



STAMFORD COLLEGE
SCHOOL OF SECRETARIAL AND ADMINISTRATIVE STUDIES
DIPLOMA IN EXECUTIVE SECRETARYSHIP
(SEMESTER 1)

DES 1101: BUSINESS ENGLISH & PRESENTATION SKILLS

Date : 24 JULY 2007 (Tuesday)
Time : 10 am – 12 pm

Duration: 2 hours

Instructions to Candidates

Question 1 in Section A is compulsory. Answer TWO out of THREE questions in Section B.

Please ensure that this examination paper contains FIVE questions on ONE printed page before you start the examination.

Books, papers and other written materials are not allowed to be brought into the examination hall. A candidate who violates the examination rules of Stamford College or commits a malpractice will be disqualified from the examination.

Write your Examination Index Number on each page of your answer booklet.

SECTION A**Question 1 (Compulsory)**

This year is “Visit Malaysia Year”. Write a report on the hospitality and entertainment that can be offered to tourists who come to your town. (eg. Where can tourists stay in your state? What sight-seeing or entertainment can they enjoy in your state?)

(Total = 20 marks)

SECTION B

Answer TWO out of THREE questions.

Question 2

You are the secretary to an architect who is also your employer. Your employer, a busy woman, has to travel to Singapore on business next month. She will be staying there for a week. You will be accompanying her. You have to phone a hotel to make the necessary arrangements for the trip to Singapore. Write out the telephone conversation in the form of a dialogue.

Include any necessary details.

(Total = 15 marks)

Question 3

How can one overcome fear so as to give a good presentation?

(Total = 15 marks)

Question 4

The General Manager at the small bank where you work will be retiring soon. Write a memo to all the employees informing them of a farewell party for the manager at the end of the month.

Include any necessary details.

(Total = 15 marks)

– END OF PAPER –