



UNIVERSITY COLLEGE TATI (UCTATI)

FINAL EXAMINATION QUESTION BOOKLET

COURSE CODE	: DGE 2222
COURSE	: TECHNICAL ENGLISH III
SEMESTER/SESSION	: 2, 2024/2025
DURATION	: 2 HOURS

MATRIC NUMBER : _____

PROGRAM : _____

DESK NUMBER : _____

LECTURER'S NAME : JULIANI HUSSAIN

Instructions:

1. This booklet contains 3 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 14 PRINTED PAGES INCLUDING COVER PAGE

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SECTION A– READING COMPREHENSION (13 MARKS)

Questions 1 to 8 are based on the following article. Answer all questions.

- I The oral presentation means delivering an address to a public audience. It also refers to public speaking and/or speech-making. It is a brief discussion of a defined topic delivered to a public audience in order to impart knowledge or to stimulate discussion. The skill in oral presentation is equally as important as effective writing. Almost every oral presentation contains an introduction, main body and conclusion like a short paper. Though it is a formal speech in nature or vocal performance to an audience, it may occasionally require adequate planning and thorough preparation in using one's voice, body language and visual aids such as slideshows to present and illustrate the points more effectively and to achieve the desired results. 5 10
- II Whatever your profession is, you may be asked on various occasions to participate in a seminar, conference, panel discussion and/or meeting and to deliver an address to the audience present there. If you are an effective speaker, you can take this opportunity to demonstrate your knowledge, enhance your prestige, influence decisions, and occupy more important positions in your organizations. 15 So, the acquisition of oral presentation skills is essential for success in any profession.
- III What you need most for an effective oral presentation is to take a thorough preparation. Only a thorough preparation can help you control your nervousness and give an effective oral presentation. And if you want to take a thorough preparation, your first step should be to define the purpose of your presentation. Whenever you 20 have been able to define the purpose of your presentation, you should find out the points related to the purpose of your presentation.
- IV Body languages such as eye contact, facial expression, posture and gesture plays a significant role in oral presentation process. The proper use of the voice and the ability to adjust it to suit the slightest differences of meaning are also very important in 25 oral presentation. In addition to correct pronunciation, variation in pitch and cadence, free from speech mannerism, fluency in delivery are also very important in oral presentation.
- V In some cases of oral presentations if it seems to you that the persons expected to participate in the meeting spread over a wide geographical area, then you may need 30

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to prepare a brochure and send it to them well in advance. The brochure usually contains some essential information such as theme, background, main topics for discussion, name of the president/chairperson, chief guest, special guests, honorable guests and speakers, etc.

VI You may also require some specific techniques for each oral presentation to 35 ensure that your audience understands and remembers the points of your speech. When you deliver your speech, try to keep your presentation brief and to the point as much as possible – no unnecessary details. You should stick to the facts and avoid presenting complicated information.

VII Sometimes note cards help you much keep your speech on the topic, but do not 40 write down everything of your speech you are going to deliver— this makes your presentation a little dull and you can't properly communicate your ideas to your audience. On the other hand, it would be imperative if you allow your audience to ask you questions on the subject under discussion before ending your oral presentation. But in this case, you have to make sure that you have prepared yourself well to answer 45 their questions.

Adapted from <https://twp.duke.edu/sites/twp.duke.edu/oralpresentation>

1) In your own words, describe the meaning of an oral presentation?

(1 mark)

2) What are the two main parts of an oral presentation as stated in paragraph 1?

(2 marks)

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3) What do you need the most for an effective oral presentation in paragraph 3?

(2 marks)

4) What are the three skills that are important for giving an effective oral presentation?

(2 marks)

5) Why is it important to allow your audience to ask you questions after your presentation?

(2 marks)

6) How would you prepare for question-and-answer session?

(2 marks)

7) What is the purpose of note card in an oral presentation?

(1 mark)

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8) List down one type of oral presentation?

(1 mark)

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SECTION B-SHORT ANSWER (61 MARKS)

Answer all questions

Part One (10 marks)

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) "What if I told you that a single dream could change your life?"

