



UNIVERSITY COLLEGE TATI (UCTATI)

FINAL EXAMINATION QUESTION BOOKLET

COURSE CODE	: BGE 2212
COURSE	: TECHNICAL COMMUNICATION II
SEMESTER/SESSION	: 1-2023/2024
DURATION	: 2 HOURS

Instructions:

1. This question booklet contains **3** sections.
2. Answer **ALL** questions in the answer booklet.
3. Write legibly and draw sketches wherever required.
4. If in doubt, raise your hands and ask the invigilator.

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO

THIS BOOKLET CONTAINS 9 PRINTED PAGES INCLUDING COVER PAGE

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SECTION A – READING COMPREHENSION (20 MARKS)

Read the passage about ‘**The Art of Conquering Your Stage Fright**’ and answer the following questions.

- I 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 practise. But to really prove to yourself that you do indeed look much more confident than you feel, 5
watch a video tape recording of yourself. Today, that is a lot easier to do than you may think.
- II 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 10
themselves on TV. Forge 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 tell-tale signs that may show nervousness. Sure, some will be seen – a fumbled word, a repeated 15
gesture, a silly smile.
- III 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 20
minister, teacher, TV newscaster, when they speak?
- IV 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 25
to hear you succeed, not fail. Think of your own reactions when you

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- 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.
- V Of course, you do not think of such negative thoughts. Virtually 30
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.
- VI Research indicates that *empathy* or a feeling of mutual support 35
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.
- VII When you see some of your listeners nod in agreement with 40
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. 45
- VIII Concentrate on what you are saying, not on how you are saying 50
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.
- IX Learn to relax. Some professionals, knowing they are going to 55
be nervous, develop their own outlets. Some simply wring their hands.

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Others meditate. deep breathing helps. Many speakers find relaxation exercises helpful.

Adapted from: www.readersdigest2022.com

Answer the following questions.

1. Based on **Paragraph I**, give one example of how to find out whether we have stage fright. (1 mark)
2. What are the 'little signs of stage fright'? (2 marks)
3. The writer did say that stage fright is not a big problem. Why do you think he said that? (2 marks)
4. In **Paragraph IV**, what is the actual attitude of the audience towards the speaker? (1 mark)
5. What does empathy mean? (2 marks)
6. What is the 'surest relief' from stage fright? (2 marks)
7. What is the advantage of 'telling a joke' when we start a speech? (2marks)
8. Based on **Paragraph VIII** above, how to focus on 'the big picture' of the delivery? (4 marks)
9. Based on **Paragraph XI**, provide two examples of how to reduce stage fright. (2 marks)

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10. Based on your own experience, share on how you deal with your own stage anxiety while delivering your speech. (2 marks)

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SECTION B – SHORT ANSWER (50 MARKS)

1. Effective communication skills can help in building strong and meaningful relationships in all areas of life. Whether it is personal or professional relationships, communication is the key to building trust and understanding between individuals. In your own understanding, explain how does **effective communication skills** affect conditions below. You may want to provide example in your explanation.

- i) Individual success (2 marks)
- ii) Stress reduction (2 marks)
- iii) Time management (2 marks)
- iv) Leadership (2 marks)

2. List and describe **four (4) types** of speech. You have to provide example of topics together with it. (8 marks)

3. Your voice is important in communicating your message as it can reinforce or contradict the intended meaning. There are **four (4) elements** in **voice expressiveness** that could help in maintaining good speech delivery.

Describe the elements in your own words.

- i) Pitch (1 mark)
- ii) Volume (1 mark)
- iii) Rate (1 mark)

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iv) Quality (1 mark)

4. You are invited as a speaker at your former high school to encourage the school students to stay active not only in academic, but also in their extracurricular activity. In planning your speech, you need to do audience analysis to know what to cater to them. Describe **five (5) ways to analyze audience demographic profile.** (5 marks)
5. Non-verbal communication is essential in maintaining good rapport with the audience from the beginning until the end of the speech. **Elaborate on three (3) important components of non-verbal communication.** (6 marks)
6. A good appearance will definitely boost up the speaker's confidence level to conquer the stage. **List five (5) characteristics a good speaker should have in his/her appearance.** (5 marks)
7. There are a few rules to be adhered when you want to prepare your presentation aids. **List and explain three (3) Principal of Design.** (6 marks)
8. What are the advantages of using a visual aid? **List four (4) advantages of using visual aids in presentation and explain.** (8 marks)

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SECTION C – SPEECH DRAFT (30 MARKS)

Choose any of the following topics and write a draft of a **persuasive speech**.

The outline of your draft will get 20 marks and another 10 marks will be awarded on the accuracy of language used.

Your draft **MUST** follow the format given on Page 10.

- How can tv become educational again and bring value?
- Artificial Intelligence: Ethical implications in academia
- Enhanced campus safety protocol.
- Euthanizing stray animals: is it ethical?
- Electric cars are not harmful to the environment
- The world needs younger politicians, not 70-year-olds
- How our differences make us unique
- The necessity of mental health education in high schools
- The impact of sleep on college students' mental health
- Are introverts better entrepreneurs?
- Social media is going to affect your marketing plan
- Video games promote violence among children and teens
- Dealing with bullies. Is it suitable to punish them?
- A migraine is usually overlooked at school or college.
- The Art of Procrastination: Why it's a skill, not a flaw

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SPEECH FORMAT

1.0 INTRODUCTION

- 1.1 Topic (1 mark)
- 1.2 General Purpose (1 mark)
- 1.3 Specific Purposes (2 marks)
- 1.4 Hook (2 marks)
- 1.5 Thesis Statement (2 marks)

2.0 BODY PARAGRAPH

- 2.1 Main Idea 1 (1 mark)
 - 2.1.1 Supporting Detail 1 (1 mark)
 - 2.1.2 Supporting Detail 2 (1 mark)
- 2.2 Main Idea 2 (1 mark)
 - 2.2.1 Supporting Detail 1 (1 mark)
 - 2.2.2 Supporting Detail 2 (1 mark)

3.0 CONCLUSION

- 3.1 Summary (2 marks)
- 3.2 Restatement of the Thesis (2 marks)
- 3.3 Lasting Impression (2 marks)

ITEMS		MARKS
1	Format & Content	20
2	Language	10
TOTAL		30

-----End of question-----

