 marks)

4. Match the following different pre-presentation planning steps with appropriate stages of planning a presentation. (10 marks)

Purpose of analysis	Audience analysis
Occasion analysis	Choosing the title

1. Analyse the background. \_\_\_\_\_
2. Recognized factors for getting and maintaining audience attention.  
\_\_\_\_\_
3. Identify an observable measurable action that the audience should be able to take.  
\_\_\_\_\_
4. Restate the speech topic and focus on audience behaviour. \_\_\_\_\_
5. Narrow the topic as per the focus of your presentation. \_\_\_\_\_

**SECTION D – OUTLINE WRITING (50 MARKS)**

Write an outline for the body of the speech entitled “The Benefits of Online Shopping.”  
Your outline must contain enough supporting details to support your main ideas.



Please write in **complete sentence**

Title: \_\_\_\_\_

**INTRODUCTION**

Attention Grabber:

\_\_\_\_\_  
(2 marks)

Reveal Topic:

\_\_\_\_\_  
(2 marks)

Relevance Statement:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
(4 marks)

Preview of Main Points:

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(3 marks)

**BODY**

Main Idea 1:

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(2 mark)

Supporting Details 1:

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(1 mark)

Supporting Details 2:

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(1 mark)

Main Idea 2:

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(2 mark)

Supporting Details 1:

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(1 mark)

Supporting Details 2:

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(1 mark)

Main Idea 3:

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(2 mark)

Supporting Details 1:

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(1 mark)

Supporting Details 2:

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(1 mark)

**CONCLUSION**

Summary of Main Points:

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(4 mark)

Memorable Concluding Remarks:

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(3 mark)