Technique 1 _____ (2 marks)

- 2) When I was a child ,my family went on a summer vacation to the Great Smoky Mountains every year. One year ,my aunt saw a black bear while she was hiking. She was so terrified ,she ended up sitting on a boulder for an hour just to make sure it had gotten far enough away from her. She still won't go hiking alone anywhere.

Technique 2 _____ (2 marks)

- 3) According to Prophet Muhammad p.b.u.h. '*Seeking knowledge is obligatory on every Muslim.*'

Technique 3 _____ (2 marks)

- 4) "According to recent studies, over 70% of high school students report feeling overwhelmed and stressed on a daily basis."

Technique 4 _____ (2 marks)

- 5) Writer Ernest Hemingway once said, 'When writing a novel, a writer should create living people; people not characters.'

Technique 5 _____ (2 marks)

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Part Two (39 marks)

1) List down four main parts of an introduction.

(4 marks)

2) Explain one specific function of supporting detail.

(1 mark)

3) In your own words, give two examples of memorable concluding remark.

(5 marks)

4) Elaborate two purposes of conclusion.

(4 marks)

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5) Study the power point slide show below and suggest four techniques to improve it.

How to make a Good First Impression

Making a first good impression can be vital when looking for a new job. Whether we like it or not, people do judge a book by their cover. The first few seconds with someone can be critical to your career.

- Be on time. The person you are just meeting is probably not interested in your excuses, even if it is the first time you are late in your whole life. All they are going to know is that you are not keeping up with a previous agreement. The image you are leaving behind is of someone that is not reliable. Make an extra effort and make sure to arrive on time. Too early is always better than too late.
- Be prepared. Before going to your interview you should have done your research about the company, the position you're applying for, and so on. Think about what kind of questions you could be asked, and how you would answer them. In one word, practice!
- Take care of your clothes and your overall grooming. It has been said that 55% can be determined by the person's appearance. So be careful when choosing how to present yourself in an interview. Dress to impress, maintaining in mind the job you are applying to, and when in doubt, choose the most conservative choice.
- Take into consideration non-verbal communication. You might be feeling nervous, but studies have shown that people who present themselves in a more friendly, confident manner usually have better results. Something as simple as a smile can make a difference.

i) _____ (2 marks)

ii) _____ (2 marks)

iii) _____ (2 marks)

iv) _____ (2 marks)

6) Provide two advantages of using real object in your presentation.

(2 marks)

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7) List down three examples of audio-visual aids?

(3 marks)

8) What are the two objectives of audio-visual aids?

(2 marks)

9) What are some tips for using visual aids?

(4 marks)

10) Explain two disadvantages of audio visual aids?

(4 marks)

11) What is an audio-visual aid?

(2 marks)

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Part Three (12 marks)

Match the following '*pre-presentation planning steps*' with appropriate stages of planning a presentation.

Purpose of analysis	Audience analysis
Occasion analysis	Choosing the title

- 1) Analyse the background.

(2 marks)

- 2) Recognize factors for getting and maintaining audience attention.

(2 marks)

- 3) Identify an observable measurable action that the audience should be able to take.

(2 marks)

- 4) Restate the speech topic and focus on audience behaviour.

(2 marks)

- 5) Narrow the topic as per the focus of your presentation.

(2 marks)

- 6) Identify the gender.

(2 marks)

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SECTION C – OUTLINE WRITING (26 MARKS)

Write an outline for the **introduction, body and conclusion** of the speech about any awareness campaign. Below are the three examples of awareness campaign topic that you can choose

-stop smoking

-cybercrime awareness

-say no to drug

Please write in **complete sentences**.

Title: _____ (2 marks)

INTRODUCTION

Attention Grabber:

(2 marks)

Reveal Topic:

(2 marks)

Relevance Statement:

(2 marks)

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Preview of Main Points:

(2 marks)

BODY

Main Idea 1:

(2 mark)

Supporting Details 1:

(1 mark)

Supporting Details 2:

(1 mark)

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Main Idea 2:

(2 marks)

Supporting Details 1:

(1 mark)

Supporting Details 2:

(1mark)

Main Idea 3:

(2 marks)

Supporting Details 1:

(1 marks)

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Supporting Details 2:

(1mark)

CONCLUSION

Summary of main points:

(2 marks)

Memorable Concluding Remarks:

(2 marks)

-----END OF QUESTION-----